

CERTIFICATE REQUISITION PORTAL

User Manual

CONTENTS

- 1. LOGIN**
- 2. REGISTRATION**
- 3. HOME PAGE**
- 4. PROFILE**
- 5. TRANSCRIPT APPLICATION FORM**
- 6. PAYMENT**

1. Login

1.1. Intended Audience

Students

1.2. To Login please follow steps below,

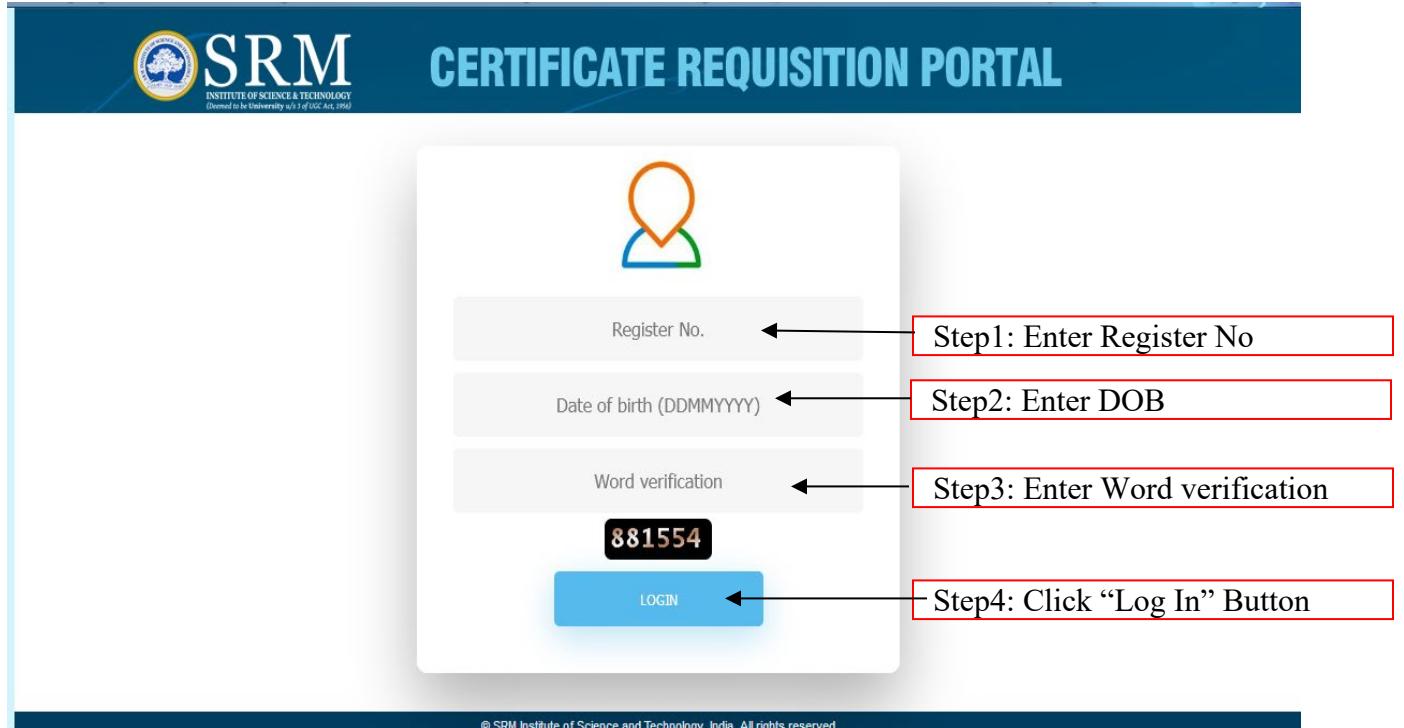


Figure 1.1.

2. Registration

2.1. On Successful login, user can have access to registration page as shown in fig. 2.1.

The screenshot shows the registration form for the SRM Institute of Science & Technology Certificate Requisition Portal. The form includes fields for Name, Register No., Date of Birth, Degree, Branch, Campus, Mobile Number, Alternate Mobile Number, E-mail ID, and Alternate E-mail ID. A 'Submit' button is at the bottom. Red boxes with arrows point to each input field, labeled Step1 through Step5, indicating the sequence of data entry.

