



Online Payment System
MODES OF PAYMENT

01

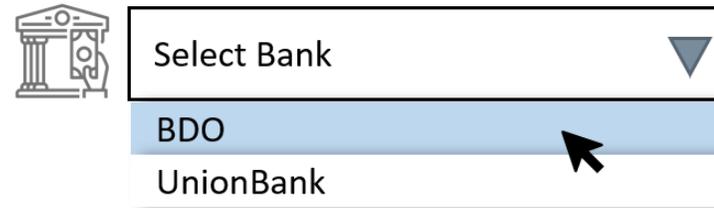
Online Banking

Modes of Payment – ONLINE BANKING

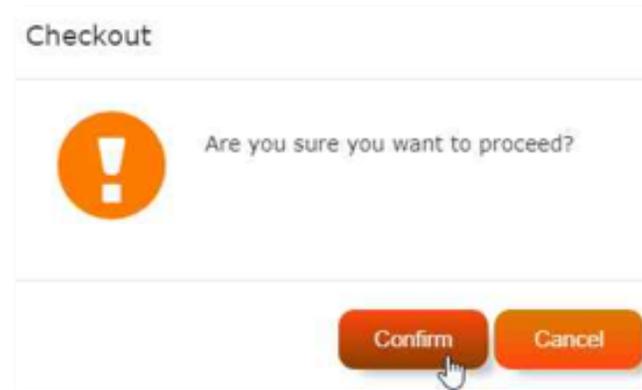
- On the **Pay Charges** page, tick **Online Banking** under the mode of payment
- **Select from any of our available partner banks**
Ensure that you have an [existing account](#) with our partner banks and have [linked your account to our Online Payment System](#). Please reach out to your respective bank branches to assist you on account opening and/or linking of your account to our system.
- **Review summary of charges, then click “Proceed to Payment” button. To proceed, click “Confirm”**

MODE OF PAYMENT	
<input checked="" type="checkbox"/>	ONLINE BANKING
<input type="checkbox"/>	ADVANCE DEPOSIT RECEIPT

ONLINE BANKING



A dropdown menu for selecting a bank. The menu is titled "Select Bank" and has a downward arrow on the right. The options listed are "BDO" and "UnionBank". A mouse cursor is pointing at the "BDO" option.



A checkout confirmation dialog box. It has a title "Checkout" and a warning icon (an orange circle with a white exclamation mark). The text inside says "Are you sure you want to proceed?". At the bottom, there are two buttons: "Confirm" and "Cancel". A mouse cursor is pointing at the "Confirm" button.

Modes of Payment – ONLINE BANKING

- The page will be automatically redirected to the bank's online payment portal.
- Login your credentials and go through the bank's standard payment process.
- After the transaction, page will be redirected to the Online Payment System and will display status of payment
- The electronic receipt (e-OR) will be available for download after successful system validation of the payment transaction.

The image displays three screenshots from online banking portals. The top left screenshot shows the BDO Business Online Banking login page, featuring a navigation menu with options like 'Cash Management Services', 'Loans', 'Treasury', 'Trade Facilities', 'Investment Banking', 'Insurance', 'Leasing & Financing', 'Trust & Investments', and 'Cards'. The top right screenshot shows the UnionBank login page, which includes a 'CyberSure' security notice, a URL bar showing 'https://online.unionbankph.com', and fields for 'User ID' and 'Password'. The bottom center screenshot shows a 'Payment Successful!' confirmation screen with a green checkmark icon, the text 'Your transaction is now complete. Official Receipt is now available for download!', and two buttons: 'Create a new transaction' and 'Download e-OR'.

1.1

BDO Payment Guide

BDO Payment Guide – ONLINE BANKING

- You will be redirected to BDO Business Online Banking log in page.
- Input the following details and click Sign In to access your account:
 - Corporate Code
 - User ID
 - Password

BDO
We find ways®

PERSONAL **BUSINESS**

- ▶ Cash Management Services
- ▶ Loans
- ▶ Treasury
- ▶ Trade Facilities
- ▶ Investment Banking
- ▶ Insurance
- ▶ Leasing & Financing
- ▶ Trust & Investments
- ▶ Cards

Bank Advisory

Business Online Banking

Login Enroll

Login

Corporate Code

User ID

Password

Sign In

▶ Forgot your password?
▶ Forgot your User ID?
▶ Request for password unlock?

To provide consistency and best online experience, more information can be found in our [WEB BROWSER POLICY](#)

Product Demo

Enter passcode to Play Demo

Submit

eCommerce Law

This Bank Facility is for Authorized Users only.

