



ACTS E-ADR Facility

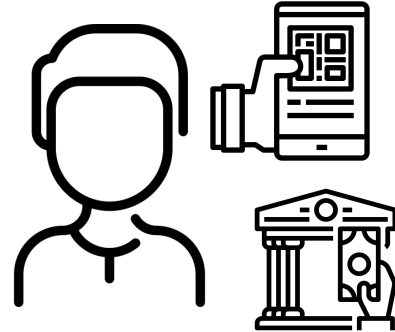
BENEFITS OF USING ACTS E-ADR FACILITY



ACTS E-ADR FACILITY via UNIONBANK BILLS PAYMENT FACILITY	ICTSI ADR (WEB APP PORTAL)
24/7 availability of e-ADR processing and issuance	24/7 availability for the submission of proof of deposit only
No longer requires manual confirmation from ICTSI Billing and Cash teams	Requires manual confirmation from ICTSI Billing and Cash team which is only available during their operating hours of Monday to Friday, 8AM to 5PM
Eliminates cancellation of the ADR issuance, as E-ADR now auto-validates the encoded amount/TIN/customer name in the system before completing the issuance	ADR issuance is cancelled, post-submission, when encoded amount/TIN/customer name is incorrect

**E-ADR is a facility currently available for UnionBank (UBP) clients only that transact via online business portal or mobile app. Over-the-counter UBP transactions are not yet included. For inquiries on how to set up a UBP account, please contact Leo Joe "Boom" Tumlos thru 09088150272/09178247523 and ljotumlos@unionbankph.com.*

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



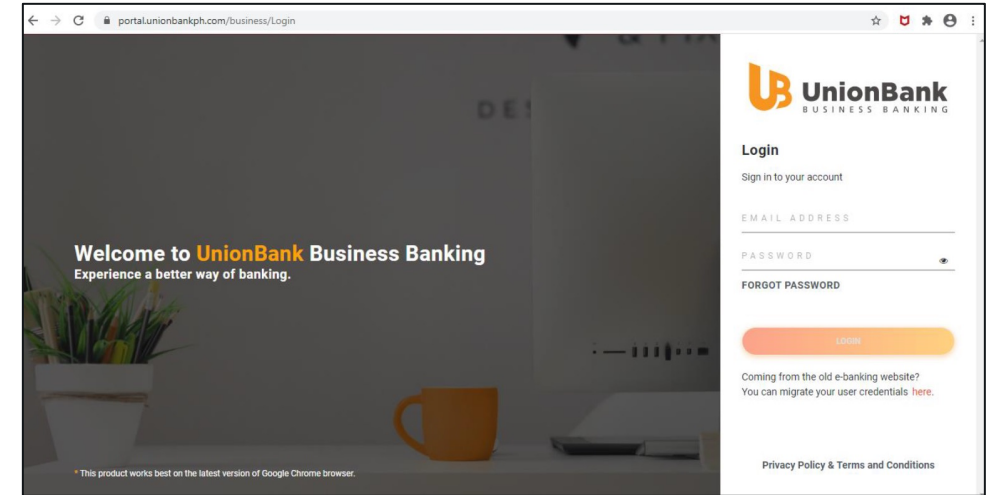
After a successful deposit transaction, Customer proceeds to validation of deposit using his **ACTS Online account** to generate e-ADR.

1.1

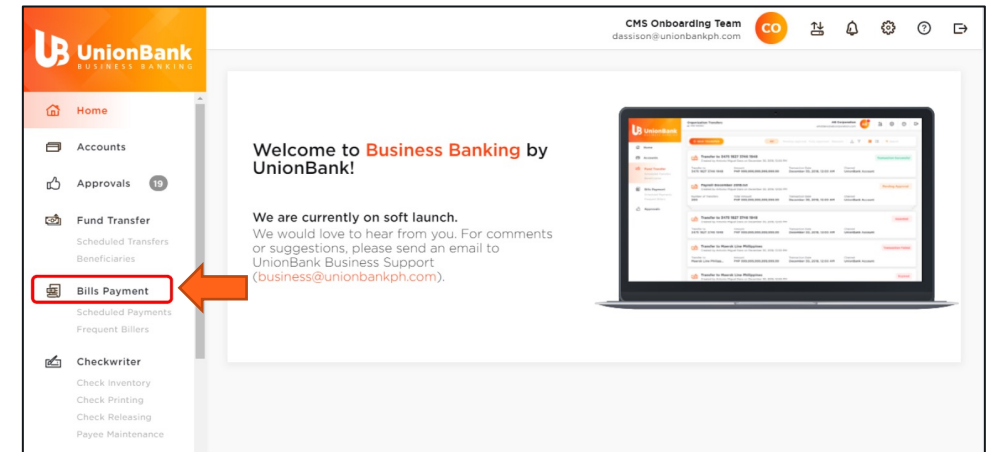
Deposit via UnionBank Business Banking (The Portal)

Deposit via UnionBank Business Banking (The Portal)

