



Welcome To Online PR to Payment processing System



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Log In

UserID

Password

Login

Reset

[Forgot Password?](#)

PayU Pearl Portal (Vendor Training Manual)

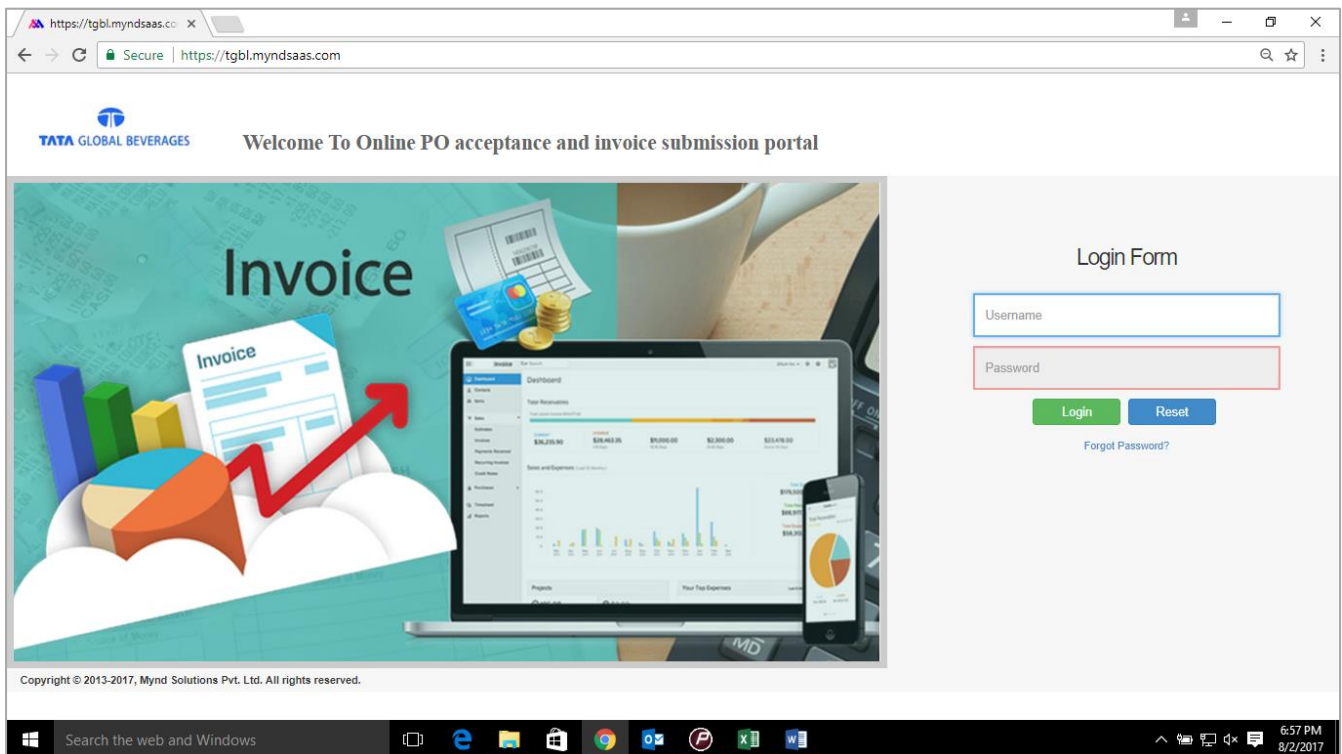
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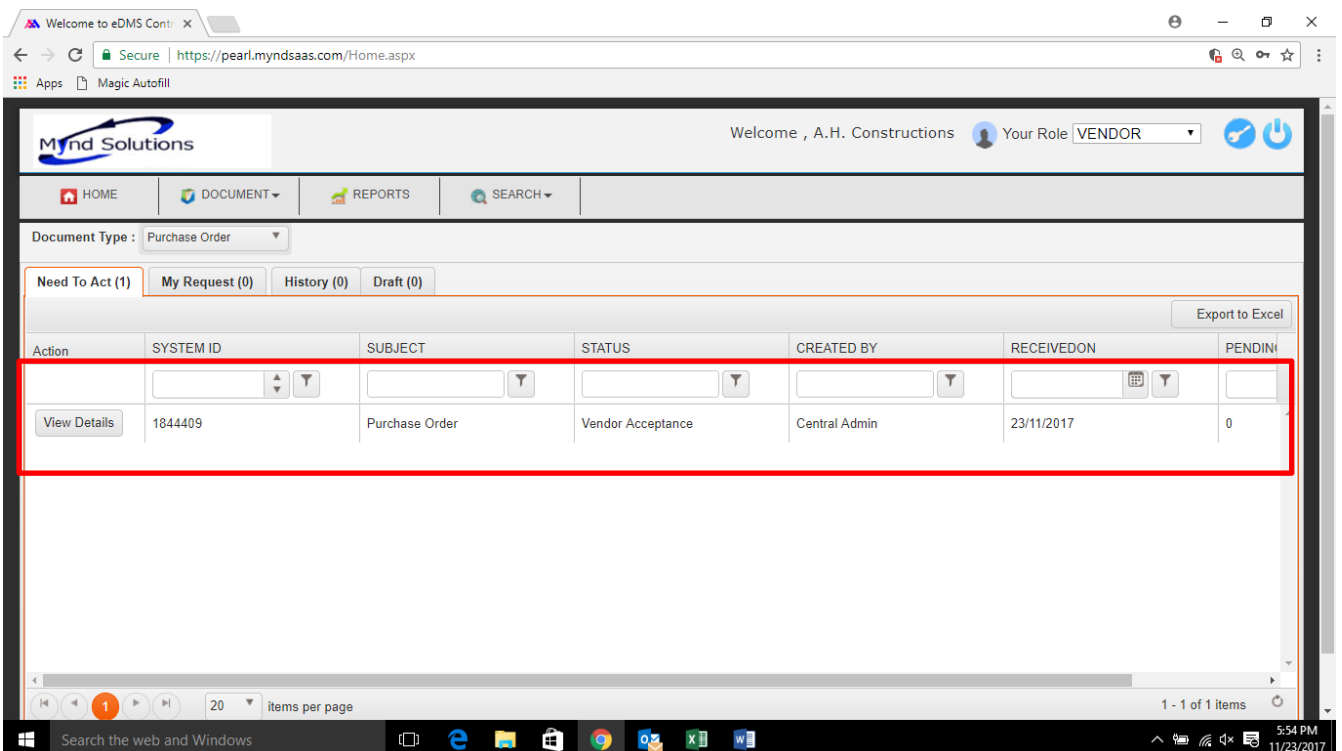
URL & Login Page

