

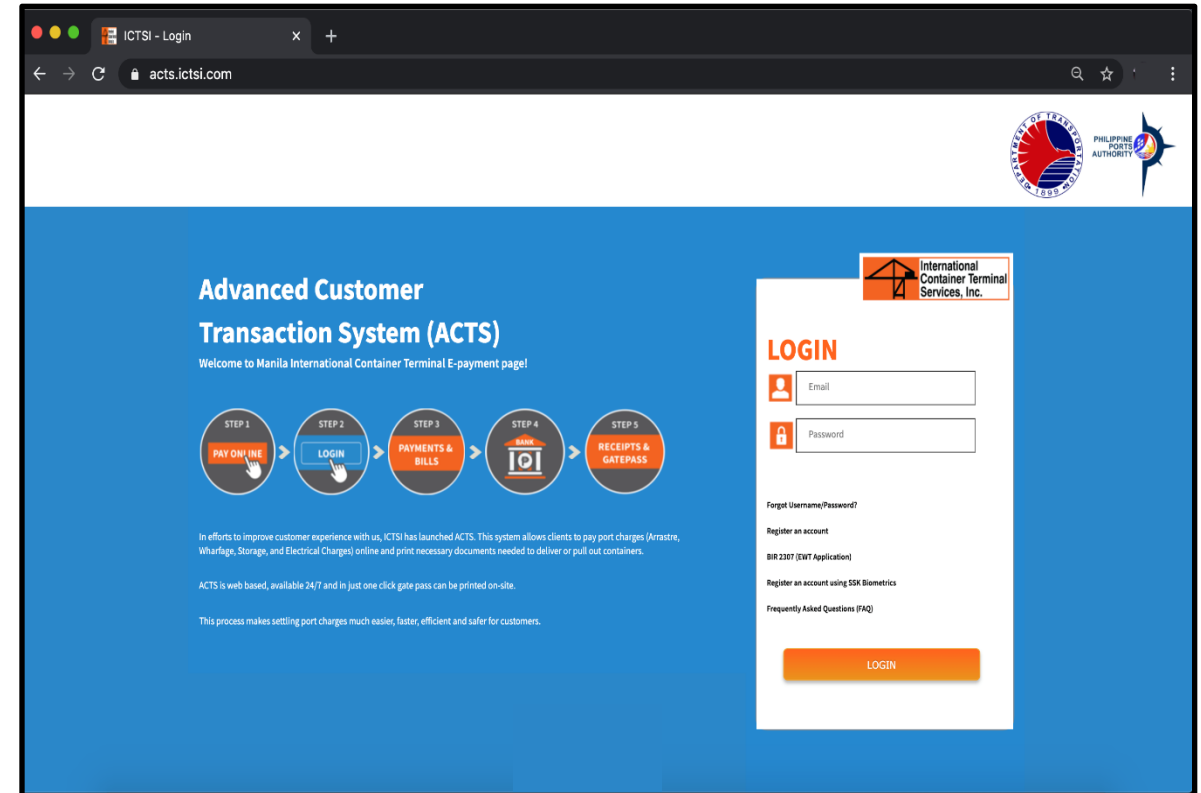
# **ACTS ONLINE PAYMENT WHARFAGE EXEMPT USER GUIDE**

How To Apply Wharfage Exemption During Export Payment Transaction



# STEP 1: LOG IN TO YOUR ACTS ACCOUNT

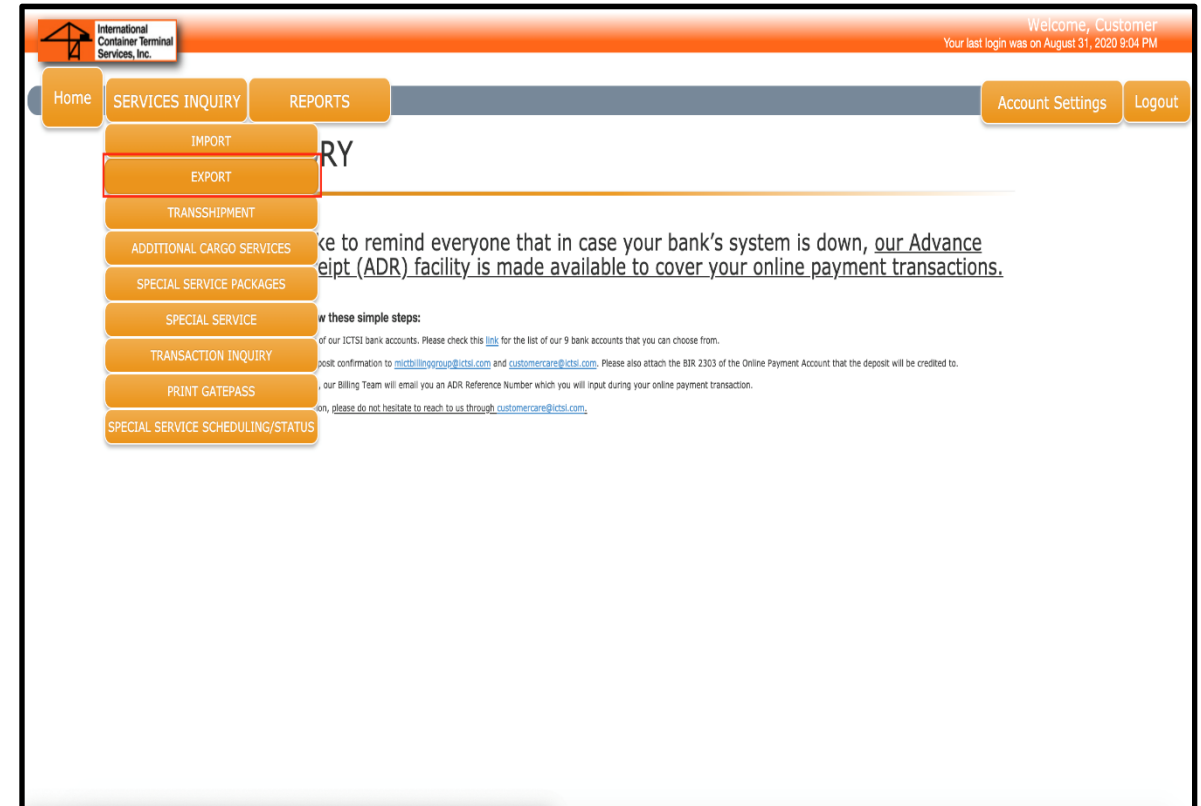
- Go to <https://acts.ictsi.com/>.
- Enter your log in credentials.
- For first time users, log in credentials are provided in the email confirmation sent after registration.