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

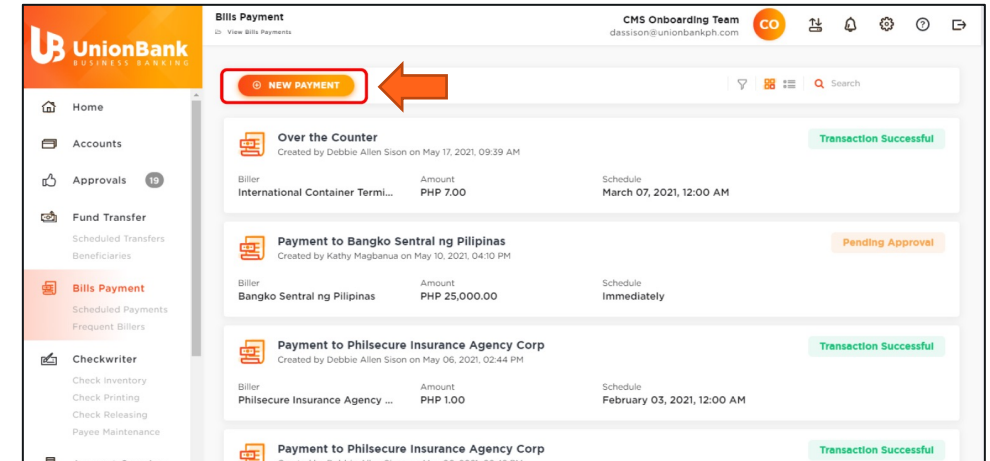


- Select “**BILLS PAYMENT**” from the menu.

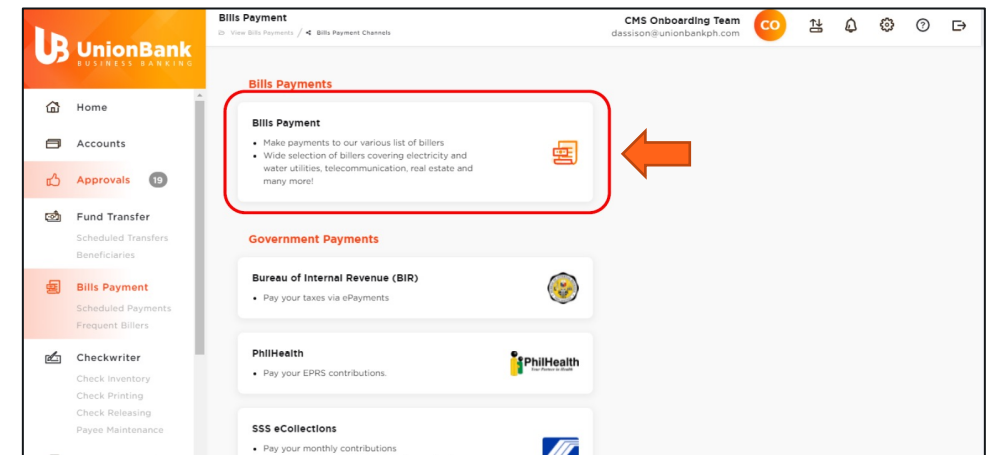


Deposit via UnionBank Business Banking (The Portal)

- Select **“NEW PAYMENT”**.

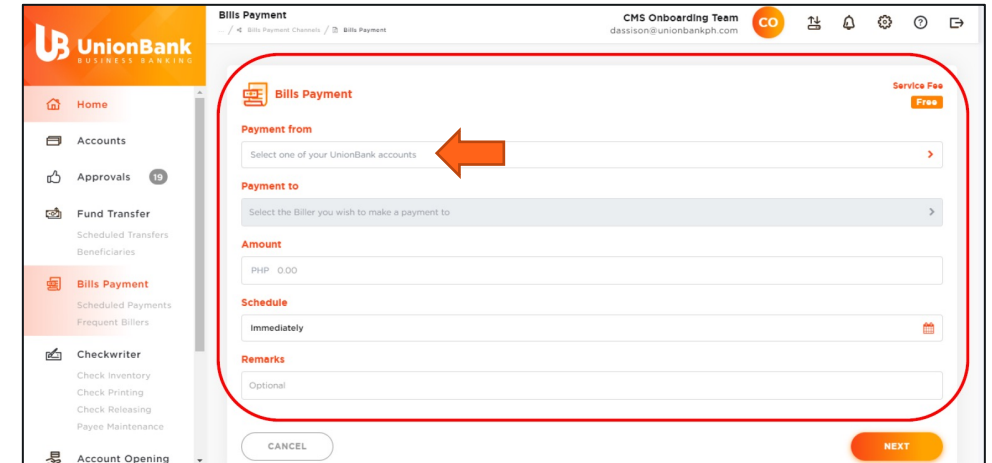


- Select **“BILLS PAYMENTS”**.



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

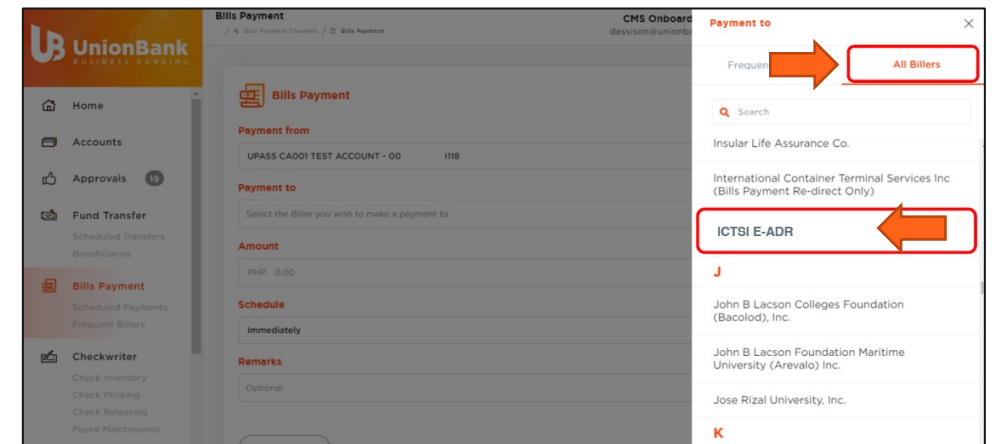
Amount
PHP 0.00

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@unionbankph.com

Payment to

Frequent

All Billers

Search

Insular Life Assurance Co.

