



Online Payment System Portomundi

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What is Portomundi?

Portomundi is an online payment system that enables PSA Halifax clients to make secure, real-time payments for port-related services. This digital wallet platform allows users to store funds and process transactions.

What is a digital wallet?

A digital wallet is an online account that holds funds for making payments. Instead of entering bank details every time, users can add money to their wallet and pay for services instantly.

By using Portomundi, PSA Halifax clients can:

- **Make instant payments for services.**
- **Manage their transaction history.**
- **Receive low-balance alerts to avoid payment delays.**

Common Terms

Portomundi: Online payment system for managing PSA Halifax service transactions.

Digital Wallet: A virtual account where users can store funds and make transactions.

Top-Up: The process of adding funds to your Portomundi wallet to ensure payments can be made.

Bill of Lading (BOL): A legal document issued by a carrier that details the shipment of goods and serves as a receipt.

Terminal: A designated port location where goods are received, stored, or dispatched.

Authorization: The process of granting permission to link and manage financial accounts.

Low Balance Warning: A notification system that alerts users when their wallet balance falls below a specified threshold.

Reconciliation: The process of verifying and matching transactions with accounting records.

Creating a New User Account

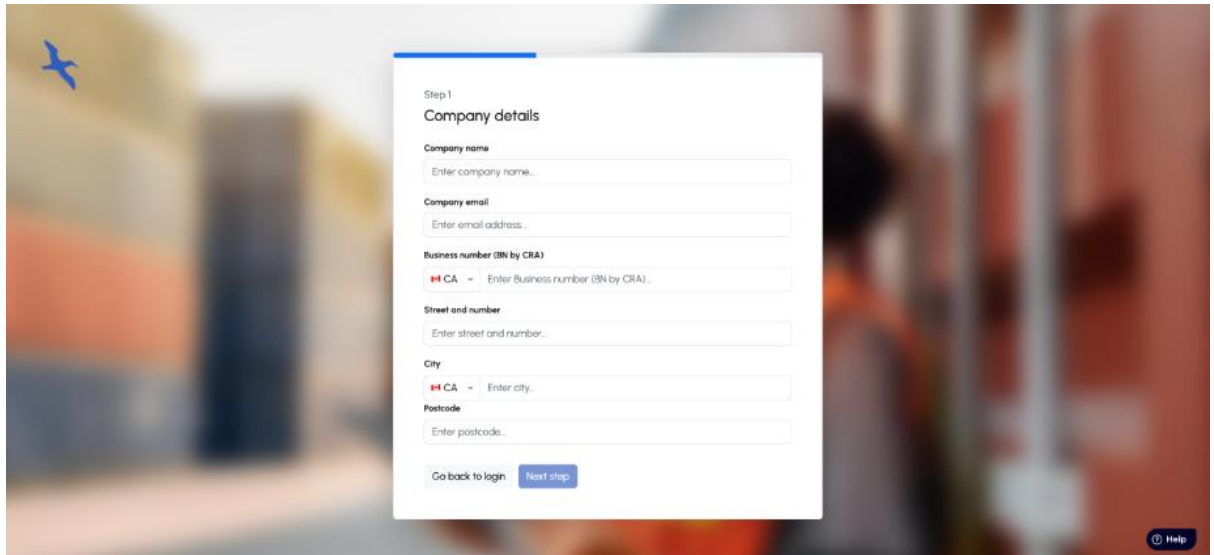
Account Creation Process

Accessing the Platform

Portomundi: <https://canada.terminals.portomundi.com/login>

Steps to Create an Account

1. **Enter company details** – Provide your business information as required.



Step 1
Company details

Company name
Enter company name...

Company email
Enter email address...

Business number (BN by CRA)
CA - Enter Business number (BN by CRA)...

Street and number
Enter street and number...

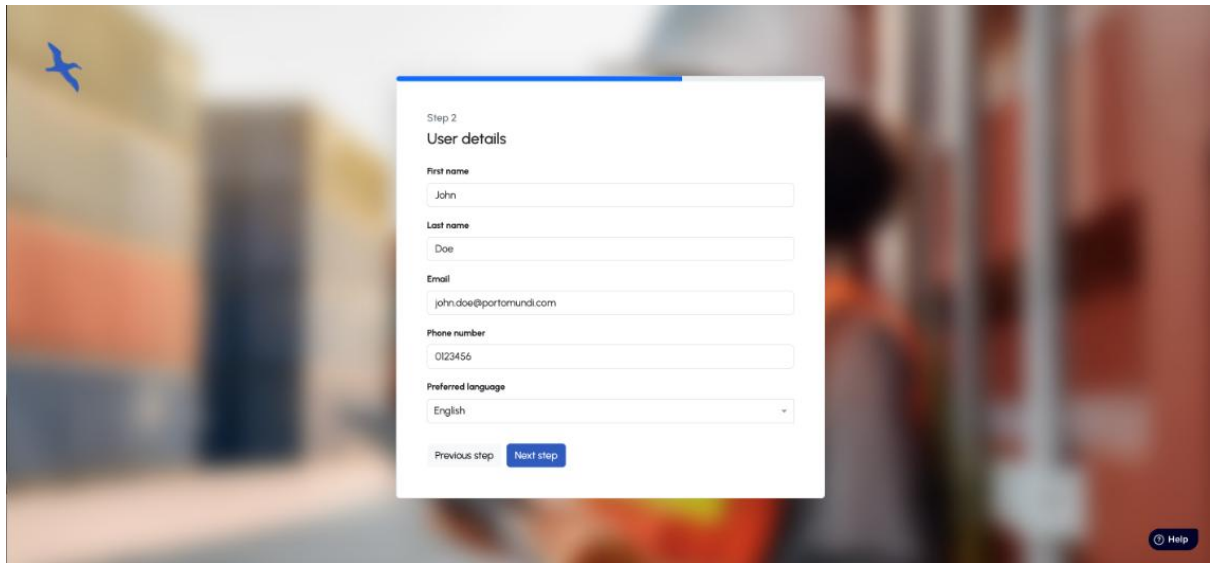
City
CA - Enter city...