- Type URL <https://payu.myndsas.com/> and login with user ID & Password.
- Login details will be send through auto e-mail form No-reply@myndsol.com.



Process for PO Acceptance on Portal

- After Login, Home page will be open where you can see the notification for PO acceptance.
- Refer red highlighted line and click on “View Details” tab to check the additional PO details.



- New Details page will be open where vendor can see the complete PO details with items.

Purchase Order - [System Document ID: 1709067] LoggedIn User : [Test123] | Role : [VENDOR]

| | | | |
|---------------------------|------------------------|----------------------------|---------------------|
| Created By | Central Admin | Creation Date | 31/08/17 - 15:29:11 |
| Current Status | Pending for Acceptance | PO Number | T461110007 |
| Vendor Name | Mayank Garg | Vendor Code | TestV |
| PO Date | 31/08/17 | Plant | AURP |
| PO Value without Tax | 40000 | Total Tax Value | 0 |
| Valid From | 31/08/17 | Valid To | 30/09/17 |
| Payment Term | 0002 | Dispute Reason | |
| Dispute Reason or Remarks | | Dispute Resolution Remarks | |

PO Items

| Serial No | Plant Code | Matl Group | Material Code | Mat Description | Quantity | Auth Unit | Price | Amount | Tax Code | HSN_SAC Code | Tax Rate | SGST | CGST | IGST | Total Tax | Balance Qty | Tol Qty | PO No |
|-----------|------------|------------|---------------|-------------------------------------|----------|-----------|-------|--------|----------|--------------|----------|------|------|------|-----------|-------------|---------|------------|
| 10 | AURP | 04010400 | PJAAP0104 | PET JAR | 10000 | NO | 2 | 20000 | G1 | 0902 | 18 | 0 | 0 | 0 | 0 | 10000 | 1000 | T461110007 |
| 20 | AURP | 04010400 | PJAAQ0103 | PET JAR ROUND 1KG TTP LEAF NI-14-15 | 2000 | NO | 10 | 20000 | G1 | 0902 | 18 | 0 | 0 | 0 | 0 | 2000 | 200 | T461110007 |

Movement Detail

Future Movements

- After verification of PO click on “Take Action” button to accept the PO as highlighted below.

Purchase Order - [System Document ID: 1709067] LoggedIn User : [Test123] | Role : [VENDOR]

| | | | |
|---------------------------|------------------------|----------------------------|---------------------|
| Created By | Central Admin | Creation Date | 31/08/17 - 15:29:11 |
| Current Status | Pending for Acceptance | PO Number | T461110007 |
| Vendor Name | Mayank Garg | Vendor Code | TestV |
| PO Date | 31/08/17 | Plant | AURP |
| PO Value without Tax | 40000 | Total Tax Value | 0 |
| Valid From | 31/08/17 | Valid To | 30/09/17 |
| Payment Term | 0002 | Dispute Reason | |
| Dispute Reason or Remarks | | Dispute Resolution Remarks | |

