



Online Payment System

Payment User Guide – Special Service

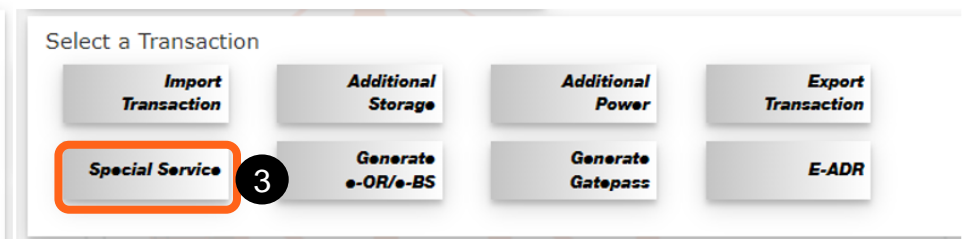
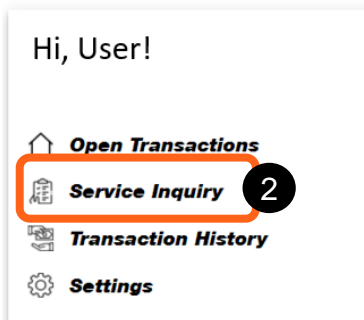
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1. Go to the Online Payment System website and enter your login credentials

For first time users, log in credentials are provided in the email confirmation sent after registration.

2. From the landing page, go the **Service Inquiry** menu

3. Select “**Special Service**” from the available options



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

- Draft Invoice No.

Special Service Inquiry

Draft Invoice No.

CLEAR **SEARCH** 4

5. Click on **“View Charges”** button to proceed with the summary of charges for the selected container/s.

SERVICE INQUIRY > SPECIAL SERVICE > VIEW CHARGES

Customer Details				Other Details			
Customer Name	DOC SARE MANILA			Draft Invoice Number	145340		
Customer TIN				Issued On	March 21, 2022		
Address							
Business Style							

Container Number	Size	Arrastre Amount	HCCA Amount	Storage Amount	Reefer Amount	Weighing Amount	Other Charge Amount	Total Amount
	0	0.00	0.00	0.00	0.00	0.00	5,671.56	5,671.56

TOTAL CHARGES(VAT-INC) 6,352.15

Save and Exit **Proceed to Checkout** 6

6. 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.

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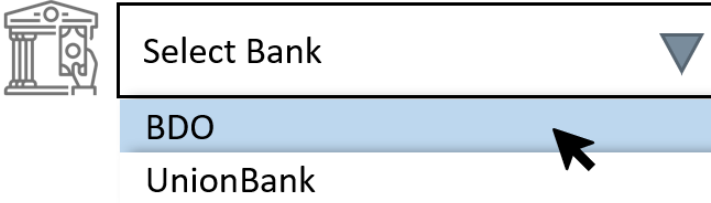
7. On the **Pay Charges** page, tick preferred mode of payment:

- **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 should the 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 banks is shown: "BDO" is highlighted in blue, and "UnionBank" is below it. A mouse cursor is pointing at the "BDO" option.

ADVANCE DEPOSIT RECEIPT

EAR Number: 

Balance Amount:

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8. Review summary of charges, then click **“Proceed to Payment”** button. To proceed, click **“Confirm”**
9. 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

