



## **USER GUIDE**

**Logilab ELN Cloud SaaS – Offline Payment Information by Customer**



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# 1 Process Overview

In order to inform Receivables Admin about the already-made offline payment, the customer user will have to follow these steps:

- ✓ Customer will receive the invoice in the mail for the live subscription on scheduled payment due date. The customer refers to the offline payment details from the invoice email notification
- ✓ Customer completes the payment in offline mode separately and note down the details of the same.
- ✓ Customer logs into customer portal and choose to send Email to Receivables admin about the offline payment details

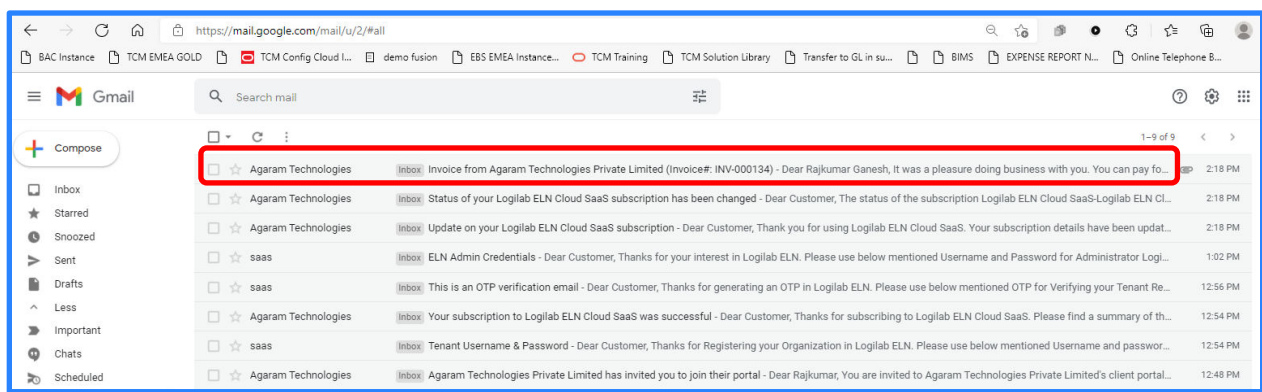
The step-by-step tasks namely customer's reference to email and send offline mail from customer portal are described in detail in the following sections.

