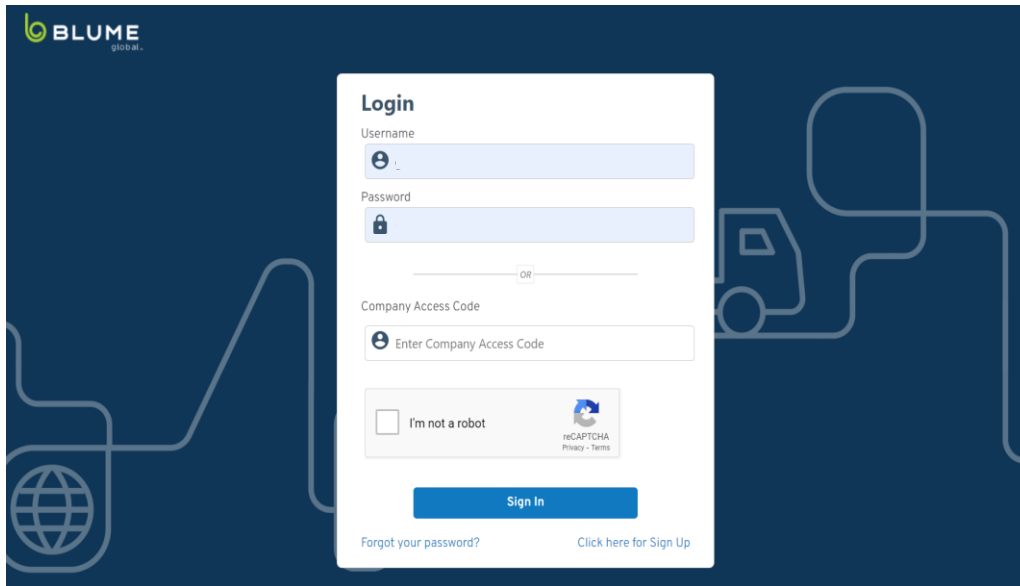


Title Account: How to process the payment in ICTSI NaviGate

Use this guide to pay terminal charges through the **ICTSI NaviGate**, from invoice creation to downloading your official receipt.

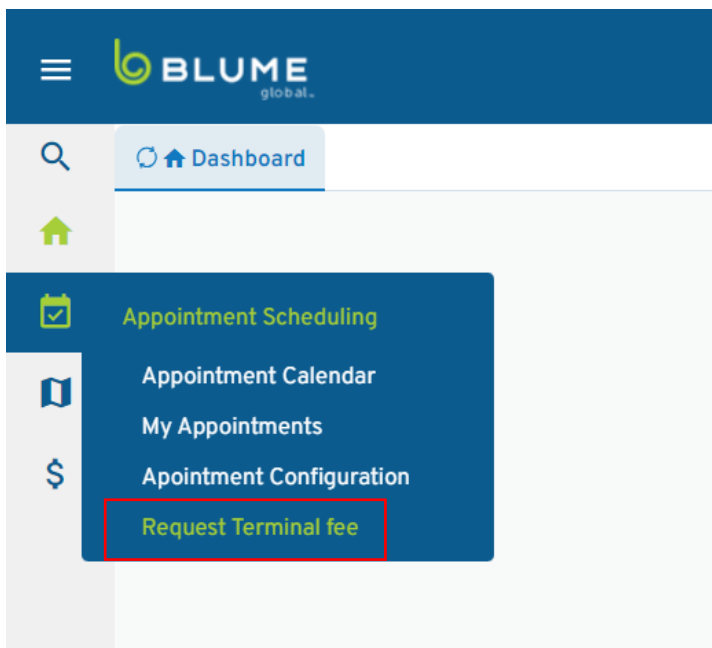
PROCEDURE:

1. Login to your NaviGate account at <https://apps.blumesolutions.com/cas/login>.



The image shows the login page for BLUME global. The page has a dark blue background with a white login form in the center. The form is titled "Login" and contains fields for Username, Password, and Company Access Code. There is an "OR" separator between the Password and Company Access Code fields. Below the Company Access Code field is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form is a blue "Sign In" button. Below the button are links for "Forgot your password?" and "Click here for Sign Up".

