



# ACTS UBP E-ADR User Guide

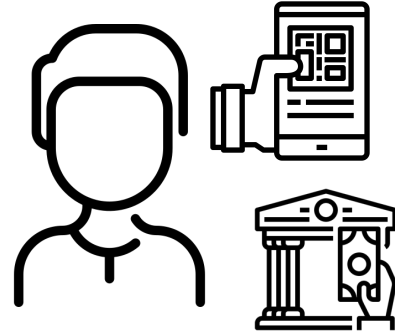


# BENEFITS OF USING ACTS E-ADR FACILITY

ACTS E-ADR	ICTSI MANUAL ADR (via ADR PORTAL)
<b>24/7 AVAILABILITY</b> of e-ADR processing and automated issuance	Available only between <b>Monday to Friday, 8AM to 5PM, and excluding holidays</b>
<b>REQUIRES ONLY A 2-STEP PROCESS</b> to issue an e-ADR  1. Customer transacts via the UBP Online Business Banking or Online/Mobile App. 2. Customer logs in to their ACTS Online account to validate and generate the e-ADR.	Requires a <b>5-step procedure</b> with <b>manual submission</b> and <b>manual validation</b> :  1. Customer performs bank transaction to transfer funds to ICTSI bank account. 2. Customer request 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.
<b>ONLY TAKES LESS THAN 10 MINUTES</b> to complete the whole e-ADR process	<b>Takes an average of 1 hour</b> from lodgement to issuance of ADR



## Step 1



Customer makes a deposit transaction 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 **ACTS Online account** to generate e-ADR.



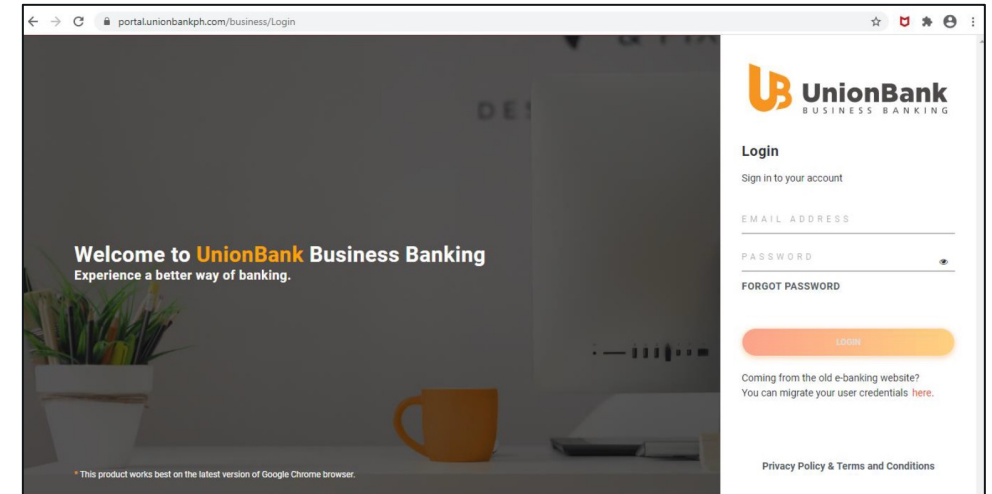
**1.1**

**Deposit via UnionBank Business Banking (The Portal)**

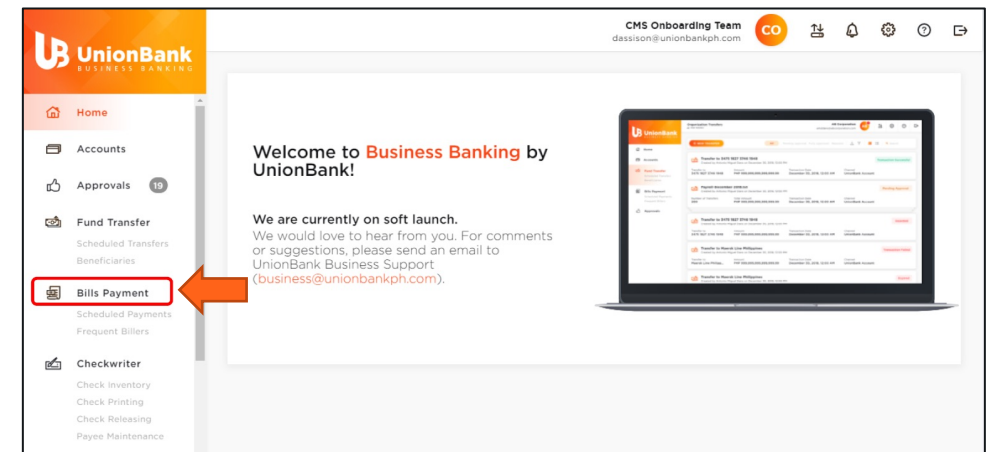


# Deposit via UnionBank Business Banking (The Portal)

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



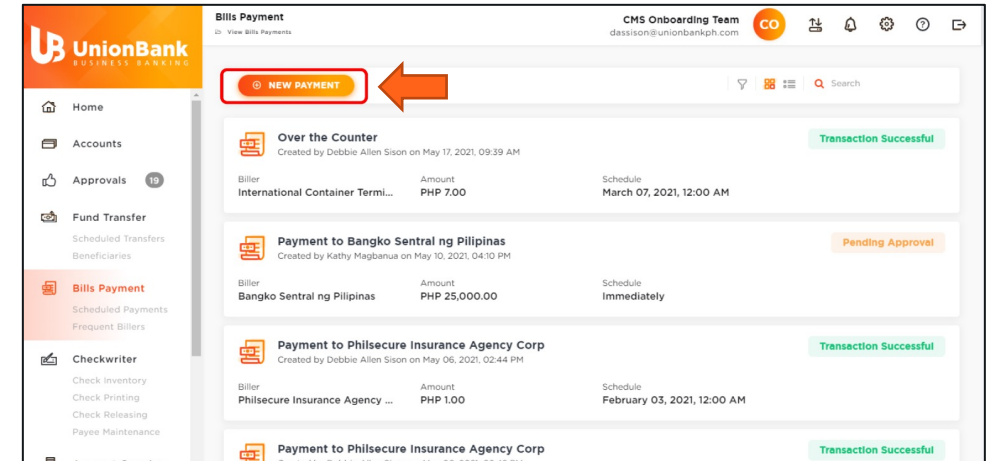
- Select “**BILLS PAYMENT**” from the menu.