## 2 Process Details

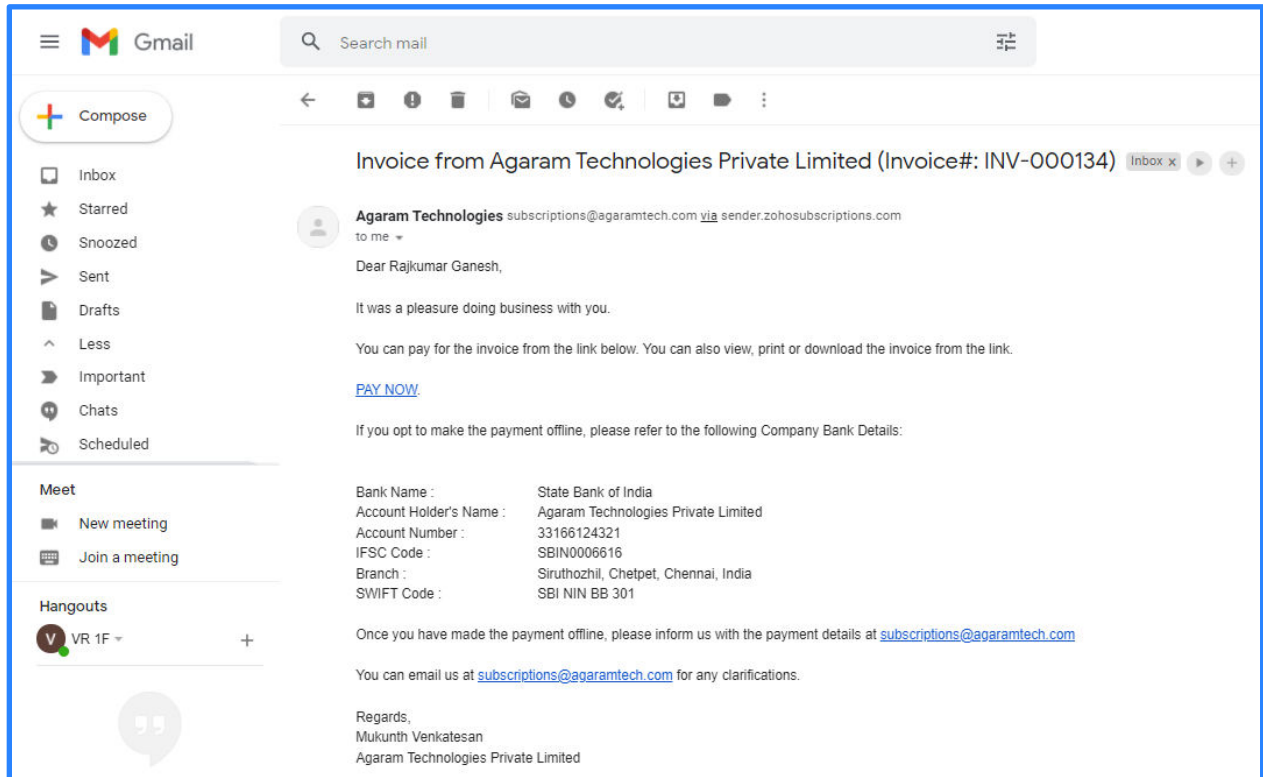
### 2.1 Receipt of Invoice email notification

Login to the registered email of the customer user.

Locate the Invoice email notification and open it.



