

PAYOR GUIDELINES via BDO

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

A. Payment thru BDO 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

Sample Cash Transaction Slip

BDO Cash Transaction Slip		Currency	Date									
☒ Deposits ☐ Current ☐ Savings ☐ Time Deposit/ Placement ☐ For Account with Deposit Reference Facility ☒ Bills Payment ☐ Cash Card ☐ Sale ☐ Reload ☐ Payment ☐ Loan ☐ Trade Machine Validation		☒ Peso ☐ US Dollar ☐ Others	04/21/22									
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.		Use separate slip(s) for each type of transaction. <table border="1"> <thead> <tr> <th>Denomination</th> <th>Pieces</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1,000</td> <td>10</td> <td>10,000</td> </tr> <tr> <td colspan="2">Total Amount</td> <td>10,000</td> </tr> </tbody> </table>		Denomination	Pieces	Amount	1,000	10	10,000	Total Amount		10,000
Denomination	Pieces	Amount										
1,000	10	10,000										
Total Amount		10,000										

This serves as your receipt when machine validated.

VO32018

Sample Check Transaction Slip

BDO Check Transaction Slip		Currency	Date									
☐ Deposits ☐ Current ☐ Savings ☐ Time Deposit/ Placement ☐ For Account with Deposit Reference Facility ☒ Bills Payment ☐ Payment ☐ Loan ☐ Trade Machine Validation		☒ Peso ☐ US Dollar ☐ Others ☐ Local ☒ On-us ☐ MC/DD ☐ Others	04/21/22									
Account Name Account No. Payor's Name Reference No. Company Name MESALA INC Institution Code 1 9 2 9 Product Code 9 7 9 Subscriber's Name JUAN C. DELA CRUZ Subscriber's Account No. 10000200435594 / 8229343 Borrower's Name Promissory Note No. / Trade Reference No.		Use separate slip(s) for each type of transaction. <table border="1"> <thead> <tr> <th>Bank/Branch</th> <th>Check No.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BDO / Corporate Center</td> <td>1000325671</td> <td>10,000</td> </tr> <tr> <td colspan="2">Total Amount</td> <td>10,000</td> </tr> </tbody> </table>		Bank/Branch	Check No.	Amount	BDO / Corporate Center	1000325671	10,000	Total Amount		10,000
Bank/Branch	Check No.	Amount										
BDO / Corporate Center	1000325671	10,000										
Total Amount		10,000										

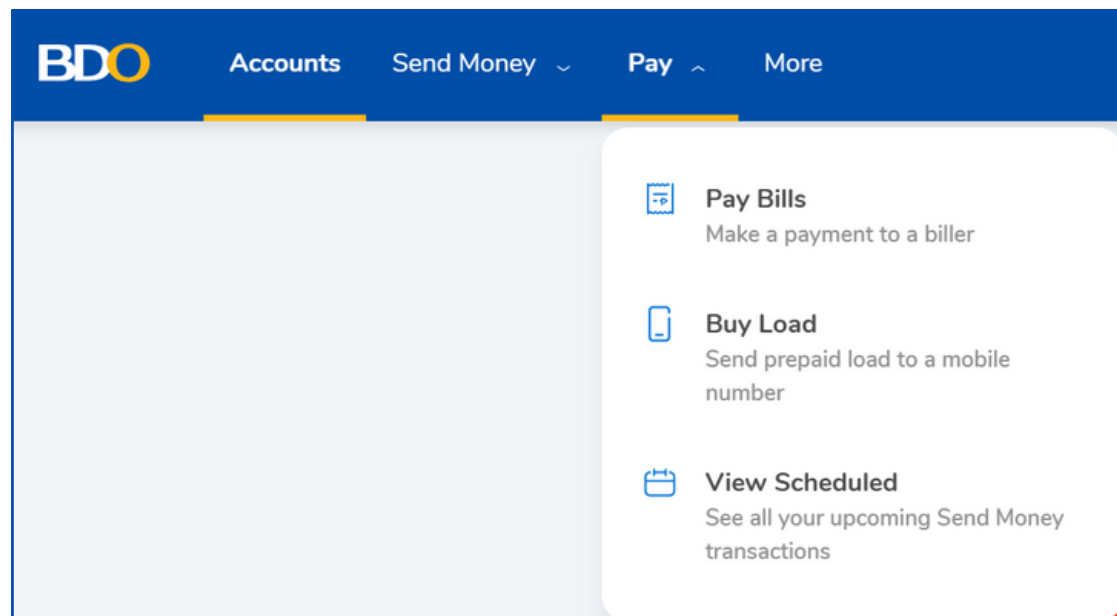
This serves as your receipt when machine validated.

