GENERAL TRANSACTION PROCEDURE



In order to conduct business with PNU, you must initiate your request via our E-Services platform. Follow steps provided to create or access your E-Services account.

Once your account is ready and you are transacting onsite:



Print a copy of your Queue Number.



Please remain in the waiting area until your number is displayed on the television screen.

If you are transacting online:



You must have an account by following the Create or Access Account Instructions then continue by following the steps provided.



E-SERVICES V2 SCAN THIS QR CODE TO OPEN PNU E-SERVICES

STEP 1



Scan QR Code or from your browser, go to *https://eservices.pnu.edu.ph/*

STEP 2

- Go to Transactions tab.
- Select your needed document or service in the list then click "Add To Cart" button.
 - You can filter the transactions list by office or search for the name of the transaction.

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E-SERVICES V2 REQUEST TRANSACTION - ONLINE

 Review the transaction details, then click the "Add to Cart" button in the popup window.

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- Click the "**Cart**" icon in the upper right side beside your name.
- Review your cart details then click "Submit Request" button.

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- Wait for the concerned office to review your request. You will receive an **email notification** with the **status** of your request.
- If accepted, log in to your account, navigate to the "My Requests" tab, and then select "Accepted" to view your accepted requests.

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STEP 3

- Select the transaction you want to pay in the list.
 - You can click the "**View**" button to review the accepted transaction details before payment.

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STEP 4

- To proceed with Online Payment, click the "Pay Online" button.
- If you prefer onsite payment, print the Order of Payment copy and go directly to the Cashier's Office by clicking the "Onsite Payment" button.

STEP 5 - ONLINE PAYMENT

 Review the transaction details, check all the boxes, and click "Proceed with Payment" in the popup window.



- You will be redirected to Landbank's payment screen.
- Review the payment details, then select your preferred payment mode (e.g., GCASH).



- Continue with the payment process.
- Once your payment is successful, you will receive an email notification with your Electronic Invoice.
- Note: Online payments might take 5 to 10 minutes to be reflected in the system.



STEP 6

- After your payment is successful, you can track the status of your request by navigating to **My Requests** then select **All.**
- You can also view lists of specific statuses in the **My Requests** module..

By following these steps, you have successfully completed your transaction request and payment, whether onsite or online.

Thank you for using **PNU E-Services Portal.**

PHILIPPINE NORMAL UNIVERSITY

The National Center for Teacher Education





For inquiries or issues related to your request status, please email or contact the concerned office.

For any inquiries or issues related to your payment, please email **accounting@pnu.edu.ph.**