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

ICTSI E-ADR

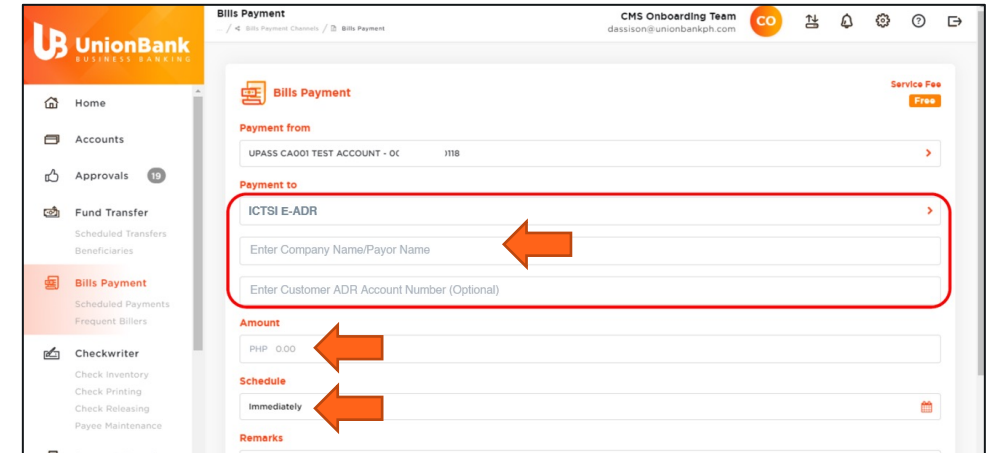
John B Lacson Colleges Foundation
(Bacolod), Inc.

John B Lacson Foundation Maritime
University (Arevalo) Inc.

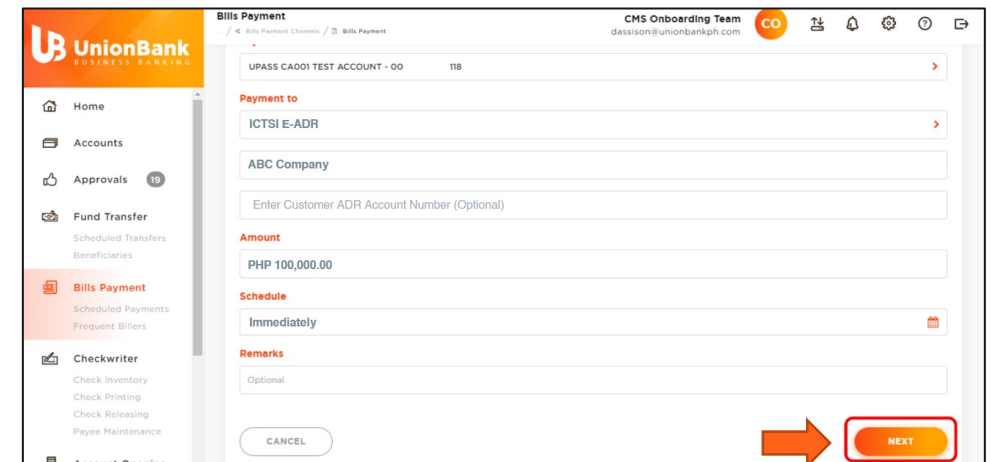
Jose Rizal University, Inc.

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.



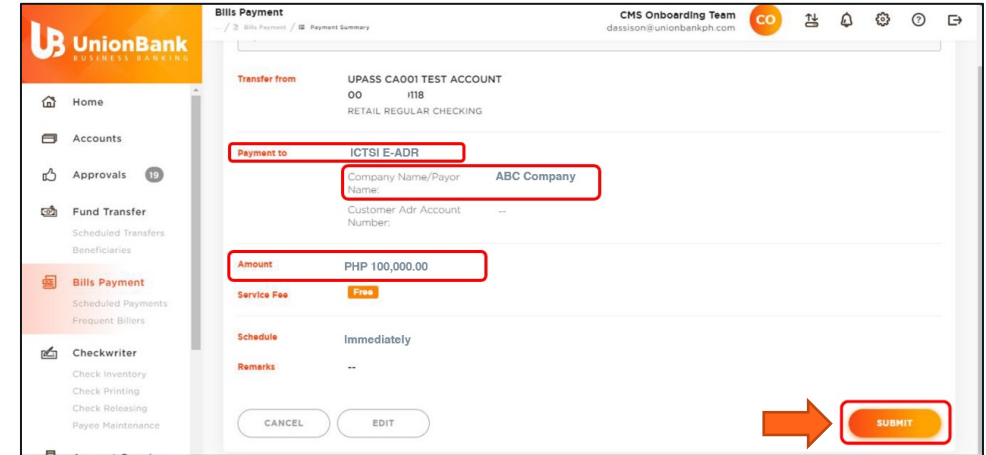
The screenshot shows the 'Bills Payment' portal in the UnionBank Business Banking interface. The left sidebar contains navigation links: Home, Accounts, Approvals, Fund Transfer, Bills Payment (selected), Checkwriter, and Account Opening. The main content area is titled 'Bills Payment' and includes a 'Service Fee' indicator (Free). 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'. Red arrows point to the 'Payment to' field, 'Amount' field, and 'Schedule' dropdown, indicating required input.



