

NAGALAND BOARD OF SCHOOL EDUCATION

Kohima : Nagaland

School User Manual

How to Pay Class – 9 Exam Fee

Using Payment Gateway

Version - 1.0
2021

nbsenl.edu.in

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Abbreviations & Synonyms:-

- Txn : Abbreviated as Transaction.
- Reference No. : Refers to the application ID generated by NBSE Portal to make an online payment (transaction). The reference number is unique for each payment initiated by school.
- Transaction ID : Refers to the transaction ID generated by NBSE Portal for every payment. A reference number may have multiple transaction ID in case of payment failure, user can retry to make the payment with a new transaction ID, until payment is success.
- PayU Transaction ID : Refers to the third-party Payment Gateway transaction number generated by PayU.
- Mode of Payment : Refers to the type of payment (i.e. Internet Banking, Debit Card, Credit Card etc.).
- Payment Status : Refers to the status of the transaction. By default it will be in pending status.
- PayU : PayU is a third-party Payment Gateway service provider which is use by NBSE for collecting fees from schools/students via online. Since NBSE use a third-party Payment Gateway service, additional charges are applicable as Convenience Fee.
- Net Amount : Refers to the fees payable to NBSE excluding the Payment Gateway charges (i.e. Convenience Fee).
- Convenience Fee : Refers to the Payment Gateway Service charges payable to PayU.
- Gross Amount : Refers to the Total Amount Payable by school/student including Convenience Fee.
- Receipt : On successful payment the NBSE Portal auto generates a payment acknowledgement as Payment Receipt. The receipt can be used as a proof of payment,

Online Payment Status

Below are the detail description of Payment statuses;-

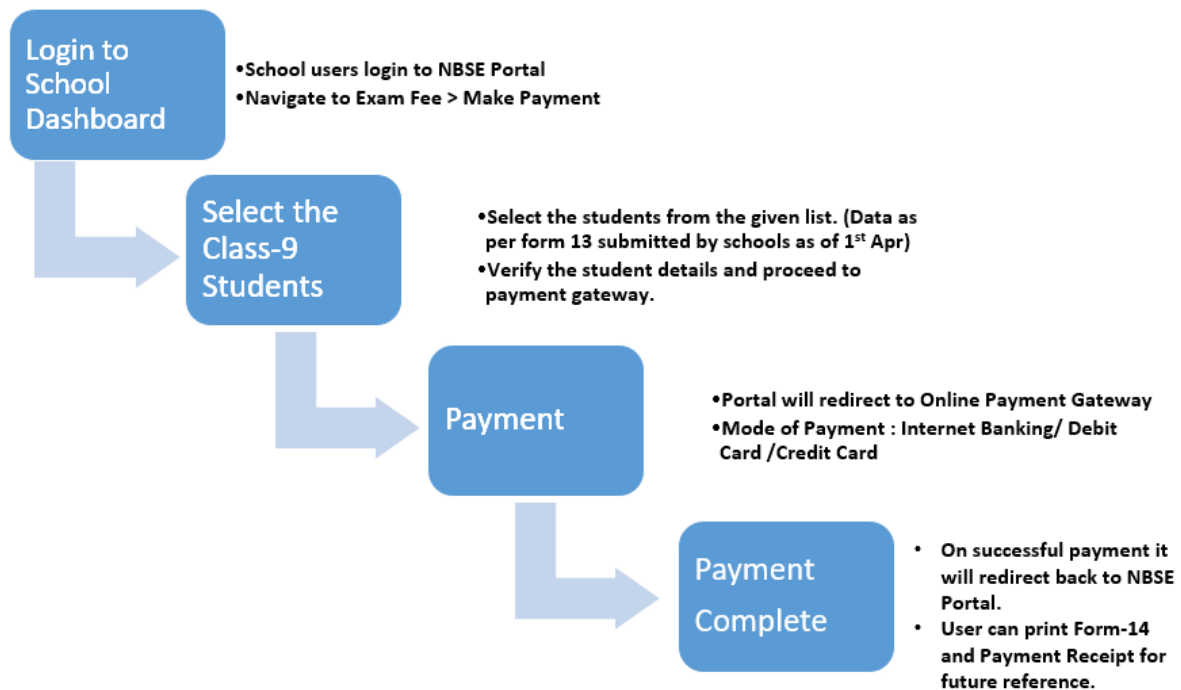
Status	Description
Pending	Payment Pending, User can re-try to make the payment again.
Successful	Payment is Successful
Failed	Payment Failed, In case of failed payment the payment status will automatically change to pending so that user can retry to make the payment.



