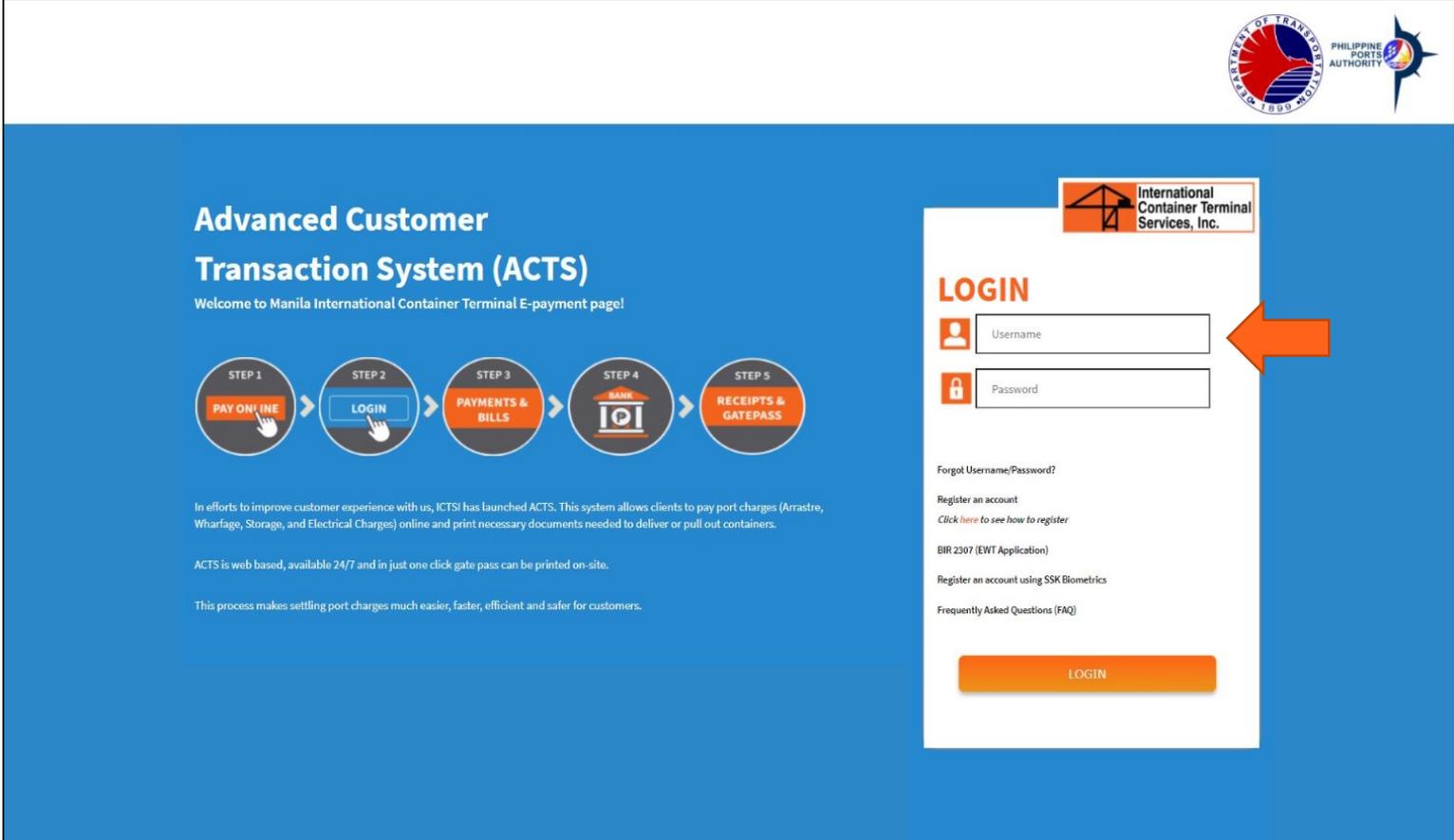




# Settlement of Shutout (VGM) Charges

# 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.



The screenshot shows the ACTS login page. At the top right, there are logos for the Bureau of Transportation and the Philippine Ports Authority. The main heading is "Advanced Customer Transaction System (ACTS)" with a sub-heading "Welcome to Manila International Container Terminal E-payment page!". Below this is a five-step process flow: STEP 1: PAY ON LINE, STEP 2: LOGIN (highlighted with a blue box and an orange arrow), STEP 3: PAYMENTS & BILLS, STEP 4: BANK IOTI, and STEP 5: RECEIPTS & GATEPASS. The "LOGIN" step is the current focus. Below the flow, there is a text block explaining the system's purpose and availability. On the right side, there is a "LOGIN" form with fields for "Username" and "Password", a "Forgot Username/Password?" link, and a "LOGIN" button. The "Username" field is highlighted with an orange arrow.

