



International
Container Terminal
Services, Inc.

A wide-angle, aerial photograph of a port at dusk or night. The sky is a deep blue with scattered clouds. The port is filled with numerous shipping containers stacked in rows. Large cranes are visible, some with containers attached, and their lights are on. The water of the harbor reflects the lights of the terminal and the sky. In the distance, more port infrastructure and possibly some buildings are visible.

ACTS BDO E-ADR User Guide

OTC, POB, NDB & BOB

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 1. Customer transacts via any BDO Bills Payment Channel. 2. 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

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” <ul data-bbox="1351 534 2196 577" style="list-style-type: none">- biller code to select / input upon transaction
Institution Name	“ICTSI E-ADR” <ul data-bbox="1351 620 2196 663" style="list-style-type: none">- biller name to select / input upon transaction
Subscriber Number	ACTS Tax Identification Number (TIN) <ul data-bbox="1351 707 2196 842" style="list-style-type: none">- with validation if an existing Company TIN in ACTS- to whom the e-ADR will be named after
Subscriber Name	ACTS Company Name <ul data-bbox="1351 879 2094 923" style="list-style-type: none">- with maximum length of 40 characters
ACTS User Name	ACTS Username <ul data-bbox="1351 966 2273 1090" style="list-style-type: none">- 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 **registered email address** 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

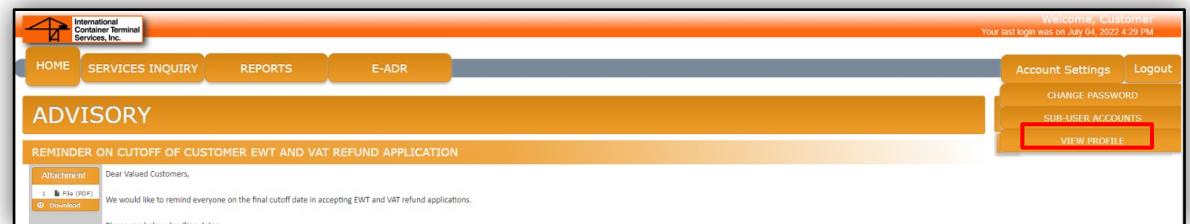
Check and Update Email Address in ACTS



- 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.

**Sample of Cash Transaction Slip*

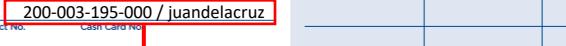
This serves as your receipt when machine validated.

Over-The-Counter (OTC)



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

**Sample of Cash Transaction Slip*

		 Cash Transaction Slip		
<input checked="" type="checkbox"/> Deposits <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit / Placement <input type="checkbox"/> For my Account with Facility		Account Name Account No.		
<input type="checkbox"/> Bills Payment		Payor's Name Reference No.		
<input type="checkbox"/> Cash Card <input type="checkbox"/> Sale <input type="checkbox"/> Reload		Company Name ICTSI E-ADR Subscribers' Name		
<input type="checkbox"/> Payment <input type="checkbox"/> Loan <input type="checkbox"/> Trade		Institution Code 1760 Subscribers' Account No.		
<input type="checkbox"/> Machine Validation		Product Code ABC Company 200-003-195-000 / juandelacruz Cardholder's Name/Contact No. Cash Card No.		
<input type="checkbox"/> Payment <input type="checkbox"/> Loan <input type="checkbox"/> Trade		Reference No. / Trade Reference No.		
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				
				

**Sample of Check Transaction Slip*

<input type="checkbox"/> Deposits <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit/ Placement <input type="checkbox"/> For Account with Other Deposit Reference Facility		Check Transaction Slip	
Account Name <hr/> Account No.		Currency <input checked="" type="checkbox"/> Peso <input type="checkbox"/> US Dollar <input type="checkbox"/> Others	
Payor's Name <hr/> Reference No.		Local <input type="checkbox"/> On-us <input type="checkbox"/> MC/DD <input type="checkbox"/> Others	
Company Name ICTSI E-ADR		Institution Code 1 7 6 0	Product Code <hr/>
Subscriber's Name ABC COMPANY		Subscriber's Account No. 200-003-195-000 / juandelaluz	
<input type="checkbox"/> Payment <input type="checkbox"/> Deposit <input type="checkbox"/> Withdrawal <input type="checkbox"/> Transfer <input type="checkbox"/> Machine Validation		Borrower's Name Promissory Note No. / Trade Reference No.	
1760 ICTSI EADR			
200003195000 ABC COMPANY PHP 10,000.00 local			
###### 0741 PHP 0.00			
28 Jun 2022 16:48:43 BDO 1467			
This serves as your receipt when machine validated.			
Date 6-28-2022			

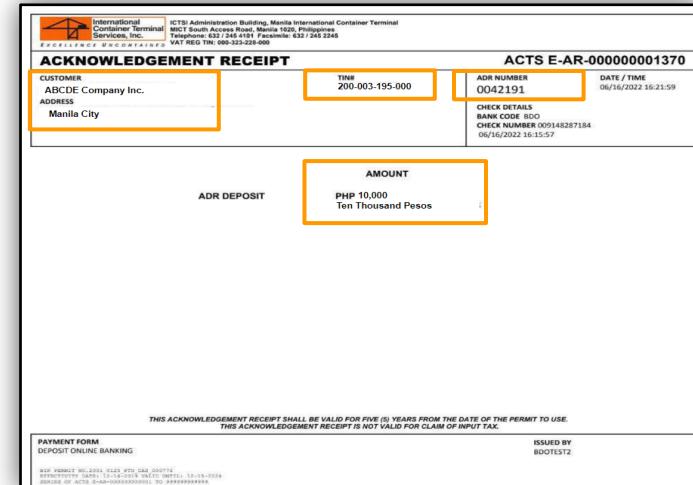
Over-The-Counter (OTC)

- Once confirmed, an ACTS e-AR will automatically be sent by no-reply@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



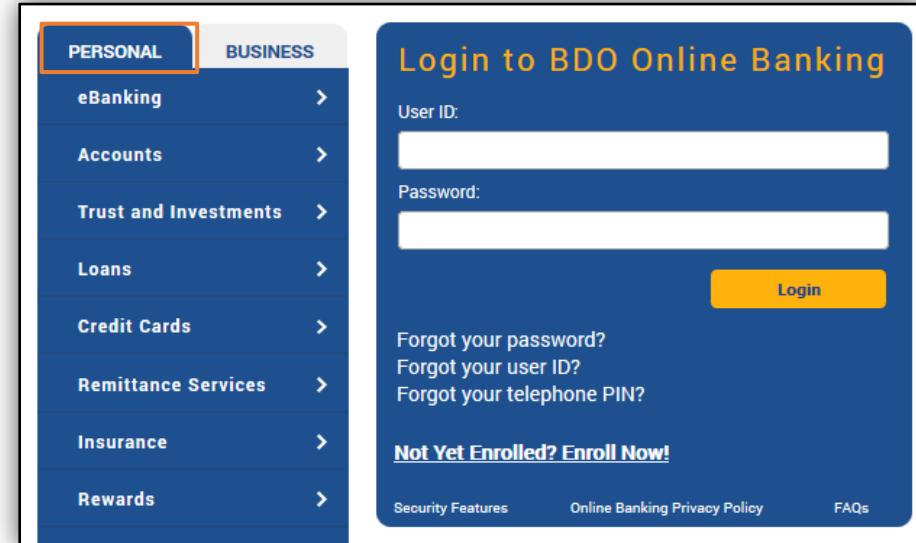
1.2

PERSONAL ONLINE BANKING (POB)

