



Welcome To Online PR to Payment processing System



Log In

Login

Reset

[Forgot Password?](#)

PayU PEARL Portal (User Training Manual)

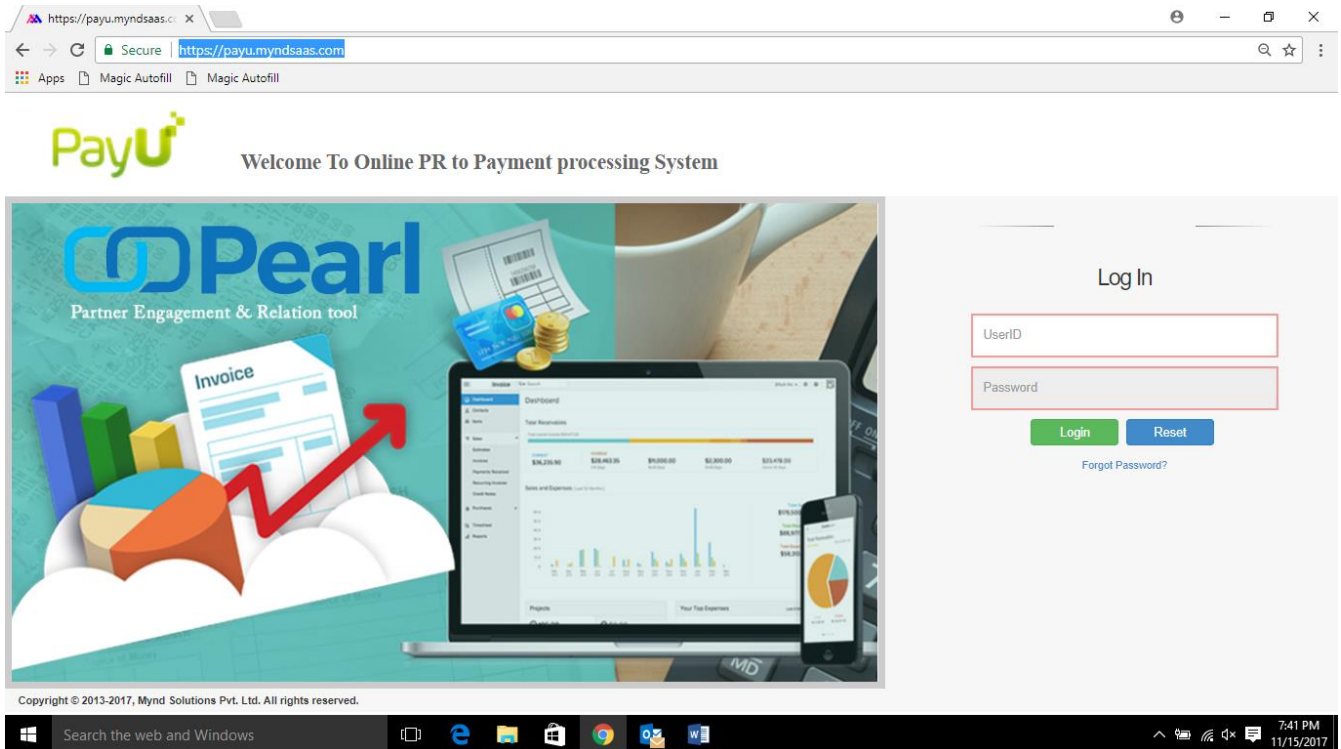
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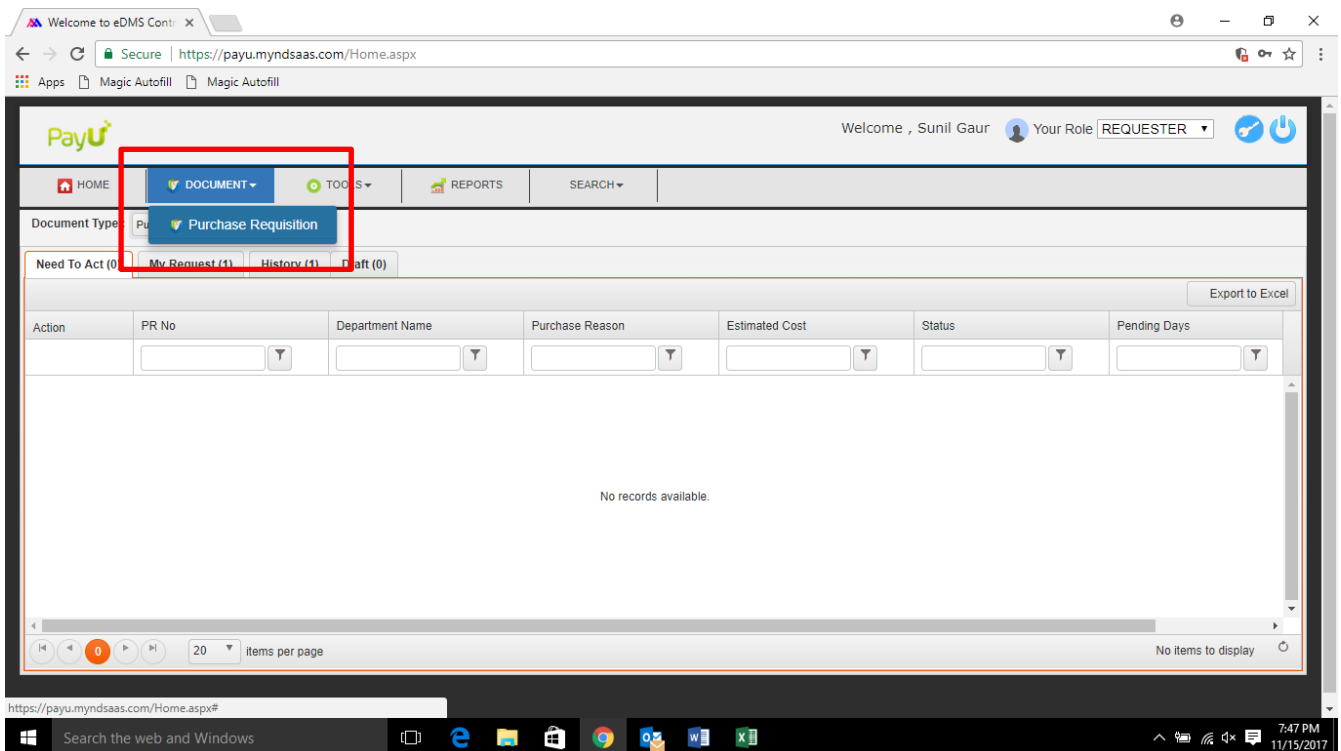
URL & Login Page