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 optional. 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.

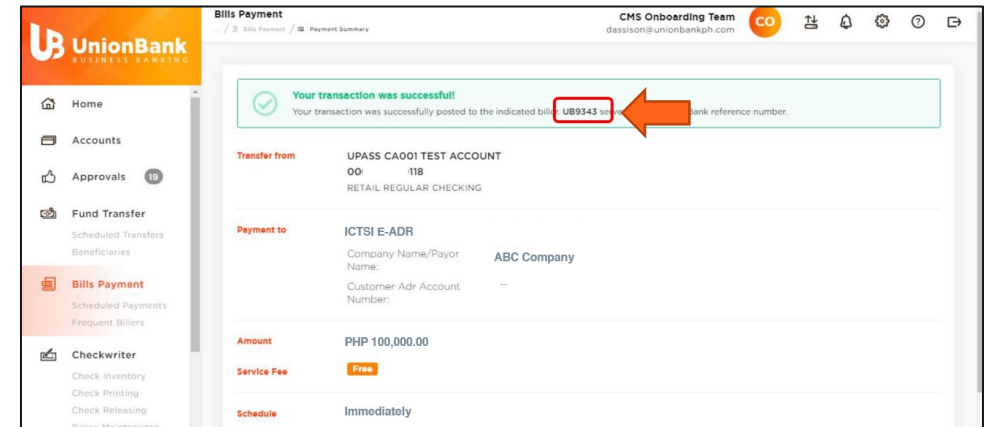


The screenshot shows the 'Bills Payment' interface in the UnionBank Business Banking portal. The left sidebar contains navigation links: Home, Accounts, Approvals (10), Fund Transfer, Bills Payment (selected), and Checkwriter. The main content area displays the following details:

- 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.



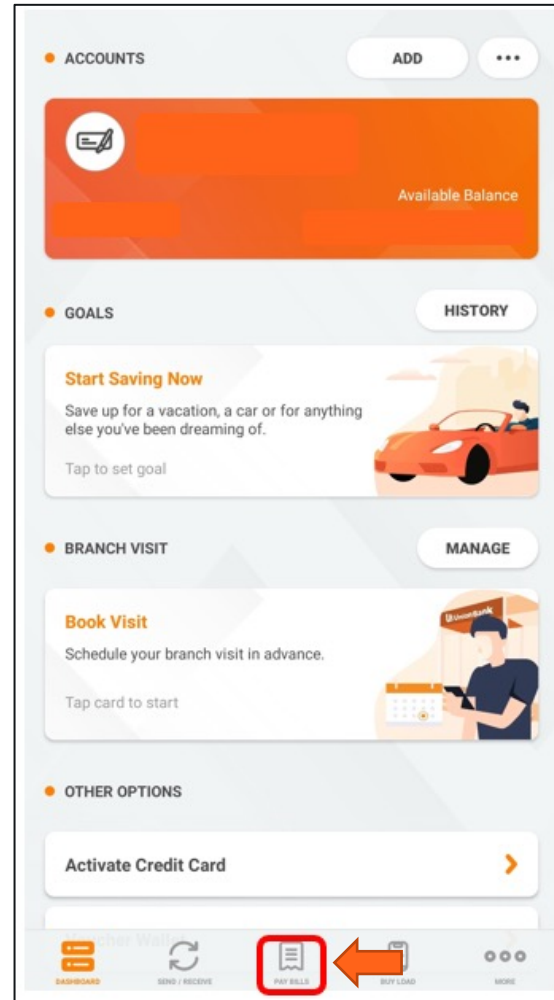
The screenshot shows the 'Bills Payment' interface after a successful transaction. A green banner at the top states: 'Your transaction was successful! Your transaction was successfully posted to the indicated biller. UB9343 is the bank reference number.' A red arrow points to the reference number 'UB9343'.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