2. On the left side menu, hover over **APPOINTMENT SCHEDULING**, then click **REQUEST TERMINAL FEE**.



- Fill in the details needed and choose your preferred Fetch Charge. You may click on **GET CONTAINER LIST** to select containers manually then click **ADD**. Choose the storage paid through date and click on **GET FEE** to generate transaction summary.

NAVIGATE

Dashboard | Payment Transaction | Request Terminal

Office: Subic Bay International Terminal Corporation | Location: Subic Bay International Terminal Corporation | Fetch Charge by: BOL | BOL #: | Container #: | Get Container List | Pay through date: YYYY-MM-DD HH:MM | Consignee: | Get Fee

Add Containers (60)

Select All (2/60) Max 50 containers are allowed

Search Containers

- ☒ TGBU1234567
- ☒ TGBU1234568
- ☐ TGBU1234569
- ☐ SFTC1234567
- ☐ CESU1234567
- ☐ TGBU6543217
- ☐ APSU8910112
- ☐ TGBU5467281
- ☐ TGBU4321785
- ☐ TGBU1344578
- ☐ TGBU1334484
- ☐ TGBU1234364

Cancel Add

Fetch Charge by

BOL

Invoice

Booking

BOL

- Invoice** – for special services payment using your draft invoice number.
- Booking** – for export container charges payment using the booking number stated in the preadvise.
- Bill of Lading (BOL)** – for import container charges payment using a valid Master Bill of Lading (MBL) number.

GET CONTAINER LIST REMINDERS:

- You can select up to 50 containers under Get Container List. Selected containers are automatically populated in the container # field once the “Add” button is clicked.
- You can manually edit or remove the containers listed after auto-population if needed.

NOTES:

- Customers are advised to enter the full MBL, including any special characters.
- When using BOL or Booking Number, the system will automatically retrieve all associated containers and their corresponding charges. If you wish to pay for specific containers only, you may enter up to 50 container numbers, each one separated by a comma, to be included in your invoice.
- For Split MBL transactions, customers are advised to specify or enter the container numbers they wish to pay for in the “Container #” field.
- If the container field is left empty, invoice will be generated for all the containers in the MBL/Booking.
- This feature is not applicable for breakbulk transactions.

- After clicking **GET FEE**, the transaction summary for your container will be displayed. Review the indicated port charges and click **ADD TO CART** to proceed with payment.

NAVIGATE English

Dashboard Request Terminal Fee

Office: Cebu Location: Subic Bay International Terminal Corporation Fetch Charges by: BSL

Container # TGBU1234567 Get Container List Pay Through Date: 2025-04-03 03:00

Get Fee

Invoice Not Added in Cart

Invoice #: 0 Pay through Date: 2025-04-03 03:00 Invoice status: DRAFT

Container #	Total Amount	Item	Quantity	Rate Billed	Exchange Rate	Tax	Amount
TGBU1234567	7,398.87 PHP	40FT FOREIGN IMPORT ARRASTRE FEE	1	7,398.87 PHP	0.00 PHP	0.00 PHP	7,398.87 PHP

Cancel Invoice Add to Cart

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NOTES:

- Please double-check the details and amounts displayed before proceeding with payment.
- Get Container List will still fetch paid containers but will not be included in the draft invoice.
- You may cancel an invoice if needed by clicking on Cancel Invoice.

List of terminal charges that can be paid via the ICTSI NaviGate Online Payment Platform

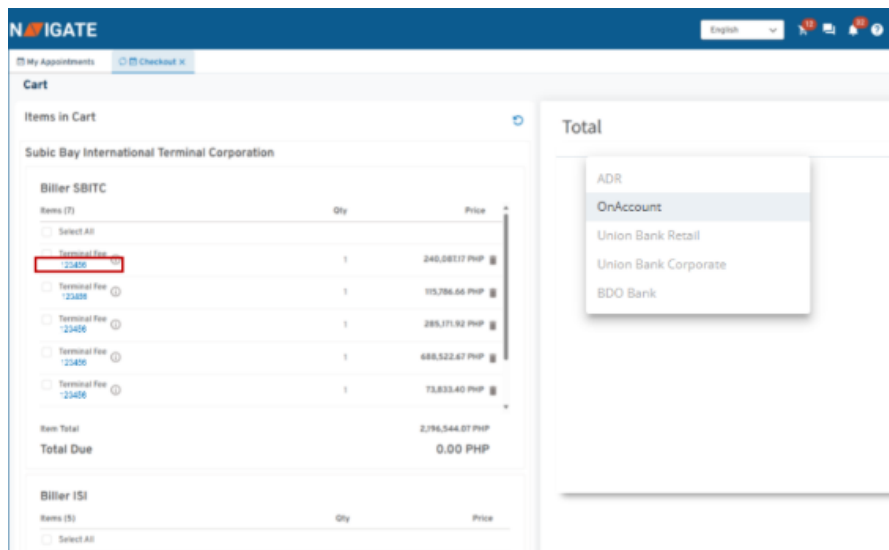
- Arrastre
- Arrastre (DG)
- Power charges (import)
- Equipment Rental
- Stripping and Stuffing
- Lift on/lift off
- Hustling LOLO
- EIR Reprint
- Change of Line Operator
- Re-weighing
- OT of Gang Setting