Pursuant to RA 8792, it is a criminal offense

1. To interfere in computer system/server or information &

Customer Service

Cash Management Hotline
Contact No.: (+632) 840-7500
Toll-free Domestic No.: 1-800-10-840-7500

BDO Payment Guide – ONLINE BANKING

- Choose the funding account that you will use to settle your transaction
- Click Next Step to proceed with your transaction

The screenshot displays the BDO Corporate ePayment interface. On the left, there is a navigation menu with options like Standard Services, Cash Management Services, User Preferences, Account Opening, Maintenance, SWIFT, and Reports. Below this is a Quick Links section with various icons. The main content area is titled 'Corporate ePayment' and includes a breadcrumb trail: 'Cash Management Services > Disbursement > ePayment > Corporate'. The 'Create Corporate ePayment' section is active, showing a form with the following details:

Account	Choose One
ePayment Merchant Name	INTERNATIONAL CONTAINER SERVIC
Transaction Amount	1,016.01
ICTSI Reference Number	213828.101801
Transaction Type	CY_IMP_PAY
Invoice Information (1)	FR650863A2CA4987384F9C694777F75E5595159PCD63A83D14AD001389E396

At the bottom right of the form, there are two buttons: 'Pay Later' and 'Next Step', with the 'Next Step' button highlighted by a red box.

BDO Payment Guide – ONLINE BANKING

- Ensure that all details are correct and click Submit.

The screenshot displays the BDO Corporate ePayment interface. The BDO logo and tagline "We find ways" are in the top left. A navigation menu on the left includes options like Standard Services, Cash Management Services, User Preferences, Account Opening, Maintenance, SWIFT, and Reports. The main content area is titled "Corporate ePayment" and shows a breadcrumb trail: "Cash Management Services » Disbursement » ePayment » Corporate". Below this is a "Corporate ePayment Details" section with the following fields:

Account	000881289108/Test Edk Pref Name-PHP-SA View Balance
ePayment Merchant Name	INTERNATIONAL CONTAINER SERVIC
Transaction Amount	1,016.01
ICTSI Reference Number	213828.101601
Transaction Type	CY_IMP_PAY
Invoice Information (1)	F96508B3A2CA04987384F9C894777F75E5596158FCD83A83D14AD0D1389E398

At the bottom left is a "Back" button, and at the bottom right is a "Submit" button, which is highlighted with a red rectangular box.

BDO Payment Guide – ONLINE BANKING

- A confirmation page will appear indicating the details of the processed transaction

The screenshot displays the BDO Corporate ePayment interface. The top left features the BDO logo with the tagline "We find ways". A navigation menu on the left includes options like Standard Services, Cash Management Services, User Preferences, Account Opening, Maintenance, SWIFT, and Reports. The main content area is titled "Corporate ePayment" and shows a confirmation message: "Corporate ePayment was successful." Below this, a table provides transaction details.

Field	Value
Account	00001200106/Test E88 Prof Name-PHP-SA View Balance
Status	Transaction Status: Successful Workflow Status: Approved Last Updated On: 10/19/2020 11:51:11
Reference Number	EPY-10192020-115111-00018537
ePayment Merchant Name	INTERNATIONAL CONTAINER SERVIC
Transaction Amount	1,018.01
ICT # Reference Number	213628-101901
Transaction Type	CY_WRF_PAY
Invoice Information (1)	F850883A2CA9487384FC904777F79E595156FCD63A83D14AD0D138E366

At the bottom, there is a prompt: "Would you like to do another Corporate ePayment transaction?" with a "Yes" button.

BDO Payment Guide – ONLINE BANKING

- **You will also receive an email payment confirmation after you have successfully processed your transaction**

Corporation Name: ABC

CORPORATION Dear: Mr.

User Role: Maker

Your request for Epayment with Transaction Reference No. EPY-10192020-115111-00018537 was successfully processed by Banco de Oro. Details as follows:

Account No. : *****134
Merchant : International Container Terminal
Services, Inc. Amount : 19,961.48
Transaction Date : 10/19/20

Please review the details of your transaction. For any questions or concerns, you may contact your assigned CMS Account Manager.

Thank you.

Business Online Banking
Corporate Cash
Management Services
Transaction Banking
Group
BDO

BDO Payment Guide – ONLINE BANKING

- **Go to Online Payment System's Transaction History and select the latest created transaction to download the electronic receipt (e-OR)**

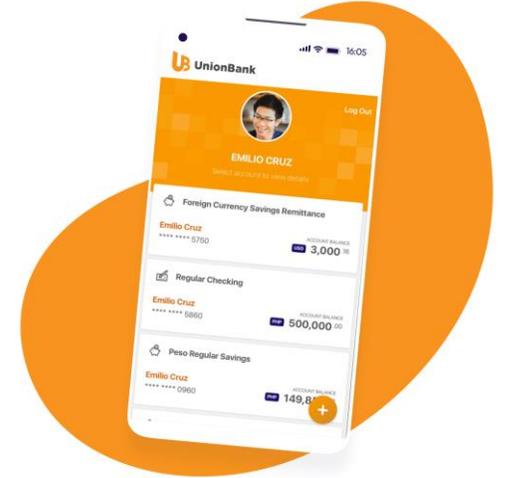
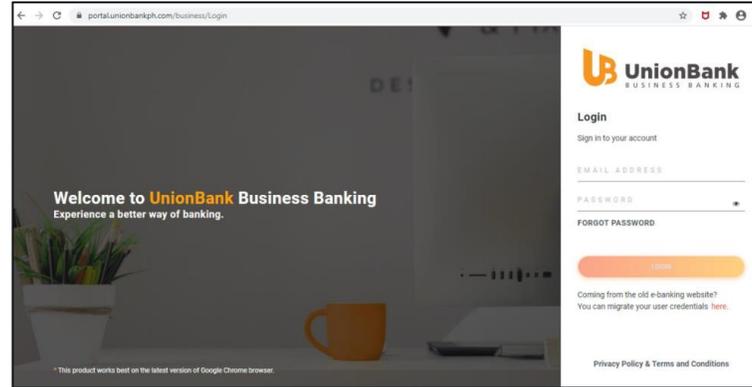
02