1. INTRODUCTION

The purpose of this document is to give step by step instruction for the School Users to make Online Exam Fee Payments for Class-9.

2. PROCESS FLOW



Note:

- Additional charges applicable for every transaction using the payment gateway service.
- It is recommended to make the payments for all the students in a single transaction instead of making individual payments of each students.
- Only Internet Banking, Debit Card & Credit Card Service is available for making online payment, so make sure to have the necessary mode of payment for the given services before proceeding with the payment.

3. PAYMENT USING PAYMENT GATEWAY

3.1. How to Pay Exam Fee?

STEP 1 : Login

Login to school dashboard with a valid username and password

Note : Make sure your school is registered in NBSE Portal.

STEP 2 : Payment

Go to > “Exam Fee”

Navigate pages

Dashboard

IAF

Exam Fee

Question Paper

Under the exam fee, the pending payment list will be displayed. Refer the example screenshot below;-

Search Options and Filters

Reference Number	Session	Status	Class	
<input type="text" value="Reference No"/>	<input type="text" value="Select Session"/>	<input type="text" value="Pending"/>	<input type="text" value="Select Class"/>	<input type="button" value="SEARCH"/> <input type="button" value="RESET"/>

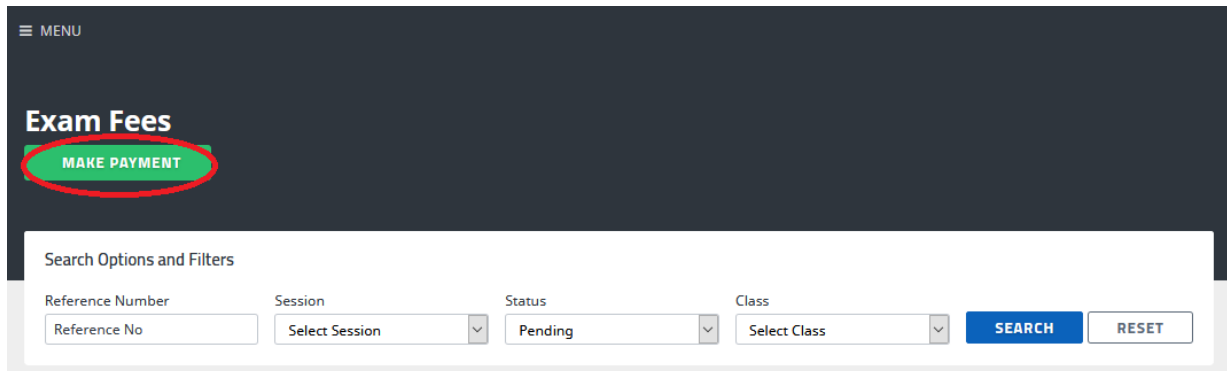
Exam Fee

EXPORT

Reference No.	Session	Class	Stream	Payment Status	Rate(₹)	Student	Net(₹)	Convenience(₹)	Gross(₹)	Date ↕	Action
22012010001	2020-2021	Class 10		Pending	900.00	1	900.00	.	900.00		OPTIONS
22012020001	2020-2021	Class 9		Pending	400.00	6	2400.00	.	2400.00		OPTIONS
22012020002	2020-2021	Class 10		Pending	900.00	1	800.00	.	800.00		OPTIONS
22012020004	2020-2021	Class 10		Pending	900.00	1	900.00	.	900.00		OPTIONS