Name of the Candidate *	SRM
Register No.*	SRM/2018/000000
Date of Birth*	26-02-1997
Degree*	B.B.
Branch*	Physical Education, Health Education and Sports
Campus (Last Studied)*	SRM-CTR
Mobile Number *	Step1: Enter mobile no
Alternate Mobile Number	Step2: Enter Alt Mobile
E-mail ID *	Step3: Enter Email id
Alternate E-mail ID	Step4: Enter Alt Email id
<input type="button" value="Submit"/>	Step5: Click “Submit” Button

© SRM Institute of Science and Technology, India. All rights reserved

Figure 2.1.

2.2. Verify the details and click OK in registration page as shown in fig. 2.2.

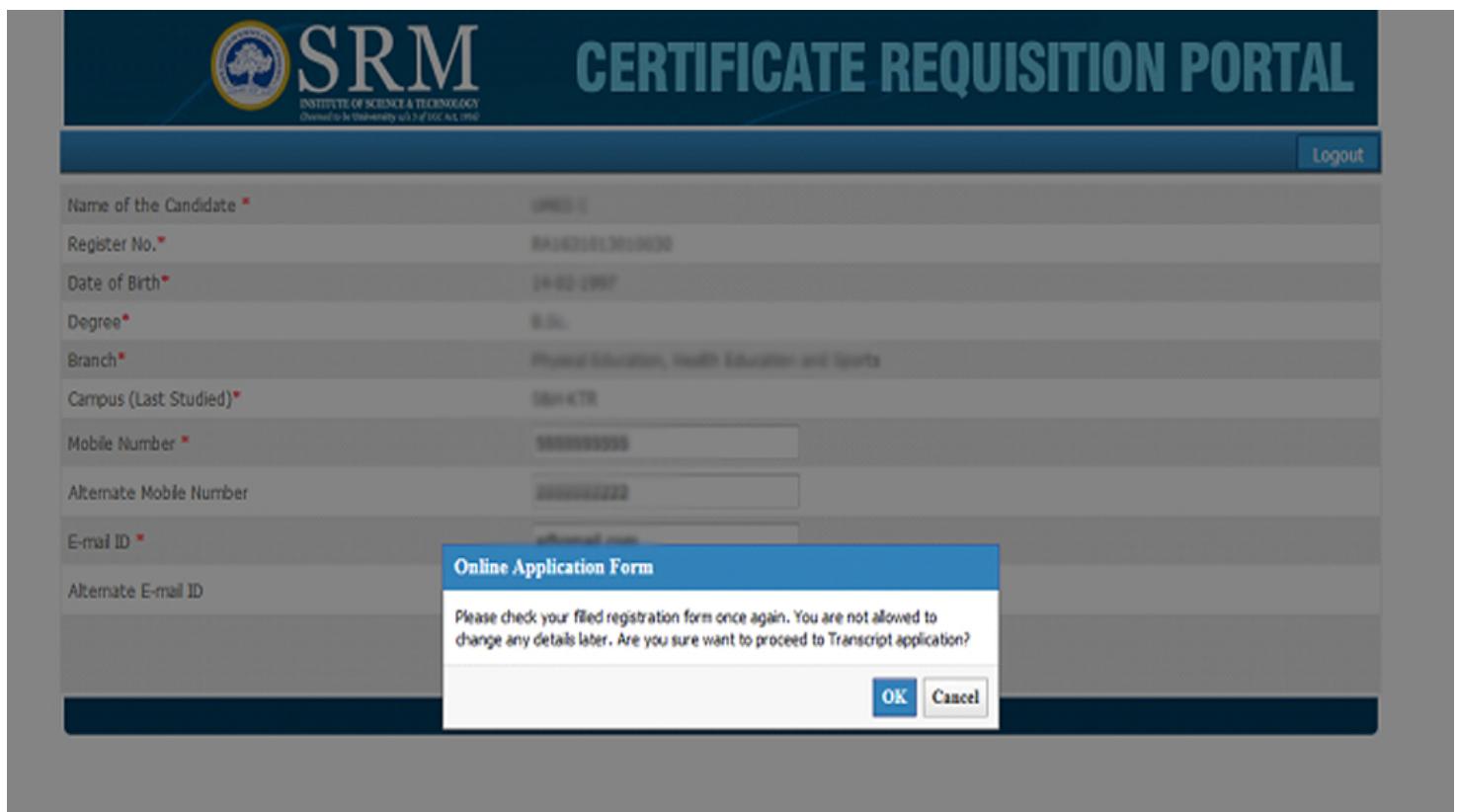


Figure 2.2.

