On the address bar of the browser, type the URL <u>https://www.unishivaji.ac.in/</u>. 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.

Simple Registration   Online Payr × +	A DESCRIPTION OF A DESC		÷.,	12		(		- 6	]	×
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	Email®									
	User Name*									
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Select **Other** option in Select Your Registration Type.

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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**.

Simple Registration   Online Payrix +						(	<b>v</b>		×
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Submit Back									

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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.

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The following Page shall appear. Please Select Purpose.

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						Sava As Draft Sava & P	Assent To Pay Back			

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.

Other Payment Challs       Faith Statute (bit (1)) we makazer         Application Date       07/20/2023       Bestation of From*       Bestation         Purpose*	w menazyr, solawya					N Paym	ent - Other - Other Payl	ment	•	restadmin
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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.

Differ Payment Challas       Falls matcad util 17 law massaure         Application Date       07/20/2023       Hersteed From*       Issisteme         Purpose*       Bodget Cale       Sudget Head       Associat         A48.5       Receipts from wir of Tender form       Image of the set of tender form       Image of tender         A48.5       Receipts from set of Tender form       Image of tender form       Image of tender form         A48.5       Receipts from set of Tender form       Image of tender form       Image of tender form         A48.5       Receipts from set of Tender form       Image of tender form       Image of tender form         A48.5       Receipts from set of Tender form       Image of tender form       Image of tender form         A48.104.2       C657       Image of tender form       Image of tender form         A48.104.3       Image of tender form       Image of tender form       Image of tender form         Particularis       TENDER NO.       Totel Amount* f       Image of tender form       Image of tender form         Aggregator Bank*       Asis Bank       Image of tender TeNey       Image of tender TeNey       Image of tender tender         Earl A form       Image of tender for tender form       Image of tender for tender form       Image of tender       Image of tender       Image of tender	Other Payment Chalas       Processed From *       Sector For resentance         Application Chalas       07/20/2023       Remained From *       Sector For resentance         Perpose *       Recessed For resentance       ************************************					e - Fayin	cial offici offi	er i officeri	-	10.50
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You shall be redirected to **Selected Bank's secured payment gateway** as follows. You can make the payment via **INTERNATE BANKING / CREDITCARD / DEBITCARD / UPI**.

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	I accept the Terms and Conditions c	ontained herein that shall appl	y to any person using the services of	Easypay provided by Axis Bank	for 🔒			
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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.

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

Please Send Email of Pdf Files of Generated Receipts to <u>stores@unishivaji.ac.in</u> 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 <u>https://unishivaji.sets.co.in/</u>.

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.