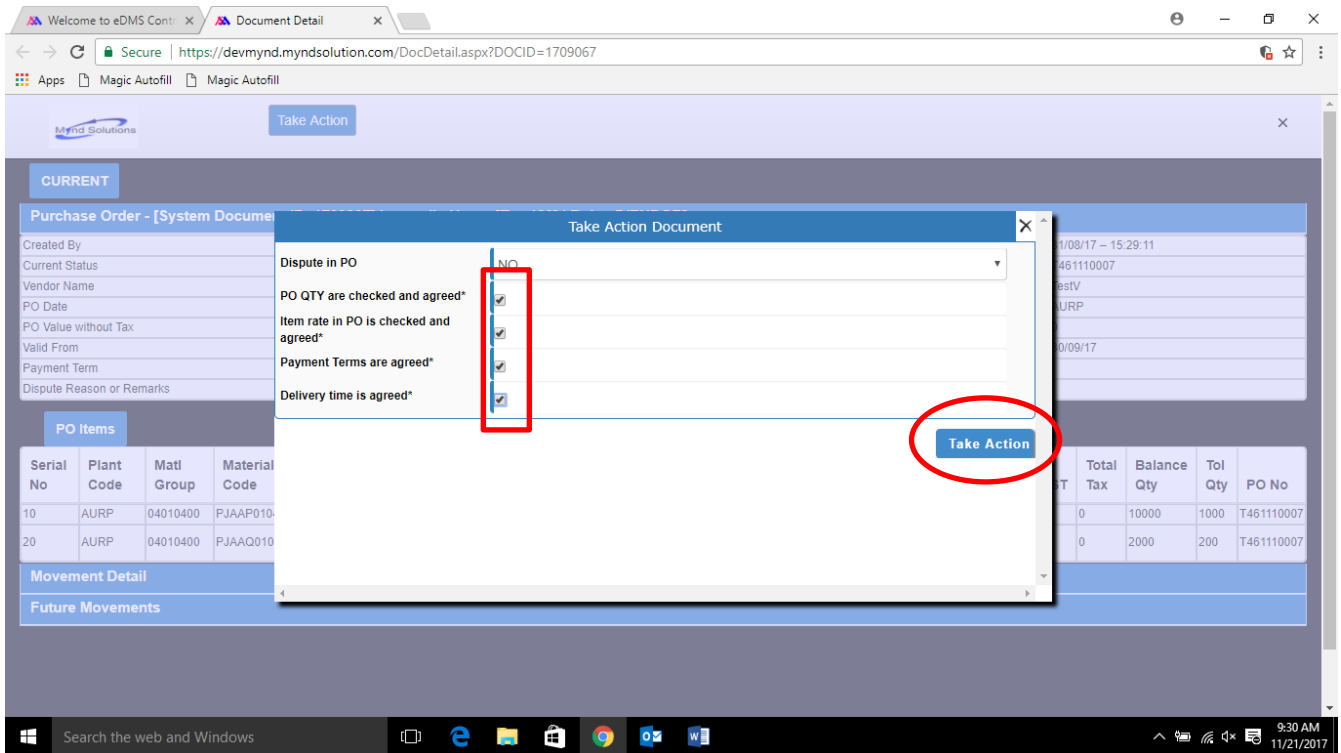
PO Items

| Serial No | Plant Code | Matl Group | Material Code | Mat Description | Quantity | Auth Unit | Price | Amount | Tax Code | HSN_SAC Code | Tax Rate | SGST | CGST | IGST | Total Tax | Balance Qty | Tol Qty | PO No |
|-----------|------------|------------|---------------|-------------------------------------|----------|-----------|-------|--------|----------|--------------|----------|------|------|------|-----------|-------------|---------|------------|
| 10 | AURP | 04010400 | PJAAP0104 | PET JAR | 10000 | NO | 2 | 20000 | G1 | 0902 | 18 | 0 | 0 | 0 | 0 | 10000 | 1000 | T461110007 |
| 20 | AURP | 04010400 | PJAAQ0103 | PET JAR ROUND 1KG TTP LEAF NI-14-15 | 2000 | NO | 10 | 20000 | G1 | 0902 | 18 | 0 | 0 | 0 | 0 | 2000 | 200 | T461110007 |

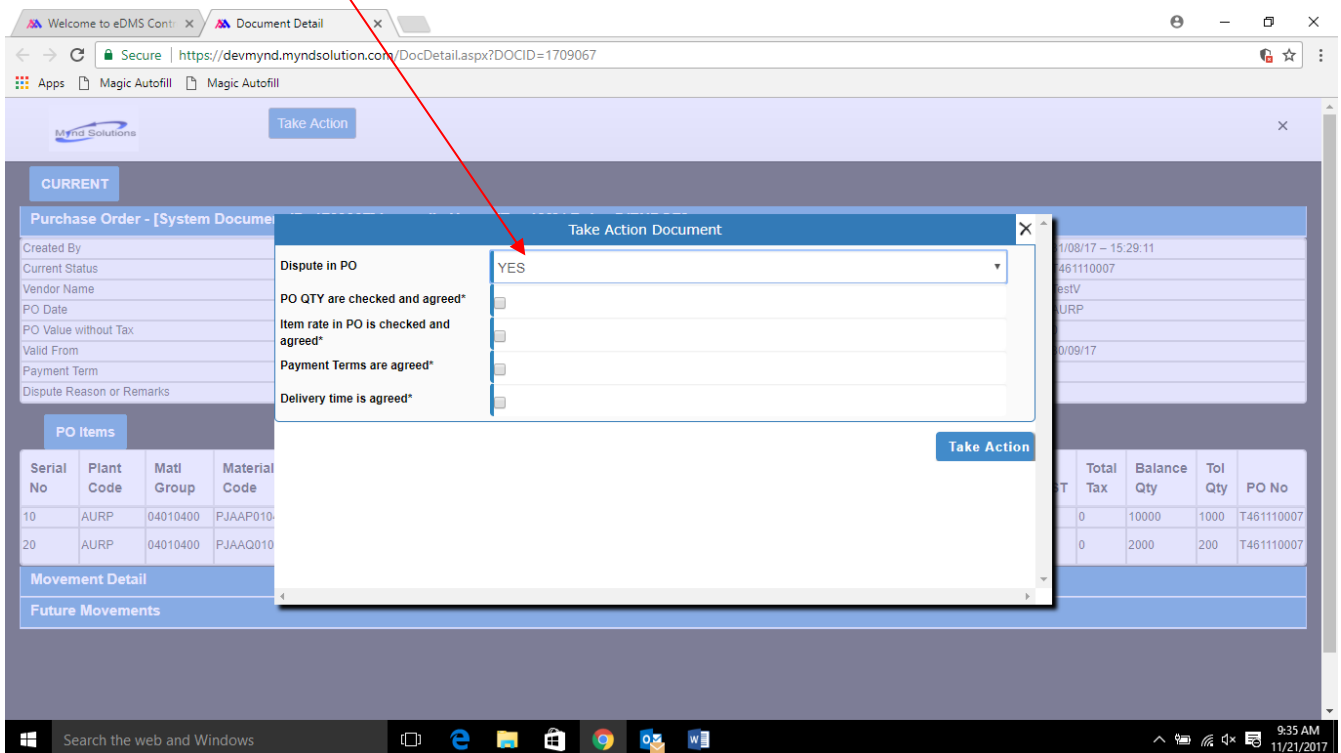
Movement Detail

Future Movements

- After clicking “Take Action”, new action window will open.
- Tick all check box and click on accept button.