3. Home Page

3.1. On Successful registration, user can have access to Home page as shown in fig. 3.1.

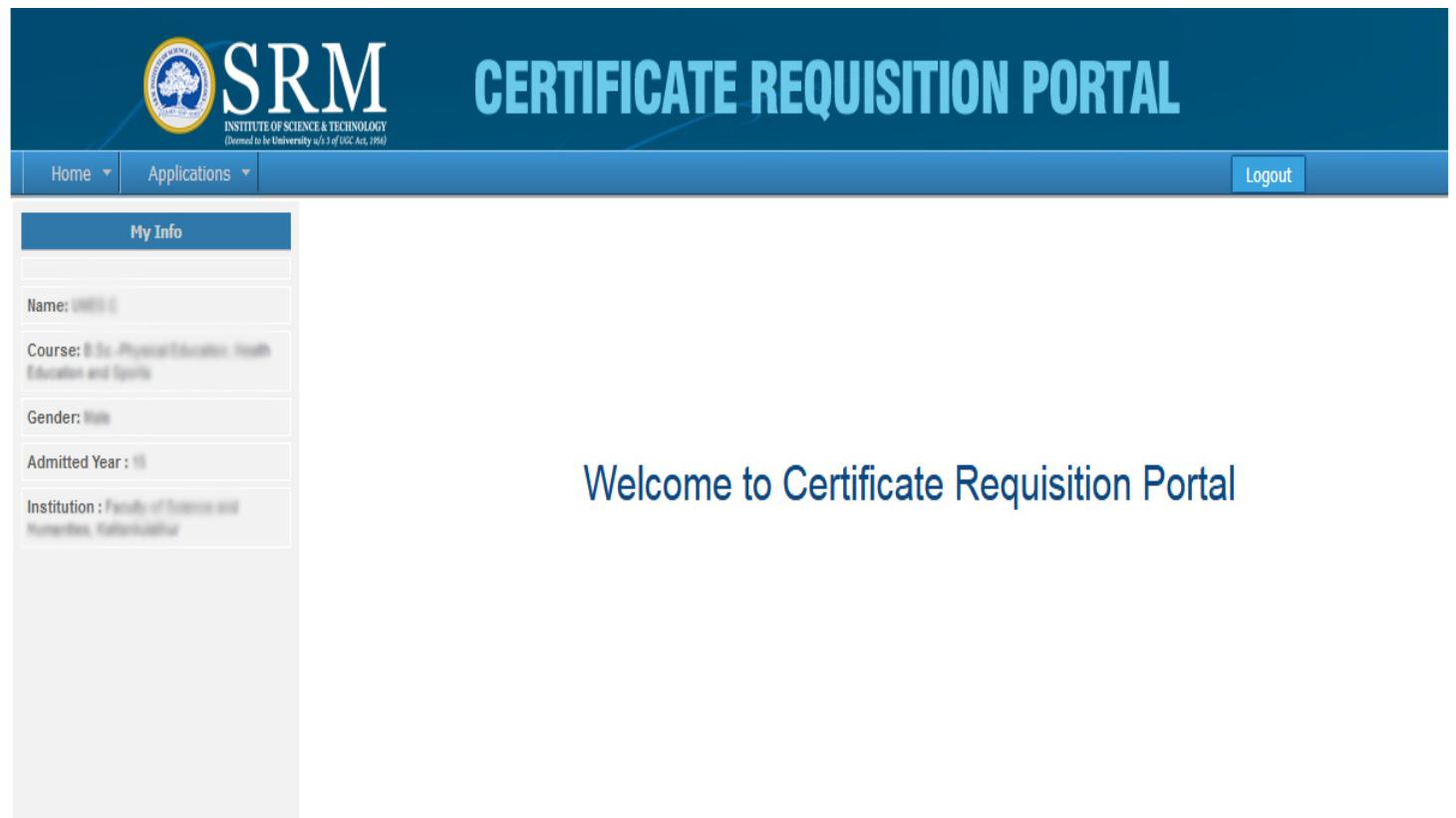


Figure 3.1.

