USER MANUAL
Online PDA Recharge System

1. Introduction

1.1 Purpose

This manual provides instructions for using the Online PDA Recharge System. The systems allows authorized users to Create Virtual Account and do Payment transaction to AIASL account using Virtual Account and IFSC Code via Particular Bank site through Net Banking via NEFT/RTGS, Once Payment Transfer successfully to Virtual Account then Party PDA accounts will automatically recharge securely.
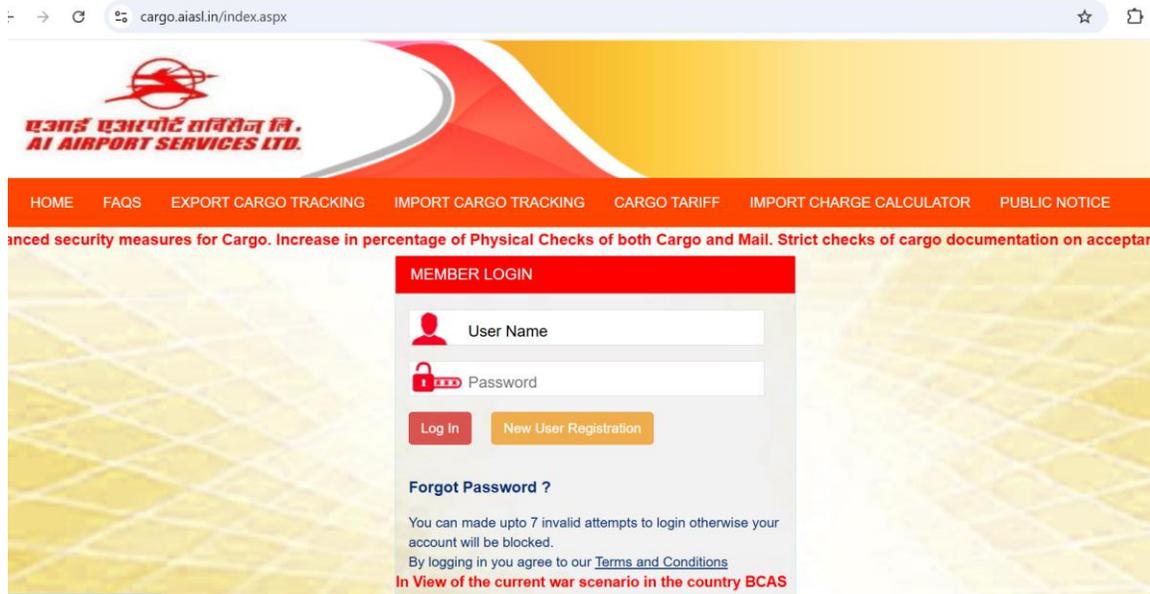
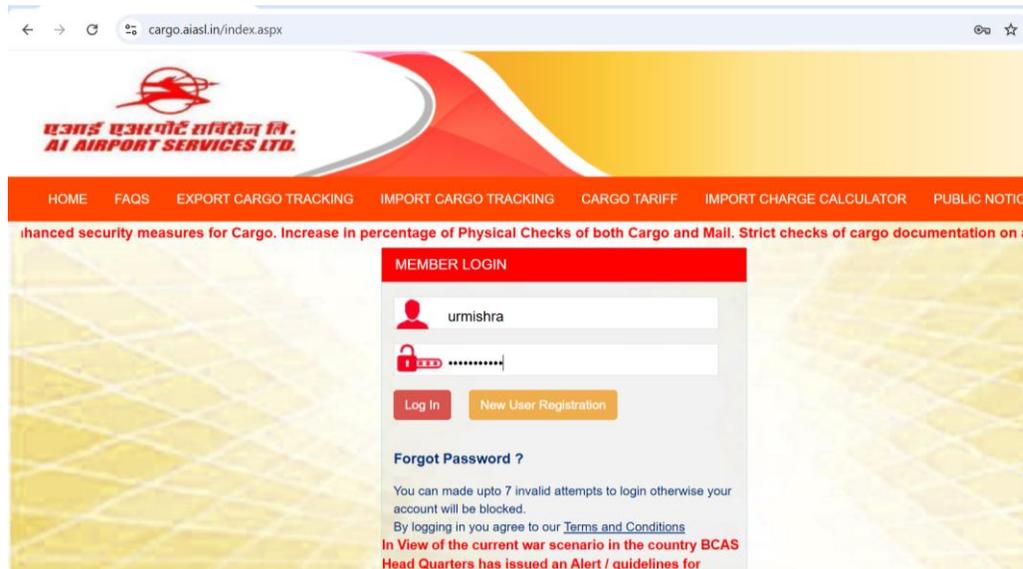### 1.2 Scope

