

# ACTS ONLINE PAYMENT USER GUIDE

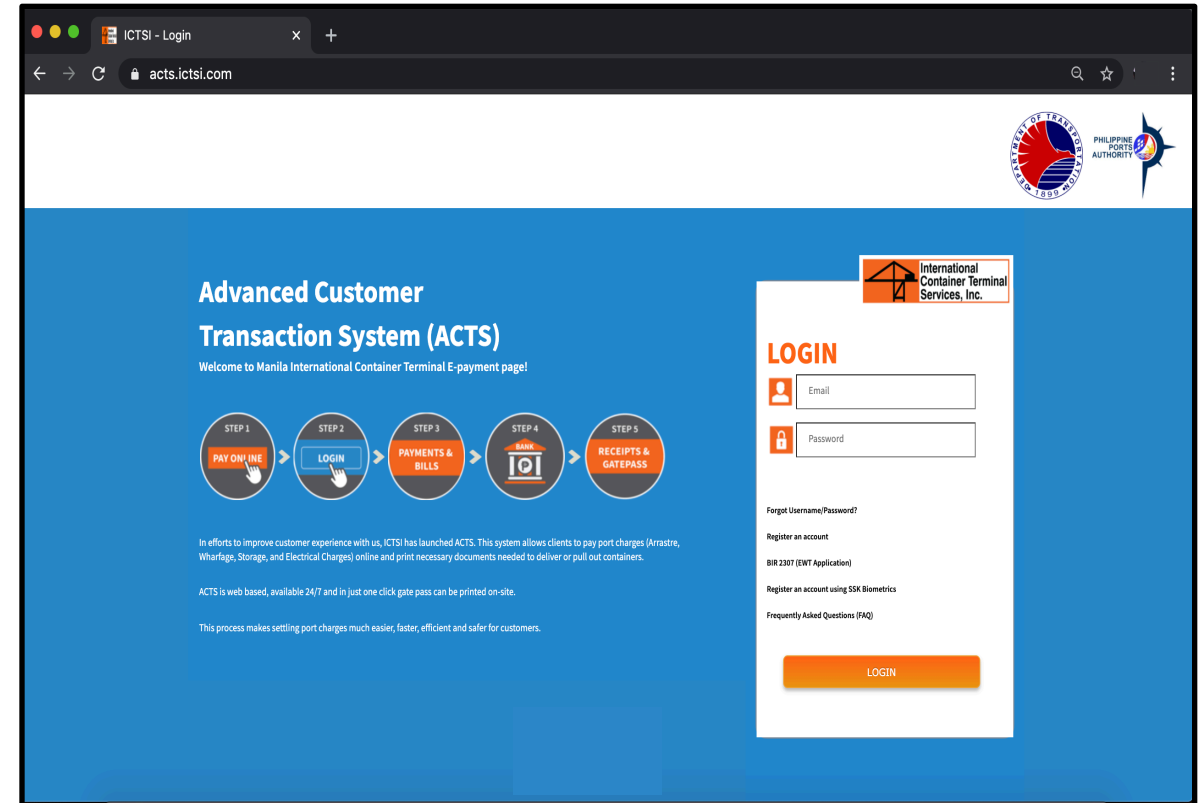
How To Use The ACTS Online Payment System

# 01

## IMPORT PAYMENT

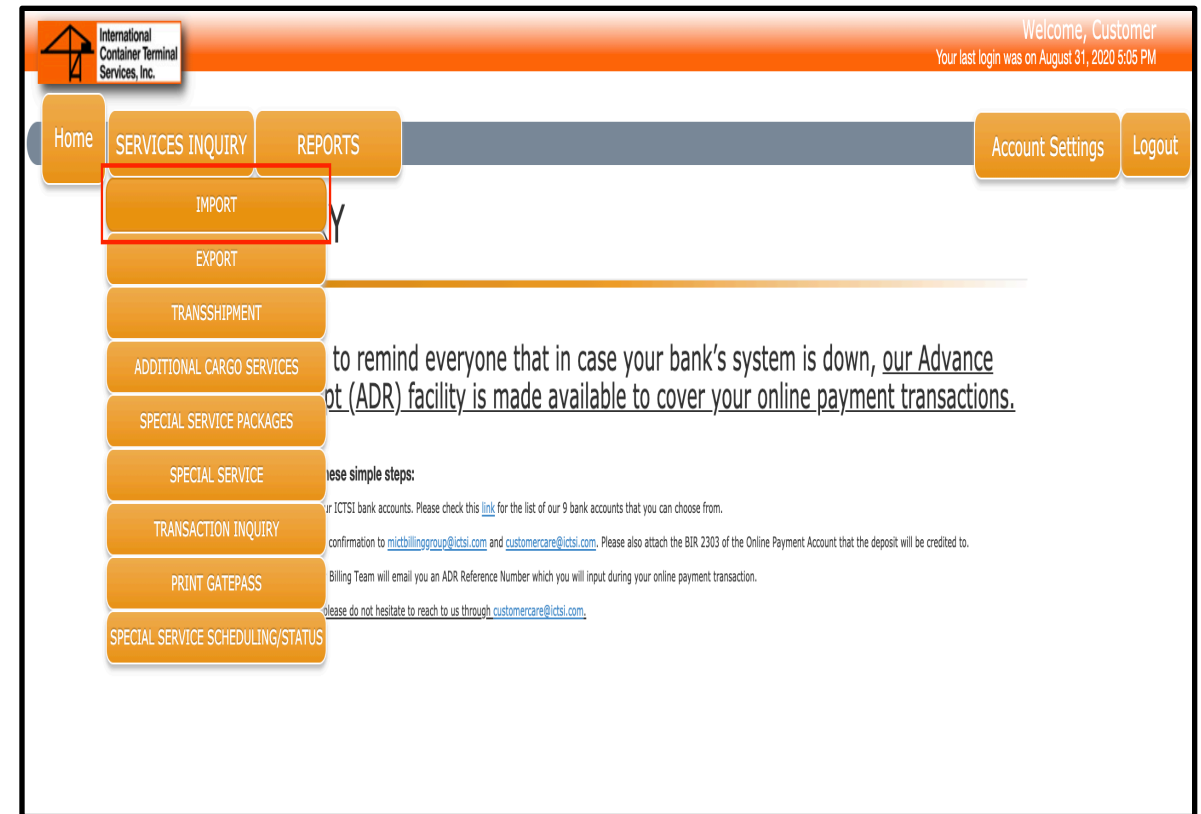
# STEP 1: LOG IN TO YOUR ACTS ACCOUNT

- Go to <https://acts.ictsi.com/>.
- Enter your log in credentials.
- For first time users, log in credentials are provided in the email confirmation sent after registration.