Personal Online Banking

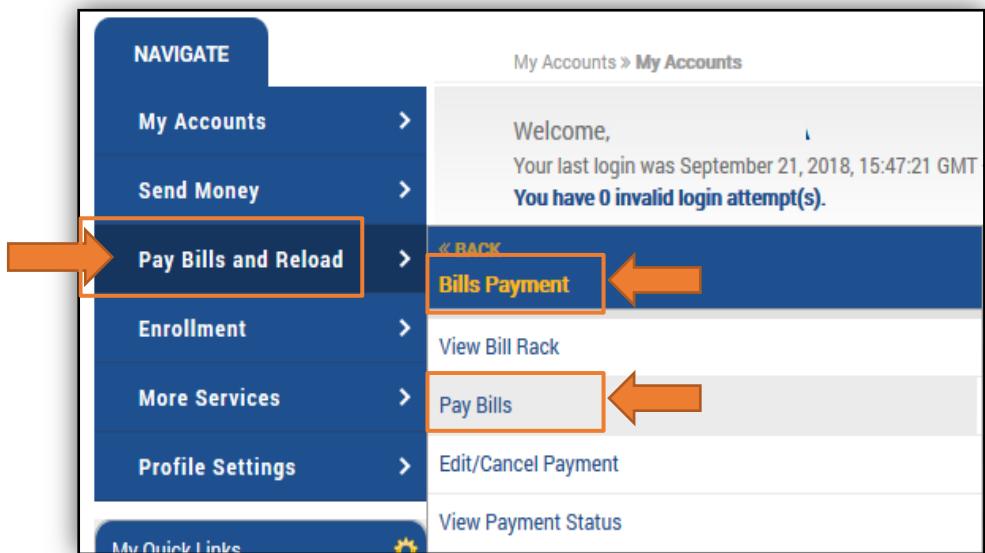


- Login to your Personal BDO account at <https://online.bdo.com.ph>.



The screenshot shows the BDO Online Banking login page. On the left, a sidebar menu is open with the 'PERSONAL' tab selected. The menu items include eBanking, Accounts, Trust and Investments, Loans, Credit Cards, Remittance Services, Insurance, and Rewards. On the right, the main login form is displayed with fields for 'User ID' and 'Password', a 'Login' button, and links for password and user ID recovery. Below the login form are links for 'Forgot your password?', 'Forgot your user ID?', 'Forgot your telephone PIN?', and 'Not Yet Enrolled? Enroll Now!'. At the bottom, there are links for 'Security Features', 'Online Banking Privacy Policy', and 'FAQs'.

- Click **Pay Bills and Reload > Bills Payment > Pay Bills**



Personal Online Banking



- Fill out the **Payment Details** accordingly then click **Submit**
 - Pay From: *Funding Account*
 - Pay this Company/Biller: *ICTSI E-ADR*
 - Amount
 - Subscriber Number: *ACTS Company TIN*
 - Subscriber Name: *Company Name (up to 40 characters)*
 - ACTS Username
- A confirmation message will appear. Review the details and click **Continue**.
- A confirmation page will be displayed with a transaction reference number.

Payment Details

Pay from	002400089473(SA-PHP-MCH TEST ACCOUNT)	<input type="button" value="View Balance"/>
Pay this Company/Biller	ICTSI E-ADR	<input type="button" value=""/>
Amount	<input type="checkbox"/> Pay a Company/Biller that is not yet enrolled	10,000.00
Remarks	<input type="text"/>	
Subscriber Number	200003195000	<input type="button" value=""/>
Subscriber Name	JUAN DELA CRUZ	<input type="button" value=""/>
ACTS User Name	BDOTEST1	<input type="button" value=""/>

Are you sure you want to proceed? Please verify the following details:

Payment Details

Pay from	002400089473(SA-PHP-MCH TEST ACCOUNT)
Pay this Company/Biller	ICTSI E-ADR
Amount	PHP 5,000.00
Remarks	<input type="text"/>
Subscriber No.	000414368000
Subscriber Name	ICTSI POB TEST
ACTS User Name	BDOTEST2

Reminder: Please check your account balance before making another transaction

You have successfully paid your bills.
For inquiries, your Reference Number is BP-20220616-255084

Detail Summary

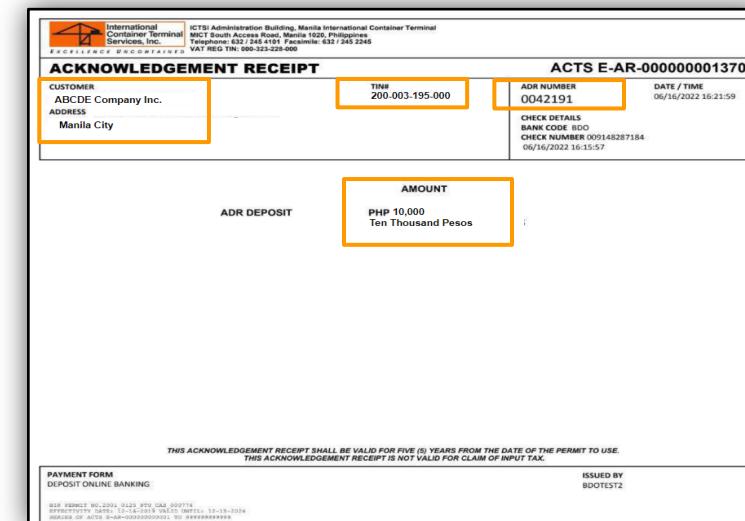
Personal Online Banking



- Once confirmed, an ACTS e-AR will automatically be sent by no-reply@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



