

To: Sales Team

From: Marketing Team

Re: **GCash Pay Bills**

Date: December 1, 2022

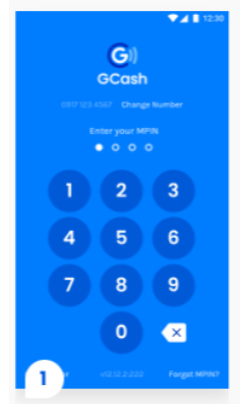
CC: CBB, SC, HR, ACCTG, MIS, AUDIT

Good news team!

Sophia Jewellery is now registered as a GCash Biller Partner. Our clients can now use Gcash Pay bills to pay for the items they purchased from us, similar as paying for basic utilities. By doing this, we can better serve our clients faster and provide them with more payment options. The Pay Bills service on GCash is made even more convenient as it allows clients to save the billing details so they no longer have to input their information every time they need to pay a bill. Through the Pay Bills feature on the GCash app, clients may now settle all of their bills whenever they can, and wherever they are.

Please see the details below and share the good news to our dear clients, family and friends:

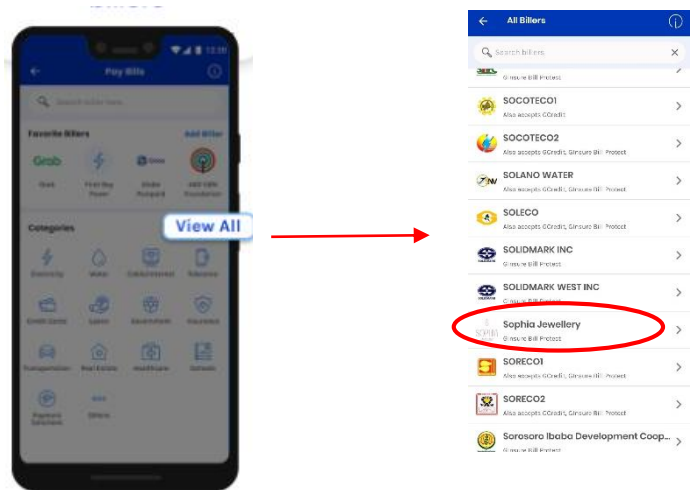
- WHAT:** **Gcash Pay Bills**
- WHEN:** December 1, 2022
- WHERE:** All Sophia Jewellery outlets, FB Live, Sophia Channel,
- HOW:**
- A. **Guide/Steps on how the clients will pay using Gcash Pay Bills**
    - 1.1 Clients must log in to their Gcash account



- 1.2. On client GCash homepage, tap **Bills**



- 1.3. Under Categories, tap **Loans**. Clients can also tap the View All to see the list of billers and click **Sophia Jewellery**.



1.4 Input the required information.

**For Cash Payment type, enter**

- a. Customers complete name
- b. Cellphone number (11 digits)
- c. Designated Branch
- d. Enter amount to be paid

Pls inform the client that we will automatically add 20.00 as a convenience fee to the total amount due to the client.

Ex: If the amount to be paid is 5,000.00  
The total amount that will be deducted to the client is 5,020.

- e. Email Address (this is optional)

Note: Do not fill-out the account number, this is applicable for Hulug-Hulugan Transaction only.

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Pay Bills

SOPHIA

Jewellery

Posting period: next business day

PHP10,000.00

You will be charged a service fee of PHP 20.00

Customer Name

Juan dela Cruz

Payment Type

CASH

Account Number

Enter Account Number

Branches

Select Branches

Mobile Number

0917776666

Email Address

Enter Email Address (optional)

**For Hulug-Hulugan/LAP Payment type, enter**

- a. Customer complete name
- b. Hulug-hulugan/LAP account number (9digit nos.)
- c. Cellphone number (11 digits)
- d. Designated Branch
- e. Enter amount to be paid

Pls inform the client that we will automatically add 20.00 as a convenience fee to the total amount due to the client.

Ex: If the amount to be paid is 5,000.00  
The total amount that will be deducted to the client is 5,020.

