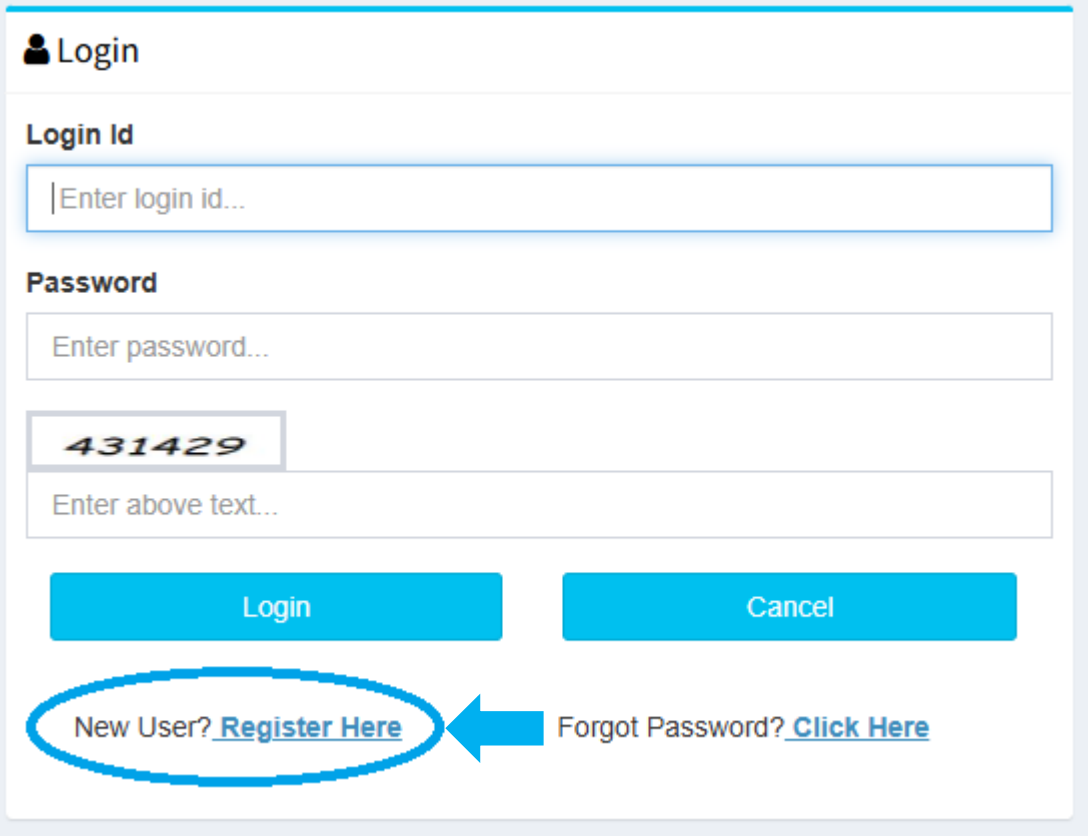
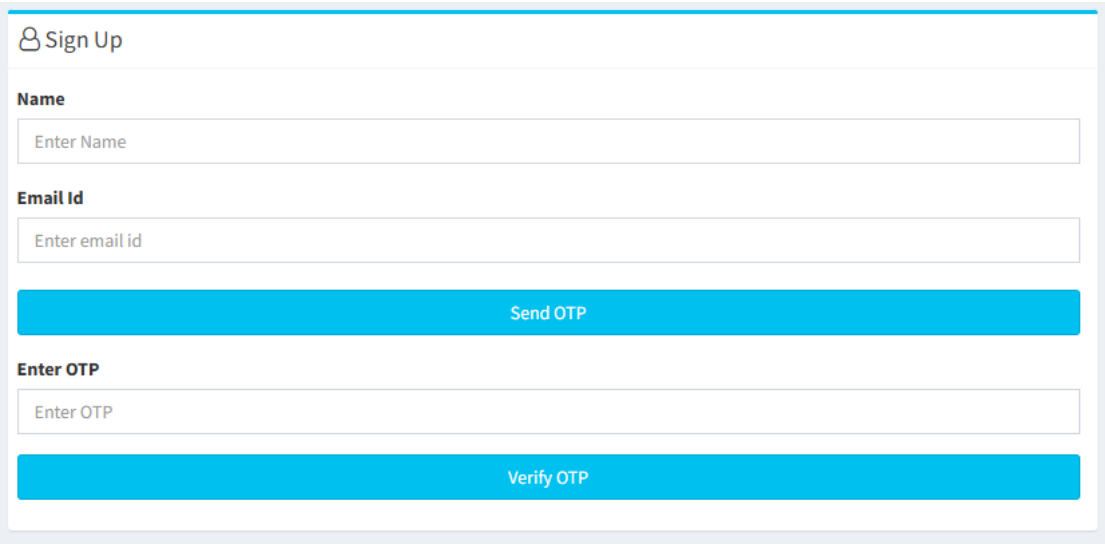
User Manual for Online registration, sample entry and payment.