Note down the details of bank account to which offline payment needs to made



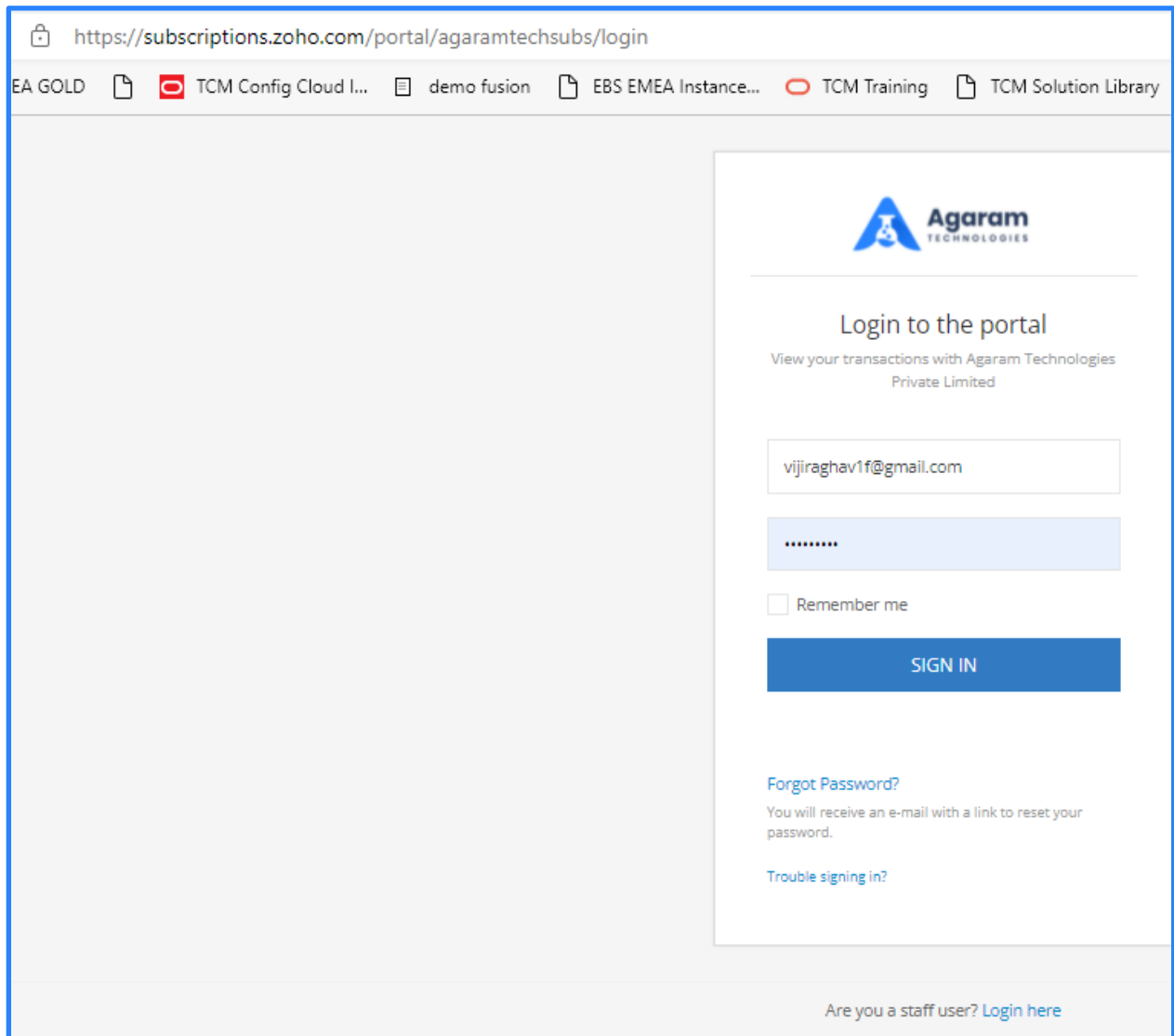
After referring to the details of offline bank transfer from the invoice notification, the customer makes the payment and notes down the payment details separately.

