

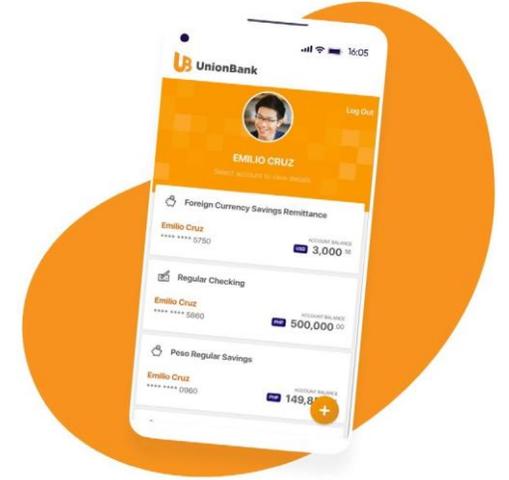
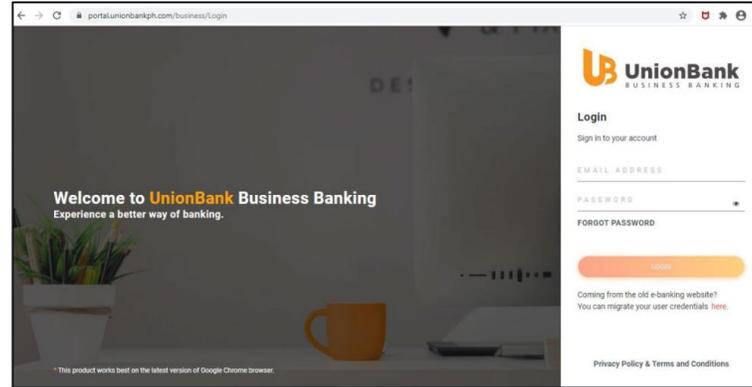
02

Advance Deposit Receipt (ADR)

2.1

E-ADR CREATION GUIDE (via UnionBank)

E-ADR Creation Guide (UBP)



The E-ADR is a facility currently available for **UnionBank** account holders only that transact via online business portal or mobile app's Bills Payment Facility. Over-the-counter bills payment transactions are not yet included.

For inquiries on how to set up a UBP account, please contact

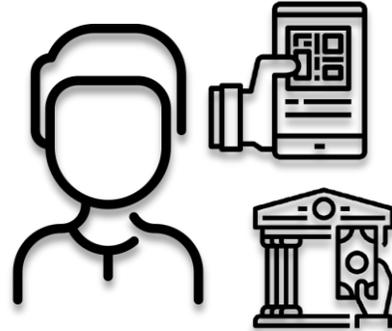
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mavsibal@unionbankph.com

E-ADR Creation Guide (UBP)

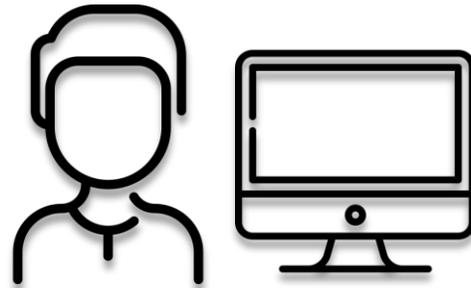
Step 1



Customer makes a deposit transaction (via Bills Payment) through either of the following **UnionBank Payment Channels**:

1. Online Business Banking (The Portal)
2. UB Online/Mobile App

Step 2



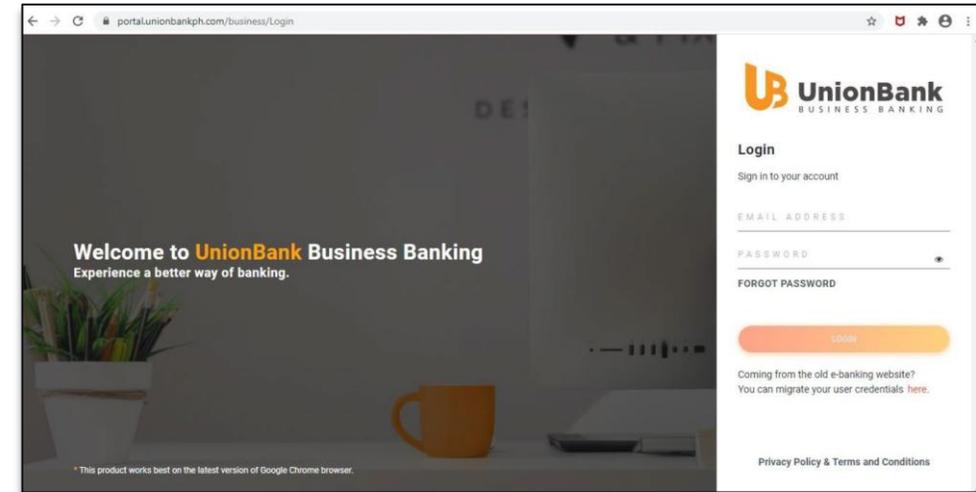
After a successful deposit transaction, Customer proceeds to validation of deposit using his **Online Payment System account** to generate E-ADR.