1. The user has to register for new user by entering the Name and email ID. Email ID should be validated by entering the OTP received on email.

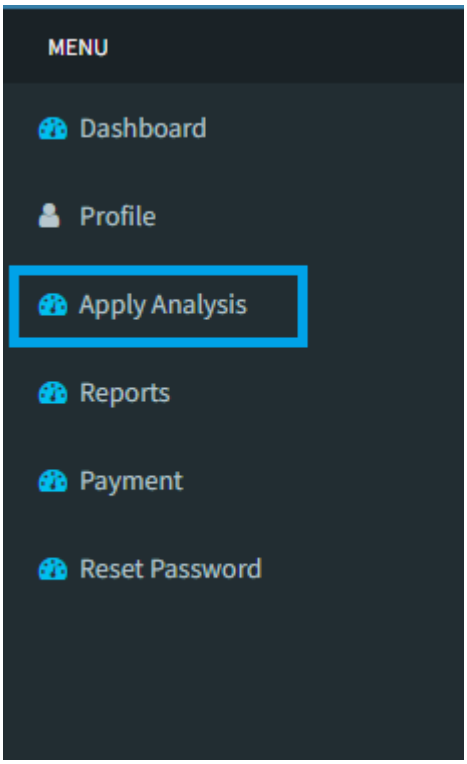




2. After registration, user has to login and fill-in the profile details. For completing the profile, user has to keep the Letter ready in pdf format which needs to be uploaded. The size of the pdf should be less than 2MB.

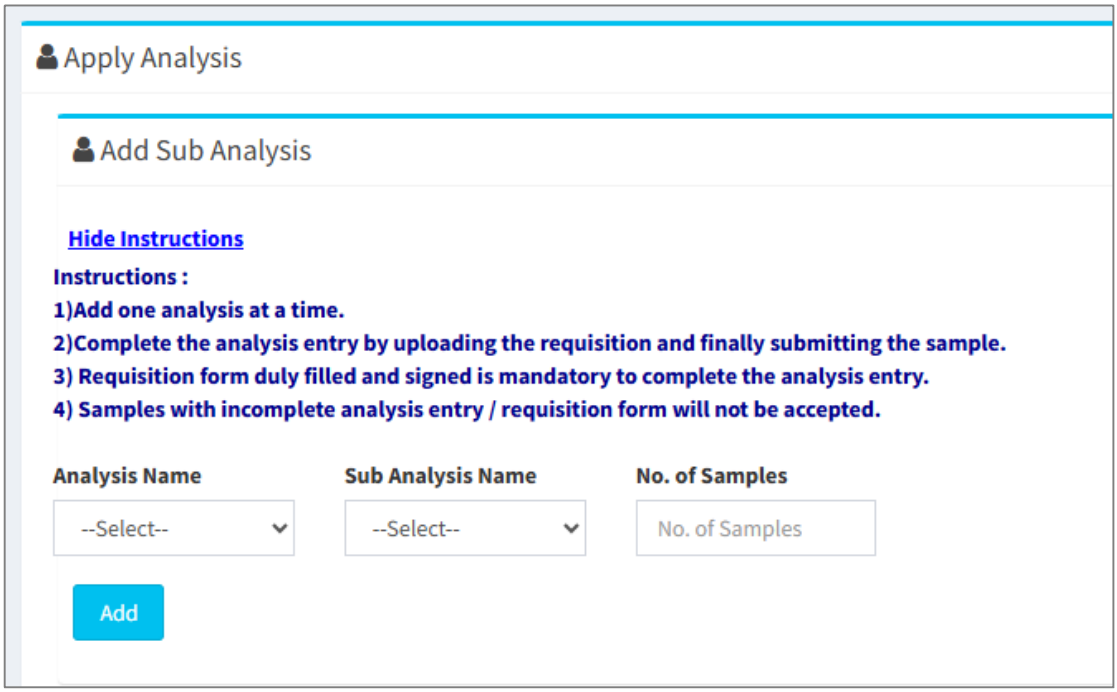
3. After successful completion of profile, your account will be approved by the ADMIN.