## STEP 2: GO TO SERVICES INQUIRY

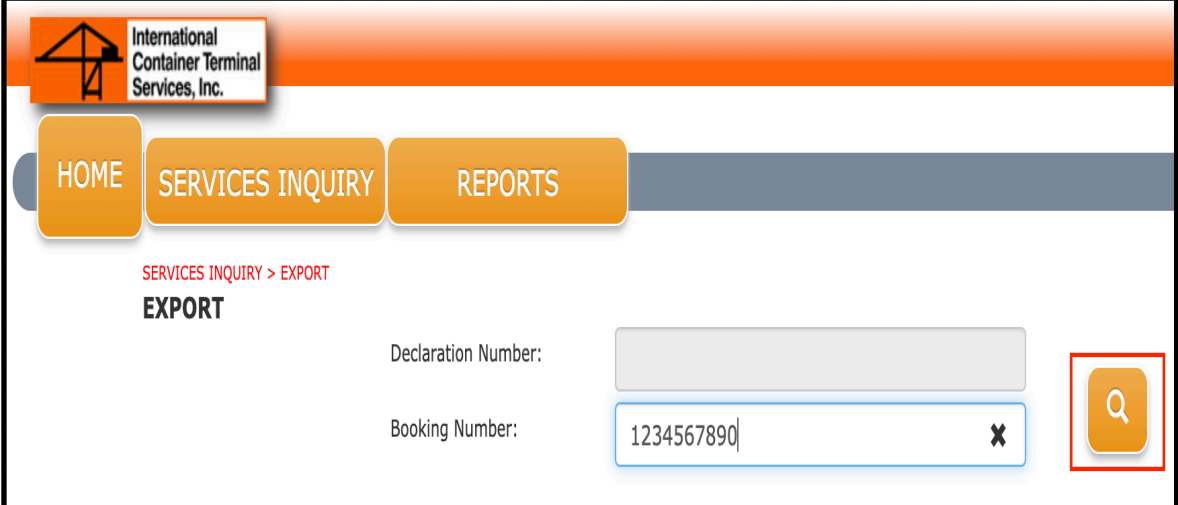
- Click on the **SERVICES INQUIRY** tab.
- Select **EXPORT** in the drop-down list.





## STEP 3: ENTER CONTAINER DETAILS

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



International Container Terminal Services, Inc.

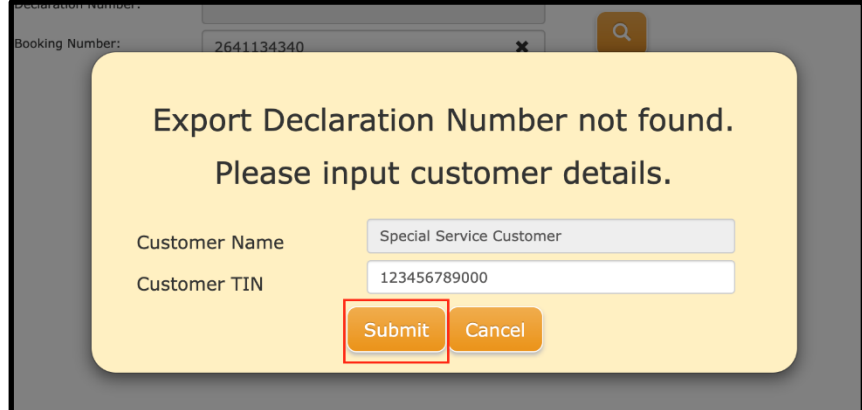
HOME SERVICES INQUIRY REPORTS

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.