Postcode
Enter postcode...

Go back to login Next step

Help

2. **Enter primary user details** – The designated administrator’s information must be filled in.



Step 2
User details

First name
John

Last name
Doe

Email
john.doe@portomundi.com

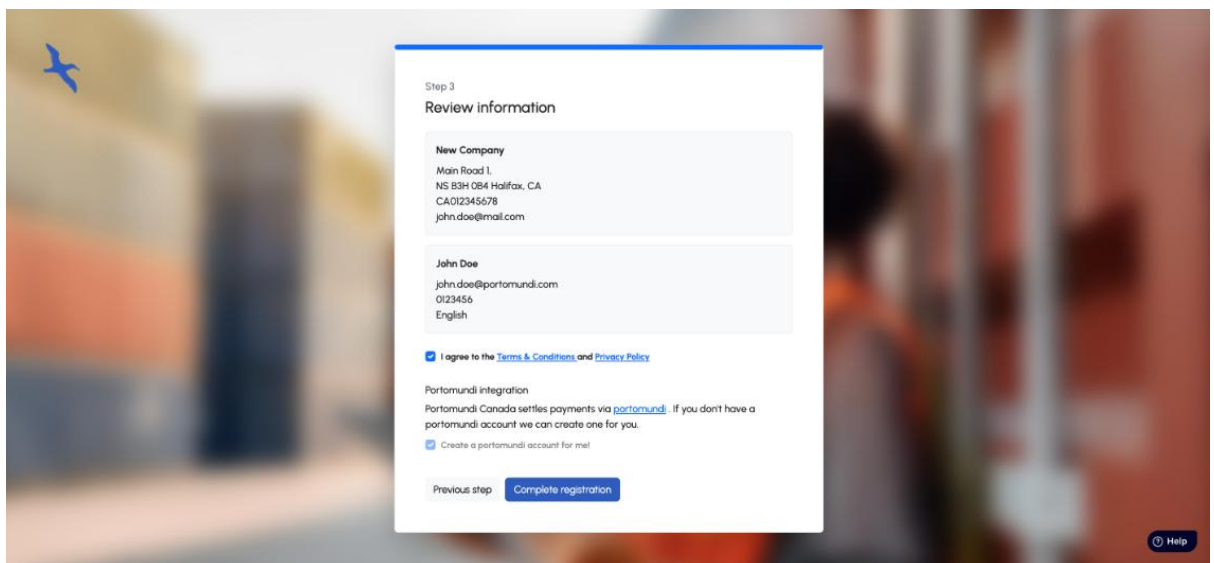
Phone number
0123456

Preferred language
English

Previous step Next step

Help

3. **Review and submit the registration** – Ensure all details are correct before completing the process.



Step 3
Review information

New Company
Main Road 1,
NS B3H 0B4 Halifax, CA
CA012345678
john.doe@email.com

John Doe
john.doe@portomundi.com
0123456
English

☒ I agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Portomundi integration
Portomundi Canada settles payments via [portomundi](#). If you don't have a portomundi account we can create one for you.

☒ Create a portomundi account for me!

Previous step Complete registration

Help

4. **Confirmation email** – Portomundi will send emails confirming the registration and further instructions¹.



Hi John,

Thank you for signing up to Portomundi!

Before you become a community member, we need to verify your company information. Once that's done, you'll receive an email from us to create a password. With that you'll be able to log in to Portomundi!

Talk to you soon,

Your portomundi buddy

Follow us:

[Linkedin](#)

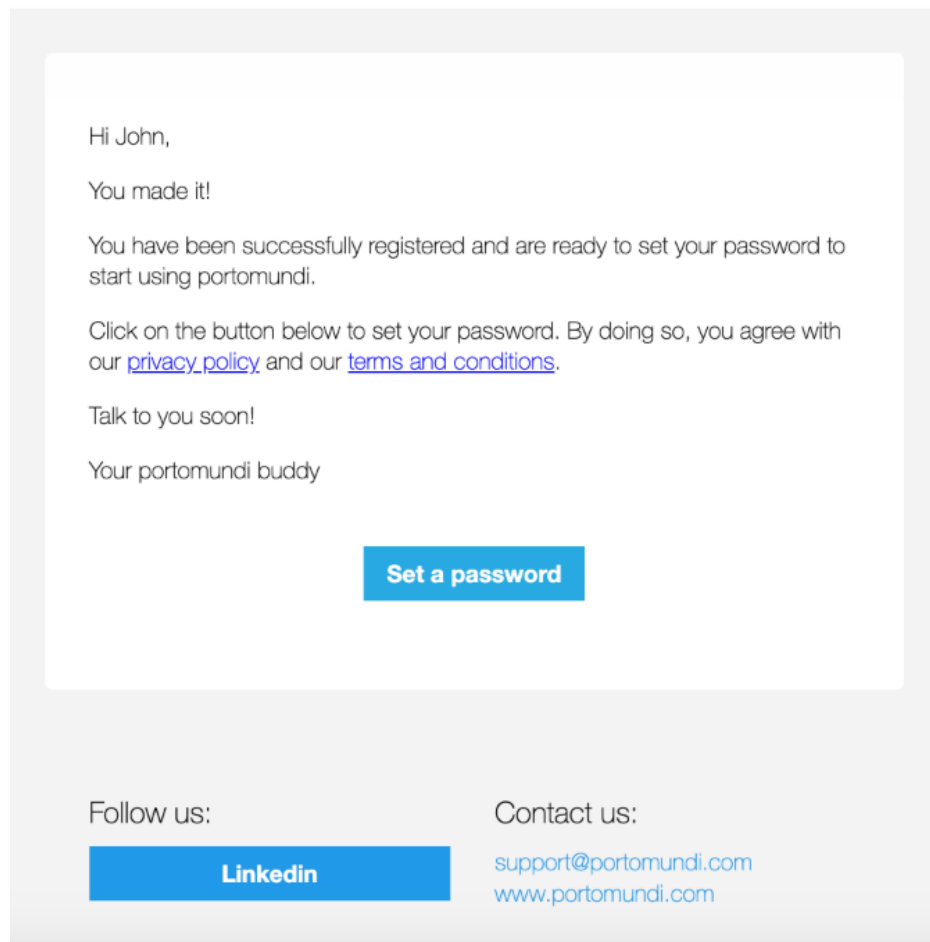
Contact us:

support@portomundi.com
www.portomundi.com

¹ **Note:** Processing a new company account can take up to a few hours, depending on business hours. Additional information may be required, and you may be contacted via email or phone.

Setting Up the Password

Once your registration is approved, you will receive an email with instructions on how to set your password.

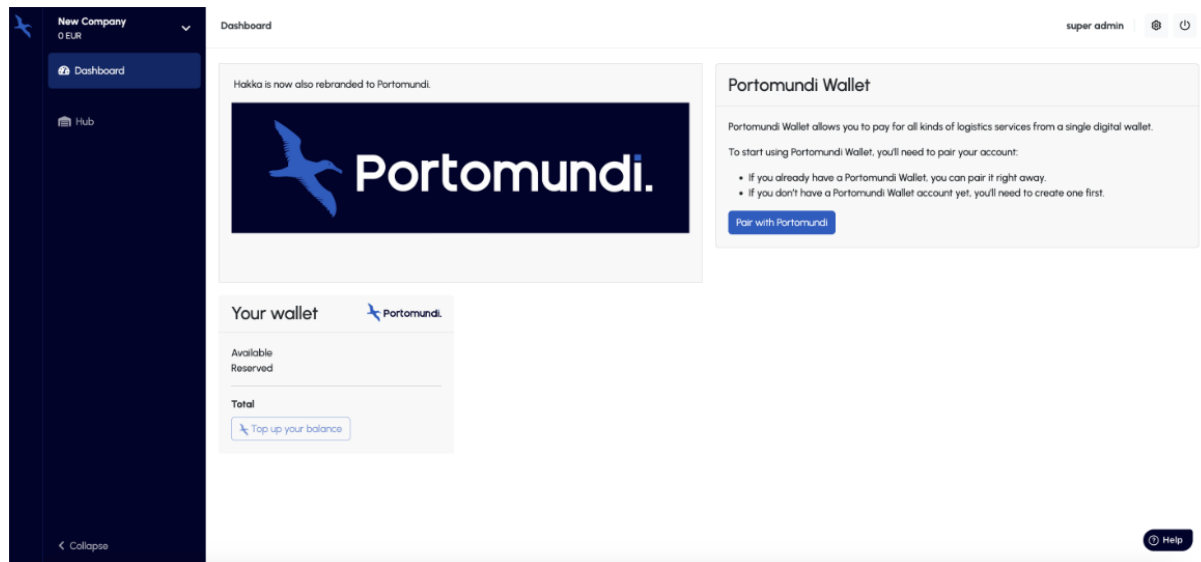


After setting your password, you can log in to Portomundi using your selected credentials.

Pairing your Portomundi Wallet with your Portomundi Canada account

Login to the Portomundi Canada platform (<https://canada.terminals.portomundi.com/>), press the 'Pair with Portomundi' button and complete the pairing process so that both accounts are correctly linked.

Note: you will need to log in to your general Portomundi wallet account (<https://wallet.portomundi.com/>), for which you also have received an e-mail to set your password.



Funding Your Portomundi Wallet

Understanding Digital Wallets

A digital wallet is a secure online tool that stores funds and allows users to make payments without repeatedly entering bank details. In this system, Portomundi acts as your digital wallet, ensuring quick and secure transactions for PSA Halifax services.

Top up your balance

Before making payments, you must top up your Portomundi balance:

1. Go to the Portomundi Dashboard and **select "Top Up Balance"**

The screenshot displays the Portomundi dashboard for a user named John Doe. The left sidebar contains navigation links: Balances, Services, Transactions, and Documents. The main content area shows the 'Spender Balance' as 0.00 EUR. Below this, the 'Top up your spender balance' section is active, featuring two steps: 1. Select or enter an amount (with buttons for 100 EUR, 300 EUR, 500 EUR, 1000 EUR, 2000 EUR, and a plus icon), and 2. Select your preferred payment method (with options: Bancontact, Banktransfer, Belfius, Creditcard, Ideal, Kbc, and Sofort). A summary panel on the right shows the available balance (0.00 EUR), a balance increase of 1000 EUR, an admin fee of 0 EUR, and a total of 1,000.00 EUR, with a 'Top up your wallet' button.