Advance Deposit Receipt (ADR)

2.1

E-ADR CREATION GUIDE (via UnionBank)

E-ADR Creation Guide (UBP)



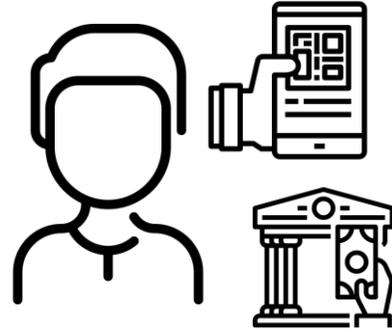
The E-ADR is a facility currently available for **UnionBank** account holders only that transact via online business portal or mobile app's Bills Payment Facility. Over-the-counter bills payment transactions are not yet included.

For inquiries on how to set up a UBP account, please contact

Leo Joe “Boom” Tumlos Relationship Manager	+63908 815 0272 +63917 824 7523	ljotumlos@unionbankph.com
Crisanta Cabuhat Relationship Manager	+63906 515 9164 +63998 793 9651	cacabuhat@unionbankph.com

E-ADR Creation Guide (UBP)

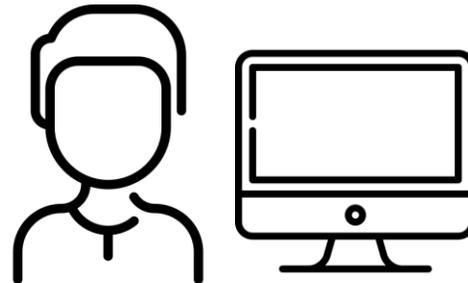
Step 1



Customer makes a deposit transaction (via Bills Payment) through either of the following **UnionBank Payment Channels**:

- 1.1 Online Business Banking (The Portal)
- 1.2 UB Online/Mobile App

Step 2



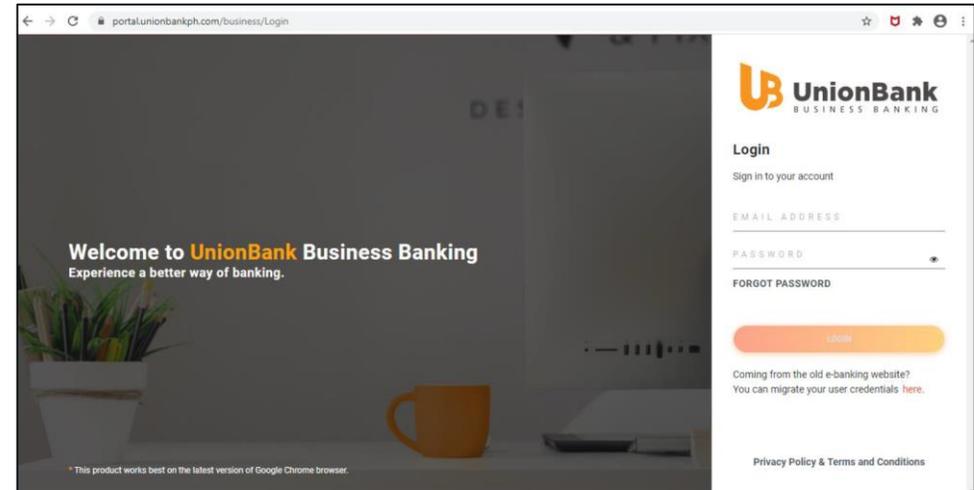
After a successful deposit transaction, Customer proceeds to validation of deposit using his **Online Payment System account** to generate E-ADR.