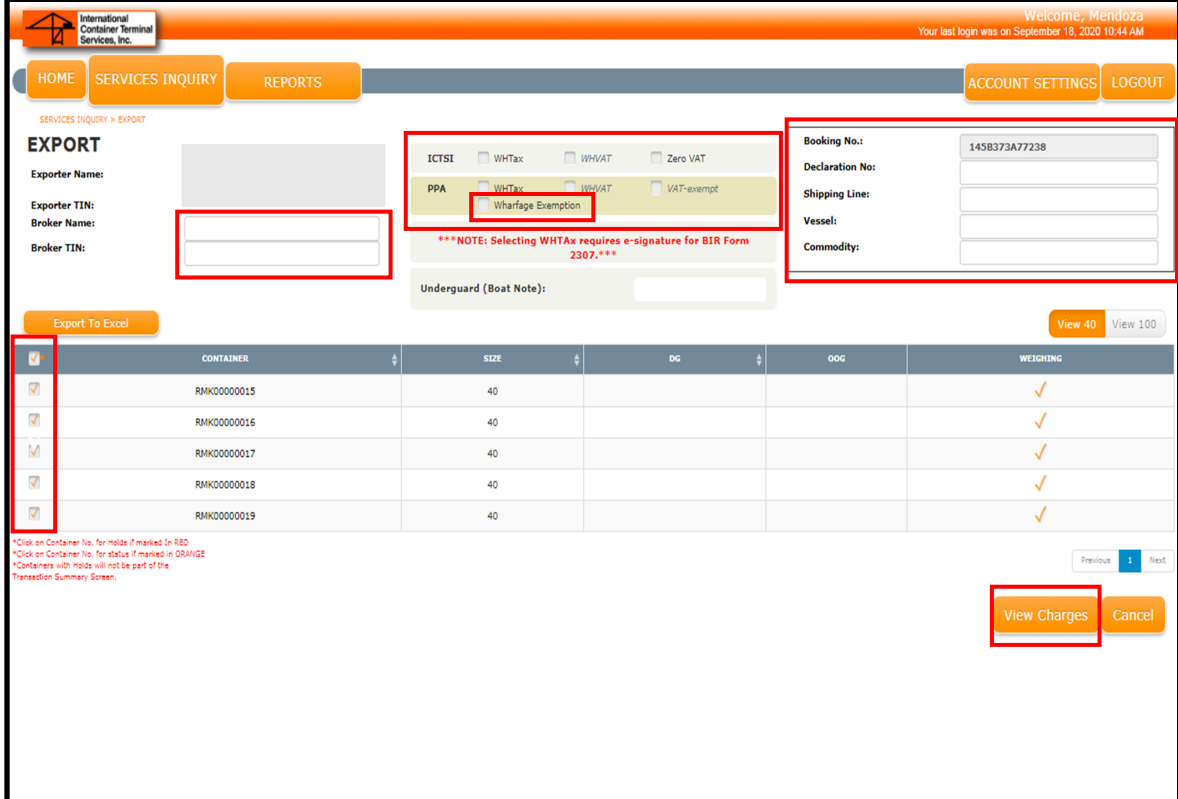
Customer Name

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.
- Tick the WHARFAGE EXEMPTION box.
- Once all is checked and applied, click **VIEW CHARGES**.



International Container Terminal Services, Inc. Welcome, Mendoza Your last login was on September 18, 2020 10:44 AM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > EXPORT

**EXPORT**

Exporter Name:

Exporter TIN:

Broker Name:

Broker TIN:

ICSI ☐ WHTax ☐ WH/VAT ☐ Zero VAT ☐

PPA ☐ WHTax ☐ WH/VAT ☐ VAT-exempt ☐

☒ Wharfage Exemption

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

Underguard (Boat Note):

Booking No.: 1458373A77238

Declaration No:

Shipping Line:

Vessel:

Commodity:

Export To Excel View 40 View 100

	CONTAINER	SIZE	DG	OOG	WEIGHING
<input checked="" type="checkbox"/>	RMK00000015	40			✓
<input checked="" type="checkbox"/>	RMK00000016	40			✓
<input checked="" type="checkbox"/>	RMK00000017	40			✓
<input checked="" type="checkbox"/>	RMK00000018	40			✓
<input checked="" type="checkbox"/>	RMK00000019	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: TAG TRANSACTION AS WHARFAGE EXEMPT

- If you are sure to tag the transaction for wharfage exemption, click YES. If not yet, click NO.

Welcome, Mendoza  
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HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SERVICES INQUIRY > EXPORT

EXPORT

Exporter Name:  
HOUSE TECHNOLOGY INDUSTRIES PTE, LTD.

Exporter TIN:  
004-692-492-000

Broker Name:  
test

Broker TIN:

ICTSI ☐ WHTax ☐ WH/VAT ☐ Zero VAT

PPA ☐ WHTax ☐ WH/VAT ☐ VAT-exempt

Are you sure you want to tag transaction for wharfage exemption?  

