

CERTIFICATE REQUISITION PORTAL

User Manual

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1. Login

1.1. Intended Audience

Students

1.2. To Login please follow steps below,

The screenshot shows the SRM Institute of Science & Technology Certificate Requisition Portal. The login form is centered and includes the following fields and instructions:

- Register No.**: Step1: Enter Register No
- Date of birth (DDMMYYYY)**: Step2: Enter DOB
- Word verification**: Step3: Enter Word verification (The image shows the word "881554" in a black box).
- LOGIN**: Step4: Click "Log In" Button

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Figure 1.1.

2. Registration

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



The image shows the SRM Certificate Requisition Portal registration form. The header includes the SRM Institute of Science & Technology logo and the text "CERTIFICATE REQUISITION PORTAL". A "Logout" button is in the top right corner. The form contains several input fields with labels and asterisks indicating required fields. The fields are: Name of the Candidate, Register No., Date of Birth, Degree, Branch, Campus (Last Studied), Mobile Number, Alternate Mobile Number, E-mail ID, and Alternate E-mail ID. A "Submit" button is at the bottom right. Five red boxes with arrows point to the Mobile Number, Alternate Mobile Number, E-mail ID, Alternate E-mail ID, and Submit button fields, labeled Step1 through Step5 respectively. The footer contains the copyright notice: "© SRM Institute of Science and Technology, India. All rights reserved".

Field	Value
Name of the Candidate *	UNES C
Register No. *	BA00000000000000000000
Date of Birth *	14-02-1997
Degree *	B.Sc.
Branch *	Physical Education, Health Education and Sports
Campus (Last Studied) *	SRM-CTR
Mobile Number *	
Alternate Mobile Number	
E-mail ID *	
Alternate E-mail ID	

Step1: Enter mobile no

Step2: Enter Alt Mobile

Step3: Enter Email id

Step4: Enter Alt Email id

Step5: Click "Submit" Button

Submit

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Figure 2.1.

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

The screenshot displays the SRM Institute of Science & Technology Certificate Requisition Portal. The header includes the SRM logo and the text "CERTIFICATE REQUISITION PORTAL". A "Logout" button is located in the top right corner. The registration form contains the following fields:

- Name of the Candidate *
- Register No. *
- Date of Birth *
- Degree *
- Branch *
- Campus (Last Studied) *
- Mobile Number *
- Alternate Mobile Number
- E-mail ID *
- Alternate E-mail ID

An "Online Application Form" dialog box is overlaid on the form, containing the following text:

Please check your filled registration form once again. You are not allowed to change any details later. Are you sure want to proceed to Transcript application?

The dialog box has "OK" and "Cancel" buttons at the bottom right.

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.

