



ACTS E-ADR vs. ICTSI Manual ADR



ACTS E-ADR	ICTSI MANUAL ADR (via ADR PORTAL)
24/7 AVAILABILITY of e-ADR processing and automated issuance	Available only between Monday to Friday, 8AM to 5PM, and excluding holidays
 REQUIRES ONLY A 2-STEP PROCESS to issue an e-ADR Customer transacts via any BDO Bills Payment Channel. Customer receives a system-generated email notification with copy of the e-ADR. 	Requires a 5-step procedure with manual submission and manual validation : 1. Customer performs bank transaction to transfer funds to ICTSI bank account.
	2. Customer requests for ADR in the portal and submits the proof of deposit.3. ICTSI Cash Section validates the bank credit and approves the ADR creation.
	4. ICTSI Billing Section processes the ADR and uploads it to the portal.5. Customer receives the copy of the ADR via email.
ONLY TAKES LESS THAN 10 MINUTES to complete the end-to-end e-ADR process	Takes an average of 1 hour from lodgement to issuance of ADR

BDO E-ADR General Process



Step 1





Customer can do ADR transaction through the following BDO Bills Payment Channels:

- 1. Over-the-counter (OTC)
- 2. Personal Online Banking (POB)
- 3. Business Online Banking (BOB)
- 4. New Digital Banking (NDB)/Personal Mobile Banking coming soon

Step 2





After a successful deposit transaction, Customer receives automatic email containing the e-ADR form and details.

Terms and Definitions



BDO Term		Definition
Institution Code	"1760"	- biller code to select / input upon transaction
Institution Name	"ICTSI E-ADR"	- biller name to select / input upon transaction
Subscriber Number	ACTS Tax Identification Number (TIN)	 with validation if an existing Company TIN in ACTS to whom the e-ADR will be named after
Subscriber Name	ACTS Company Name	- with maximum length of 40 characters
ACTS User Name	ACTS Username	 with validation if existing user in ACTS e-ADR will be emailed / issued to the registered email address of ACTS User

Important Reminders



- Please ensure that the <u>registered email address</u> in your ACTS account is correct and updated.
- Only PHP-denominated deposits will be accepted.
- For Over-the-Counter check transactions, only On-Us checks are accepted.
- For inquiries on how to set up a BDO account, you may call (632) 8840 7000 or visit your nearest BDO branch.
- For ICTSI ACTS-related inquiries, you may send an email to customercare@ictsi.com.



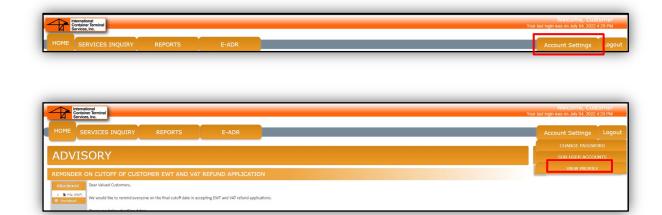
HOW TO CHECK AND UPDATE A REGISTERED EMAIL ADDRESS IN ACTS

Check and Update Email Address in ACTS



- Log-in to your ACTS account at https://acts.ictsi.com/
- Go to Account Settings
- Select View Profile

Check if email address is correct and updated. If not updated, please request the change of email address to Customer Care through customercare@ictsi.com.







BDO BILLS PAYMENT CHANNELS

1.1 OVER-THE-COUNTER (OTC)

Over-The-Counter (OTC)



- Visit any BDO Branch.
- Accomplish the Cash or Check* Transaction Slip by filling out below details:
 - 1. Check "Bills Payment" box
 - 2. Company Name: ICTSI E-ADR
 - 3. Institution Code: 1760
 - 4. Subscriber's Name: Company Name (up to 40 characters)
 - 5. Subscriber's Account: ACTS Company TIN and ACTS Username
 - 6. Check Peso Currency
 - 7. Input Bank/Branch (for check only)
 - 8. Input Check No. (for check only)
 - 9. Input amount to be deposited

*only On-Us checks (transacted as cash) will be accepted

Present the duly accomplished Transaction Slip to the Teller.