1.2

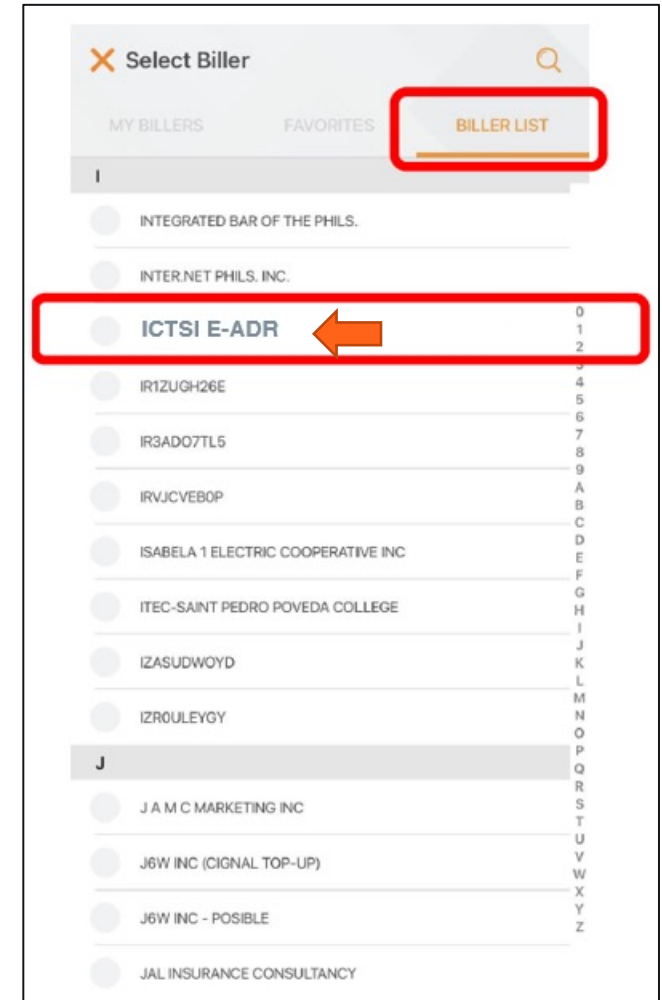
Deposit via UB Online and Mobile App

Deposit via UB Online and Mobile App

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

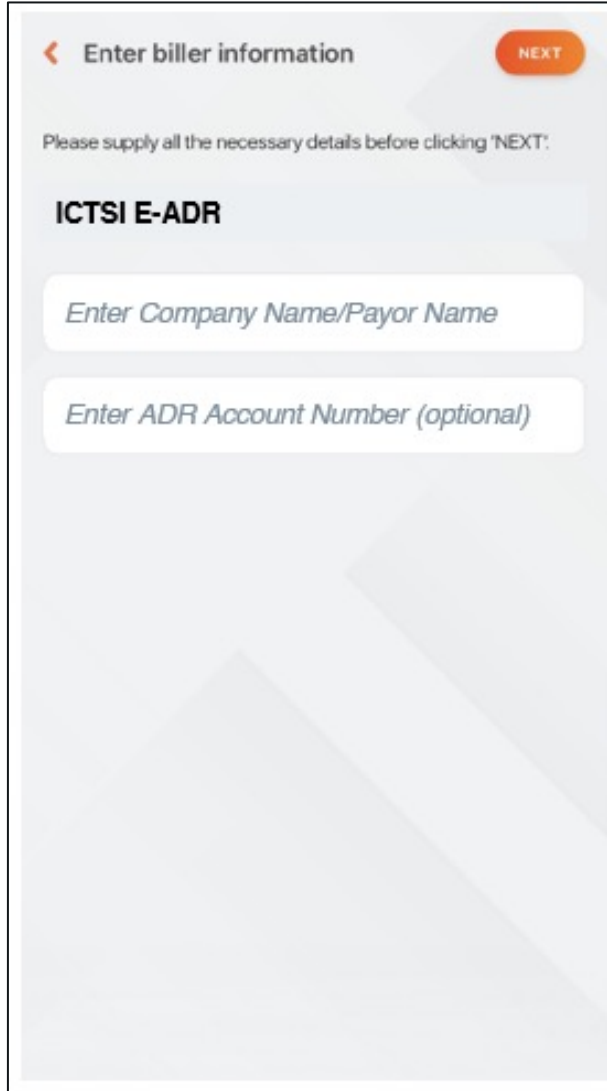


- Under “Biller List”, search and select “**ICTSI E-ADR**” from the list.