2.1.1

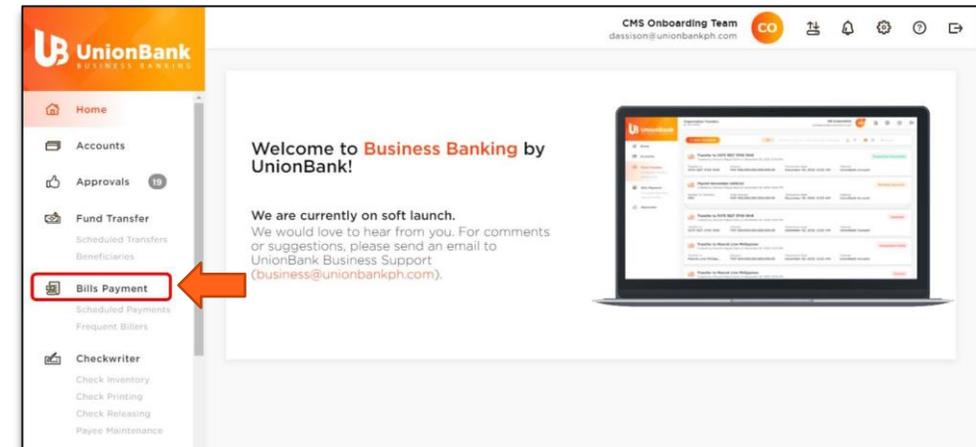
Deposit via UnionBank Business Banking (The Portal)

E-ADR Creation User Guide (UBP)

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



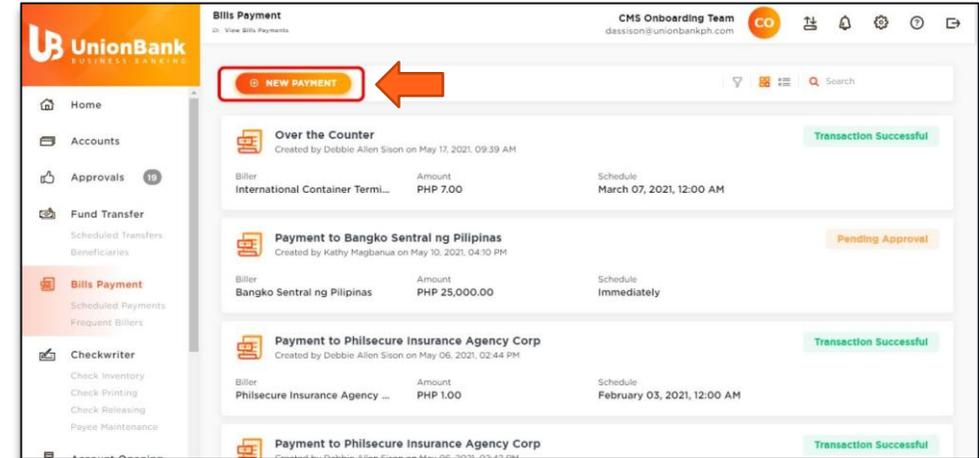
- Select “**BILLS PAYMENT**” from the menu