**Advanced Customer Transaction System (ACTS)**  
Welcome to Manila International Container Terminal E-payment page!

STEP 1: PAY ON LINE → STEP 2: LOGIN → STEP 3: PAYMENTS & BILLS → STEP 4: BANK IOTI → STEP 5: RECEIPTS & GATEPASS

In efforts to improve customer experience with us, ICTSI has launched ACTS. This system allows clients to pay port charges (Arrastre, Wharfage, Storage, and Electrical Charges) online and print necessary documents needed to deliver or pull out containers.

ACTS is web based, available 24/7 and in just one click gate pass can be printed on-site.

This process makes settling port charges much easier, faster, efficient and safer for customers.

**LOGIN**

Username

Password

Forgot Username/Password?

Register an account  
Click [here](#) to see how to register

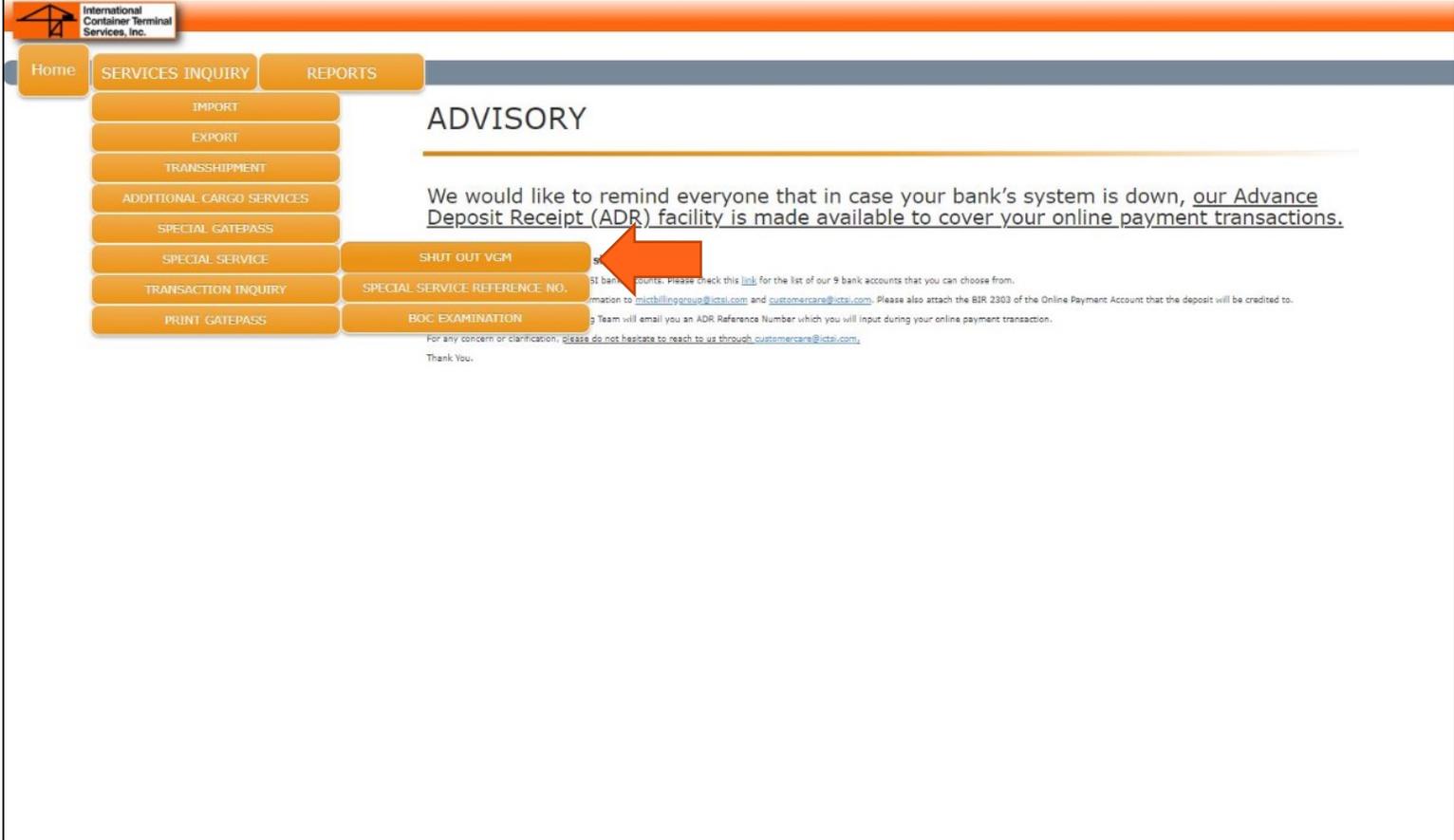
BIR 2207 (EWT Application)  
Register an account using SSK Biometrics