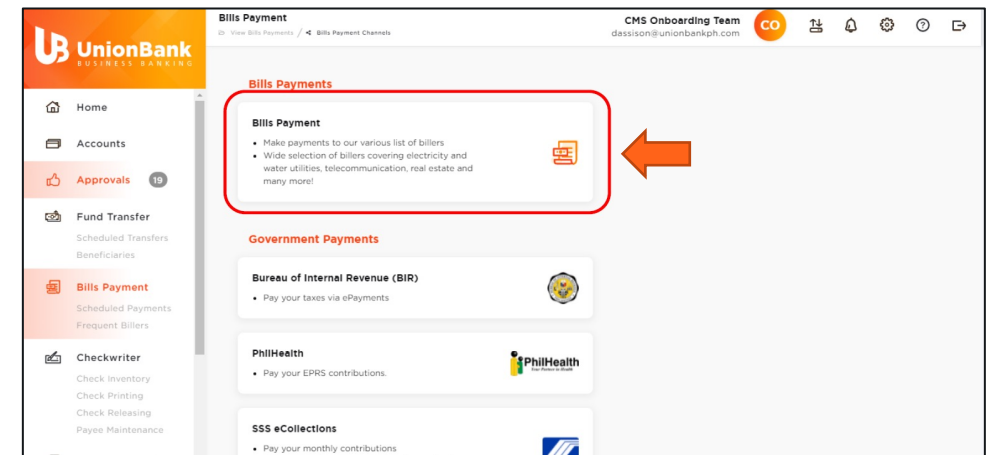


# Deposit via UnionBank Business Banking (The Portal)

- Select **“NEW PAYMENT”**.



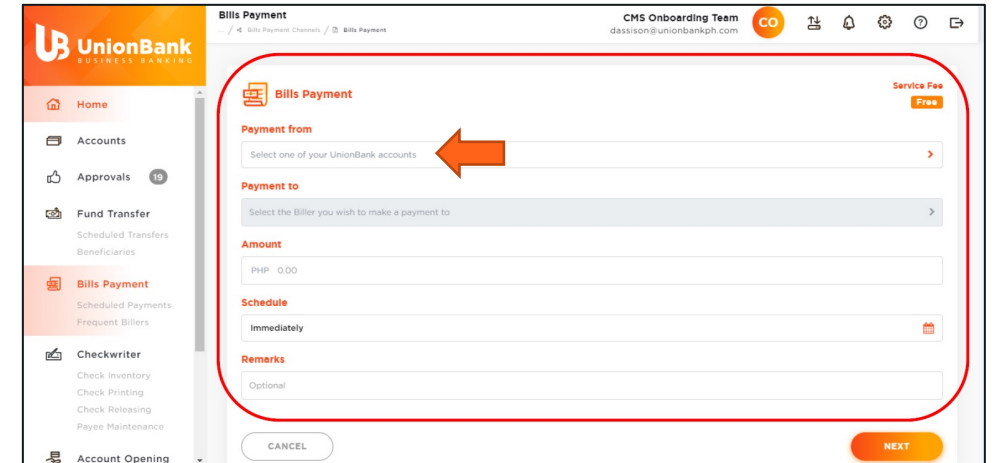
- Select **“BILLS PAYMENTS”**.





# Deposit via UnionBank Business Banking (The Portal)

- Select one of your UnionBank Account.



UnionBank BUSINESS BANKING

Bills Payment

CMS Onboarding Team  
dassison@unionbankph.com

Service Fee  
Free

**Payment from**  
Select one of your UnionBank accounts

**Payment to**  
Select the Biller you wish to make a payment to

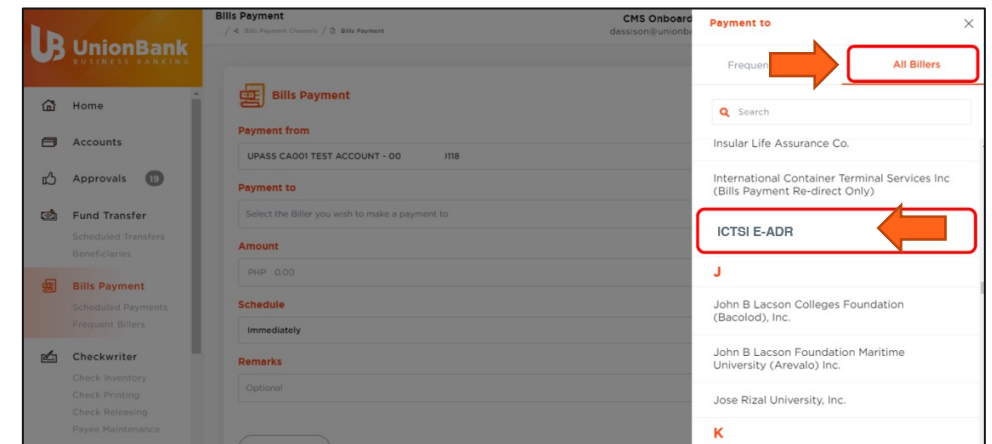
**Amount**  
PHP 0.00

**Schedule**  
Immediately

**Remarks**  
Optional

CANCEL NEXT

- Under “Payment To”, search and select “**ICTSI E-ADR**” from the list.



UnionBank BUSINESS BANKING

Bills Payment

CMS Onboard  
dassison@unionb

**Payment to**

Frequent

All Billers

Search

Insular Life Assurance Co.

International Container Terminal Services Inc  
(Bills Payment Re-direct Only)

**ICTSI E-ADR**

John B Lacson Colleges Foundation  
(Bacolod), Inc.

John B Lacson Foundation Maritime  
University (Arevalo) Inc.

Jose Rizal University, Inc.