This manual covers:

- User Login
- Create Virtual Account
- Payment Process to Virtual Account via NEFT/RTGS
- Online PDA Recharge Transaction Details
- PDA Report

2. Login Process

User will enter URL : https://cargo.aiasl.in in web browser and open the Web Portal of AIASL .It will Show Login Page.
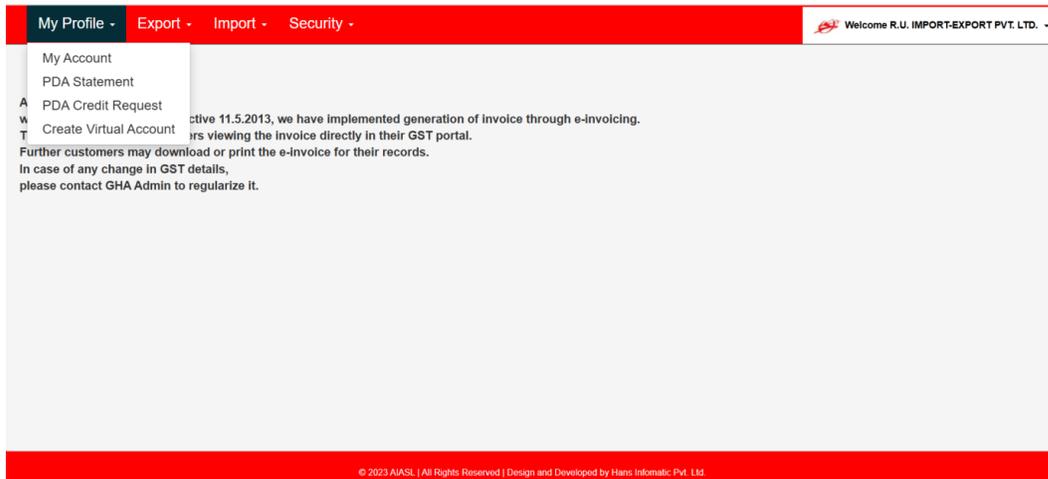

User will enter valid Login Username and Password and click on **Log In** button to Login in web Portal.

3. Process to Create Virtual Account

Once User will successfully login to web portal then user will see the dashboard .User will click on **My Profile** menu and see **Create Virtual Account** menu inside My Profile.

Click on **Create Virtual Account** menu. Page will open as showing in below screen. Its showing PDA account details and Balance. Initially **Virtual Account** field will empty and **Confirm** field will show status "Pending";

User will click on **Create Icon** then **Virtual Account No** field will show Virtual Account of party. User will click on Confirm Button to create Virtual Account.

System will create Virtual Account of Party and show alert message.

Once Virtual Account created it will show **Confirm Field** Status as "Yes" and Virtual Account in Virtual Account field.

