



Welcome To Online PR to Payment processing System



Log In

Login

Reset

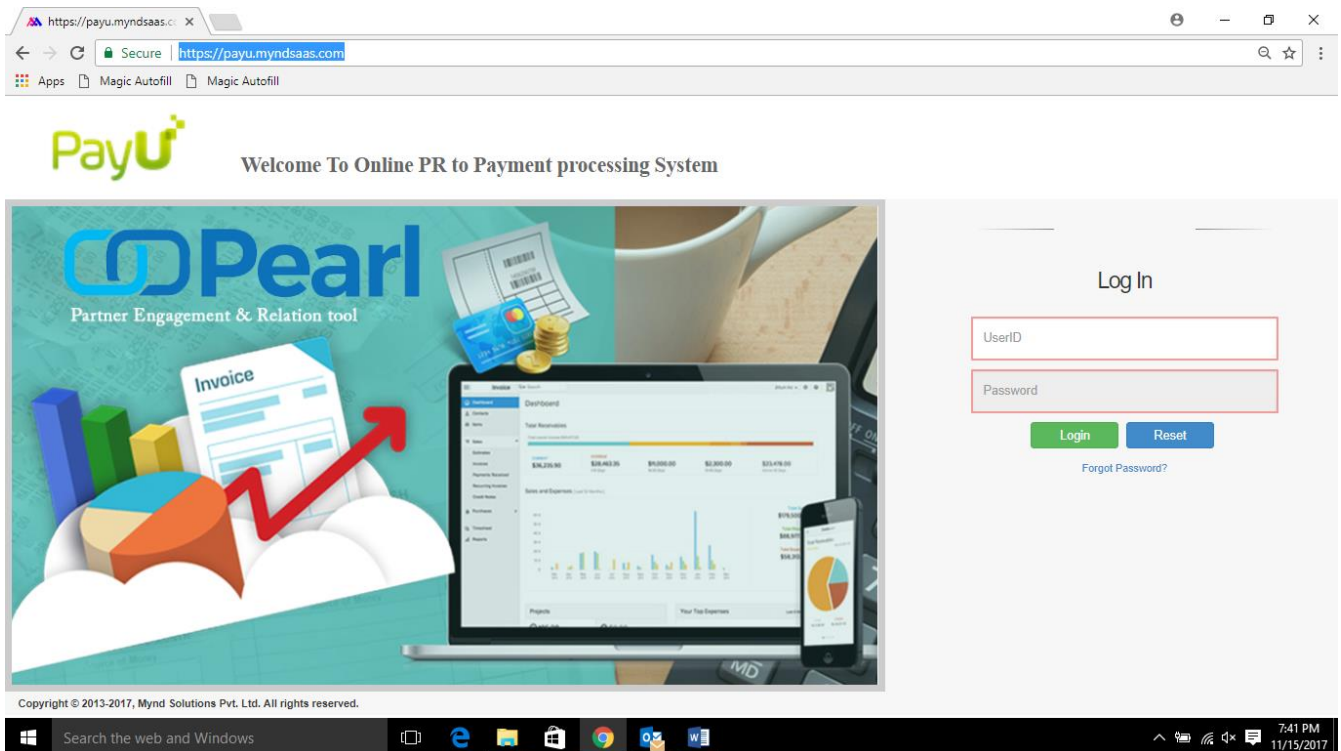
[Forgot Password?](#)

PayU PEARL Portal (Approval Training Manual)