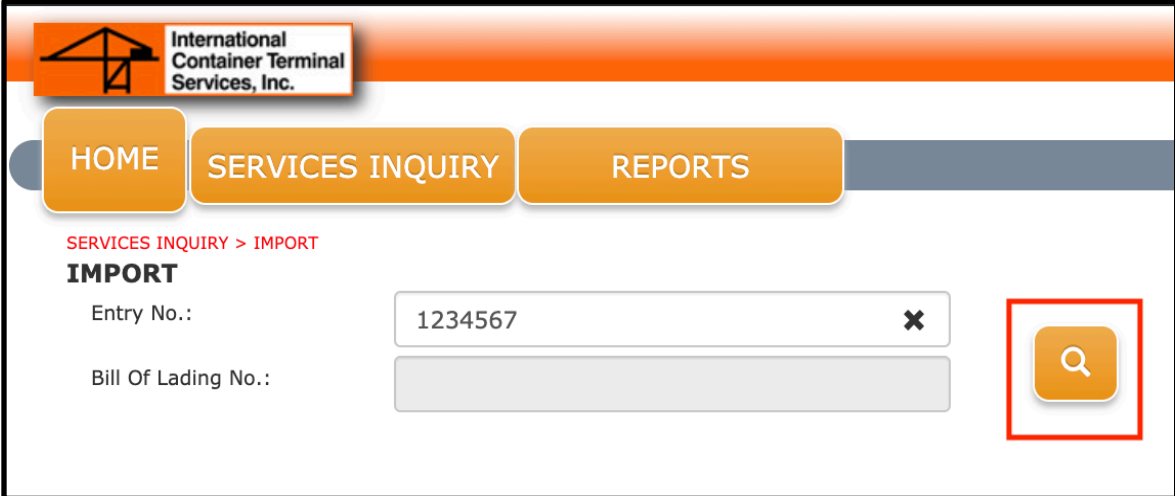
## STEP 2: GO TO SERVICES INQUIRY

- Click on the **SERVICES INQUIRY** tab.
- Select **IMPORT** in the drop-down list.

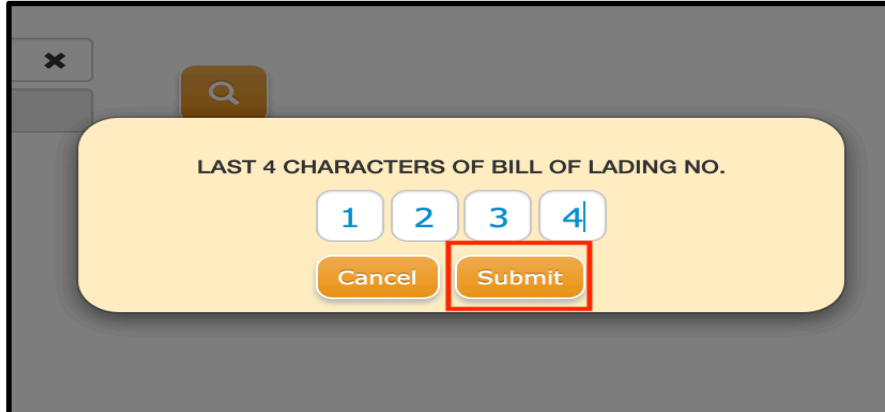


## STEP 3: ENTER CONTAINER DETAILS

- Input the **Entry Number** and then click the search icon.



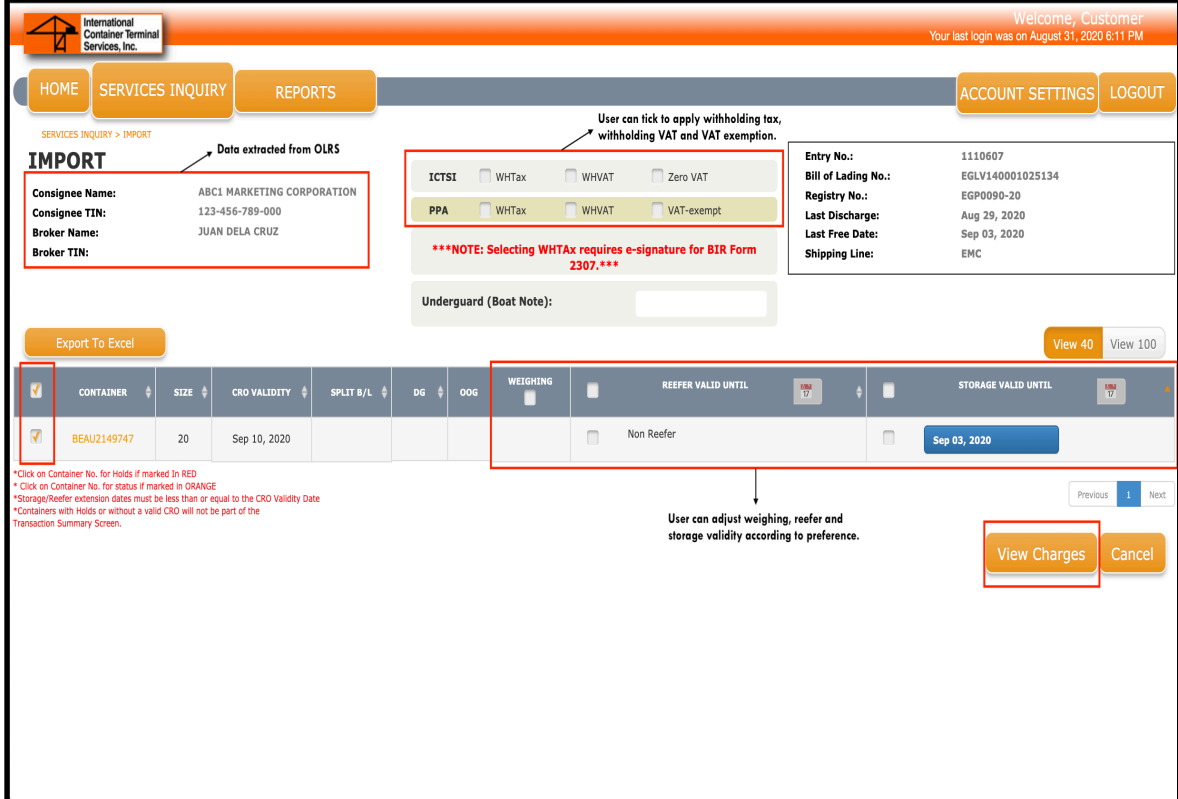
- Input the last four (4) digits of the **Bill of Lading Number** and click SUBMIT.





## STEP 4: CHECK NECESSARY APPLICATIONS AND ADJUSTMENTS TO THE CHARGES

- Select all containers that you would like to pay for.
- For withholding tax and zero VAT applications, tick on the applicable box/es.
- For adjustments on weighing, reefer validity and storage validity, tick on the applicable box/es and indicate your preferred validity dates.
- Once all is checked and applied, click **VIEW CHARGES**.



International Container Terminal Services, Inc.