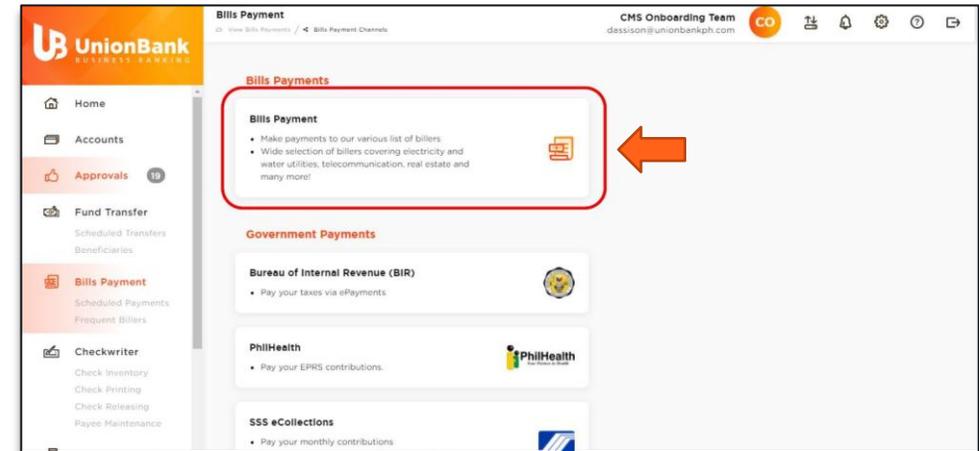
E-ADR Creation User Guide (UBP)



- Select **“NEW PAYMENT”**



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



E-ADR Creation User Guide (UBP)

- Select your UnionBank Account

The screenshot shows the UnionBank mobile app interface for Bills Payment. The 'Payment from' dropdown menu is highlighted with a red circle and an orange arrow pointing to it. The interface includes a sidebar with navigation options like Home, Accounts, Approvals, Fund Transfer, Bills Payment, Checkwriter, and Account Opening. The main form fields include Payment from, Payment to, Amount, Schedule, and Remarks.

- Under “Payment To”, search and select the MICTSI biller ID from the list: **"MINDANAO INTERNATIONAL CONTAINER TERMINAL SERVICES INC E-ADR"**

The screenshot shows the UnionBank mobile app interface for Bills Payment. The 'Payment to' dropdown menu is open, showing a search bar and a list of billers. The 'All Billers' button is highlighted with a red circle and an orange arrow pointing to it. Below the search bar, the list of billers is visible, and 'ICTSI E-ADR' is highlighted with a red circle and an orange arrow pointing to it. The list includes Insular Life Assurance Co., International Container Terminal Services Inc (Bills Payment Re-direct Only), John B Lacson Colleges Foundation (Bacolod), Inc., John B Lacson Foundation Maritime University (Arevalo) Inc., and Jose Rizal University, Inc.

E-ADR Creation User Guide (UBP)

- Input the required reference details:
 - Company Name / Payor Name* (required)
 - Amount* (required)
 - Schedule* (required)
 - Remarks (optional)

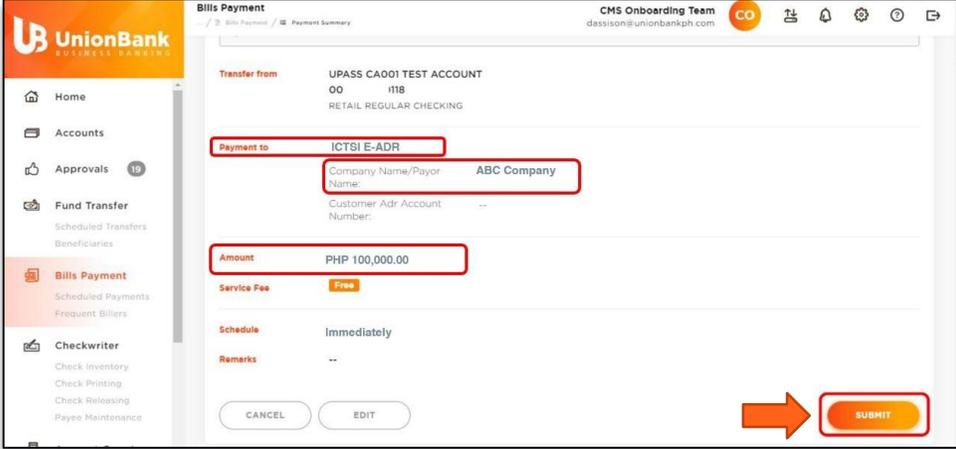
- Once necessary fields has been filled out, proceed by clicking the **NEXT** button.

