## VERSION HISTORY

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>UPDATED SECTION(S)</th>
<th>UPDATE TYPE(S)</th>
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<tr>
<td>1.0</td>
<td>Draft</td>
<td>10/30/2014</td>
<td>All</td>
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<td>11/30/2015</td>
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<td>3.0</td>
<td>Revised Version</td>
<td>03/15/2017</td>
<td>Renumbered sections 4, 5, 6, 7, 8 and 9</td>
<td>Updated sections 4 and 5</td>
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<td>3.1</td>
<td>Revised per Meetings</td>
<td>04/19/2017</td>
<td>Sections A, B, C, D, E (3, 4 and 5)</td>
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Notes on the Electronic Payment System

In support to the Philippine Government’s thrust of promoting transparency, efficiency and ease of undertaking business transactions with the general public at large, an Electronic Payment System for all applicable transactions shall be adopted in all ports under the jurisdiction of the Philippine Ports Authority.

Basic Business Needs

The Electronic Payment System (EPS) shall provide the necessary features needed to address and facilitate the attainment of the following basic automated business transactional needs/output:

* Electronic payment for all applicable PPA business transactional operations through an accredited Electronic Payment (ePayment) Gateway Provider (EPGP)
* Generation of Confirmation Receipts and corresponding Computation Sheets
* Electronic submission of payment collection reports by the EPGP to PPA
* Automatic consolidation of payment collection in all ports nationwide
* Generation of periodic ePayment reports such as Daily Abstract of Collection thru ePayment, Inter-Office Collection Report, Monthly Collection Report

Major Features

The Electronic Payment System (EPS) contains the following functionalities:

* Interface with POMS and EPMS for the billing information in EPS
* Generation of electronic receipts
* Automatic remittance of collections to Head Office account
Definitions

Accounting and Financial Management System (AFMS)
A system that helps the port in managing its financial and accounting operations that features a high level data and workflow integration. This serves as the core of the PPA Computerized Accounting System (PPA-CAS)

Computation Sheet
One of the functions in POMS that computes for cargo and vessel charges, which serve as basis for the issuance of Invoices or Official Receipts to customers

Computerized Port
Refers to a site, usually a base port that is connected online to IPMS

EPGP
Stands for Electronic Payment Gateway Provider, usually provided by a bank or financial service provider that processes and authorizes payments for business transactions

EPMS
Stands for Electronic Permit Management System, a computerized application which allows for a simplified process in permit application and issuance particularly for ancillary service and vehicle/pedestrian pass.

FIRST
Stands for Front-end Invoicing and Receipting System, an Oracle customization module designed to handle port-related invoicing and receipting of PPA business transactions.

FIRST Invoice
A function of the FIRST module that generates Invoices for different types of business transactions on credit based on the Computation Sheet/s entered into the system. It can consolidate multiple Computation Sheets of the same type into one Invoice.

FIRST Receipt
A function of the FIRST module that generates proof of receipt of payment, which is classified as either Miscellaneous Receipt or Standard Receipt. Miscellaneous Receipt is non-Invoice related Receipt while Standard Receipt is a proof of payment applied to Invoice.

FIRST Remittance
A function of the FIRST module that captures and generates the remittance advice for depositing collections to bank and also used in subsequent bank reconciliation.

PCRS
Stands for Port Customer Registration System, which facilitates the registration of a Customer to become a member of the PPA community. Once registered, the Customer is, thus, allowed/entitled to access and make use of the PPA Electronic Payment System.
Port Operations Management System (POMS)

A computerized application which manages the port operations functional tasks such as Ship Call Number (SCN) generation, vessel movement recording, manifest recording, among others. This is where the Computation Sheet is generated under the Billing Module.
1. How to Register in PCRS

Description

The Port Customer Registration System (PCRS) is an application that manages the registration of port users/clients to become members of the online port community. Port users who wish to use the online systems of PPA need to register first in PCRS before they can transact through the use of the ePayment System.

Entry Points

<table>
<thead>
<tr>
<th>ORIGIN</th>
<th>USING FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPA Corporate Website</td>
<td>PCRS link</td>
</tr>
</tbody>
</table>

Steps/Procedures

A. Registration

1. Port User/Customer (PU/C) accesses the PPA website at www.ppa.com.ph and clicks the PCRS link.
2. PU/C clicks the “Register Here” button.
3. If PU/C agrees, he/she ticks-off the “I Accept the Terms and Conditions” box to proceed with the registration.
4. PU/C fills-in the New Registration Form
   - PU/C provides the requested data/information in all mandatory fields marked with asterisk.
   - PU/C ensures the accuracy/correctness and completeness of Company/Entity Name and Tax Identification Number as reflected on the Business License (BIR Certificate of Registration Form 2303).
   - PU/C inputs the verification code generated by the system, then clicks the “submit” button.
5. PU/C retrieves PCRS email notification to verify registration and secure access to EPS by clicking the link in the e-mail received.
B. Addition of Authorized Agents Account Credential

1. Port User/Customer (PU/C) logs in the PCRS as the main user (principal representative).
2. PU/C navigates to the Update My Account and selects from the available registered agents.
3. PU/C saves the information.

