



VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY NAGPUR ACCOUNTS OFFICE

Subject: Standard Operating Procedures for Payment of Semester Fees – reg.

This is a step by step guide for payment of fees through SBI Collect option of E-Banking:

Step 1:

Login to SBI website <https://www.onlinesbi.com/> and move your cursor to button “**State Bank Collect**”.

Then Select “**SBI**” to enter the State Bank Collect portal (encircle in red)

The screenshot displays the State Bank of India (SBI) website interface. At the top left is the SBI logo with the tagline 'The Banker to Every Indian'. A navigation menu includes 'Services', 'SB Anywhere', 'FAQ', 'Corporate Website', 'Mobile/DTH Recharge', 'State Bank Collect', 'EPF', 'Videos', 'mCash', 'Apply SB Account', and 'CASH@SBI'. The 'State Bank Collect' menu item is highlighted with a red circle, and a dropdown menu is visible below it, listing options: 'SBI', 'SBI (erstwhile SBBJ)', 'SBI (erstwhile SBH)', 'SBI (erstwhile SBM)', 'SBI (erstwhile SBP)', and 'SBI (erstwhile SBT)'. Below the navigation menu, there are sections for 'PERSONAL BANKING' and 'CORPORATE BANKING', each with a 'LOGIN' button and a 'New User Registration' link. A security warning is visible in the center: 'SBI never asks for confidential information. Any such call can be made only through official channels. Do not share personal information. OTP from customers. Do not share personal info.'



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Step 2:

Confirm the terms for payment and proceed for form filling.

The screenshot shows the State Bank of India OnlineSBI portal. The browser address bar displays "STATE BANK OF INDIA [IN] | https://www.onlinesbi.com/prelogin/collect/home.htm". The page features a banner for "A MULTI-MODAL PAYMENT PORTAL" with icons of a house, a globe, a tree, and a laptop. Below the banner, the "DISCLAIMER CLAUSE" section is visible. It includes a link to view the disclaimer in Hindi and a "Terms Used:" section with several bullet points. A checkbox is checked, and a "Proceed" button is highlighted with a red circle. The footer contains copyright information and links for Privacy Statement, Disclosure, and Terms of Use.

State Bank Collect x

STATE BANK OF INDIA [IN] | https://www.onlinesbi.com/prelogin/collect/home.htm

Accounting & Finance Internal auditor's the Accounts Section Cir Internal Audit - Audit Internal Auditor Job Telephone Directory Financial Accounting InchargeOfficersHO

A MULTI-MODAL PAYMENT PORTAL

DISCLAIMER CLAUSE

डिस्क्लेमर वार्डॉड सिटी में देखने हेतु [क्लिक](#) कर्न.
[Click here](#) to view the disclaimer clause in Hindi.

Terms Used:

- ▶ Corporate Customer: Firm/Company/Institution (FCI) collecting payment from their beneficiaries.
- ▶ User: The beneficiary making a payment to FCI for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment.)

Proceed

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5:59 PM
31/03/2017



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Step 3:

Select the state as **“Maharashtra”** and Type of Institute as **“Educational Institutions”**

State Bank of India

STATE BANK OF INDIA [IN] | https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm

State Bank Group

State Bank Collect | State Bank MOPS | Pay EPPD

You are here: State Bank Collect > State Bank Collect

State Bank Collect

Reprint Remittance Form
Payment History

State Bank Collect

Select State and Type of Corporate / Institution

State of Corporate Institution * Maharashtra

Type of Corporate Institution * Educational Institutions

Go

Mandatory fields are marked with an asterisk (*)
State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.

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Step 4:

Select institute name mentioned as “**Visvesvaraya National Institute of Technology**” from the drop down menu of Institutions List:

The screenshot shows a web browser window with the URL 'https://www.onlinesbi.com/prelogin/displayinstitutions.htm'. The page title is 'State Bank Group'. Below the header, there are tabs for 'State Bank Collect', 'State Bank MOPS', and 'Pay EFTO'. The main content area is titled 'State Bank Collect' and shows a form with a dropdown menu for 'Educational Institutions Name'. The selected option is 'VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY', which is circled in red. Below the dropdown menu is a 'Submit Back' button. The page also includes a navigation menu on the left with options like 'State Bank Collect', 'Report Remittance Form', and 'Payment History'. The footer contains copyright information and links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'. The system tray at the bottom shows the date and time as 31-03-2017, 6:01 PM.



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Step 5:

Select Payment Category as “Semester Fees for Autumn 2017”

NOTE: Please pay your fees under "Semester Registration Fee" head only. Payment not received in prescribe head will be treated as “not paid student”

State Bank of India

STATE BANK OF INDIA [IN] https://www.onlinesbi.com/prelogin/displayfreepaymentdetails.htm

State Bank Group

State Bank Collect | State Bank MOPS | Pay EFTD

You are here: State Bank Collect > State Bank Collect

State Bank Collect

Reprint Remittance Form
Payment History

State Bank Collect

04-Apr-2017 [05:08 PM IST]

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY
VNIT, SOUTH AMBAZARI ROAD, NAGPUR, NAGPUR-440010

Provide details of payment

Select Payment Category *

--Select Category--

--Select Category--

COE-SKILL ENHANCEMENT COURSES

Semester Fees for Autumn 2017

Hostel Fees for Autumn 2017

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5:08 PM
04/04/2017



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Step 6:

Fill your “**Student ID**” and “**Challan No.**” as available in challan, which is appearing in your AIMS Login for making payment for the session Autumn 2017.