The screenshot shows the 'Bills Payment' form in the UnionBank mobile app. The form is titled 'Bills Payment' and includes a 'Service Fee' indicator set to 'Free'. The 'Payment from' field is populated with 'UPASS CA001 TEST ACCOUNT - 00 1118'. The 'Payment to' field is set to 'ICTSI E-ADR'. Below this, there are three input fields: 'Enter Company Name/Payor Name', 'Enter Customer ADR Account Number (Optional)', and 'Amount'. The 'Amount' field is currently empty, and the 'Schedule' field is set to 'Immediately'. The 'Remarks' field is empty. Red arrows point to the 'Enter Company Name/Payor Name', 'Amount', and 'Schedule' fields, indicating they are required.

The screenshot shows the 'Bills Payment' form in the UnionBank mobile app, now with the required fields filled out. The 'Payment to' field is still 'ICTSI E-ADR'. The 'Enter Company Name/Payor Name' field is now populated with 'ABC Company'. The 'Amount' field is now populated with 'PHP 100,000.00'. The 'Schedule' field is still 'Immediately'. The 'Remarks' field is now populated with 'Optional'. At the bottom of the form, there are two buttons: 'CANCEL' and 'NEXT'. A red arrow points to the 'NEXT' button, indicating it should be clicked to proceed.

E-ADR Creation User Guide (UBP)

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



UnionBank BUSINESS BANKING

Bills Payment

Transfer from: UPASS CA001 TEST ACCOUNT
OO 1118
RETAIL REGULAR CHECKING

Payment to: ICTSI E-ADR
Company Name/Payor Name: ABC Company
Customer ADR Account Number: --

Amount: PHP 100,000.00

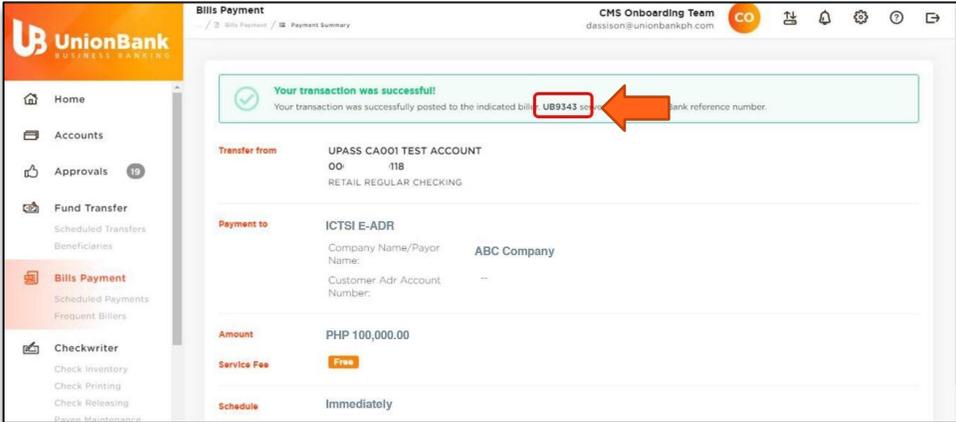
Service Fee: Free

Schedule: Immediately

Remarks: --

CANCEL EDIT SUBMIT

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



UnionBank BUSINESS BANKING

Bills Payment

Transfer from: UPASS CA001 TEST ACCOUNT
OO 1118
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