2.1.1

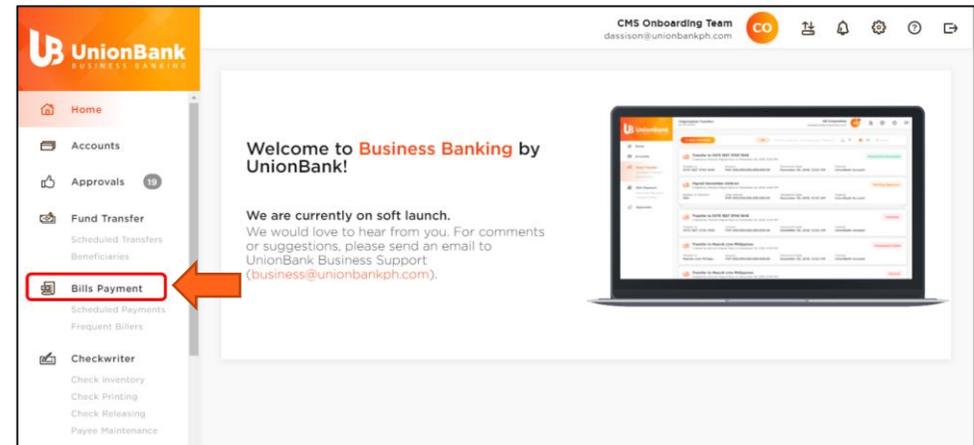
Deposit via UnionBank Business Banking (The Portal)

E-ADR Creation User Guide (UBP)

- Log on to <https://business.unionbankph.com/login>

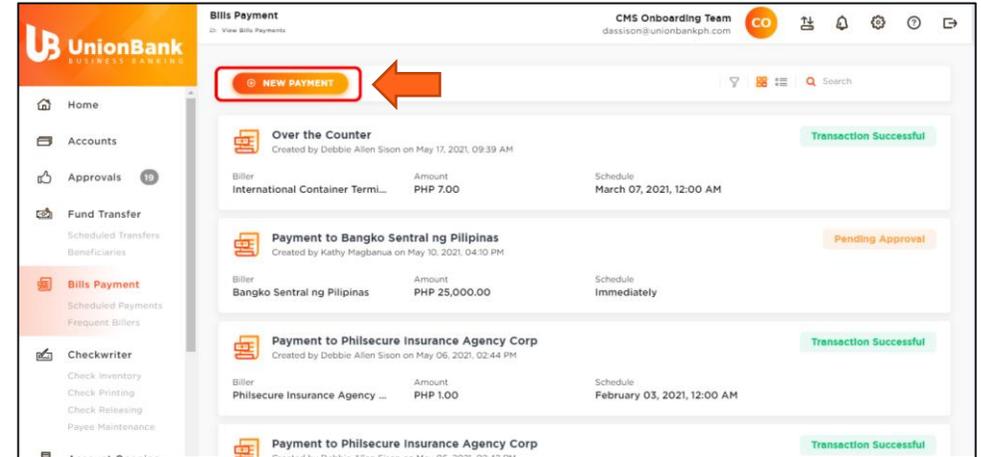


- Select “**BILLS PAYMENT**” from the menu

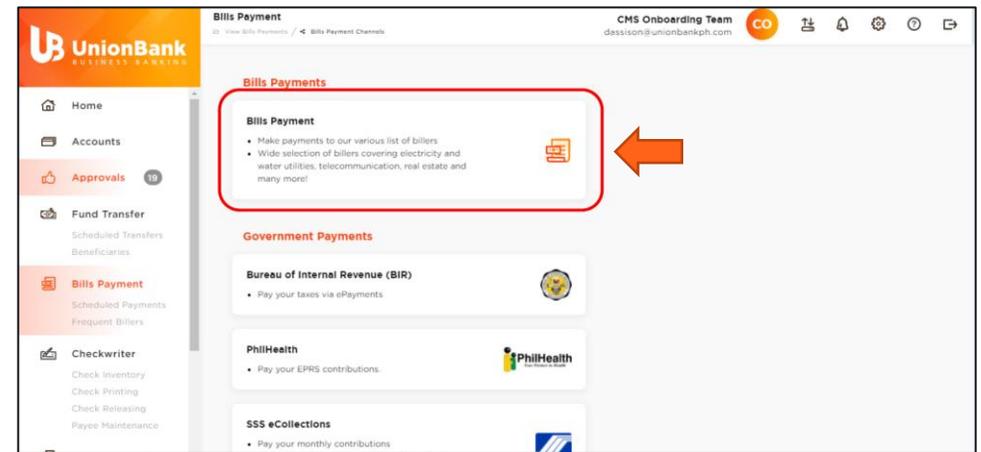


E-ADR Creation User Guide (UBP)

