

ACTS BDO E-ADR User Guide

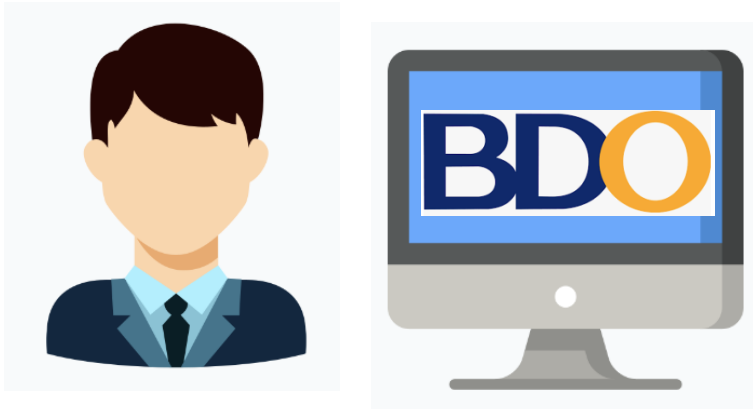
Personal Online Banking (POB)

ACTS E-ADR vs. ICTSI Manual ADR



ACTS E-ADR	ICTSI MANUAL ADR (via ADR PORTAL)
<p>24/7 AVAILABILITY of e-ADR processing and automated issuance</p>	<p>Available only between Monday to Friday, 8AM to 5PM, and excluding holidays</p>
<p>REQUIRES ONLY A 2-STEP PROCESS to issue an e-ADR</p> <ol style="list-style-type: none">1. Customer transacts via any BDO Payment Channel.2. Customer receives an automated email with the details of the generated e-ADR.	<p>Requires a 5-step procedure with manual submission and manual validation:</p> <ol style="list-style-type: none">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.
<p>ONLY TAKES LESS THAN 10 MINUTES to complete the whole e-ADR process</p>	<p>Takes an average of 1 hour from lodgement to issuance of ADR</p>

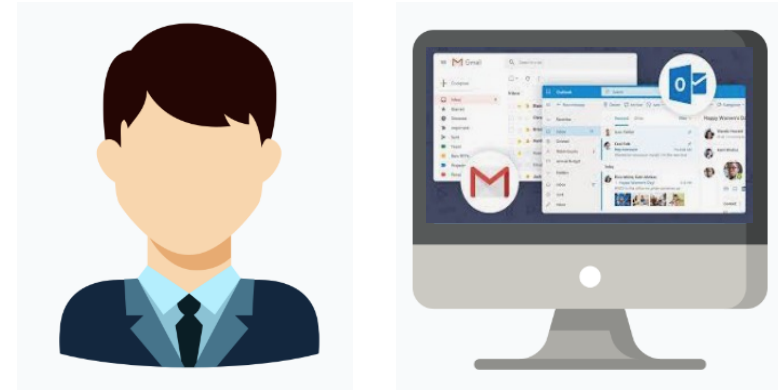
Step 1



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

1. Over-the-counter (OTC) – coming soon
2. Personal Online Banking (POB) / Mobile Banking
3. Business Online Banking (BOB) – 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)	<ul 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 style="list-style-type: none">- with maximum length of 40 characters
ACTS User Name	ACTS Username	<ul 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

