On the address bar of the browser, type the URL https://www.unishivaji.ac.in/ . The user shall be directed to the homepage of Shivaji University . (Preferably use Mozilla Firefox or Google Chrome).

Then Click on the '**Online Receipt Portal**' link.

The following login Page shall appear. Click on ' **Click here to register** ' link to begin the registration process.
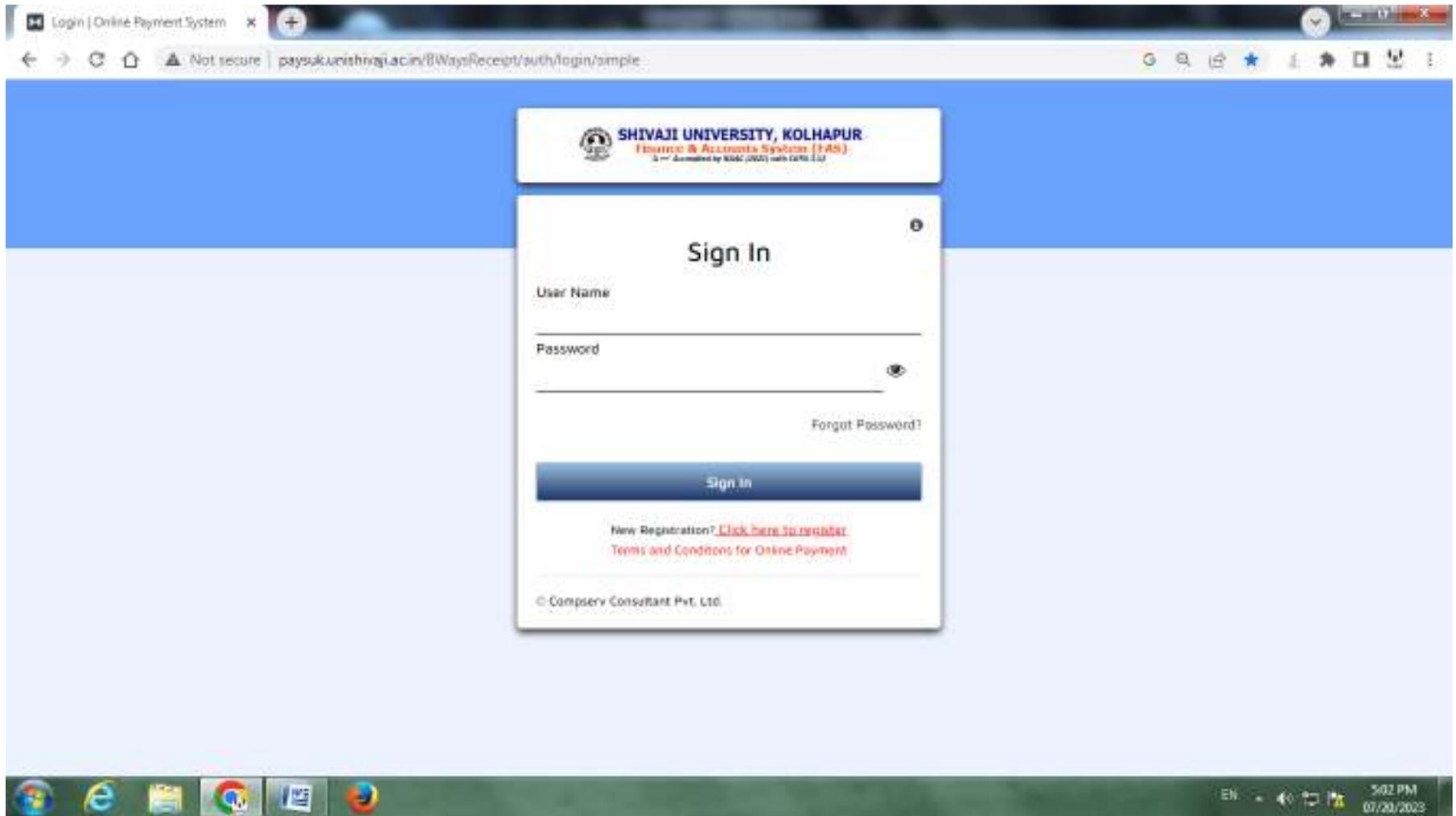
The following **Registration Form** Page shall appear.
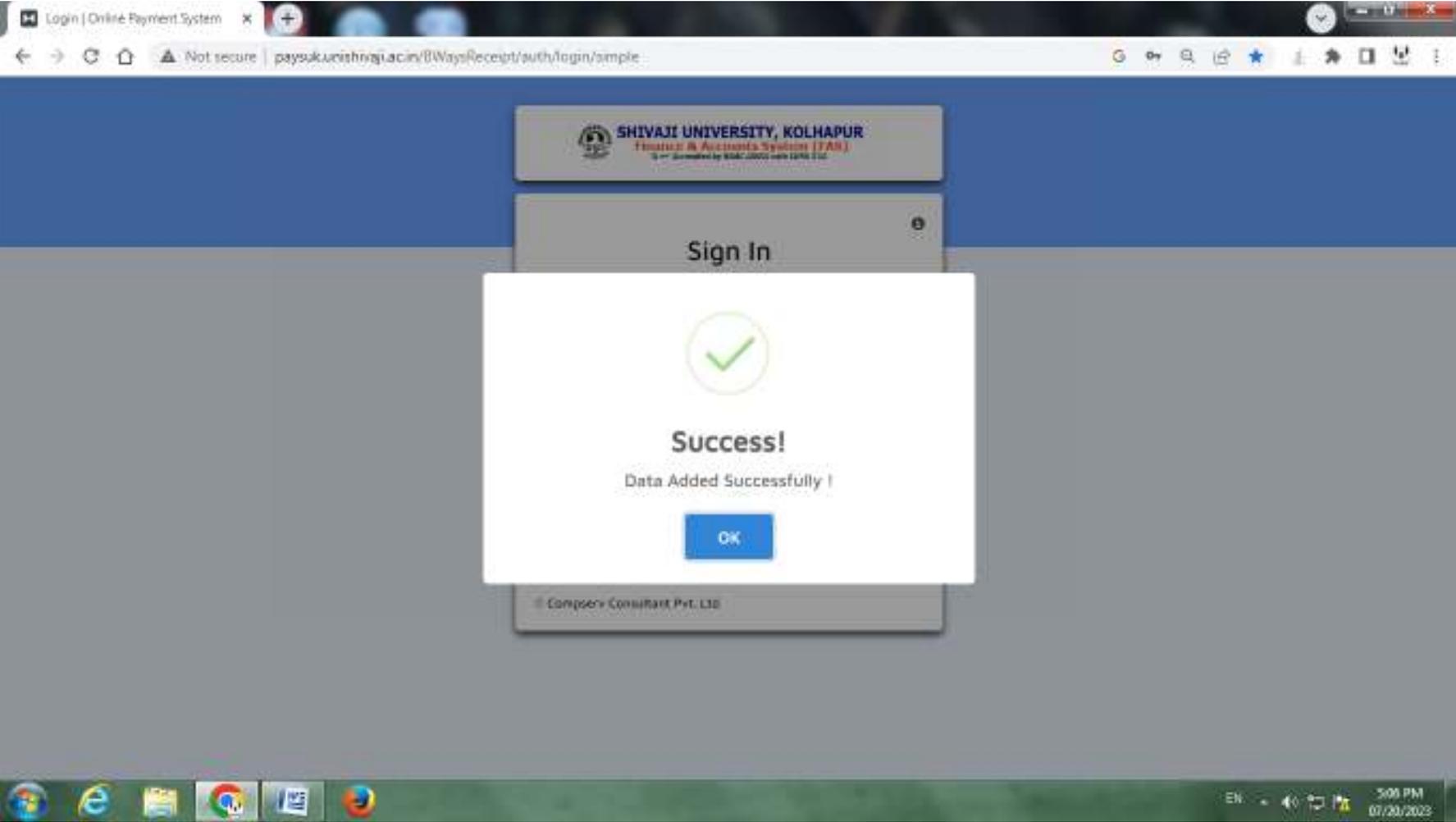
Select **Other** option in Select Your Registration Type.