Note: Challan No. detail is case sensitive and should be entered as it is mentioned in challan form.

The screenshot shows the State Bank of India online payment portal. The browser address bar indicates the URL: <https://www.onlinesbi.com/prelogin/displayfeepaymentdetails.htm>. The page title is "State Bank Group". The main content area is titled "State Bank Collect" and includes the VNIT logo and contact information: "VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, VNIT, SOUTH AMABAZARI ROAD, NAGPUR, , NAGPUR-440010". The page is dated "04-Apr-2017 [05:16 PM IST]".

The "Provide details of payment" section contains the following fields:

- Select Payment Category ***: Semester Fees for Autumn 2017
- Enter ID No. ***: Test Id (circled in red)
- Enter Challan No. ***: Test Challan (circled in red)

A "Submit" button is located below the "Enter Challan No." field. Below the form, there are instructions: "Mandatory fields are marked with an asterisk (*)", "The payment structure document if available will contain detailed instructions about the online payment process.", and "Date specified(if any) should be in the format of 'ddmm/yyyy' Eg.: 02082008".



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Step 7:

Fill the payee details, mentioned in lower side of form. Payee details means, detail of person paying the fees.

Please fill these details carefully, as this will be required to reprint payment advice (in case you were not able to print the same previously, through Payment History tab, explained later in this document).

The screenshot shows a web browser window with the URL <https://www.onlinesbi.com/prelogin/suidhparamdisplay.htm>. The page displays a list of items with their respective amounts:

Kwcreation	100.00
Crockery	200.00
Breakages	300.00
Depreciation Fund	0.00
Welfare Fund	0.00
Additional Mess Deposit	0.00
Caution Money	500.00

Below the list is a 'Remarks' field. Further down, there are two bullet points:

- This is computer generated receipt and don't require separate authentication.
- Please preserve copy of receipt for all future correspondence.

A note states: "Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises."

The form includes the following fields:

- Name * (Payee Name)
- Date of Birth / Incorporation* (9/3/2017)
- Mobile Number* (9999999999)
- Enter the text as shown in the image * (441CB)

A red vertical line highlights the Name, Date of Birth, and Mobile Number fields, with a note: "Fill the correct details, as this will be required for getting receipt through history in SBI website."

At the bottom of the form are buttons for "Submit", "Reset", and "Back".

At the bottom of the page, there are instructions:

- > Mandatory fields are marked with an asterisk (*)
- > The payment structure document if available will contain detailed instructions about the online payment process.
- > Date specified (if any) should be in the format of 'ddmmyyyy'. Eg. 02082008



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Step 8:

A detailed confirmation page will be published. Please press **“Confirm”** button to proceed for payment.

The screenshot shows a web browser window with the URL <https://www.onlinesbi.com/prelogin/lastfiveinidetails.htm>. The page displays a list of charges for room G-66, totaling INR 32,700.00. A 'Confirm' button is circled in red.

Room No.	G-66
Challan No.	C46/17/2004
Room Rent	6000.00
Mess Deposit	18000.00
Allied Services	5000.00
Adv Electricity Charges	2250.00
Adv Water Charges	350.00
Recreation	100.00
Crockery	200.00
Breakages	300.00
Depreciation Fund	0.00
Welfare Fund	0.00
Additional Mess Deposit	0.00
Caution Money	500.00
Total Amount	INR 32,700.00
Remarks	

Please ensure that you are making the payment to the correct payee.

Confirm **Cancel**



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Step 9:

Payment option page will be developed. Payment options available at present are Net-Banking/ Debit Card of SBI/ Debit Card of other banks / Credit Card / SBI Branch Challan.

You do need to select the most suitable option of your choice for making payment. But remember, payment by Net Banking / SBI Debit Card will charge you least.

The screenshot displays the State Bank of India (SBI) online payment gateway interface. The page is titled "State Bank MOPS Multi Option Payment System" and "State Bank Collect". It features two main columns: "NET BANKING" and "CARD PAYMENTS".