## 2.2 Offline payment information by customer

Now the customer proceeds to inform the payment details to Receivables Admin through Customer portal.


Portal URL : <https://subscriptions.zoho.com/portal/agaramtechsubs>

In order to notify the Receivables admin about the offline payment details, the customer user signs-in to customer portal



https://subscriptions.zoho.com/portal/agaramtechsubs/login

EA GOLD TCM Config Cloud I... demo fusion EBS EMEA Instance... TCM Training TCM Solution Library

 **Agaram**  
TECHNOLOGIES

**Login to the portal**  
View your transactions with Agaram Technologies  
Private Limited

vijiraghav1f@gmail.com

.....

Remember me

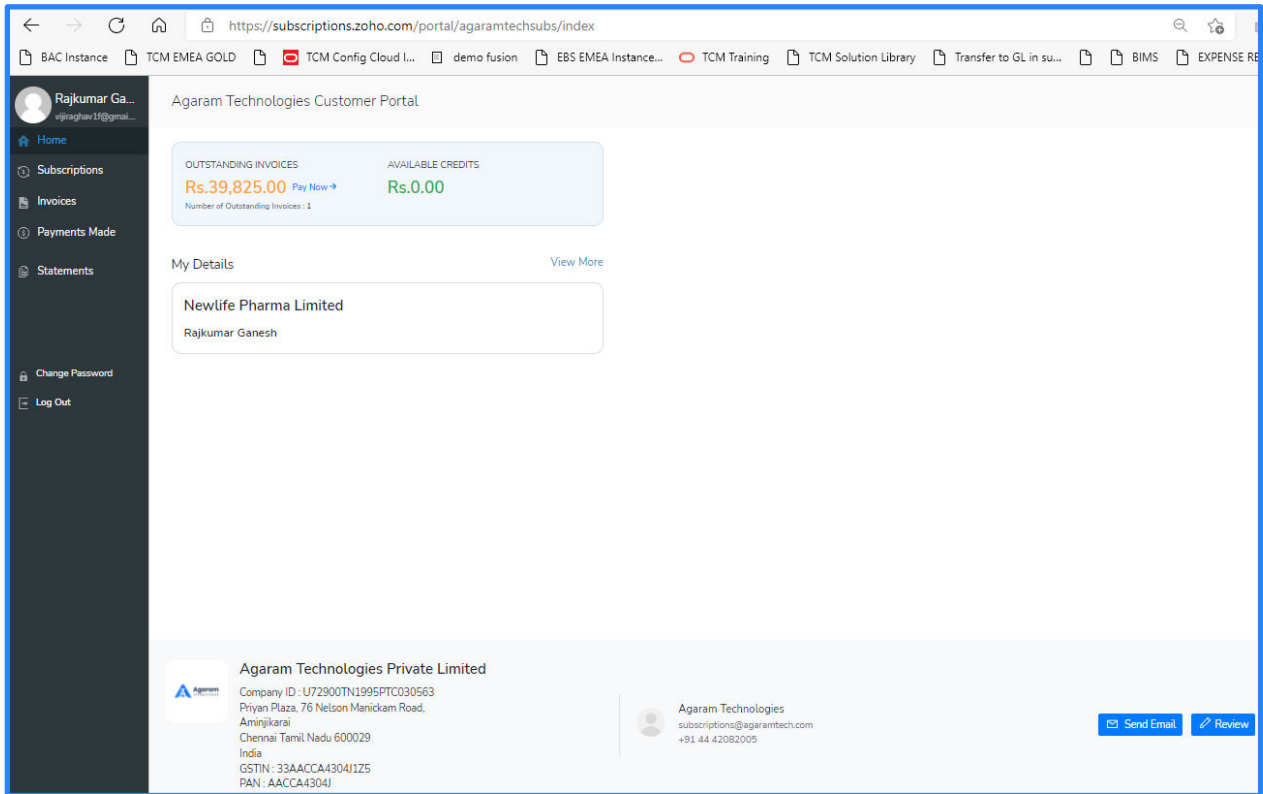
**SIGN IN**

[Forgot Password?](#)  
You will receive an e-mail with a link to reset your password.

[Trouble signing in?](#)

Are you a staff user? [Login here](#)

On the home page, click on 'Send Email' button.



The screenshot displays the Agaram Technologies Customer Portal. The browser address bar shows the URL: <https://subscriptions.zoho.com/portal/agaramtechsubs/index>. The user is logged in as Rajkumar Ganesh. The main content area shows a summary of financial status:

OUTSTANDING INVOICES	AVAILABLE CREDITS
<b>Rs.39,825.00</b> <a href="#">Pay Now</a>	<b>Rs.0.00</b>
Number of Outstanding Invoices : 1	

Below this, the 'My Details' section shows the customer name: **Newlife Pharma Limited** and the contact name: **Rajkumar Ganesh**. A 'View More' link is available next to the details.

The footer contains contact information for Agaram Technologies Private Limited:

**Agaram Technologies Private Limited**  
Company ID : U72900TN1995PTC030563  
Priyan Plaza, 76 Nelson Manickam Road,  
Aminjikarai  
Chennai Tamil Nadu 600029  
India  
GSTIN : 33AACCA4304I1Z5  
PAN : AACCA4304J

Agaram Technologies contact info:  
subscriptions@agaramtech.com  
+91 44 42082005

Buttons for [Send Email](#) and [Review](#) are located in the bottom right corner.