Step 1- Type URL <https://payu.myndsas.com/> and login with user ID & Password.

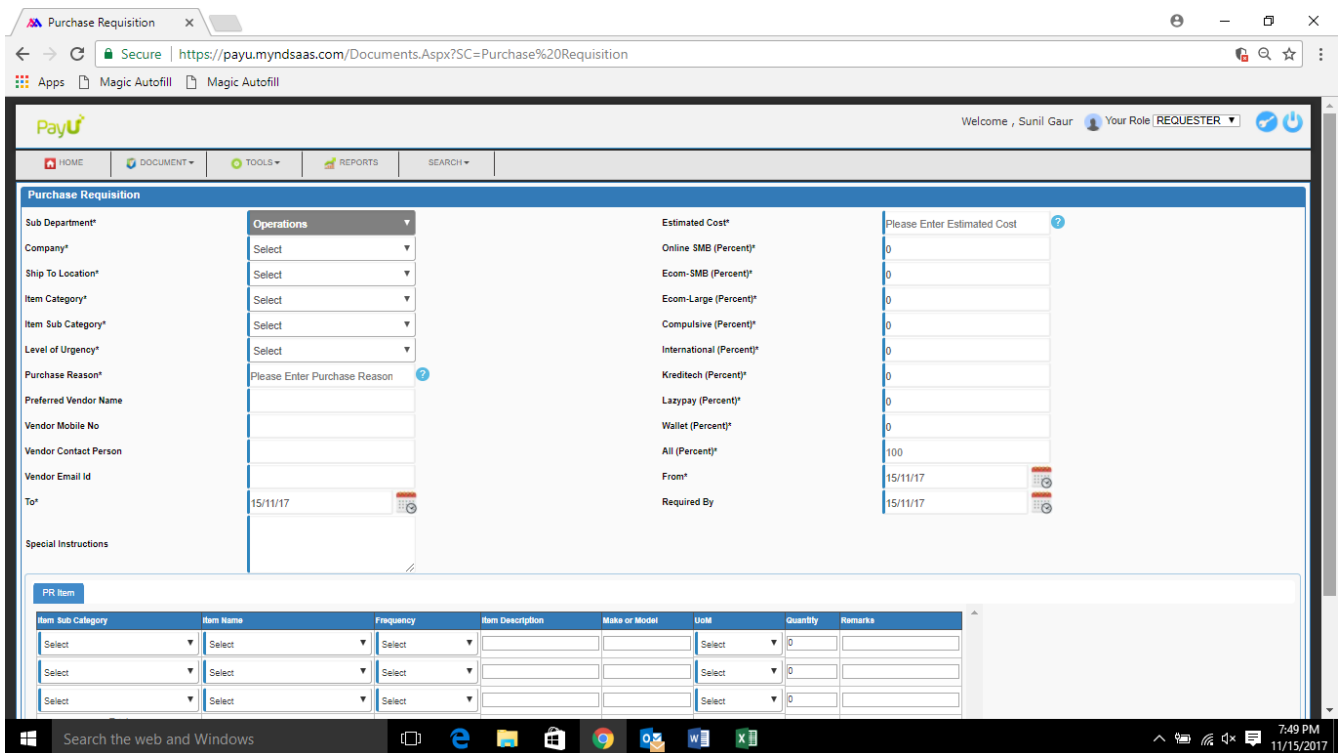


Process for PR Creation on Portal

- After Login, Home page will open
- Select the "Purchase Requisition" Options in Document tab for new PR Creation as highlighted below.



- PR creation page will be open where user need to fill the details.



Purchase Requisition

Sub Department* Operations

Company* Select

Ship To Location* Select

Item Category* Select

Item Sub Category* Select

Level of Urgency* Select

Purchase Reason* Please Enter Purchase Reason

Preferred Vendor Name

Vendor Mobile No

Vendor Contact Person

Vendor Email Id

To* 15/11/17

Special Instructions

PR Item

Item Sub Category	Item Name	Frequency	Item Description	Make or Model	UoM	Quantity	Remarks
Select	Select	Select			Select	0	
Select	Select	Select			Select	0	
Select	Select	Select			Select	0	