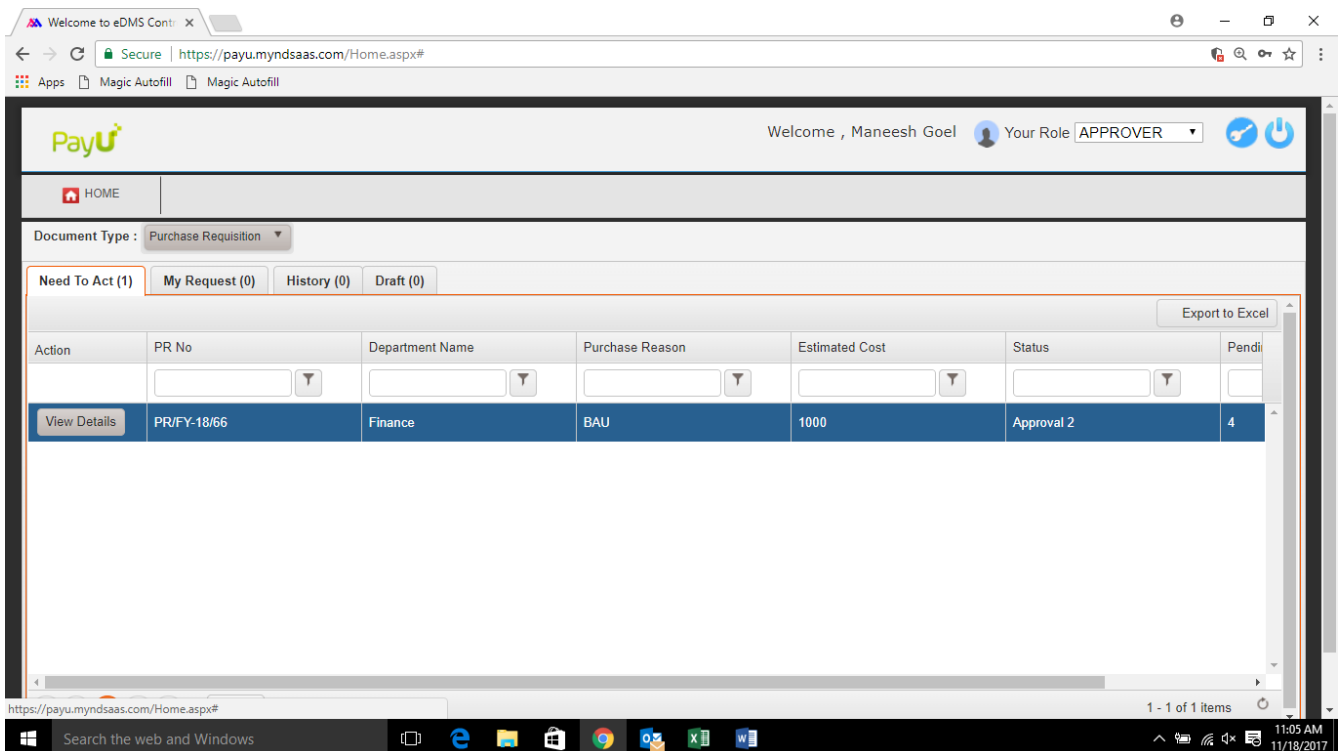
[Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.]

URL & Login Page

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



- After Login, Home page will be open.
- All the transaction where Approval need to be done will show in this page as highlighted below.



- Click on “View Details” options to view and approve the transaction.

Welcome to eDMS Cont: x

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

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Welcome , Maneesh Goel Your Role APPROVER

HOME

Document Type : Purchase Requisition

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

Export to Excel

Action	PR No	Department Name	Purchase Reason	Estimated Cost	Status	Pending
View Details	PR/FY-18/66	Finance	BAU	1000	Approval 2	4

1 - 1 of 1 items

Search the web and Windows

11:05 AM 11/18/2017

- After selection of View Details option, new window will be open.
- Approver can check complete transaction related information on this page.

Welcome to eDMS Cont: x Document Detail

Secure | <https://payu.myndsas.com/DocDetail.aspx?DOCID=1832750>

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Approve Re-consider

Purchase Requisition - [System Document ID: 1832750] LoggedIn User : [Maneesh Goel] | Role : [APPROVER]

PR Details

Created By	Central Admin	Creation Date	14/11/17 - 1
Current Status	Approval 2	PR No	PR/FY-18/66
Requester Name	Central Admin	Department Name	Finance
Sub Department	Finance	Company	PayU
Ship To Location	Gurugram	Item Category	General Administrative costs
Item Sub Category	Stamp Duty	Level of Urgency	High
Purchase Reason	BAU	Preferred Vendor Name	ABC
Vendor Mobile No		Vendor Contact Person	
Vendor Email Id		Original Sub Department	Finance
Approver_L1	Vineet Sindhwani	Approver_L2	Maneesh Goel
Approver_L3		Special Instructions	

Cost Allocation

Estimated Cost	1000	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

Rejection Remarks

PR Item

Item Sub Category	Item Name	Item Description	Frequency	Make or Model	UoM	Quantity	Remarks	PR No	PR Bal Qty	SR No
Stamp Duty	Stamp papers	ABHXU	One Time	null	Units	10		PR/FY-18/66	10	PRL67

Movement Detail

Search the web and Windows

11:06 AM 11/18/2017

- There are 2 action button are available on top of the page.
- After verification of transaction use will select the option as **"Approve"** to approve the transaction.