2. Choose an amount and payment method (e.g., bank transfer).
 - Please ensure the admin fee is clearly reflected in the total amount

Top up your spender balance

1. Select or enter an amount:

2. Select your preferred payment method:

 Bancontact

 Banktransfer

 Belfius

 Creditcard

 Ideal

 Kbc

 Sofort

Pay now Pay later

Portomundi

Available balance: 0.00 EUR

Balance increase

1000 EUR

Admin fee

0 EUR

Total

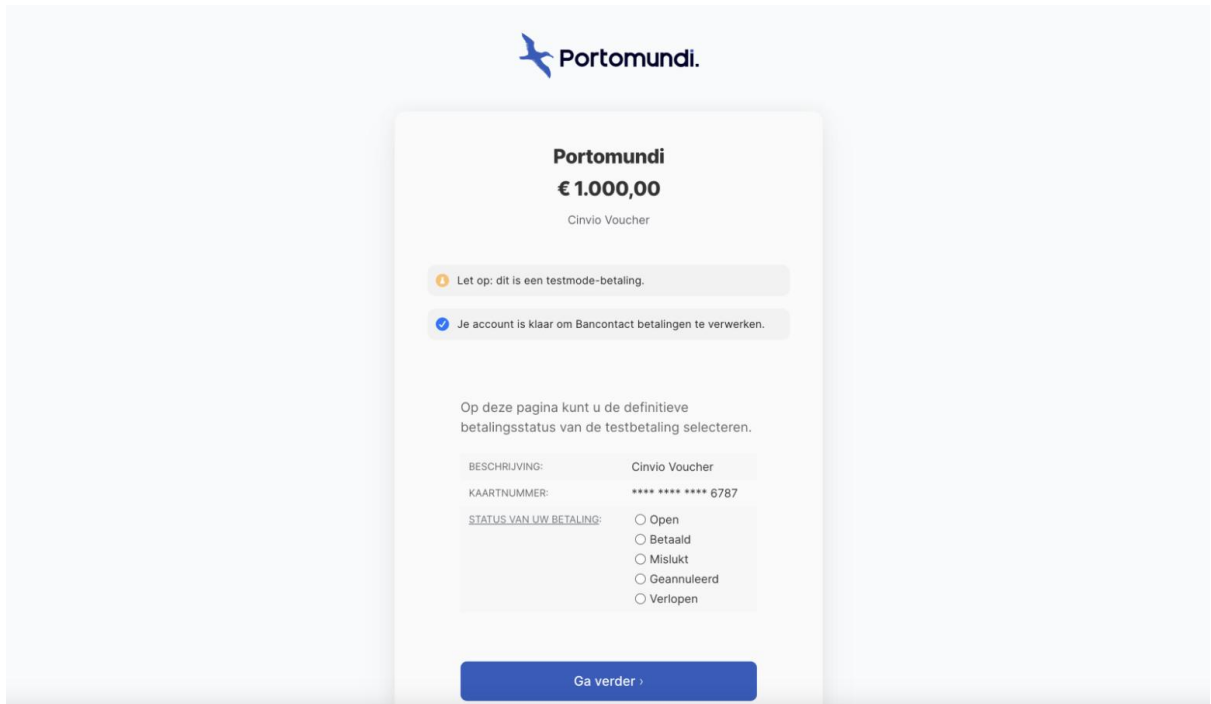
1,000.00 EUR

Pay with

 Bancontact

Top up your wallet

3. Confirm the transaction – You will receive an email with payment details.



Portomundi
€ 1.000,00
Cinvio Voucher

Let op: dit is een testmode-betaling.

Je account is klaar om Bancontact betalingen te verwerken.

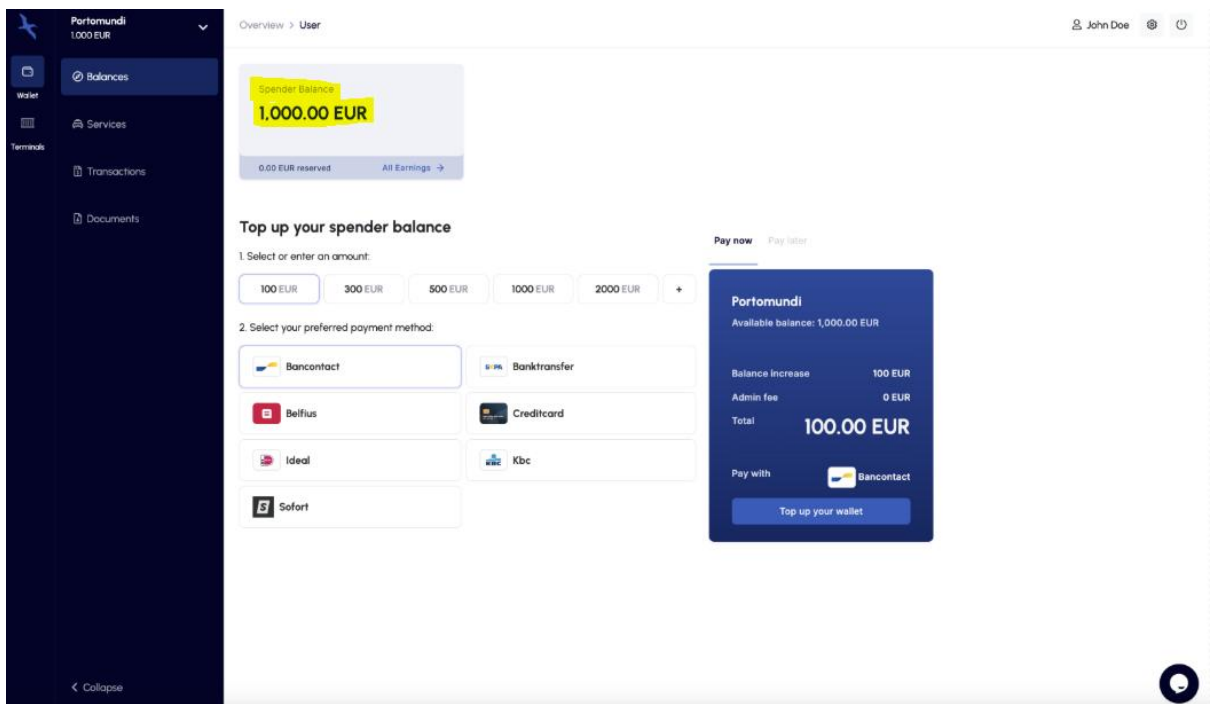
Op deze pagina kunt u de definitieve betalingsstatus van de testbetaling selecteren.