A. Supporting Notes

1. Before a customer can register in the PPA EPS, the Terms and Conditions page shall first be displayed. This is to ensure that the guidelines on the use of the PPA EPS are properly communicated to the user.
2. The Terms and Conditions page shall include the following:
   a. Registration, Password and Security
   b. Legal Terms
   c. Privacy Policy
   d. User Conduct
   e. Governing Laws
   f. Modification of Software
   g. Modification of Terms and Agreement
   h. Security
3. PU/C can register as the company’s principal (main user) or its agent (sub-user)
4. If PU/C registers as the principal, he is authorized to grant access to its agent for billing transactions specific to its agent.
2. How to Transact thru EPS

2.1 The EPS Login Page

A. Steps/Procedures

1. Inputs username and password in the space provided (as registered in PCRS).
2. Clicks the Login button.
3. If login credential is correct, displays the Customer Home Page.
4. If login credential is incorrect, displays message, “Invalid username and/or password”.

B. Layout

![EPS Login Screen](image)

Figure 2.0: Login screen

C. Supporting Notes

1. Only registered members can access the EPS.
2. PU/C shall ensure that his username and password are not shared to anyone to prevent unauthorized access to his account.
3. Registered PU/C shall be accountable for all activities that occur under his account.
4. If system detects that an invalid email address is given, a message will be displayed “Email provided is not yet registered. Register Here”.
5. If PU/C clicks the Register Here hyperlink from the message provided, it will redirect to the customer registration page.
6. If PU/C fails to provide the correct login credential after three consecutive tries, the PU/C shall be informed of the failed retries and shall be redirected to the Reset EPS account page.
7. System shall restrict PU/C from being active on multiple terminals at the same time with the same user access code.

2.2 The e-Port Bill Page

A. Steps/Procedures

1. After successful login, an e-Port Bill Search screen will display.
2. PU/C selects the e-Port Bill Source from the drop down list. The valid values are as follows:
   a. Computation Sheet
   b. Order of Payment.
3. Selects the e-Port Bill Type based on bill source selected
   a. If computation sheet, valid values are (a) Vessel (b) Cargo
   b. If Order of Payment, valid values are (a) PTO Application (b) Vehicle Pass (c) Pedestrian Pass
4. Inputs the Terminal/Office.
5. Clicks the SEARCH button.
6. System displays outstanding billing from all Port Bill types for selected office.

B. Layout

![Figure 3.0: e-Port Bill Search Screen](image)
C. Supporting Notes

1. The e-Port bill Search screen displays only those already processed in POMS and EPMS.
2. The Computation Sheet (CS) must already be processed in POMS to make it available in the e-Port Bill Search screen.
3. The OOP must already be processed in EPMS to make it available in the e-Port Bill Search screen.
4. The CS and OOP transactions are for standard billing only. Billing with interest and penalty is not covered in this ePayment.

2.3 e-Port Bill – Apply Prepaid Tax

A. Description

The e-Port Bill - Apply Prepaid Tax Screen allows the PU/C to submit/upload the applicable BIR form for the application of the prepaid tax.

B. Entry Points

<table>
<thead>
<tr>
<th>ORIGIN</th>
<th>USING FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-Port Bill Select screen</td>
<td>Apply Prepaid Tax - Upload Document hyperlink</td>
</tr>
</tbody>
</table>

C. Steps/Procedures

1. PU/C navigates to the Apply Prepaid Tax information.
2. PU/C ticks the “I declare” terms message field to allow the uploading of applicable document.
3. A pop-up window will appear that will allow the PU/C to select the necessary BIR form to be uploaded based on the selection i.e EWT or CWT.
4. PU/C selects the applicable EWT/CWT rate.
5. System computes and displays the applicable EWT/CWT amount that will be deducted to derive the Net Amount to be paid.
6. System displays the Net Amount to be Receipted details.
7. PU/C clicks the Pay Now button to proceed with payment.

D. Layout
E. Action Description

<table>
<thead>
<tr>
<th>ACTION</th>
<th>BUSINESS OBJECT - METHODS INVOKED (INPUT PARAMETERS)</th>
<th>BEHAVIOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose File</td>
<td></td>
<td>Allows the PU/C to upload and submit the BIR form for EWT/CWT when applicable</td>
</tr>
</tbody>
</table>

F. Supporting Notes

1. Expanded withholding tax (EWT), is the portion of the payment to the seller deducted by the buyer on which the rate depends on the nature of the transaction (see the back of the BIR Form 1601-E for the complete list of the rates). EWT is recorded by the buyer as a liability, to be remitted to the BIR on a monthly basis.