Welcome to eDMS Cont: x Document Detail x

Secure | <https://payu.myndsas.com/DocDetail.aspx?DOCID=1832750>

Apps Magic Autofill Magic Autofill

PayU **Approve** Re-consider

Purchase Requisition - [System Document ID: 1832750] LoggedIn User : [Maneesh Goel] | Role : [APPROVER]

PR Details v

Created By	Central Admin	Creation Date	14/11/17 - 1
Current Status	Approval 2	PR No	PR/FY-18/66
Requester Name	Central Admin	Department Name	Finance
Sub Department	Finance	Company	PayU
Ship To Location	Gurugram	Item Category	General Administrative costs
Item Sub Category	Stamp Duty	Level of Urgency	High
Purchase Reason	BAU	Preferred Vendor Name	ABC
Vendor Mobile No		Vendor Contact Person	
Vendor Email Id		Original Sub Department	Finance
Approver_L1	Vineet Sindhwani	Approver_L2	Maneesh Goel
Approver_L3		Special Instructions	

Cost Allocation v

Estimated Cost	1000	Online SMB (Percent)	0
Ecom-SMB (Percent)	0	Ecom-Large (Percent)	0
Compulsive (Percent)	0	International (Percent)	0

Search the web and Windows

11:07 AM 11/18/2017

- After Selection of Approve options new action window will open.
- Approver can mention their remarks (if any) in field and approve the document.

Welcome to eDMS Cont: x Document Detail x

Secure | <https://payu.myndsas.com/DocDetail.aspx?DOCID=1832750>

Apps Magic Autofill Magic Autofill

PayU **Approve** Re-consider

Purchase Requisition - [System Document ID: 1832750] LoggedIn User : [Maneesh Goel] | Role : [APPROVER]

PR Details v

Created By	Central Admin	Creation Date	14/11/17 - 1
Current Status	Approval 2	PR No	PR/FY-18/66
Requester Name	Central Admin	Department Name	Finance
Sub Department	Finance	Company	PayU
Ship To Location	Gurugram	Item Category	General Administrative costs
Item Sub Category	Stamp Duty	Level of Urgency	High
Purchase Reason	BAU	Preferred Vendor Name	ABC
Vendor Mobile No		Vendor Contact Person	
Vendor Email Id		Original Sub Department	Finance
Approver_L1	Vineet Sindhwani	Approver_L2	Maneesh Goel
Approver_L3		Special Instructions	

Cost Allocation v

Estimated Cost	1000	Online SMB (Percent)	0
Ecom-SMB (Percent)	0	Ecom-Large (Percent)	0
Compulsive (Percent)	0	International (Percent)	0

Rejection Remarks v

PR Item

Item Sub Category	Item Name
Stamp Duty	Stamp papers

Movement Detail

S.No	User Name	STAGE	In Date	Out Date	SLA	A. SLA	Remarks
1	Central Admin (CREATOR)	UPLOADED	14 Nov 2017 11:02:58:227	14 Nov 2017 11:02:58:227	0	0	Document Created
2	Vineet Sindhwani(USUR)	FPnA Validation	14 Nov 2017 11:02:58:323	14 Nov 2017 11:07:53:930	1	0	
3	Maneesh Goel		14 Nov 2017 11:07:53:930		1		