**Payment from**  
UPASS CA001 TEST ACCOUNT - 00 1118

**Payment to**  
Select the Biller you wish to make a payment to

**Amount**  
PHP 0.00

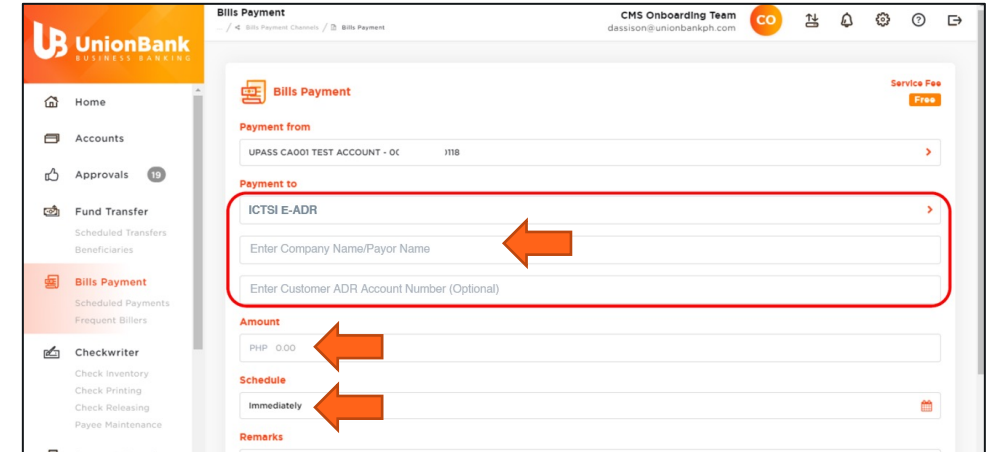
**Schedule**  
Immediately

**Remarks**  
Optional

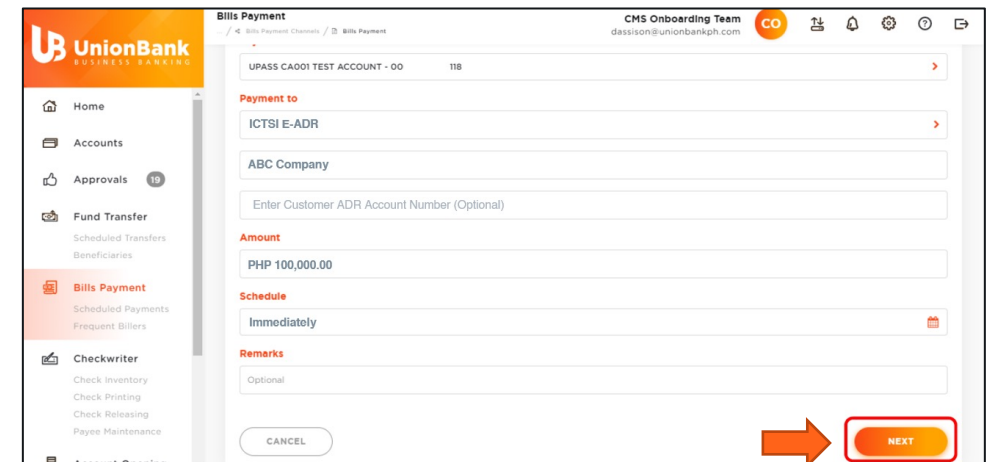


# Deposit via UnionBank Business Banking (The Portal)

- Input the required reference details:
  - Company Name / Payor Name (required)
  - ADR Account Number (optional)
  - Amount (required)
  - Schedule (required)
  - Remarks (optional)
- Once necessary fields has been filled out, proceed by clicking the **NEXT** button.



The screenshot shows the 'Bills Payment' portal. The left sidebar contains navigation links: Home, Accounts, Approvals, Fund Transfer, Bills Payment (highlighted), and Checkwriter. The main content area has the following fields: 'Payment from' (UPASS CA001 TEST ACCOUNT - 00 1118), 'Payment to' (ICTSI E-ADR), 'Amount' (PHP 0.00), 'Schedule' (Immediately), and 'Remarks'. Red arrows point to the 'Payment to' field, 'Amount' field, and 'Schedule' field, indicating they are required.

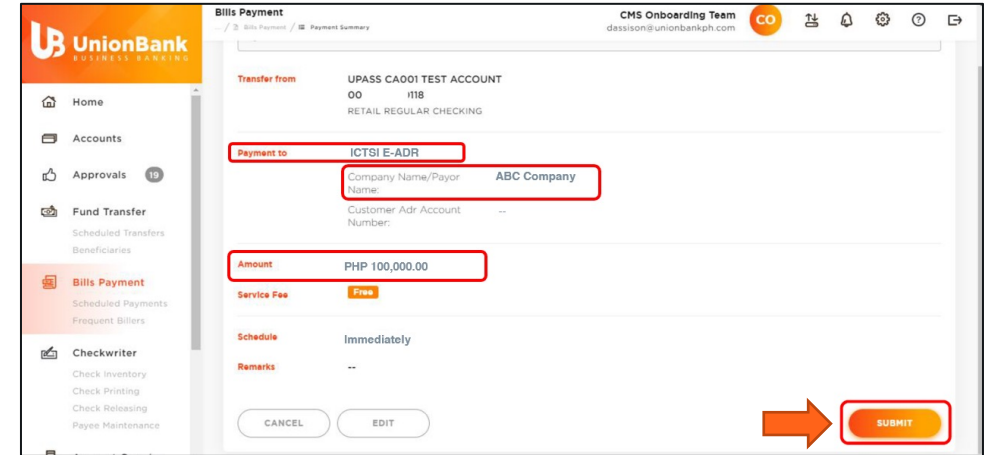


The screenshot shows the 'Bills Payment' portal with some fields filled out: 'Payment from' (UPASS CA001 TEST ACCOUNT - 00 1118), 'Payment to' (ICTSI E-ADR), 'Amount' (PHP 100,000.00), and 'Schedule' (Immediately). The 'Remarks' field is still empty. A red arrow points to the 'NEXT' button at the bottom right, indicating the next step in the process.