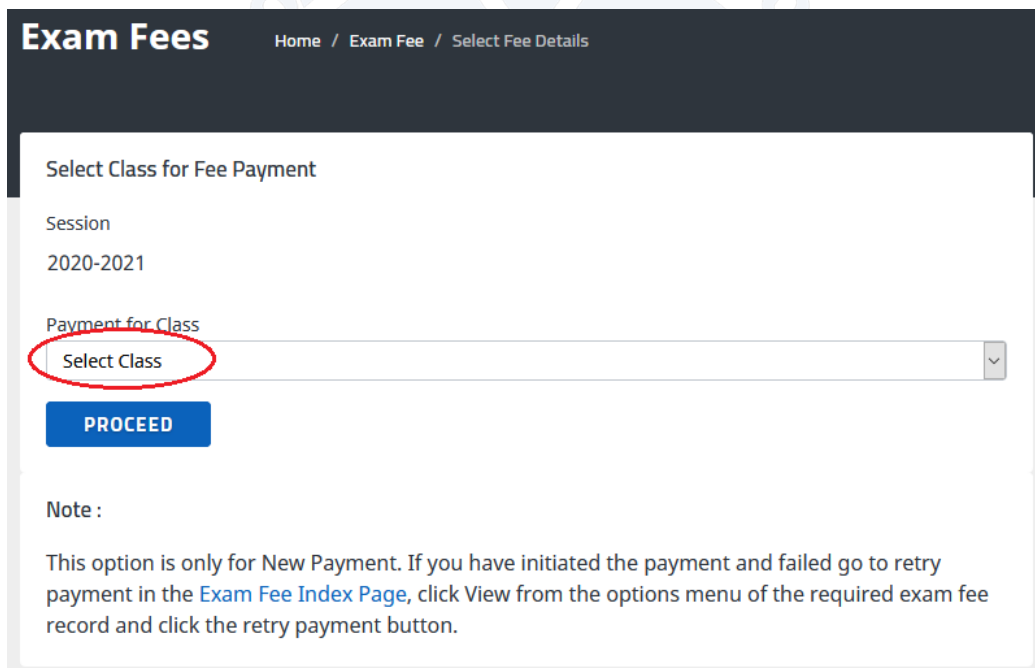
Showing 1 to 4 of 4 records

Click on **“Make Payment”** to make a new Payment.



The screenshot shows the 'Exam Fees' section of a web application. A 'MAKE PAYMENT' button is highlighted with a red circle. Below it is a search filter section with the following fields: Reference Number (input field with 'Reference No'), Session (dropdown menu with 'Select Session'), Status (dropdown menu with 'Pending'), and Class (dropdown menu with 'Select Class'). There are 'SEARCH' and 'RESET' buttons to the right of the filters.

Select the class from the drop down list and click on **“Proceed”** to continue;



The screenshot shows the 'Exam Fees' page with the breadcrumb 'Home / Exam Fee / Select Fee Details'. The main heading is 'Select Class for Fee Payment'. Below this, the 'Session' is set to '2020-2021'. The 'Payment for Class' dropdown menu is open, showing 'Select Class' as the selected option, which is circled in red. A blue 'PROCEED' button is located below the dropdown. A 'Note' section follows, stating: 'This option is only for New Payment. If you have initiated the payment and failed go to retry payment in the Exam Fee Index Page, click View from the options menu of the required exam fee record and click the retry payment button.'

Next select the list of students for which you wish to make the payments and proceed.

Exam Fees

Home / Exam Fee / Select Fee Details / Select Students

Class: 10 Session: 2020-2021

Select the students for Exam Fee payment

<input type="checkbox"/>	Registration No.	Name	DOB (DD-MM-YYYY)	Class	Category
<input checked="" type="checkbox"/>	1346738527	Mr. Pierce Williamson	06-03-2015	Class 10	Regular
<input checked="" type="checkbox"/>	1181005914	Mr. Prince Hand	17-09-2012	Class 10	Improvement

PROCEED

Next the Confirmation page is will displayed, make sure to check the details properly before proceeding to payment gateway. Once you click on the **“Make Payment”** it will redirect to the payment gateway (i.e. PayU).