- Select **“NEW PAYMENT”**

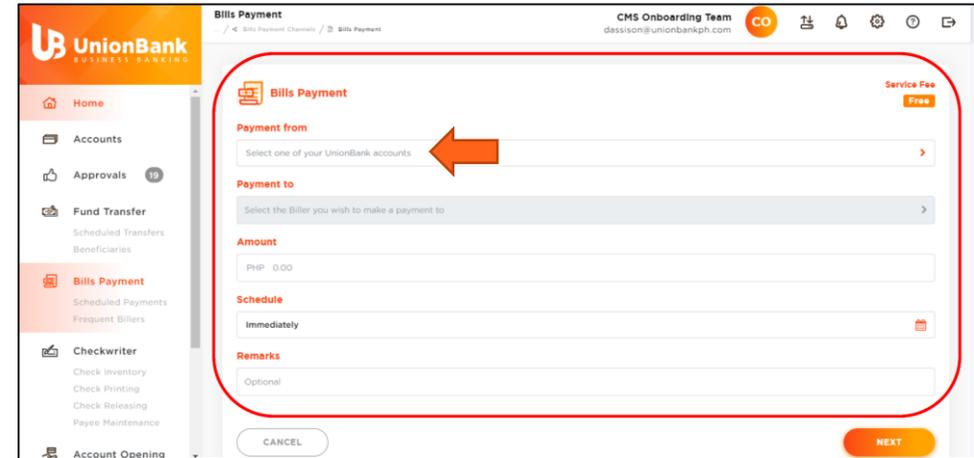


- Select **“BILLS PAYMENT”** from the menu



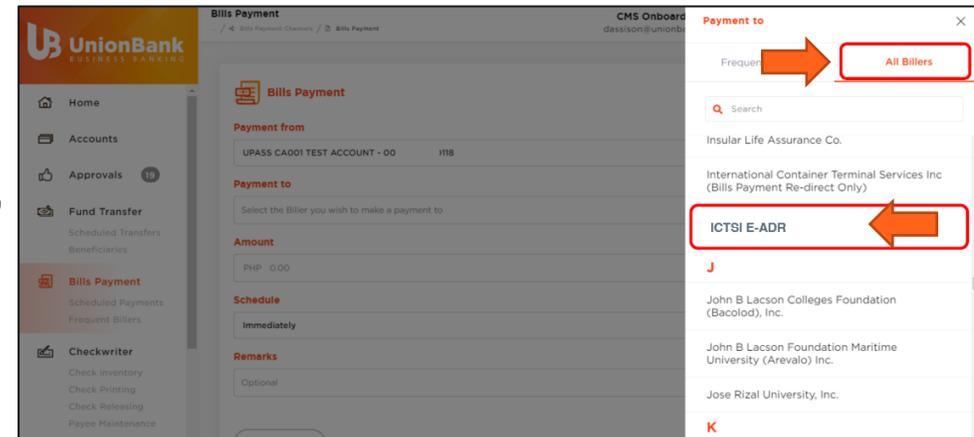
E-ADR Creation User Guide (UBP)

- **Select your UnionBank Account**



- **Under “Payment To”, search and select the either of the following biller IDs from the list:**

- For MICT, **“ICTSI E-ADR”**
- For Northport, **“Manila North Harbour Port Inc E-ADR”**
- For SBITC, **“SBITC E-ADR”**
- For MCT, **“MICTSI E-ADR”**



E-ADR Creation User Guide (UBP)

- Input the required reference details:
 - Company Name / Payor Name* (required)
 - Amount* (required)
 - Schedule* (required)
 - Customer ADR account no. (optional)
 - Remarks (optional)

- Once necessary fields has been filled out, proceed by clicking the **NEXT** button.

The screenshot shows the UnionBank Bills Payment interface. The left sidebar contains navigation options: Home, Accounts, Approvals (19), Fund Transfer, Bills Payment (selected), Checkwriter, and Account Opening. The main content area is titled 'Bills Payment' and includes a 'Service Fee Free' badge. The form fields are: 'Payment from' (UPASS CA001 TEST ACCOUNT - 00 1118), 'Payment to' (ICTSI E-ADR), 'Amount' (PHP 0.00), 'Schedule' (Immediately), and 'Remarks' (Optional). Red arrows point to the 'Payment to' field, the 'Amount' field, and the 'Schedule' field, indicating they are required.

The screenshot shows the same UnionBank Bills Payment interface, but with the form fields filled out: 'Payment to' is 'ABC Company', 'Amount' is 'PHP 100,000.00', and 'Remarks' is 'Optional'. The 'NEXT' button at the bottom right is highlighted with a red box and a red arrow, indicating the next step in the process.

E-ADR Creation User Guide (UBP)

- Review the transaction then click the **SUBMIT** button.

The screenshot shows the 'Bills Payment' interface in the UnionBank system. The 'Payment Summary' section is active, displaying the following details:

- Transfer from:** UPASS CA001 TEST ACCOUNT, 00 118, RETAIL REGULAR CHECKING
- Payment to:** ICTSI E-ADR
- Company Name/Payor Name:** ABC Company
- Amount:** PHP 100,000.00
- Service Fee:** Free
- Schedule:** Immediately
- Remarks:** ---

At the bottom right, there are 'CANCEL' and 'EDIT' buttons, and a prominent 'SUBMIT' button highlighted with a red box and a red arrow pointing to it.

- After successful payment, take note of the **UnionBank reference number**.

The screenshot shows the 'Bills Payment' interface after a successful transaction. A green notification banner at the top reads: "Your transaction was successful! Your transaction was successfully posted to the indicated biller UB9343 set bank reference number." A red box highlights the reference number "UB9343 set", which is pointed to by a red arrow.