NET BANKING	CARD PAYMENTS
State Bank of India (Bank Charges: 11.5)	This payment mode is not available between 23:30 hours IST and 03:30 hours IST
State Bank of Bihar and Nepal (Bank Charges: 11.5)	State Bank ATM-cum-Debit Card (Bank Charges: Rs 11.5)
State Bank of Hyderabad (Bank Charges: 11.5)	Other Banks Debit Card (Bank Charges: Rs 376.05)
State Bank of Mysore (Bank Charges: 11.5)	Credit Card (Bank Charges: Rs 376.05)
State Bank of Patiala (Bank Charges: 11.5)	OTHER PAYMENT MODES
State Bank of Travancore (Bank Charges: 11.5)	SBI BRANCH (Bank Charges: Rs 58.0)
Other Banks Internet Banking (Bank Charges: 17.25)	Buddy (Bank Charges: Rs 3.75)

A red speech bubble on the left side of the screenshot contains the text: "Choose the option of your liking for payment mode. But, remember payment by Net Banking and SBI Debit card will charge you least." A red circle highlights the "State Bank of India" option in the NET BANKING column, and another red circle highlights the "State Bank ATM-cum-Debit Card" option in the CARD PAYMENTS column. A tooltip for the "State Bank ATM-cum-Debit Card" option is visible on the right.

The Windows taskbar at the bottom shows the system time as 6:10 PM on 31/03/2017.



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Step 10:

Once you complete the payment a system generated receipt will be populated with option to print the same. Save this receipt for all future correspondence, as no other document will be provided from institute side.

You can also preserve a soft copy of this receipt by saving the same, as a matter of precaution.



e-Receipt for State Bank Collect Payment	
SRCollect Reference Number	DU64170371
Bank Reference Number	IGABBSNFW3
Category	Semester Pass for Autumn 2017
Name	Test Name
ID No.	Test Id
Enrollment No.	Test Roll No.
Challan No.	Test Challan
Branch Name	Test Branch
Tuition Fees	100.00
Registration Fees	1.00
Library Fees	1.00
Gymkhana Fees	1.00
Sports Fees	1.00
Computer Fees	1.00
TP Fees	1.00
IF Fees	1.00
Development Fees	1.00
End Sem Exam Fees	1.00
Infrastructure Usage Fees	1.00
Retention Fees	1.00
Transaction charge	11.00
Total Amount (In Figures)	122.00
Total Amount (In Words)	Rupees One Hundred Twenty Two and Paise Fifty Only
Remarks	TEST CHECK
Notification1	This is a computer generated receipt and not require separate authentication
Notification2	Please preserve a copy of this receipt for all future correspondence



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Payment History details

In case you were not able to take print of E-Receipt generated through SBI website, you can take reprint of the same by using following link

<https://www.onlinesbi.com/prelogin/suvidhapaymenthistory.htm>

and, choose the option “Payment History”

1. Here, please select option “Select a date range to view details of previous payment”, and fill payee details, as it was filled by you while submitting form in SBI website.

State Bank of India

STATE BANK OF INDIA (IN) | <https://www.onlinesbi.com/prelogin/suvidhapaymenthistory.htm>

State Bank Group

State Bank Collect | State Bank MOPB | Pay EPPD

You are here: State Bank Collect > Payment History

State Bank Collect
Payment History Form
Payment History

State Bank Collect 03-Apr-2017 (12:27 PM IST)

* Select a date range to view details of previous payments. (OR)

Date of Birth * 1/4/2017
(Date provided at the time of making payment)

Mobile Number * 9999999999
(Mobile Number provided at the time of making payment)

Start Date * 1/4/2017

End Date * 03/04/2017

Fill the details of Payee you have given while submitting Form

Enter the IMB Reference Number (Starting with 'DU') & DOB/Mobile Number to view a specific payment

DU Reference Number *

(As appearing in your pass book/statement or the amount pertaining to the transaction)

Date of Birth *
(Date provided at the time of making payment)

(OR)

Mobile Number *
(Mobile Number provided at the time of making payment)

Enter the text as shown in the image * 48CFD 48CFD

Go

> Mandatory fields are marked with an asterisk (*)
> Date range cannot exceed one year

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12:31 PM 03/04/2017



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2. After this, payment made in previous occasions will be displayed. Please select the item you do wish to reprint.

State Bank of India

STATE BANK OF INDIA [IN] <https://www.onlinesbi.com/prelogin/susidhaconfirmhistory.htm>

State Bank Group

State Bank Collect | State Bank MOPS | Pay EPPD

You are here: State Bank Collect > [Payment History](#)

State Bank Collect
Reprint Remittance Form
Payment History

State Bank Collect 04-Apr-2017 [05:34 PM IST]

State Bank Collect payment history from: 1/4/2017 to 04/04/2017

Reference Number	Institution Name	Amount	Transaction Date	Status	Action
DUG4170371	VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY	122.50	04-04-2017	PAID	Print

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Taskbar: 3:35 PM, 04/04/2017

3. After this you can take print of E-Receipt once again.



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ACCOUNTS OFFICE

Disclaimer

Hopefully this document will be helpful for understanding payment procedures. Please, follow instructions scrupulously to avoid any hassle afterwards.

Also, since payment system is automated and prone to technical failure, if you encounter any such difficulties, please approach SBI Officials at following contact details to redress the same.

Corporate Internet Banking Support Team of SBI:

Helpdesk No.: 022 - 27566066, 27560137, 27566501, 27566067

(Monday to Friday: 9:00 AM to 7:00 PM, Saturday: 10:00 AM to 6:00 PM)