BESCHRIJVING:	Cinvio Voucher
KAARTNUMMER:	**** * 6787
STATUS VAN UW BETALING:	☐ Open ☐ Betaald ☐ Mislukt ☐ Geannuleerd ☐ Verlopen

[Ga verder >](#)

4. Payment confirmation – Once the financial transfer has been successfully completed the amount will be available on the Portomundi wallet and you and your company are ready to make payments.

The Portomundi Dashboard will show your available (and/or reserved) transaction amounts and will be synchronized automatically. The Portomundi Dashboards will appear as follows:



Portomundi 1.000 EUR

Overview > User

John Doe

Spender Balance
1.000.00 EUR

0.00 EUR reserved All Earnings →

Top up your spender balance

1. Select or enter an amount:

100 EUR 300 EUR 500 EUR 1000 EUR 2000 EUR +

2. Select your preferred payment method:

Bancontact Banktransfer Belfius Creditcard Ideal Kbc Sofort

Pay now Pay later

Portomundi
Available balance: 1.000.00 EUR

Balance increase 100 EUR
Admin fee 0 EUR
Total 100.00 EUR

Pay with Bancontact

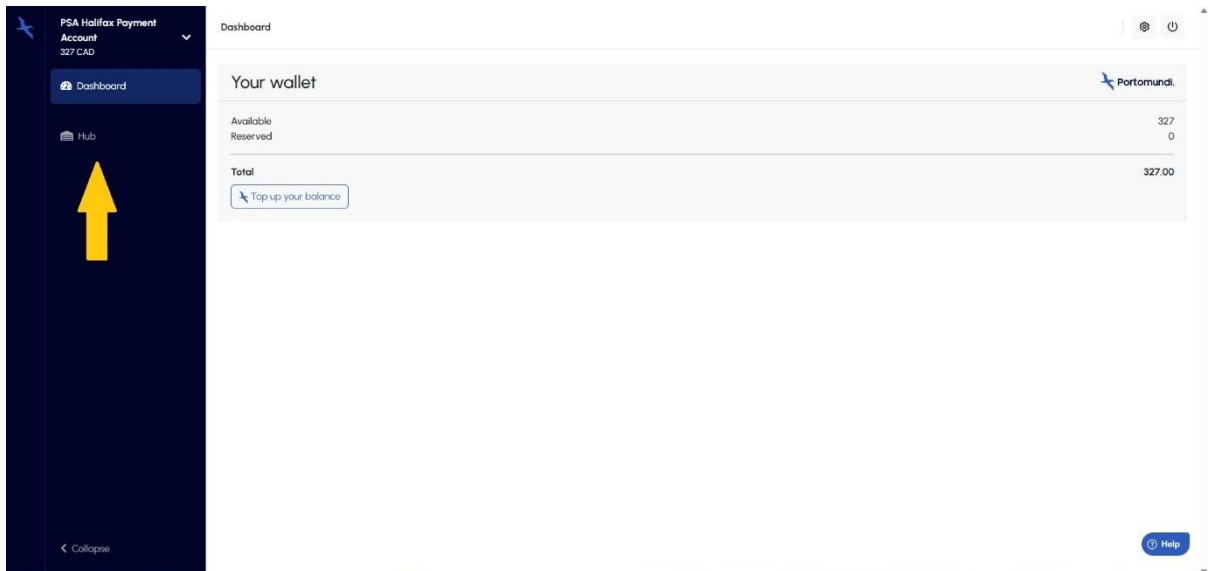
[Top up your wallet](#)