Fill all the details in Registration Form and Click on **Submit** Button. In Full Name plese fill your **Company name or on which name you want to submit the tender**.
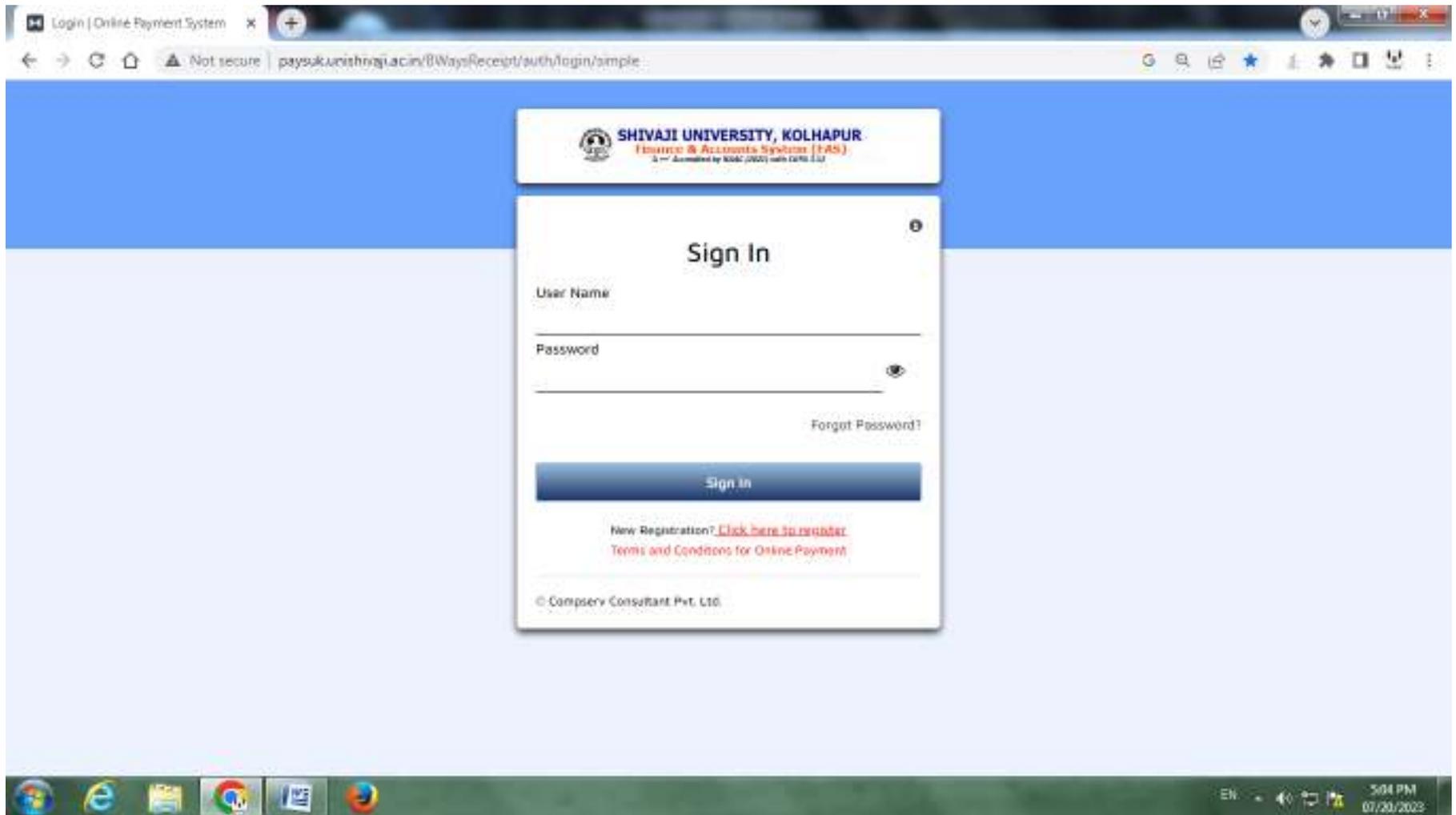
The following **Success** Page shall appear. Click on **OK** to return to Sign In Page.

