

User Manual

Contents

How To Buy

1

How To View Order Details

6

How To Buy

Step 1

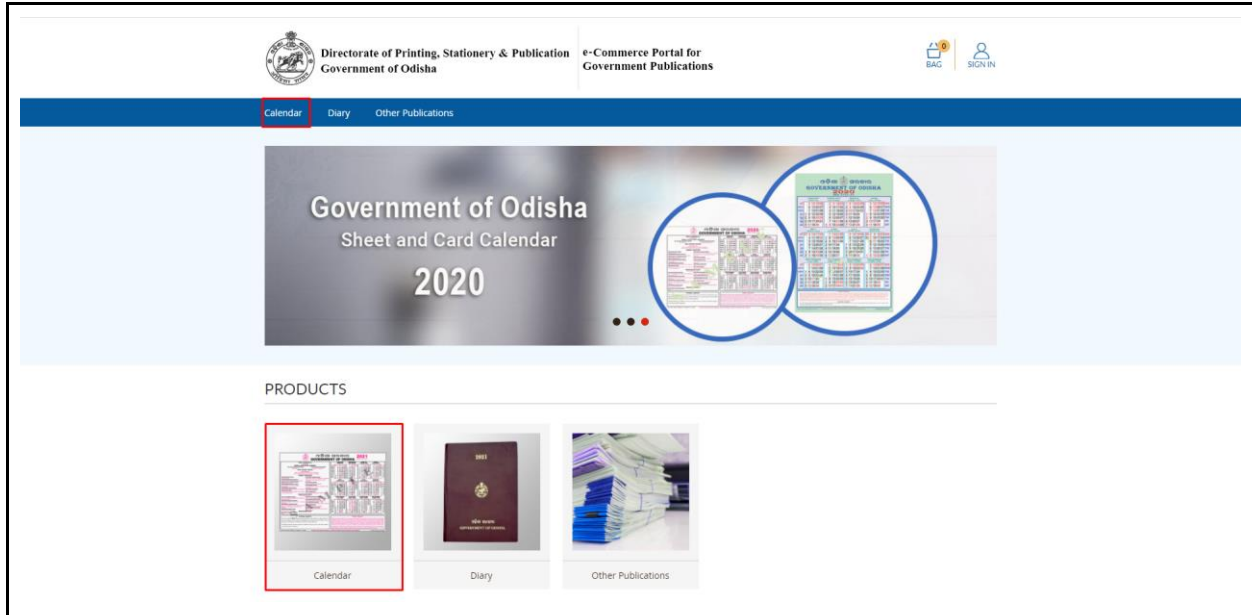
Visit O.G. Press eCommerce portal by visiting below URL.

<https://ogpress.nic.in/diary/>

The screenshot displays the homepage of the e-Commerce Portal for Government Publications. At the top, the logo of the Directorate of Printing, Stationery & Publication, Government of Odisha, is visible alongside the text "e-Commerce Portal for Government Publications". Navigation links for "Calendar", "Diary", and "Other Publications" are provided. A central banner image shows three diaries (red, pink, and purple) on a wooden surface. Below this, a "PRODUCTS" section features three product categories: "Calendar", "Diary", and "Other Publications", each with a representative image. Two key service guarantees are highlighted: "100% ORIGINAL GUARANTEE For All Products" and "ONLINE CANCELLATIONS Easy To Cancel". A footer area contains "Help" and "Policies" sections with links to Terms & Conditions, FAQs, Contact Us, Payment Policy, Cancellation Policy, Return Policy, and Privacy Policy. Payment logos for VISA, MasterCard, American Express, Direct Club, and RuPay are also present. The footer includes the copyright notice "Copyright © 2019 e-Commerce Portal for Government Publications" and the design credit "Website Designed by NIC, Odisha State Centre".

Step 2

Click on any product category you want to buy. You can select a product category either from the menu on the top or from the products section under the main banner. Available product categories are Diary, Calendar and Other Publications.