Approve Document

L3 Approver Remarks

Approve

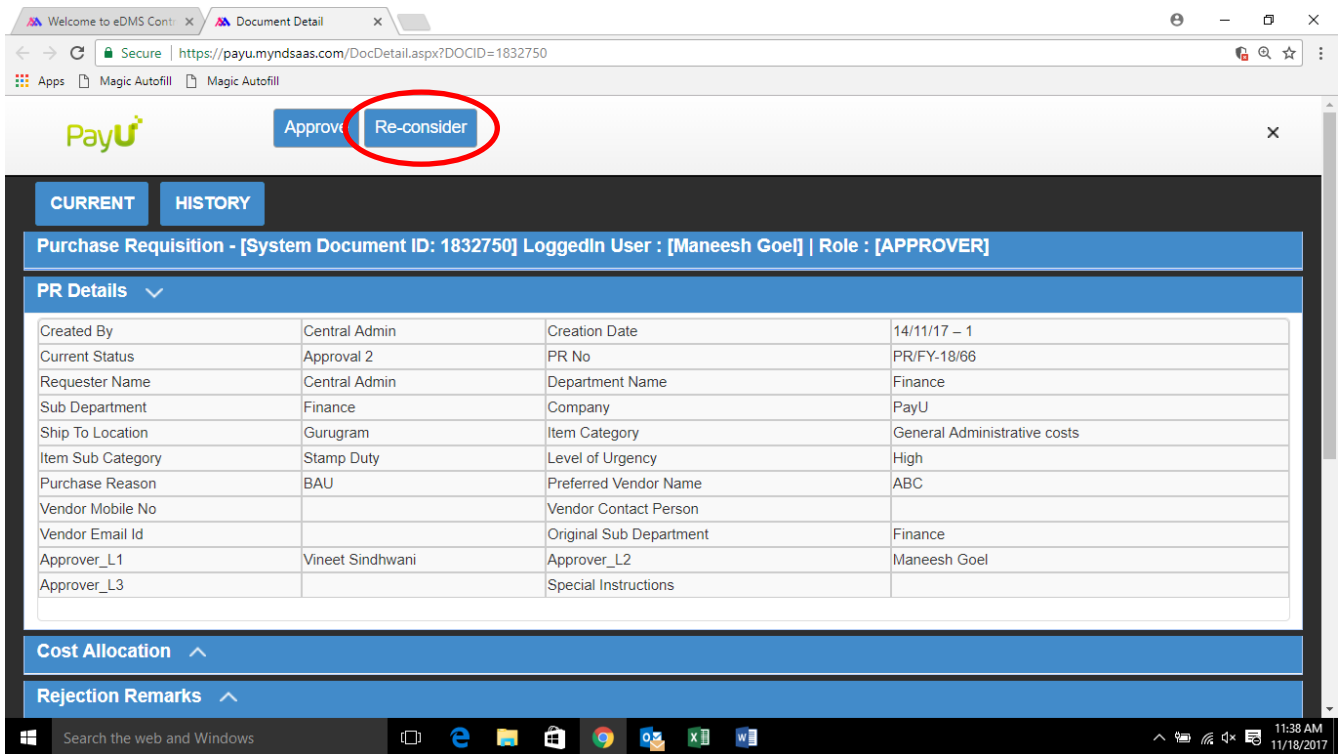
PR No PR Bal Qty SR No

PR/FY-18/66 10 PRL67

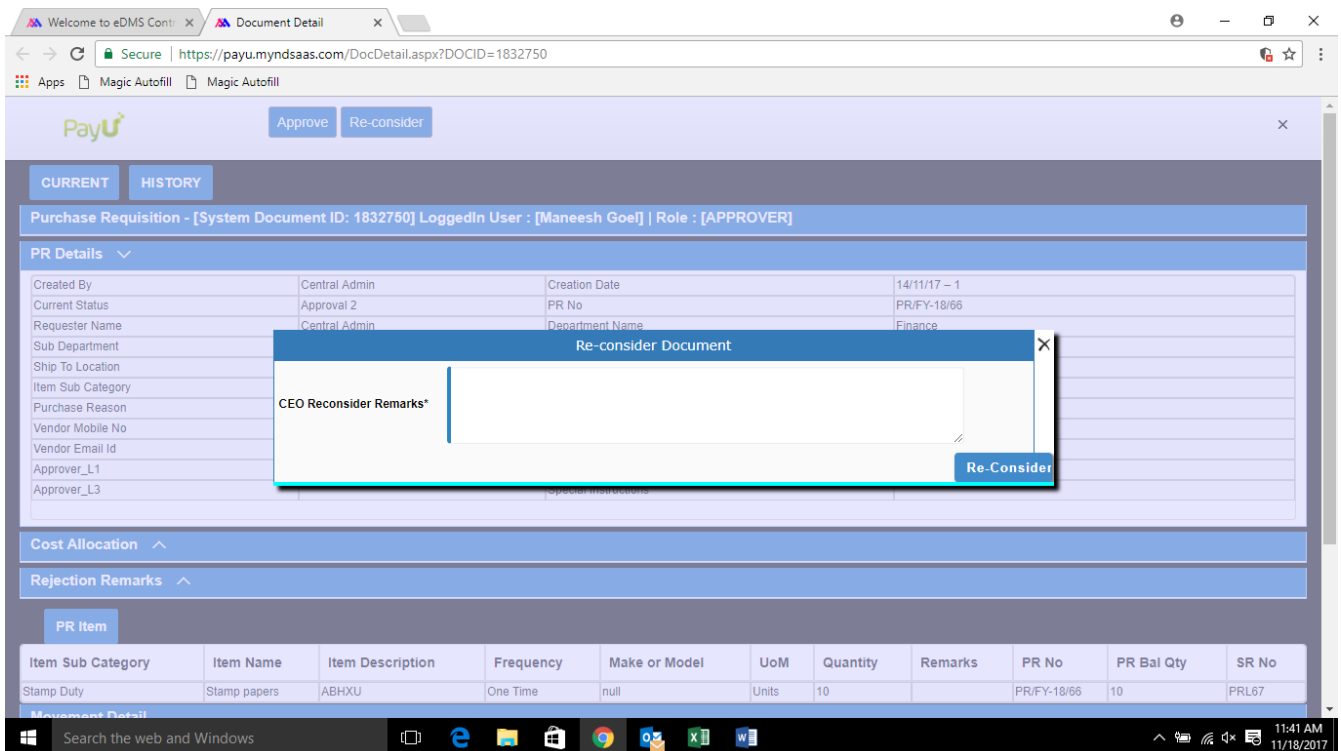
Search the web and Windows

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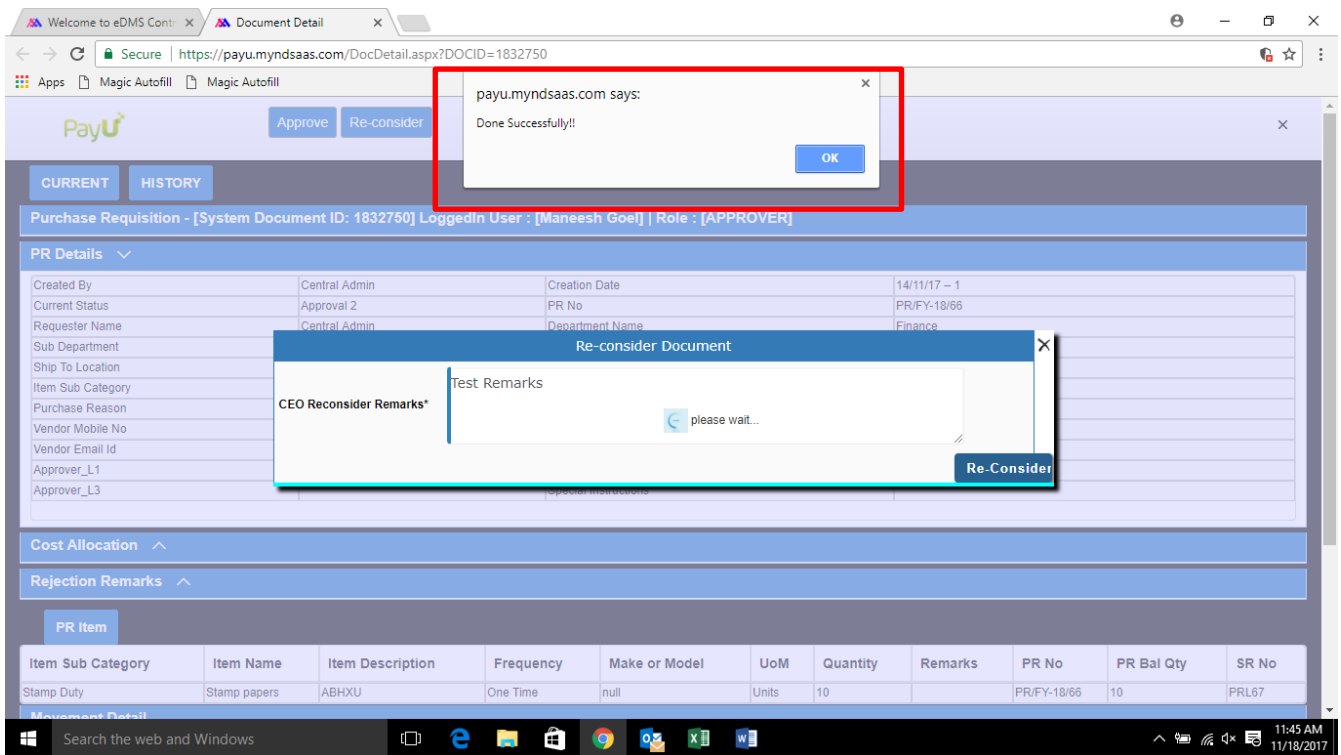
- If approver want some clarification about the transaction then he use the options as “Reconsider” in above document.



- New window will open after selection of “Reconsider” Options.
- Approver need to mention the clarification remarks in filed and click on Re-consider button.
- After Reconsider this document will go back to previous user for clarification.



- Click on “OK” button to complete the action.



System Requirements

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

Support

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