Estimated Cost* Please Enter Estimated Cost

Online SMB (Percent)* 0

Ecom-SMB (Percent)* 0

Ecom-Large (Percent)* 0

Compulsive (Percent)* 0

International (Percent)* 0

Kreditech (Percent)* 0

Lazypay (Percent)* 0

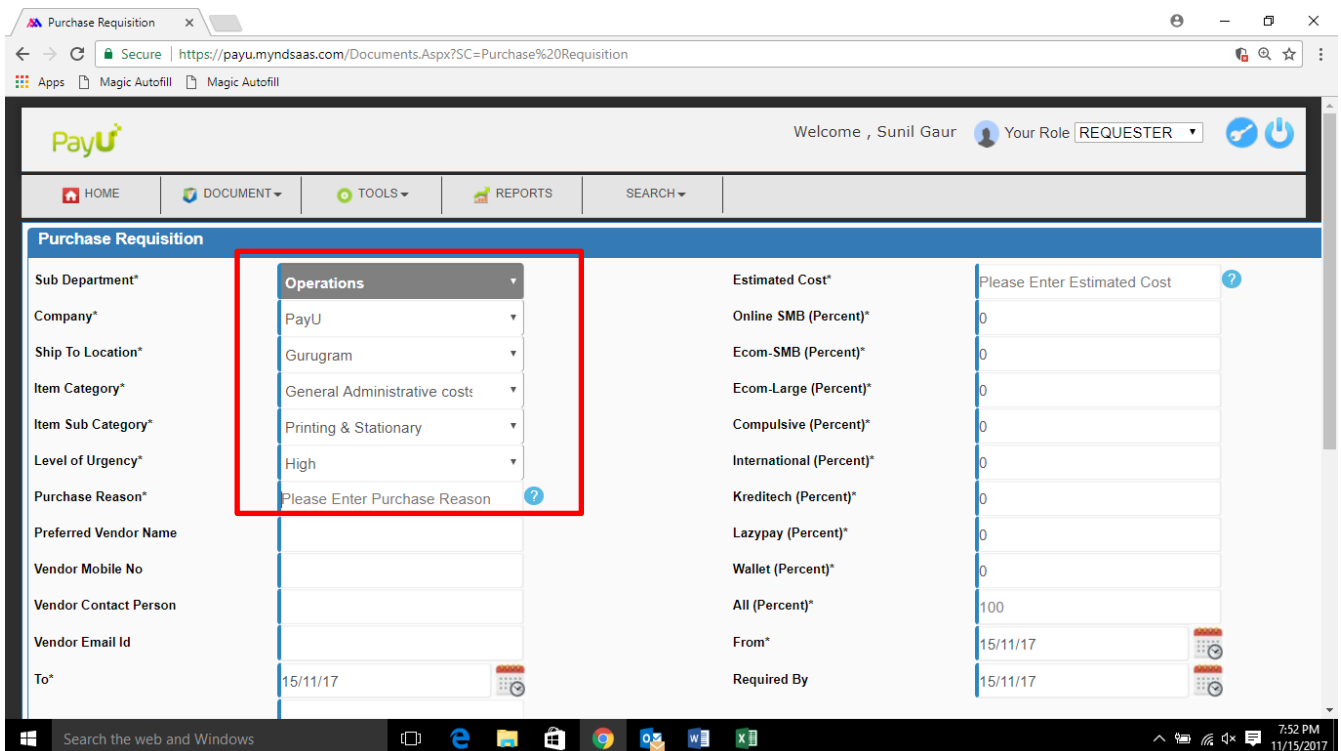
Wallet (Percent)* 0

All (Percent)* 100

From* 15/11/17

Required By 15/11/17

- Fill the information in field by selecting the details from drop down list.
- * marked in field are mandatory.



Purchase Requisition

Sub Department* Operations

Company* PayU

Ship To Location* Gurugram

Item Category* General Administrative cost

Item Sub Category* Printing & Stationary

Level of Urgency* High

Purchase Reason* Please Enter Purchase Reason

Preferred Vendor Name

Vendor Mobile No

Vendor Contact Person

Vendor Email Id

To* 15/11/17

Special Instructions

PR Item

Item Sub Category	Item Name	Frequency	Item Description	Make or Model	UoM	Quantity	Remarks
Select	Select	Select			Select	0	
Select	Select	Select			Select	0	
Select	Select	Select			Select	0	

Estimated Cost* Please Enter Estimated Cost

Online SMB (Percent)* 0

Ecom-SMB (Percent)* 0

Ecom-Large (Percent)* 0

Compulsive (Percent)* 0

International (Percent)* 0

Kreditech (Percent)* 0

Lazypay (Percent)* 0

Wallet (Percent)* 0

All (Percent)* 100

From* 15/11/17

Required By 15/11/17

- Put the Estimated cost and bifurcate the cost within the verticals applicable
- Bifurcate the Total PR cost in business unit in percent (%) form. Refer screen shot
- In case the cost is common, the default option (All – 100%) to continue, to be allocated in predetermined ratio

- After completion of above details fill the Item requirement in PR Item field
- It is mandatory to fill data in all fields
- After completion of required information, save the transaction as highlighted in box

- System will generate PR Doc number as “PR/FY-18/71” for future reference.

Confirmation
System DOC ID is 1834899
PR No is PR/FY-18/71

- This Document will go for approval as per DOA configuration in system.

Process to Check the PR Status

- Go to Home page. Select the tab named “My Request” as highlighted below.

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

Action	PR No	Department Name	Purchase Reason	Estimated Cost	Status	Pending Days
No records available.						

- After selection of My Request options, system will show the transaction raised by user
- User can check the status of their request in Status column

Welcome to eDMS Cont: x

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)

Action	PR No	Department Name	Purchase Reason	Estimated Cost	Status	Pending
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

Export to Excel

1 - 2 of 2 items

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

Welcome to eDMS Cont: x

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)

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

Export to Excel

1 - 2 of 2 items

- New window will open where user can check the details

The screenshot shows the 'Document Detail' page for a Purchase Requisition (System Document ID: 1834899). The user is logged in as Sunil Gaur, Role: REQUESTER. The page displays various details including PR Details, Cost Allocation, Rejection Remarks, and PR Item details.