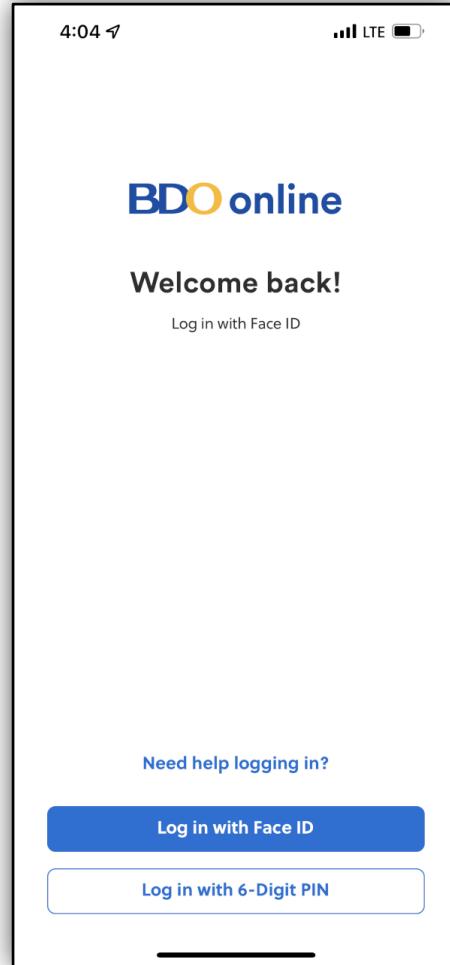
1.3

PERSONAL MOBILE BANKING / NEW DIGITAL BANKING (NDB)

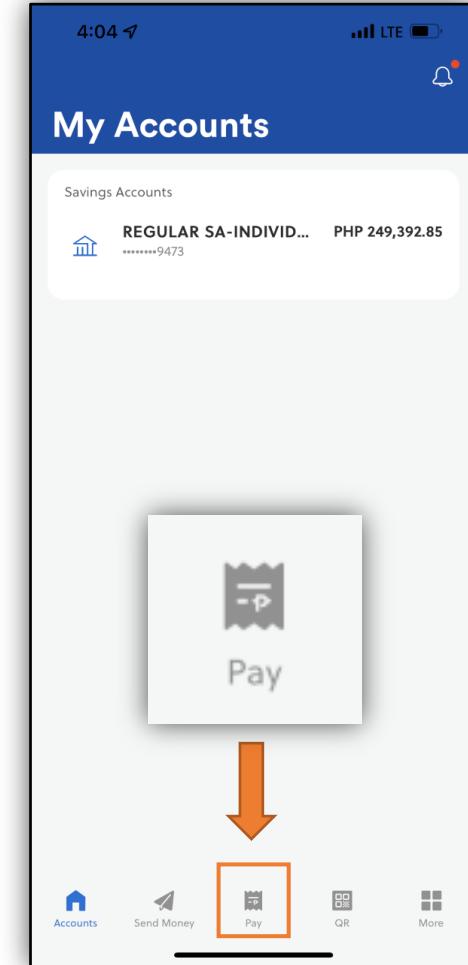
Personal Mobile Banking



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



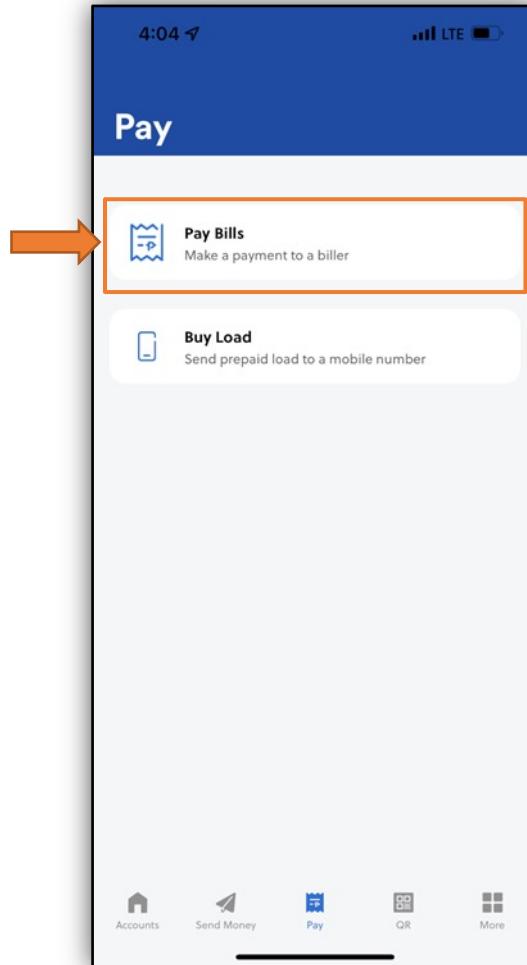
- Then click the **Pay** icon.



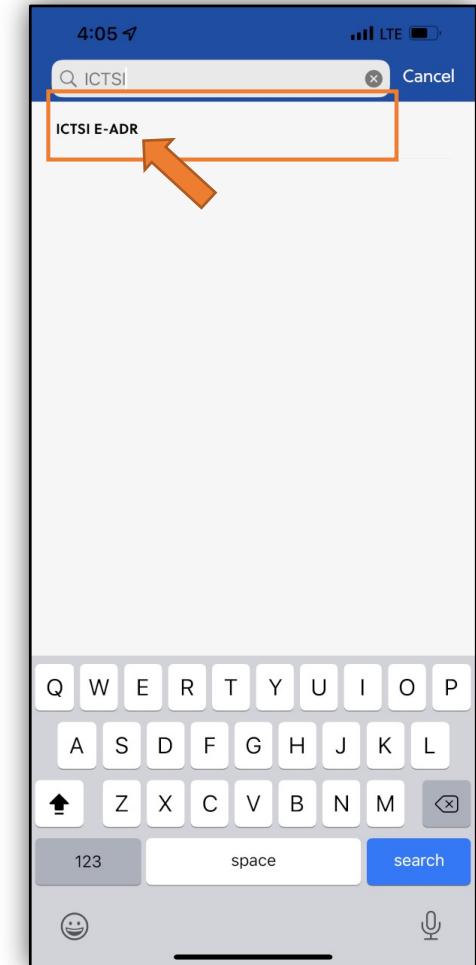
Personal Mobile Banking



- Select **Pay Bills**



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



Personal Mobile Banking

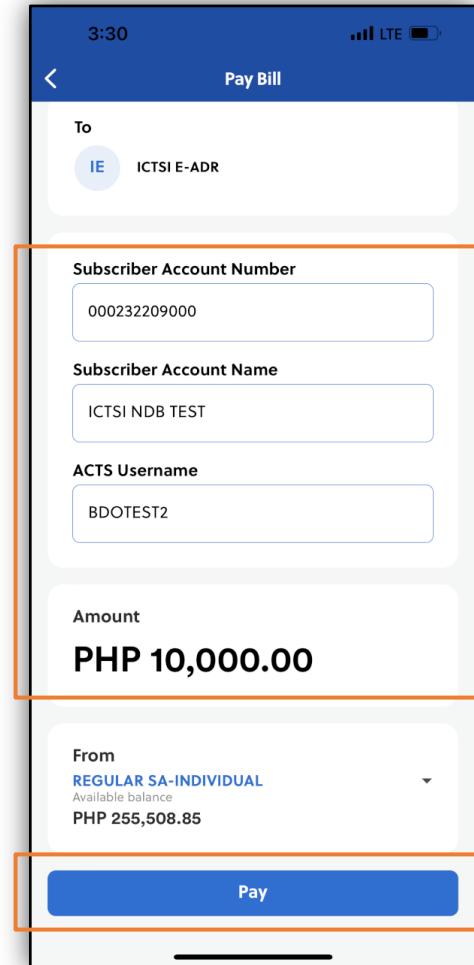
- Input the required biller information:

Subscriber Account Number: **ACTS Company TIN**

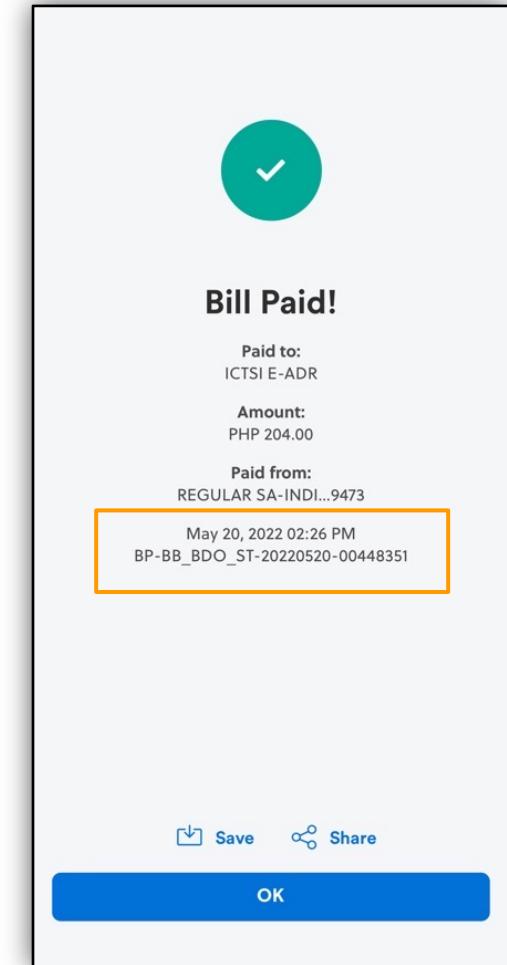
Subscriber Account Name: **Company Name**

ACTS Username

Amount



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



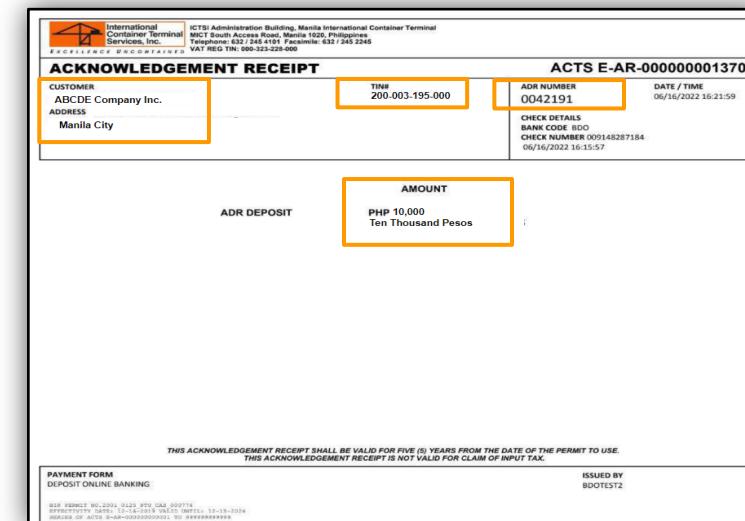
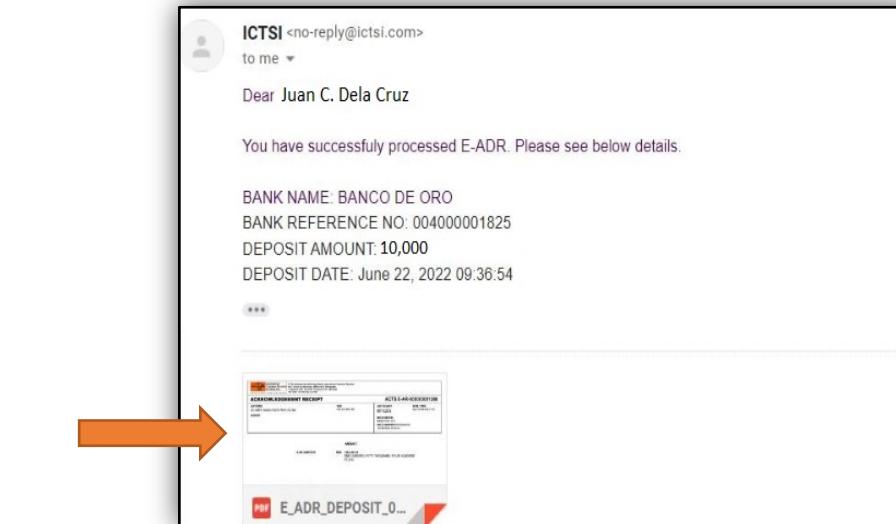
Personal Mobile Banking



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

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



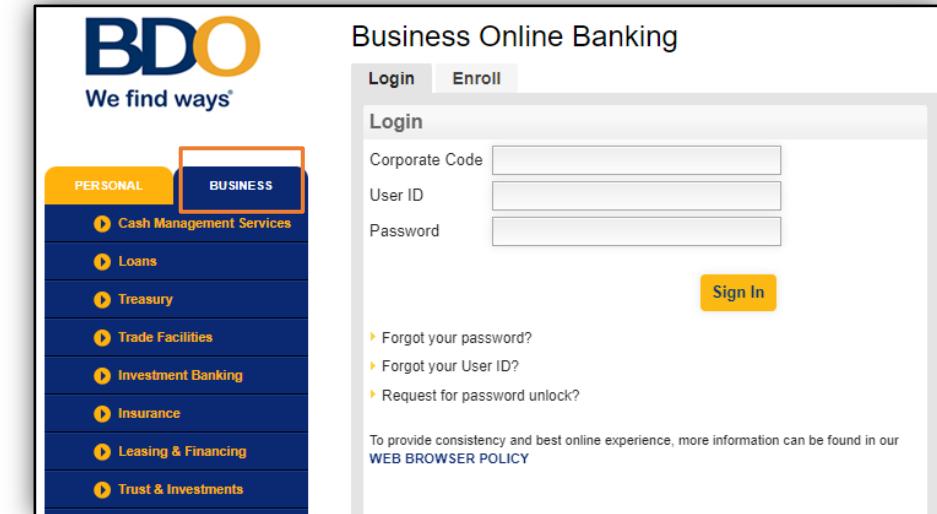
1.4

BUSINESS ONLINE BANKING (BOB)