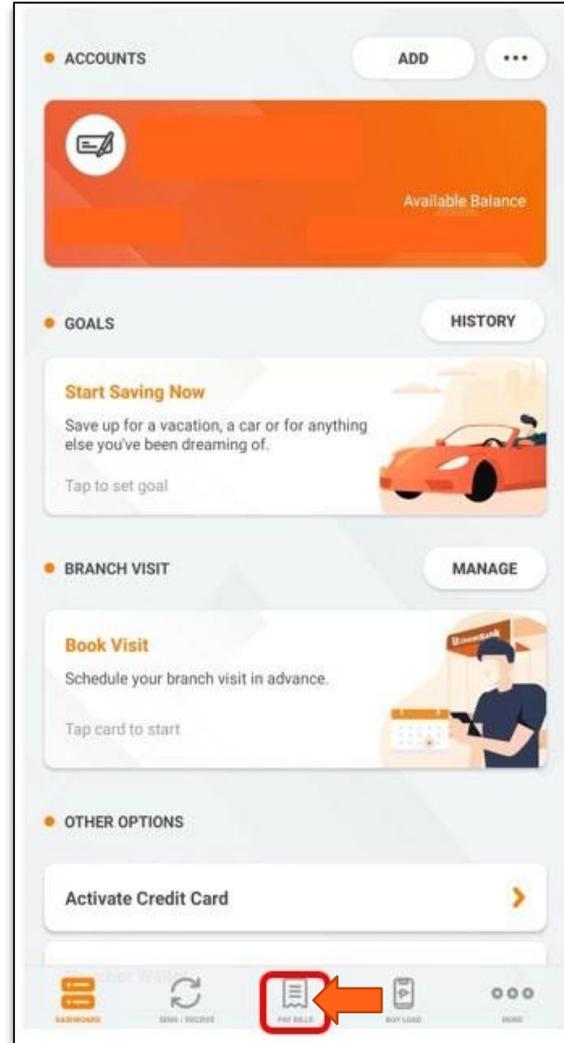
Your transaction was successful!
Your transaction was successfully posted to the indicated biller UB9343 select bank reference number.

2.1.2

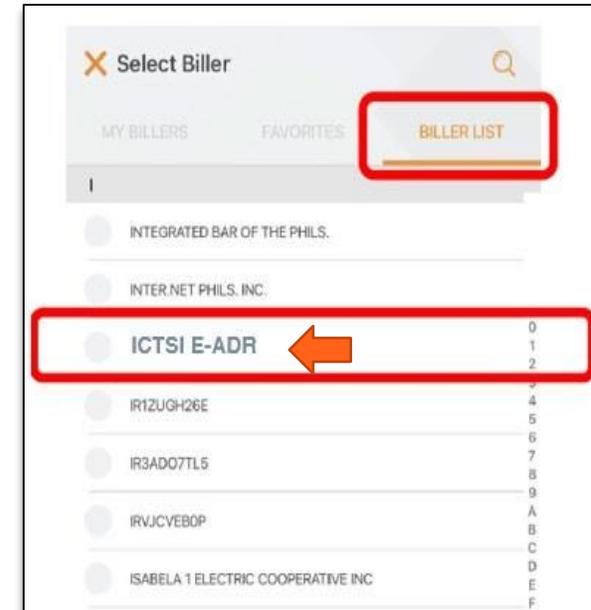
Deposit via UB Online and Mobile App

E-ADR Creation User Guide (UBP)

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



- Under **“Biller List”**, search and select the either of the following biller IDs from the list:
 - For MICT, **“ICTSI E-ADR”**
 - For Northport, **“MNHPI E-ADR”**
 - For SBITC, **“SBITC E-ADR”**
 - For MCT, **“MINDANAO INTERNATIONAL CONTAINER TERMINAL SERVICES INC E-ADR”**



E-ADR Creation User Guide (UBP)

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

< Enter biller information **NEXT**

Please supply all the necessary details before clicking 'NEXT'.

ICTSI E-ADR

Enter Company Name/Payor Name

Enter ADR Account Number (optional)

- **Select one of your UnionBank Account**

< Pay from which account?

Select the account you want to pay from.

109 9106
PHP 221,311.71

E-ADR Creation User Guide (UBP)

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

Payment Details

Amount (PHP)* 100,000.00

Today

REPEAT

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

Review and Pay

Please take time to review the details below before clicking 'Pay'.

From Account: [Masked] 9106 EDIT

To Biller: ICTSI E-ADR EDIT

COMPANY NAME/PAYOR NAME:
ABC Company
CUSTOMER ADR ACCOUNT
-

Amount: PHP 100,000.00 EDIT

Date: Today

PAY PHP 100,000.00

E-ADR Creation User Guide (UBP)