PR Details

Field	Value	Field	Value
Created By	Sunil Gaur	Creation Date	15/11/17 - 2
Current Status	FPNA Validation	PR No	PR/FY-18/71
Requester Name	Sunil Gaur	Department Name	Operations
Sub Department	Operations	Company	PayU
Ship To Location	Gurugram	Item Category	General Administrative costs
Item Sub Category	Printing & Stationary	Level of Urgency	High
Purchase Reason	New Requirement	Preferred Vendor Name	
Vendor Mobile No		Vendor Contact Person	
Vendor Email Id		Original Sub Department	Operations
Approver_L1	2428	Approver_L2	140
Approver_L3		Special Instructions	

Cost Allocation

Rejection Remarks

PR Item

Item Sub Category	Item Name	Frequency	Item Description	Make or Model	UoM	Quantity	Remarks	PR No	PR Bal Qty	SR No
Printing & Stationary	A4 Sheet Protector (Pack of 100)	One Time	Test	Test	Units	30		PR/FY-18/71	30	PRL72
Printing & Stationary	CD-R (10 CD Pack)	Contractual	Test	Test	Units	50		PR/FY-18/71	50	PRL73

Movement Detail

S.No	User Name	STAGE	In Date	Out Date	SLA	A. SLA	Remarks
1	Sunil Gaur (CREATOR)	UPLOADED	15 Nov 2017 20:17:03.220	15 Nov 2017 20:17:03.220	0	0	
2	Vineet Sindhwani		15 Nov 2017 20:17:03.357		1		Document Created

Future Movements

Search the PR Status through report

- Go to home page and select the options “Document Search” in “Search Menu”.

The screenshot shows the 'Home' page of the PayU PEARL Portal. The user is logged in as Sunil Gaur, Role: REQUESTER. The page displays a navigation menu with options: HOME, DOCUMENT, TOOLS, REPORTS, and SEARCH. The 'SEARCH' menu is expanded, showing 'Document Search' as the selected option. Below the menu, there are tabs for 'Need To Act (0)', 'My Request (2)', 'History (2)', and 'Draft (0)'. The 'My Request (2)' tab is active, displaying a table with columns: Action, PR No, Department Name, Purchase Reason, Estimated Cost, and Status. The table is currently empty, and a message 'No records available.' is displayed below it.