4. Once the profile is approved, the 'Apply Analysis' option will be activated in the menu and user will be able to apply for analysis as shown below.



Analysis application and sample entry.

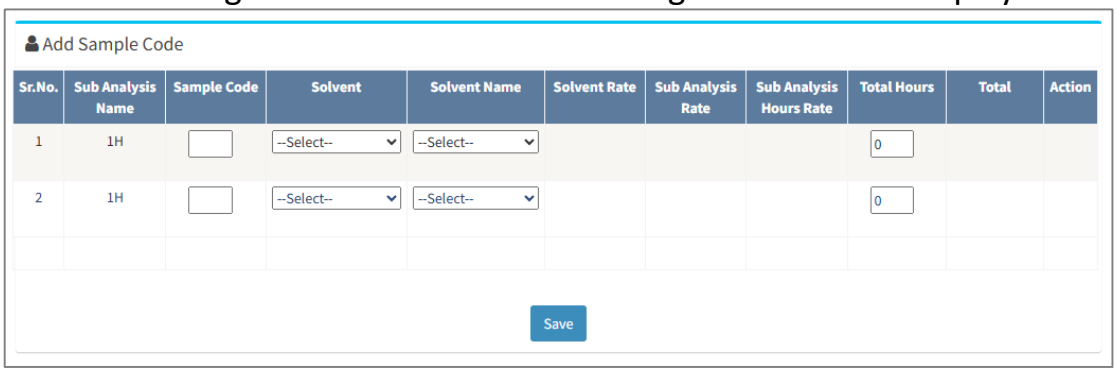
1. The following screen will be displayed after clicking on 'Apply Analysis'.



2. Please read the instructions provided on the screen.

3. User has to select Analysis Name, then select the sub analysis name, then enter the number of samples for the respective analysis. Then Click on ADD button to proceed further.

4. After clicking on ADD button the following screen will be displayed.



Here, user has to enter the sample codes/names as per the actual sample coding/naming to be submitted. Enter the sample codes one by one. For some analysis, solvent has to be selected as given in the Solvent List for every sample. If a sample has multiple analysis to be performed, then select solvent as 'same as previous' and proceed for sample entry.

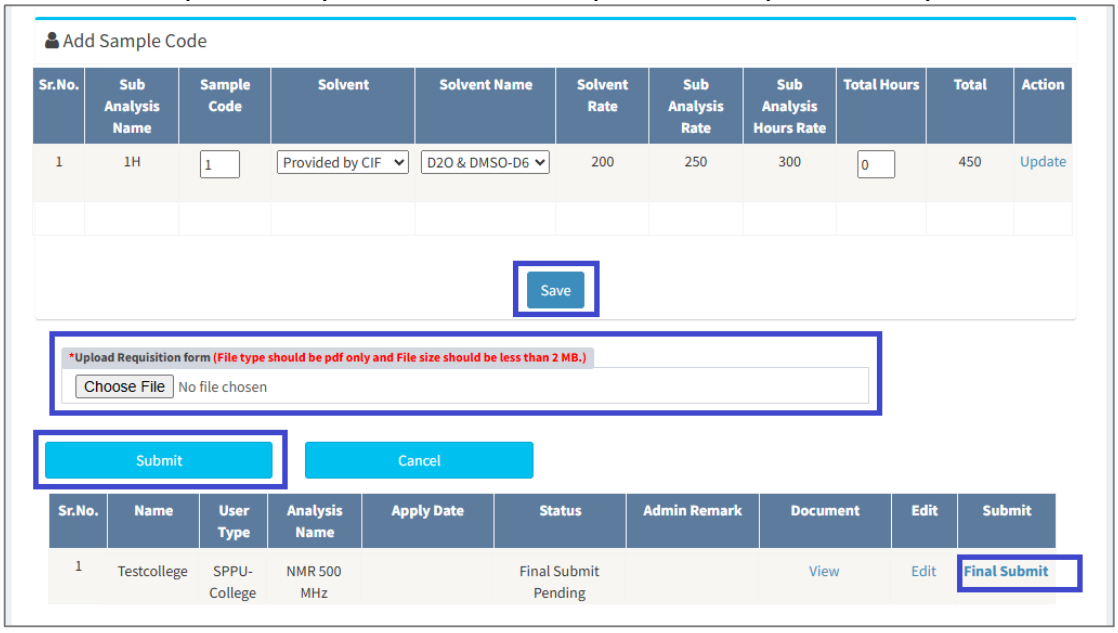
Solvent charges are applicable once for multiple analysis of the same sample. User do not have to select solvent every time for a sample which has multiple analysis to be performed. If different sample is there only then user has to select the solvent for each sample entry.