Frequently Asked Questions (FAQ)

LOGIN

# STEP 2: GO TO SERVICES INQUIRY

- Click on the **SERVICES INQUIRY** tab.
- Select **SPECIAL SERVICES** in the drop-down list then select **SHUTOUT VGM**.



The screenshot shows the website's navigation menu with the following items: Home, SERVICES INQUIRY, and REPORTS. Under SERVICES INQUIRY, a drop-down menu is open, listing: IMPORT, EXPORT, TRANSSHIPMENT, ADDITIONAL CARGO SERVICES, SPECIAL GATEPASS, SPECIAL SERVICE, TRANSACTION INQUIRY, and PRINT GATEPASS. The SPECIAL SERVICE option is selected, and its sub-menu is visible, containing: SHUT OUT VGM, SPECIAL SERVICE REFERENCE NO., and BOC EXAMINATION. The SHUT OUT VGM option is highlighted with a red arrow. The main content area displays an ADVISORY message: "We would like to remind everyone that in case your bank's system is down, our Advance Deposit Receipt (ADR) facility is made available to cover your online payment transactions." Below this, there is a link to a list of bank accounts and contact information for customer care.

# STEP 3: GO INPUT CONTAINER NUMBER

- In the text field, input the container number and click the search button.

**Note:** Export arrastre for such container needs to be settled first before processing SHUTOUT VGM.

SERVICES INQUIRY > SHUTOUT VGM

**SHUTOUT VGM:**

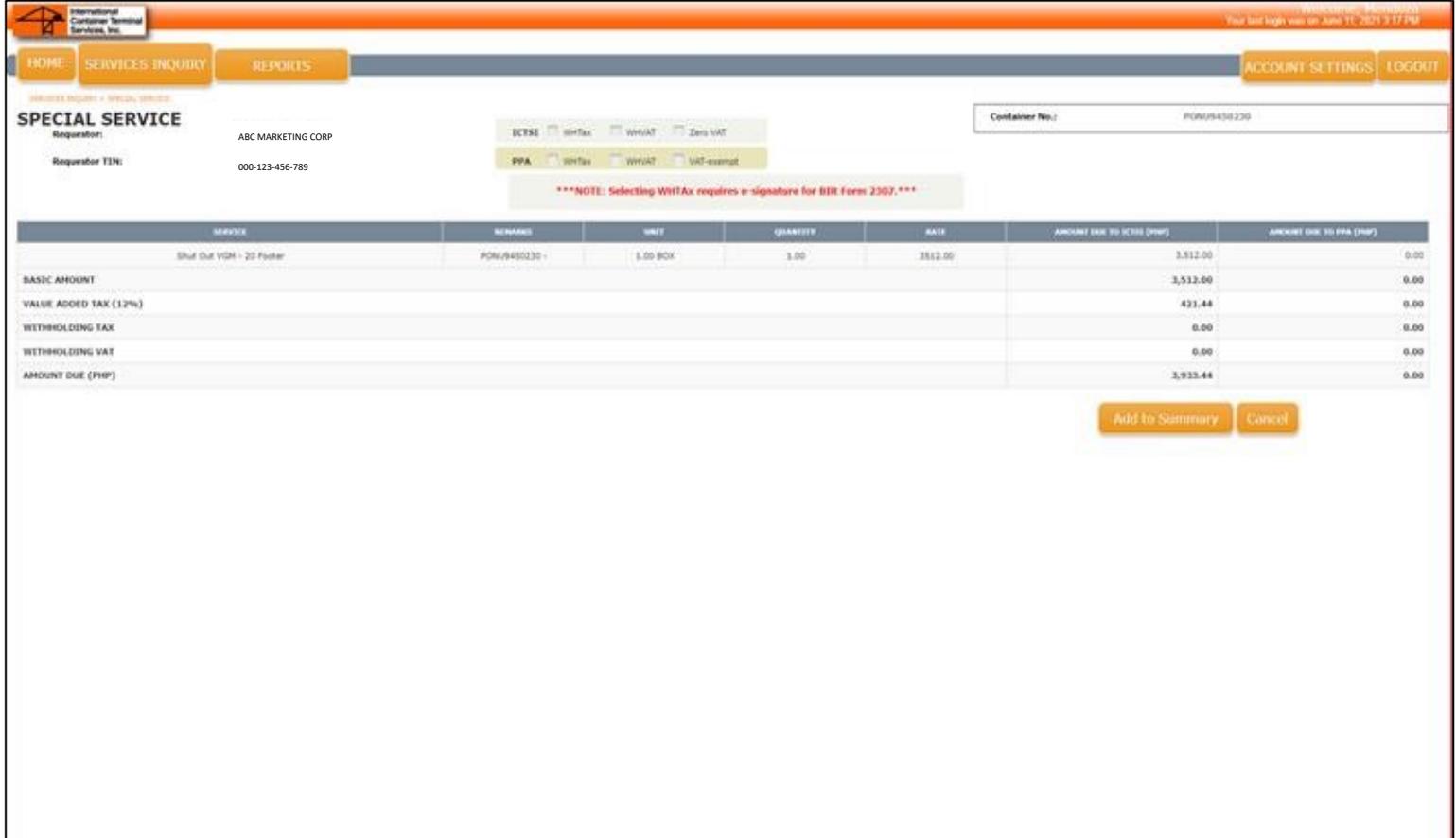
Container No.:



**\*\*\*Please take note that Arrastre needs to be settled first before Shut Out VGM\*\*\***

# STEP 4: REVIEW ALL CHARGES

- Check and review charges.
- If all details on port charges are correct, click **ADD TO SUMMARY**.



International Container Terminal Services, Inc. Your last login was on June 11, 2021 3:17 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