- If Vendor have any concern about PO then he raise the concern with selection of options as “Dispute in PO” in take action window.
- Select options “Yes” in field name Dispute in PO.



➤ New window will be open for raising the concern.

A. Dispute Reason or Remarks –

B. Click on “Correction Req’d” action button to submit the query.

Purchase Order - [System Document ID: 1697388] LoggedIn User : [RAJ PALACE] | Role : [VENDOR]

| | | | |
|----------------|------------------------|---------------|---------------------|
| Created By | superuser | Creation Date | 27/07/17 – 17:50:35 |
| Current Status | Pending for Acceptance | PO Serial No | PO21 |
| PO Number | 4500125699 | Vendor Code | 10003 |
| Vendor Name | RAJ PALACE | PO Date | 27/07/17 |
| Plant | | | INR |

PO Items

| Serial No | Matl Group | Material Code | Mat Description | Quantity | Auth Unit | Price | Amount | Tax Code | HSN_SAC Code | Tax Rate | SGST | CGST | IGST | Total Tax | Balance Qty | Tol Qty |
|-----------|------------|---------------|--------------------------------------|----------|-----------|-------|--------|----------|--------------|----------|------|------|------|-----------|-------------|---------|
| 10 | PKGCP | LNBBAA0015 | LAM Super Green Boost | 4000 | Kg | 40 | 160000 | X | 2202 | 18 | 0 | 0 | 0 | 0 | 4000 | 400 |
| 20 | PKGSP | CPAAP0917 | CATH POUCH 500G TT GOLD - INDP-FSSAI | 890 | No | 102 | 90780 | X | 1701 | 28 | 0 | 0 | 0 | 0 | 890 | 89 |

Invoice Upload on Portal

➤ Go to Home Page and select the options “Submit Invoice” in Document Menu for invoice upload.

Welcome to eDMS Control

Secure | https://pearl.myndsas.com/Home.aspx

Apps | Magic Autofill

Mynd Solutions | Welcome, A.H. Constructions | Your Role: VENDOR

HOME | **DOCUMENT** | REPORTS | SEARCH

Document Type: **Invoice**

Need To Act (1) | My Request (0) | History (0) | Draft (0)

| Action | SYSTEM ID | SUBJECT | STATUS | CREATED BY | RECEIVEDON | PENDING DAYS |
|------------------------------|-----------|----------------|-------------------|---------------|------------|--------------|
| View Details | 1844409 | Purchase Order | Vendor Acceptance | Central Admin | 23/11/2017 | 0 |

Export to Excel

1 - 1 of 1 items

- After selection of Invoice options new page will be open.
- If only one PO issued for vendor by PayU then screen will auto filled.
- If Multiple PO issued then vendor need to select the PO number and fill the following information:-
 - A. Put the Invoice number as it on actual invoice.
 - B. Put the Invoice date as mentioned on invoice.
 - C. Attached the invoice scan copy (Single file with multiple pages).
 - D. Put the Invoice Qty as per actual invoice.

Mynd Solutions | Welcome, A.H. Constructions | Your Role: VENDOR

HOME | DOCUMENT | REPORTS | SEARCH

Invoice

Vendor Name*: A.H. Constructions | Vendor Code*: 1000039350 | Vendor PAN: AEJPL3302B

Vendor GSTN Status: REGISTERED | Vendor GSTIN: 06AEJPL3302B1ZU | PO No*: PO/FY-18/10005

PO Value WO Tax: 3000 | Balance PO Amount: 3000 | Payment Term Description: 30 Days

Valid From: 23/11/17 | Valid To: 31/12/17 | Company Name*: MyndSol

Ship To Location*: Delhi | Invoice No*: | Invoice Date*: 23/11/17

Invoice Attachment*: Choose file | No file chosen | Other Optional Document: Choose file | No file chosen | Invoice Amount Wo Tax*: 0

PO Accepted*: YES

Inv Items

Filter

| All | Item Name | Item Description | UOM | PO Qty | Bal PO Qty | Rate | HSN_SAC Code | Inv Qty | Amount |
|--------------------------|------------------|------------------|-------|--------|------------|------|--------------|---------|--------|
| <input type="checkbox"/> | Cafeteria- Lunch | Veg Lunch Pack | Units | 10 | 10 | 250 | | 0 | 0 |
| <input type="checkbox"/> | Mugs | Coffee Mugs | Units | 10 | 10 | 50 | | 0 | 0 |
| Total | | | | | | | | | |

Calculate

Note:-

- Vendor can submit the invoice against only accepted PO. If PO not accepted by vendor then he will not able to submit the invoice.
- Invoice date should be between the PO validity dates as mentioned on screen.
- Vendor can submit multiple invoice against one PO.
- One invoice can't be submitted against multiple PO's.
- * marked fields are mandatory.