The 'Payment Summary' section below the notification shows the same transaction details as the previous screenshot:

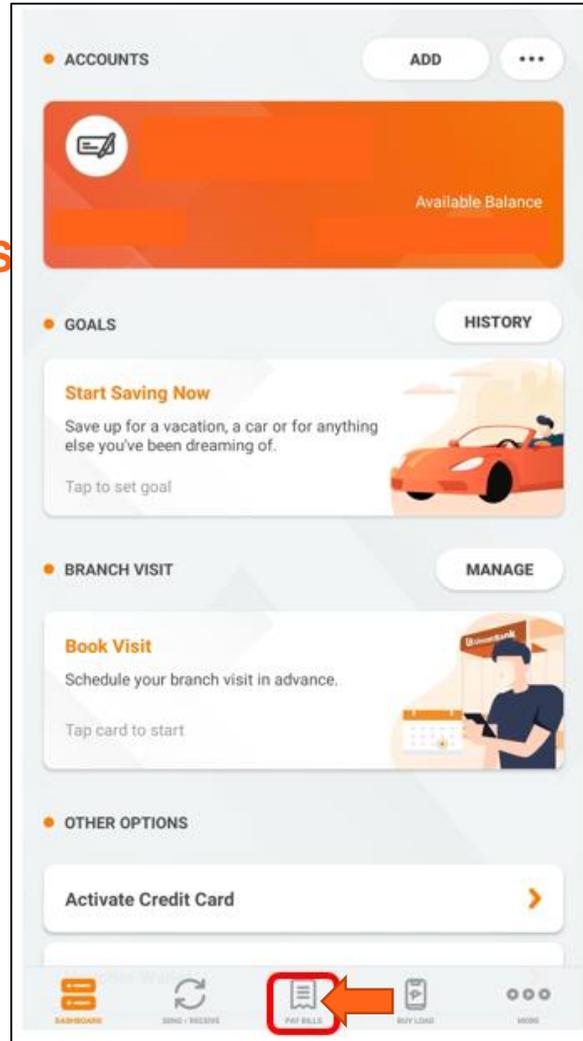
- Transfer from:** UPASS CA001 TEST ACCOUNT, 00 118, RETAIL REGULAR CHECKING
- Payment to:** ICTSI E-ADR
- Company Name/Payor Name:** ABC Company
- Amount:** PHP 100,000.00
- Service Fee:** Free
- Schedule:** Immediately

2.1.2

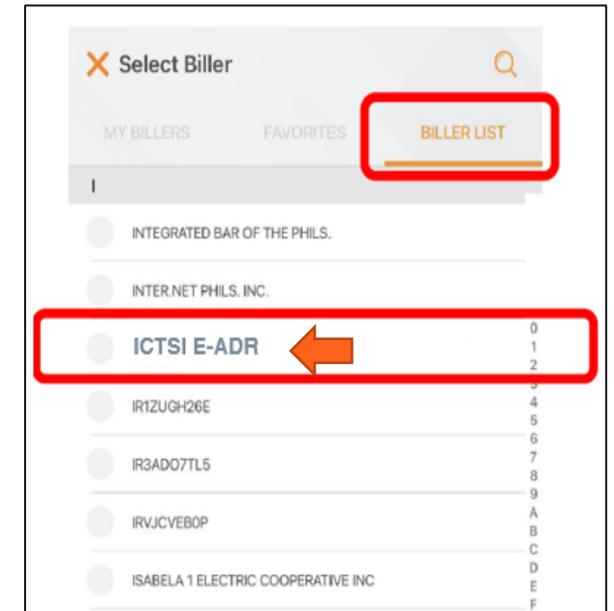
Deposit via UB Online and Mobile App

E-ADR Creation User Guide (UBP)