Please Sign In using the **Username and Password** you selected and entered during registration form.

On logging into the system, the following screen appears. Click on ' **New Payment** ' link to make a payment.

The following Page shall appear. Please Select **Purpose.**

Type **Receipt for Tender Form** in the Purpose to make Tender Fee payment.
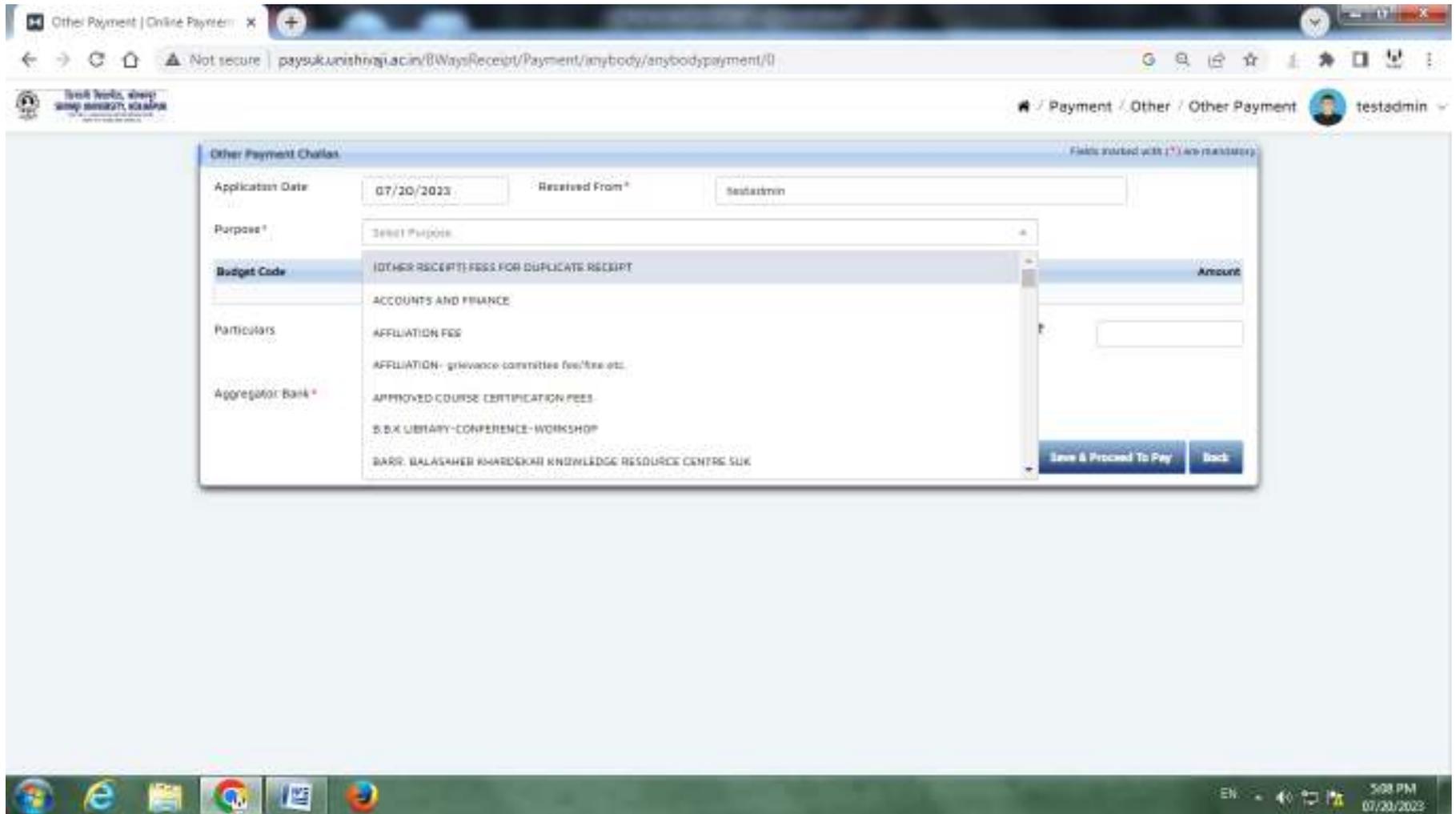
The following Page shall appear. Plese see the **Budget Code and Budget Head** Carefully.