Draft Invoice generated by Billing Team during Billing hours (applicable only to below)

- Stripping and Stuffing
- Lift on/lift off
- Hustling LOLO
- OT Gang Setting
- Re-weighing
- EIR Reprint
- Change of Line Operator

NOTE: To settle these charges, please send an email to SBITC-Billing@sbitc.ph requesting for a draft invoice for the transactions listed above.

- You will be redirected to the checkout page. Tick the items you wish to settle then select your payment method. Once done, click on **PLACE ORDER**. Hover **INFO BUTTON** to view the complete details.



You may complete the payment through the following:

Online Banking

Select your partner bank from the dropdown list. Once selected, page will automatically be redirected to the bank's portal. Log in to your account to complete the payment.

Advance Deposit Receipt

Tick the ADR number available on your account.

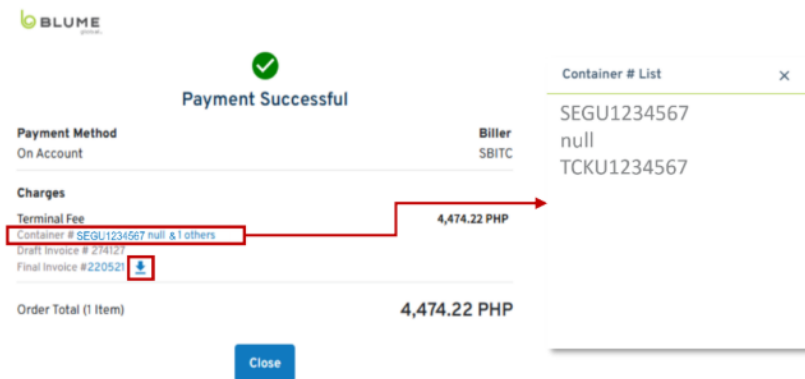
On Account

For Under Guarantee (UG) or On Account customers, please choose the On Account option from the dropdown.

NOTES:

- Please choose one terminal only.
- When paying via **ADR**, only one draft invoice may be selected per payment.
- When using **Online Banking** or **On Account**, multiple draft invoices may be selected in a single transaction.
 - BDO Personal Online is currently available.

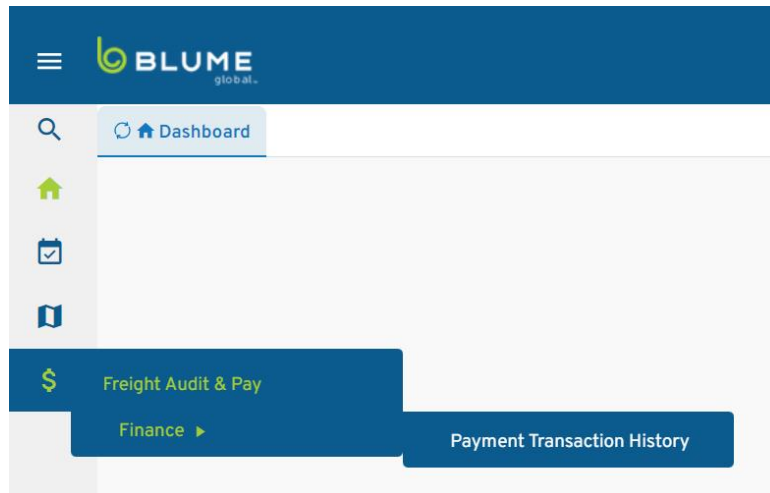
- Once done, a payment confirmation will appear on the screen. Click the **DOWNLOAD** next to the Final Invoice # to save the Cash Sales Invoice on your device.