SPECIAL SERVICE

Requestor: ABC MARKETING CORP  
Requestor TIN: 000-123-456-789

Container No.: PONU9450230

ICDSE  WHTax  WHTAT  Zero VAT  
PPA  WHTax  WHTAT  VAT-exempt

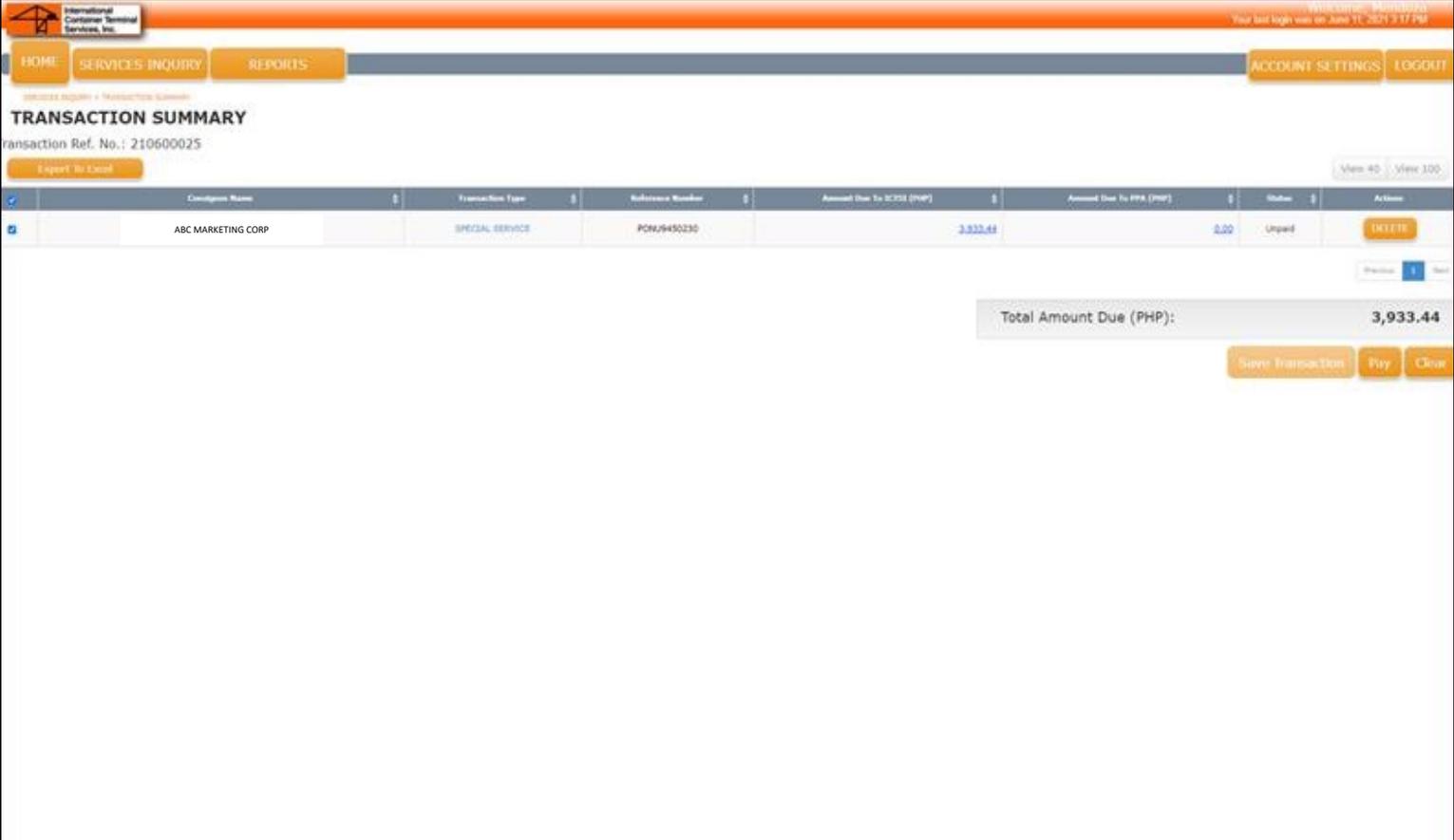
\*\*\*NOTE: Selecting WHTax requires e-signature for BIR Form 2307.\*\*\*

SERVICE	REMARKS	UNIT	QUANTITY	RATE	AMOUNT DUE TO ICDSE (PHP)	AMOUNT DUE TO PPA (PHP)
Shut Out VGM - 20 Footer	PONU9450230 -	1.00 BOX	1.00	3512.00	3,512.00	0.00
BASIC AMOUNT					3,512.00	0.00
VALUE ADDED TAX (12%)					431.44	0.00
WITHHOLDING TAX					0.00	0.00
WITHHOLDING VAT					0.00	0.00
AMOUNT DUE (PHP)					3,943.44	0.00

Add to Summary Cancel

# STEP 5: CHECK TRANSACTION SUMMARY

- Tick the box on the left side of the transaction.
- If you would like to proceed with payment, click **PAY**.



International Container Terminal Services, Inc. Your last login was on: June 11, 2011 3:17 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

TRANSACTION SUMMARY  
Transaction Ref. No.: 210600025  
Export to Excel View 40 View 100

<input type="checkbox"/>	Company Name	Transaction Type	Subsystem Number	Amount Due To SCYD (PHP)	Amount Due To PPA (PHP)	Status	Action
<input checked="" type="checkbox"/>	ABC MARKETING CORP	SPECIAL SERVICE	POM9450230	3,933.44	0.00	Unpaid	DELETE

Total Amount Due (PHP): 3,933.44

Save Transaction Pay Close

# STEP 6: PROCESS PAYMENT TRANSACTION



- Select Mode of Payment and click **CONFIRM PAYMENT**.