Document Type: Purchase Requisition

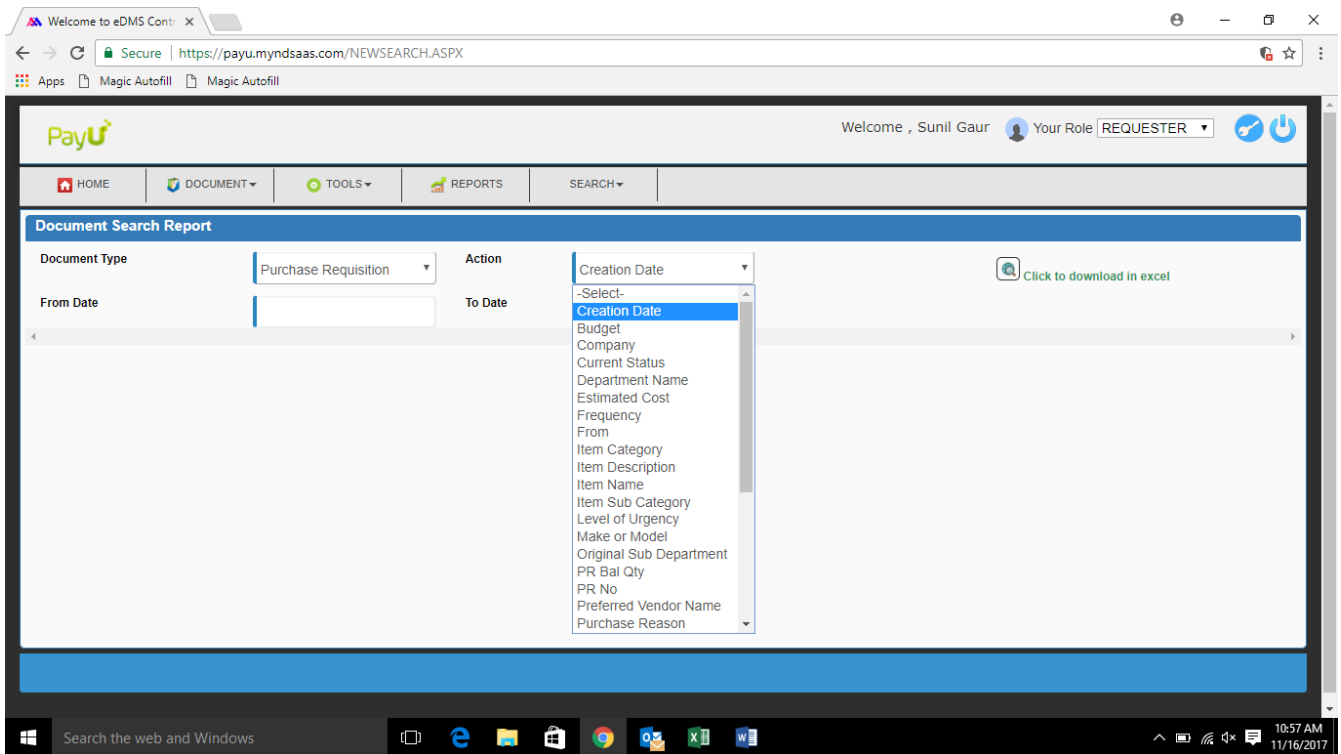
Document Search

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

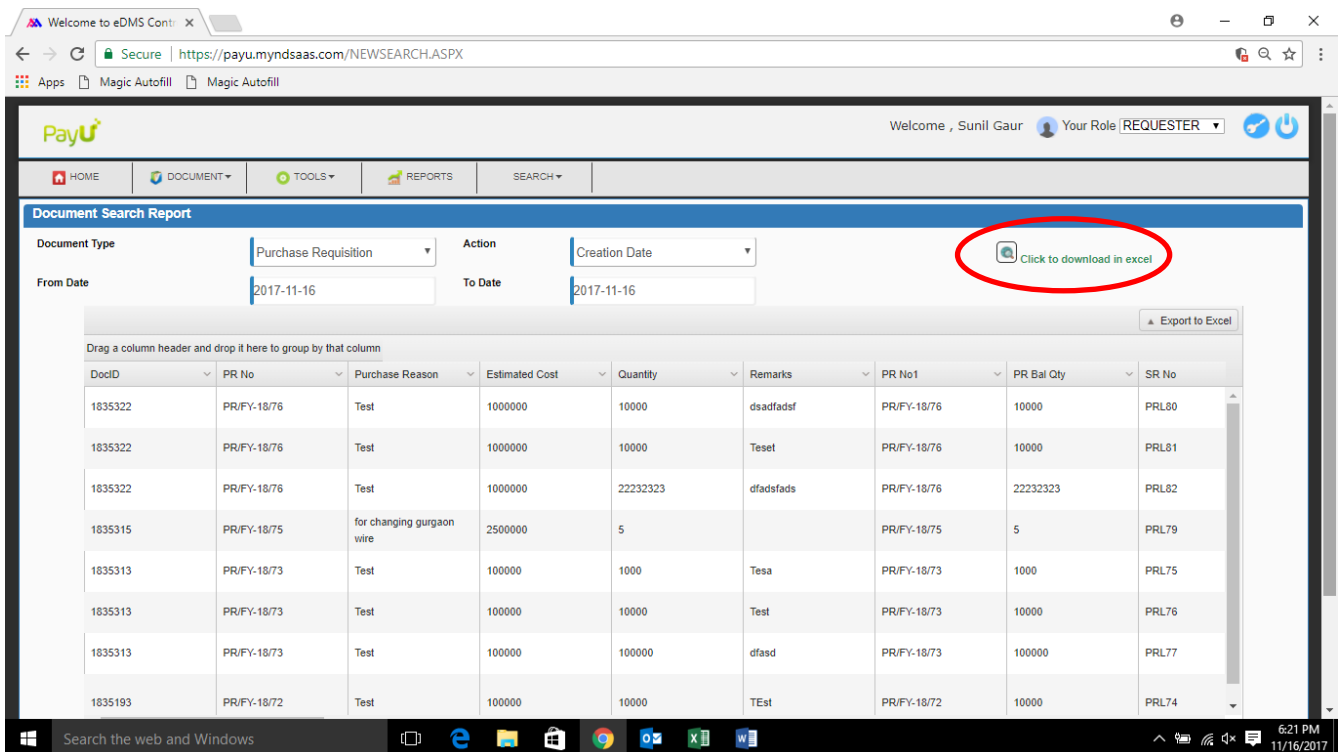
Action	PR No	Department Name	Purchase Reason	Estimated Cost	Status
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No records available.

- New page will open. Select the criteria and download the report in excel/screen
- Fill the required report parameters in field and click to download in excel



- Click on Search button mentioned on right side
- User can download this data in excel through “Click to download in excel”



System Requirements

It is recommended to use the latest version of browser's (Chrome, Internet Explorer etc.)

Support

For any issue, please contact at payuprocurement@payu.in