Step 3

Click on a product under the selected product category to view product detail.



Step 4

Verify the product specification and click on the Add To Cart button. You will be redirected to the Shopping Bag Page.

Directorate of Printing, Stationery & Publication
Government of Odisha

e-Commerce Portal for Government Publications

Calendar Diary Other Publications

Sheet Calendar - 2021

₹ 7

Category: Calendar
Model Number: SHEE12
Availability: In Stock

Add To Cart

SPECIFICATION

GENERAL	
Model Number	SHEE12

DIMENSION	
Width (CM)	42
Height (CM)	60
Weight (Grams)	20

RELATED PRODUCTS

Card Calendar - 2021

Step 5

Manage the product quantity you want to purchase by clicking on the + or - icons respectively. To add another product into your shopping bag, click on the Continue Shopping button and follow the same process from step 1 to step step 4. To clear the shopping bag, click on Clear Bag button.

Directorate of Printing, Stationery & Publication
Government of Odisha

e-Commerce Portal for Government Publications

Calendar Diary Other Publications

Shopping Bag

Sheet Calendar - 2021
Unit Price : ₹ 7

Price : ₹ 7
Quantity : - 1 +
Remove

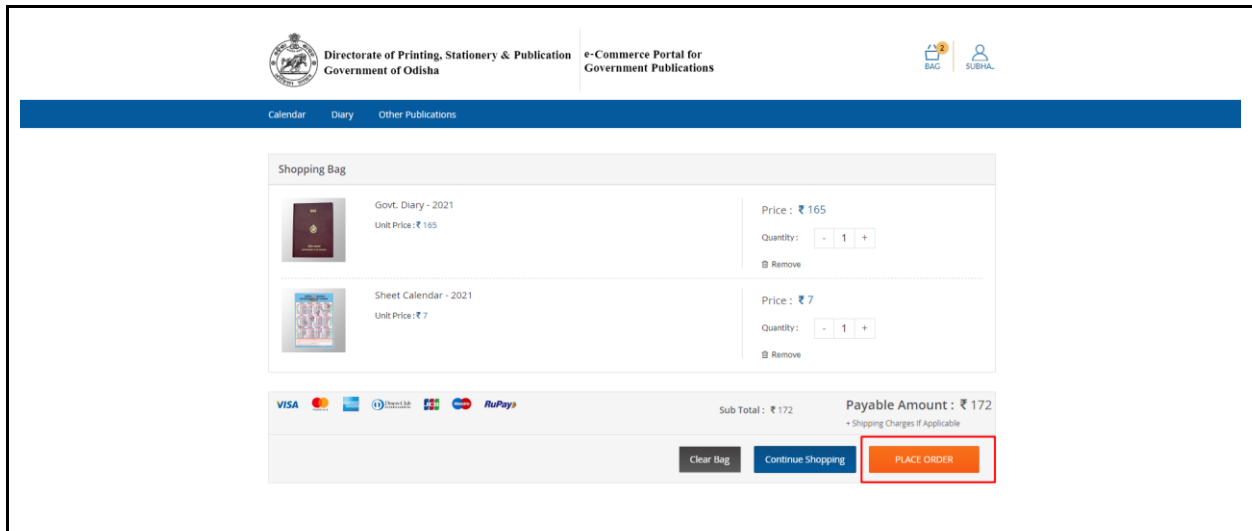
VISA RuPay

Sub Total : ₹ 7 Payable Amount : ₹ 7
+ Shipping Charges if Applicable

Clear Bag Continue Shopping PLACE ORDER

Step 6

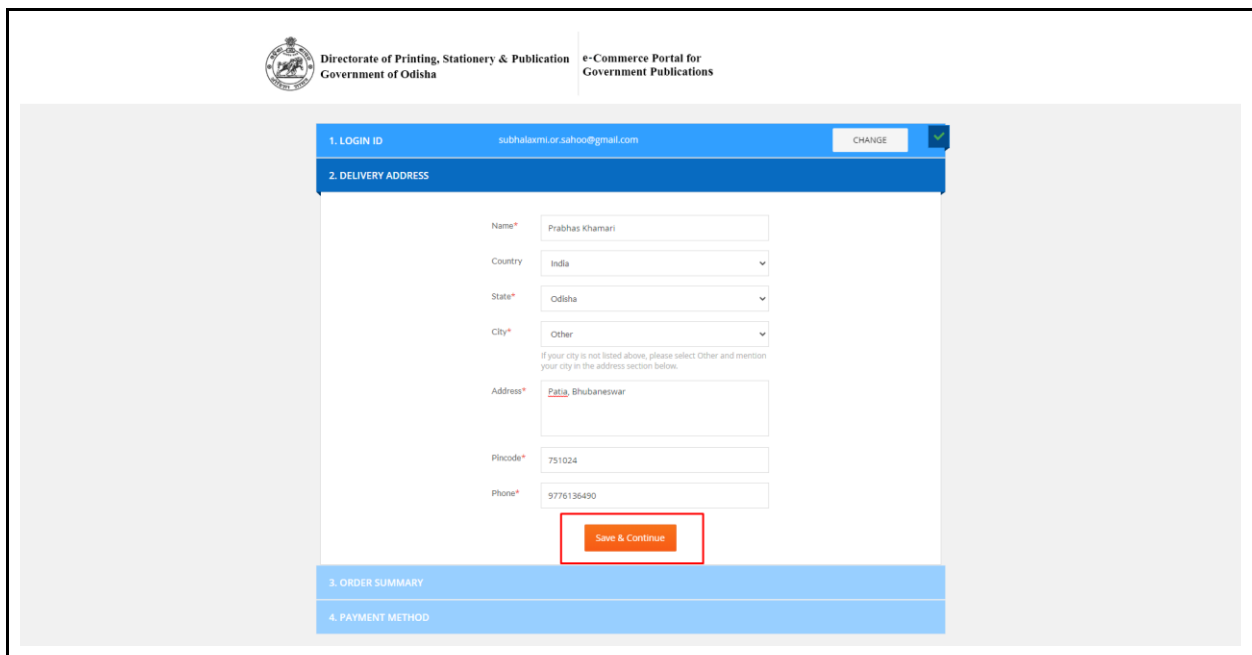
Click on the Place Order button to complete the order process.



