

# IPA PCS 1x - Pay2Corp User Manual

Created by  
ICICI Bank Limited



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## I. Background

### IPA PSC:

IPA is an organisation that was conceived and constituted by the Major Ports of India under the Societies Registration act in 1966 with the prime objective of developing and increasing efficiency and productivity in ports and its working environment.

The functioning body of IPA comprises of the Chairman of all Major Ports, which are the local authorities formed by a statute and function under the regulatory control of Ministry of Shipping, Road Transport & Highways, Govt of India.

Port Community System (PCS) is a single window web application, which allows the port community and stakeholders to access the centralized repository to view transactions. The users of this system also can track and trace the cargo or container details. Through this application, they can also avail the real time vessel, finance, transport, cargo, and container status.

### ICICI Bank Pay2corp:

ICICI Bank Pay2Corp is a customized aggregator solution integrated with PCS1x which enables payers to pay the Port related charges such as Assessment of charges Vessel/Stevedore, Cargo/Container and Top up PD account using multiple payment modes – aggregator based net banking and NEFT/RTGS solution

The purpose of this user manual is to illustrate the step by step process flow to make payment using ICICI Bank Pay2corp solution.

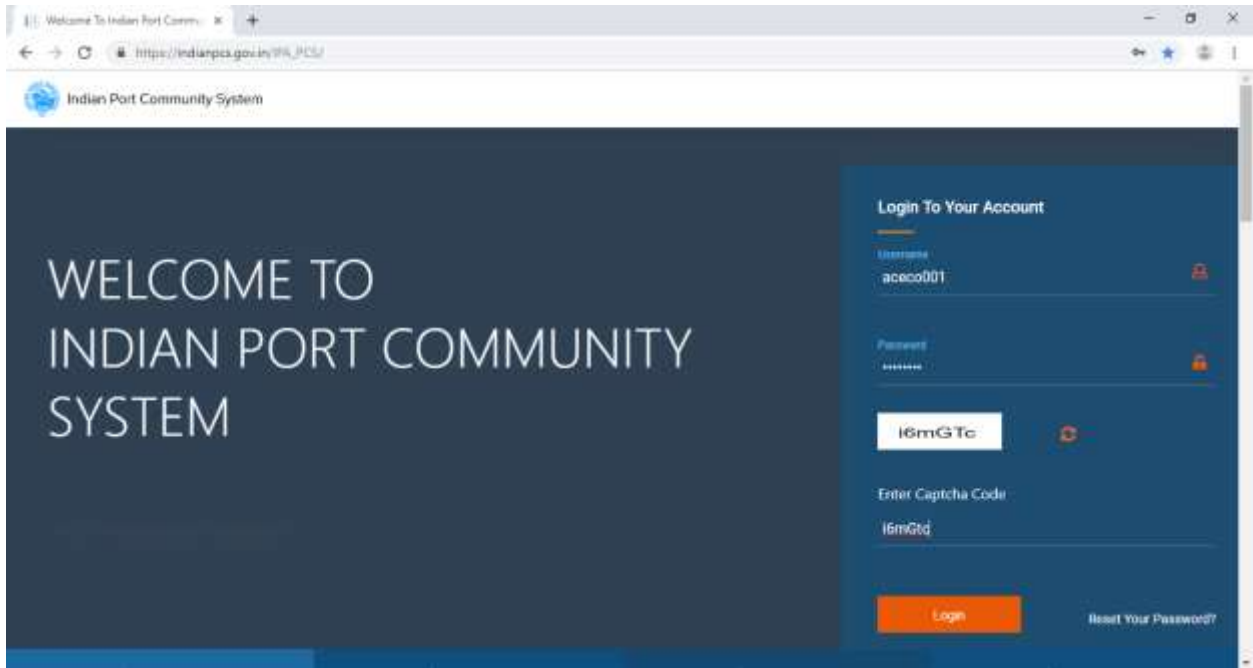
## II. Getting started:

### a) Login to PCS-

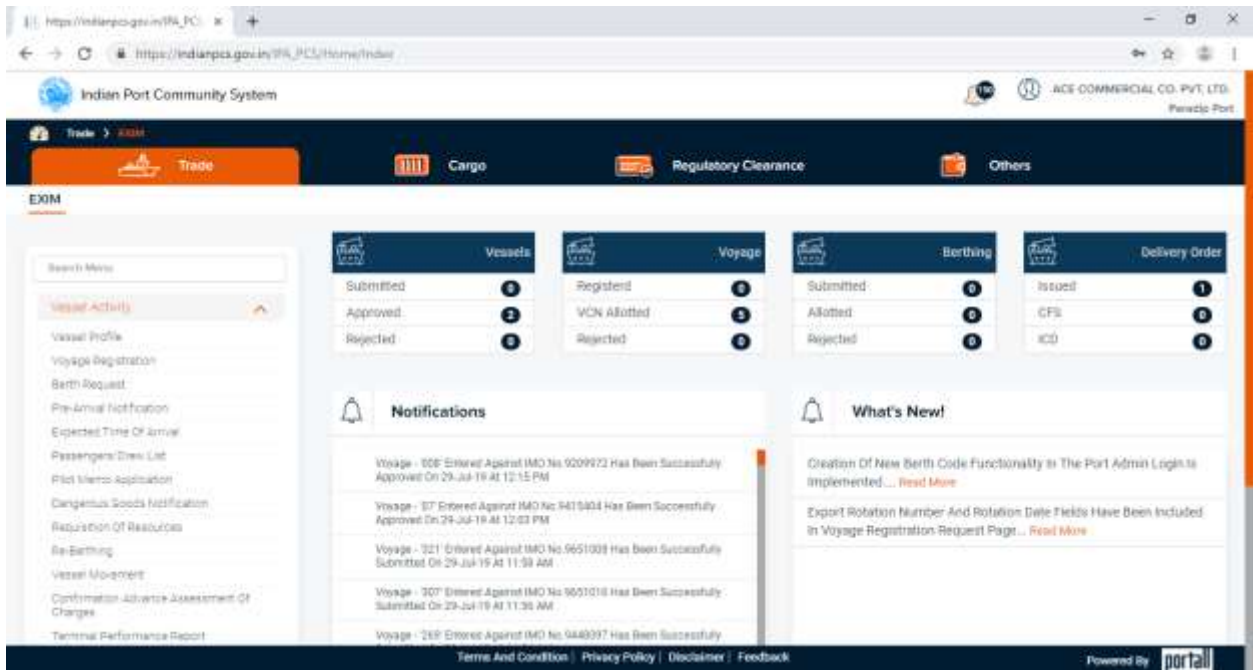
To access the Port Community System, enter the below mentioned URL in the browser:

[https://indianpcs.gov.in/IPA\\_PCS/](https://indianpcs.gov.in/IPA_PCS/)

Login by entering a valid username, password and mention the correct Captcha.



Upon successful login, the Indian Port Community System’s homepage is displayed as below:

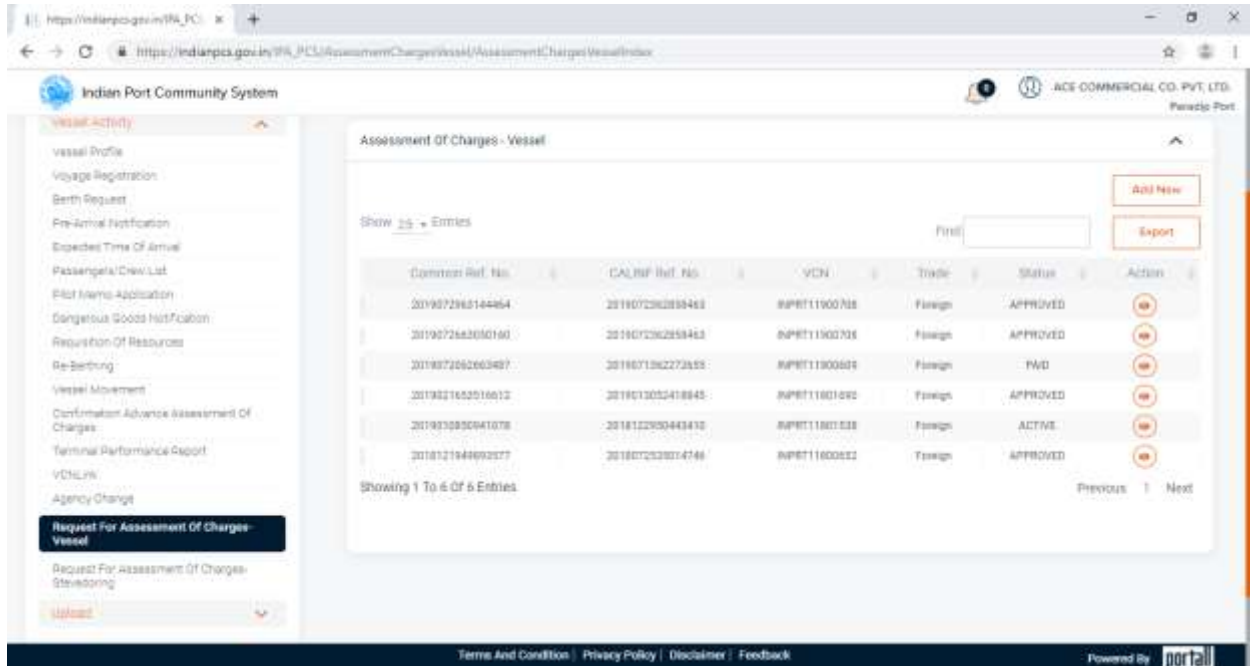


## b) Payment process flow-

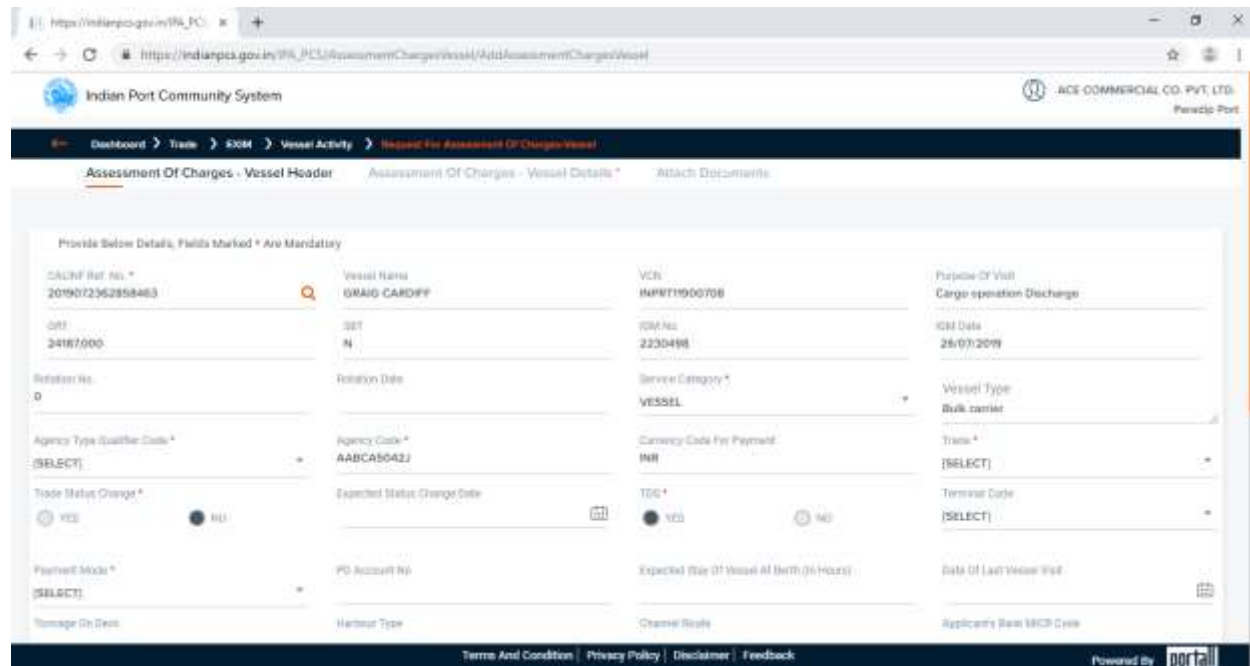
In order to illustrate the payment process via Pay2Corp, we have taken an example of payment towards assessment of vessel charges below:

**Creation of new assessment charge:**

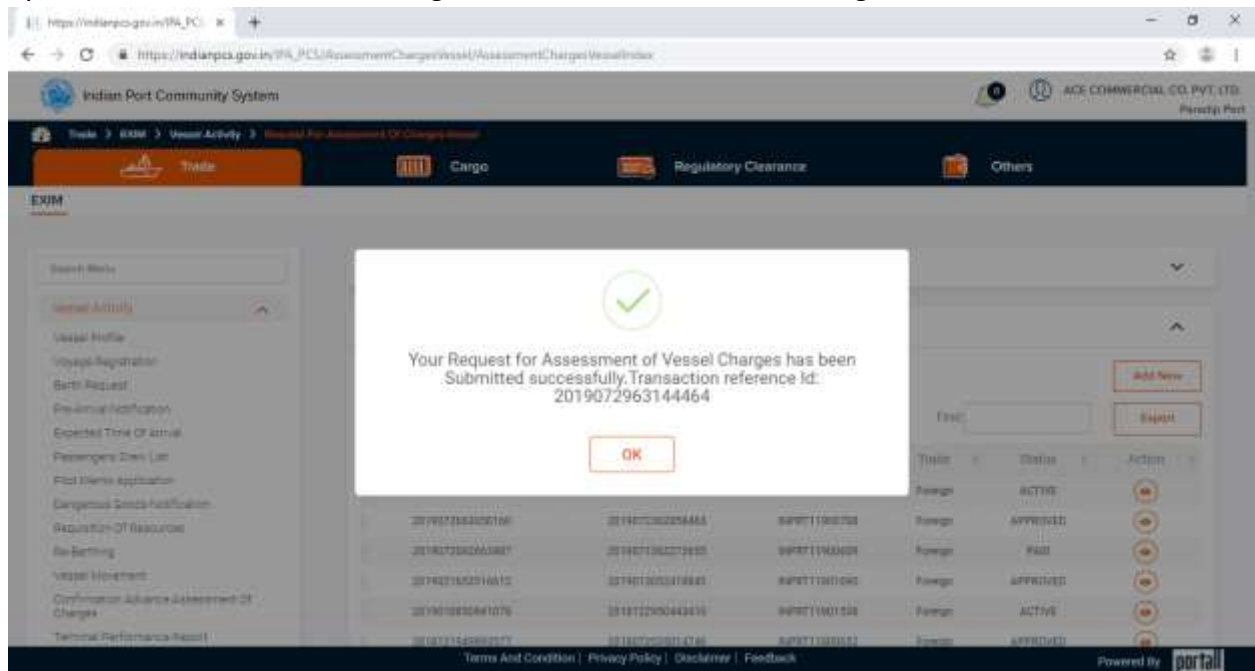
User will proceed with creation of a new assessment charge (as required) by selecting 'request for assessment of charges – vessels' and click on 'add new' option as shown below:



User will continue to create the assessment charge by entering the required details in next screen

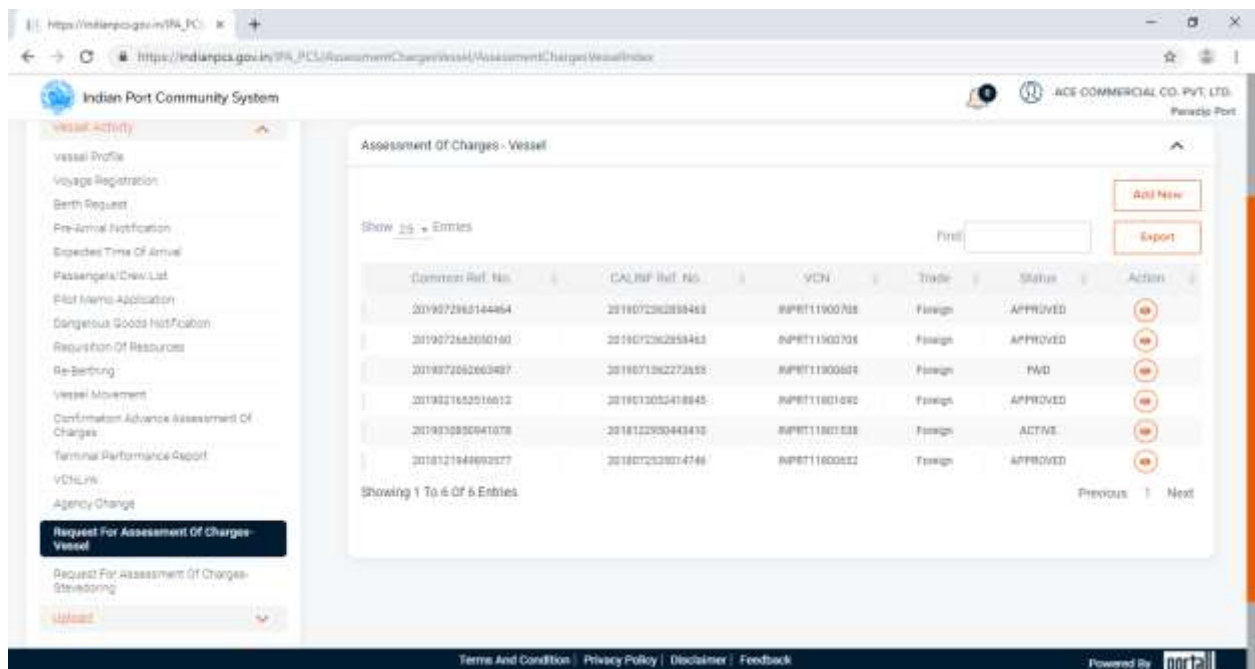


System will create a new charge and a confirmation will be generated as shown below -



### Approval of assessment charge by port:

Once the user has successfully created the assessment charge request, the same will be made available for the port user to confirm. Port user will then log in and confirm the assessment charges post which the user will be able to see the assessment as 'approved' as shown below:



## Payment by user:

Proceed to select the action button against the required assessment charge, against which you would like to make the payment. On selecting the same, the system will display the assessment details as given below:

Indian Port Community System

Application TDS Percentage : 0.00      Applicable TDS : 0.00

Net Payable : 4.00      PD Balance Position :

Port Bank MICR Code :      Port Bank IFSC Code :

Port Bank Account No. : 57101042

Confirmation For Assessment Vessel Charges-Details

Service Type	Sub-Service Type	Quantity	Unit 1	Quantity 2	Unit 2	Operation Type	Rate	Service Amount	Rebate Rate	Rate Total Amount	Service Amount after Rebate	Container Number	Container Type
Port/Machine Charges	BIRTH HIRE	34187.000	GRM(MT)	10.000	HR		0.000000	1.00	0.00	0.00	1.00		