< Collapse

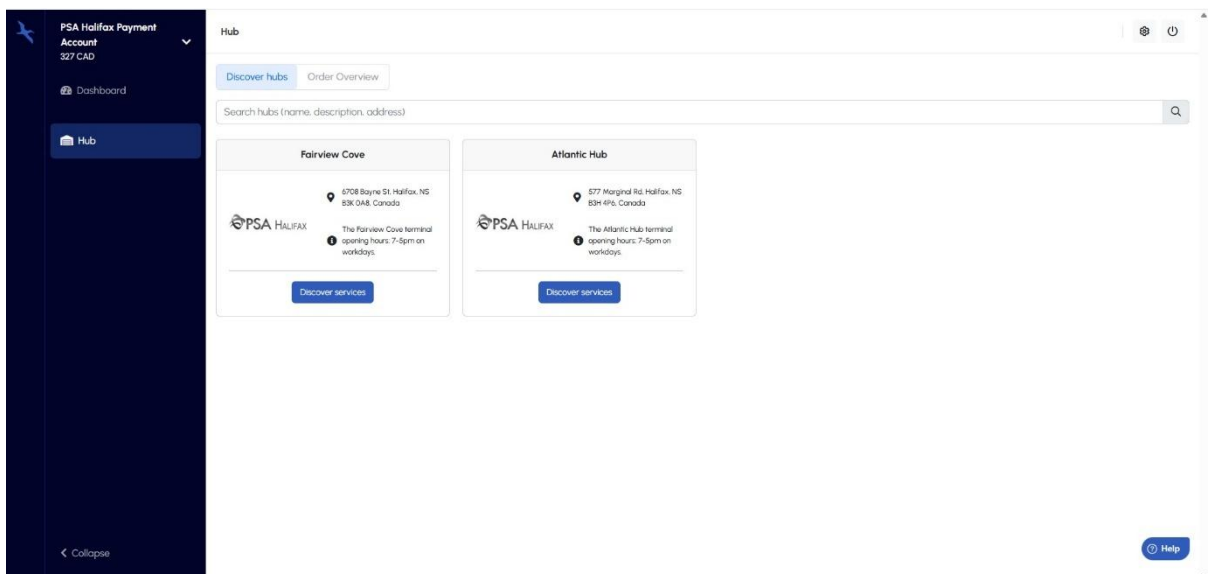
Making Payments for PSA Halifax Services

To book and pay for services via Portomundi:

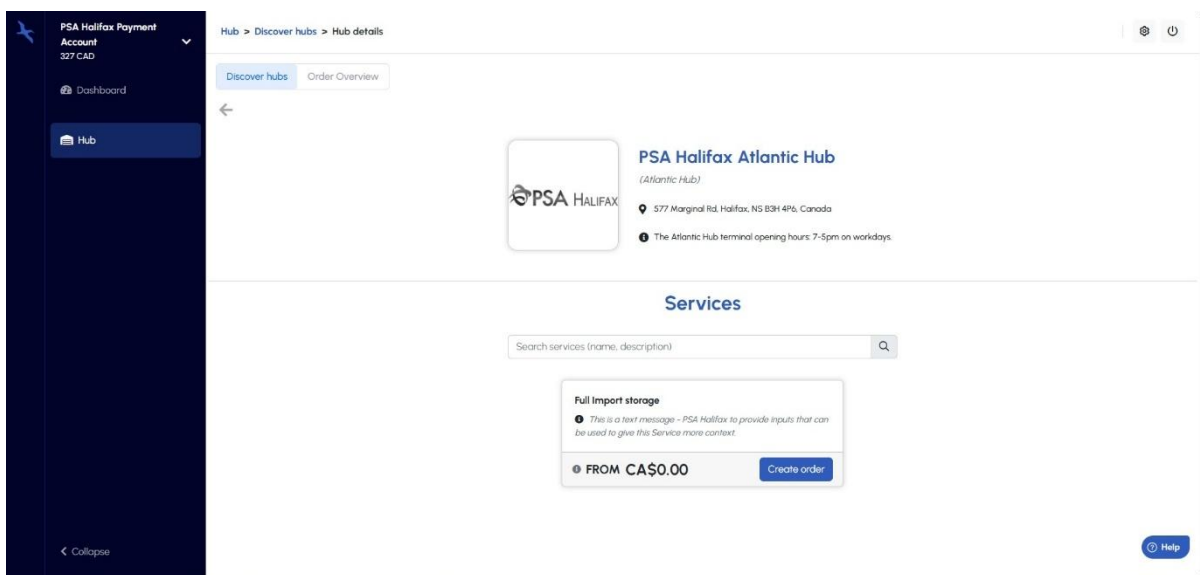
1. **Navigate to the 'Hub' module on Portomundi.**



2. **Choose the terminal location (e.g., Atlantic Hub).**



3. Select the desired service (e.g., Full Import Storage).



Hub > Discover hubs > Hub details

Discover hubs Order Overview

PSA Halifax Atlantic Hub
(Atlantic Hub)

577 Marginal Rd, Halifax, NS B3H 4P6, Canada

The Atlantic Hub terminal opening hours: 7-5pm on workdays.

Services

Search services (name, description)

