

## Uploading CSV File for Bulk Bills Payment

Pay for 20 bills or more through the Online Bills Payment Service by uploading a comma-separated value (.CSV) file with your payment details.

To start paying,

**Step 1:** Go to <https://www.globe.com.ph/paybillcorp>.

**Step 2:** Under the “I want to do a bulk payment” option, click the “Download **.CSV** template” link to download the .CSV template.

**!** **NOTE:** Depending on your settings, the file might be automatically downloaded to your desktop/laptop’s default download folder.

**Step 3:** Fill out the downloaded template. Be sure to enter the necessary details correctly. No details should be entered in the first row of the .CSV file designated for the header. Excluding the header, the maximum number of rows that can be populated in the template is up to 150.

**!** **NOTE:** Information in the template should be uploaded in 3 columns:

- a. The first column should contain numeric characters only corresponding to either Mobile/Landline/Account Number.
- b. The second column designated for the Currency should show only “PHP”.
- c. The third column should contain only the payable amount without any commas. Separate the pesos from centavos by a period. Example: 1000.00
- d. Columns should be separated by a single (,).
  - Example: 09171234567,PHP,1000.00
- e. Refer to the sample image below.

```
Mobile/Landline/Account Number,Currency(PHP),Amount
09171234501,PHP,1000.00
09171234502,,1000.00
09171234503,,1000.00
09171234504,,1000.00
09171234505,,1000.00
09171234506,,1000.00
09171234507,,1000.00
09171234508,,1000.00
09171234509,,1000.00
09171234510,,1000.00
09171234511,,1000.00
09171234512,,1000.00
09171234513,,1000.00
09171234514,,1000.00
09171234515,,1000.00
09171234516,,1000.00
09171234517,,1000.00
09171234518,,1000.00
09171234519,,1000.00
09171234520,,1000.00
09171234521,,1000.00
09171234522,,1000.00
09171234523,,1000.00
```

**Step 4:** After filling out the template, save the file to your desktop/laptop in this format:  
Payment\_{number of rows}\_Company Name.

- a. Your filename should not have any of these special characters: \ / : \* ? " < > |
- b. Example of a filename would be Payment\_40\_Amerikaner Inc.

**Step 5:** Upload your .CSV file to <https://www.globe.com.ph/paybillcorp> by selecting the "UPLOAD .CSV FILE" button. A pop-up message will appear asking you to locate in your desktop/laptop the .CSV file for upload.

**! NOTE:** Rows with erroneous entries will be detected by the system. Correct the erroneous entries from the file in your desktop/laptop and re-upload the file again.

**Step 6:** The file name and size will be displayed after successful file upload. Fill in the rest of the required information in the online bills payment page to complete the process.

**Step 7:** To pay for 19 bills or less, you may use the "Single or Multiple Payment" option in <https://www.globe.com.ph/paybillcorp>.