# **Bills Payment GUIDELINE**



Metrobank

#### BILLS PAYMENT PROCEDURE FOR OVER THE COUNTER PAYMENT (Client Module)

- . Go to the nearest / most convenient Metropolitan Bank and Trust Co.(MBTC) Branch.
- . Get a copy of Metrobank's "Payment Slip" (please find attached SAMPLE copy) and accomplish the required information/details:
  - A. Company Name: JBA PHILIPPINESS INC.
  - B. Subscriber Name: JUAN DELA CRUZ (CUSTOMER NAME) (MANDATORY)
    - C. Reference No: 10062021 (DATE OF AUCTION) MANDATORY
    - D. Subscriber No: JBA-B00243 (CUSTOMER ID) MANDATORY
    - E. Tel. No/Other details: 02-8244-6086/ 0917-6657878 (MANDATORY)
    - F. Mode of Payment: Cash/Check/Debit Account
    - G. Amount of Payment: (In Figures) PhpXXX.XX (In Words) One Hundred Pesos
    - H. Payment details (Cash or Check Payment Breakdown)

Note: Slips are to be accomplished in duplicate copies. 1st Copy – Bank copy 2nd Copy – Client's copy

- Present payment slip to MBTC tellers together with cash/check.
- Once validated, MBTC Teller will give the payor a copy.
- Before leaving check & verify the copy received (Payment slip serves as proof of payment);
  - a. If validated.
  - b. And, if the copy was the one accomplished and presented to the Bank teller.

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#### Via MetrobankDirect:

Metrobank

- Go to your Metrobank branch of account and enroll in *MetrobankDirect*.
- Login to <a href="https://www.metrobankdirect.com">https://www.metrobankdirect.com</a> and select Pay Bills.
- Under "Special Bill", choose "JBA PHILIPPINES INC.\_." from the dropdown list of billers.
- Enter your *Reference No. JBAP000*
- Enter your Subscriber No. . JBAPI2021
  Enter your Phone Number/Other Details : 02-8244-6086
- Choose Account Number where the payment will be sourced from.
- Enter the *amount* you wish to pay.
- Select "*Immediate Payment*" (account is immediately deducted upon approval) or "*Future Dated*" and click "*Continue*" button.
- Click "Confirm" button for the system to process your payment.
- View or print *Transaction Acknowledgment Receipt* as proof of payment.

### Via Mobile Banking:

- Go to your Metrobank branch of account and enroll your Globe, Sun or Smart phone in *Mobile banking.*
- Access the Metrobank Mobile Banking Applet installed in your mobile phone and select *Pay Bill*.
- Select *Biller*; Select *Others* and select "\_JBA PHILIPPINES INC.\_." Select the account number from which the payment will be sourced from.
- Enter your Subscriber Number/Reference No. JBAPI2021/JBAP000
- Enter the *amount* you wish to pay.
- Key in your *MPIN* to confirm the transaction
- Wait for **SMS confirmation of the status** of your payment and save the message for future reference.