Yes No

Export To Excel

Booking No.:  
1458373A77238

Declaration No:  
test

Shipping Line:  
test

Vessel:  
test

Commodity:  
test

View 40 View 100

	CONTAINER	SIZE	OG	OOG	WEIGHING
<input checked="" type="checkbox"/>	RMK00000015	40			✓
<input checked="" type="checkbox"/>	RMK00000016	40			✓
<input checked="" type="checkbox"/>	RMK00000017	40			✓
<input checked="" type="checkbox"/>	RMK00000018	40			✓
<input checked="" type="checkbox"/>	RMK00000019	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.

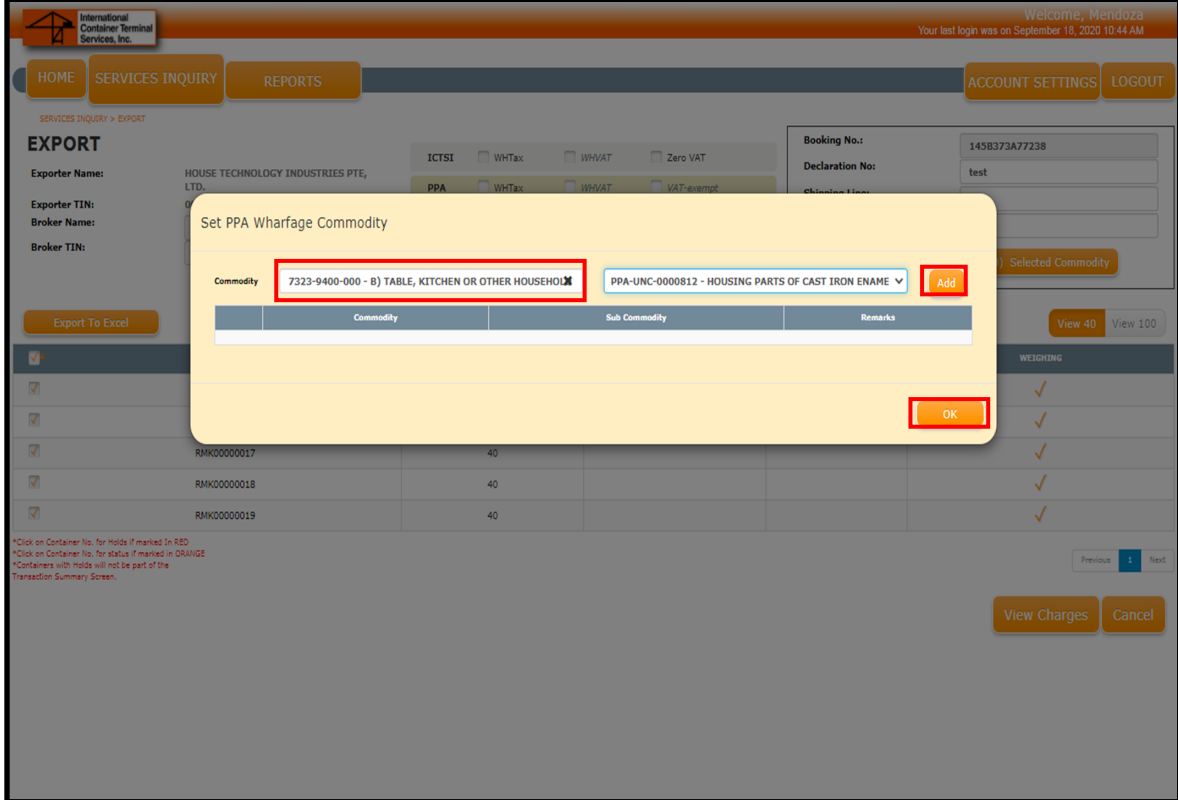
Previous 1 Next

View Charges Cancel



## STEP 6: INPUT THE COMMODITY

- Input an applicable commodity in the left field. Right field will auto-populate based on the input in the left field. Click **ADD** once fields are filled out.
- If you are transacting for multiple containers with multiple commodities, add all the applicable commodities to the list by following above step.
- Once all commodities are added, click **OK**.




The screenshot displays the 'EXPORT' section of the International Container Terminal Services, Inc. web application. A modal dialog titled 'Set PPA Wharfage Commodity' is open, showing a table with two columns: 'Commodity' and 'Sub Commodity'. The 'Commodity' column contains the text '7323-9400-000 - B) TABLE, KITCHEN OR OTHER HOUSEHOLD' and the 'Sub Commodity' column contains 'PPA-UNC-0000812 - HOUSING PARTS OF CAST IRON ENAME'. An 'Add' button is visible next to the 'Sub Commodity' field. Below the table, there is an 'OK' button. The background shows the 'EXPORT' section with fields for 'Exporter Name', 'Exporter TIN', 'Broker Name', 'Broker TIN', 'Booking No.', 'Declaration No.', and 'Shipper Name'. There is also a table with columns for 'Container No.', 'Status', and 'Remarks'.

Commodity	Sub Commodity	Remarks
7323-9400-000 - B) TABLE, KITCHEN OR OTHER HOUSEHOLD	PPA-UNC-0000812 - HOUSING PARTS OF CAST IRON ENAME	



# STEP 6: MODIFY COMMODITY

- To modify commodities, click on **SELECTED COMMODITY** in the upper right section of the page.