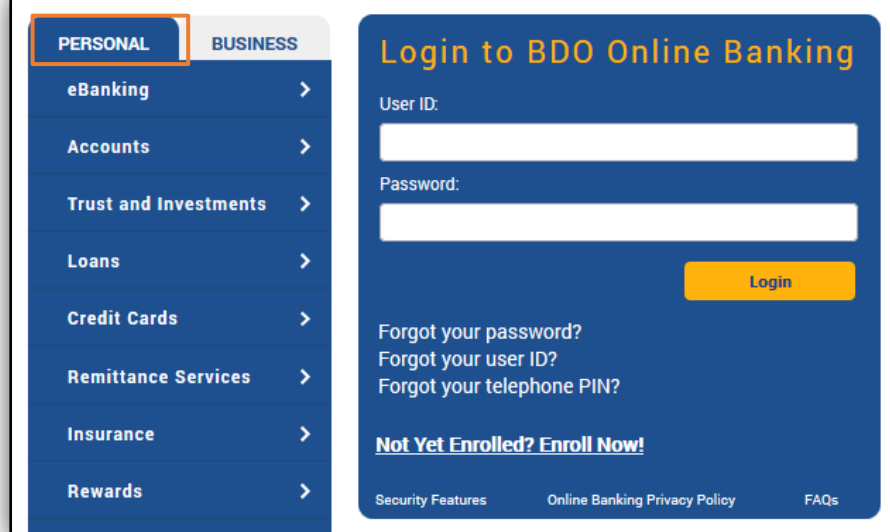


- Please ensure that the **registered email address** in your ACTS account is **correct** and **updated**.
- Only PHP-denominated deposits will be accepted.
- For inquiries on how to set up a BDO account, you may call (632) 8840 7000.
- For ICTSI ACTS-related inquiries, you may send email to customercare@ictsi.com.

**PERSONAL ONLINE BANKING /
NEW DIGITAL BANKING (MOBILE BANKING)**

Personal Online Banking

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



PERSONAL BUSINESS

eBanking >

Accounts >

Trust and Investments >

Loans >

Credit Cards >

Remittance Services >

Insurance >

Rewards >

Login to BDO Online Banking

User ID:

Password:

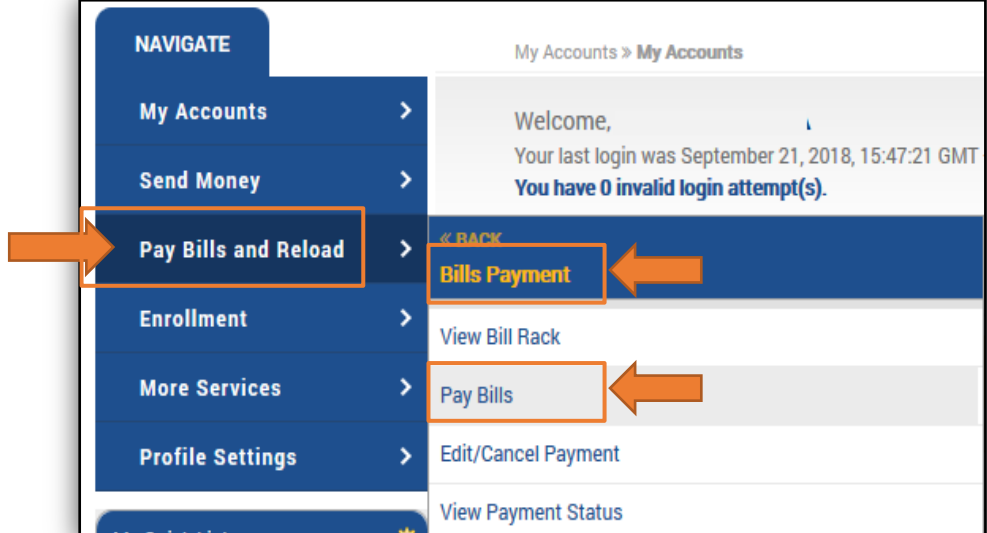
Login

Forgot your password?
Forgot your user ID?
Forgot your telephone PIN?

Not Yet Enrolled? Enroll Now!

Security Features Online Banking Privacy Policy FAQs

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



NAVIGATE

My Accounts > My Accounts

Welcome,

Your last login was September 21, 2018, 15:47:21 GMT

You have 0 invalid login attempt(s).