Deposit via UB Online and Mobile App

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

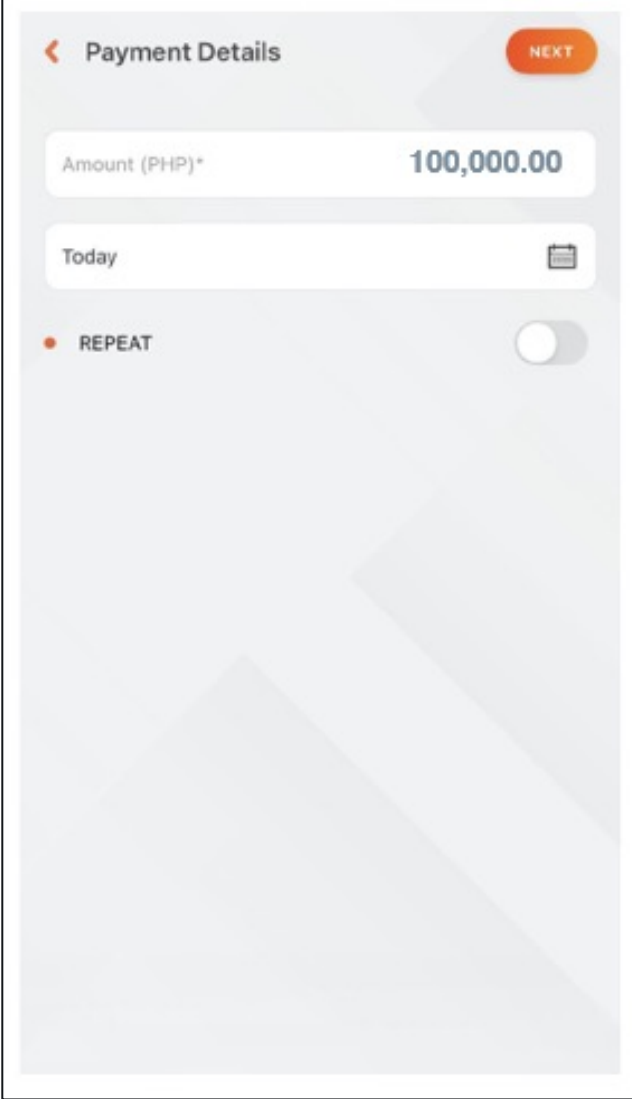


- **Select one of your UnionBank Account.**



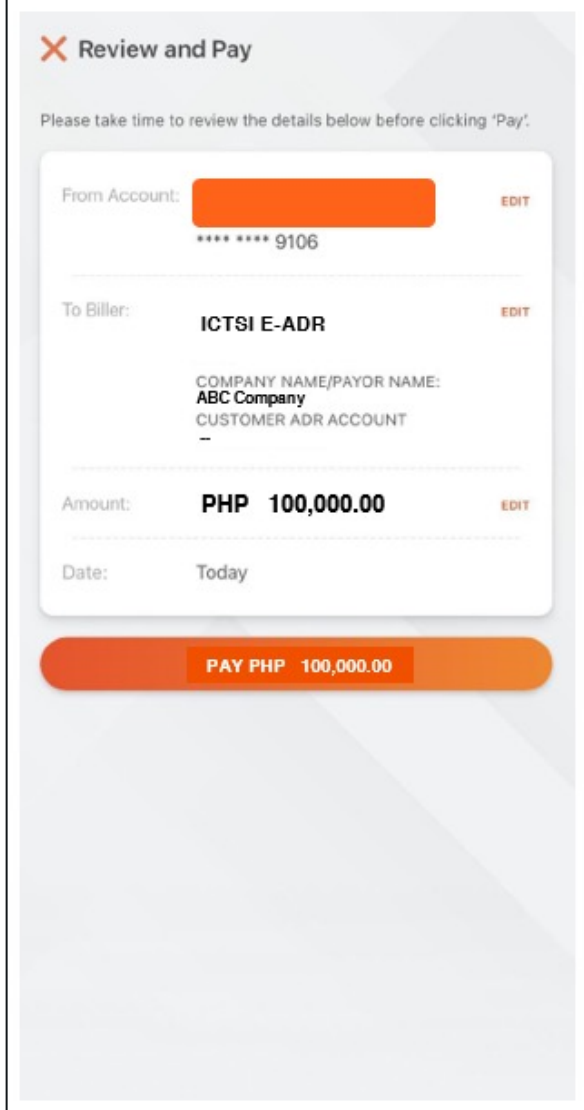
Deposit via UB Online and Mobile App

- 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, the title 'Payment Details', and an orange 'NEXT' button. Below the title, there is a text input field for 'Amount (PHP)*' with the value '100,000.00'. Underneath that 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.

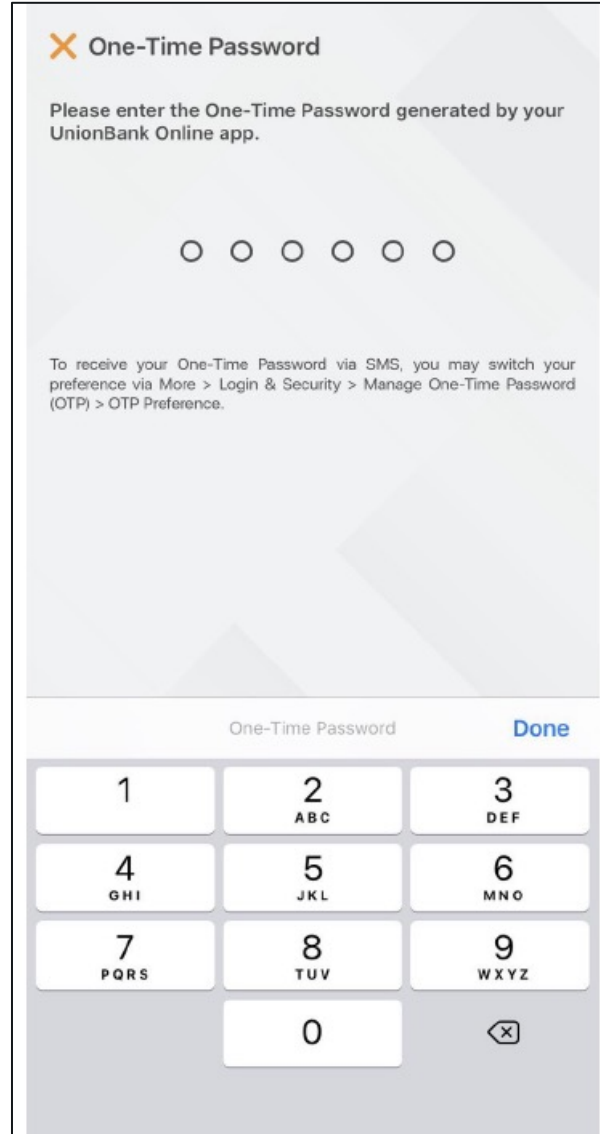
- Review the transaction then click the **PAY** button.