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



One-Time Password

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

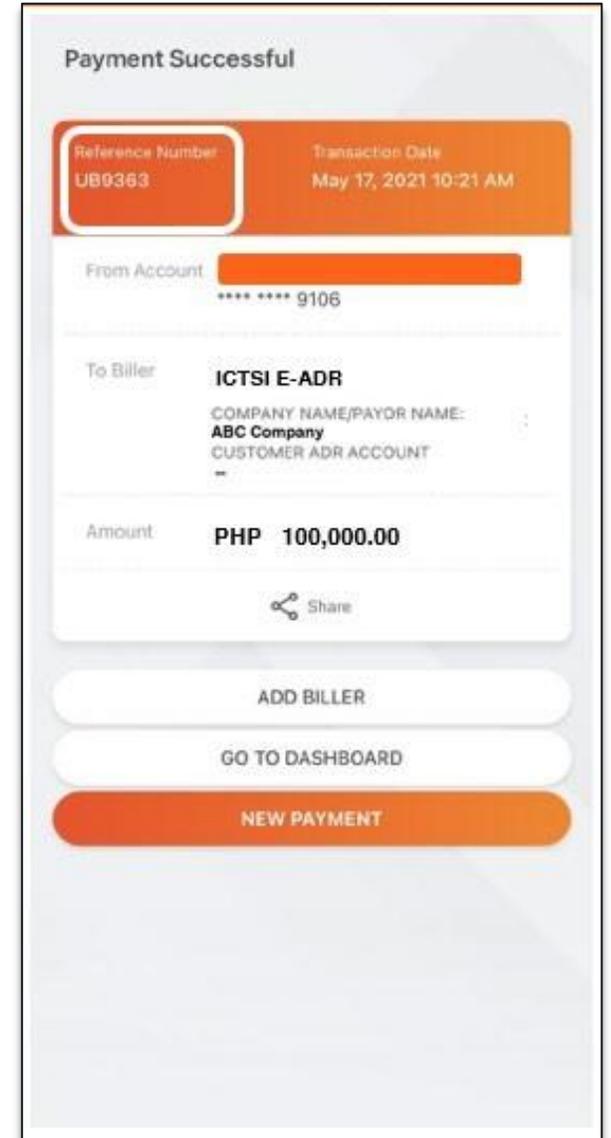
○ ○ ○ ○ ○ ○ ○

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
----------------------------	---

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](#)

2.1.3

Generation of E-ADR thru Online Payment System

E-ADR Creation User Guide (UBP)

1. Go to the Online Payment System website then enter your login credentials

International Container Terminal Services, Inc.
ICTSI Online Payment System
User ID
Password
Login
New User? Register here
Can't Login?
E-2307 Registration



2. From the landing page, go to “Service Inquiry” menu

Hi, User!
Advisory
Dashboard
Service Inquiry
Transaction History
Settings
Service Inquiry
Select a Transaction
Import Transaction (Inbound)
Additional Storage
Additional Power
Export Transaction (Outbound)
Special Service
Generate e-OR/e-BS
Generate Gatepass
E-ADR

3. Select “E-ADR” from the available transactions

E-ADR Creation User Guide (UBP)

4. Enter the **Customer TIN** to whom the e-ADR will be issued. Click the **Search** button to validate against system records.

If no records found, kindly reach out to the terminal's billing or customer service team to create a record.

5. Enter the following details, then click **SUBMIT**

- *Deposit date*
- *Deposit Amount*
- *Bank reference (refer to bank confirmation)*

These input details should match with the deposit transaction made.

The screenshot shows the 'E-ADR' form with the following fields and annotations:

- Customer Name: ***: Input field.
- TIN: ***: Input field with a red circle '4' and an arrow pointing to a search button in a red box.
- Address: ***: Input field.
- Bank Name: ***: Input field with 'UnionBank of the Philippines' selected and a red circle '5'.
- Deposit Date: ***: Input field with 'September 22, 2023' and a calendar icon.
- Amount: ***: Input field.
- Bank Reference: ***: Input field.
- Submit**: Orange button with a checkmark icon.

Red boxes highlight the search button for TIN and the date, amount, and bank reference fields. Orange arrows point from the text instructions to these specific fields.

E-ADR Creation User Guide (UBP)

- Review and validate deposit transaction details, then click **YES**
- System will validate the deposit transaction. Wait for successful processing and click **DOWNLOAD E-AR** to generate e-ADR
- A copy of E-ADR will be automatically generated and downloaded into your computer

Successfully processed e-ADR Deposit



Customer Name: Indra Philippines Inc.
TIN: 123-456-789-000
Address: Pasig City
ADR Amount(PHP): **20,000.00**
Bank: Union Bank of the Philippines
Bank Reference Number: UBP0001
Deposit Date: February 10, 2021

[Download AR](#)