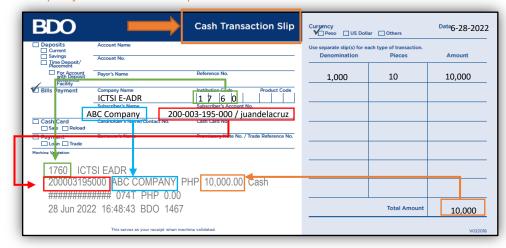
BDO	Check Transaction Slip	Currency Date Peso US Dollar Others	6-28-2022
□ Deposits	Account Name	Local On-us MC/DD Others	
☐ Current		_	
Savings Time Deposit/ Placement	Account No.		mount
For Account with Deposit Reference Facility	Payor's Name Reference No.	Corporate Center 1000325671 10	0,000
Bills Payment	Company Name Institution Code Product Code		
	ICTSI E-ADR 1 7 6 0		
	Subscriber's Name Subscriber's Account No.		
	ABC COMPANY 200-003-195-000 / juandelacruz		
Payment Loan Trade	Borrower's Name Promissory Note No. / Trade Reference No.		
Machine Validation			
	*Sample of Check Transaction Slip		
		Total Amount 10	0,000
	This serves as your receipt when machine validated.		VO32018

Over-The-Counter (OTC)

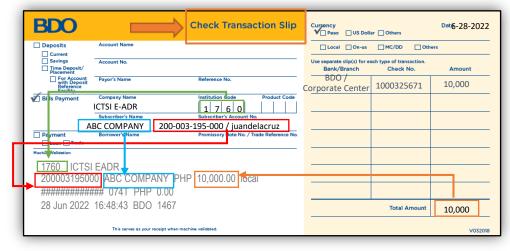


 Teller will process the transaction and give the validated transaction slip.

*Sample of Cash Transaction Slip



*Sample of Check Transaction Slip



Over-The-Counter (OTC)

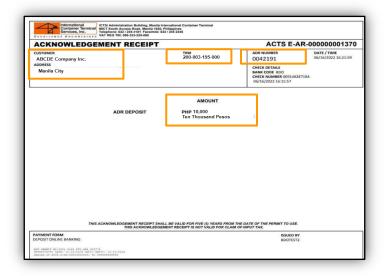


 Once confirmed, an ACTS e-AR will automatically be sent by noreply@ictsi.com to the registered email address in your ACTS account.

IMPORTANT NOTE: Please contact your attending BDO Branch Officer immediately if no email with e-AR is received in 10 minutes.

 Once email is received, you may now use the attached e-AR in your next ACTS online transaction





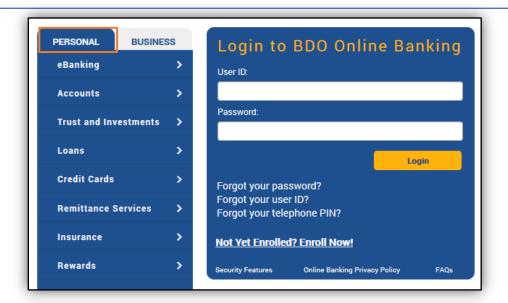
1.2 PERSONAL ONLINE BANKING (POB)

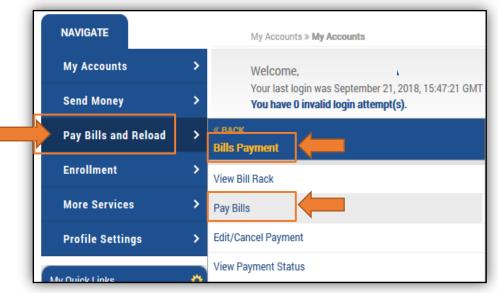
Personal Online Banking



Login to your Personal BDO account at https://online.bdo.com.ph.

Click Pay Bills and Reload > Bills Payment > Pay Bills





Personal Online Banking



Fill out the Payment Details accordingly then click Submit

1. Pay From: Funding Account

2. Pay this Company/Biller: ICTSI E-ADR

3. Amount

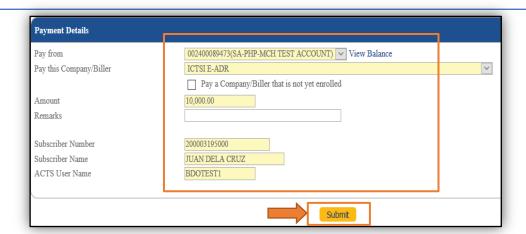
4. Subscriber Number: ACTS Company TIN

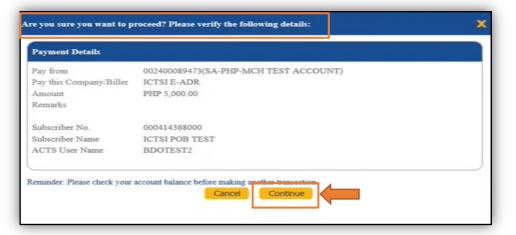
5. Subscriber Name: Company Name (up to 40 characters)