The screenshot shows the 'Review and Pay' screen. At the top, there is a red 'X' icon, the title 'Review and Pay', and a subtitle 'Please take time to review the details below before clicking 'Pay''. Below the subtitle, there is a 'From Account' section with a masked card number '**** * 9106' and an 'EDIT' link. The 'To Biller' section shows 'ICTSI E-ADR' with an 'EDIT' link. Below that, the 'COMPANY NAME/PAYOR NAME' is 'ABC Company' and the 'CUSTOMER ADR ACCOUNT' is '—'. The 'Amount' is 'PHP 100,000.00' with an 'EDIT' link. The 'Date' is 'Today'. At the bottom, there is a large orange button labeled 'PAY PHP 100,000.00'.

Deposit via UB Online and Mobile App

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



One-Time Password

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

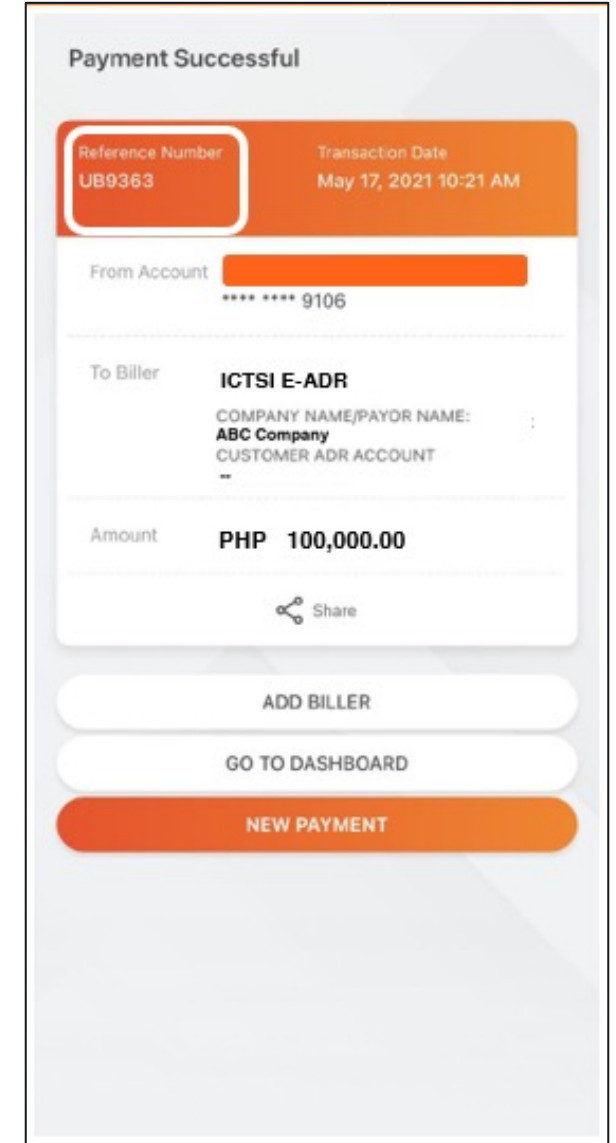
○ ○ ○ ○ ○ ○

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 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
0		✕

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



Payment Successful

Reference Number UB9363	Transaction Date May 17, 2021 10:21 AM
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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