Insert amounts as per given in **Tender Document Page no. 2.** In **Particulars** please type **Tender Number and Tender Name.** Then Select any **one bank** in **Aggregator Bank (Axis Bank / Bank of India / Bank of Maharashtra) and Click on Save & Proceed** To Pay to make a payment.

You shall be redirected to **Selected Bank's secured payment gateway** as follows. You can make the payment via **INTERNATE BANKING / CREDITCARD / DEBITCARD / UPI**.

After making the Successfully payment following page shall appear. Click on Back Button to go on **Dashboard Page.**
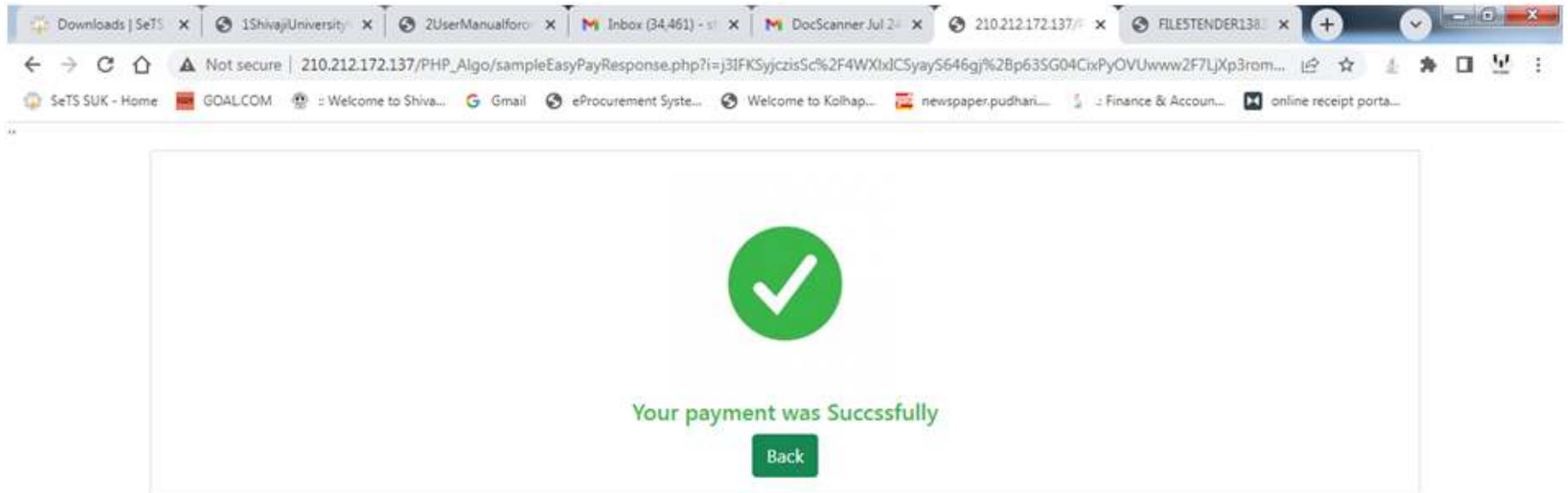
On Dashboard Page you will see all Successful , Unsuccessful payments. Click on **Print** option to get Receipt.

Plese do the Same Procedure for **Earnest Money Deposit** from Purpose page.

Please Send Email of Pdf Files of Generated Receipts to **stores@unishivaji.ac.in** and mention **Tender Number and Tender Name in Subject** to approve your Tender Purchase and EMD requests.

In **E-tender Login** Please select **Cash** option in Payment Mode to give approval.

To **Download Tender Document** open https://unishivaji.sets.co.in/ .

Then Click on **Published Tenders** button. Please insert **captcha** and click on **validate** to go to published tenders page.

You will see all live tenders list. Click on **View Details** button given in front of Tender Code of which Tender Document you want to Download. You will See Tender Details then Click on **Tender Qualifying Requirement : Download .** to Download Tender Document .

For more Help you can Call on 0231-2609085 / 86.