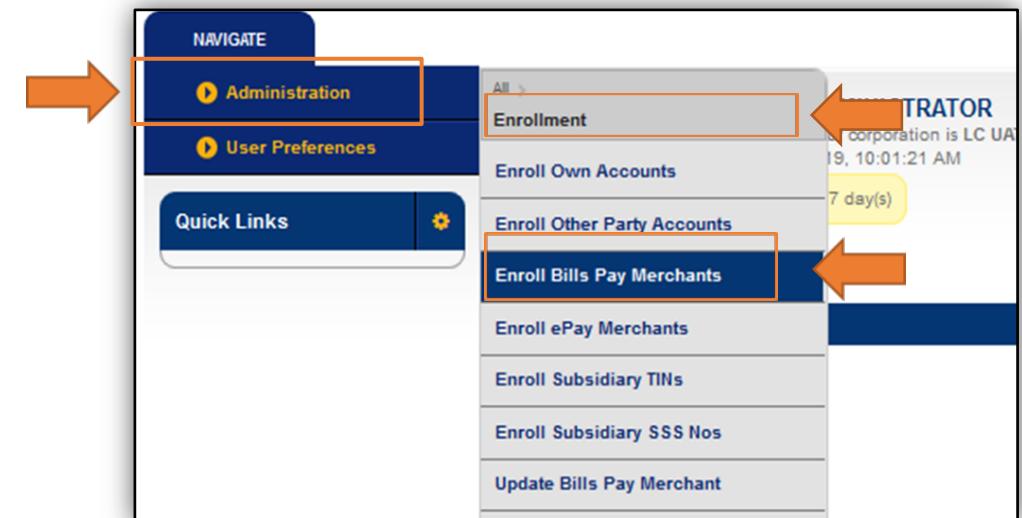
Business Online Banking – *Enrollment of Merchant*



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



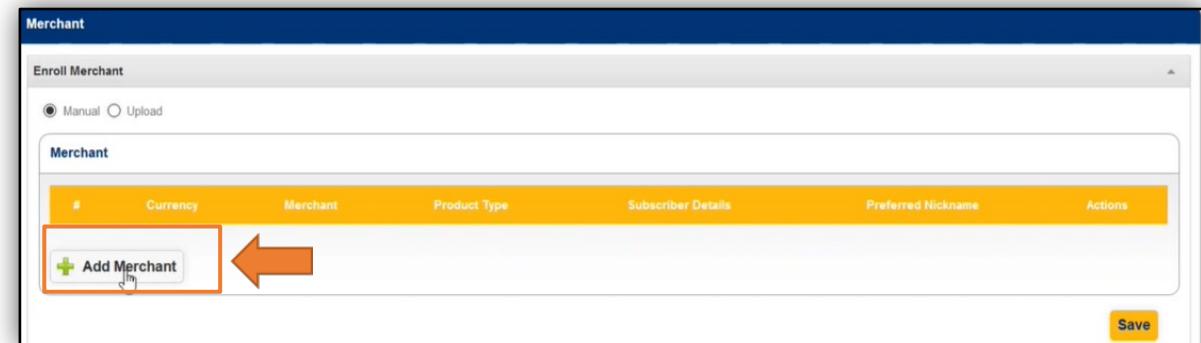
- Go to **Administration > Enrollment > Enroll Bills Pay Merchants**



Business Online Banking – *Enrollment of Merchant*

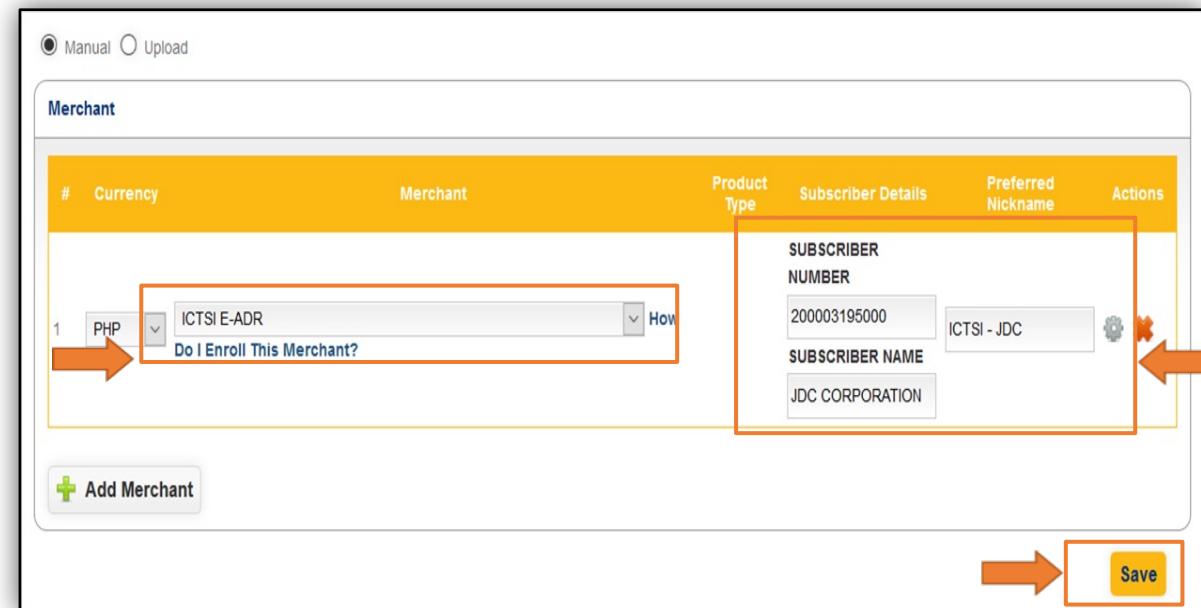


- Click **Add Merchant** button.

A screenshot of the 'Merchant' enrollment interface. The top navigation bar says 'Merchant' and 'Enroll Merchant'. Below it, there are two radio buttons: 'Manual' (selected) and 'Upload'. A table with columns 'Currency', 'Merchant', 'Product Type', 'Subscriber Details', 'Preferred Nickname', and 'Actions' is shown. A red box highlights the 'Add Merchant' button, and a red arrow points to it from the left.