**Rajkumar Ga...**  
vijiraghav1f@gmail...

- [Home](#)
- [Subscriptions](#)
- [Invoices](#)
- [Payments Made](#)
- [Statements](#)

[Change Password](#)  
[Log Out](#)

**Agaram Technologies Private Limited**  
Company ID : U729001N1995P1C030563  
 Priyan Plaza, 76 Nelson Manickam Road,  
 Aminjikarai  
 Chennai Tamil Nadu 600029  
 India  
 GSTIN : 33AACCA4304125  
 PAN : AACCA43041

INVOICE

Invoice Number : <b>INV-000134</b> Invoice Date : <b>30-12-2021</b> Terms : <b>Due On Receipt</b> Due Date : <b>30-12-2021</b>	Online/Offline : <b>Offline</b>
<b>Bill To</b> <b>Rajkumar Ganesh</b> 43 New Street Bangalore 5600024 Karnataka India	<b>Ship To</b> <b>Rajkumar Ganesh</b> 43 New Street Bangalore 5600024 Karnataka India

* Item	HSN/SAC	Qty	Unit Price	IGST		Amount
				%	Amt	
1. Logilab ELN Cloud SaaS - General - Standard with 1 month Trial - Monthly Plan	997331	15	2,250.00	18%	6,075.00	33,750.00

Total In Words: **Indian Rupee Thirty-Nine Thousand Eight Hundred Twenty-Five Only**

Thank you for the payment. You just made our day.

Payment Options:

Company Bank Details for Offline payment:

Bank Name	: State Bank of India
Account Holder's Name	: Agaram Technologies Private Limited
Account Number	: 33166124321
IFSC Code	: SBIN0006616
Branch	: Siruthochil, Cherpet, Chennai, India
SWIFT Code	: SBI NIN BH 301

Declaration  
We declare that this invoice shows the actual price of goods and services described and that all particulars are true and correct.

Sub Total	33,750.00
IGST 18 (18%)	6,075.00
<b>Total</b>	<b>Rs.39,825.00</b>
<b>Balance Due</b>	<b>Rs.39,825.00</b>

For Agaram Technologies Private Limited  
  
 Authorized Signatory

Enter the details about the bank transfer that has been made.

This may typically contain the Bank Transfer Reference number, Invoice number, amount, date of transfer, etc.

Please ensure that all the required information which are required for Receivables Admin to record the payment are provided.



**Agaram Technologies Customer Portal**

**OUTSTANDING INVOICES**      **AVAILABLE CREDITS**  
**Rs.39,825.00** [Pay Now →](#)      **Rs.0.00**  
Number of Outstanding Invoices : 1

**My Details** [View More](#)

**Newlife Pharma Limited**  
Rajkumar Ganesh

**Agaram Technologies Private Limited**  
Company ID : U72900TN1995PTC030563  
Priyan Plaza, 76 Nelson Manickam Road,  
Aminjikarai  
Chennai Tamil Nadu 600029  
India  
GSTIN : 33AACCA4304125  
PAN : AACCA4304

**Agaram Technologies**  
subscriptions@agaramtech.com  
+91 44 42082005

[Send Email](#)   [Review](#)

Click 'Send' button after entering all the required information in 'Mail To' dialog pop-up.

**Agaram Technologies Customer Portal**

**OUTSTANDING INVOICES**      **AVAILABLE CREDITS**  
**Rs.39,825.00** [Pay Now →](#)      **Rs.0.00**  
Number of Outstanding Invoices : 1

**My Details** [View More](#)

**Newlife Pharma Limited**  
Rajkumar Ganesh

**Agaram Technologies Private Limited**  
Company ID : U72900TN1995PTC030563  
Priyan Plaza, 76 Nelson Manickam Road,  
Aminjikarai  
Chennai Tamil Nadu 600029  
India  
GSTIN : 33AACCA4304125

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subscriptions@agaramtech.com  
+91 44 42082005

[Send Email](#)   [Review](#)