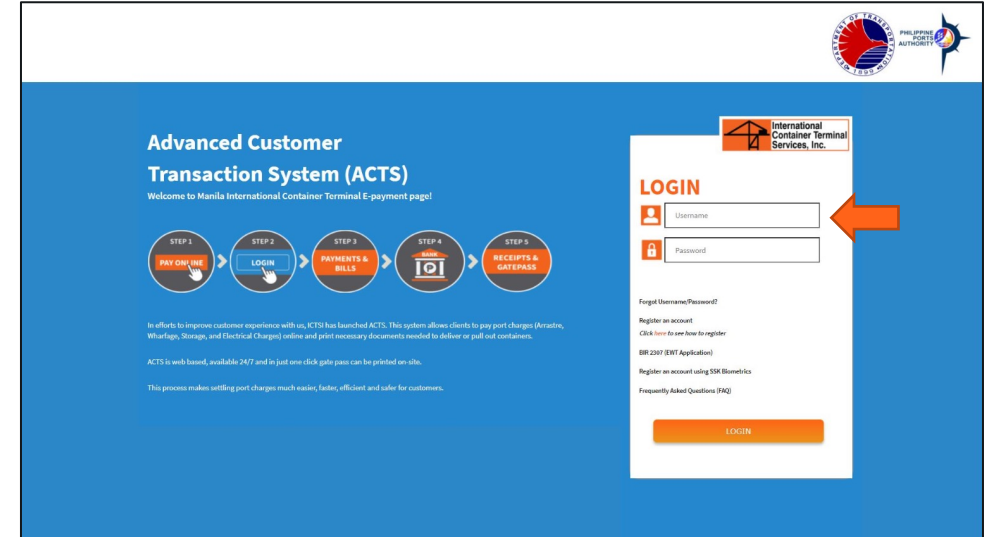
NEW PAYMENT

2.0

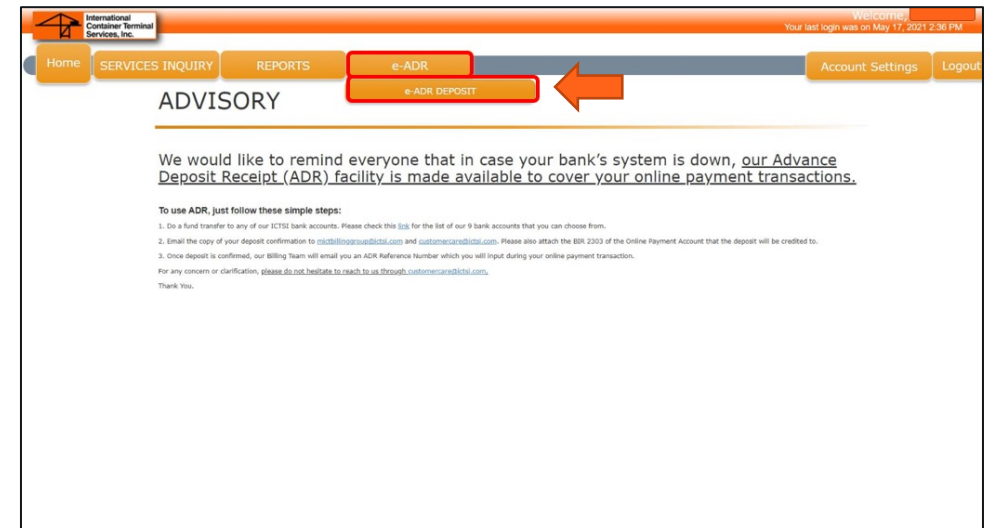
Issuance of E-ADR thru ACTS Online

Issuance of E-ADR thru ACTS Online

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

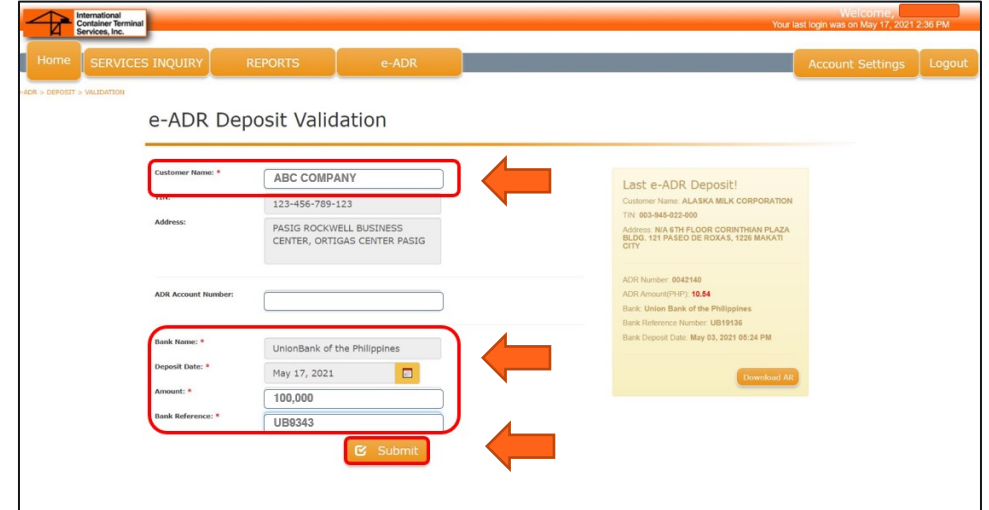


- Go to “**e-ADR**” menu and select “**e-ADR Deposit**”.



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: 

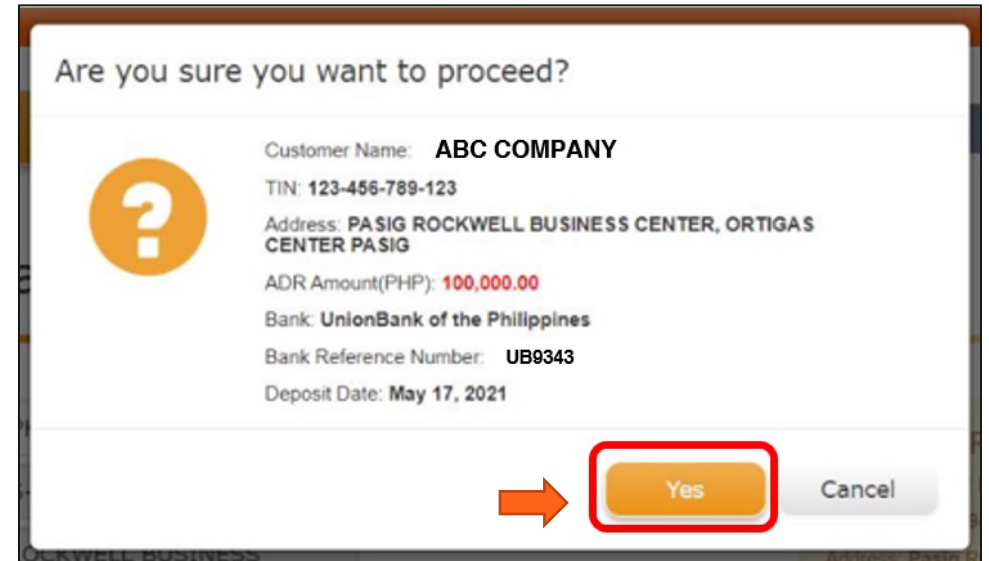
Amount:

Bank Reference: 


Last e-ADR Deposit!

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

ADR Number: 0042148
ADR Amount(PHP): **₱0.84**
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**