# Deposit via UnionBank Business Banking (The Portal)

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

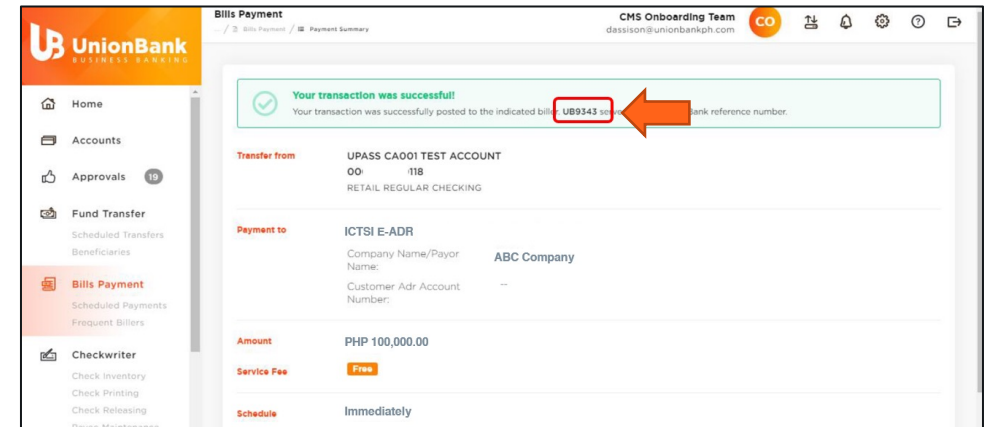


The screenshot shows the 'Bills Payment' interface in the UnionBank Business Banking portal. The left sidebar contains navigation options: Home, Accounts, Approvals (10), Fund Transfer, Bills Payment (selected), and Checkwriter. The main content area displays the following details:

- Transfer from:** UPASS CA001 TEST ACCOUNT 00118, RETAIL REGULAR CHECKING
- Payment to:** ICTSI E-ADR
- Company Name/Payor Name:** ABC Company
- Customer ADR Account Number:** --
- Amount:** PHP 100,000.00
- Service Fee:** Free
- Schedule:** Immediately
- Remarks:** --

At the bottom right, there are 'CANCEL' and 'EDIT' buttons, and a red arrow pointing to a yellow 'SUBMIT' button.

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



The screenshot shows the 'Bills Payment' interface after a successful transaction. A green banner at the top states: 'Your transaction was successful! Your transaction was successfully posted to the indicated biller: UB9343 on 11/11/2023. Bank reference number.' A red arrow points to the reference number 'UB9343'. The transaction details below are identical to the previous screenshot.