- After making the information in respective filed use the “**Save**” button to submit/save the transaction/invoice :-

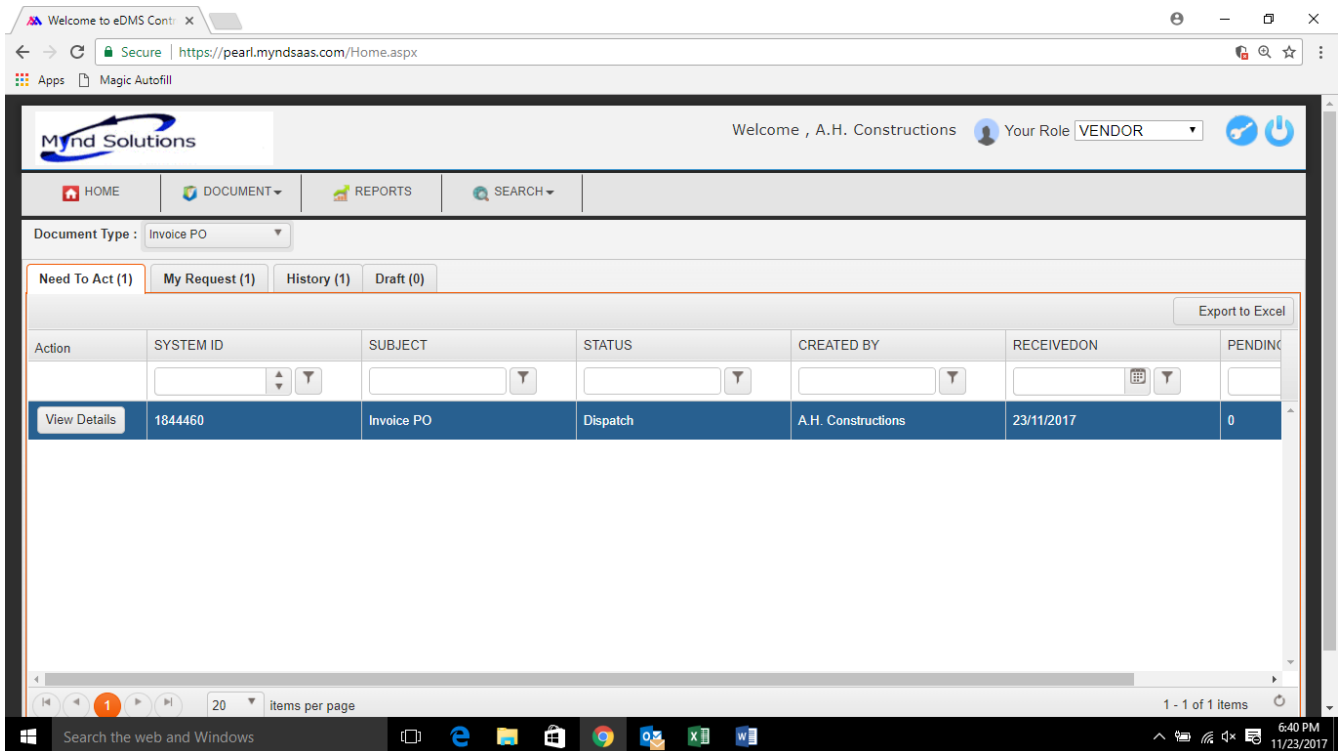
| Item Name | Item Description | UOM | PO Qty | Bal PO Qty | Rate | HSN_SAC Code | Inv Qty | Amount |
|------------------|------------------|-------|--------|------------|------|--------------|---------|--------|
| Cafeteria- Lunch | Veg Lunch Pack | Units | 10 | 10 | 250 | | 5 | 1250 |
| Mugs | Cofee Mugs | Units | 10 | 10 | 50 | | 5 | 250 |
| Total | | | | | | | | |

- After click on save button system will generate unique transaction reference number which will help in future correspondence.

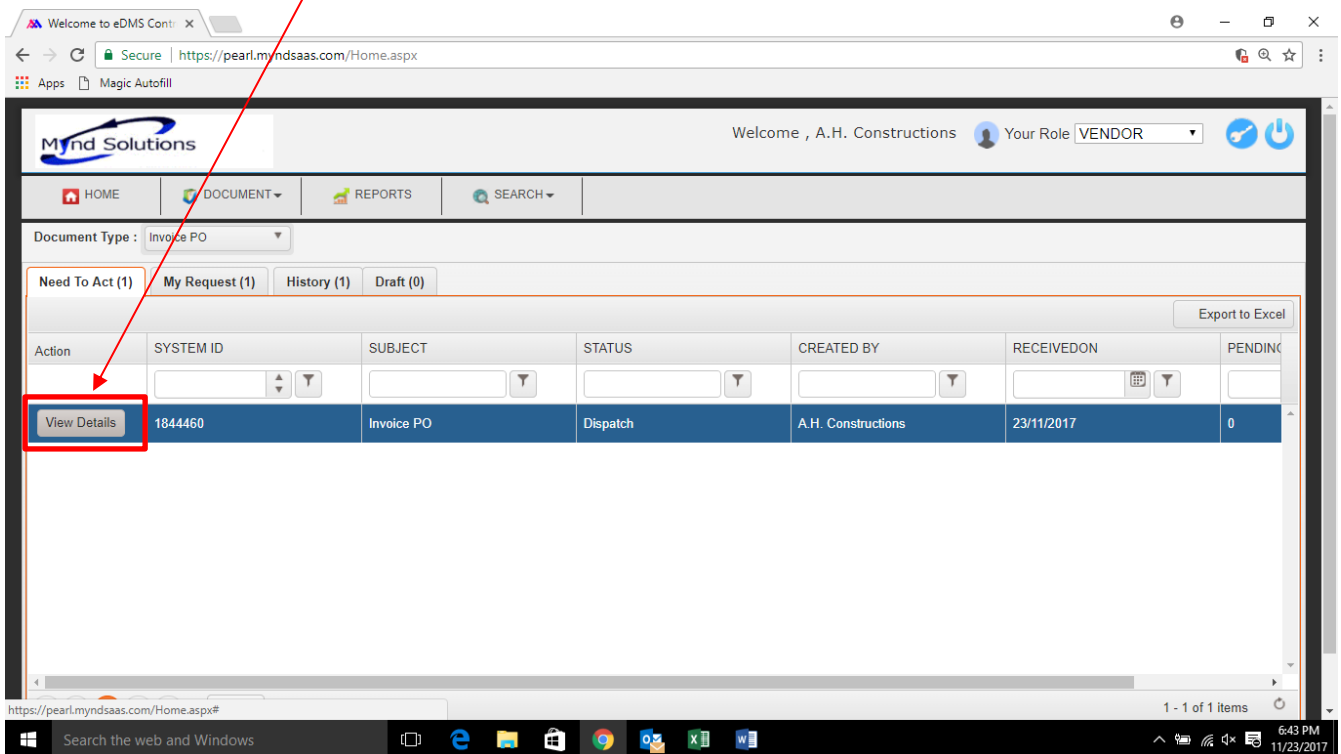
Confirmation
System DOC ID is 1844460
Invoice ID is POINV10003
Close