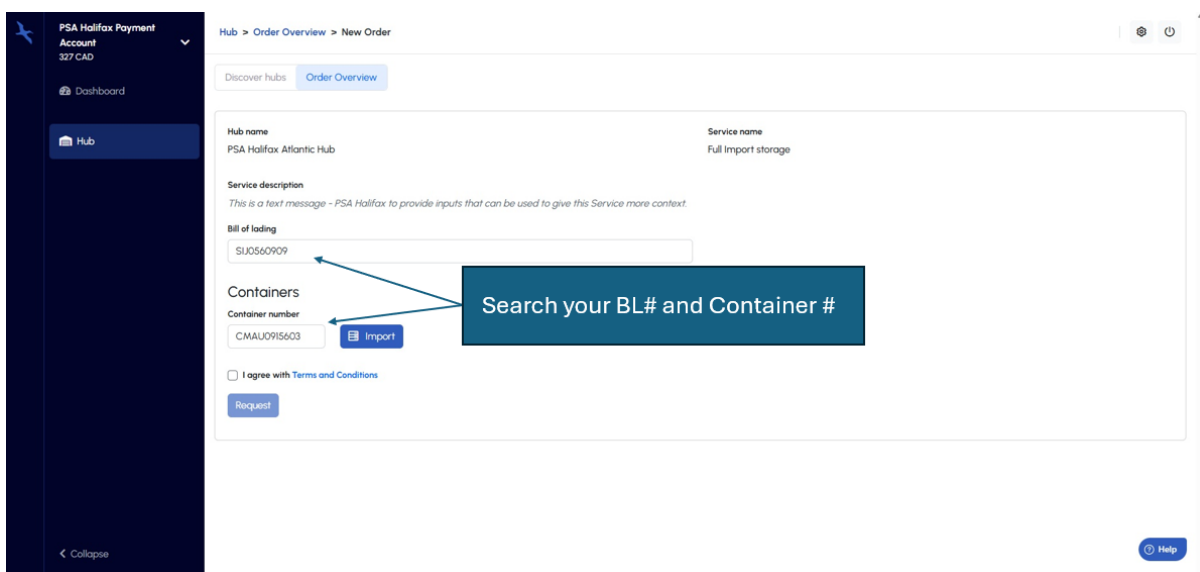
Full Import storage

This is a text message - PSA Halifax to provide inputs that can be used to give this Service more context.

FROM CA\$0.00 Create order

Help

4. Enter the Bill of Lading details and container numbers.



Hub > Order Overview > New Order

Discover hubs Order Overview

Hub name
PSA Halifax Atlantic Hub

Service name
Full Import storage

Service description
This is a text message - PSA Halifax to provide inputs that can be used to give this Service more context.

Bill of lading
SIJ0560909

Containers
Container number
CMAU0915603 Import

I agree with Terms and Conditions

Request

Search your BL# and Container #

Help

Then click on the import button to validate the information.

5. Check for Holds: Check if any holds from Customs / Shipping Line / Terminal.

You will be able to request the payment once the transaction has been cleared from any holds.

Hub > Order Overview > New Order

Discover hubs Order Overview

Hub name: PSA Halifax Atlantic Hub Service name: Full Import storage

Service description: This is a text message - PSA Halifax to provide inputs that can be used to give this Service more context.

Bill of lading: SU0560909

Containers

Container number	Pick up date	Transport company	Vessel	Container type	Discharge date	Last free date	Holds
CMAU0915603	Date (dd/mm/yy)	Enter Transport co	CMA CGM BR	20DV	23/02/2026		Customs Shipping Terminal ❌

☐ I agree with Terms and Conditions

You must clear all holds before paying for storage

Hub > Order Overview > New Order

Discover hubs Order Overview

Hub name: PSA Halifax Atlantic Hub Service name: Full Import storage

Service description: This is a text message - PSA Halifax to provide inputs that can be used to give this Service more context.

Bill of lading: NBOFM8540600

Containers

Container number	Pick up date	Transport company	Vessel	Container type	Discharge date	Last free date	Holds
GLCU4052709	Date (dd/mm/yy)	Enter Transport co	HMM VICTOR	40HC	20/02/2026	26/02/2026	Customs Shipping Terminal ✅

☐ I agree with Terms and Conditions

All clear! You can proceed with the payment

Your Portomundi wallet activity

Proof of Payment

When you top up your Portomundi balance, you receive an email with a "proof of payment". This is a document that confirms and proves that you have loaded money into your Portomundi wallet. You are topping up, not purchasing, so this is NOT an invoice. You will see that there is no VAT fee either. All you need to do with the proof of payment is book it against your balance sheet

Invoices

You will receive one invoice for each service provider (SP) you purchased services from, each month. So, if you have purchased 10 services from SP1, 3 services from SP2, and 33 services from SP3, at the end of the month you will receive 3 invoices.

Transaction – details

If you would like to see which transactions or paid services are included in a particular invoice, or you simply need an overview of all the transactions carried out in a particular period of time, you can do this in 3 clicks:

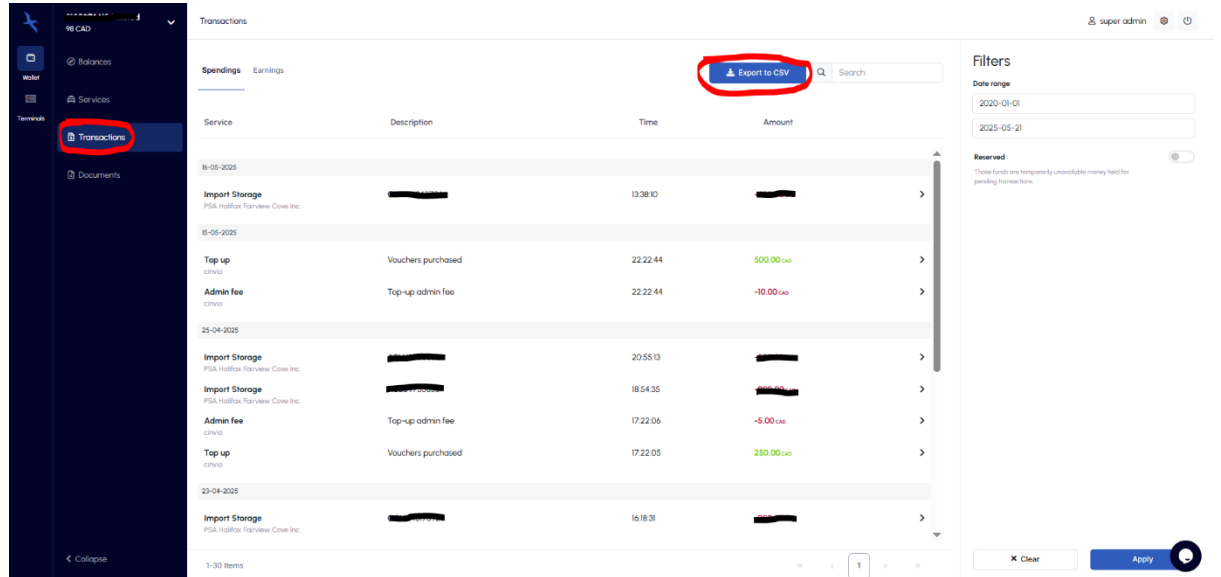
1. Log in
2. Go to "Transactions" in the menu on the left
3. Select your search criteria and click on "download as CSV"