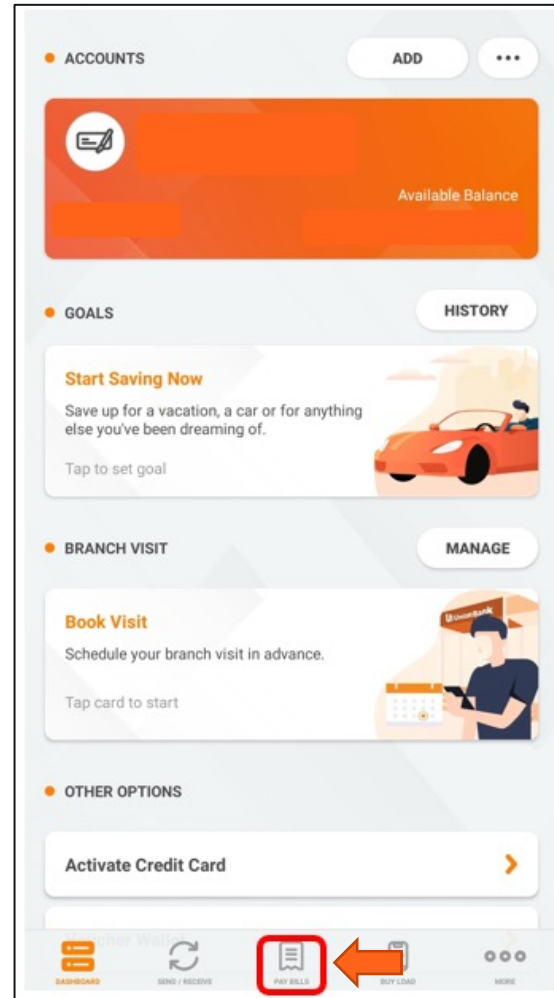
# 1.2

**Deposit via UB Online and Mobile App**

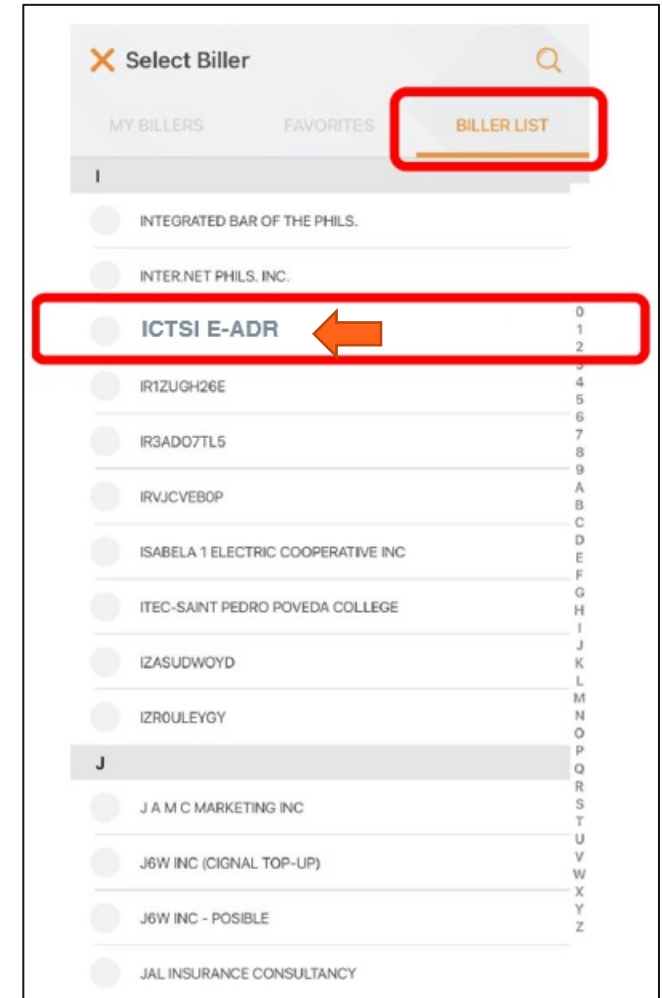


# Deposit via UB Online and Mobile App

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



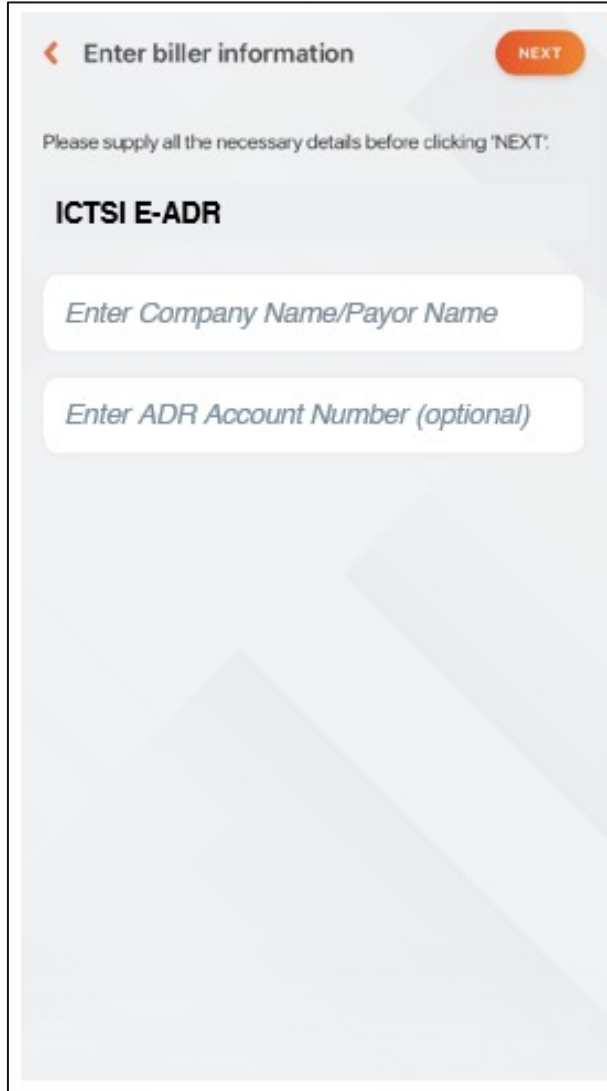
- Under “Biller List”, search and select “**ICTSI E-ADR**” from the list.





# Deposit via UB Online and Mobile App

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



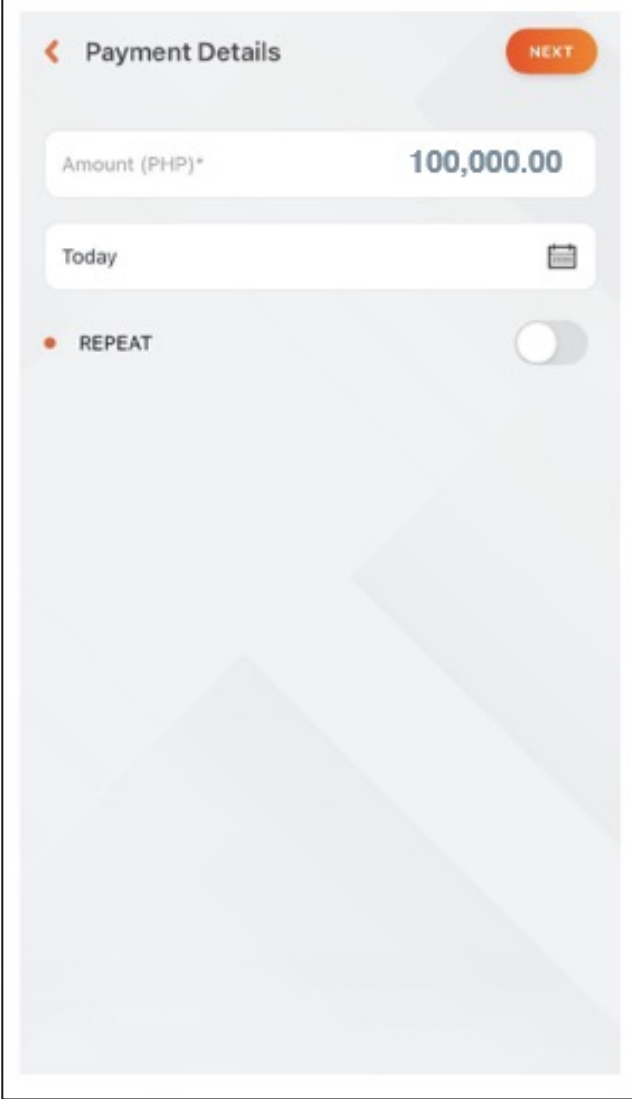
- **Select one of your UnionBank Account.**





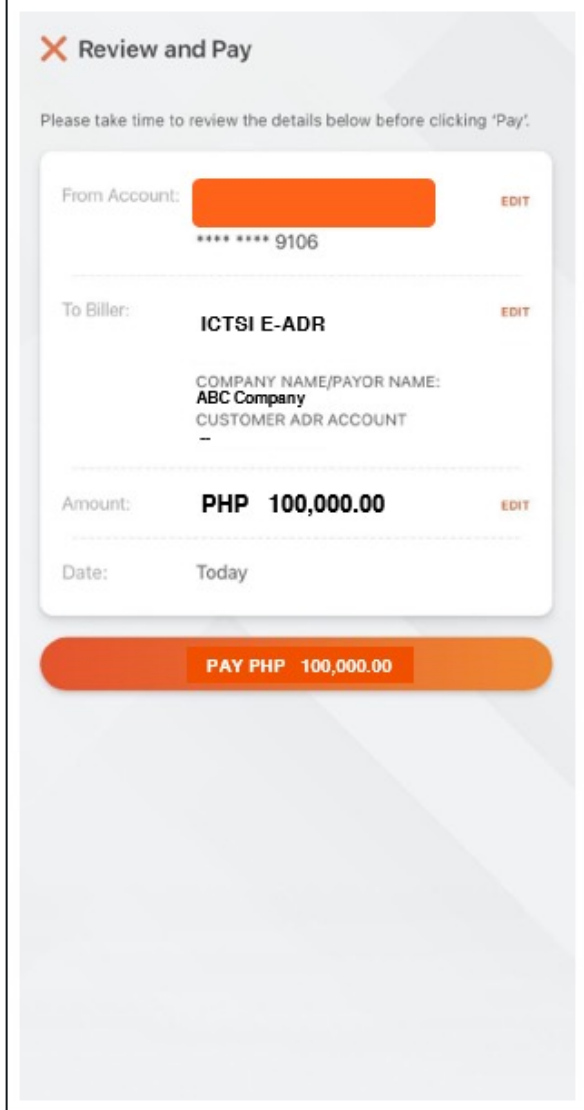
# Deposit via UB Online and Mobile App

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



The screenshot shows the 'Payment Details' screen in a mobile app. At the top, there is a back arrow and the title 'Payment Details', and a red 'NEXT' button. Below this, there is a text input field for 'Amount (PHP)\*' with the value '100,000.00'. Underneath is a date selector showing 'Today' with a calendar icon. At the bottom, there is a 'REPEAT' option with a radio button and a toggle switch.