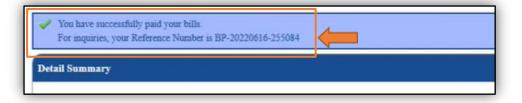
6. ACTS Username

 A confirmation message will appear. Review the details and click Continue.

 A confirmation page will be displayed with a transaction reference number.







Personal Online Banking

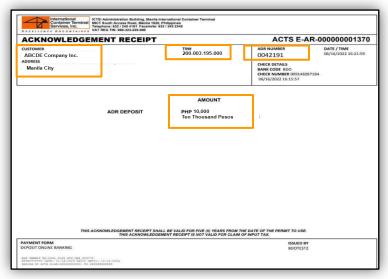


 Once confirmed, an ACTS e-AR will automatically be sent by <u>no-reply@ictsi.com</u> to the registered email address in your ACTS account.

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1.3

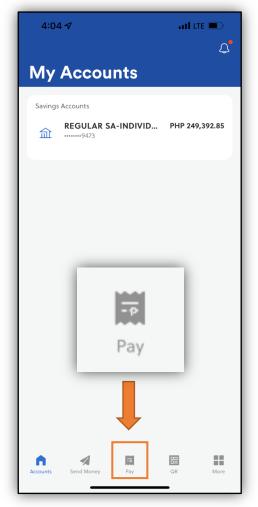
PERSONAL MOBILE BANKING / NEW DIGITAL BANKING (NDB)



 Open your BDO Online App on your mobile phone and log in to your BDO Online Banking Account.

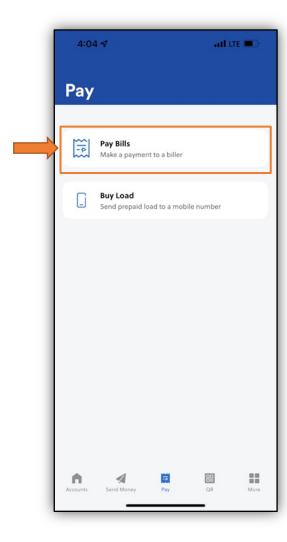


• Then click the **Pay** icon.

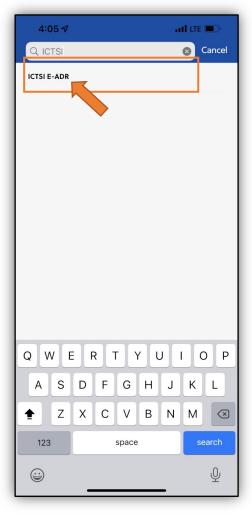




• Select Pay Bills



 Search for and select ICTSI E-ADR in the biller list.



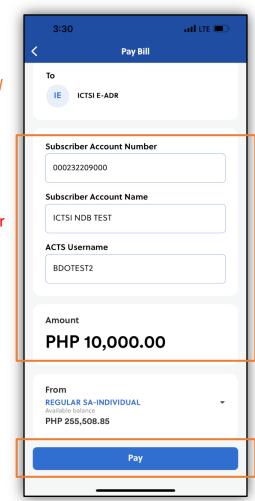


Input the required biller information:

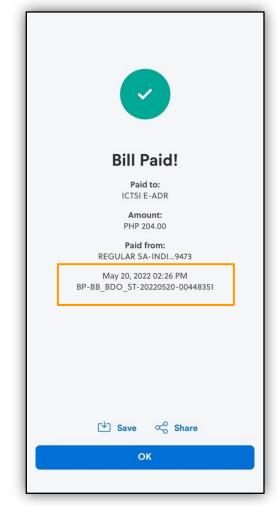
Subscriber Account Number: ACTS Company TIN
Subscriber Account Name: Company Name
ACTS Username
Amount

IMPORTANT NOTE: For ACTS Username with special characters (e.g. @,&,'), Please use other Bills Payment Channels. Personal Mobile Banking or New Digital Banking is still currently unable to process Usernames with special characters.