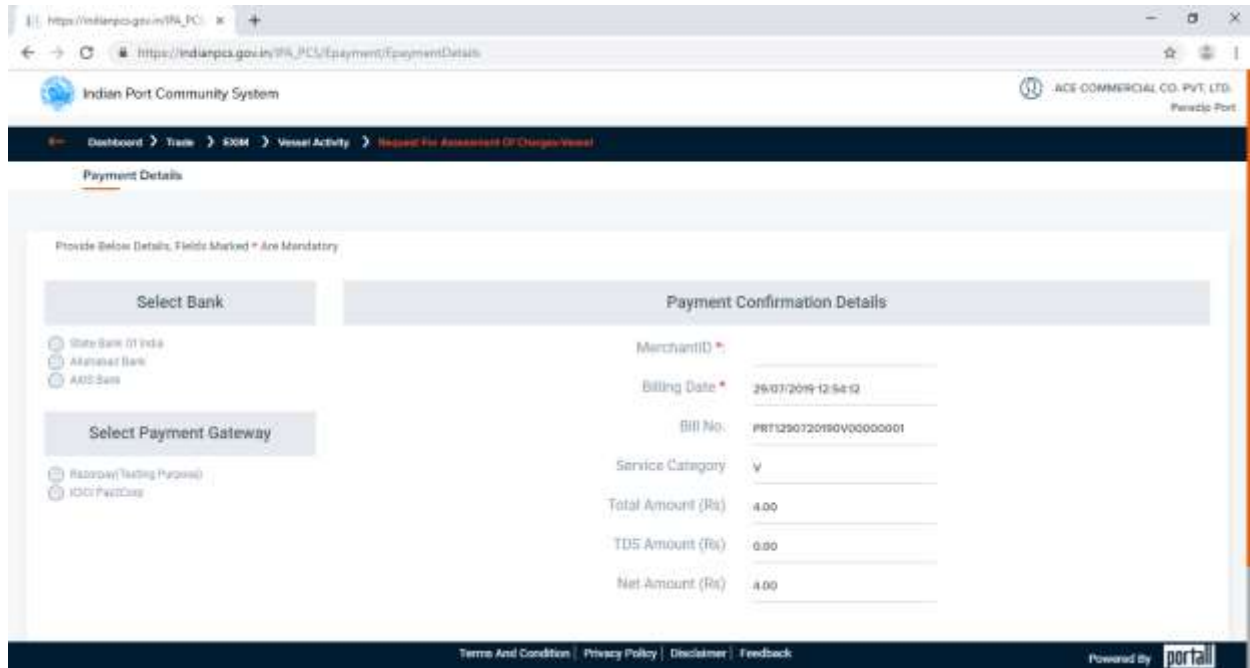
Make Payment

Print Preview      Cancel

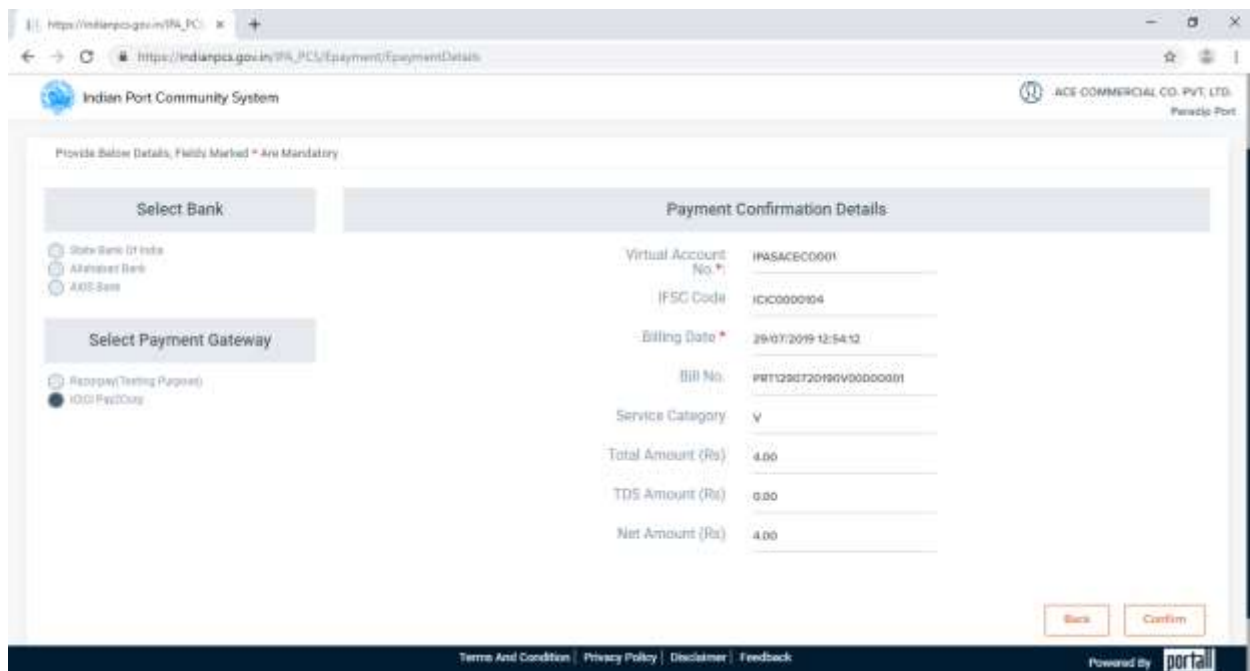
Terms And Condition | Privacy Policy | Disclaimer | Feedback

Powered By **portal**

Please proceed to click on 'Make payment' option. Upon doing so, the available payment options with bill number details will be displayed.