4. Profile

4.1. To view the profile, click Profile menu under Home Button.

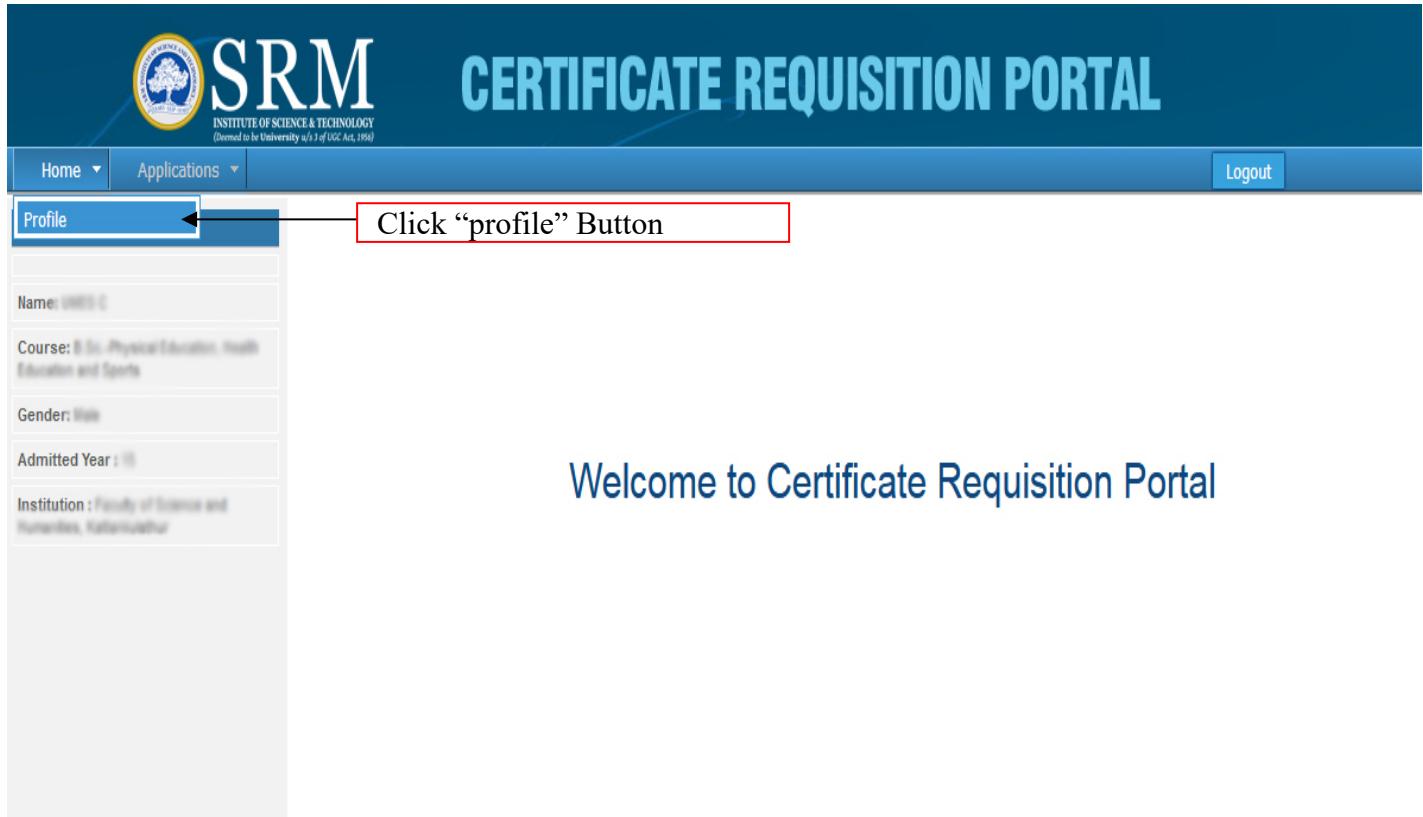


Figure 4.1.