Portomundi and your VAT declaration

Portomundi vouchers MUST NOT be included in the VAT return as they are defined as Multi-purpose Vouchers*, which means that you can use them for different service providers in each EU Member State to pay for different services. What you MUST include in the VAT return are the monthly invoices you receive from Portomundi service providers.

Where can I find the details of my invoices?

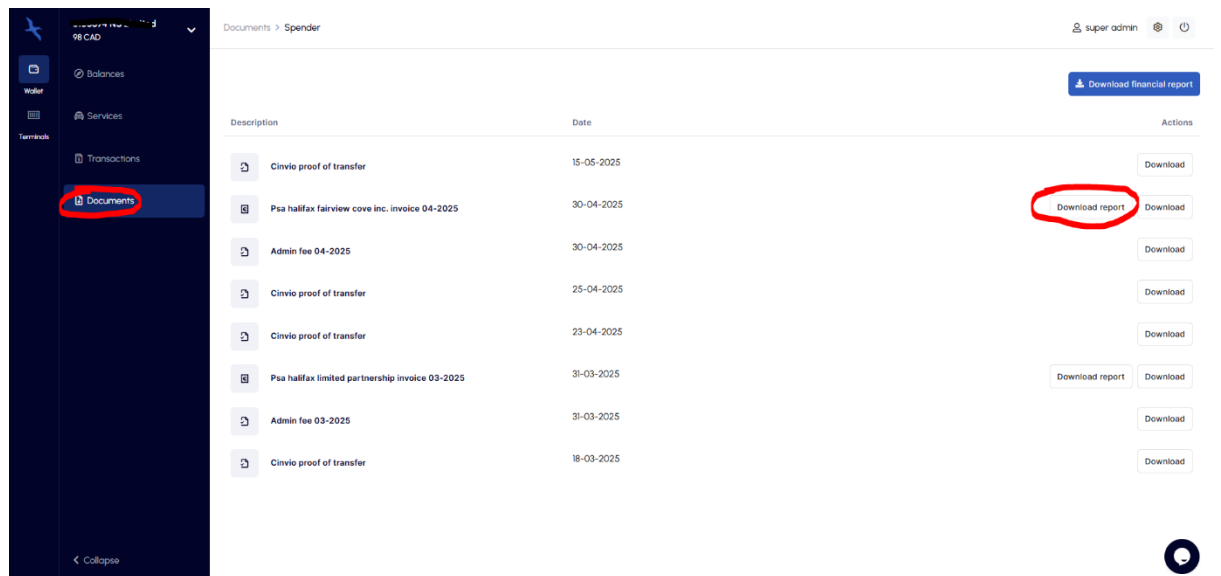
- 1) The details of your invoices correspond to the transactions on your Portomundi account. Log in to Portomundi and click on “Transactions”. Filter the list to view the transactions of that month and download as .csv to view all the details.



The screenshot shows the Portomundi interface with the 'Transactions' menu item highlighted in the sidebar. The main area displays a table of transactions for May 2025. The 'Export to CSV' button is circled in red. The table includes columns for Service, Description, Time, and Amount. Transactions listed include Import Storage, Top up, and Admin fee.

Service	Description	Time	Amount
Import Storage	PSA Halifax Fairview Cove Inc.	13:38:10	
Top up	Vouchers purchased	22:22:44	\$500.00 CAD
Admin fee	Top-up admin fee	22:22:44	-\$10.00 CAD
Import Storage	PSA Halifax Fairview Cove Inc.	20:55:13	
Import Storage	PSA Halifax Fairview Cove Inc.	18:54:35	
Admin fee	Top-up admin fee	17:22:06	-\$5.00 CAD
Top up	Vouchers purchased	17:22:05	\$250.00 CAD
Import Storage	PSA Halifax Fairview Cove Inc.	16:18:31	

- 2) Or you can download a report on the “Documents” page. You can find all your invoices and proof of transfers here.



The screenshot shows the Portomundi interface with the 'Documents' menu item highlighted in the sidebar. The main area displays a table of documents. The 'Download report' button is circled in red. The table includes columns for Description, Date, and Actions.

Description	Date	Actions
Civio proof of transfer	15-05-2025	Download
Psa halifax fairview cove inc. invoice 04-2025	30-04-2025	Download report Download
Admin fee 04-2025	30-04-2025	Download
Civio proof of transfer	25-04-2025	Download
Civio proof of transfer	23-04-2025	Download
Psa halifax limited partnership invoice 03-2025	31-03-2025	Download report Download
Admin fee 03-2025	31-03-2025	Download
Civio proof of transfer	18-03-2025	Download

Managing Payment Notifications

Users can set up a low balance warning via settings:

Navigate to **Settings > Notifications**

Define a **threshold amount**.

Receive an **email alert** when the balance is low.

Support

If you need any assistance, you can always contact our PSA Halifax Support during business hours.

PSA Halifax Support:

 psah-customer@globalpsa.com

 (902) 333-9350