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

- Merchant: **ICTSI E-ADR**
- Subscriber Number: **ACTS Company TIN**
- Subscriber Name: **Company Name (up to 40 characters)**
- Preferred Nickname

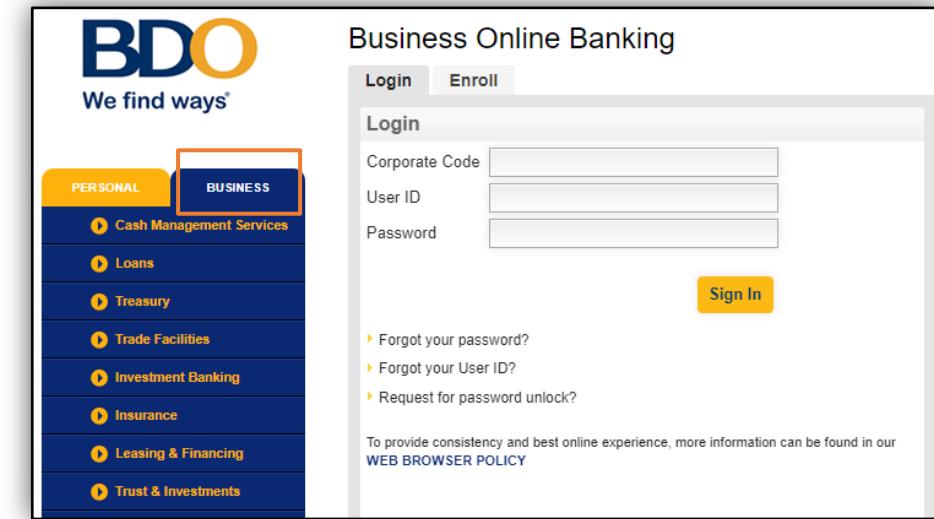
A screenshot of the 'Merchant' enrollment interface showing the completed form. The table now includes a row for the merchant. The 'Merchant' column shows 'ICTSI E-ADR'. The 'Actions' column contains a 'Save' button, which is highlighted with a red box and a red arrow pointing to it from the right. The 'Merchant' table row is also highlighted with a red box and a red arrow pointing to it from the left.

- Click **Save**.

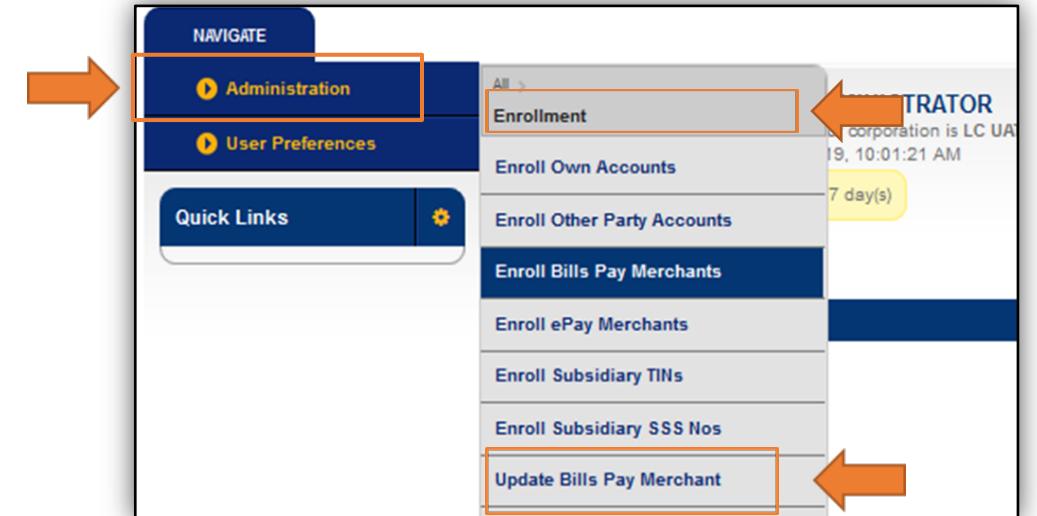
Business Online Banking – *Update of User Group*