Updating Dispatch detail on Portal

- After saving the transaction go to home page by selection of “Home” in menu bar.
- Same transaction will show here in notification for dispatch this transaction and invoice to PayU for payment processing. Refer highlighted items of screen.



- Select the “View Details” options to check and dispatch the transaction.



- New page will be open where vendor can check the invoice details and invoice attachment.

Welcome to eDMS Cont: x Document Detail x

Secure | https://pearl.myndsas.com/DocDetail.aspx?DOCID=1844460

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Mynd Solutions

Dispatch

CURRENT HISTORY

Invoice Po - [System Document ID: 1844460] LoggedIn User : [A.H. Constructions] | Role : [VENDOR]

| | | | |
|-----------------------------|--------------------|------------------------------|---------------------|
| Created By | A.H. Constructions | Creation Date | 23/11/17 - 18:32:15 |
| Current Status | Dispatch | Invoice ID | POINV10003 |
| PO No | PO/FY-18/10005 | PO Value WO Tax | 3000 |
| Balance PO Amount | 3000 | Payment Term Description | 30 Days |
| Valid From | 23/11/17 | Valid To | 31/12/17 |
| Vendor Name | A.H. Constructions | Vendor Code | 1000039350 |
| Vendor PAN | AEJPL3302B | Vendor GSTN Status | REGISTERED |
| Vendor GSTIN | 28AEJPL3302B1Z1 | Invoice Category | |
| Invoice No | Test 1 | Invoice Date | 23/11/17 |
| Invoice Attachment | View Attachment | Other Optional Document | |
| Ship To Location | Dalhi | Invoice Amount Wo Tax | 1500 |
| Company Name | MyndSol | Item Sub Category | |
| Tax Code GST | | Withholding Tax code | |
| Invoice Approver | DH_Adm_HR | Invoice Validator | |
| Dispatch Date | | Dispatched Through | |
| Dispatch Docket No | | Dispatch Remarks | |
| Dept Head Remarks | | Dept Head Reconsider Remarks | |
| AP Head Remarks | | AP Head Reconsider Remarks | |
| Receipt Remarks | | Invoice Received Date | |
| Payment Update Remarks | | Payment Reference Num | |
| Payment Date | | Payment Mode | |
| Paid Amount | | TDS (Deduction) | |
| Submitter Rejection Remarks | | | |
| PO Accepted | YES | | |

Inv Items

| Item Name | Item Description | UOM | HSN_SAC Code | PO Qty | Rate | Inv Qty | Amount |
|------------------|------------------|-------|--------------|--------|------|---------|--------|
| Cafeteria- Lunch | Veg Lunch Pack | Units | | 10 | 250 | 5 | 1250 |

Search the web and Windows

6:47 PM 11/23/2017

- Original Invoice to be send to PayU office through courier/By hand and after that dispatch action should be perform on portal.
- Mentioned the POD details and click on Dispatch button and fill the required details and click on dispatch.

Welcome to eDMS Cont: x Document Detail x

Secure | https://pearl.myndsas.com/DocDetail.aspx?DOCID=1844460

Apps Magic Autofill

Mynd Solutions

Dispatch

Invoice Po - [System Document ID: 1844460] LoggedIn User : [A.H. Constructions] | Role : [VENDOR]