- Login to your UB Online or Mobile App and select **“PAY BILLS”**

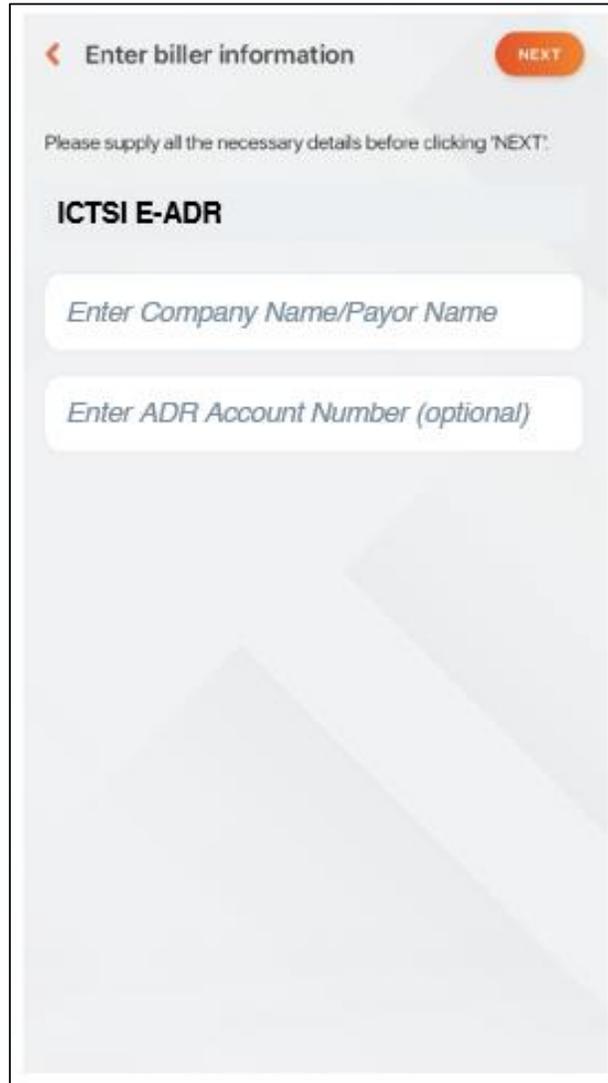


- Under **“Biller List”**, search and select the either of the following biller IDs from the list:
 - For MICT, **“ICTSI E-ADR”**
 - For Northport, **“MNHPI E-ADR”**
 - For SBITC, **“SBITC E-ADR”**
 - For MCT, **“MICTSI E-ADR”**



E-ADR Creation User Guide (UBP)

- **Input the required biller information:**
 - **Company Name / Payor Name (required)**
 - **ADR Account Number (optional)**
- then click **NEXT**



The screenshot shows a mobile application interface for entering biller information. At the top, there is a back arrow, the text "Enter biller information", and an orange "NEXT" button. Below this, a message reads "Please supply all the necessary details before clicking 'NEXT'". The screen is titled "ICTSI E-ADR". There are two input fields: the first is labeled "Enter Company Name/Payor Name" and the second is labeled "Enter ADR Account Number (optional)".

- **Select one of your UnionBank Account**



The screenshot shows a mobile application interface for selecting a payment account. At the top, there is a back arrow, the text "Pay from which account?", and a "NEXT" button. Below this, a message reads "Select the account you want to pay from:". A list of accounts is displayed, with one account highlighted in orange. The highlighted account shows the account number "109 9106" and the balance "PHP 221,311.71".

E-ADR Creation User Guide (UBP)

- Enter amount of deposit, then click **NEXT**

Payment Details

Amount (PHP)* 100,000.00

Today

REPEAT

- Review the transaction then click the **PAY** button.

Review and Pay

Please take time to review the details below before clicking 'Pay'.

From Account: [REDACTED] EDIT
**** * 9106

To Biller: ICTSI E-ADR EDIT

COMPANY NAME/PAYOR NAME:
ABC Company
CUSTOMER ADR ACCOUNT
-

Amount: PHP 100,000.00 EDIT

Date: Today

PAY PHP 100,000.00

E-ADR Creation User Guide (UBP)

- Enter the **One-Time Password (OTP)** for verification

The screenshot shows the 'One-Time Password' verification screen. At the top, there is a title 'One-Time Password' with an orange 'X' icon. Below the title, a message reads: 'Please enter the One-Time Password generated by your UnionBank Online app.' In the center, there are six empty circles for entering the digits of the OTP. Below the circles, a smaller message states: 'To receive your One-Time Password via SMS, you may switch your preference via More > Login & Security > Manage One-Time Password (OTP) > OTP Preference.' At the bottom, there is a numeric keypad with buttons for digits 1-9, 0, and a backspace icon. The text 'One-Time Password' is displayed above the keypad, and a blue 'Done' button is located to the right of the keypad.

- After successful payment, take note of the **UnionBank reference number**.

The screenshot shows the 'Payment Successful' screen. At the top, the title 'Payment Successful' is displayed. Below the title, there is a summary of the transaction. The 'Reference Number' is 'UB9363' and the 'Transaction Date' is 'May 17, 2021 10:21 AM'. The 'From Account' is partially obscured by a red bar, with the last four digits '**** 9106' visible. The 'To Biller' is 'ICTSI E-ADR', with the company name 'ABC Company' and 'CUSTOMER ADR ACCOUNT' listed below. The 'Amount' is 'PHP 100,000.00'. A 'Share' button is located below the amount. At the bottom, there are three buttons: 'ADD BILLER', 'GO TO DASHBOARD', and a prominent orange 'NEW PAYMENT' button.

2.1.3

Generation of E-ADR thru Online Payment System

E-ADR Creation User Guide (UBP)

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

Online Payment System

1

New User? Register here

Can't Login?

E-2307 Registration

Frequently Asked Questions (FAQs)



2. From the landing page, go to “Service Inquiry” menu

Hi, User!

