

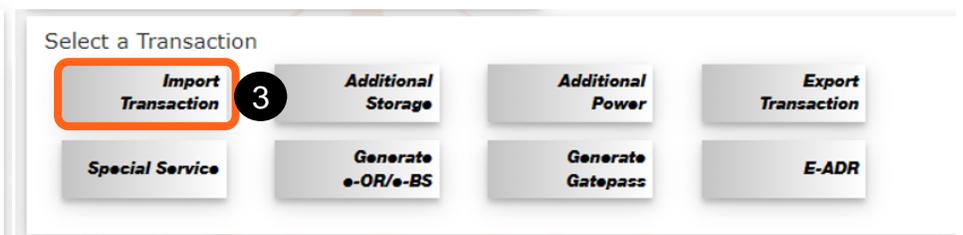
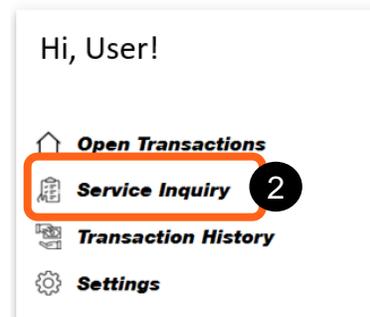


Online Payment System

Payment User Guide - Import Transaction

Payment User Guide – Import Transaction

1. Go to the Online Payment System website and enter your login credentials (<https://ops.ictsi.com>)
2. From the landing page, go the **Service Inquiry** menu
3. Select “**Import Transaction**” from the available options



Payment User Guide – Import Transaction

4. On the **Import Inquiry** window, enter the following parameter/s then click **Search**:

- Bill of Lading No.
- Visit No.

System will display the customer and container details that corresponds to the above input parameters.

5. Select **container/s** to process from the list displayed.

Import Inquiry

Bill of Lading No.

Visit No.

CLEAR **SEARCH** 4

SERVICES INQUIRY > IMPORT

Customer Details	
Name	2GO EXPRESS INCORPORATED
TIN	000-855-492-000
Address	124 DOMESTIC ROAD, PASAY CITY
Business Style	2GO EXPRESS INCORPORATED
Other Info	<input type="text"/>

<input checked="" type="checkbox"/>	Container Number	Size	CRO Validity	DG
<input checked="" type="checkbox"/>	EAGU0040044	20		

5

Payment User Guide – Import Transaction

6. Select your intended **Paid Through Date**.
7. Click on **“View Charges”** button to proceed with the summary of charges for the selected container/s.
8. Page will display a Summary of Charges page for the selected container/s. Click **“Proceed to Checkout”** to proceed with payment or **“Save and Exit”** to save the transaction.

Other Details

Bill of Lading No	SMA0224022522304
Visit No	SMA0224022522
Shipping Line	2GO
Paid Through	Mar 21, 2022 23:55

6

March 2022 →

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

OOG	Holds
	!SHIPLINE PRM

SERVICES INQUIRY > IMPORT > VIEW CHARGES

Customer Details

Name	2GO EXPRESS INCORPORATED
TIN	000-855-492-000
Address	124 DOMESTIC ROAD, PASAY CITY
Business Style	2GO EXPRESS INCORPORATED
Other Info	

Other Details

Bill of Lading No	SMA0224022522304
Visit No	SMA0224022522
Shipping Line	2GO
Paid Thru Day	Mar 21, 2022 23:55

Container Number	Size	Arrastre Amount	HCCA Amount	Storage Amount	Reefer Amount	Weighing Amount	Other Charge Amount	Total Amount
EAGU0040044	20	1,332.50	0.00	2,229.24	0.00	0.00	0.00	3,561.74

TOTAL CHARGES(VAT-INC) 3,989.15

Save and Exit Proceed to Checkout

Payment User Guide – Import Transaction

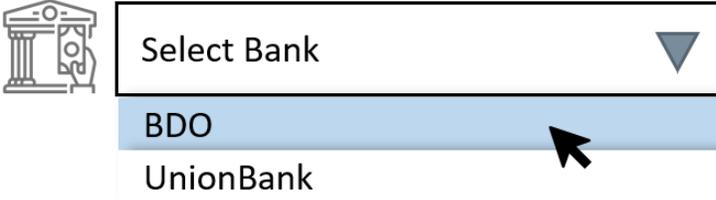
10. On the **Pay Charges** page, tick preferred mode of payment:

- **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 OPS account to your online bank account with your bank partner.
- **Advance Deposit Receipt** - Enter the required ADR details in the fields provided. Click on search icon to validate the remaining balance of your deposit. You may add another ADR if current balance is insufficient to cover the amount due.

Please refer to [Modes of Payment Guide](#) for more details

MODE OF PAYMENT	
<input checked="" type="checkbox"/>	ONLINE BANKING
<input type="checkbox"/>	ADVANCE DEPOSIT RECEIPT

ONLINE BANKING



A dropdown menu for selecting a bank. To the left of the dropdown is an icon of a classical building with columns. The dropdown box contains the text "Select Bank" and a downward-pointing triangle. Below the dropdown, a list of bank names is shown: "BDO" and "UnionBank". A mouse cursor is pointing at the "BDO" option, which is highlighted with a blue background.

ADVANCE DEPOSIT RECEIPT

EAR Number: 

Balance Amount:

Payment User Guide – Import Transaction

- 11. Review summary of charges, then click “Proceed to Payment” button. To proceed, click “Confirm”**
- 12. After the transaction, page will display status of the payment. The electronic receipt (e-OR) will be available for download after successful system validation of the payment transaction.**

Payment Successful!



Your transaction is now complete.
Official Receipt is now available for download!

Create a new transaction

Download e-OR