5. Transcript

5.1. To request transcript, click Transcript menu under Applications button.

The screenshot shows the SRM Institute of Science & Technology's Certificate Requisition Portal. At the top, the logo and name are displayed, along with the text "CERTIFICATE REQUISITION PORTAL". The navigation bar includes "Home", "Applications", and "Logout". A red box highlights the "Transcript" button under the "Applications" menu. On the right, a "Profile" section displays personal information: Name (Umesh), Course (B.Sc.-Physical Education, Health Education and Sports), Gender (Male), Admitted Year (2015), and Institution (Faculty of Science and Humanities, Kallunkuthur). Below the menu, there is a "Payment Transaction Log" section.

Figure 5.1.



CERTIFICATE REQUISITION PORTAL

[Home](#) | [Applications](#) | [Logout](#)

My Info

Name: [REDACTED]

Course: B.Sc. Physical Education, Health & Sports Management

Gender: Male

Admitted Year: 2018

Institution: Faculty of Science and Humanities, Vellore Institute of

Transcript Application Form

All fields are mandatory [Instructions](#)

Number of sets of Transcript required (2 copies per set)

* Transcript will be issued till last semester of appearance for which Grade sheets are issued.
* Candidates applying for Transcript should have cleared all the subjects at the time of applying

Provide us your preference to get Transcript in Envelope sealed and signed

Number of Transcript not to be sealed	Number of Transcripts to be sealed (1 Transcript per envelope)	Total number of envelopes
1	1	2

Mode of collection of documents Applicant-In Person Applicant-By Post
 Authorized person-In Person Authorized person-By Post

Upload applicant ID proof (Aadhar card/DL/International Passport)

Upload applicant Mark sheet

* Upload photocopy of consolidated Grade sheet (or) all individual semester mark sheets (upto last appearance)

Fee Details (INR) + Convenience Fee

I agree with the payment [Terms & Conditions](#)

Choose Payment Gateway : **PAYU**

© SRM Institute of Science and Technology, India. All rights reserved

Figure 5.2.

- 5.2. Enter the No of sets of Transcripts required in Transcript Application Form.
- 5.3. Provide the preference to get Transcript in Envelope sealed and signed.

Transcript Application Form		
All fields are mandatory	Instructions	
Number of sets of Transcript required	2	(2 copies per set)
* Transcript will be issued till last semester of appearance for which Grade sheets are issued. * Candidates applying for Transcript should have cleared all the subjects at the time of applying		
Provide us your preference to get Transcript in Envelope sealed and signed		
Number of Transcript not to be sealed	Number of Transcripts to be sealed (1 Transcript per envelope)	Total number of envelopes
1	3	4
Mode of collection of documents	Applicant-In Person <input type="radio"/> Authorized person-In Person <input checked="" type="radio"/>	Applicant-By Post <input type="radio"/> Authorized person-By Post <input type="radio"/>

Figure 5.3.

5.4. (Number of sets of Transcript required*2) = Number of Transcript not to be sealed + Number of Transcripts to be sealed per envelope. Check the value as shown in Figure 5.3.

5.5. Please select the mode of collection of documents.

5.6. Please enter the required details, based on the mode of collection of documents as shown in Figure 5.4.

(1 transcript per envelope)

1	3	4
Mode of collection of documents		
Applicant-In Person <input type="radio"/>		
Applicant-By Post <input type="radio"/>		
Authorized person-In Person <input checked="" type="radio"/>		
Authorized person-By Post <input type="radio"/>		
Authorized person's Details		
Name	ravi	
Relationship with the applicant	father	
chennai		
Communication Address		
Mobile Number	5555555555	
Government ID proof of the Authorized person	<input type="button" value="Upload"/>	(Aadhar card/DL/International Passport)
Authorization letter of the applicant with signature	<input type="button" value="Upload"/>	
Upload applicant ID proof	<input type="button" value="Upload"/>	(Aadhar card/DL/International Passport)
Upload applicant Mark sheet	<input type="button" value="Upload"/>	
* Upload photocopy of consolidated Grade sheet (or) all individual semester mark sheets (upto last apperance)		
Fee Details (INR)	500.00	+ Convenience Fee
<input type="checkbox"/> I agree with the payment Terms & Conditions		

Figure 5.4.