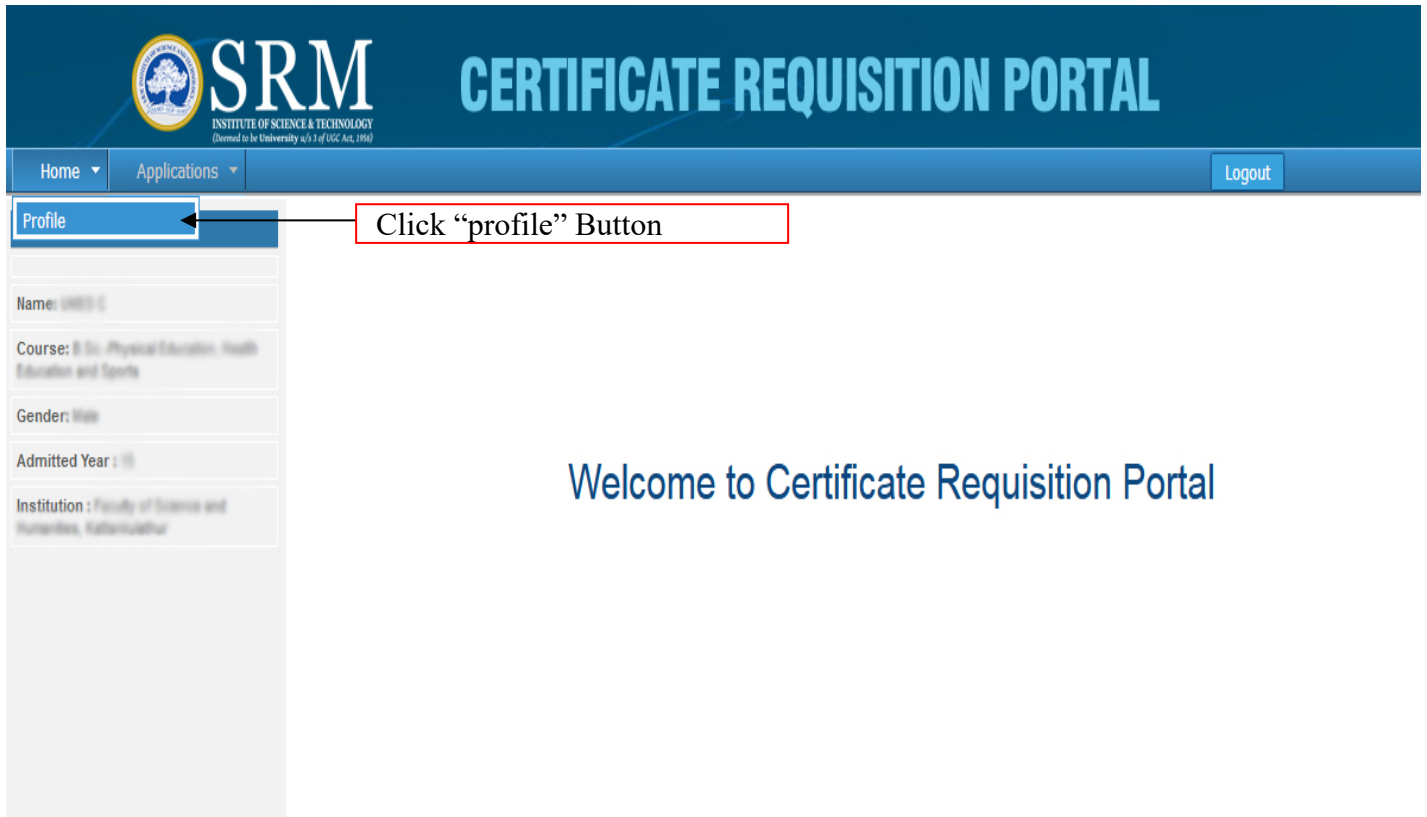
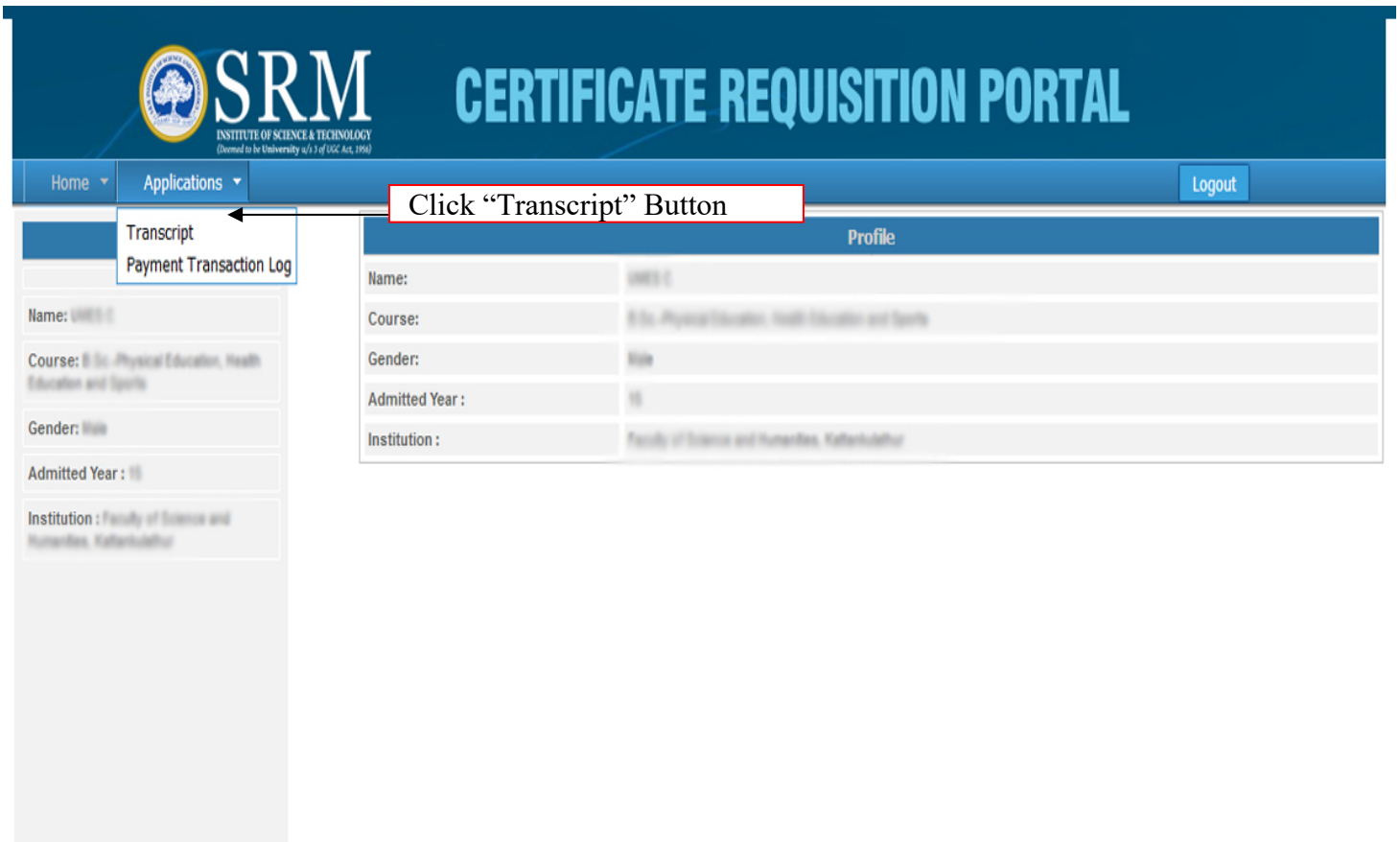