Welcome, Mendoza  
Your last login was on September 18, 2020 10:44 AM

HOME

SERVICES INQUIRY

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LOGOUT

SERVICES INQUIRY > EXPORT

EXPORT

Exporter Name:

Exporter TIN:

Broker Name:

test

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.:

1458373A77238

Declaration No.:

test

Shipping Line:

test

Vessel:

test

Commodity:

☒ (1) Selected Commodity

Export To Excel

View 40

View 100

\*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

Next

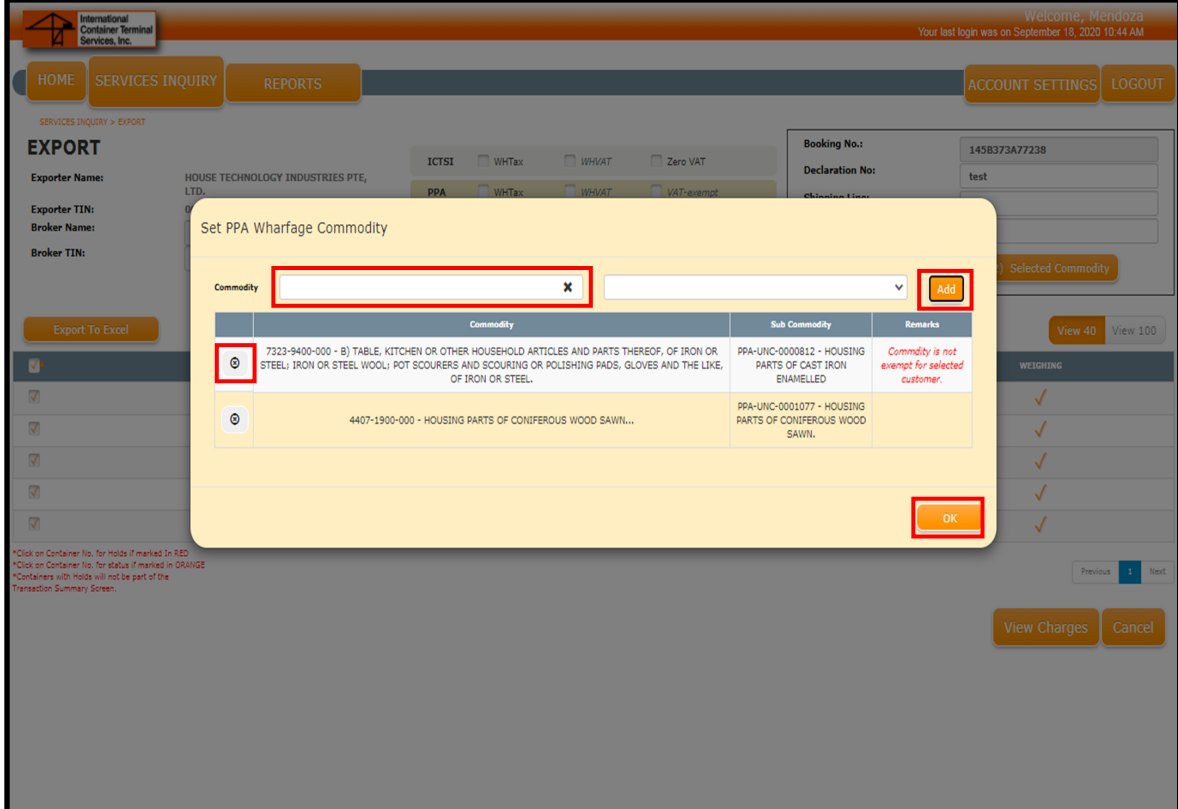
View Charges

Cancel



## STEP 6: MODIFY COMMODITY

- To add a commodity, input commodity in the left field and click **ADD**.
- To remove a commodity, click on **X** at the left side of the commodity that you would like to remove from the list.
- Once all modifications are completed, click **OK**.



The screenshot displays the 'Set PPA Wharfrage Commodity' dialog box. The dialog has a title bar and a main content area. At the top, it says 'Set PPA Wharfrage Commodity'. Below this, there is a 'Commodity' input field with a red 'X' icon on the right. To the right of the input field is a red 'Add' button. Below the input field is a table with three columns: 'Commodity', 'Sub Commodity', and 'Remarks'. The table contains two rows of data. The first row has a red 'X' icon in the left margin, a commodity description, a sub-commodity, and a remark. The second row has a blue 'X' icon in the left margin, a commodity description, a sub-commodity, and a remark. At the bottom right of the dialog is a red 'OK' button.

	Commodity	Sub Commodity	Remarks
X	7223-9400-000 - B) TABLE, KITCHEN OR OTHER HOUSEHOLD ARTICLES AND PARTS THEREOF, OF IRON OR STEEL; IRON OR STEEL WOOL; POT SCOURERS AND SCOURING OR POLISHING PADS, GLOVES AND THE LIKE, OF IRON OR STEEL.	PPA-UNC-000812 - HOUSING PARTS OF CAST IRON ENAMELLED	Commodity is not exempt for selected customer.
X	4407-1900-000 - HOUSING PARTS OF CONIFEROUS WOOD SAWN...	PPA-UNC-0001077 - HOUSING PARTS OF CONIFEROUS WOOD SAWN.	