Open Transactions

Service Inquiry

Transaction History

Settings

2

Select a Transaction

Import
Transaction

Additional
Storage

Additional
Power

Export
Transaction

Special Service

Generate
e-OR/e-BS

Generate
Gatepass

E-ADR

3

3. Select “E-ADR” from the available transactions

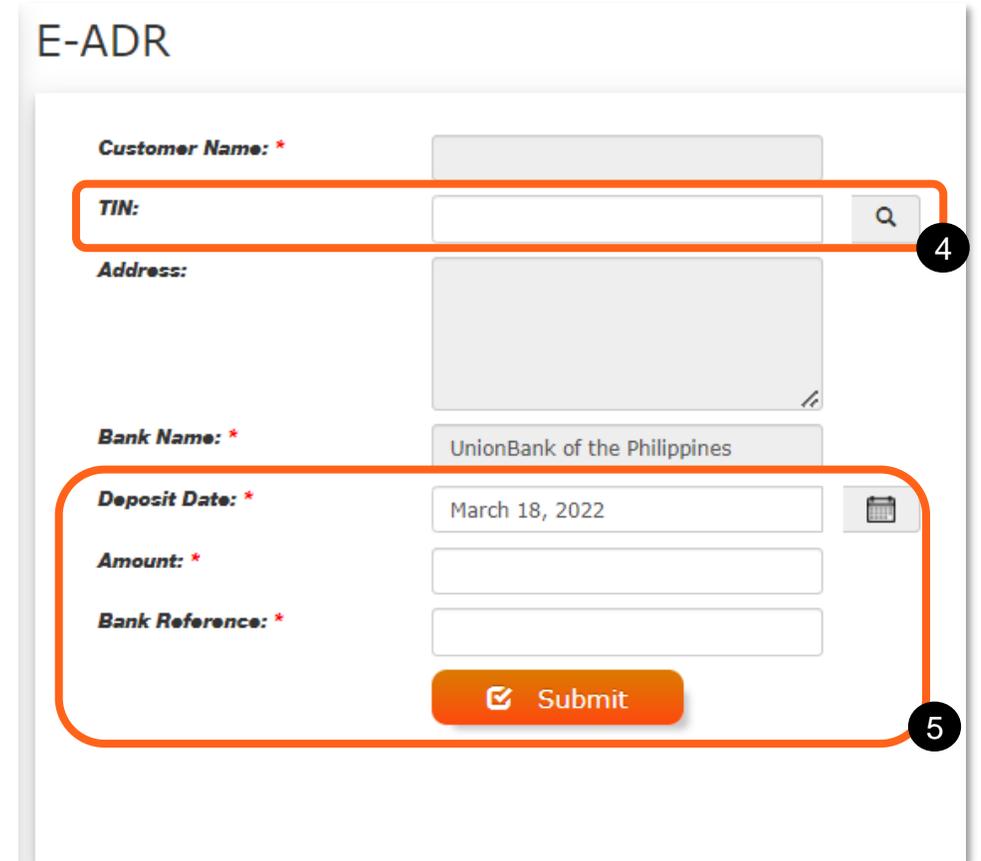
E-ADR Creation User Guide (UBP)

4. Enter the **Customer TIN** to whom the e-ADR will be issued. Click the **Search** button to validate against system records.

If no records found, kindly reach out to the terminal's billing or customer service team to create a record.

5. Enter the following details, then click **SUBMIT**

- *Deposit date*
- *Deposit Amount*
- *Bank reference (refer to bank confirmation)*



The screenshot shows the 'E-ADR' form with the following fields and annotations:

- Customer Name:** * (empty text box)
- TIN:** (text box with a search icon to its right, circled in orange with a '4' in a black circle)
- Address:** (empty text box)
- Bank Name:** * (text box containing 'UnionBank of the Philippines')
- Deposit Date:** * (text box containing 'March 18, 2022' with a calendar icon to its right, circled in orange with a '5' in a black circle)
- Amount:** * (empty text box)
- Bank Reference:** * (empty text box)
- Submit:** (orange button with a checkmark icon)

E-ADR Creation User Guide (UBP)

- Review and validate deposit transaction details, then click **YES**
- System will validate the deposit transaction. Wait for successful processing and click **DOWNLOAD E-AR** to generate e-ADR
- A copy of E-ADR will be automatically generated and downloaded into your computer

Successfully processed e-ADR Deposit



Customer Name: Indra Philippines Inc.
TIN: 123-456-789-000
Address: Pasig City
ADR Amount(PHP): **20,000.00**
Bank: Union Bank of the Philippines
Bank Reference Number: UBP0001
Deposit Date: February 10, 2021

[Download AR](#)

2.1.4

Payment using E-ADR

Modes of Payment – Advance Deposit Receipt

- On the **Pay Charges** page, tick **Advance Deposit Receipt** under the mode of payment
- Enter the required ADR details in the fields provided. Click on “

For creation of advance deposits, please refer to [E-ADR Creation User Guide](#).

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

MODE OF PAYMENT	
<input type="checkbox"/>	ONLINE BANKING
<input checked="" type="checkbox"/>	ADVANCE DEPOSIT RECEIPT

ADVANCE DEPOSIT RECEIPT

EAR Number:



Balance Amount:

Checkout



Are you sure you want to proceed?

Modes of Payment – Advance Deposit Receipt

- **After the transaction, page will display status of the payment. Amount paid will be deducted to you ADR balance.**
- **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