NOTE: If an invoice contains multiple containers, click OTHERS to view all the containers in a pop-up.

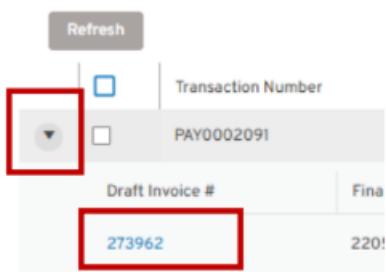
- You may also check your detailed invoice information by going to **the PAYMENT TRANSACTION HISTORY** page

STEP 1: Click on the dollar icon, hover on **FINANCE**, and click on **PAYMENT TRANSACTION HISTORY**.



STEP 2: Click the down arrow in the leftmost corner of the screen to reveal the **DRAFT INVOICE #**. Then, click on the 6-digit **DRAFT INVOICE NUMBER** to view the detailed invoice information for each container.

Payment Transaction History



8. Search for the transaction details then Download your copy of the **Cash Sales Invoice** under Download BS/OR column.

BLUME

English

Dashboard Payment Transaction History

Refresh

Container # TEMU1234567

Transaction Number	Payment Status	Biller	Paid Amount	Requested By	Payment Date
PAY0000171	Success	SBITC	2402.20 PHP	glido@ictsi.com	Jul 29, 2024 03:11 PM

Draft Invoice #	Final Invoice #	Item	Item Amount	Container #	Appointment #	Download BS/OR
191155	145131	Terminal Fee	2402.20 PHP	TEMU1234567	N/A	Download BS/OR

TIPS:

- You can select Container Number from the drop-down list to easily search for the transaction details.
- Use manage column to display the transaction details.
- If the invoice contains multiple containers, click on OTHERS to display all associated containers.

9. A copy of your **Cash Sales Invoice** will be downloaded to your computer.

SUBIC BAY INTERNATIONAL TERMINALS

SUBIC BAY INT'L TERMINAL CORP

Subic Bay International Terminal Corp.
New Container Terminal 1, San Bernardino Rd. Port District, Subic Bay Freeport Zone
NON-VAT REG TIN 205-950-216-000

ORIGINAL OFFICIAL RECEIPT (EXEMPT)

RECEIVED FROM: ECOESSENTIAL FOODS CORP OR NO. SB0057905

TIN: 007-629-995-000 DATE: 29 Jul 2024 15:11

ADDRESS: WAREHOUSE 5A1611 PASIG CITY METRO MANILA BUSINESS STYLE: N/A

IN SETTLEMENT OF THE FOLLOWING	AMOUNT
145131 20FT FOREIGN EXPORT ARRASTRE FEE PHP	2,290.20
145131 WEIGHING CHARGES PHP	112.00

SAMPLE ONLY

YAMA4959220

N/AADI	CASH PHP	CHECK PHP	ADR PHP	TOTAL SALES: PHP	LESS	DISCOUNT: PHP	TOTAL	AMOUNT PAID: PHP
	0.00	0.00	2,402.20	2,402.20		0.00		2,402.20

ACCN No.: AC_010_052021_000013
TIN: 205-950-216-000
Name of Issuer: SUBIC BAY INT'L TERMINAL CORP.
Date Issued: May 04, 2021
Series: SB00000001 to SB00000009

By making herein payments, Consignee through its authorized representative certifies to the correctness of the description of the contents of the containers and its conditions and status in good order as covered by this OFFICIAL RECEIPT/CHARGE/DELIVERY RECEIPT. Any formal claim should be filed within 15 days from date of issuance of this Certificate or certificate of loss, damage or non-delivery by the terminal or from the occurrence of the event from which such claim is based or from the time the same could have been reasonably known including gate out or receipt of the applicable Equipment Interchange Receipt (EIR). Otherwise, the same shall be barred.

The applicable terms and conditions provided under Standard Conditions are incorporated herewith by reference. Copy of which can be viewed at <https://blume.ph/terms-and-conditions> or available upon request. The terminal reserves the right to include appropriate clauses in the pertinent bills of lading.