The screenshot shows the e-commerce portal for the Directorate of Printing, Stationery & Publication, Government of Odisha. The page displays a shopping bag with two items: "Govt. Diary - 2021" (Price: ₹ 165, Unit Price: ₹ 165) and "Sheet Calendar - 2021" (Price: ₹ 7, Unit Price: ₹ 7). The sub-total is ₹ 172, and the payable amount is ₹ 172, including shipping charges. The "PLACE ORDER" button is highlighted with a red box.

Step 7

If you are already logged in, you will be prompted to fill the address or select a predefined address. If you are not logged in, you will be prompted to login. If you don't have an account you can create a new account and proceed. On clicking on the Save and Continue button you will be redirected to the Order Summary section.



The screenshot shows the delivery address form on the e-commerce portal. The form is titled "2. DELIVERY ADDRESS" and contains the following fields: Name* (Prabhas Khamari), Country (India), State* (Odisha), City* (Other), Address* (Patia, Bhubaneswar), Pincode* (751024), and Phone* (9776136490). The "Save & Continue" button is highlighted with a red box. The form is part of a multi-step process, with "3. ORDER SUMMARY" and "4. PAYMENT METHOD" visible below.

Step 8

In the Order Summary section review the payment details and shipping charges and click on the Proceed to Payment button. You will be redirected to the Payment Method section. Currently available payment method is PayuBiz.