Transaction Reference No.: 21060025

CONSIGNEE	TRANS TYPE	REF NO.	AMT DUE TO ICTSI-PHP (VAT INC)	AMT DUE TO PPA-PHP (VAT INC)
EPSON PRECISION (PHILIPPINES), INC.	SPECIAL SERVICE	POR/450230	3,933.44	0.00

ABC MARKETING CORP

\*TIN:  \*ADR Number:  \*Amount Due:

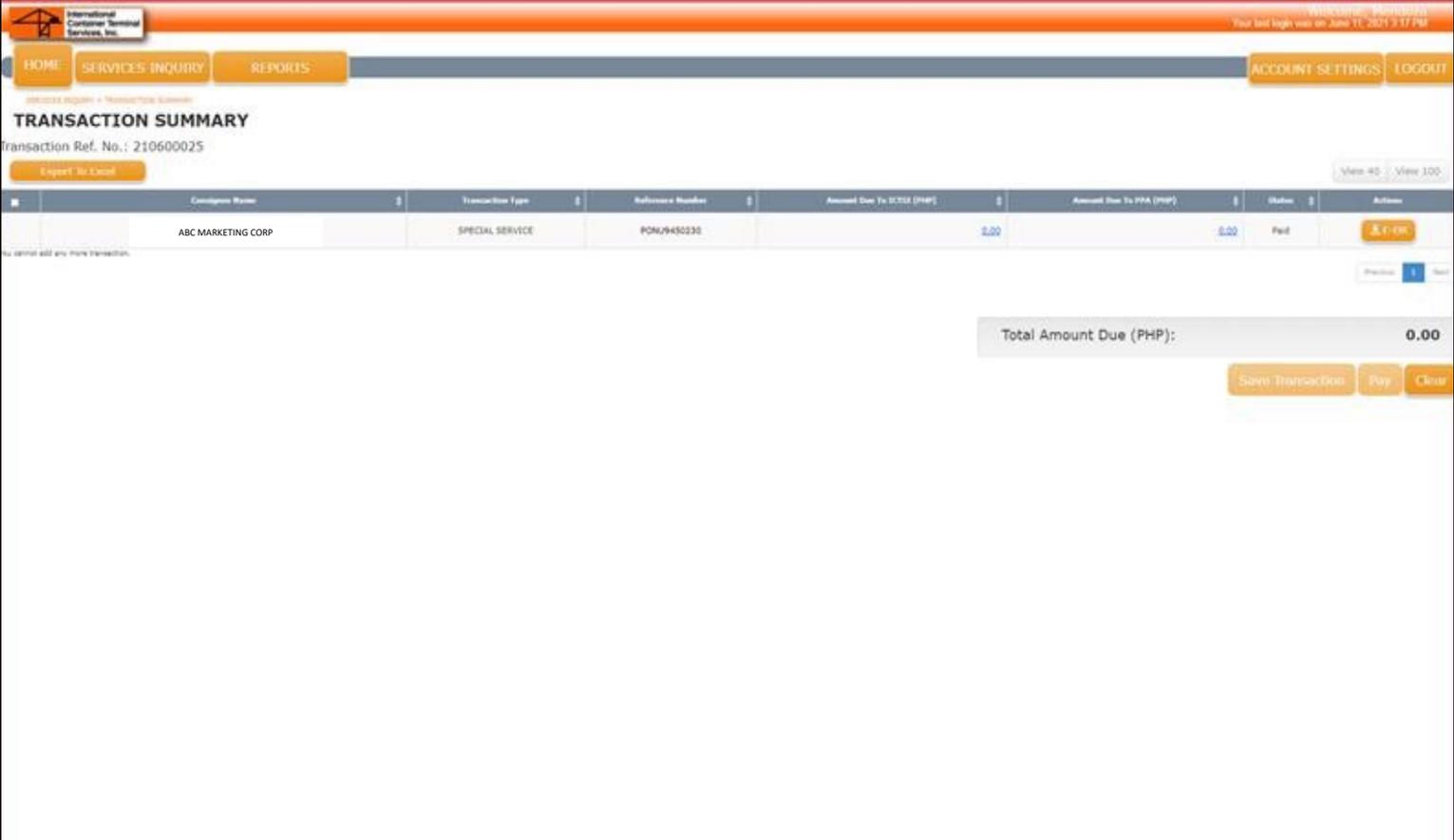
ADR Number:  Amount to be Paid: 0.00  
Current ADR Balance (PHP): 0.00 Balance After Payment (PHP): 0.00