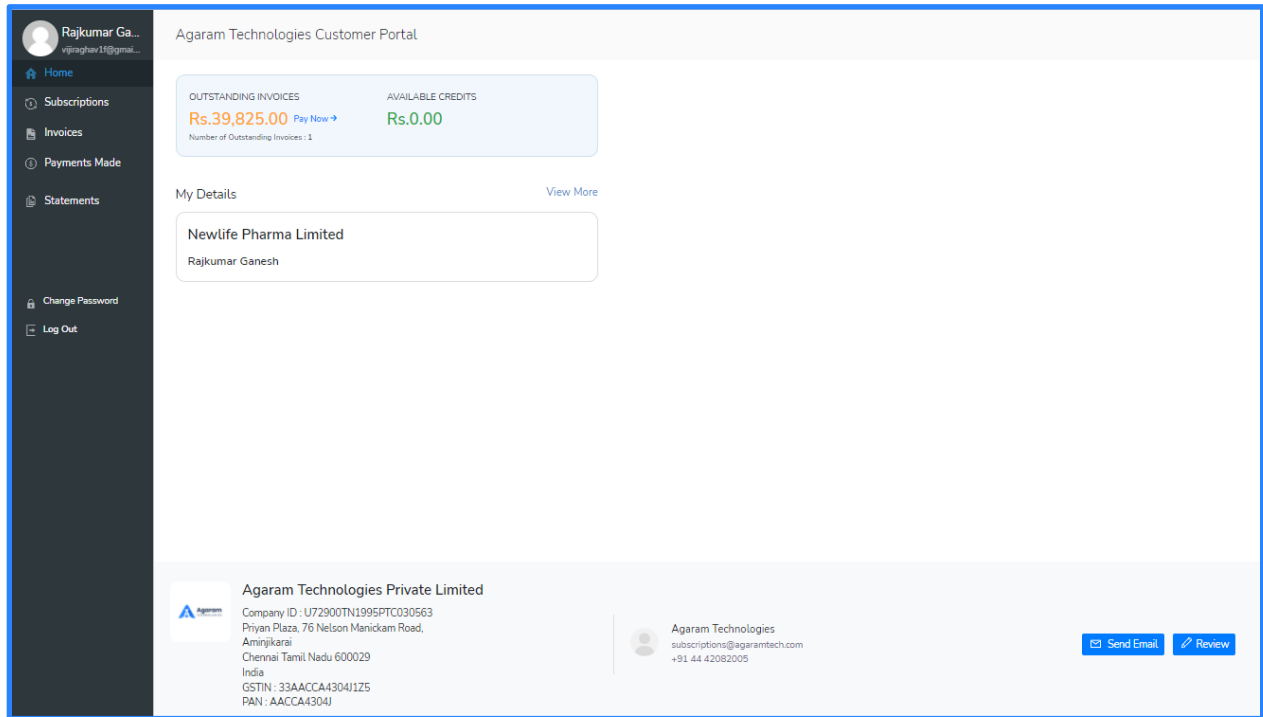
**Mail To** ×

**From**  
vijiraghav1f@gmail.com

**Subject\***  
Offline payment for the Invoice: INV-000134

**Message\***  
Please note that offline payment for the invoice INV-000134 for the amount of Rs.39825 has been remitted vide Bank Transaction reference No: 7890123 dated 30-Dec-2021. Please acknowledge the same and record the payment.  
Thanking you  
[Newlife Pharma Limited](#)