VO32018

B. Payment thru BDO Bills Payment (Online Banking)

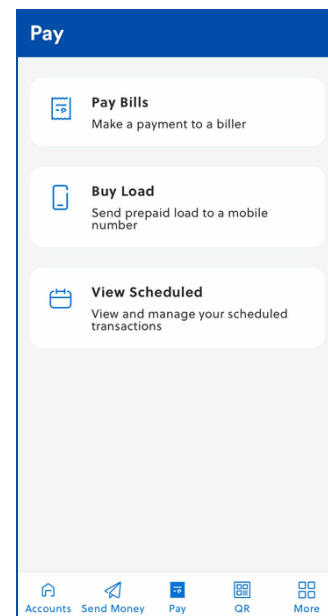
1. Go to Pay Bills Section

BDO Website



The BDO Website interface shows a navigation bar with 'Accounts', 'Send Money', 'Pay', and 'More'. The 'Pay' section is expanded, displaying three options: 'Pay Bills' (Make a payment to a biller), 'Buy Load' (Send prepaid load to a mobile number), and 'View Scheduled' (See all your upcoming Send Money transactions).

BDO App

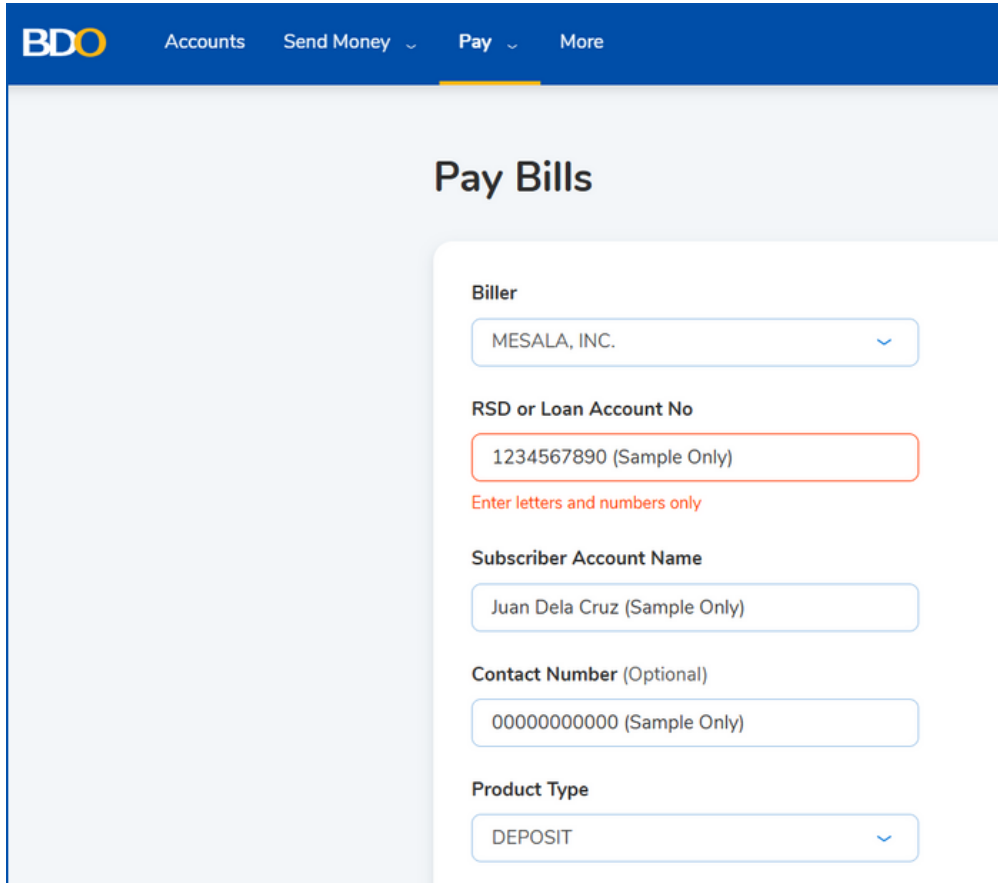


The BDO App interface shows a 'Pay' section with three options: 'Pay Bills' (Make a payment to a biller), 'Buy Load' (Send prepaid load to a mobile number), and 'View Scheduled' (View and manage your scheduled transactions). The bottom navigation bar includes 'Accounts', 'Send Money', 'Pay', 'QR', and 'More'.