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

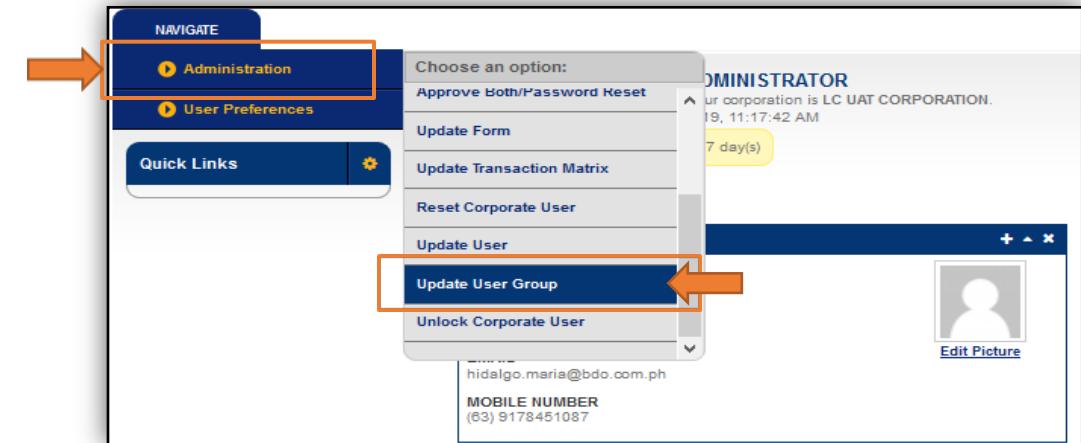


- Go to **Administration > Enrollment > Update Bills Pay Merchants**

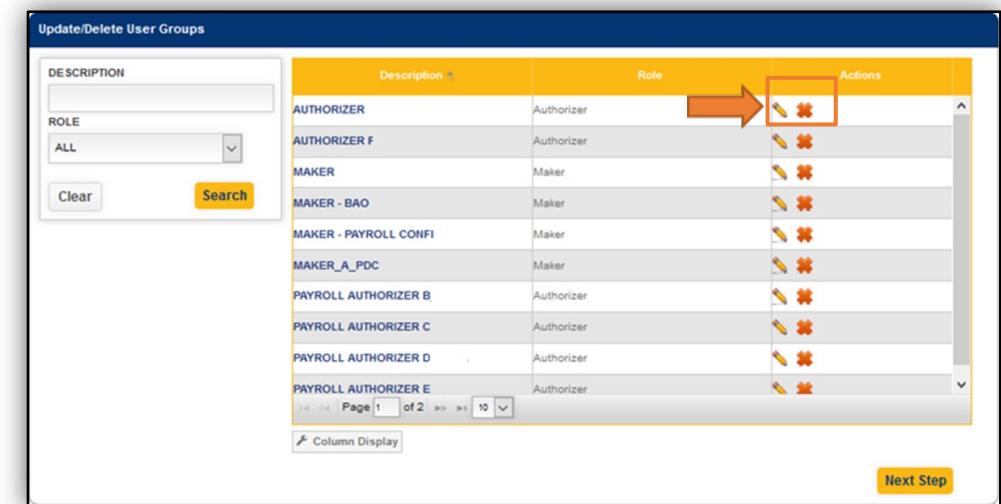


Business Online Banking – *Update of User Group*

- Go to **Administration > Update User Group**

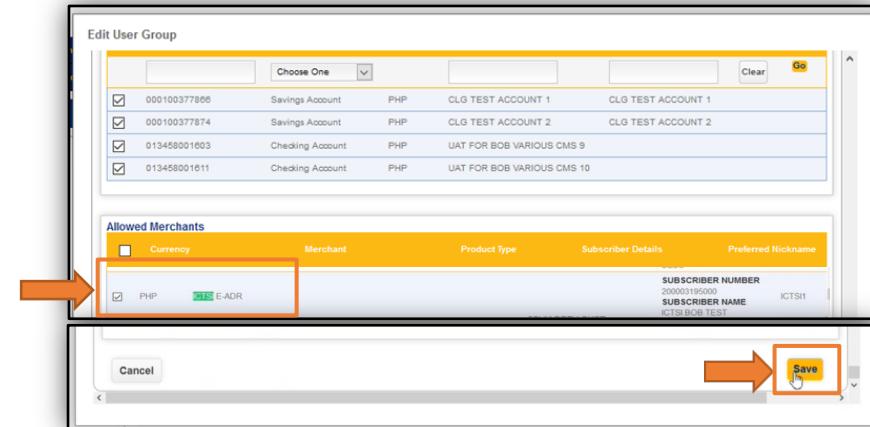


- Click on the pencil icon to edit.



Business Online Banking – *Update of User Group*

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



Edit User Group

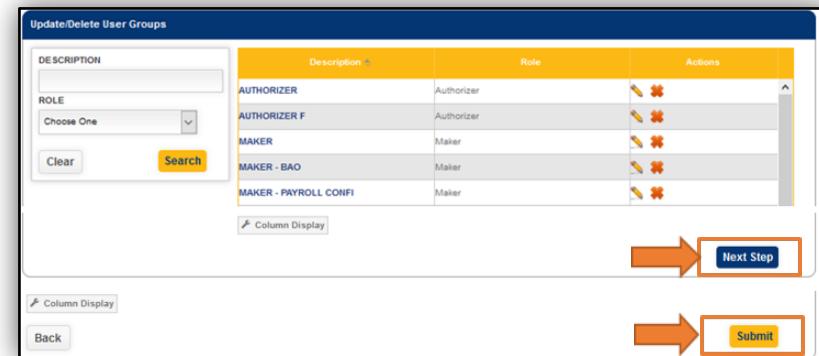
Merchant	Product Type	Subscriber Details	Preferred Nickname
PHP	E-ADR	SUBSCRIBER NUMBER 20003195000 SUBSCRIBER NAME ICTSI BOB TEST	

Allowed Merchants

Currency	Merchant	Product Type	Subscriber Details	Preferred Nickname
PHP	E-ADR			

- Click **Save**.

- Click **Next Step > Submit**



Update/Delete User Groups

Description	Role	Actions	
AUTHORIZER	Authorizer		
AUTHORIZER F	Authorizer		
MAKER	Maker		
MAKER - BAO	Maker		
MAKER - PAYROLL CONFI	Maker		

Next Step

Submit

- A transaction confirmation message will be displayed.



Update/Delete User Groups

User groups were successfully edited/deleted
Your Transaction Reference Number is 07292019-112329-939452

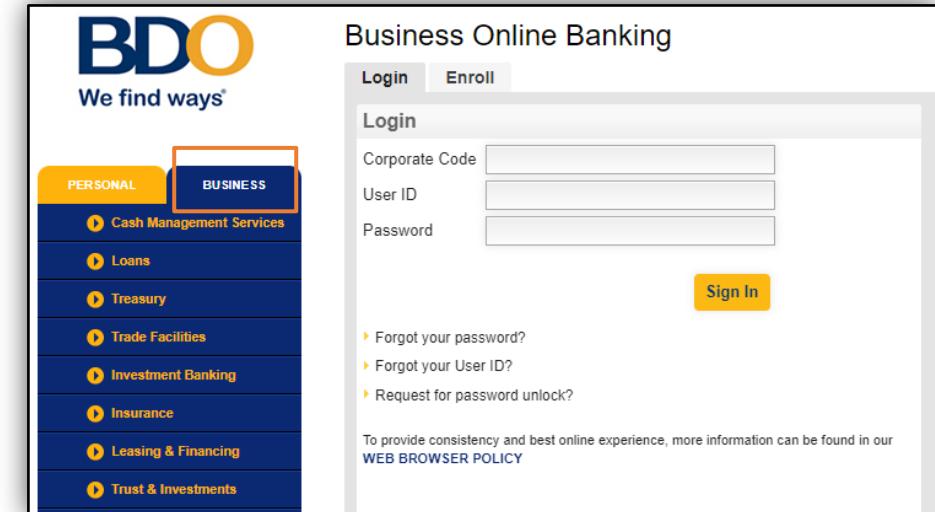
Description	Role	Actions
MAKER	Maker	Edited

Business Online Banking – *Payment*

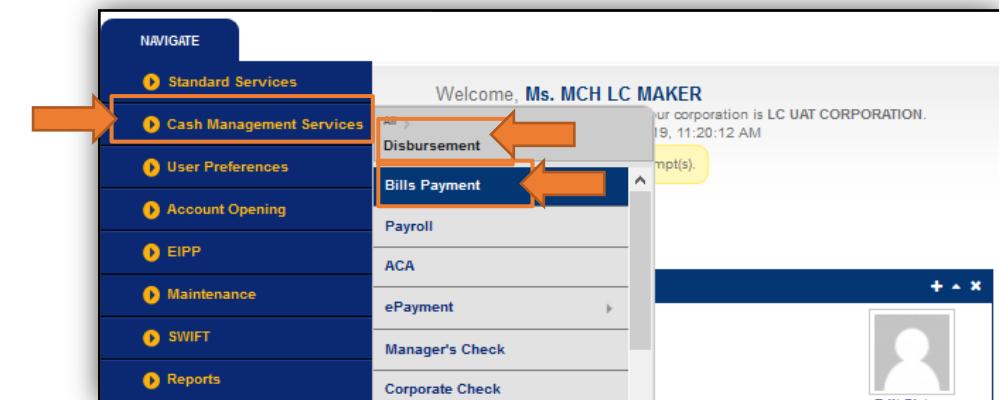


PAYMENT MAKER

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



- Go to **Cash Management Services** > **Disbursement** > **Bills Payment**



Business Online Banking – *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**