Confirm Payment

Home / Exam Fee / Select Fee Details / Select Students / Preview

Confirm Payment Details

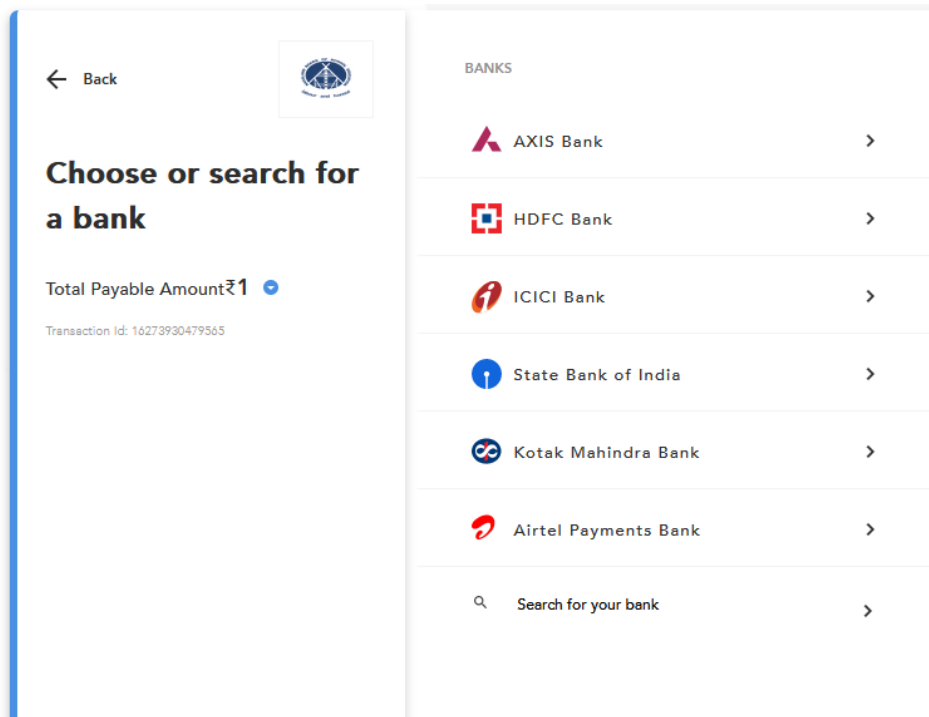
Class	Stream	Session	Total Fee Amount (₹)	Total Students
10		2020-2021	1800	2

Registration No.	Name	DOB (DD-MM-YYYY)
1346738527	Mr. Pierce Williamson	06-03-2015
1181005914	Mr. Prince Hand	17-09-2012

MAKE PAYMENT

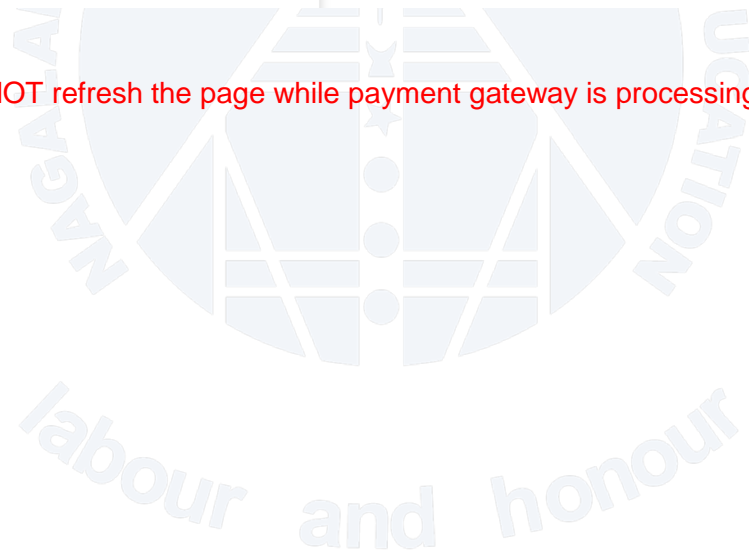
Note: Additional charges will be applied by the Payment Gateway.