B. Payment thru BDO Bills Payment (Online Banking)

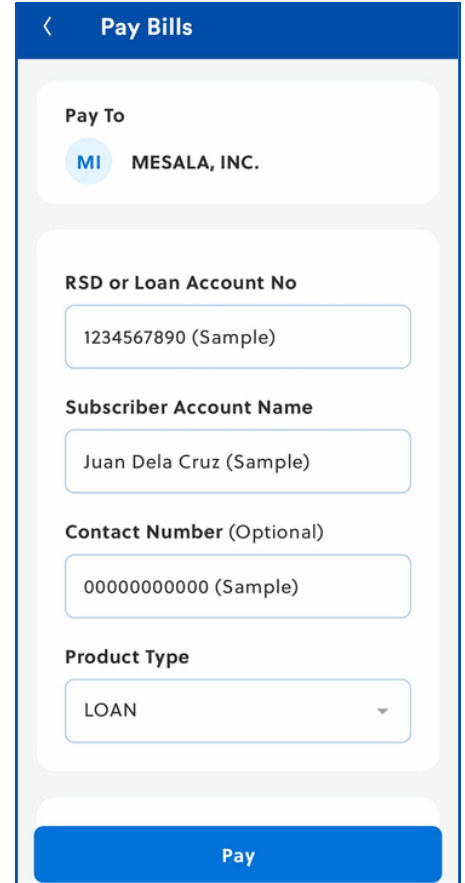
2. Choose 'MESALA, Inc' as biller and type necessary information.

BDO Website



The BDO Website 'Pay Bills' form is displayed. It features a blue header with the BDO logo and navigation links: Accounts, Send Money, Pay (selected), and More. The main heading is 'Pay Bills'. The form contains several input fields: 'Biller' (MESALA, INC.), 'RSD or Loan Account No' (1234567890 (Sample Only) with a red border and a note 'Enter letters and numbers only'), 'Subscriber Account Name' (Juan Dela Cruz (Sample Only)), 'Contact Number (Optional)' (00000000000 (Sample Only)), and 'Product Type' (DEPOSIT). A blue 'Pay' button is at the bottom right.

