

**Instructions for online payment through ACMA payment gateway**

**For ACMA Centre of Excellence Paid Virtual Programs - June 2020**

**Link to be followed:**

<https://www.acma.in/payment-online.php>

**Instructions -**

1. All fields are mandatory to fill.
2. Fill your name, designation in company, your email address, contact details and company name in separate given fields.
3. In event name fill “**ACoE Virtual Program - WRITE NAME OF PROGRAM”**
4. Fill your company’s GST number at which you want Tax Invoice.
5. In field of Tax Invoice, please mention webinar date “\_\_\_\_\_\_”.
6. Fill your company’s billing address for preparation of Tax Invoice.
7. Fill amount of payment of “INR (**As mentioned below**)
* For Webinars – INR 1416/- for ACMA Members & ACMA-UNIDO Cluster Members (GST Included)
* For Webinars – INR 1558/- for Non-Members (GST Included)
* For Certification course – INR 4720/- for ACMA Members & ACMA-UNIDO Cluster Members (GST Included)
* For Certification course – INR 5192/- for Non-Members (GST Included)
1. In the field of TDS amount, please mention “TDS amount” if TDS deducted.
2. Tick mark on check box to accept Terms and Conditions.
3. Click “Checkout”

**Important Note:** In case of deduction of TDS, company will provide a TDS certificate to ACMA at earliest.