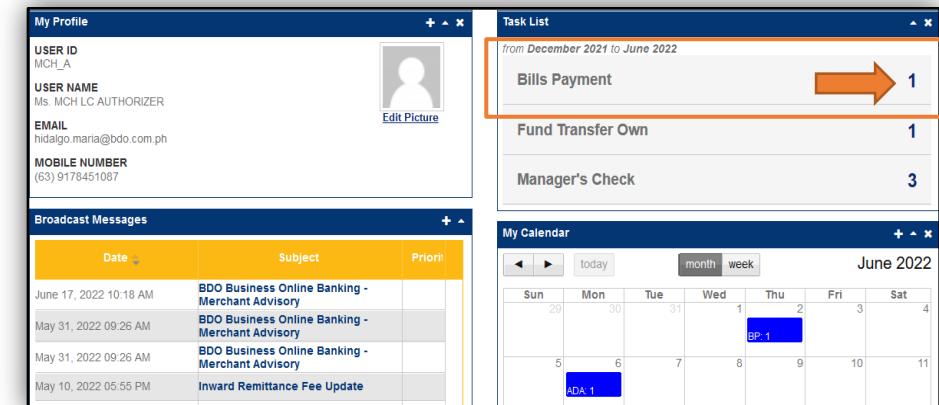
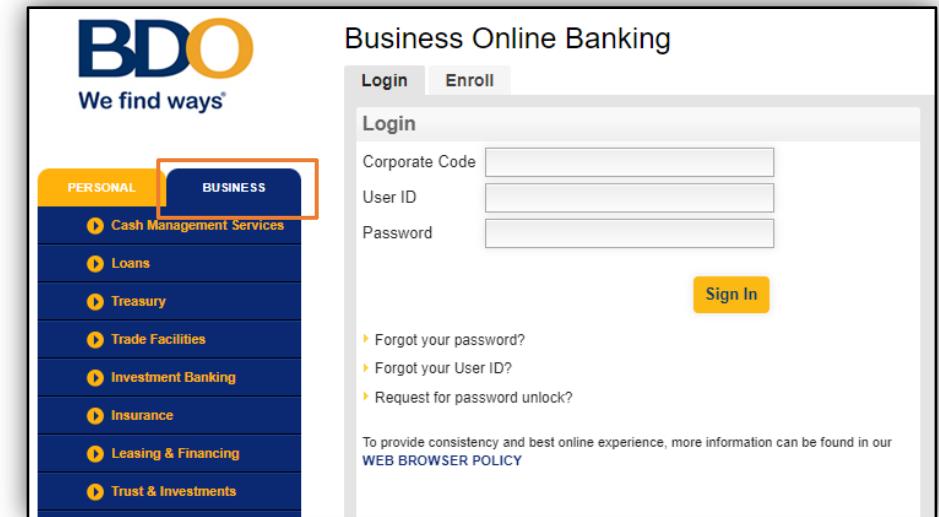
The screenshot shows the 'Create Bills Payment' interface. The 'Bills Payment Details' section is displayed, containing fields for Amount (10000), Pay From (013450107776/UT FOR BOB VARIOUS CMS 2-PHP-SA), Pay this Merchant (ICTSI E-ADR/ICTSI - JDC - 200003195000), and ACTS User Name (BDOTEST1). The 'Next Step' button is highlighted with an orange box.

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

The screenshot shows the 'Create Bills Payment' interface. A message box at the top states 'Bills Payment is for authorization. Your Transaction Reference Number is BPA-06202022-165955-00018069'. The 'Workflow Progress' section shows 'Workflow Status: For Authorization'. The 'Next Step' button is highlighted with an orange box.

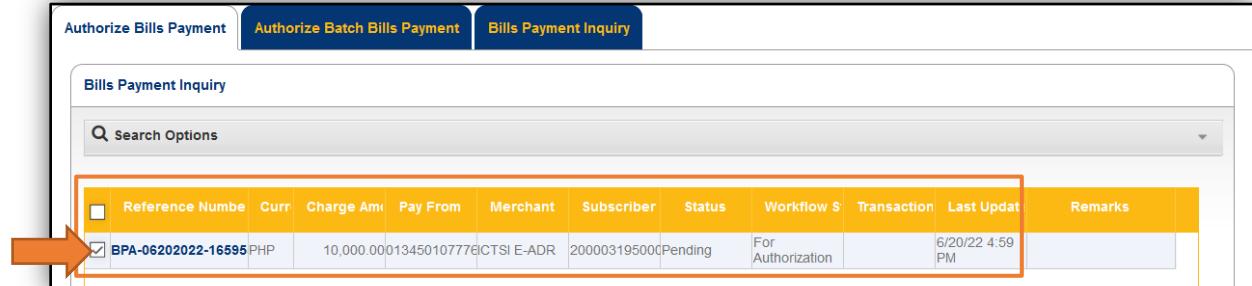
PAYMENT AUTHORIZER

- 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**



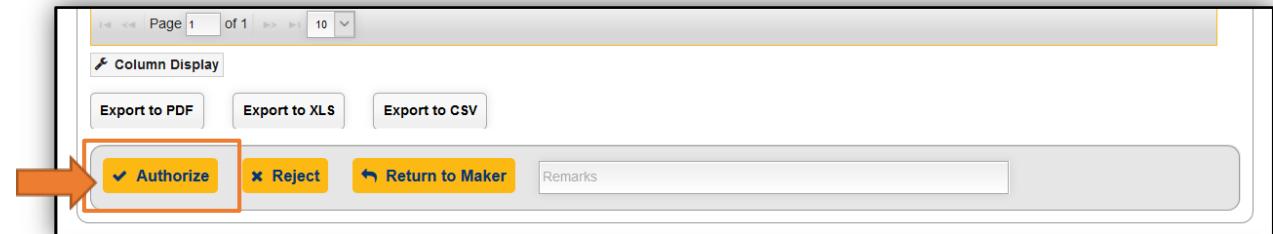
Business Online Banking – *Payment*

- Tick the box of the transaction to be authorized.



Reference Numbr	Curr	Charge Amo	Pay From	Merchant	Subscriber	Status	Workflow S	Transacti	Last Updat	Remarks
<input type="checkbox"/> BPA-06202022-16595	PHP	10.000.000	13450107776	ICTSI E-ADR	20000319500	Pending	For Authorization		6/20/22 4:59 PM	

- Click **Authorize > Submit**



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Column Display

Export to PDF Export to XLS Export to CSV

Authorize Reject Return to Maker Remarks



Export to PDF Export to XLS Export to CSV

Workflow Details

Action	Authorizer
Remarks	

Back Submit

Business Online Banking – *Payment*



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