Continue to select 'ICICI Pay2corp' option on the left. As soon as the Pay2Corp option is selected, the system will display the Virtual Account No. alongwith IFSC as below-



The virtual account number and IFSC are required in order to make the payment via the RTGS/NEFT mode. If you wish to pay using this mode, kindly take a note of the virtual account number and IFSC at this stage. This virtual account number and IFSC will remain constant for all your transactions.



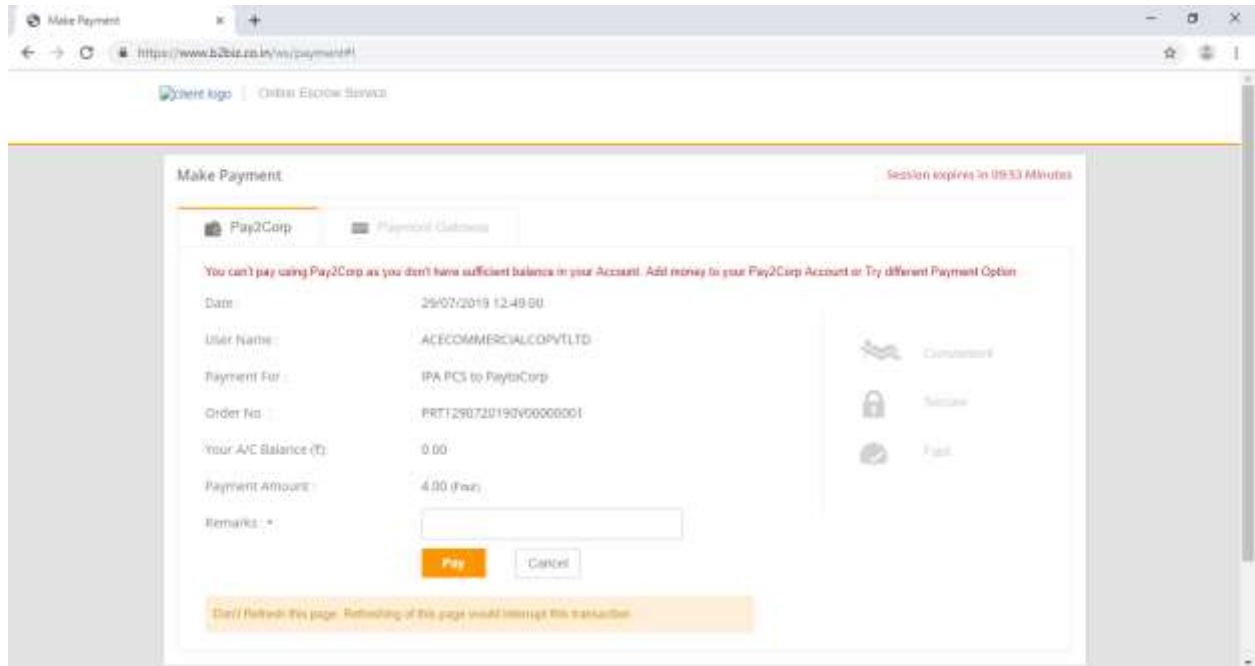
Proceed to click on 'confirm'.

### Registration on pay2corp – for first time user:

For first time users, the system will prompt you to first complete your registration on Pay2Corp before taking you to the payment page. Please fill in your company name, email ID and mobile no. and click on 'Submit'.

The screenshot shows the 'Pay 2 Corp Registration' form within the Indian Port Community System. The form is titled 'Pay 2 Corp Registration' and contains the following fields: Part No. (AAAF/5188), Name (with a yellow callout box stating 'Note: Special characters (@#! &) are in this field'), Email ID (ipct\_bill@ipctswi.com), Mobile No. (9825226090), and WSE Code (IC0000780). The form also includes 'Cancel' and 'Submit' buttons. The system header shows 'Indian Port Community System' and a navigation menu with 'Pay 2 Corp' highlighted. The footer contains 'Terms And Condition | Privacy Policy | Disclaimer | Feedback' and 'Powered By portal'.

This step would complete the registration process and payment screen will be displayed as below. This is a one-time step and once the registration is completed, you will be directly taken to the payment screen in your next payment attempt.



Here on the payment screen, both options of Pay2corp (RTGS/NEFT) and Payment gateway will be available. Please follow below steps to make the payment -

#### **Steps for making payment via Pay2corp (RTGS/NEFT) mode:**

**Remitting the RTGS/NEFT** – Kindly make the payment of required amount via RTGS/NEFT using the virtual account number and IFSC as the beneficiary details.