Figure 4.1.

5. Transcript

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




The screenshot displays the SRM Certificate Requisition Portal interface. At the top, the SRM logo and the text "INSTITUTE OF SCIENCE & TECHNOLOGY (Deemed to be University u/s 1 of UGC Act, 1956)" are visible. The main header "CERTIFICATE REQUISITION PORTAL" is prominently displayed. Below the header, there is a navigation bar with "Home" and "Applications" dropdown menus, and a "Logout" button. The "Applications" dropdown menu is open, showing "Transcript" and "Payment Transaction Log" options. A red box highlights the "Transcript" option with the text "Click 'Transcript' Button". To the right, a "Profile" section displays user information:

Profile	
Name:	UMES C
Course:	B.Sc. Physical Education, Health Education and Sports
Gender:	Male
Admitted Year :	15
Institution :	Faculty of Science and Humanities, Kattankulathur

On the left side of the page, there is a sidebar with a search bar and a list of filters including Name, Course, Gender, Admitted Year, and Institution.

Figure 5.1.


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(Deemed to be University u/s 3 of UGC Act, 1956)

CERTIFICATE REQUISITION PORTAL

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

My Info

Name:

Course:

Gender:

Admitted Year :

Institution :

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="1"/>	<input type="text" value="2"/>

Mode of collection of documents

Applicant-In Person	<input checked="" type="radio"/>	Applicant-By Post	<input type="radio"/>
Authorized person-In Person	<input type="radio"/>	Authorized person-By Post	<input type="radio"/>

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 apperance)

Fee Details (INR) + **Convenience Fee**

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

Choose Payment Gateway : ☐ **PAYU**

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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	<input type="text" value="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
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="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"/>

Figure 5.3.

5.4. $(\text{Number of sets of Transcript required} \times 2) = \text{Number of Transcript not to be sealed} + \text{Number of Transcripts to be sealed per envelope}$. 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	
Communication Address	chennai	
Mobile Number	555555555	
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 displays the 'Transcript Application Form' on the SRM Institute of Science & Technology portal. The form includes a 'My Info' sidebar with fields for Name, Course, Gender, Admitted Year, and Institution. The main form area contains several sections: 'All fields are mandatory', 'Number of sets of Transcript required' (set to 2), a note about transcript issuance, a preference section for sealed transcripts, a table for document counts, a 'collection of documents' section with radio buttons for 'Applicant-In Person' and 'Applicant-By Post', an 'Applicant ID proof' upload field, an 'Applicant Mark sheet' upload field, a 'photocopy of consolidated Grade sheet (or) all individual semester mark sheets (upto last appearance)' field, a fee section showing '500.00 + Convenience Fee', an agreement checkbox, and a 'Choose Payment Gateway' section with the 'PAYU' logo. Two 'Proceed to PAY' buttons are visible at the bottom. An 'Upload Document - Mozilla Firefox' dialog box is overlaid on the form, showing a file named '60232271.pdf' selected for upload.