Select the desire Bank from the List.

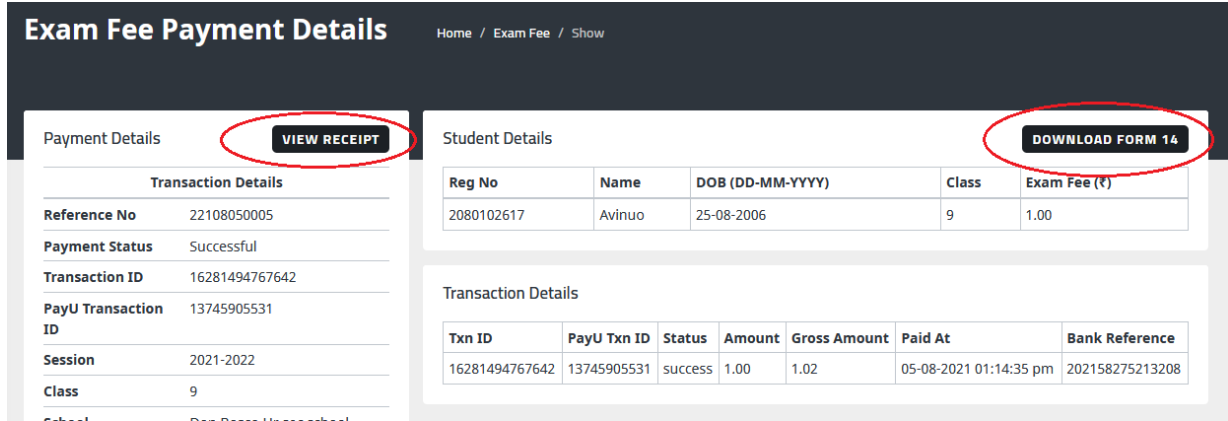


The screenshot shows a mobile application interface for selecting a bank. On the left, there is a sidebar with a 'Back' button, the Nagaland Board of School Education logo, and the text 'Choose or search for a bank'. Below this, it displays 'Total Payable Amount ₹1' and 'Transaction Id: 16273930479565'. On the right, a list of banks is shown under the heading 'BANKS'. The banks listed are: AXIS Bank, HDFC Bank, ICICI Bank, State Bank of India, Kotak Mahindra Bank, and Airtel Payments Bank. At the bottom of the list is a search option: 'Search for your bank'.

NOTE: DO NOT refresh the page while payment gateway is processing the payment.



On successful payment, it will redirect back to the NBSE Portal, refer the screenshot below;-
You can also click on “View Receipt” and “Download Form14” to generate in PDF, take a print of the necessary document and keep it for future reference.



The screenshot shows the 'Exam Fee Payment Details' page. It has a breadcrumb trail: Home / Exam Fee / Show. There are two main sections: 'Payment Details' and 'Student Details'. In the 'Payment Details' section, there is a 'VIEW RECEIPT' button circled in red. In the 'Student Details' section, there is a 'DOWNLOAD FORM 14' button circled in red. Below these are two tables: 'Transaction Details' for the payment and another 'Transaction Details' table for the transaction record.