# STEP 7: PROCEED TO VIEW CHARGES



- Review all inputs and click **VIEW CHARGES** to proceed.

International Container Terminal Services, Inc.

Welcome, Mendoza

Your last login was on September 18, 2020 10:44 AM

HOME

SERVICES INQUIRY

REPORTS

ACCOUNT SETTINGS

LOGOUT

SERVICES INQUIRY > EXPORT

EXPORT

Exporter Name:

HOUSE TECHNOLOGY INDUSTRIES PTE, LTD.

Exporter TIN:

004-692-492-000

Broker Name:

test

Broker TIN:

ICTSI

☐ WHTax

☐ WH/VAT

☐ Zero VAT

PPA

☒ WHTax

☐ WH/VAT

☐ VAT-exempt

Wharfage Exemption

☒

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

Underguard (Boat Note):

Booking No.:

1458373A77238

Declaration No.:

test

Shipping Line:

test

Vessel:

test

Commodity:

☒ (1) Selected Commodity

Export To Excel

View 40View 100

	CONTAINER	SIZE	DG	OOG	WEIGHING
<input checked="" type="checkbox"/>	RMK00000015	40			✓
<input checked="" type="checkbox"/>	RMK00000016	40			✓
<input checked="" type="checkbox"/>	RMK00000017	40			✓
<input checked="" type="checkbox"/>	RMK00000018	40			✓
<input checked="" type="checkbox"/>	RMK00000019	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

Next

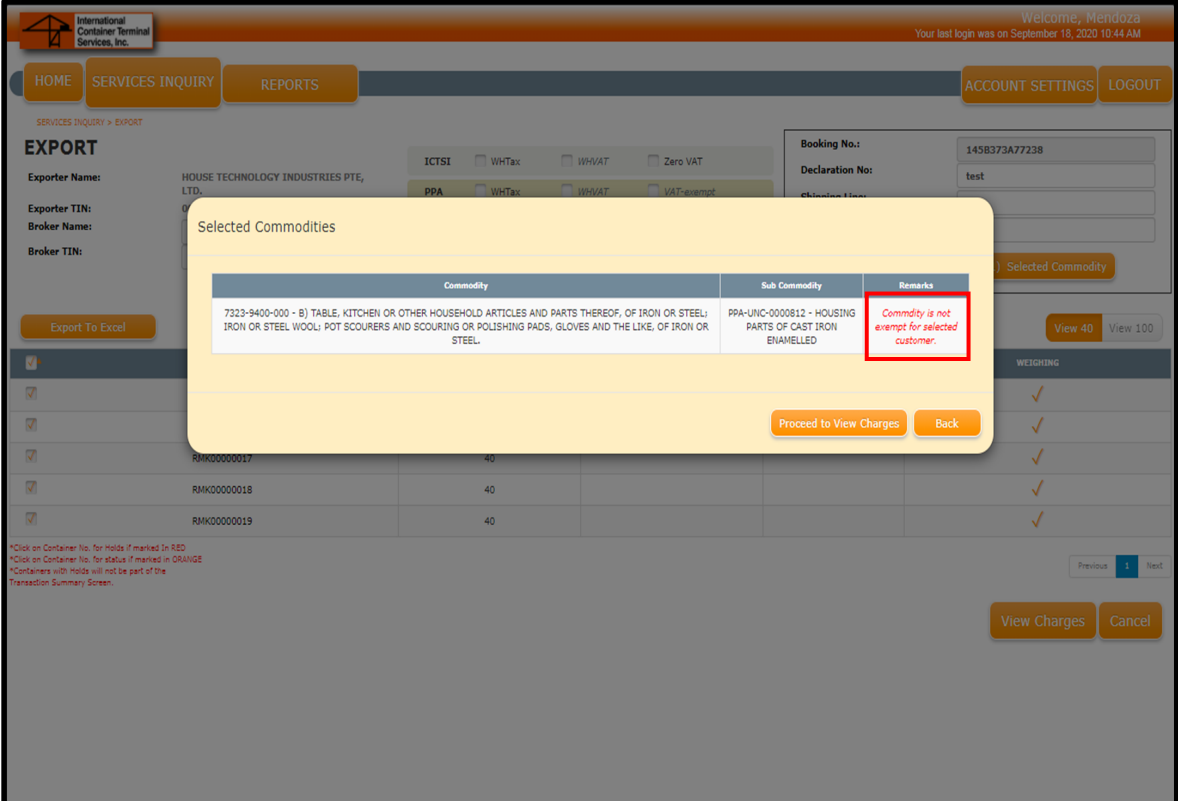
View Charges

Cancel



# STEP 7: POP-UP NOTIFICATION

- A notification will pop up if selected commodity is not yet registered as wharfage-exempt in the PPA Online Port Charges Exemption (OPCE) system.
- Please make sure that you have registered your commodities with PPA before selecting the wharfage exemption in ACTS Online. To register, please contact [helpdesk@ppa.com.ph](mailto:helpdesk@ppa.com.ph).



