



Bills Payment Payor Procedures

Transaction Banking Group – Cash Management Services
Large Corporates & Financial Institutions – Client Support – Implementation

We find ways[®]

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Overview



Bills Payment Overview



- A collection facility that enables customers to settle dues or bills for MESALA INC.
- Channels available are: Branch, Business Online Banking (Corporate) & Personal Online Banking (Individual)



Bills Payment Merchant Details



Institution Code	1929
Institution Name	MESALA, INC
Product Code / Product Name	978 / DEPOSIT 979 / LOAN
Channel Enrollment	Over-the-Counter (OTC) Business Online Banking (BOB) Personal Online Banking (POB)
Subscriber Number	RSD Account No or Loan Account No - consists of 14 numeric characters
Subscriber Name	Customer Name
Contact Number	Consists of 8 to 11 numeric characters

Payor Procedures



Bills Payment Payor Procedures – Over-the-Counter



Over the Counter (OTC)

Payors transact payment through a BDO Branch.

1. Accomplish the Cash or Check Transaction Slip
2. Present the duly accomplished Transaction Slip and Billing Statement (if applicable) to the Client Service Associate/Teller



Accepted Forms of Payment	- Cash and Check
Accepted Type of Checks	- Local Checks - Cashier's / Manager's Checks
Accepted Payment Requirements	- Full or Partial Payments - With or without Statement of Account (SOA) - On or Before due date of SOA

Bills Payment Payor Procedures – Over-the-Counter



Over the Counter (OTC)

Sample Cash Transaction Slip

BDO
Cash Transaction Slip

Deposits

- Current
- Savings
- Time Deposit/
Placement
- For Account
with Deposit
Reference
Facility

Bills Payment

Cash Card

- Sale Reload

Payment

- Loan Trade

Machine Validation

Account Name _____

Account No. _____

Payor's Name _____ Reference No. _____

Company Name: **MESALA INC**

Institution Code: **1 9 2 9** | Product Code: **9 7 8**

Subscriber's Name: **JUAN C. DELA CRUZ**

Subscriber's Account No.: **10000200125820 / 09178451087**

Cardholder's Name/Contact No. _____ Cash Card No. _____

Borrower's Name _____ Promissory Note No. / Trade Reference No. _____

Currency Peso US Dollar Others

Date **04/21/22**

Use separate slip(s) for each type of transaction.

Denomination	Pieces	Amount
1,000	10	10,000
Total Amount		10,000

This serves as your receipt when machine validated.

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Bills Payment Payor Procedures – Over-the-Counter



Over the Counter (OTC) Sample Check Transaction Slip

Check Transaction Slip

Deposits Account Name _____

Current Account No. _____

Savings Payor's Name _____ Reference No. _____

Time Deposit/
Placement For Account with Deposit Reference Facility

Bills Payment Company Name Institution Code Product Code

MESALA INC 1 | 9 | 2 | 9 9 | 7 | 9

Subscriber's Name Subscriber's Account No.

JUAN C. DELA CRUZ 10000200435594 / 8229343

Payment Borrower's Name Promissory Note No. / Trade Reference No.

Loan Trade

Machine Validation

Currency Date 04/21/22

Peso US Dollar Others

Local On-us MC/DD Others

Use separate slip(s) for each type of transaction.

Bank/Branch	Check No.	Amount
BDO / Corporate Center	1000325671	10,000
Total Amount		10,000

This serves as your receipt when machine validated.

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Bills Payment

Payor Procedures – Personal Online Banking



Personal Online Banking

Payors transact payment through BDO Online Banking



Subscriber Enrollment	Unenrolled
Accepted Source of Payment	Checking or Savings Account