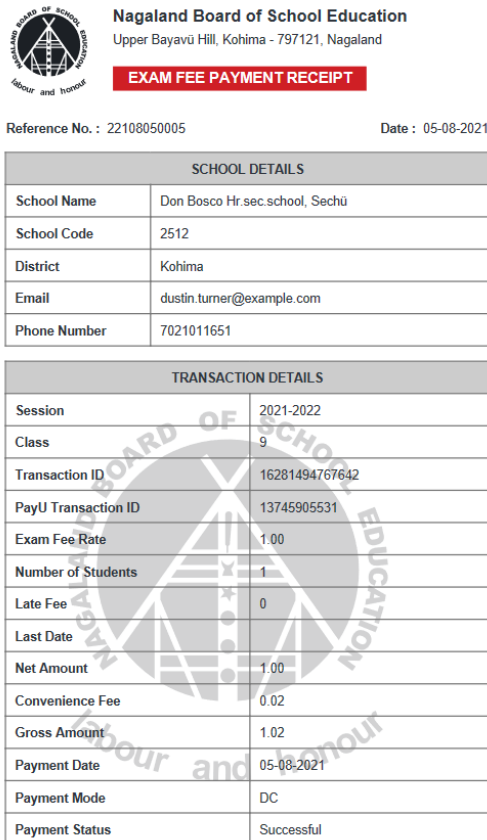
Transaction Details	
Reference No	22108050005
Payment Status	Successful
Transaction ID	16281494767642
PayU Transaction ID	13745905531
Session	2021-2022
Class	9

Reg No	Name	DOB (DD-MM-YYYY)	Class	Exam Fee (₹)
2080102617	Avinuo	25-08-2006	9	1.00

Transaction Details						
Txn ID	PayU Txn ID	Status	Amount	Gross Amount	Paid At	Bank Reference
16281494767642	13745905531	success	1.00	1.02	05-08-2021 01:14:35 pm	202158275213208

You will also receive a successful payment SMS and email in your registered phone number and mail ID, attached with the payment receipt. Refer the sample email & SMS below;-

Sample Payment Receipt

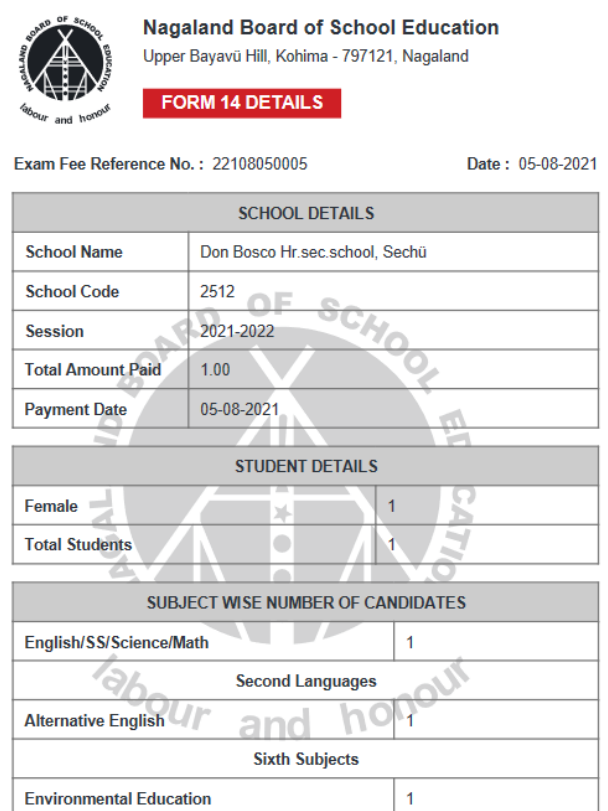


The sample receipt is from the Nagaland Board of School Education, Upper Bayavü Hill, Kohima - 797121, Nagaland. It features the board's logo and the text 'EXAM FEE PAYMENT RECEIPT'. The reference number is 22108050005 and the date is 05-08-2021. It contains two tables: 'SCHOOL DETAILS' and 'TRANSACTION DETAILS'.

SCHOOL DETAILS	
School Name	Don Bosco Hr.sec.school, Sechü
School Code	2512
District	Kohima
Email	dustin.turner@example.com
Phone Number	7021011651

TRANSACTION DETAILS	
Session	2021-2022
Class	9
Transaction ID	16281494767642
PayU Transaction ID	13745905531
Exam Fee Rate	1.00
Number of Students	1
Late Fee	0
Last Date	
Net Amount	1.00
Convenience Fee	0.02
Gross Amount	1.02
Payment Date	05-08-2021
Payment Mode	DC
Payment Status	Successful

Sample Form 14



The sample Form 14 is from the Nagaland Board of School Education, Upper Bayavü Hill, Kohima - 797121, Nagaland. It features the board's logo and the text 'FORM 14 DETAILS'. The exam fee reference number is 22108050005 and the date is 05-08-2021. It contains three tables: 'SCHOOL DETAILS', 'STUDENT DETAILS', and 'SUBJECT WISE NUMBER OF CANDIDATES'.