Dispatch Date* 23/11/17

Dispatched Through* DTDC

Dispatch Docket No XZ23455123

Dispatch Remarks

Dispatch

Created By A.H. Constructions

Current Status Dispatch

PO No PO/FY-18/10005

Balance PO Amount 3000

Valid From 23/11/17

Vendor Name A.H. Constructions

Vendor PAN AEJPL3302B

Vendor GSTIN 28AEJPL3302B1Z1

Invoice No Test 1

Invoice Attachment View Attachment

Ship To Location Dalhi

Company Name MyndSol

Tax Code GST

Invoice Approver DH_Adm_HR

Dispatch Date

Dispatch Docket No

Dept Head Remarks

AP Head Remarks

Receipt Remarks

Payment Update Remarks

Payment Date

Paid Amount

Submitter Rejection Remarks

PO Accepted YES

Creation Date 23/11/17 - 18:32:15

Invoice ID POINV10003

PO Value WO Tax 3000

Payment Term Description 30 Days

Valid To 31/12/17

Vendor Code 1000039350

Vendor GSTN Status REGISTERED

Invoice Category

Invoice Date 23/11/17

Other Optional Document

Invoice Amount Wo Tax 1500

Item Sub Category

Withholding Tax code

Invoice Validator

Dispatched Through

Dispatch Remarks

Dept Head Reconsider Remarks

AP Head Reconsider Remarks

Invoice Received Date

Payment Reference Num

Payment Mode

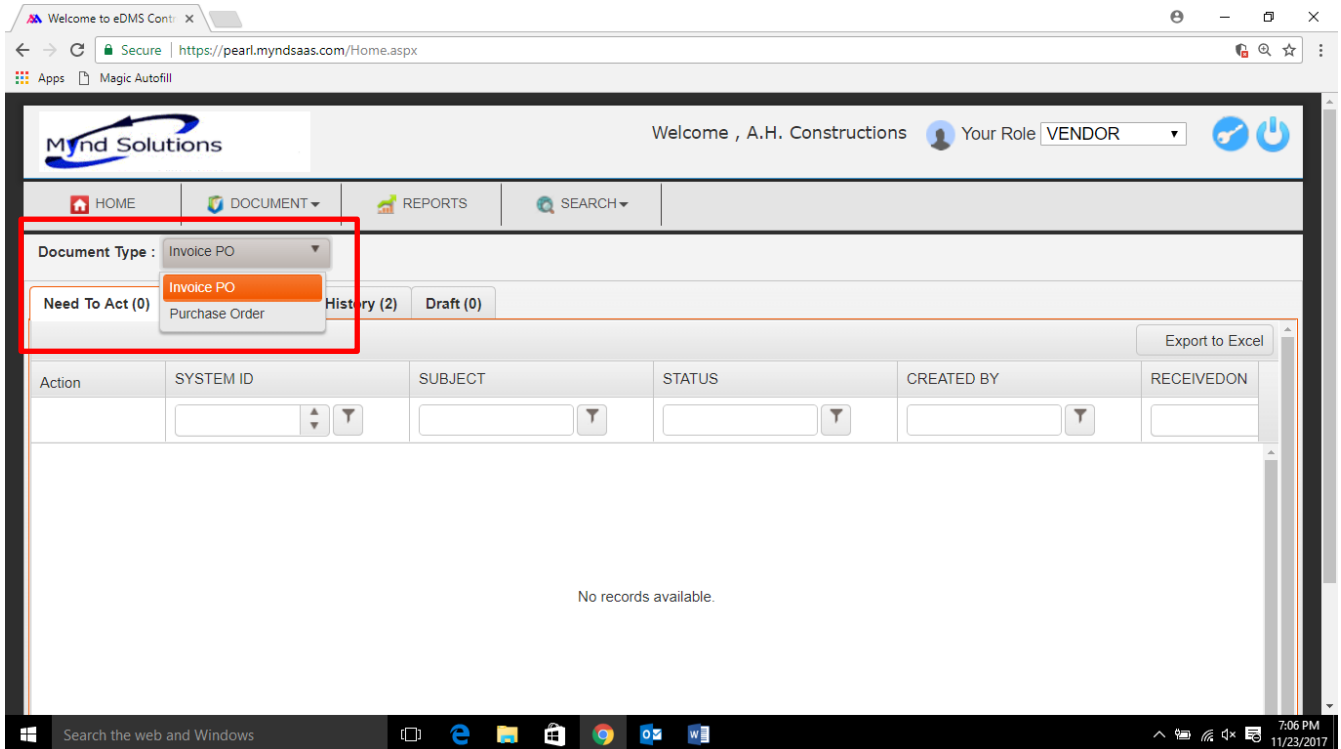
TDS (Deduction)

Search the web and Windows

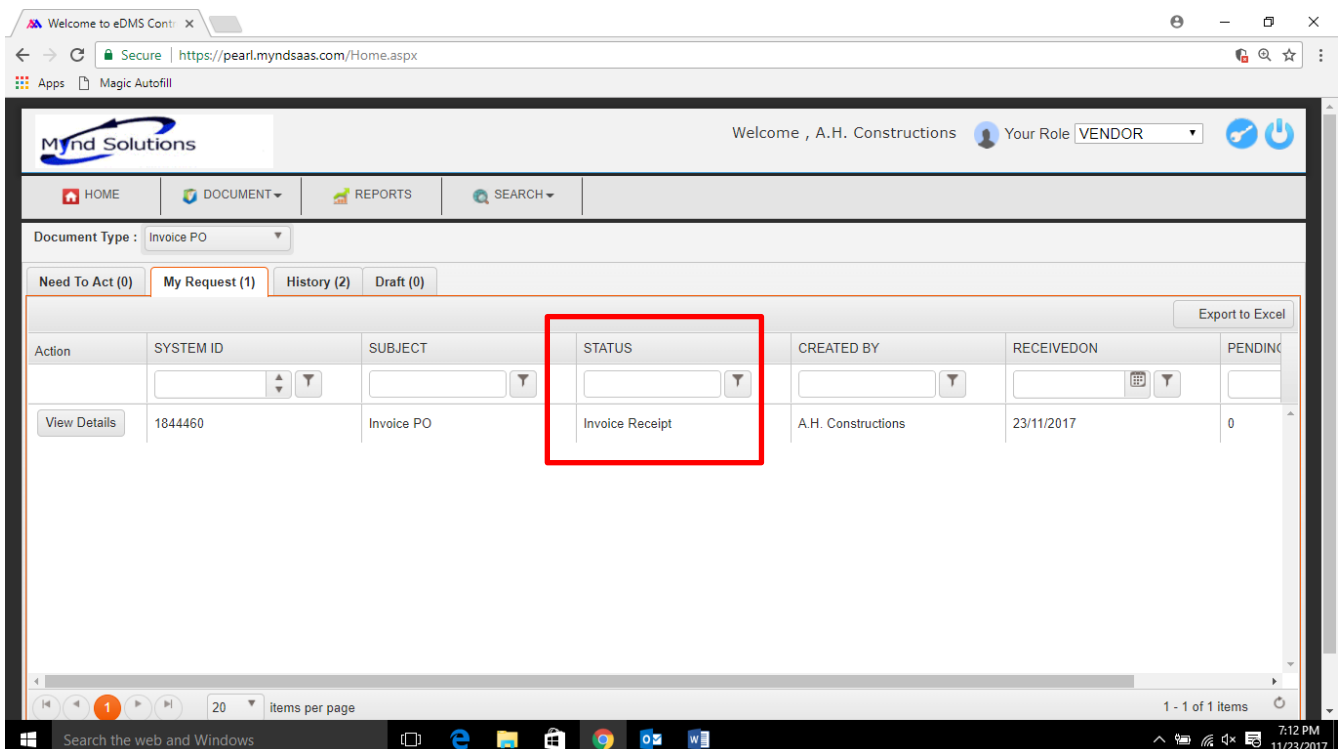
6:56 PM 11/23/2017

Process to Check the Invoice Status

- Go to Home page. Select the “Invoice PO” to check the invoice status.