Welcome, Customer  
Your last login was on August 31, 2020 6:11 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > IMPORT

Data extracted from OLR5

**IMPORT**

Consignee Name: ABC1 MARKETING CORPORATION  
Consignee TIN: 123-456-789-000  
Broker Name: JUAN DELA CRUZ  
Broker TIN:

ICTSI ☐ WHTax ☐ WHVAT ☐ Zero VAT  
PPA ☐ WHTax ☐ WHVAT ☐ VAT-exempt

\*\*\*NOTE: Selecting WHTax requires e-signature for BIR Form 2307.\*\*\*

Underguard (Boat Note):

Entry No.: 1110607  
Bill of Lading No.: EGLV140001025134  
Registry No.: EGP0090-20  
Last Discharge: Aug 29, 2020  
Last Free Date: Sep 03, 2020  
Shipping Line: EMC

Export To Excel View 40 View 100

CONTAINER	SIZE	CRO VALIDITY	SPLIT B/L	DG	OOG	WEIGHING	REEFER VALID UNTIL	STORAGE VALID UNTIL
BEAU2149747	20	Sep 10, 2020				<input type="checkbox"/>	Non Reefer	Sep 03, 2020

\*Click on Container No. for Holds if marked in RED  
\*Click on Container No. for status if marked in ORANGE  
\*Storage/Reefer extension dates must be less than or equal to the CRO Validity Date  
\*Containers with Holds or without a valid CRO will not be part of the Transaction Summary Screen.

User can adjust weighing, reefer and storage validity according to preference.

View Charges Cancel

# STEP 5: REVIEW ALL CHARGES

- If all details on port charges are correct, click ADD TO SUMMARY.

CONTAINER	SIZE	ARRASTRE	REEFER	STORAGE	HCCA	WEIGHING	DEA	AMT DUE to ICTSI - PHP	WHARFAGE	AMT DUE to PPA - PHP
BEAU2149747	20	4,307.00	0.00	0.00	0.00	0.00	0.00	4,307.00	519.35	519.35

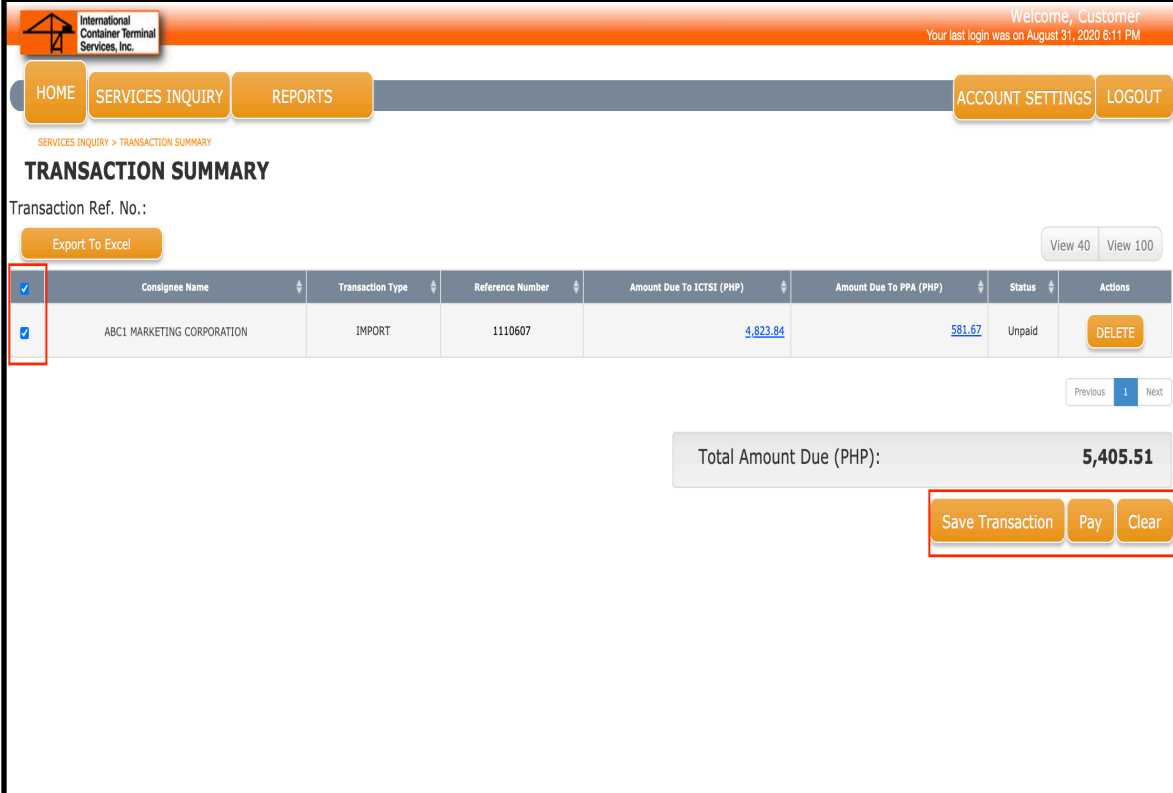
BASIC AMOUNT	4,307.00		519.35
VALUE ADDED TAX (12%)	516.84		62.32
WITHHOLDING VAT	0.00		0.00
WITHHOLDING TAX	0.00		0.00
TOTAL AMOUNT DUE (PHP)	4,823.84		581.67

Add to Summary

Close

# STEP 6: CHECK TRANSACTION SUMMARY

- Tick the box on the left side of the transaction.
- If you would like to proceed with payment, click **PAY**.
- If you would like to defer payment for another time, click **SAVE TRANSACTION**. Make sure you take note of the **Transaction Reference Number** that will appear on the screen after saving the transaction.
- If you would like to re-do the processing, click **CLEAR**.



International Container Terminal Services, Inc.

Welcome, Customer  
Your last login was on August 31, 2020 6:11 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > TRANSACTION SUMMARY

**TRANSACTION SUMMARY**

Transaction Ref. No.:  
Export To Excel View 40 View 100

	Consignee Name	Transaction Type	Reference Number	Amount Due To ICTSI (PHP)	Amount Due To PPA (PHP)	Status	Actions
<input checked="" type="checkbox"/>	ABC1 MARKETING CORPORATION	IMPORT	1110607	4,823.84	581.67	Unpaid	DELETE