SCHOOL DETAILS	
School Name	Don Bosco Hr.sec.school, Sechü
School Code	2512
Session	2021-2022
Total Amount Paid	1.00
Payment Date	05-08-2021

STUDENT DETAILS	
Female	1
Total Students	1

SUBJECT WISE NUMBER OF CANDIDATES	
English/SS/Science/Math	1
Second Languages	
Alternative English	1
Sixth Subjects	
Environmental Education	1

Sample Email

Payment Success!

Your payment of ₹1.00 is successful. Please find attached, the invoice for the same.

Exam Fee Payment Ref No. :

22108050004

Transaction ID: 16281489943077

School:

Govt.Hr.Sec.School,Chumukedima

Regards,

Nagaland Board of School Education

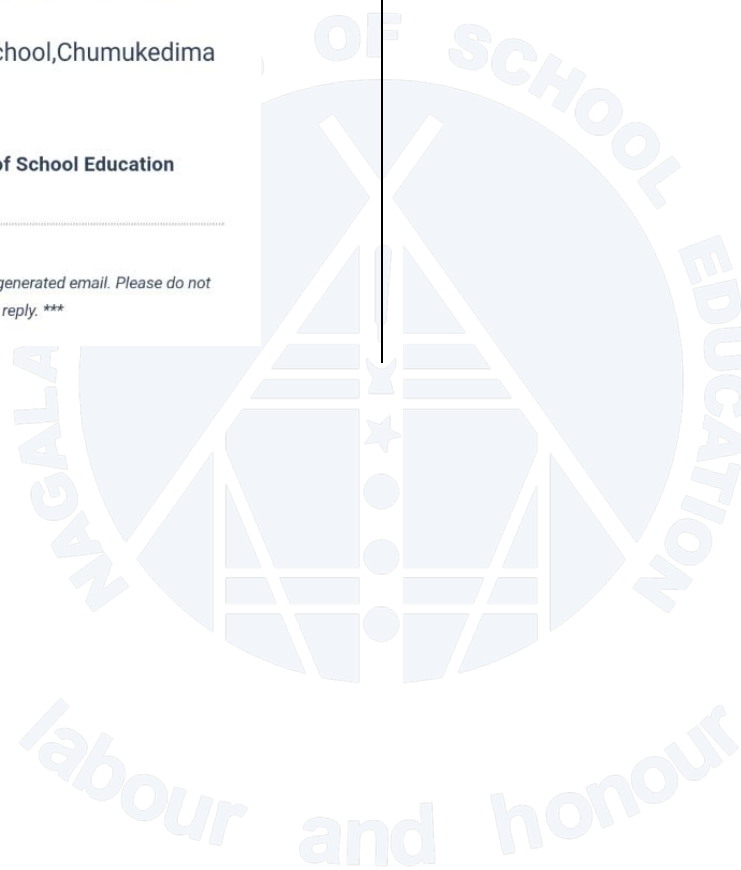
*** This is a system generated email. Please do not reply. ***

Sample SMS



Exam fee payment of Class 9 on the NBSE Portal for session 2021-2022 with Ref no 22108050004 is successful.