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

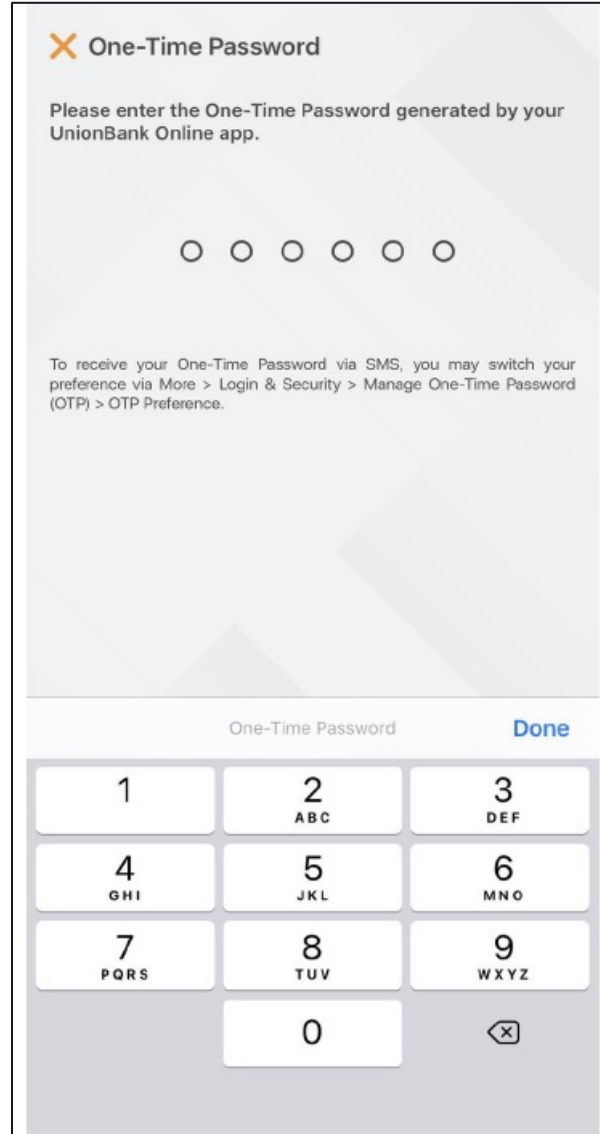


The screenshot shows the 'Review and Pay' screen. At the top, there is a red 'X' icon and the title 'Review and Pay'. Below the title is a message: 'Please take time to review the details below before clicking 'Pay''. The screen displays transaction details in a white box: 'From Account:' followed by a redacted account number ending in '9106' and an 'EDIT' link; 'To Biller:' followed by 'ICTSI E-ADR' and an 'EDIT' link; 'COMPANY NAME/PAYOR NAME:' followed by 'ABC Company'; and 'CUSTOMER ADR ACCOUNT' followed by a redacted account number. Below this, it shows 'Amount: PHP 100,000.00' and 'Date: Today', both with 'EDIT' links. At the bottom, there is a large red button labeled 'PAY PHP 100,000.00'.



# Deposit via UB Online and Mobile App

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



The screen displays the 'One-Time Password' verification interface. At the top, it says 'Please enter the One-Time Password generated by your UnionBank Online app.' Below this is a row of six empty circles for entering the digits. A note at the bottom explains how to receive the OTP via SMS. At the bottom of the screen is a numeric keypad with digits 1-9, 0, and a backspace icon, along with a 'Done' button.

✕ One-Time Password

Please enter the One-Time Password generated by your UnionBank Online app.

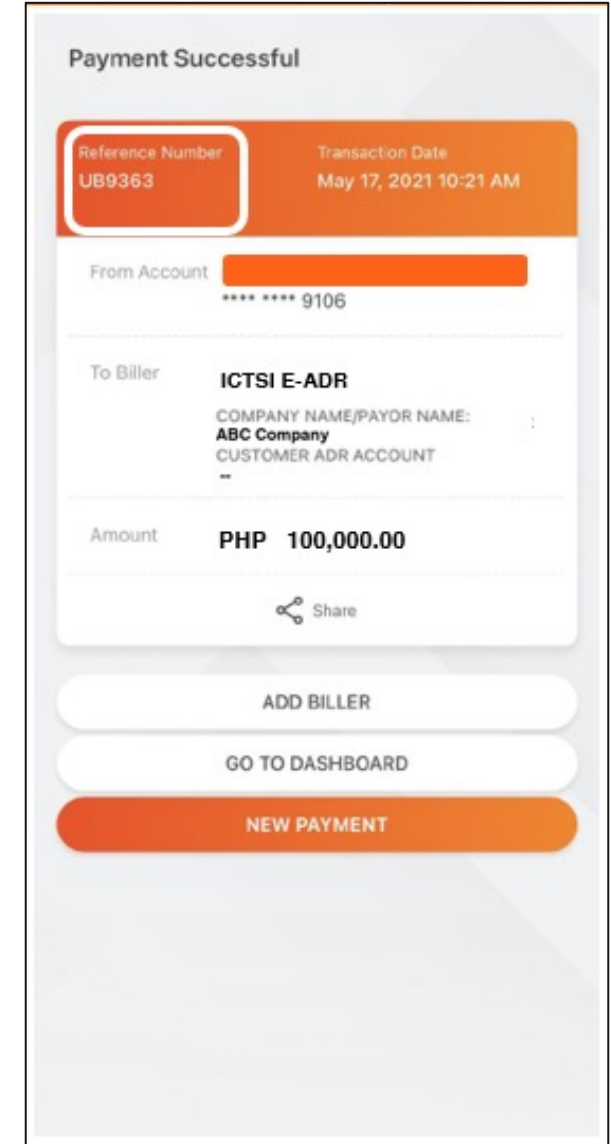
○ ○ ○ ○ ○ ○

To receive your One-Time Password via SMS, you may switch your preference via More > Login & Security > Manage One-Time Password (OTP) > OTP Preference.