Review the transactions then click
 Pay button



 A confirmation page will be displayed with a transaction reference number once the payment is successful.



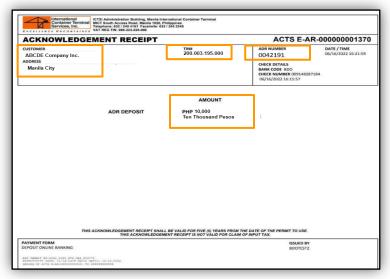


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1.4

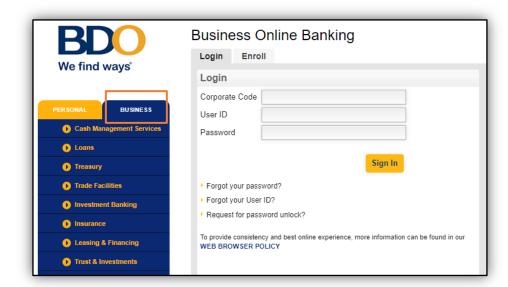
BUSINESS ONLINE BANKING (BOB)

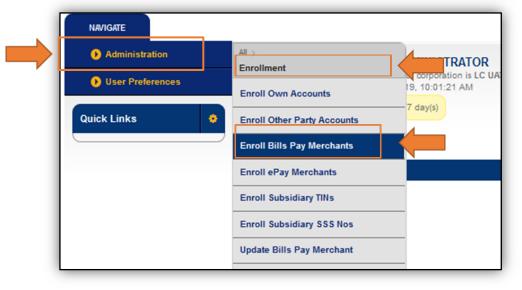
Business Online Banking – Enrollment of Merchant



 Login to your BDO BOB System Admin account at https://online.bdo.com.ph.

• Go to Administration > Enrollment > Enroll Bills Pay Merchants





Business Online Banking – Enrollment of Merchant



Click Add Merchant button.

• Fill-out the Merchant Fields with the following payor/subscriber details:

1. Merchant: ICTSI E-ADR

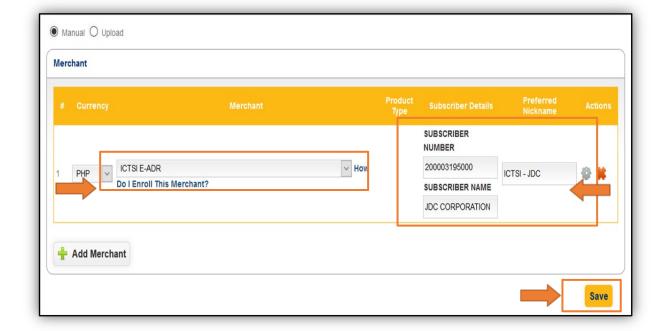
2. Subscriber Number: ACTS Company TIN

3. Subscriber Name: Company Name (up to 40 characters)

4. Preferred Nickname

Click Save.





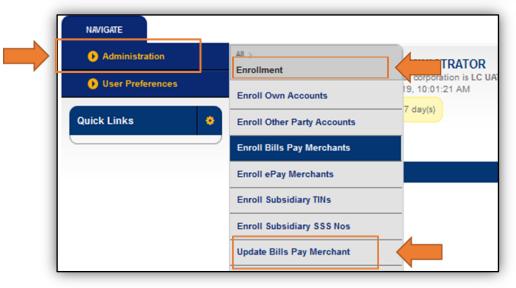
Business Online Banking – Update of User Group



 Login to your BDO BOB System Admin account at https://online.bdo.com.ph.

Go to Administration > Enrollment > Update Bills Pay Merchants



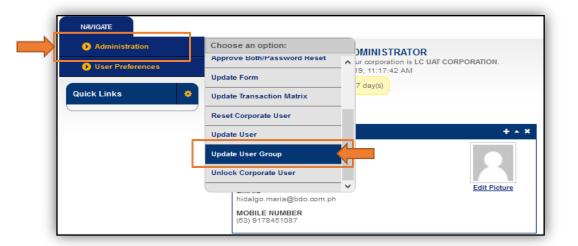


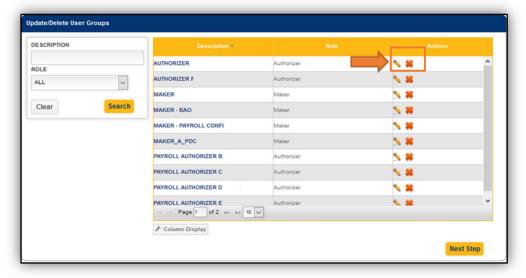
Business Online Banking – Update of User Group



Go to Administration > Update User Group

Click on the pencil icon to edit.





