

Savitribai Phule Pune University

User Manual for

Exam Stationary Requisition Online Application

1) Go <u>http://exam.unipune.ac.in/</u> and Click on following Link.



2) Click Here to Apply Online Examination Stationary Requisition Application.



3) Login Link for University Department/Sections Employee/University Vendor.



4) New User Required for Create Account.

5) Please Read the Instructions Carefully and Fill User Account Form.

	Registration Form	Enter User Id 5 digit numeric(Number) only.
	User Id	Enter Name of Person.
	Name Of Person	Enter Valid Email Id.
	Email	Enter Dept./ Section name
	Password	Enter Password
Register Here	Retype Password	Re-Enter Password
Create Account Then Click Here	I have already account	

6) After You Create Account Successfully Click to Login with Username and Password.

N	Login Here	Enter 5 digit Numeric User Id
13	User Id	Enter Resourced
	Password	Enter Password
	Login I forgot my password Create Account	Click Here to Login

7) After Successfully Login, Following Information Displayed. Read the Instruction Carefully and Fill Online Stationary Requisition Application.

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 Home Stationary Requisition Application 	Stationry Requisiton Demand Form Click Here to enable to Required Quantity Stationary Requisition Online	o Fill / Enter Required Quantity
	l I www.	Required Quantity ^
		0
		0
		0
	Reason : Enter Reason Apply	Click Here to Apply
	Copyright ©2018 Savitribai Phule Pune Univeristy All rights reserved	You are logged in with IP Address: 🖵 172.21.0.35

8) After Confirmed Your Application Take Printout of Exam Stationary Requisition Online Application. Stationary Dispatch Report available after Approved Your Stationary Requisition Application and after Apply for Extra Stationary Requisition.

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 Home Stationary Requisition Application 	Stationry Requisito	n Demand Form		Logout
	Application State	IS		
	Stationary Requ	isition Application	Note: Your Application Successfully Submitted.	Application Print Available Here
	Sr.No.	Application Id	Date of Application	Print Application
		1 1800001	23/0	18/2018 Print
	Stationary Dispa	tch Report		
				Stationary Not Dispatched Yet!
		After Dispatche Report Genera Eligible to Apply t Requ	d Your Stationary te Here and also for Extra Stationary isition	
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9) Forgot Password Facility.



10) Read Instructions and Forgot Password.

6		
		Enter Mail Id
	Forgot Password here	
	Email	Enter Password
	Password	Enter as have
	Retype Password	Password
	Forgot	
	Go to Login page Create Account	Click to Forgot Password !
After Click Here to		
Go Login Page		