Previous 1 Next

Total Amount Due (PHP): 5,405.51

Save Transaction Pay Clear



# STEP 7: SELECT MODE OF PAYMENT

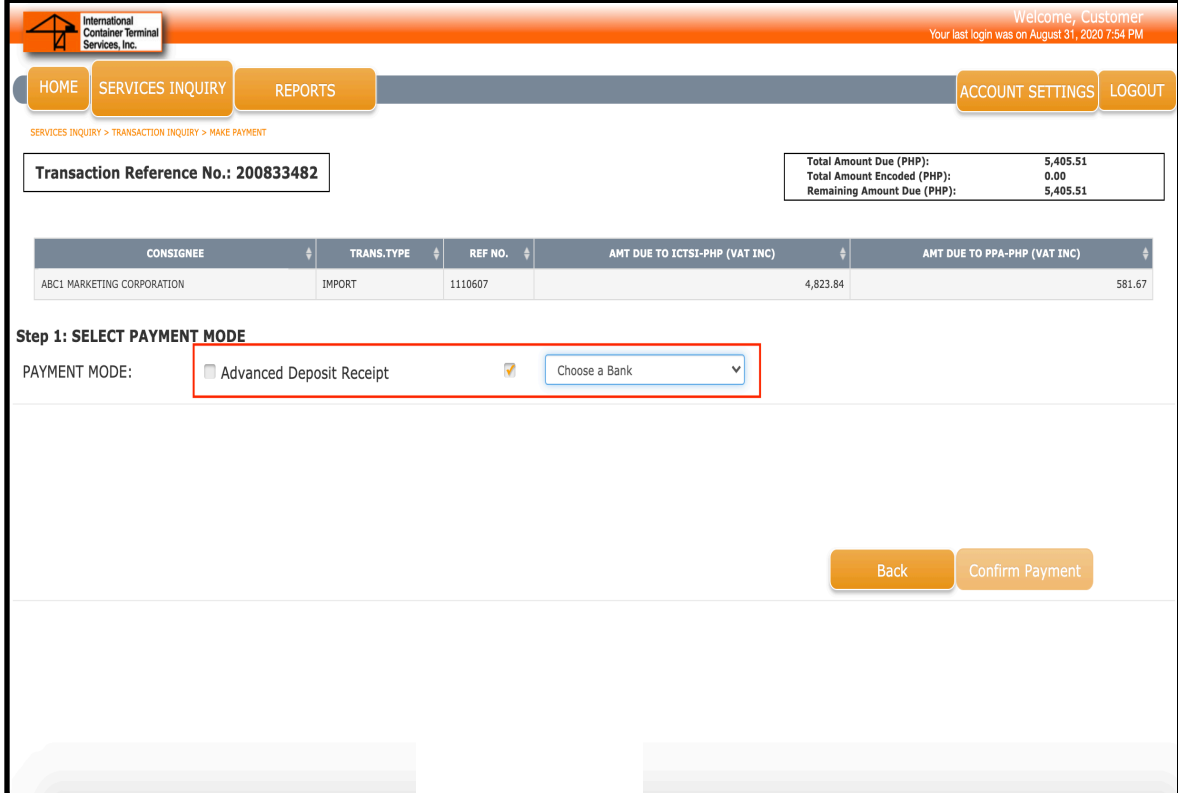
- You may pay through either of the following:

## ✓ Online Banking

- Select your partner bank in the drop-down list. Once selected, page will be automatically be redirected to the bank's portal. *Please make sure you have requested the linking of ACTS Online to your online bank account with your bank partner.*

## ✓ Advance Deposit Receipt

- Tick the ADR box. Input your TIN, AR number (*to be provided by our Billing Team upon deposit confirmation*) and ADR amount (*total amount due*).



The screenshot shows the 'Step 1: SELECT PAYMENT MODE' page. At the top, there's a navigation bar with 'HOME', 'SERVICES INQUIRY', 'REPORTS', 'ACCOUNT SETTINGS', and 'LOGOUT'. Below this, a breadcrumb trail reads 'SERVICES INQUIRY > TRANSACTION INQUIRY > MAKE PAYMENT'. The 'Transaction Reference No.' is 200833482. A summary box on the right shows: Total Amount Due (PHP): 5,405.51, Total Amount Encoded (PHP): 0.00, and Remaining Amount Due (PHP): 5,405.51. A table below lists transaction details:

CONSIGNEE	TRANS. TYPE	REF. NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
ABC1 MARKETING CORPORATION	IMPORT	1110607	4,823.84	581.67

Under 'Step 1: SELECT PAYMENT MODE', the 'PAYMENT MODE' section has a radio button for 'Advanced Deposit Receipt' and a dropdown menu labeled 'Choose a Bank'. At the bottom right, there are 'Back' and 'Confirm Payment' buttons.

# STEP 8: PRINT ELECTRONIC OFFICIAL RECEIPT (E-OR)



- After a successful payment transaction, an e-OR will automatically be generated and be available for printing under Transaction Inquiry.

Welcome, Customer  
Your last login was on August 31, 2020 8:04 PM

HOME

SERVICES INQUIRY

REPORTS

ACCOUNT SETTINGS

LOGOUT

SERVICES INQUIRY

IMPORT

EXPORT

TRANSSHIPMENT

ADDITIONAL CARGO SERVICES

SPECIAL SERVICE PACKAGES

SPECIAL SERVICE

TRANSACTION INQUIRY

PRINT GATEPASS

SPECIAL SERVICE SCHEDULING/STATUS

Transac

99

Total Amount Due (PHP):

5,405.51

Total Amount Encoded (PHP):

0.00

Remaining Amount Due (PHP):

5,405.51

	TRANS. TYPE	REF NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
ABC1 MAR	IMPORT	1110607	4,823.84	581.67

Step 1: SE

PAYMENT

posit Receipt

Choose a Bank

Back

Confirm Payment


## STEP 8: SAMPLE E-OR

- ICTSI issuance of e-OR is officially approved by BIR. Every e-OR generated includes our CAS Permit Number - **2001\_0125\_PTU\_CAS\_000774**.

International Container Terminal Services, Inc.		ICTSI Administration Building, Manila International Container Terminal MICT South Access Road, Manila 1020, Philippines Telephone: 632 / 245 4101 Facsimile: 632 / 245 2245 VAT REG TIN: 900-523-228-900		
<b>OFFICIAL RECEIPT</b>		Import	1700691 3003936 1 20200408 1525	<b>ACTS E-OR-000000000566</b>
CONSIGNEE	TIME	REGISTRY NO.	ENTRY NO.	
ADDRESS	ADR ACCOUNT NO.	WHL0004-20		
Business Style:	DATE OF LAST DISCHARGE:	VESSEL		
BROKER	OUR DATE:	SHIPPING LINE / AGENT		
	2020-03-23	WHL		
	2020-04-06	STORAGE FROM TO		
		2020-03-28		
		Reel	High Storage	
20	(ARRASTRE) (STORAGE) (WEIGHING) (DEA) (HCCA) (REEFER)		2020-04-08	
20	4,737.70 5,631.21 5,015.00		2020-04-08	
SUB TOTAL		10,030.00		
Remarks	TOTAL AMOUNT 30,767.82			
VATABLE	VAT - 12% 3,692.14			
Underguard	WVAT 0.00			
	EWT 0.00			
	ICTSI TOTAL AMOUNT 34,459.96			
BIR PERMIT NO. 2001_0125_PTU_CAS_000774		THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE.		
EFFECTIVITY DATE: 12-15-2019 VALID UNTIL: 12-15-2024				
SERIES OF ACTS E-OR-0000000001 TO 9999999999				
<b>ACKNOWLEDGEMENT RECEIPT</b>		INTERNATIONAL CONTAINER TERMINAL SERVICES, INC. <b>ACTS E-AR-000000000498</b>		
CONSIGNEE	TIME	REMARKS	Qty Size	TOTAL CUSTOMERS DEPOSIT: 1,142.56
ADDRESS		WA	1,038.70	2 X 20
FILE		V12	124.64	0 X 40
		WV	0.00	0 X 45
		EW	20.78	
BIR PERMIT NO. 2001_0125_PTU_CAS_000774		TELLER :		
EFFECTIVITY DATE: 12-15-2019 VALID UNTIL: 12-15-2024				
SERIES OF ACTS E-AR-0000000001 TO 9999999999				
THIS ACKNOWLEDGEMENT RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE.				
THIS ACKNOWLEDGEMENT RECEIPT IS NOT VALID FOR CLAIM OF INPUT TAX.				