The screenshot shows the 'Order Summary' section of the e-Commerce Portal for Government Publications. The page header includes the logo of the Directorate of Printing, Stationery & Publication, Government of Odisha, and the text 'e-Commerce Portal for Government Publications'. The main content area is divided into four sections: 1. LOGIN ID (subhalaxmi.or.sahoo@gmail.com), 2. DELIVERY ADDRESS (Prabhas Khamsari, 9776136490, Patta, Bhubaneswar, Other, India, Odisha - 751024), 3. ORDER SUMMARY, and 4. PAYMENT METHOD. The Order Summary section lists two items: 'Sheet Calendar - 2021' (Model Number: SHEE12, Weight: 20g, Price: ₹7) and 'Govt. Diary - 2021' (Model Number: DIAR13, Weight: 630g, Price: ₹165). A 'Proceed to Payment' button is highlighted with a red box. The total payable amount is ₹229.00.

Item	Model Number	Weight (Gram)	Availability	Price
Sheet Calendar - 2021	SHEE12	20	In-Stock	₹7
Govt. Diary - 2021	DIAR13	630	In-Stock	₹165

Sub Total: ₹172 Total Shipping: ₹57.00 Total Payable: ₹229.00

Step 9

In the Payment Method section click on the Place Order button to proceed for the payment process.

The screenshot shows the 'Payment Method' section of the e-Commerce Portal for Government Publications. The page header is the same as in Step 8. The main content area is divided into four sections: 1. LOGIN ID, 2. DELIVERY ADDRESS, 3. ORDER SUMMARY, and 4. PAYMENT METHOD. The Order Summary section shows '(2 Products) Total ₹229.00'. The Payment Method section is titled 'PayuWallet' and includes a checkbox for 'Pay Using PayuWallet' and a checkbox for 'With our Online Payment Option, you can pay directly with your Credit/Debit Card.'. A 'Place Order' button is highlighted with a red box. The payable amount is ₹229.00.

Payable Amount: ₹229.00

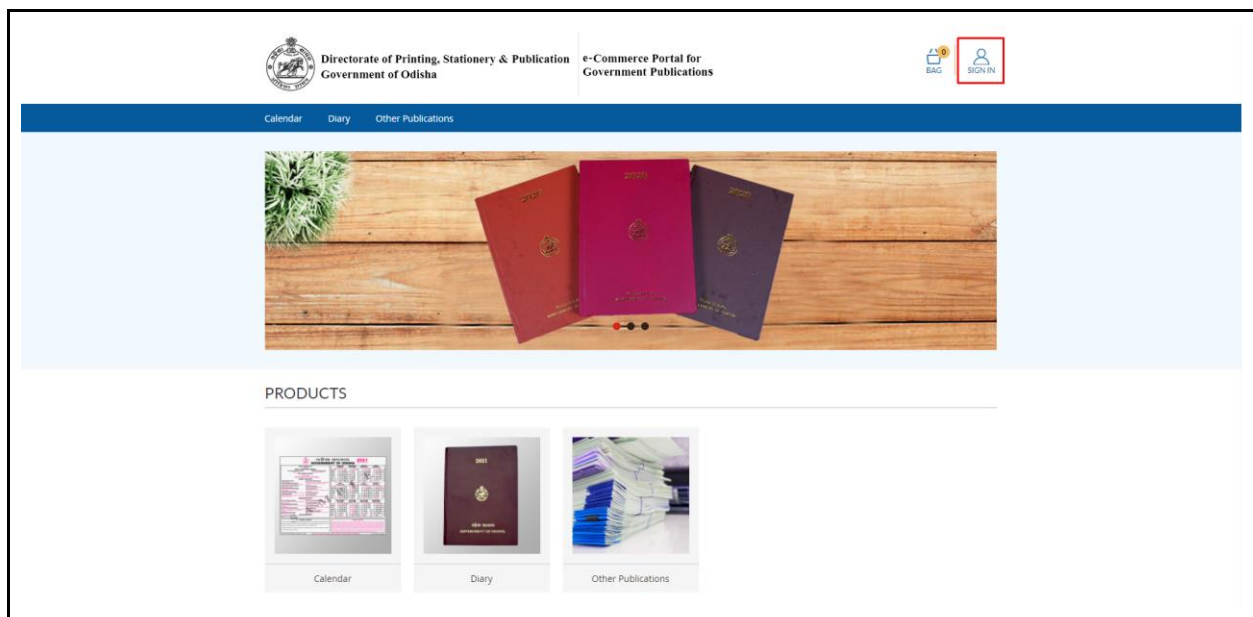
Step 10

After successful payment you will be redirected to the Order Details page and a transaction details will be displayed from reference.