The screenshot displays the PPA Online Port Charges Exemption (OPCE) system interface. A pop-up window titled "Selected Commodities" is overlaid on the main screen. The pop-up contains a table with the following data:

Commodity	Sub Commodity	Remarks
7323-9400-000 - 8) TABLE, KITCHEN OR OTHER HOUSEHOLD ARTICLES AND PARTS THEREOF, OF IRON OR STEEL; IRON OR STEEL WOOL; POT SCOURERS AND SCOURING OR POLISHING PADS, GLOVES AND THE LIKE, OF IRON OR STEEL.	PPA-UNC-0000812 - HOUSING PARTS OF CAST IRON ENAMELLED	Commodity is not exempt for selected customer.

Below the table, there are two buttons: "Proceed to View Charges" and "Back". The background interface shows the "EXPORT" section with fields for "Exporter Name", "Exporter TIN", "Broker Name", and "Broker TIN". There are also buttons for "Export To Excel", "View Charges", and "Cancel".



# STEP 8: 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

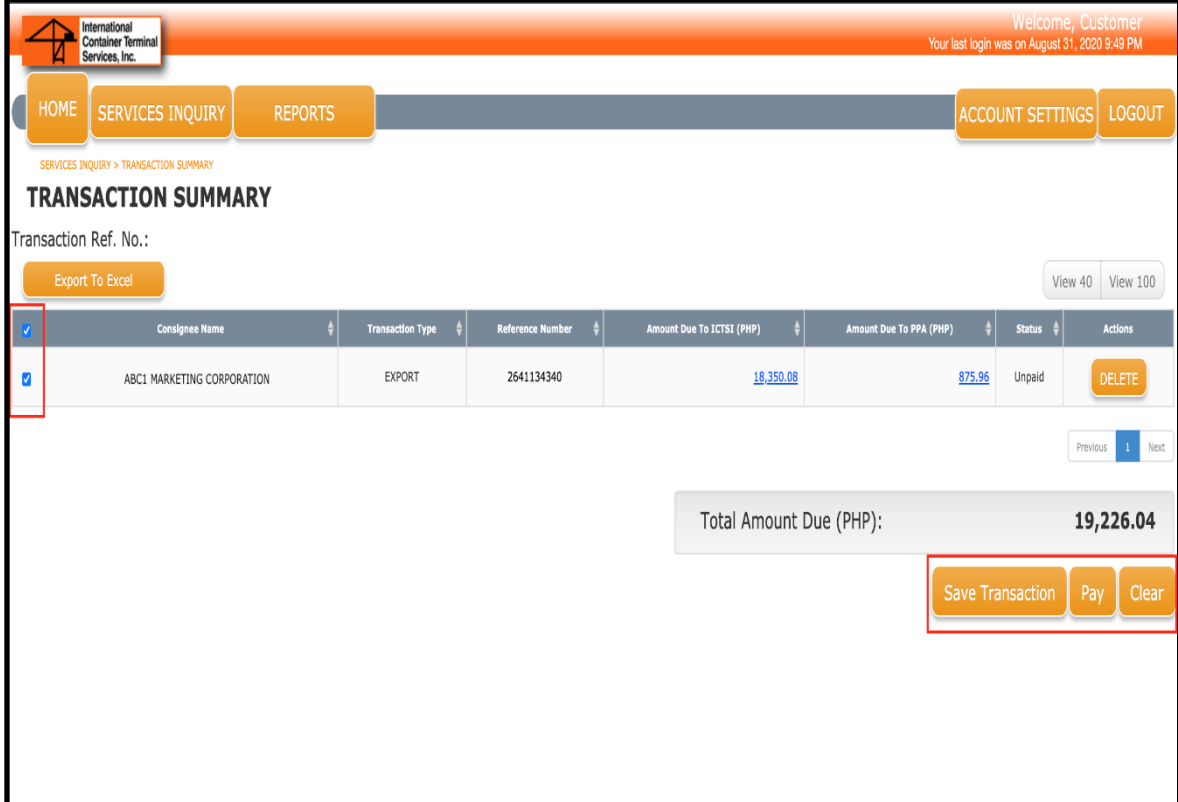
Add to Summary

Close



# STEP 9: 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 10: SELECT MODE OF PAYMENT

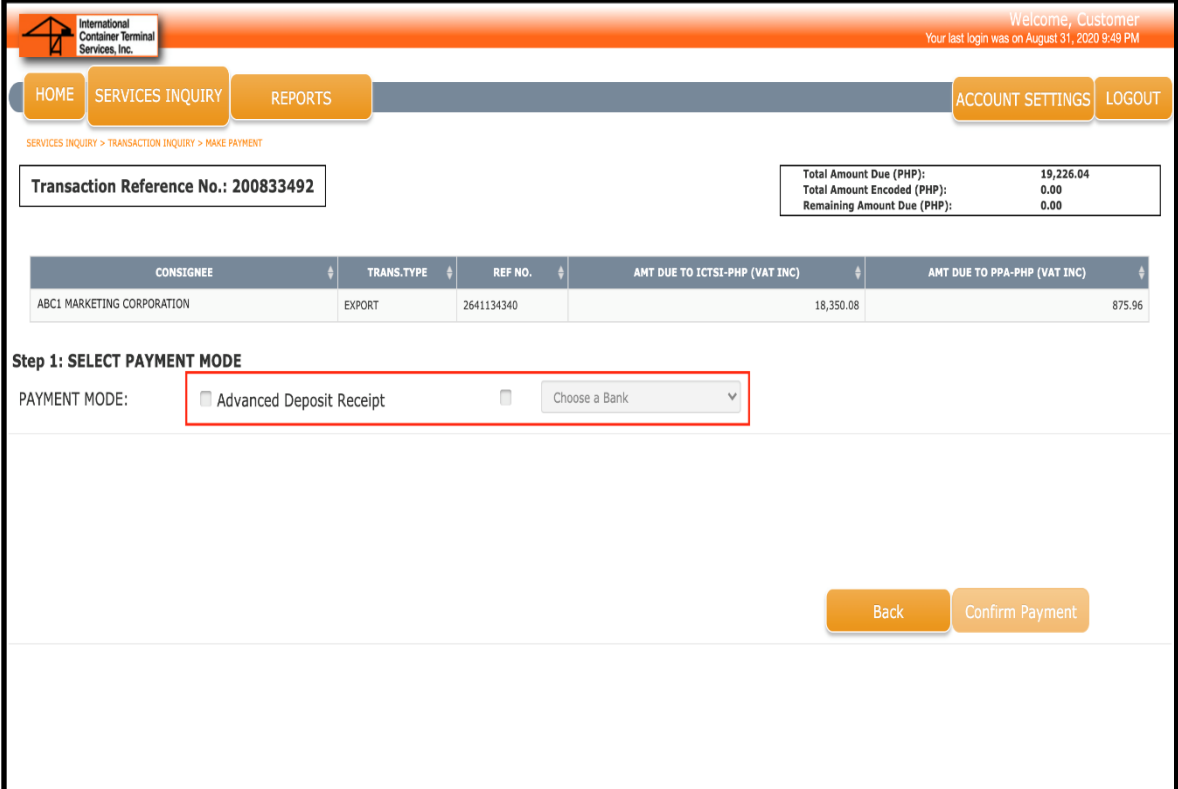
- You may pay through either of the following:

- ✓ **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).



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 INQUIRY > MAKE PAYMENT

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)
ABCI 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 11: 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.

International Container Terminal Services, Inc.

Welcome, Customer

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

HOME