# STEP 9: PRINT ELECTRONIC GATEPASS

- To print gatepass, go to **SERVICES INQUIRY** and select **PRINT GATEPASS**.

International  
Container Terminal  
Services, Inc.

Welcome, Customer  
Your last login was on August 31, 2020 2:04 PM

HOME

SERVICES INQUIRY

REPORTS

ACCOUNT SETTINGS

LOGOUT

SERVICES INQUIRY

IMPORT

EXPORT

TRANSHIPMENT

ADDITIONAL CARGO SERVICES

SPECIAL SERVICE PACKAGES

SPECIAL SERVICE

TRANSACTION INQUIRY

PRINT GATEPASS

SPECIAL SERVICE SCHEDULING/STATUS

Transac

39

Total Amount Due (PHP): 5,405.51  
Total Amount Encoded (PHP): 0.00  
Remaining Amount Due (PHP): 5,405.51

	TRANS. TYPE	REF NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
ASCO MAR	IMPORT	1110607	4,823.84	581.67

Step 1: SE  
PAYMENT

Deposit Receipt

Choose a Bank

Back

Confirm Payment

- Input the **Billing of Lading Number** or the **Container Number** and then click the **search icon**.


PRINT GATEPASS

BILL OF LADING NO.:

CCBR NO.:

CONTAINER NO.:

AR NO.:



**END**

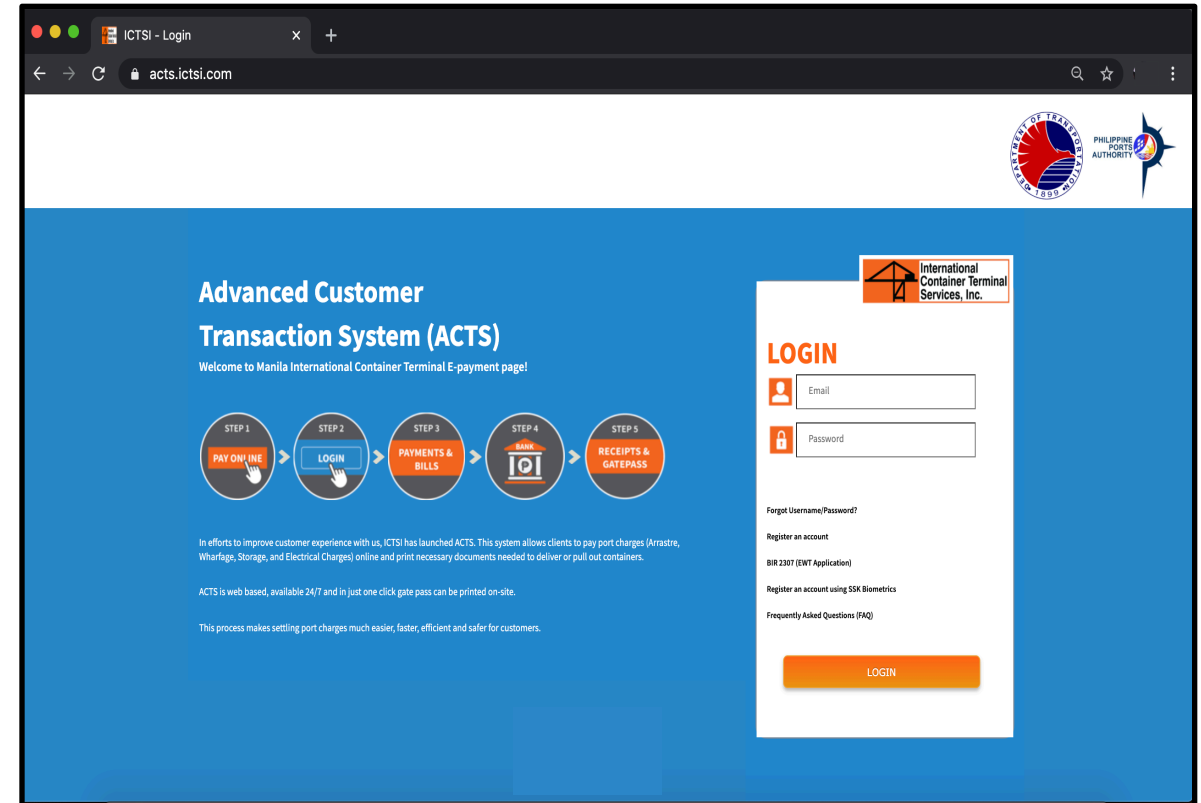
02

EXPORT PAYMENT



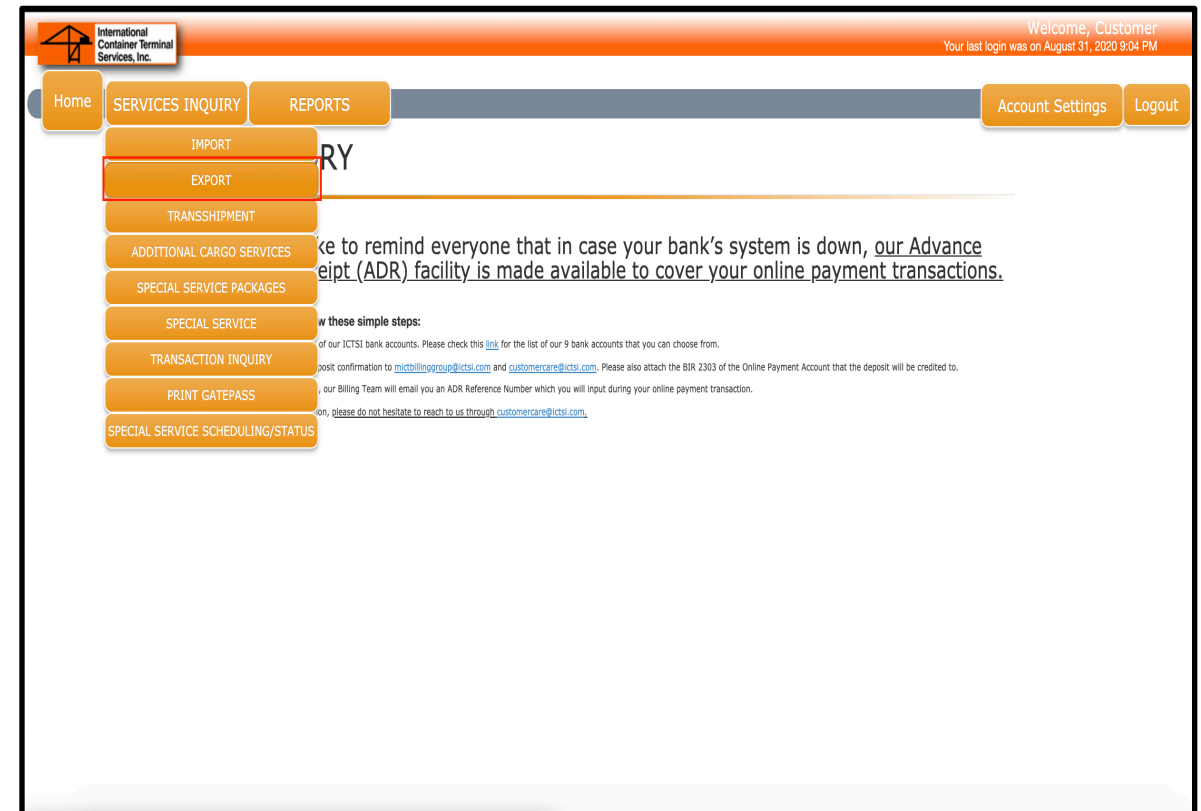
# STEP 1: LOG IN TO YOUR ACTS ACCOUNT

- Go to <https://acts.ictsi.com/>
- Enter your log in credentials.
- For first time users, log in credentials are provided in the email confirmation sent after registration.



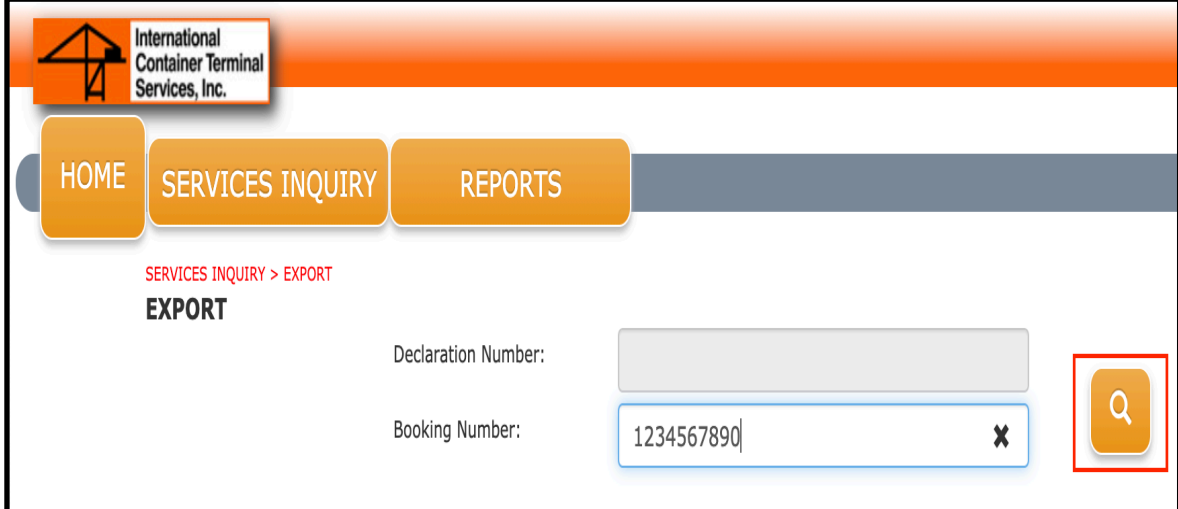
## STEP 2: GO TO SERVICES INQUIRY

- Click on the **SERVICES INQUIRY** tab.
- Select **EXPORT** in the drop-down list.



## STEP 3: ENTER CONTAINER DETAILS

- Input the **Booking Number** and then click the search icon.



International Container Terminal Services, Inc.

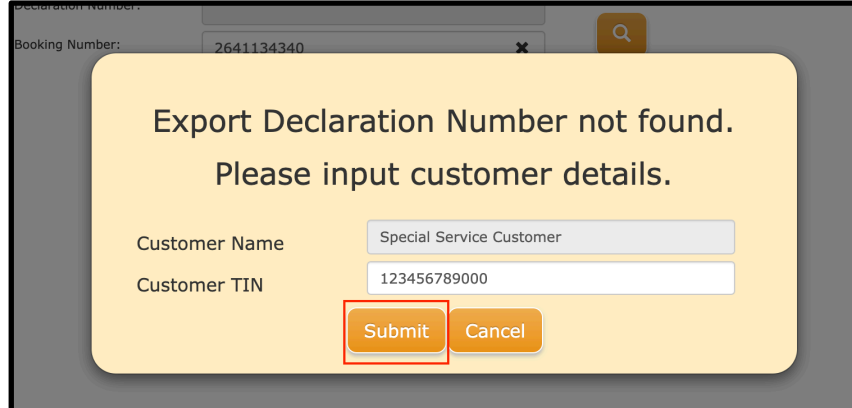
HOME SERVICES INQUIRY REPORTS

SERVICES INQUIRY > EXPORT  
EXPORT

Declaration Number:

Booking Number:

- Input your **Broker's TIN** and click SUBMIT.



Export Declaration Number not found.  
Please input customer details.

Customer Name

Customer TIN

# STEP 4: CHECK NECESSARY APPLICATIONS AND ADJUSTMENTS TO THE CHARGES



- Select all containers that you would like to pay for.
- Fill out the required fields for Broker's Name, TIN, Declaration No, Shipping Line, Vessel and Commodity.
- For withholding tax and zero VAT applications, tick on the applicable box/es.
- Once all is checked and applied, click VIEW CHARGES.

International Container Terminal Services, Inc.

Welcome, Customer

Your last login was on August 31, 2020 9:49 PM

HOME

SERVICES INQUIRY

REPORTS

ACCOUNT SETTINGS

LOGOUT

SERVICES INQUIRY > EXPORT

EXPORT

Exporter Name: ABC1 MARKETING CORPORATION

Exporter TIN: 123-456-789-000

Broker Name:

Broker TIN:

ICTSI ☐ WHTax ☐ WHVAT ☐ Zero VAT

PPA ☐ WHTax ☐ WHVAT ☐ VAT-exempt

☐ Wharfage Exemption

\*\*\*NOTE: Selecting WHTax requires e-signature for BIR Form 2307.\*\*\*

Underguard (Boat Note):

Booking No.: 2641134340

Declaration No:

Shipping Line:

Vessel:

Commodity:

Export To Excel

View 40

View 100

	CONTAINER	SIZE	DG	ODG	WEIGHING
<input checked="" type="checkbox"/>	OOLU6180397	40			✓
<input checked="" type="checkbox"/>	OOLU6449362	40			✓
<input checked="" type="checkbox"/>	OOLU6143752	40			✓
<input checked="" type="checkbox"/>	OOLU6144527	40			✓

\*Click on Container No. for Holds if marked in RED

\*Click on Container No. for status if marked in ORANGE

\*Containers with Holds will not be part of the Transaction Summary Screen.