One-Time Password Done

1 2 3  
4 5 6  
7 8 9  
0

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



The screen shows a 'Payment Successful' confirmation. It includes the reference number 'UB9363' and the transaction date 'May 17, 2021 10:21 AM'. Below this, it shows the 'From Account' as '\*\*\*\* \* 9106' and the 'To Biller' as 'ICTSI E-ADR' with company details. The payment amount is 'PHP 100,000.00'. At the bottom are buttons for 'ADD BILLER', 'GO TO DASHBOARD', and a prominent 'NEW PAYMENT' button.

Payment Successful

Reference Number  
UB9363

Transaction Date  
May 17, 2021 10:21 AM

From Account  
\*\*\*\* \* 9106

To Biller  
ICTSI E-ADR  
COMPANY NAME/PAYOR NAME:  
ABC Company  
CUSTOMER ADR ACCOUNT  
--

Amount  
PHP 100,000.00

Share

ADD BILLER

GO TO DASHBOARD

NEW PAYMENT



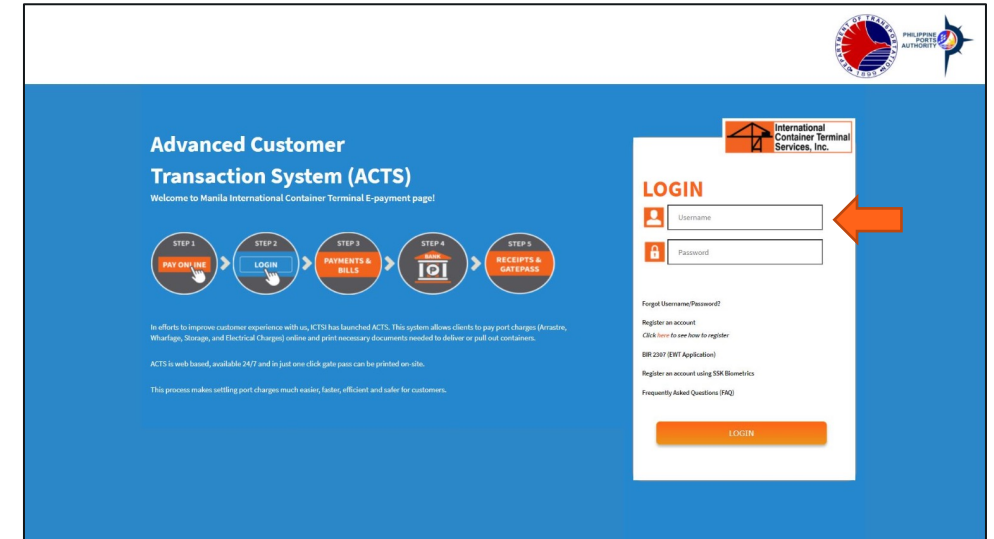
# 2.0

**Issuance of E-ADR thru ACTS Online**

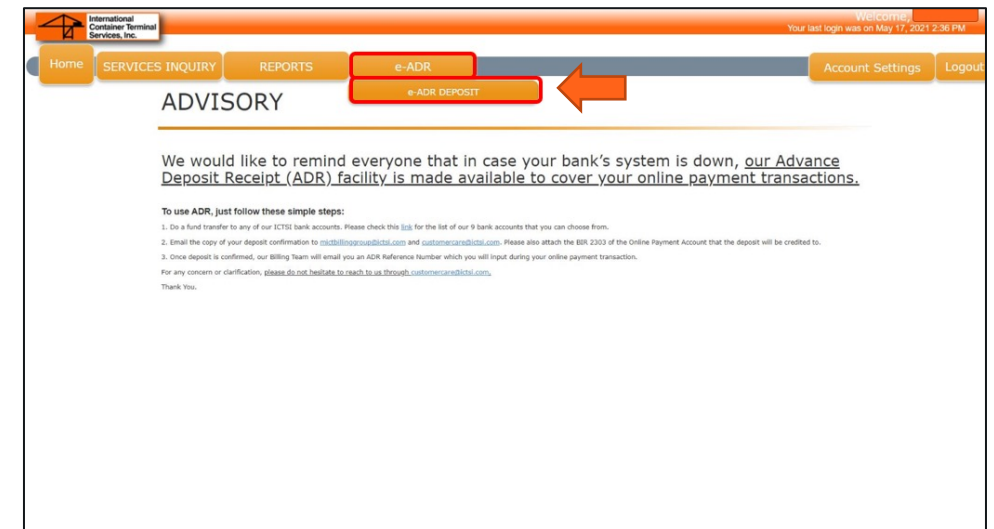


# Issuance of E-ADR thru ACTS Online

- Login to <https://acts.ictsi.com>.



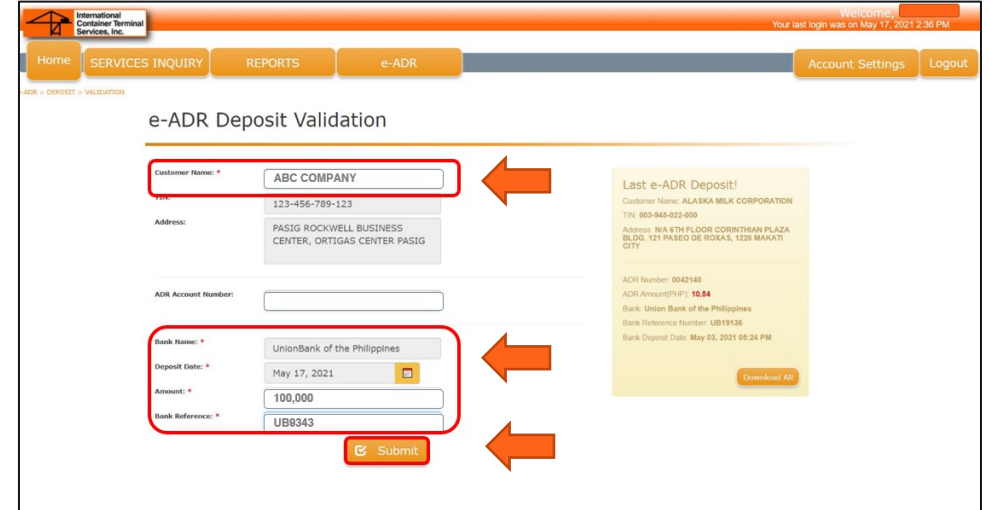
- Go to “**e-ADR**” menu and select “**e-ADR Deposit**”.