Business Online Banking – Update of User Group

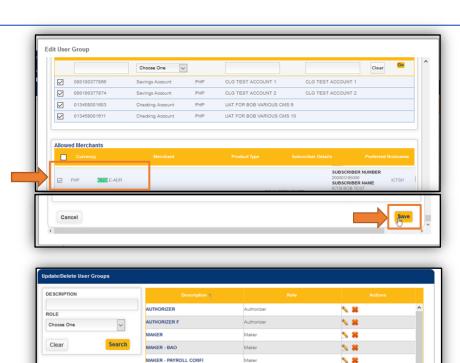


Next Step

- Scroll down to Allowed Merchants and tick on the enrolled Bills Pay Merchant.
- Click Save.

Click Next Step > Submit

A transaction confirmation message will be displayed.





F Column Display

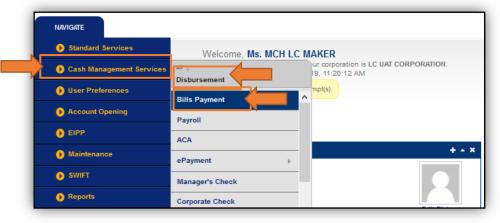


PAYMENT MAKER

• Login to your BDO BOB System Admin account at https://online.bdo.com.ph.

Go to Cash Management Services > Disbursement > Bills Payment

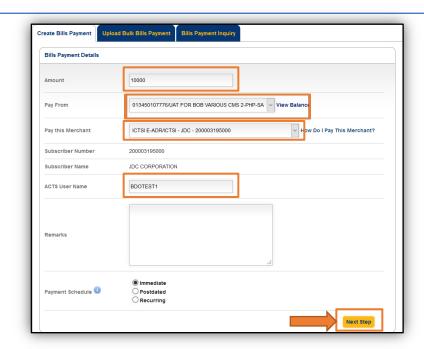


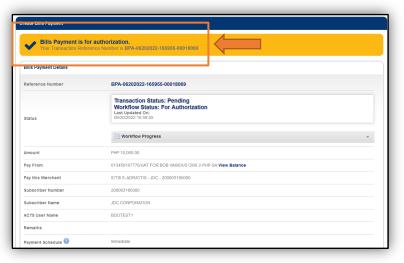




- Fill-out the Bills Payment details:
 - 1. Amount
 - 2. Pay from: BDO Funding Account
 - 3. Pay this Merchant: Enrolled ICTSI E-ADR Merchant
 - 4. ACTS Username
- Click Next Step > Submit

 A message will be displayed that transaction is already for authorization. BDO BOB shall send a notification email to your Authorizer/s.



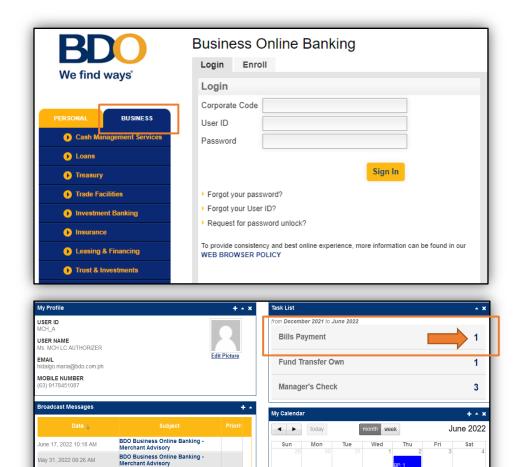




PAYMENT AUTHORIZER

 Login to your BDO BOB System Admin account at https://online.bdo.com.ph

Click on the Bills Payment transaction count in the task list or go
 to Cash Management Services > Disbursement > Bills Payment



BDO Business Online Banking -

Merchant Advisory

Inward Remittance Fee Update

lay 31, 2022 09:26 AM



Tick the box of the transaction to be authorized.

Click Authorize > Submit







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