1. Kindly mention the following details while making the RTGS/NEFT payment from your Bank:
  - a. **Beneficiary Name:** Indian Ports Association
  - b. **Beneficiary account number:** < virtual account number as displayed earlier >
  - c. **Beneficiary IFSC code:** ICIC0000104
  - d. **Amount:** As per your requirement
2. You can also login to your Bank portal to add the above details as a beneficiary in order to make NEFT/RTGS payment
3. For ICICI Bank users, kindly follow process as mentioned in annexure for adding the virtual account number as beneficiary
4. Timelines to transfer funds are subject to clearing cut off timings provided by your bank for RTGS / NEFT.
5. Normally it takes 2-3 hours to reflect the balance on the portal. Please ensure that transfer of funds done in time.

**Caution:** Please ensure that you correctly mention the beneficiary account number and IFSC code as given above while making payment via RTGS / NEFT.

**Allocating the RTGS/NEFT payment towards assessment charges on PCS –**

Once the RTGS/NEFT payment is successfully done, the payment amount will reflect in 'your A/C Balance' as available funds as shown below.

Make Payment

Session expires in 09:53 Minutes

Pay2Corp Payment Gateway

You can't pay using Pay2Corp as you don't have sufficient balance in your Account. Add money to your Pay2Corp Account or Try different Payment Option

Date: 29/07/2019 12:49:00

User Name: ACECOMMERCIALCORPVTLD

Payment For: IPA.PCS to PaytoCorp

Order No.: PRT1290720190V8000001

Your A/C Balance (₹): 4.00

Payment Amount: 4.00 (Paid)

Remarks: \*

Pay Cancel

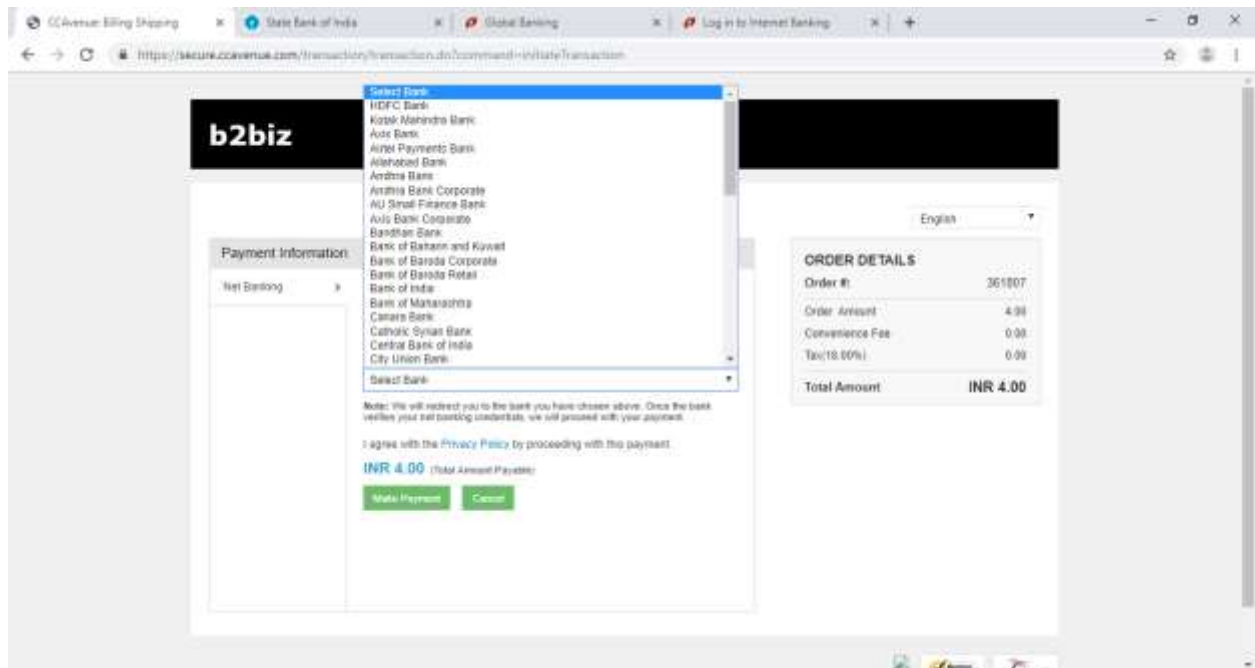
Don't Refresh this page. Refreshing of this page would interrupt this transaction.