- Then select the tab “My Request” options system will show the transaction raised by vendor.
- Check the current status of invoice in Status column as highlighted.



- User can check the complete PR data through the options “view detail”.
- Click on the options.

Welcome to eDMS Cont...

Secure | https://payu.myndsas.com/Home.aspx#

Apps | Magic Autofill | Magic Autofill

PayU

Welcome , Sunil Gaur | Your Role | REQUESTER

HOME | DOCUMENT | TOOLS | REPORTS | SEARCH

Document Type : Purchase Requisition

Need To Act (0) | My Request (2) | History (2) | Draft (0)

Export to Excel

| Action | PR No | Department Name | Purchase Reason | Estimated Cost | Status | Pending Days |
|------------------------------|-------------|-----------------|-----------------|----------------|-----------------|--------------|
| View Details | PR/FY-18/71 | Operations | New Requirement | 100000 | FPnA Validation | 1 |
| View Details | PR/FY-18/57 | Operations | something | 300000 | FPnA Validation | 7 |

1 - 2 of 2 items

Forgot Password

- Go on Login Page of portal and click on “Forgot Password” options as highlighted below.

https://payu.myndsas.com

Secure | https://payu.myndsas.com

Apps | Magic Autofill

PayU

Welcome To Online PR to Payment processing System

Log In

UserID

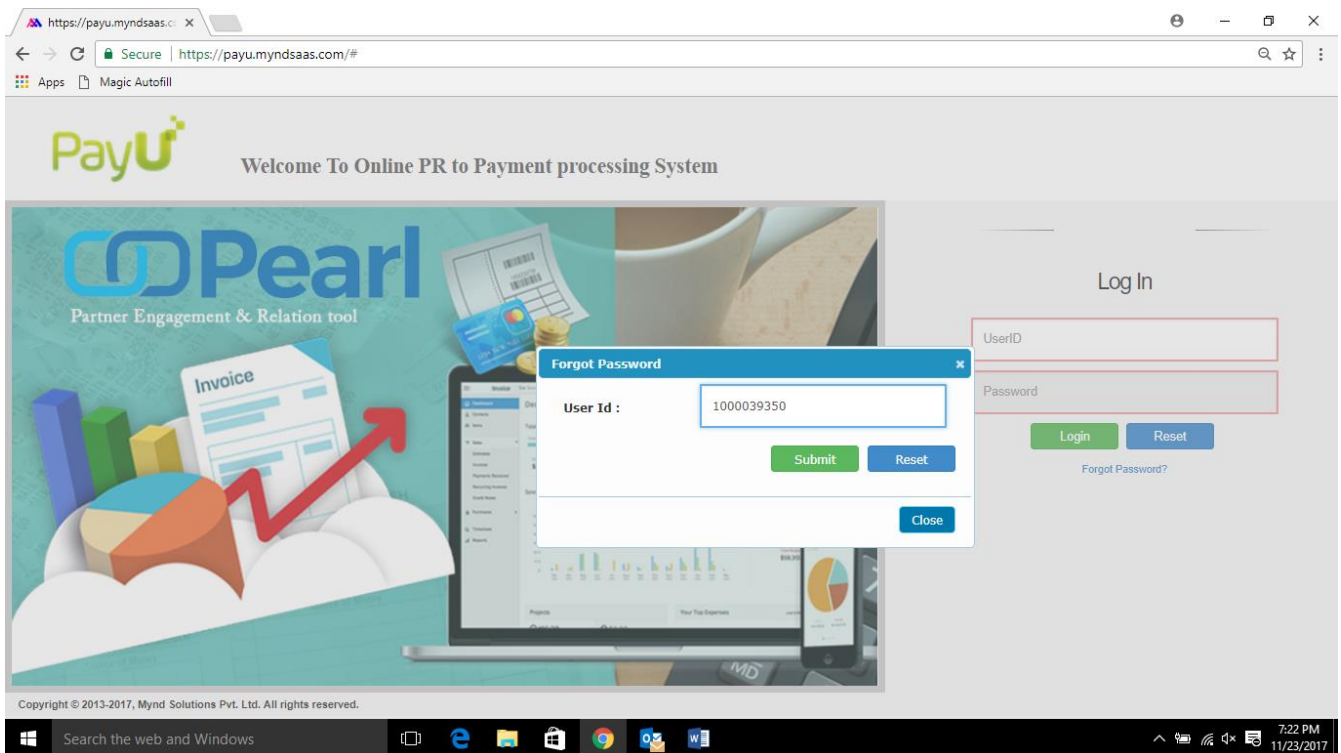
Password

Login | Reset

[Forgot Password?](#)

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- Mentioned the Login ID in User ID field and submit the details.



- System will send auto e-mail on your registered ID to reset the password from the mail id No-reply@myndsol.com.
- Please check the Junk Box if mail not received in Inbox.
- If further mail not received then please contact your technical team, might be some restriction in your system.

System Requirements

It is recommended to use the latest version of browser's.

Support

For any issue, please contact at Payu Procurement team on e-mail ID payuprocurement@payu.in