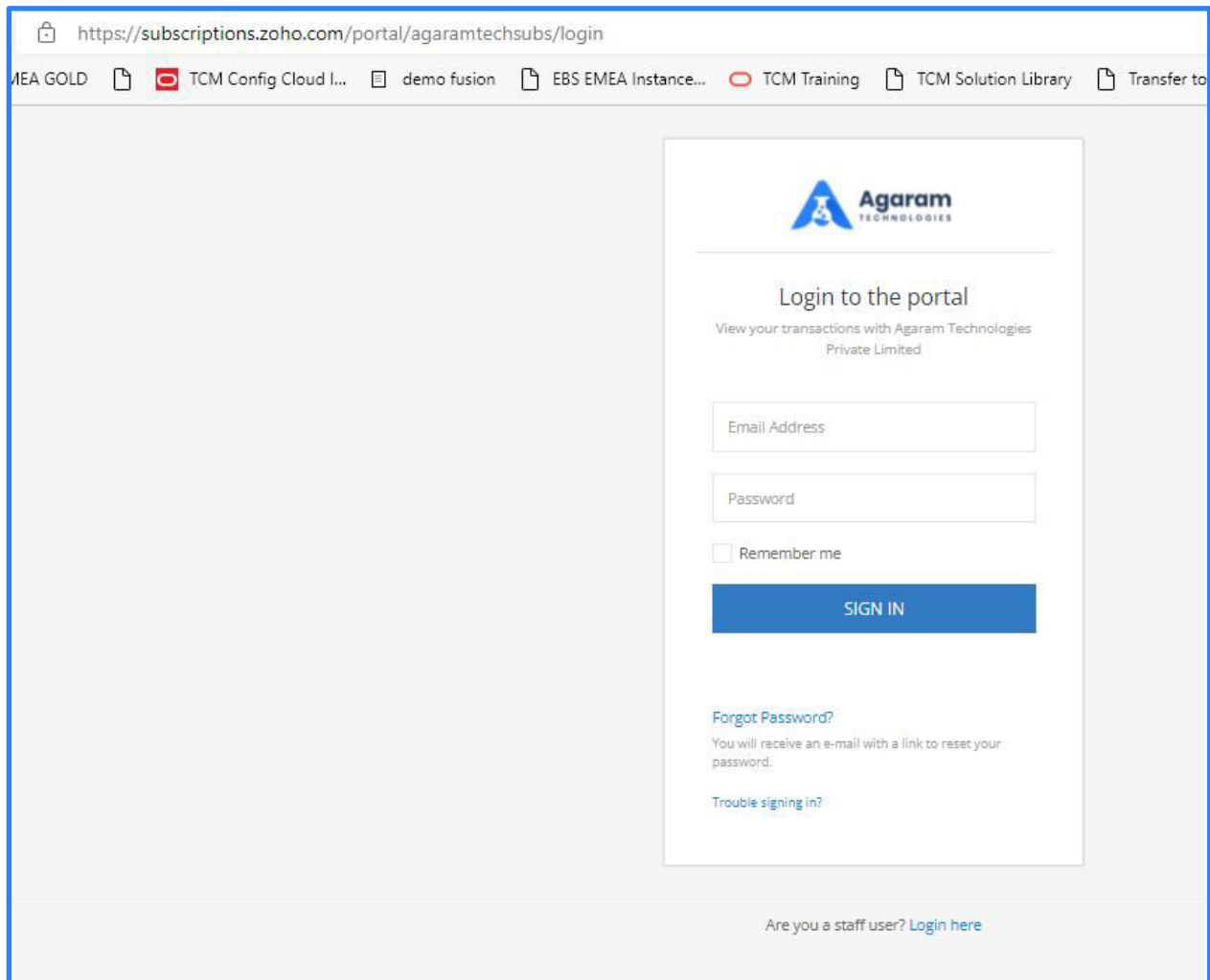
[Send](#)   [Cancel](#)



The screenshot displays the Agaram Technologies Customer Portal interface. On the left is a dark sidebar with navigation options: Home, Subscriptions, Invoices, Payments Made, Statements, Change Password, and Log Out. The main content area shows the user's profile (Rajkumar Ga...), account balance (Outstanding Invoices: Rs.39,825.00, Available Credits: Rs.0.00), and company details (Newlife Pharma Limited, Rajkumar Ganesh). The footer contains contact information for Agaram Technologies Private Limited, including company ID, address, GSTIN, PAN, and email/phone details. There are also buttons for 'Send Email' and 'Review'.

Confirmation message is displayed.

Log out of Customer portal.



## 2.3 Post-steps

The following steps will be performed after customer sends offline payment details to Receivables Admin

- ✓ The mail sent by customer from customer portal will be received by Receivables Admin.
- ✓ Receivables Admin will check with the bank and confirm the receipt of payment.
- ✓ Receivables Admin will then create payment record against the invoice in Zoho Subscription application.
- ✓ The customer will receive an automated email notification about the payment