For other analysis where solvent is not applicable, user has to enter only the sample codes/names.

For few analysis which are based on hours, user has to enter number of hours required for actual analysis after getting the actual hours from the operator and then submit the analysis entry accordingly.

Rate for samples based on sample number and hours are displayed when the user adds the analysis from the Analysis Name and enter number of sample initially. For assistance, please call CIF office or contact on the respective analysis lab direct number (provided on website under contact us).

5. After entering the required information click on ‘Save’ button. Then upload the requisition form duly filled and signed in PDF format click on ‘Submit’ button and then click on ‘Final Submit’ to submit the analysis entry. If you wish to change the sample entry, click on ‘Edit’ to modify the entry and ‘Update’ and then ‘Save’ the entry. If you wish to change the requisition form, then choose the updated file and click on ‘Update’ below the upload requisition form to upload the updated requisition.

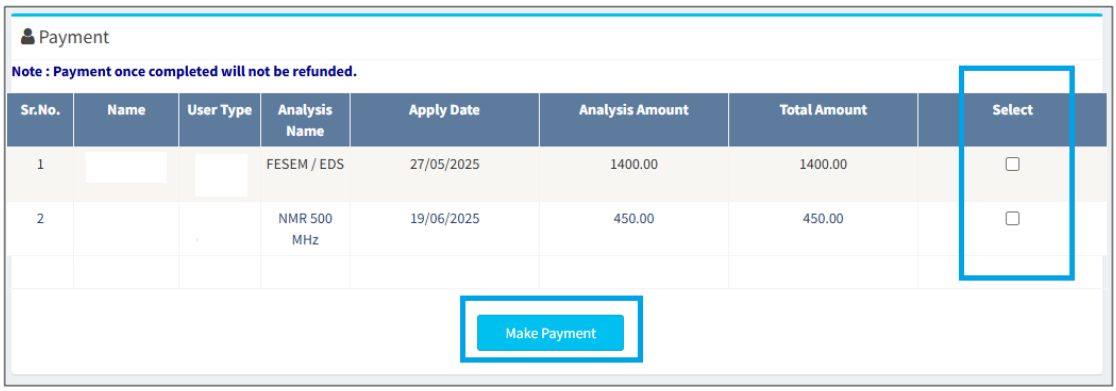


Finally click on ‘Final Submit’ to submit the analysis entry for approval.

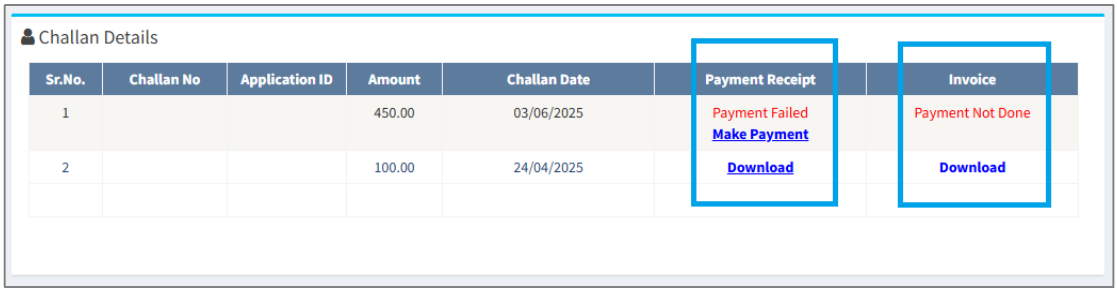
6. Once the entry for a respective analysis is finally submitted, you can repeat the same process for other analysis. Analysis entry of the particular sample should be completed and finally submitted to start the entry of other analysis.

7. After submitting the analysis entry, the user has to submit the **hard copy** of the letter and the requisition form with the samples to CIF facility. After the samples are received and check at CIF office, the respective analysis entry will be approved. After approval of the entry the user will get the option for online payment under payment menu. User can pay separately for each analysis or select all the analysis at once and pay the total amount at once. Once the user proceeds for payment, user cannot change the entry or opt for separate payment of the respective analysis. The respective payment has to be completed to confirm the payment. **Please note: payment once completed will not be refunded.**

8. On the payment screen, user can select respective payment to be completed or can select all and pay the total amount at once. After selecting the analysis entry for payment, click on 'Make Payment' button to proceed with the online payment.



9. Once the payment is completed, the user can download the payment receipt and the invoice from the same payment menu screen. The payment receipt and invoice will be generated only if the payment is successful.



For any other query regarding online entry and payment, please contact - 020 - 2562 2707.