50 mins to Vodafone IN




3.2. In Case of Payment Failure

STEP 1 : Retry Payment

Go to > “Exam Fee”

Navigate pages

 Dashboard

 IAF


 Exam Fee

 Question Paper

Select the pending payment from the list and click on “Options” and “View”

Exam Fee

EXPORT

Reference No.	Session	Class	Stream	Payment Status	Rate(₹)	Student	Net(₹)	Convenience(₹)	Gross(₹)	Date ↕	Action
22012010001	2020-2021	Class 10		Pending	900.00	1	900.00	.	900.00		⌵ OPTIONS
22012020001	2020-2021	Class 9		Pending	400.00	6	2400.00	.	2400.00		⌵ OPTIONS
22012020002	2020-2021	Class 10		Pending	900.00	1	800.00	.	800.00		⌵ OPTIONS
22012020004	2020-2021	Class 10		Pending	900.00	1	900.00	.	900.00		⌵ OPTIONS
22012020006	2020-2021	Class 10		Pending	900.00	2	1800.00	.		 View	OPTIONS

Next Click on “Retry Payment” and it will redirect to the payment gateway for payment.

Proceed with the payment refer section 3.1

Payment Details **RETRY PAYMENT**

Transaction Details

Reference No	22012020006
Payment Status	Pending
Session	2020-2021
Class	10
School	Govt.Hr.Sec.School,Dimapur
Exam Fee Rate	900.00
Number of Students	2
Net (₹)	1800.00

Student Details

Reg No	Name	DOB (DD-MM-YYYY)	Class	Exam Fee (₹)
1346738527	Mr. Pierce Williamson	06-03-2015	10	900.00
1181005914	Mr. Prince Hand	17-09-2012	10	900.00

Txn ID	PayU Txn ID	Status	Amount	Gross Amount	Paid At	Bank Reference
16069277168530	250674075	failure	1800.00	0.00	02-12-2020 10:18:36 pm	250674075

3.3. Print or Download Payment Receipt

Go to **Exam Fee > List > Options > Print Receipt**

Exam Fee EXPORT

Reference No.	Session	Class	Stream	Payment Status	Rate(₹)	Student	Net(₹)	Convenience(₹)	Gross(₹)	Date	Action
22011300001	2020-2021	Class 10		Successful	900.00	1	750.00		750.00	30-11-2020	• OPTIONS
22011300002	2020-2021	Class 9		Successful	400.00	2	1.00		1.00	30-11-2020	• OPTIONS
22011300003	2020-2021	Class 9		Successful	400.00	2	1.00		1.00	30-11-2020	• OPTIONS
22011300004	2020-2021	Class 9		Successful	400.00	17	1.00		1.00	30-11-2020	• OPTIONS
22012020003	2020-2021	Class 9		Successful	400.00	7	2800.00		2800.00	02-12-2020	• OPTIONS
22012020004	2020-2021	Class 10		Successful	900.00	1	900.00		900.00	02-12-2020	• OPTIONS
22012020005	2020-2021	Class 10		Successful	900.00	1	900.00		900.00		View • OPTIONS
22012020006	2020-2021	Class 10		Successful	900.00	2	1800.00		1800.00		View Receipt • OPTIONS

Sample Payment Receipt



Nagaland Board of School Education
Upper Bayavü Hill, Kohima - 797121, Nagaland

EXAM FEE PAYMENT RECEIPT

Reference No. : 22012020006

Date : 02-12-2020

SCHOOL DETAILS	
School Name	Govt.Hr.Sec.School,Dimapur
School Code	1101
District	Dimapur
Email	semou87@gmail.com
Phone Number	8575075123

TRANSACTION DETAILS	
Session	2020-2021
Class	10
Transaction ID	16069284007735
PayU Transaction ID	9084086067
Exam Fee Rate	900.00
Number of Students	2
Net Amount	1800.00
Convenience Fee	
Gross Amount	1800.00
Payment Date	02-12-2020
Payment Mode	CC
Payment Status	Successful

*** This is a system-generated receipt ***

4. HELP

In case of any technical issues regarding the payment, contact the helpdesk by using the below link.

NBSE Helpdesk Link: <https://helpdesk.nbsenl.edu.in/>

Create a New Ticket, and the helpdesk team will accordingly response to your request.

Note: Availability of Helpdesk is from Monday to Friday (9:00 AM to 5:00 PM) only on government working days.