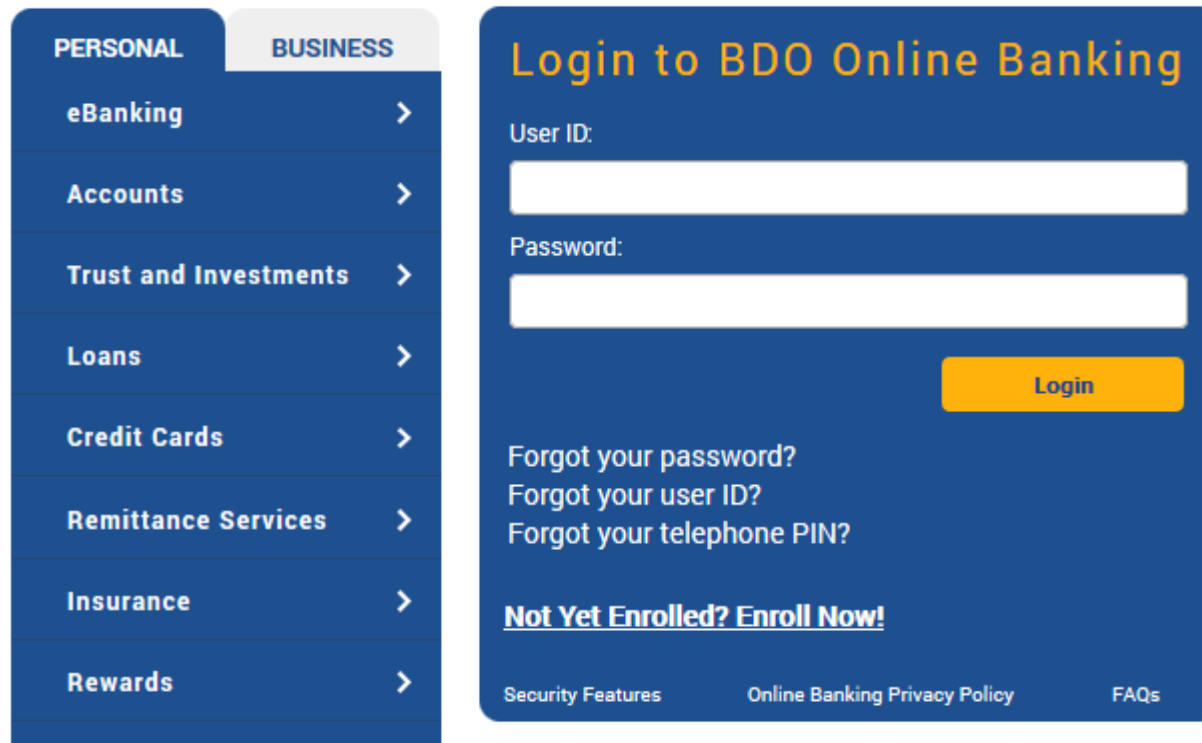
Bills Payment

Payor Procedures – Personal Online Banking



Online Banking: How to pay MESALA INC

1. Go to <https://online.bdo.com.ph> and login to your **BDO Online Banking** account.

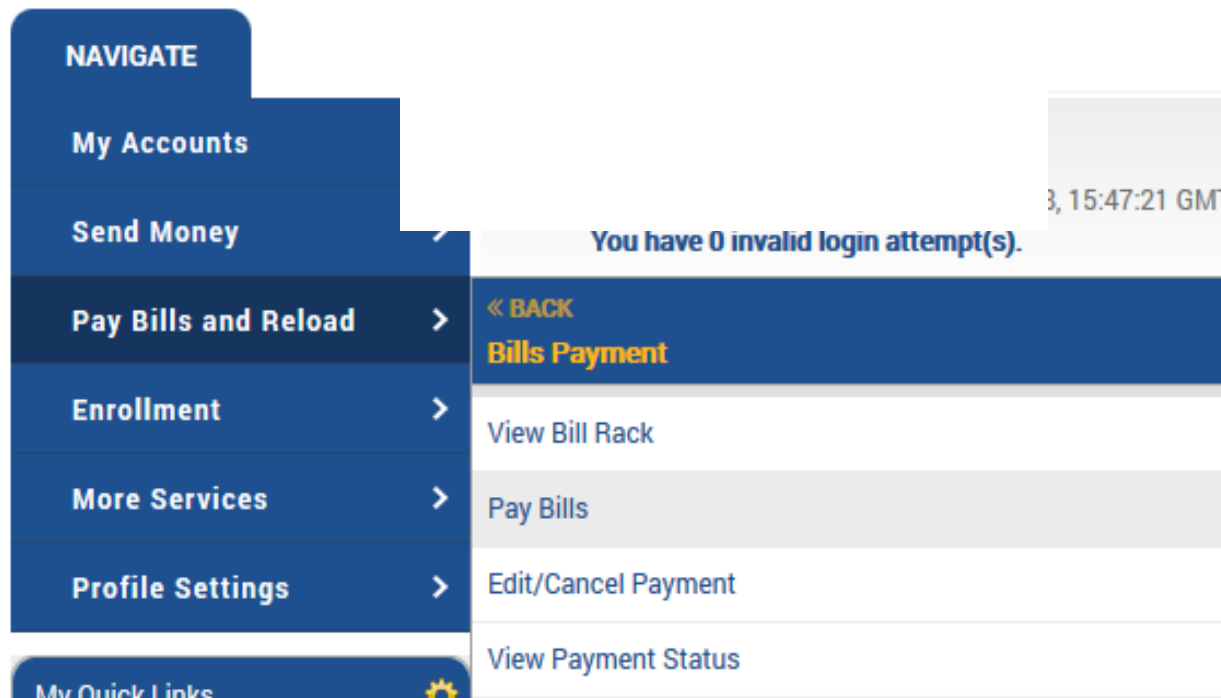


Bills Payment Payor Procedures – Personal Online Banking



Online Banking: How to pay MESALA INC

1. Click **Pay Bills and Reload > Bills Payment > Pay Bills**



Bills Payment

Payor Procedures – Personal Online Banking



Online Banking: How to pay a MESALA INC

2. Fill out the **Payment Details** > Click **Submit**.
3. A confirmation prompt will be displayed > Click **OK**.
4. A confirmation page will be displayed with a **transaction reference number**. Likewise, an e-mail notification will be sent to your registered e-mail address.

Payment Details	
Pay from	002400089473(SA-PHP-MCH TEST ACCOUNT) <input type="button" value="View Balance"/>
Pay this Company/Biller	MESALA, INC - DEPOSIT <input type="button" value="v"/> <input type="checkbox"/> Pay a Company/Biller that is not yet enrolled
Amount	1,000.00
Remarks	<input type="text"/>
Subscriber Number	10000200125820
Subscriber Name	JUAN DELA CRUZ
Contact Number	09178451087

Reminders



Bills Payment Reminders



Channel Payment Cut-off Time

OTC	<ul style="list-style-type: none">• Cash payments – Branch closing time• Check payments – Local check clearing branch cut-off
Personal Online Banking/Mobile Banking	10:00 PM

- Payments received within the channel payment cut-off time will reflect on member's RSD (Regular Savings Deposit) account or Loan account the next business day at 1:00pm.



THANK YOU!

Should you need further assistance, please email
meralco_sla@mesala.com.ph or message us on Facebook