Previous

1

Next

View Charges

Cancel

# STEP 5: REVIEW ALL CHARGES

- If all details on port charges are correct, click ADD TO SUMMARY.

CONTAINER	SIZE	ARRASTRE	REEFER	STORAGE	HCCA	WEIGHING	AMT DUE to ICTSI - PHP	WHARFAGE	AMT DUE to PPA - PHP
OOLU6180397	40	8,076.00	0.00	0.00	0.00	116.00	8,192.00	391.05	391.05
OOLU6449362	40	8,076.00	0.00	0.00	0.00	116.00	8,192.00	391.05	391.05

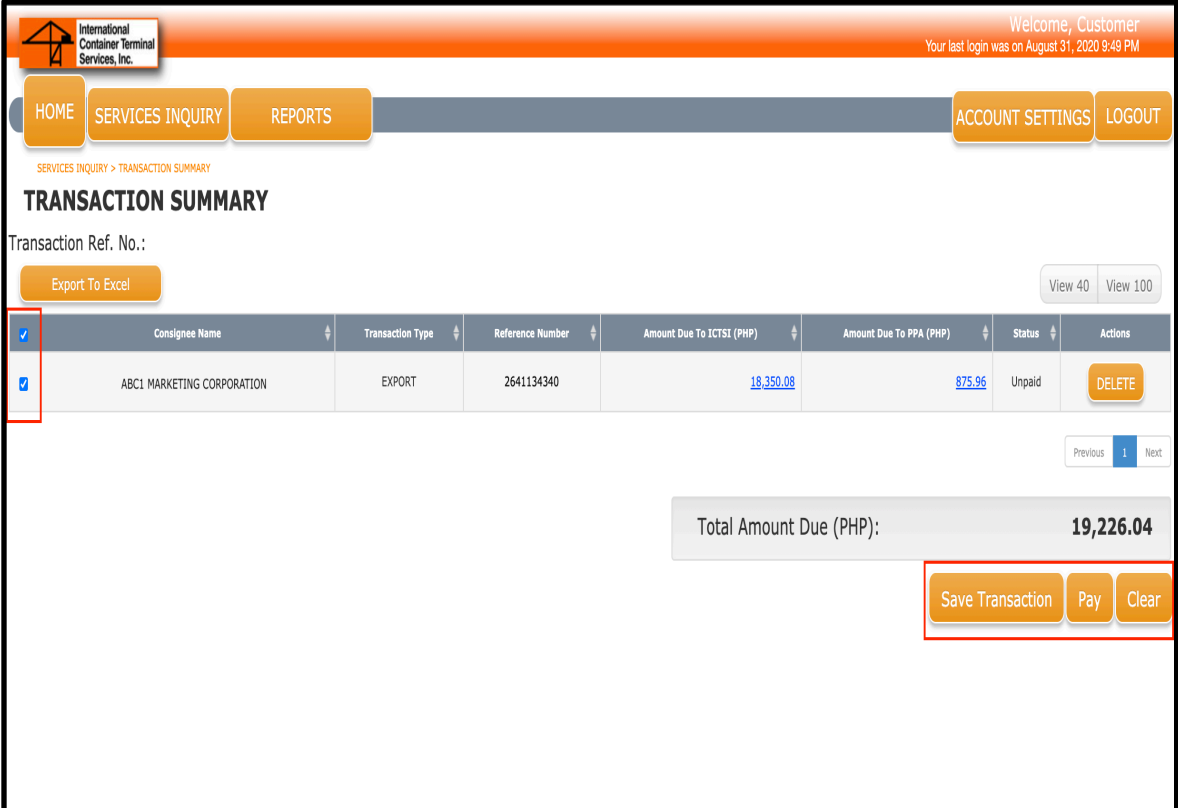
BASIC AMOUNT	16,384.00		782.10
VALUE ADDED TAX (12%)	1,966.08		93.86
WITHHOLDING VAT	0.00		0.00
WITHHOLDING TAX	0.00		0.00
TOTAL AMOUNT DUE (PHP)	18,350.08		875.96

Add to Summary

Close

# STEP 6: CHECK TRANSACTION SUMMARY

- Tick the box on the left side of the transaction.
- If you would like to proceed with payment, click **PAY**.
- If you would like to defer payment for another time, click **SAVE TRANSACTION**. Make sure you take note of the **Transaction Reference Number** that will appear on the screen after saving the transaction.
- If you would like to re-do the processing, click **CLEAR**.



International Container Terminal Services, Inc. Welcome, Customer  
Your last login was on August 31, 2020 9:49 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > TRANSACTION SUMMARY

### TRANSACTION SUMMARY

Transaction Ref. No.:  
Export To Excel View 40 View 100

	Consignee Name	Transaction Type	Reference Number	Amount Due To ICTSI (PHP)	Amount Due To PFA (PHP)	Status	Actions
<input checked="" type="checkbox"/>	ABC1 MARKETING CORPORATION	EXPORT	2641134340	18,350.08	875.96	Unpaid	DELETE

Previous 1 Next

Total Amount Due (PHP): 19,226.04

Save Transaction Pay Clear



# STEP 7: SELECT MODE OF PAYMENT

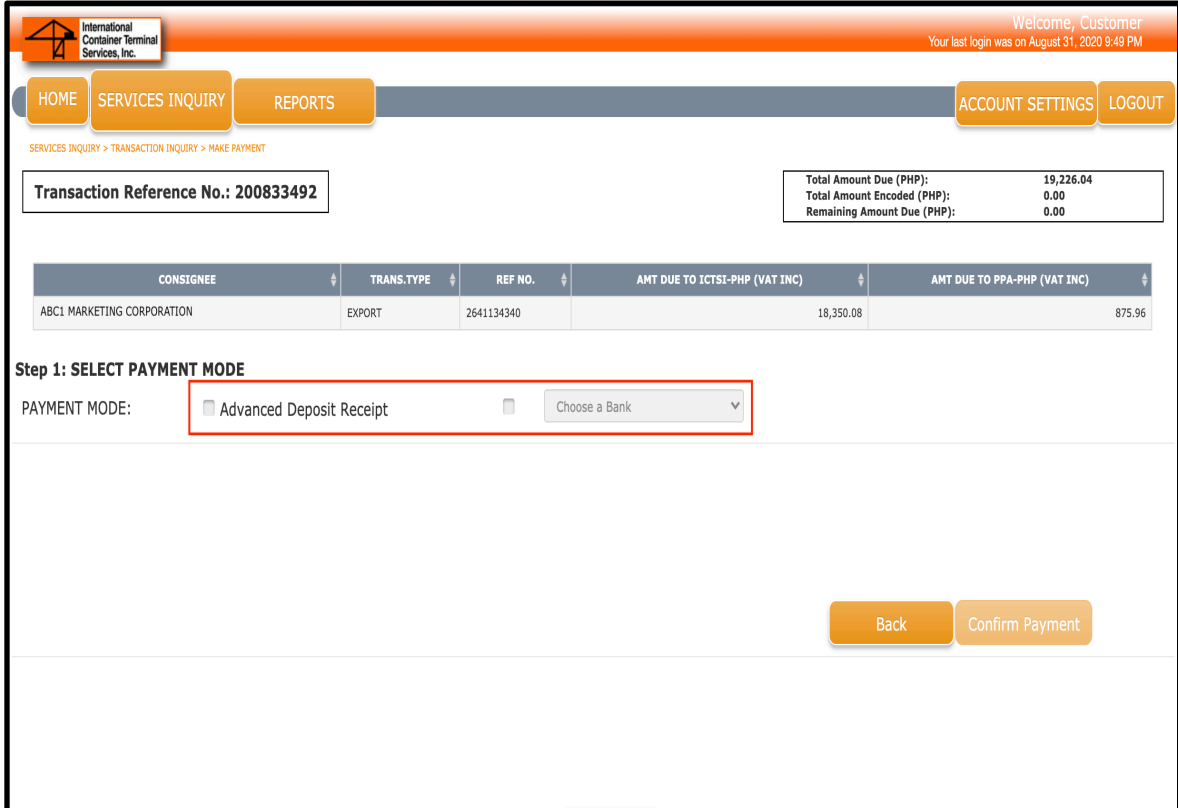
- You may pay through either of the following:

## ✓ Online Banking

- Select your partner bank in the drop-down list. Once selected, page will be automatically be redirected to the bank's portal. *Please make sure you have requested the linking of ACTS Online to your online bank account with your bank partner.*

## ✓ Advance Deposit Receipt

- Tick the ADR box. Input your TIN, AR number (*to be provided by our Billing Team upon deposit confirmation*) and ADR amount (*total amount due*).



The screenshot displays the payment portal interface. At the top, the header includes the company logo and name, a welcome message, and the last login time. Below the header is a navigation bar with buttons for HOME, SERVICES INQUIRY, REPORTS, ACCOUNT SETTINGS, and LOGOUT. The main content area shows the transaction reference number and a summary of amounts due. A table lists the consignee, transaction type, reference number, and amounts due to ICTSI-PHP and PPA-PHP. The 'Step 1: SELECT PAYMENT MODE' section is highlighted, showing the 'Advanced Deposit Receipt' option selected and a 'Choose a Bank' dropdown menu. At the bottom right, there are 'Back' and 'Confirm Payment' buttons.

Transaction Reference No.: 200833492

Total Amount Due (PHP):	19,226.04
Total Amount Encoded (PHP):	0.00
Remaining Amount Due (PHP):	0.00

CONSIGNEE	TRANS. TYPE	REF NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
ABC1 MARKETING CORPORATION	EXPORT	2641134340	18,350.08	875.96

Step 1: SELECT PAYMENT MODE

PAYMENT MODE: ☒ Advanced Deposit Receipt ☐ Choose a Bank

Back Confirm Payment

# STEP 8: PRINT ELECTRONIC OFFICIAL RECEIPT (E-OR)



- After a successful payment transaction, an e-OR will automatically be generated and be available for printing under Transaction Inquiry.

Welcome, Customer  
Your last login was on August 31, 2020 8:04 PM

HOME

SERVICES INQUIRY

REPORTS

ACCOUNT SETTINGS

LOGOUT

SERVICES INQUIRY

TRANSACTION INQUIRY

EXPORT

TRANSHIPMENT

ADDITIONAL CARGO SERVICES

SPECIAL SERVICE PACKAGES

SPECIAL SERVICE

TRANSACTION INQUIRY

PRINT GATEPASS

SPECIAL SERVICE SCHEDULING/STATUS

Total Amount Due (PHP): 5,405.51

Total Amount Encoded (PHP): 0.00

Remaining Amount Due (PHP): 5,405.51

	TRANS. TYPE	REF NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
ABC1 MAR	IMPORT	1110607	4,823.84	581.67

Step 1: SE

PAYMENT

Deposit Receipt

Choose a Bank

Back

Confirm Payment

## STEP 8: SAMPLE E-OR

- ICTSI issuance of e-OR is officially approved by BIR. Every e-OR generated includes our CAS Permit Number - **2001\_0125\_PTU\_CAS\_000774**.

International Container Terminal Services, Inc.		ICTSI Administration Building, Manila International Container Terminal MICT South Access Road, Manila 1020, Philippines Telephone: 632 / 245 4101 Facsimile: 632 / 245 2245 VAT REG TIN: 900-523-228-900		
<b>OFFICIAL RECEIPT</b>		Import	1700691 3003936 1 20200408 1525	<b>ACTS E-OR-000000000566</b>
CONSIGNEE	TIME	REGISTRY NO.	ENTRY NO.	
ADDRESS	ADR ACCOUNT NO.	WHL0004-20		
Business Style:	DATE OF LAST DISCHARGE:	VESSEL		
BROKER	OUR DATE:	SHIPPING LINE / AGENT		
	2020-03-23	WHL		
	2020-04-06	STORAGE FROM TO		
		2020-03-28		
		Reel	High Storage	
20	(ARRASTRE) (STORAGE) (WEIGHING) (DEA) (HCCA) (REEFER)		2020-04-08	
20	4,737.70 5,631.21 5,015.00		2020-04-08	
SUB TOTAL		10,030.00		
Remarks	TOTAL AMOUNT 30,767.82			
VATABLE	VAT - 12% 3,692.14			
Underguard	WVAT 0.00			
	EWT 0.00			
	ICTSI TOTAL AMOUNT 34,459.96			
BIR PERMIT NO. 2001_0125_PTU_CAS_000774		THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE.		
EFFECTIVITY DATE: 12-15-2019 VALID UNTIL: 12-15-2024				
SERIES OF ACTS E-OR-0000000001 TO 9999999999				
<b>ACKNOWLEDGEMENT RECEIPT</b>		INTERNATIONAL CONTAINER TERMINAL SERVICES, INC. <b>ACTS E-AR-000000000498</b>		
CONSIGNEE	TIME	REMARKS	Qty Size	TOTAL CUSTOMERS DEPOSIT: 1,142.56
ADDRESS		WA	1,038.70	2 X 20
FILE		V12	124.64	0 X 40
		WV	0.00	0 X 45
		EW	20.78	
BIR PERMIT NO. 2001_0125_PTU_CAS_000774		TELLER :		
EFFECTIVITY DATE: 12-15-2019 VALID UNTIL: 12-15-2024				
SERIES OF ACTS E-AR-0000000001 TO 9999999999				
THIS ACKNOWLEDGEMENT RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE.				
THIS ACKNOWLEDGEMENT RECEIPT IS NOT VALID FOR CLAIM OF INPUT TAX.				

**END**





Thank you