« BACK

Bills Payment

View Bill Rack

Pay Bills

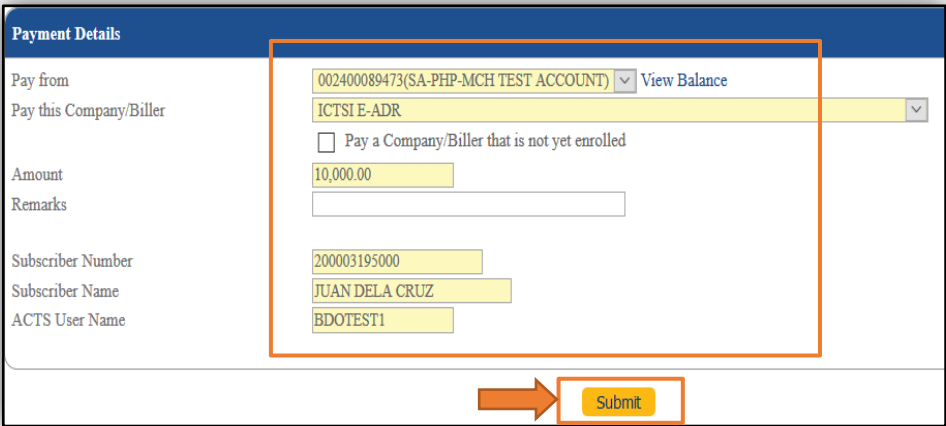
Edit/Cancel Payment

View Payment Status

My Quick Links

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.



Payment Details

Pay from: 002400089473(SA-PHP-MCH TEST ACCOUNT) View Balance

Pay this Company/Biller: ICTSI E-ADR

☐ Pay a Company/Biller that is not yet enrolled

Amount: 10,000.00

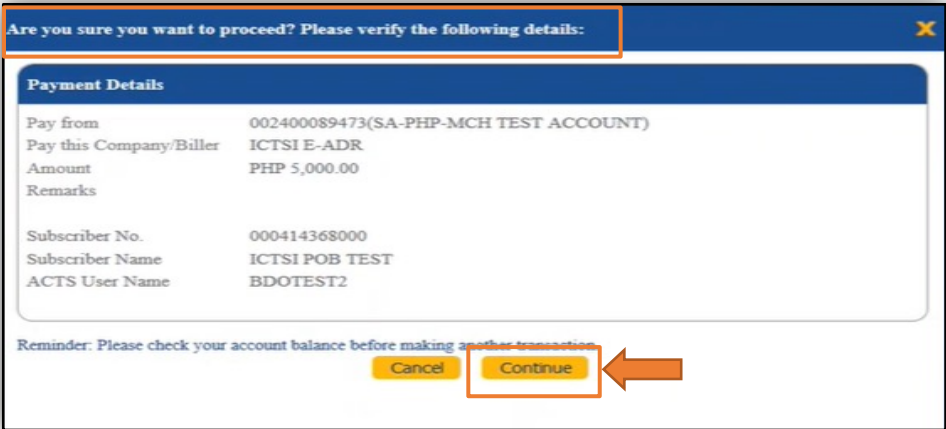
Remarks:

Subscriber Number: 200003195000

Subscriber Name: JUAN DELA CRUZ

ACTS User Name: BDOTEST1

Submit



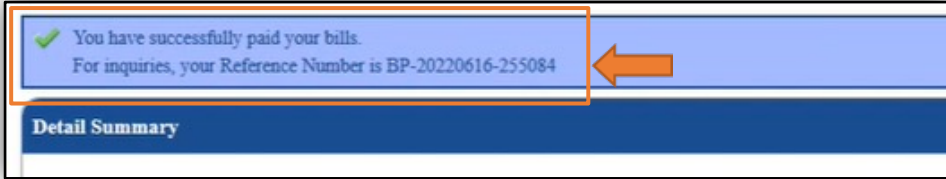
Are you sure you want to proceed? Please verify the following details:

Payment Details

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

Reminder: Please check your account balance before making another transaction.

Cancel **Continue**



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 to the registered email address in your ACTS account



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

 International Container Terminal Services, Inc. <small>ICTSI Administration Building, Manila International Container Terminal MICT South Access Road, Manila 1020, Philippines Telephone: 632-745-4191 Fax: 632-745-2244 VAT REG TIN: 000-223-223-000</small>		ACTS E-AR-000000001370	
ACKNOWLEDGEMENT RECEIPT		ADR NUMBER 0042191	DATE / TIME 06/24/2022 16:21:59
CUSTOMER ABCDE Company Inc.		CHECK DETAILS	
ADDRESS Manila City		BANK CODE: 8100 CHECK NUMBER: 000148287184 06/16/2022 16:15:57	
		AMOUNT	
ADR DEPOSIT		PHP 10,000 Ten Thousand Pesos	
<small>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.</small>			
PAYMENT FORM DEPOSIT ONLINE BANKING		ISSUED BY B0076572	