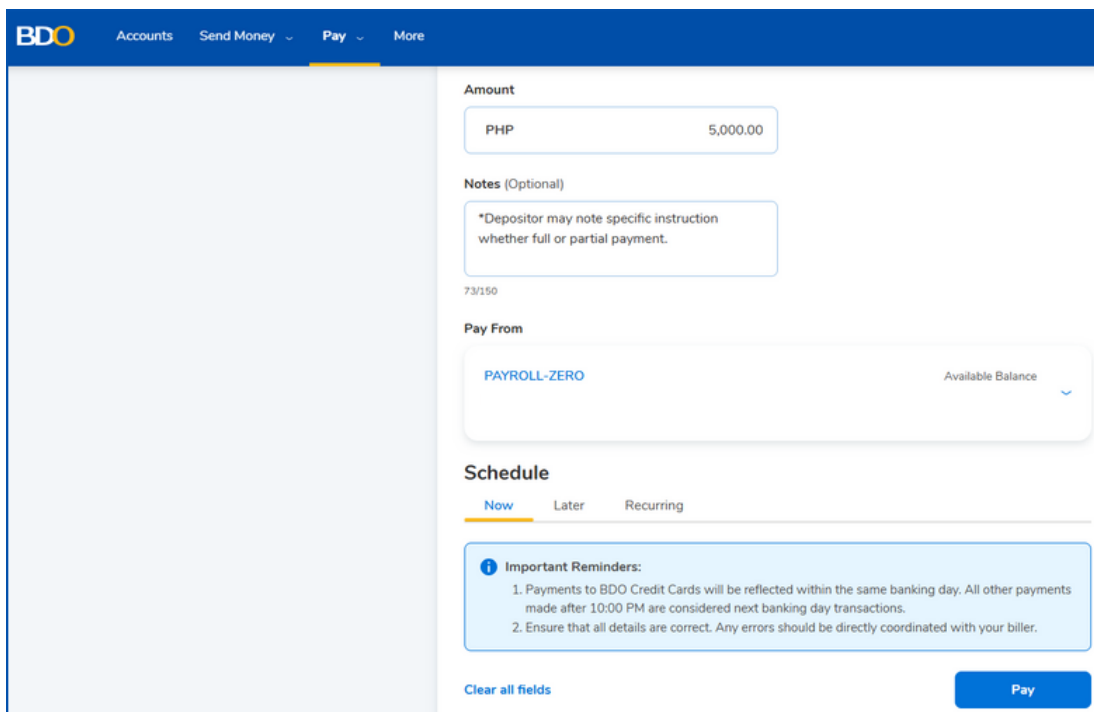
BDO App



The BDO App 'Pay Bills' form is displayed. It features a blue header with a back arrow and the text 'Pay Bills'. The form contains several input fields: 'Pay To' (MESALA, INC. with a blue circle icon), 'RSD or Loan Account No' (1234567890 (Sample)), 'Subscriber Account Name' (Juan Dela Cruz (Sample)), 'Contact Number (Optional)' (00000000000 (Sample)), and 'Product Type' (LOAN). A blue 'Pay' button is at the bottom right.

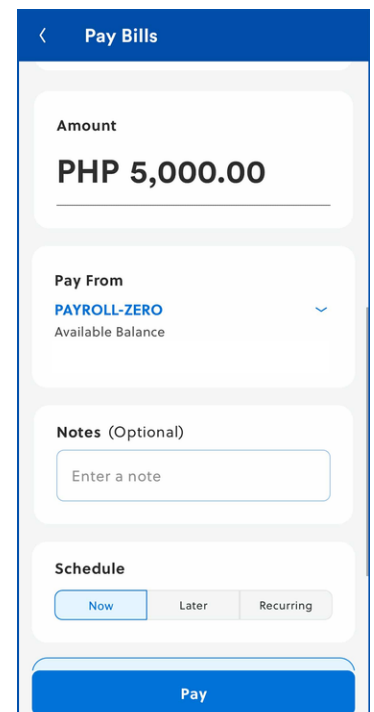
3. Click "Pay" and save the generated reference no.

BDO Website



The BDO Website 'Pay Bills' form is displayed. It features a blue header with the BDO logo and navigation links: Accounts, Send Money, Pay (selected), and More. The main heading is 'Pay Bills'. The form contains several input fields: 'Amount' (PHP 5,000.00), 'Notes (Optional)' (*Depositor may note specific instruction whether full or partial payment.), 'Pay From' (PAYROLL-ZERO), and 'Schedule' (Now, Later, Recurring). A blue 'Pay' button is at the bottom right.

BDO App



The BDO App 'Pay Bills' form is displayed. It features a blue header with a back arrow and the text 'Pay Bills'. The form contains several input fields: 'Amount' (PHP 5,000.00), 'Pay From' (PAYROLL-ZERO), 'Notes (Optional)' (Enter a note), and 'Schedule' (Now, Later, Recurring). A blue 'Pay' button is at the bottom right.