Number of Transcript not to be sealed	Number of Transcripts to be sealed (1 Transcript per envelope)	Total number of envelopes
1	3	4

collection of documents	Applicant-In Person	Applicant-By Post
Authorized person-In Person	<input type="radio"/>	<input type="radio"/>
Authorized person-By Post	<input type="radio"/>	<input type="radio"/>

Applicant ID proof	Upload
(Aadhar card/DL/International Passport)	<input type="button" value="Upload"/>

Applicant Mark sheet	Upload
photocopy of consolidated Grade sheet (or) all individual semester mark sheets (upto last appearance)	<input type="button" value="Upload"/>

Fees (INR)	500.00 + Convenience Fee
<input type="checkbox"/> I agree with the payment Terms & Conditions	


Choose Payment Gateway :	PAYU
<input type="button" value="Proceed to PAY"/>	

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.

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CERTIFICATE REQUISITION PORTAL

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

My Info

Name: UMES C

Course: B.Sc. Physical Education, Health Education and Sports

Gender: Male

Admitted Year : 18

Institution : Faculty of Science and Humanities, Kattankulathur

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**

Click “Proceed to pay” Button

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Figure 5.6.

6. Payment

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

The screenshot displays the PayU biz payment gateway interface. At the top, a red banner reads: "THIS IS A TEST SERVER. PLEASE DO NOT USE YOUR LIVE CARD OR BANK ACCOUNT HERE !!". Below this, a blue header bar shows the amount "Amount: Rs. 500.00" and the transaction ID "Transaction ID: 662b6da400d4786e48c9". The main section is titled "Choose a payment method" and features the PayU logo with the text "PAYU is now PayU biz". On the left, there are three tabs: "Credit Card" (selected), "Debit Card", and "Net Banking". The "Credit Card" tab is active, showing a "Card Type" dropdown with "VISA" and "MasterCard" options. Below this are input fields for "Card Number", "Name on Card", "CVV Number" (with a hint "What is CVV number?"), and "Expiry Date" (with "Month" and "Year" dropdowns). A blue "Pay Now" button is prominently displayed. Below the button, a note states: "Note: In the next step you will be redirected to your bank's website to verify yourself." and a link "or Go back to www.payubiz.in". At the bottom, a security note reads: "Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology." Below the note are several security logos: "VERIFIED by VISA", "MasterCard SecureCode", "Norton SECURED", "PCI Security Standards Council", and "RuPay".

Figure 6.1

6.2. Enter the card details and proceed.

6.3. Figure 6.2 Payment success status.

The screenshot displays the SRM Certificate Requisition Portal. The header includes the SRM logo and the text 'CERTIFICATE REQUISITION PORTAL'. Below the header, there are navigation links for 'Home' and 'Applications', and a 'Logout' button. The main content area is titled 'Payment Transaction Status' and is divided into two sections: 'STUDENT DETAILS' and 'PAYMENT DETAILS'.

STUDENT DETAILS:

- Student ID: 10000000000000000000
- Student Name: SRM Institute of Science and Technology
- Name of the Institution: SRM Institute of Science and Technology
- Course: BSc in Physics and Mathematics

PAYMENT DETAILS:

SRM TransID	PG TransID	Date of Payment and Time	Payment Status	Fee Type	Fees Paid
10000000000000000000	10000000000000000000	2018-10-26 15:08:10	Payment Success	Transcript Fee In Person	500.00
Total fees					500.00

Below the table, the text 'Payment Success' is displayed in red. At the bottom of the page, 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 displays the SRM Certificate Requisition Portal. On the left, a sidebar contains 'My Info' with fields for Name, Course, Gender, Admitted Year, and Institution. The main content area is titled 'Payment Transaction Status' and includes 'STUDENT DETAILS' and 'PAYMENT DETAILS'. The payment details table shows a failed transaction for a Transcript Fee.

SRM TransID	PG TransID	Date of Payment and Time	Payment Status	Fee Type	Fees Paid
		2018-10-26 15:38:39	Payment Failed	Transcript Fee in Person	500.00
Total Fees					500.00

Payment Failed

Figure 6.3

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

The screenshot shows the SRM Certificate Requisition Portal with the 'Applications' menu expanded. A red box highlights the 'Payment Transaction Log' option, with an arrow pointing to it and the text 'Click “Payment Transaction log” Button'.