2. Creditable withholding tax (CWT) on the other hand, is the EWT on the part of the seller. It is the amount deducted from the income (collection), of the seller. The buyer who deducted the EWT will give BIR Form 2307, to be used by the seller as a prepaid tax. The prepaid tax is recorded by the seller as part of its current assets, and to be applied to its quarterly or annual income tax payments to the BIR.

3. Certificate of Final Income Tax Withheld (BIR Form 2306), a Certificate to be accomplished and issued by a Payor/WA to each recipient of income subjected to final tax. The column amount of payment should indicate the total amount paid and the total taxes withheld and remitted during the period.

4. PU/C must accept the terms in uploading the BIR form file as specified “I/We declare, under the penalties of perjury, that this certificate has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.”

5. All uploaded files are saved in a file system which can be retrieved/viewed by PPA authorized personnel only.
3. How to Pay thru LBP Electronic Payment Portal

A. Description

The PPA EPS will redirect the Port User/Customer to the payment gateway where the electronic payment shall be processed.

B. Entry Points

<table>
<thead>
<tr>
<th>ORIGIN</th>
<th>USING FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPA EPS – ePort Bill Search</td>
<td>Pay Now button</td>
</tr>
</tbody>
</table>

C. Steps/Procedures

1. EPS automatically redirects to the EPGP site (LBP-Electronic Payment Portal) displaying payment options (Landbank, BancNet or G-Cash).

2. PU/C chooses the payment option (Landbank, BancNet or G-Cash) and clicks the submit button.

3. EPGP displays the Transaction Details such as Merchant Name, Transaction Type, Transaction ID, Description, Office Code together with the Payment Summary, including the minimal transaction fee.

Figure 5.0: LBP Electronic Payment Portal Landing Page

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4. PU/C validates the correctness of the Transaction Details and when confirmed, inputs his/her account details, (i.e., Bank Account Number, Joint Account Indicator or JAI, and Personal Identification Number and PIN using the keypad), as requested by the EPGP.

5. Upon acknowledgment of payment, EPGP displays the Payment Confirmation screen.

6. PU/C may opt to print the Landbank Payment Confirmation.

7. PU/C clicks the “OK” button to go back to EPS/e-Payment, which is a “must do” procedure to complete and close the e-Payment transaction.
8. PU/C is readily notified onscreen and via email of successful transaction in EPS.

Figure 8.0: PPA EPS Confirmation Message

9. PU/C may view and print the PPA Confirmation Receipt. This may be used as basis for release of cargo in lieu of PPA Official Receipt which will be made available only after remittance of payment to PPA by Landbank.

D. Supporting Notes

1. Payment gateway available to PPA may not be limited to one Payment processor/gateway. PPA has the sole discretion to change, update or add any EPGP that shall be available to PPA customers.

2. Payment gateway included in this document is for LBP Electronic Payment Portal. Payment processor/gateway has the sole right to change the layout and design.

3. The Transaction Reference Number and Amount generated by the EPS shall become the basis for the processing of customer’s payment.

4. PPA EPS will call the API module and will pass the information to the EPGP.

5. EPGP shall not process partial payment.

6. If the customer’s account balance is insufficient to cover the amount of transaction, EPGP shall not process the transaction and shall inform the customer accordingly.

7. Remittance of payment by Landbank to PPA depository account are as follows:
   a. Landbank to Landbank payment – within 24 hours (cut-off every 2200 hours)
   b. GCash and Bancnet payments - two to three banking days
4. How to Retrieve Paid Transaction in EPS

A. Steps/Procedures

1. PU/C clicks the ePayment Inquiry from the menu.
2. System displays the transaction type, particulars, transaction no, date, bank confirmation number and a hyperlink to the printable Confirmation Receipt and Computation Sheet (for vessel/cargo transaction).
3. If transaction type is Vessel CS or Cargo CS, the printable computation sheet for a particular transaction shall be available. Such printed Computation Sheet shall be appropriately marked with “Port Charges Paid”.

B. Layout

C. Supporting Notes

1. Only those receipt with valid Confirmation Receipt Number are included.
2. PU/C can print the PPA Confirmation Receipt in the prescribed format as well as the Computation Sheet (for vessel/cargo transactions) marked with “Port Charges Paid”.
3. Computation Sheet generated through ePayment and marked with “Port Charges Paid” will no longer have to undergo the stamping for clearance purposes.
4. The Confirmation Receipt and Computation Sheet (for Vessel/Cargo transaction) shall be used as basis for release of cargo/vessel in lieu of PPA Official Receipt which will be made available only after remittance of payment to PPA by Landbank.
5. The PU/C may pick-up the Official Receipt from the port where he made the transaction/payment once it is available.