Comment Secure Fast

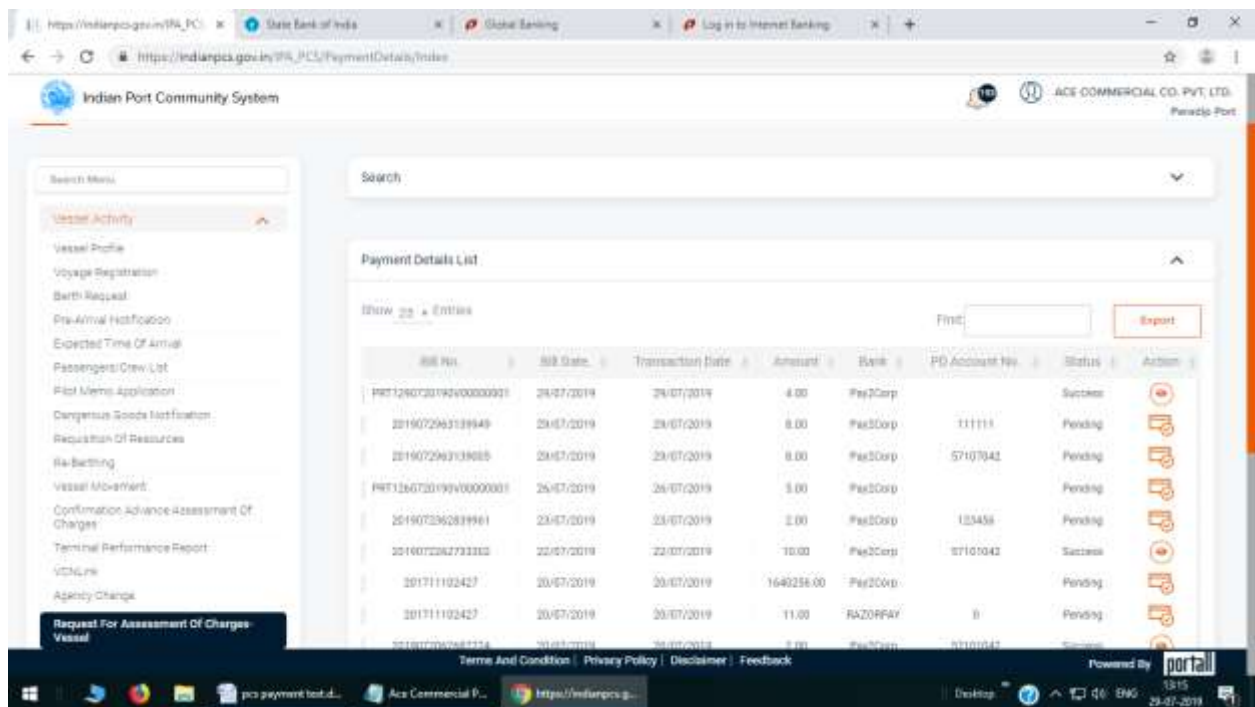
Enter remarks and click on 'Pay'. On clicking pay, the payment amount will get deducted from the available balance and the payment will be confirmed as success real time.

#### Steps for making payment via Pay2corp payment gateway mode:

You can also pay the charges using the payment gateway mode under Pay2Corp which gives you an access to multiple net banking banks. On clicking on 'Payment gateway' option, system will display the list of available banks as shown below. Please scroll and select your required bank. You will get an access to both corporate internet banking and retail internet banking options in the list.



Kindly proceed to select your bank as required and complete the payment real time. Once the transaction is complete, the status of the payment will reflect as 'success' on the dashboard.



Annexure – process for adding virtual account number for ICICI Bank users:

ICICI Bank account holders can register the virtual account details via net banking by following the below process:



1. Login to internet banking via [www.icicibank.com](http://www.icicibank.com)
2. Go to Manage payees>ICICI Bank virtual payee

## Manage Payees

### Add Payee

#### ICICI Bank Payee

**ADD NOW**

To transfer funds to other accounts in ICICI Bank

#### Other Bank Payee

**ADD NOW**

To transfer funds to accounts of other banks using NEFT / RTGS / IMPS

#### Cardless Cash Withdrawal Payee

**ADD NOW**

To send cash to any mobile number in India

#### ICICI Bank Virtual Payee

**ADD NOW**

To transfer funds to virtual accounts in ICICI Bank (E-collections)

### My Payees

#### Confirm Payee for Fund Transfer

**CONFIRM**

Enter URN to confirm payee registration for NEFT/RTGS / IMPS and Within ICICI transfers

#### My Registered Payees

**VIEW**

View the list of all payees registered by you

#### Confirm Cardless Cash Withdrawal Payee

**CONFIRM**

Enter URN to confirm payee registration for Cardless Cash Withdrawal Payee

Proceed to register the virtual account number details as a beneficiary as below:

## Confirm Payee

DETAILS > CONFIRMATION

Add ICICI Bank Virtual Account Payee

[View Payee List](#)

Payee Account Name\*

Payee Nickname\*

Account Type\*

Payee Account Number\*

Confirm Payee Account Number\*

Ensure that the payee account number entered is correct so that money is transferred to the intended payee.

### ICICI Bank Virtual Account Payee details

Enter Virtual Account IFSC code\*

OR

Search from Virtual Account IFSC list\*

Payee Registration alert to be sent on mobile number:

\*mandatory

Click on next and proceed to confirm the registration by entering the OTP received in registered mobile number. Once payee is registered, you may proceed to send the payment to the virtual account number