Create Virtual Account for PDA Recharge

Party PDA Details

Create	Regn ID	PDA CD	Party Name	Address	GST No.	Balance	Exp Imp Flg	Corp Code	Virtual Account	IFSC Code	Confirm
●	1744	1714	R.U. IMPORT-EXPORT PVT. LTD.	2ND FLOOR,L-10,MAHIP...	07AACCR1082L1ZA	7925	B	AIAS	AIASL1714	UTIB0CCH274	Yes

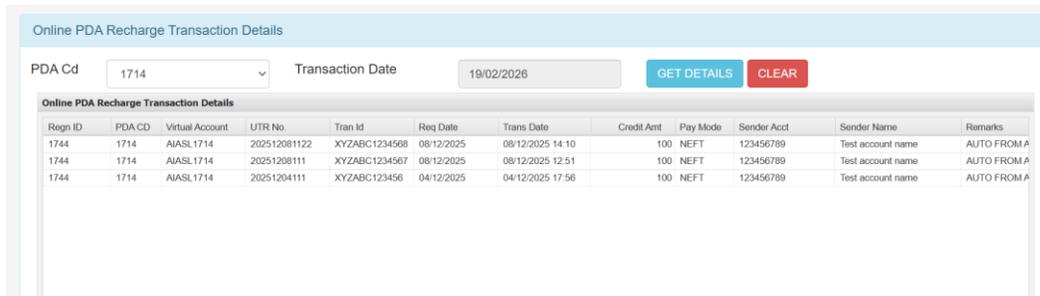Virtual Account No. | VIRTUAL ACCOUNT | [CONFIRM] [CLEAR]

4. Payment Process to Virtual Account via NEFT/RTGS

Once Virtual Account created successfully then user has to add this Virtual account details in Beneficiary list in there Bank portal to do Payment Transfer to AIASL similarly you add other Beneficiary in your account. To recharge your PDA you have to transfer payment on Virtual Account.

5. Online PDA Recharge Transaction Details

Once Payment transfer successfully by Party to Virtual Account of AIASL then Party PDA accounts will be Recharge with same amount. Party can see their Online Payment transaction details in below module.

Online PDA Recharge Transaction Details

PDA Cd	1714	Transaction Date	19/02/2026	GET DETAILS	CLEAR

Online PDA Recharge Transaction Details

Regn ID	PDA CD	Virtual Account	UTR No.	Tran Id	Req Date	Trans Date	Credit Amt	Pay Mode	Sender Acct	Sender Name	Remarks
1744	1714	AIASL1714	202512081122	XYZABC1234568	08/12/2025	08/12/2025 14:10	100	NEFT	123456789	Test account name	AUTO FROM A
1744	1714	AIASL1714	20251208111	XYZABC1234567	08/12/2025	08/12/2025 12:51	100	NEFT	123456789	Test account name	AUTO FROM A
1744	1714	AIASL1714	20251204111	XYZABC123456	04/12/2025	04/12/2025 17:56	100	NEFT	123456789	Test account name	AUTO FROM A

6. PDA Report.

User can see Online PDA recharge details in PDA Statement also.

| My Profile ▾ | Export ▾ | Import ▾ | Security ▾ | | Welcome R.U. IMPORT-EXPORT PVT. LTD. ▾ |

PDA Statement

| PDA User ID | 1714 | PDA Password | •••• | |
| Date From | 01/12/2025 | Date To | 31/12/2025 | GET STATUS |

Main Report

एआई एअरपोर्ट सर्विसेज़ लि.
AI AIRPORT SERVICES LTD.

PDA Statement

PDA No	1714		**Party Code**	5706		**Party Type**	Z	
Name of The Party	R.U. IMPORT-EXPORT PVT. LTD.					**Expiry On**	28/02/2024	
Address						**Opening Bal.**	7625.00	
Date From	01/12/2025		**Date To**	31/12/2025		**Closing Bal.**	7925.00	

Bill No			AWB No/Pay Mode	Transaction Date	DR Amount	CR Amount	Balance
S/2282223			AUTO/FROM/AXIS/BANK/API	04/12/2025 17:56:13	0.00	100.00	7725.00
S/2292223			AUTO/FROM/AXIS/BANK/API	08/12/2025 12:51:19	0.00	100.00	7825.00
S/2302223			AUTO/FROM/AXIS/BANK/API	08/12/2025 14:10:03	0.00	100.00	7925.00
				Total	**0.00**	**300.00**	