SERVICES INQUIRY

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SERVICES INQUIRY

TRANSACTION INQUIRY

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)
ABC1 MAR	IMPORT	1110607	4,823.84	581.67

Step 1: SE

PAYMENT

posit Receipt

Choose a Bank

Back

Confirm Payment



# STEP 11: 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  
MCT South Access Road, Manila 1028, Philippines  
Telephone: 632 / 245 4161 Facsimile: 632 / 245 2845  
VAT REG ID: 090-222-028-900

**OFFICIAL RECEIPT** Export 1868836 3244105 1 20200918 0756 ACTS E-OR-000000089286

EXPORTER NAME: [REDACTED] TIME: [REDACTED]  
ADR ACCOUNT NO.: [REDACTED]

EXPORT DECLARATION NO.: 0  
EXPORT BOOKING NO.: 2647489720  
VESSEL: MAERSK DAYAO 033N  
CODE: [REDACTED]  
SHIPPING LINE / AGENT: COCL  
COMMODITY: 0001300 - HOUSING  
DOORS AND THEIR: [REDACTED] OF WOOD (DOOR)

Business Style: [REDACTED]  
EXPORTER: [REDACTED]

	(ARRASTRE)	(STORAGE)	(WEIGHING)	(DEA)	(HCCA)	(REEFER)
40 OOCU7050599		8,076.00		116.00		
40 OOCU7405347		8,076.00		116.00		

SUB TOTAL 16,152.00 232.00

Remarks: ZERO RATED VAT (16,152.00 X 0.00 = 0.00) (16,152.00 X 14.50 = 2,342.04)

TOTAL AMOUNT 16,384.00  
VAT - 12% 0.00  
W/VAT 0.00  
EWT 327.68  
ICTSI TOTAL AMOUNT 16,056.32

THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE.

INTERNATIONAL CONTAINER TERMINAL SERVICES, INC.

EXPORTER NAME	TIME	REMARKS	Qty	Size	TOTAL CUSTOMERS DEPOSIT: 0.00
[REDACTED]	[REDACTED]	WA	0.00	0 X 20	
[REDACTED]	[REDACTED]	V12	0.00	2 X 40	
[REDACTED]	[REDACTED]	WV	0.00		
[REDACTED]	[REDACTED]	EW	0.00	0 X 45	

TELLER: [REDACTED]

Page 2 of 2



**END**





Thank you