Step 3: Confirm Payment Details:

Reference Number	Payment Method	Amount Paid	Payment Status
0042009	ADR	3933.44	COMPLETE

# STEP 7: Print E-OR

- After successful payment, generate your electronic official receipt (e-OR) by clicking on **E-OR** on the TRANSACTION SUMMARY page



International Container Terminal Services, Inc. Your last login was on: June 11, 2021 3:37 PM

HOME SERVICES INQUIRY REPORTS ACCOUNT SETTINGS LOGOUT

TRANSACTION SUMMARY

Transaction Ref. No.: 210600025

Export to Excel View 40 View 100

Company Name	Transaction Type	Reference Number	Amount Due To DTD (PHP)	Amount Due To PPA (PHP)	Status	Action
ABC MARKETING CORP	SPECIAL SERVICE	POU/9450330	0.00	-0.00	Paid	E-OR

Total Amount Due (PHP): 0.00

Save Transaction Pay Clear

# STEP 7: 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](#).

OFFICIAL RECEIPT		SPECIAL REQUEST	MRKU13570 26	11295	1	11295	ACTS E-OR-00000047681																	
<b>EXPORTER NAME</b> ABC MARKETING CORP SEPZ LIMA TECHNOLOGY CENTER LIPA CITY BATANGAS  <b>Business Style:</b> BROKER		<b>TIN#</b> 000-123-456-789 <b>ADR ACCOUNT NO.</b>		<b>EXPORT DECLARATION NO.</b> VESSEL SHIPPING LINE / AGENT		<b>EXPORT BOOKING NO.</b> MSK0331 <b>COMMODITY</b>																		
<table border="1"> <thead> <tr> <th>PARTICULARS</th> <th>RATE</th> <th>ITEM</th> <th>AMOUNT</th> <th>Reefer Paid Through</th> <th>Storage Validity</th> </tr> </thead> <tbody> <tr> <td>20 MRKU1357026 Shut Out VGM - 20 Footer</td> <td>3512.00</td> <td>1</td> <td>3,512.00</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>SUB TOTAL</b></td> <td>3,512.00</td> <td></td> <td></td> </tr> </tbody> </table>		PARTICULARS	RATE	ITEM	AMOUNT	Reefer Paid Through	Storage Validity	20 MRKU1357026 Shut Out VGM - 20 Footer	3512.00	1	3,512.00			<b>SUB TOTAL</b>			3,512.00			<b>Remarks</b> VATABLE  Validation: ADR (0042066): 3,933.44		<b>TOTAL AMOUNT</b> 3,512.00 <b>VAT - 12%</b> 421.44 <b>W/VAT</b> 0.00 <b>EW</b> 0.00 <b>ICTSI TOTAL AMOUNT</b> 3,933.44		
PARTICULARS	RATE	ITEM	AMOUNT	Reefer Paid Through	Storage Validity																			
20 MRKU1357026 Shut Out VGM - 20 Footer	3512.00	1	3,512.00																					
<b>SUB TOTAL</b>			3,512.00																					
<small>BIR PERMIT NO. 2001_0125_PTU_CAS_000774                      EFFECTIVITY DATE: 12-15-2019 VALID UNTIL: 12-15-2024                      SERIES OF ACTS E-OR-00000000001 TO 99999999999</small>																								
<b>INTERNATIONAL CONTAINER TERMINAL SERVICES, INC.</b>																								
<b>EXPORTER NAME</b> EPSON PRECISION (PHILIPPINES), INC. <b>ADDRESS</b> SEPZ LIMA TECHNOLOGY CENTER LIPA CITY BATANGAS		<b>TIN#</b> 004475592000  <b>REMARKS</b> WA V12 WV EW		<b>Qty</b> 1 X 20 0 X 40 0 X 45		<b>Size</b> 20 40 45  <b>TOTAL CUSTOMERS DEPOSIT:</b> 0.00																		
TELLER : indracons																								