Figure 6.4

6.6. View and verify the transactions if pending.

The screenshot displays the SRM Certificate Requisition Portal. The header includes the SRM logo and the text "CERTIFICATE REQUISITION PORTAL". Below the header, there are navigation tabs for "Home" and "Applications", and a "Logout" button. On the left side, there is a "My Info" section with the following details:

- Name: [Redacted]
- Course: [Redacted]
- Gender: Male
- Admitted Year : 14
- Institution : Faculty of Engineering and Technology, Kattankulathur

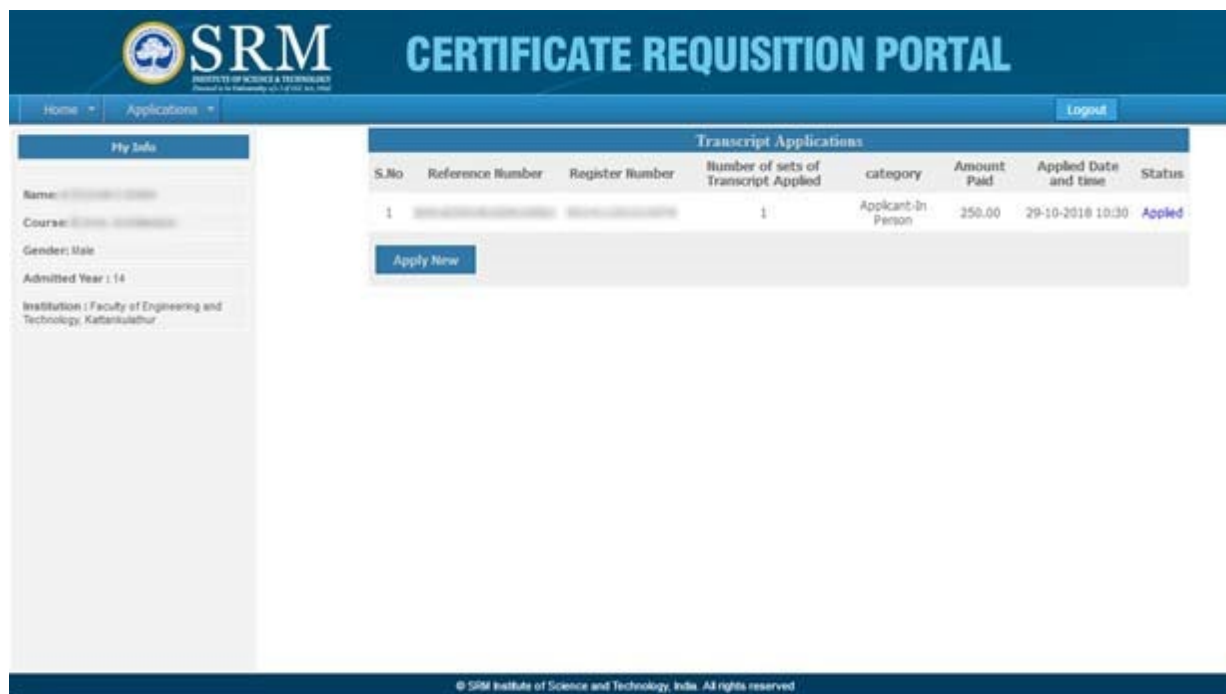
The main content area is titled "Payment Transaction Log". It contains a table with the following columns: S.No, Verify, Student Id, SRM Transaction Id, Bank Transaction Id, Total Amount, and Payment Status. The table lists 8 transactions. Transactions 1 through 4 are successful. Transaction 5 is failed, marked as bounced. Transactions 6, 7, and 8 are initialized and not completed, each with a "Verify" button next to it.

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

At the bottom of the page, there is a copyright notice: "© SRM Institute of Science and Technology, India. All rights reserved."

Figure 6.5

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



The screenshot displays the SRM Certificate Requisition Portal. The header includes the SRM logo and the text "SRM CERTIFICATE REQUISITION PORTAL". Below the header, there are navigation links for "Home" and "Applications", and a "Logout" button. The main content area is divided into two sections. On the left, a sidebar titled "My Info" contains the following details: Name: S. Srinivasan, Course: B.Tech. Information Technology, Gender: Male, Admitted Year: 14, and Institution: Faculty of Engineering and Technology, Kattankulathur. On the right, a table titled "Transcript Applications" lists the following data:

S.No	Reference Number	Register Number	Number of sets of Transcript Applied	category	Amount Paid	Applied Date and time	Status
1	SRM/2018/10/10/10/10	SRM/2018/10/10/10/10	1	Applicant-In Person	250.00	29-10-2018 10:30	Applied

Below the table, there is an "Apply New" button. At the bottom of the page, a footer states: "© SRM Institute of Science and Technology, India. All rights reserved."