- f. Email Address (this is optional)

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Pay Bills

SOPHIA

Jewellery

Posting period: next business day

PHP10,000.00

You will be charged a service fee of PHP 20.00

Customer Name

Juan dela Cruz

Payment Type

LAP

Account Number

123456789

Branches

Zamboanga KCC Mall

Mobile Number

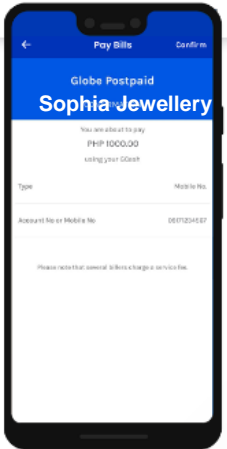
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Email Address

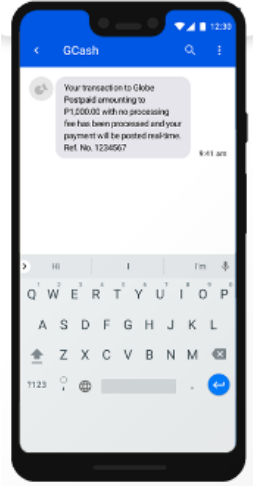
Enter Email Address (optional)

Note: Pay biller payments will only be accepted for Hulug-hulugan follow-up and final payments. Pls ensure to input the client's LAP number for easier payment verification.  
Down payment is NOT included.

1.5 Client should confirm the transaction and ensure all details are correct.



1.6 Client will receive a SMS once transaction has been confirmed and successful.



1.7 Client must show the receipt of the transaction to the EC/SIC.

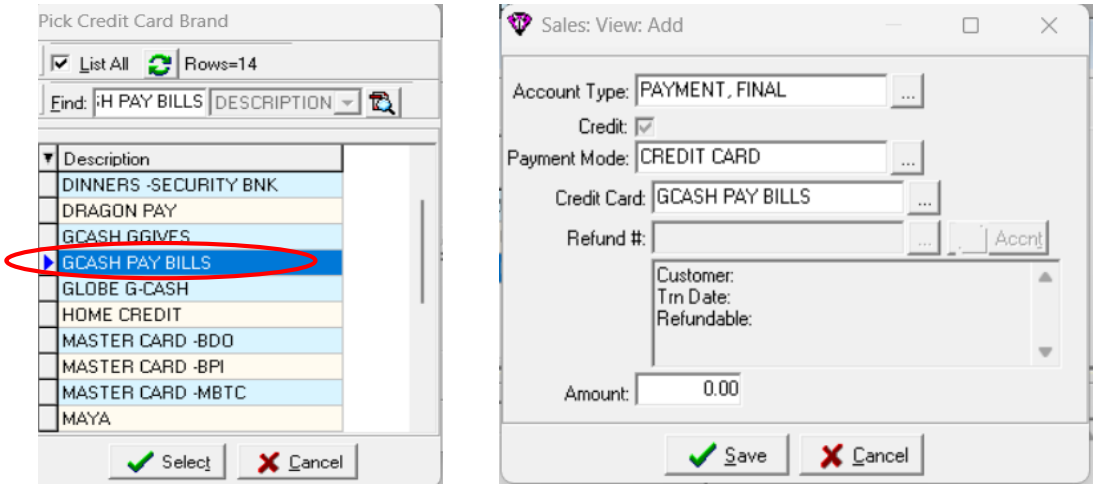
1.8 SIC/EC to issue Official Receipt to the client. No payment receipt, no **OR**.

1.9 For audit purposes, a payment reference Number must be encoded in the remarks tab (JSCM) and on the official receipt.



**Using the System:**

Please refer to the Mktg memo **MKTG0219-0114** on how to tag transaction in the system.

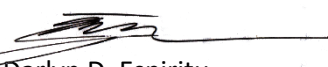


**B. Awareness**

- 1. Text blast brigade** - Text blast brigade through CRM and EC will be sent to the clients.  
"Good Day Maam (Name)! Sophia Jewellery is now officially a Gcash Pay Biller Partner. We accept payment via Gcash Pay bills, a more convenient, easy to use and hassle-free app. Own your dream jewelry anytime and pay wherever you are. Ask our consultants now!"
- 2. Social media Ads/Posting** - The Marketing team shall schedule FB posting/ads/my story, Viber and Instagram posting regarding the new payment mode.

For any concerns and feedback, please feel free to contact M'Colleen from Marketing team at 0917-795-7410.

Thank you,

  
Darlyn D. Espiritu  
Marketing Director