How To View Order Details

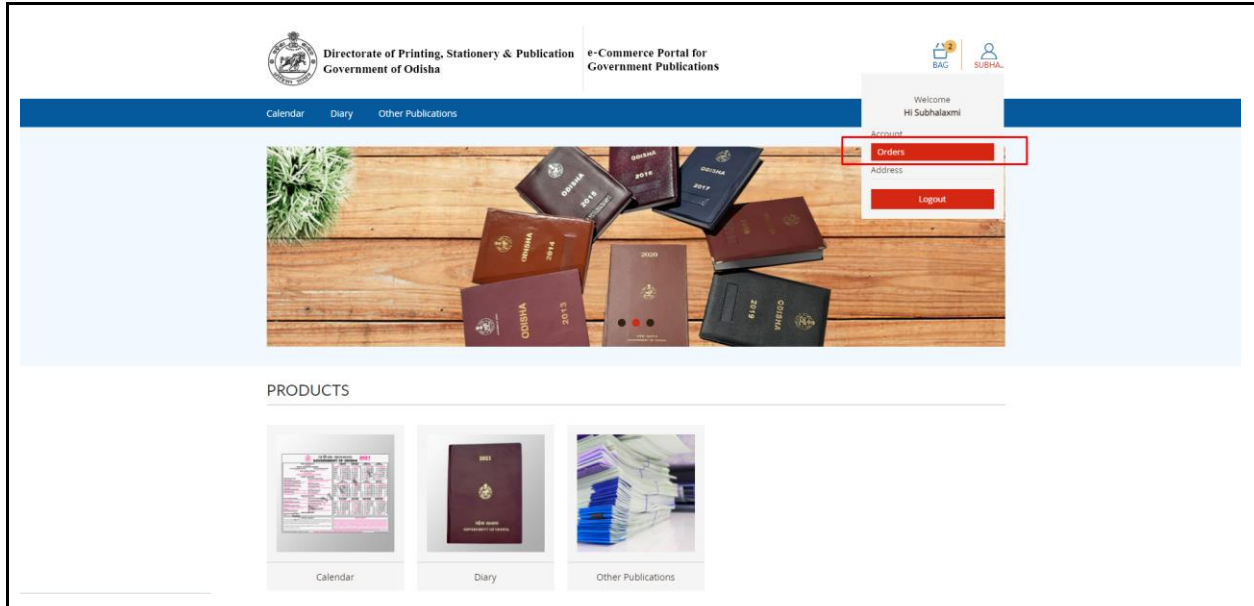
Step 1

To view the Order Details, Sign In to your account by clicking on the Sign In button on top right corner of the portal.