5.7. Please upload the required documents as shown in Figure 5.5.

5.7.1. Kindly upload .pdf files only, maximum 3MB.

The screenshot shows the "Transcript Application Form" page from the INSTITUTE OF SCIENCE & TECHNOLOGY website. On the left, there is a sidebar titled "My Info" with fields for Name, Course, Gender, Admitted Year, and Institution. The main form has sections for "All fields are mandatory", "Number of sets of Transcript required" (set to 2), and "Provide us your preference to get Transcript in Envelope sealed and signed". A modal window titled "Upload Document - Mozilla Firefox" is overlaid on the page, prompting the user to select a PDF file named "60232271.pdf". Other visible fields include "Number of Transcript not to be sealed" (1), "Number of Transcripts to be sealed (1 Transcript per envelope)" (3), "Total number of envelopes" (4), and options for document collection (Applicant-In Person selected), authorized person (Authorized person-In Person selected), and payment method (PayU selected). The payment amount is listed as "500.00 + Convenience Fee". A checkbox for accepting terms and conditions is present, along with a "Proceed to PAY" button.

Figure 5.5.

5.8. Kindly refer the instructions link for clarification.

Agree the Terms and conditions and select the payment mode.

Finally Click “Proceed to pay” button as shown in the Figure 5.6.



SRM
INSTITUTE OF SCIENCE & TECHNOLOGY
(Formerly known as University N.I.T. of Tech Act, 1996)

CERTIFICATE REQUISITION PORTAL

Home Applications Logout

Transcript Application Form

All fields are mandatory [Instructions](#)

Number of sets of Transcript required (2 copies per set)

* Transcript will be issued till last semester of appearance for which Grade sheets are issued.
 * Candidates applying for Transcript should have cleared all the subjects at the time of applying

Provide us your preference to get Transcript in Envelope sealed and signed

Number of Transcript not to be sealed	Number of Transcripts to be sealed (1 Transcript per envelope)	Total number of envelopes
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="4"/>

Mode of collection of documents Applicant-In Person Applicant-By Post
 Authorized person-In Person Authorized person-By Post

Upload applicant ID proof (Aadhar card/DL/International Passport) File Uploaded Successfully

Upload applicant Mark sheet File Uploaded Successfully

* Upload photocopy of consolidated Grade sheet (or) all individual semester mark sheets (upto last appearance)

Fee Details (INR) + Convenience Fee

I agree with the payment [Terms & Conditions](#)

Choose Payment Gateway : **PAYU**

Proceed to PAY

Click “Proceed to pay” Button

© SRM Institute of Science and Technology, India. All rights reserved

Figure 5.6.

6. Payment

6.1. By Clicking “Proceed to pay” button. The page will be redirected to payment gateway.

This screenshot shows the PayUbiz payment gateway interface. At the top, a red bar displays the message: "THIS IS A TEST SERVER. PLEASE DO NOT USE YOUR LIVE CARD OR BANK ACCOUNT HERE !!". Below this, the amount is set to "Amount Rs. 500.00" and the transaction ID is "662b6da400d4786e48c9". A note states "PAYU is now PayUbiz". The payment method is selected as "Credit Card". The card type dropdown shows "VISA" and "MasterCard" as options. The form includes fields for "Card Number", "Name on Card", "CVV Number", and "Expiry Date" (Month and Year). A note at the bottom left says: "Note: In the next step you will be redirected to your bank's website to verify yourself." A large blue "Pay Now" button is prominently displayed at the bottom center. Below the button, a link says "or Go back to www.payubiz.in". A note at the bottom right states: "Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology." Logos for Verified by VISA, MasterCard SecureCode, Norton Security, PCI Security Standards Council, and RuPay are visible at the bottom.

Figure 6.1

6.2. Enter the card details and proceed.

6.3. Figure 6.2 Payment success status.

The screenshot shows the SRM Institute of Science and Technology's Certificate Requisition Portal. The top navigation bar includes links for Home, Applications, My Info, and Logout. The main content area displays 'Payment Transaction Status' with sections for 'STUDENT DETAILS' and 'PAYMENT DETAILS'. The 'STUDENT DETAILS' section lists Name, Course, Gender, Admitted Year, and Institution. The 'PAYMENT DETAILS' section shows a table with columns: SRM TransID, PG TransID, Date of Payment and Time, Payment Status, Fee Type, and Fees Paid. One row in the table shows a successful payment of 500.00 for Transcript Fee In Person. A red 'Payment Success' message is prominently displayed below the table. At the bottom, there is a 'Print' button and a copyright notice: © SRM Institute of Science and Technology, India. All rights reserved.