# Issuance of E-ADR thru ACTS Online

- Enter the following details, then click **SUBMIT**.
  - *Customer Name (to whom you will issue the e-ADR)*
  - *Bank Name (beneficiary bank; UBP)*
  - *Deposit Date*
  - *Deposit Amount*
  - *Bank Reference (refer to bank confirmation)*
- Review and validate deposit transaction details, then click **YES**.




International Container Terminal Services, Inc. | Welcome | Your last login was on May 17, 2021 2:36 PM

Home | SERVICES INQUIRY | REPORTS | e-ADR | Account Settings | Logout

ADR > DEPOSIT > VALIDATION


### e-ADR Deposit Validation


Customer Name:  

TIN:


Address:

ADR Account Number:

Bank Name:  

Deposit Date:  

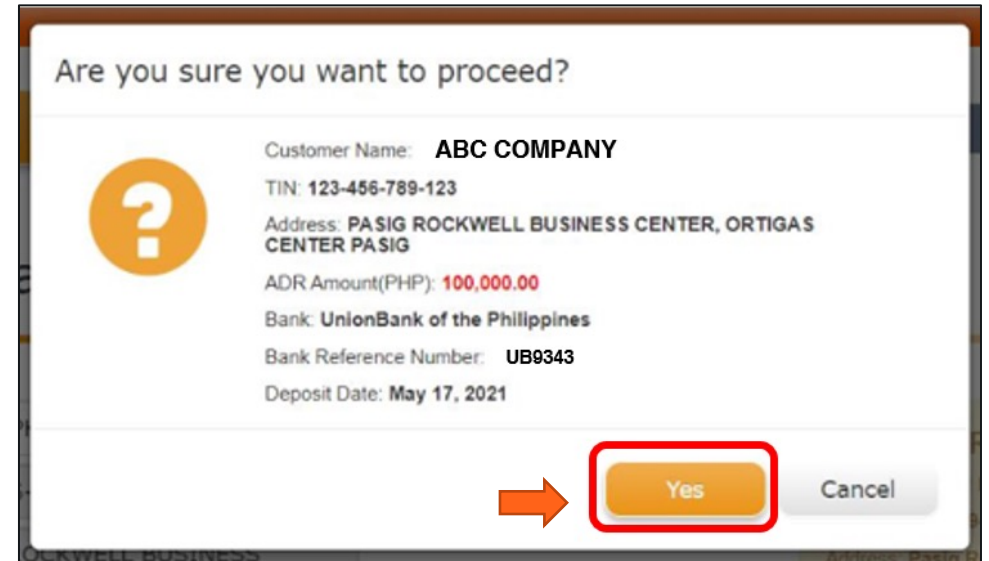
Amount:

Bank Reference:  


**Last e-ADR Deposit!**

Customer Name: ALASKA MILK CORPORATION  
TIN: 003-845-022-000  
Address: NIA 6TH FLOOR COINTRAIN PLAZA  
BLDG. 121 PASIG DE ROSAS, 1208 MAKATI CITY


ADR Number: 0042148  
ADR Amount(PHP): **10.84**  
Bank: Union Bank of the Philippines  
Bank Reference Number: UB19136  
Bank Deposit Date: May 03, 2021 05:24 PM



Are you sure you want to proceed?



Customer Name: **ABC COMPANY**  
TIN: **123-456-789-123**  
Address: **PASIG ROCKWELL BUSINESS CENTER, ORTIGAS CENTER PASIG**  
ADR Amount(PHP): **100,000.00**  
Bank: **UnionBank of the Philippines**  
Bank Reference Number: **UB9343**  
Deposit Date: **May 17, 2021**







# Issuance of E-ADR thru ACTS Online

- System will validate the deposit transaction. Wait for successful processing and click **DOWNLOAD AR** to generate e-ADR.


Successfully processed e-ADR Deposit



Customer Name: **ABC COMPANY**  
TIN: **123-456-789-123**  
Address: **PASIG ROCKWELL BUSINESS CENTER, ORTIGAS CENTER PASIG**  
ADR Account Number: **001377**  
ADR Number: **0042142**  
ADR Amount(PHP): **100,000.00**  
Bank: **UnionBank of the Philippines**  
Bank Reference Number: **UB9343**  
Deposit Date: **May 17, 2021**

 **Download AR**

- A copy of E-ADR will be automatically generated and downloaded into your compute.

 ICTSI Administrative Building, Manila International Container Terminal  
6001 South Avenue Road, Manila 1000, Philippines  
Telephone: 632 128 4551 Fax: 632 240 2245  
VAT REG TIN: 000-925-228-000

**EXCELLENCE IN LOGISTICS**

**ACKNOWLEDGEMENT RECEIPT** **ACTS E-AR-000000000383**

<b>CUSTOMER</b> <b>ABC COMPANY</b> <small>Payag Rockwell Business Center, Ortigas Center Pasig PHL</small>	<b>TIN#</b> 123-456-789-123	<b>ADR NUMBER</b> <b>0042142</b>	<b>DATE / TIME</b> 05/17/2021 15:22:43
--	--------------------------------	-------------------------------------	---

**CHECK DETAILS**  
**BANK CODE** UBP  
**CHECK NUMBER** UB9343  
05/17/2021 13:31:44

AMOUNT	
<b>ADR DEPOSIT</b>	<b>PHP 100,000.00</b> ONE HUNDRED THOUSAND, PESOS

THIS ACKNOWLEDGEMENT RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE.  
THIS ACKNOWLEDGEMENT RECEIPT IS NOT VALID FOR CLAIM OF INPUT TAX.

**PAYMENT FORM**  
DEPOSIT ONLINE BANKING

ACTS E-AR-000000000383  
APPROVED BY: 12-10-2021 15:22:43  
ISSUED BY: [Signature]