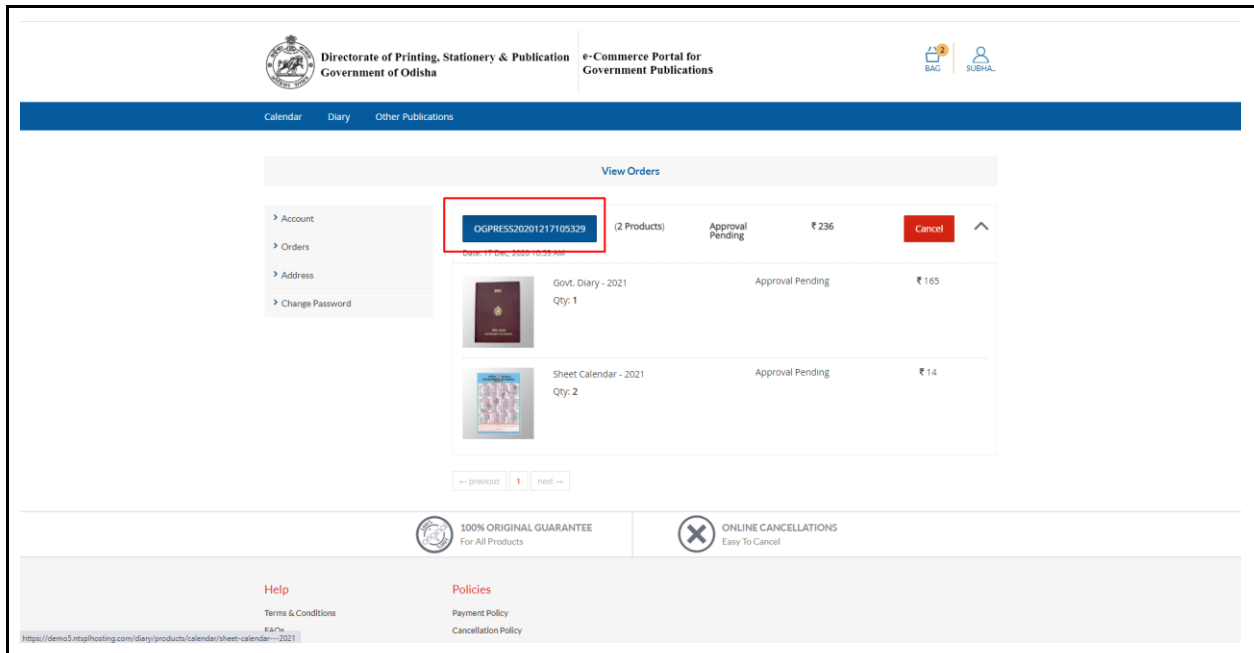
Step 2

Once Signed In your name will be displayed under the Sign In icon. Hover the mouse on the icon. A popu will be displayed. Click on the Orders link. You will be redirected to the My Orders page where all your orders will be listed.




Step 3

Click on the Order Number in the screen to view the order details.





Step 4

In this screen you will be able to view the ordered products with pricing details. You will also be able to see the order status. You can track the consignment with the help of POD(Proof of Delivery) in the Government Website of India Post i.e. www.indiapost.gov.in.



Directorate of Printing, Stationery & Publication
Government of Odisha



e-Commerce Portal for
Government Publications



[Calendar](#) [Diary](#) [Other Publications](#)


Order Details


Details	Shipping
Order No: OGPRESS20201217105329 Date: 17 Dec, 2020 10:53 AM Payable Amount: ₹ 236 Payment Method: PayUBiz Status: Approval Pending	Prabhas Khamari subhalaxmi.or.sahoo@gmail.com Patia, Bhubaneswar India, Odisha - 751024 9776136490

 <p>Govt. Diary - 2021 Model: DIAR13 Quantity: 1 Track History +</p>	Status: Approval Pending Price: ₹ 165
 <p>Sheet Calendar - 2021 Model: SHEE12 Quantity: 2 Track History +</p>	Status: Approval Pending Price: ₹ 14

Quantity	3
Price	₹ 179
Shipping	₹ 57
Payable	₹ 236

Note: All the price of the products is inclusive of GST.

 100% ORIGINAL GUARANTEE
For All Products






 ONLINE CANCELLATIONS
Easy To Cancel

Help

- [Terms & Conditions](#)
- [FAQs](#)
- [Help](#)
- [Contact Us](#)

Policies

- [Payment Policy](#)
- [Cancellation Policy](#)
- [Return Policy](#)
- [Privacy Policy](#)



Copyright © 2019 e-Commerce Portal for Government Publications

Website Designed by NIC, Odisha State Centre