Figure 6.2

6.4. Figure 6.3 Payment Failure status.

The screenshot shows the SRM Institute of Science and Technology's Certificate Requisition Portal. The main header reads "SRM INSTITUTE OF SCIENCE & TECHNOLOGY" and "CERTIFICATE REQUISITION PORTAL". The left sidebar has a "My Info" section with student details: Name: [REDACTED], Course: [REDACTED], Gender: Male, Admitted Year: 15, Institution: Faculty of Science and Humanities, Kattankulathur. The top navigation bar includes "Home", "Applications" (with a dropdown menu showing "Transcript" and "Payment Transaction Log"), and "Logout". The main content area is titled "Payment Transaction Status". It contains two sections: "STUDENT DETAILS:" and "PAYMENT DETAILS:". The "STUDENT DETAILS:" section lists Student ID, Student Name, Name of the Institution, and Course. The "PAYMENT DETAILS:" section is a table with columns: SRM TransID, PO TransID, Date of Payment and Time, Payment Status, Fee Type, and Fees Paid. There is one row of data: SRM TransID is [REDACTED], PO TransID is [REDACTED], Date is 2018-10-26 15:38:39, Status is "Payment Failed", Fee Type is "Transcript Fee In Person", and Fees Paid is 500.00. A red box highlights the "Payment Failed" status. At the bottom, a footer note says "© SRM Institute of Science and Technology, India. All rights reserved."

Figure 6.3

6.5. To view payment status, click “Payment transaction log” menu under Applications button.

This screenshot is similar to Figure 6.3 but focuses on the "Applications" menu. The "Payment Transaction Log" option is highlighted with a red box and an arrow pointing to it from the text "Click ‘Payment Transaction log’ Button". The rest of the interface is identical to Figure 6.3, showing the student information sidebar and the payment transaction status table.

Figure 6.4

6.6. View and verify the transactions if pending.

The screenshot shows the SRM Certificate Requisition Portal interface. On the left, there is a sidebar titled "My Info" with user details: Name: Mr. Suresh Kumar, Course: M.Tech, Gender: Male, Admitted Year: 14, and Institution: Faculty of Engineering and Technology, Kattankulathur. At the top right, there is a "Logout" button. The main content area is titled "CERTIFICATE REQUISITION PORTAL". Below the title, there are navigation links for "Home" and "Applications". The central part of the screen is a table titled "Payment Transaction Log". The table has columns: S.No., Verify, Student Id, SRM Transaction Id, Bank Transaction Id, Total Amount, and Payment Status. There are 8 rows of data:

S.No.	Verify	Student Id	SRM Transaction Id	Bank Transaction Id	Total Amount	Payment Status
1		1234567890	SRM-1234567890	BK-1234567890	600	Success
2		1234567890	SRM-1234567890	BK-1234567890	200	Success
3		1234567890	SRM-1234567890	BK-1234567890	300	Success
4		1234567890	SRM-1234567890	BK-1234567890	300	Success
5		1234567890	SRM-1234567890	BK-1234567890	200	Failed - Marked bounced as transaction
6	Verify	1234567890	SRM-1234567890	BK-1234567890	250	Initialized and Not C
7	Verify	1234567890	SRM-1234567890	BK-1234567890	550	Initialized and Not C
8	Verify	1234567890	SRM-1234567890	BK-1234567890	250	Initialized and Not C

At the bottom of the page, there is a footer with the text "© SRM Institute of Science and Technology, India. All rights reserved".

Figure 6.5

6.7. Click “Apply New” button to apply Transcript again


SRM
INSTITUTE OF SCIENCE & TECHNOLOGY
Dedicated to Fellowship A.C.T.O.F. ACT. 1963

CERTIFICATE REQUISITION PORTAL

[Logout](#)

[Home](#)

[Applications](#)

My Info		Transcript Applications					
S.No	Reference Number	Register Number	Number of sets of Transcript Applied	Category	Amount Paid	Applied Date and time	Status
1	██████████	██████████	1	Applicant-In Person	250.00	29-10-2018 10:30	Applied
Apply New							

Name: ██████████

Course: ██████████

Gender: Male

Admitted Year : 14

Institution : Faculty of Engineering and Technology, Kattankulathur