

# External User's Request making Process

[http://saifora.iitb.ac.in/crnets/Online\\_Ext\\_Reg/Web\\_Portal\\_DST\\_SAI/DST\\_SAI\\_ExtOnlineRegSys\\_SAIFMumbai.html](http://saifora.iitb.ac.in/crnets/Online_Ext_Reg/Web_Portal_DST_SAI/DST_SAI_ExtOnlineRegSys_SAIFMumbai.html)

# Request making portal for online users



Department of Science & Technology, Delhi  
SOPHISTICATED ANALYTICAL INSTRUMENT FACILITY (SAIF)  
Indian Institute of Technology Bombay



### Online Registration for Sample Analysis Request

**Note :**

1. Please review [How to Use Facility](#), [Payment Process](#) and [calculator](#) before making a registration request.
2. **Only cover letter and MSDS** documents should be available with you while filling the request form.
3. There will be an automatic calculator in the request form to calculate correct analysis charges. The charges will be visible as per the user's category. Please choose the correct category at the time of registration.
4. The cover letter should be on your organization letterhead. The address mentioned on the cover letter will be used as the billing address.
5. Please upload your documents after inspecting them carefully. Any problem(s) in the documents, may result in significant delay the process.
6. If you are an industry user, please provide your GST number in the cover letter.
7. Any wrong information provided may lead to cancellation of your registration.
8. Make payment after receiving estimated amount and MSDS document acceptance notification email by facility In-Charge.
9. **MSDS document acceptance email will show the account details in order to make the payment.**
10. Payment has to be made for each registration separately and payments of different registration should not to be clubbed together.
11. Please upload electronic copy of the payment acknowledgement and send your samples after receiving the request registration email from SAIF office.
12. Please mention the request number generated by our interface on the envelop carrying the samples and send the samples to the following address

Head, SAIF-Mumbai  
Indian Institute of Technology Bombay, Powai  
Mumbai, Maharashtra  
Pincode: 400076

**Click Here** → [Register Now!](#)

# Screen after clicking 'Register Now' button

Online Registration

Department Of Science & Technology, Delhi

SOPHISTICATED ANALYTICAL INSTRUMENT FACILITY (SAIF)

Indian Institute of Technology Bombay

**Login for External Users**

 Login ID \* :

Password \* :

[I can't access my account Help](#)

If you are a new user,  
create your account  
to receive login  
credentials

Facilities At Individual SAIFs

Tests/Modes of Facilities At SAIFs

Status of Facilities of SAIFs

Estimation of Charges for Facilities of SAIFs

Availability of Facilities

Wait Period of Facilities of SAIFs

FMC Members of SAIFs

Contact Us

Create Common Login for ALL SAIF Centres

Feedback

### \* Create New Login For Users

\* All Fields are mandatory.

Email Id \*  This email id is as your login id.

Password \*

Confirm Password \*

If you forget your password, we will identify you with this information

Security Question \*

Your Answer \*

If you are SAIF/SICART/Internal User. Please select your organisation from below list only otherwise you are consider as External user.

Select User's Organization\*:

Category of the Organization \*

User's Department \*

User's Organisation Name \*   
(Please write Full Form of Organisation i.e. on letterhead (It will be displayed on Invoice))

User's Organization Address (Street/Area)  
(Do not add Org/User Name) \*

State \*

City \*

Pincode \*

Country \*

Category of the User

User Pre \*

Surname \*

Firstname \*

Designation \*

Alternative Email Id \*

Contact No \*

Bill in the name of  
(Do not add Org Name/Addr.)  
Bill Address will same as Org \*

Research Area \*

User's Org Short Name \*

Org GST No  
(Please add the gst number if you wish to have have a bill with gst number on it)\*

Org PAN No

Org TAN No

Select your category carefully.  
Charges will be visible based on your category

# Screen after login



Department Of Science & Technology, Delhi  
**Sophisticated Analytical Instrument Facility, Mumbai**  
**Indian Institute of Technology Bombay, Powai**



**Welcome**  
Dr. Patil Kanchna ,  
Information Scientist ,Biology

[Log Out](#)

[Request Form](#)

[My Requests](#)

[View Profile](#)

[Update Profile](#)

[Change Password](#)

[Proforma Invoice \(Help!\)](#)

## My Profile

Category of the Organization	: University
Organization Name	: ABC
Address	: S.V.Road,Andheri
City	: Mumbai
State	: Maharashtra
Pincode	: 777777
Category of the User	: Student
Full name	: Kanchna Patil
Designation	: Information Scientist
Department	: Biology
Alternative Email Id	: aaa@sss.ddd
Contact No	: 9999999
Guide User Pre	: Dr.
Guide Surname	: Uday
Supervisor/Guide Firstname	: Mahajan
Supervisor/Guide Designation	: Assistant Director
Supervisor/Guide Department	: University School of Chemical Technology
Guide Email Id	: uday@kk.dd
Guide Contact No	: 9999999
Bill on the name of	: kanchan
Organization Short Name	: ddd

Click  
Here to  
make a  
request →

# Screen after clicking 'Request Form' link

**Sophisticated Analytical Instrument Facility**  
Indian Institute of Technology Bombay, Powai, Mumbai - 400076  
(Supported by: Department of Science & Technology, Government of India)

Welcome  
Dr. Patil Kaushik,  
Information Scientist, Biology

Log Out  
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Proforma Invoice (Help!)

**NG Request For Sample Analysis by External Users**

The following facilities are currently NOT open

Select \*  
Facility

Click Here For Estimation of Charges

Click Here For Registration

**IMPORTANT: We now have a new bank account for the transfer of funds (effective September 1st, 2021). Please check [here](#) for the account details.**

**Checklist for registration & submission of samples:**

1. The cover letter and the MSDS document should be available with you while filling the registration form.
2. The cover letter should be on your organization letterhead. The address mentioned on the cover letter will be used as the billing address. It should have signed [disclaimer](#) also.
3. If you are an industry user, please provide your GST number in the cover letter.
4. The MSDS document should be filled completely.
5. Please upload your documents after inspecting them carefully. Any problem(s) in the documents, may result in significant delay the process.

**Step1:**

- a) In order to see correct charges in the automatic calculator, you should verify the category you belong to. Please update here [update profile](#) with the proof of the category.
- b) Please complete your online registration and wait for an email from facility In-Charge requesting to make payment of estimated analysis charges by them.

**Step2:**

- a) After receiving an email stating estimated amount of analysis from facility In-Charge, please upload electronic copy of the payment acknowledgement with the detail.
- b) The payment acknowledgement (screenshot of successful transfer from NEFT, Google Pay, UPI etc. showing date, transaction ID, bank name and transfer amount) in electronic format should be available with you.

**Step3:**

- a) You will receive payment acceptance notification email from SAIF office in couple of days after making the payment.
- b) After the payment verification, a registration number will be visible in your [My Requests](#) portal. The registration number is the confirmation that your request has been registered in our SAIF system.
- c) Send your samples after confirming with facility In-Charge.
- d) **Please mention the registration Number generated by SAIF office on the envelop carrying the samples** and send the samples to the following address:

Head, SAIF-Mumbai  
Indian Institute of Technology Bombay, Powai  
Mumbai, Maharashtra  
Pincode : 400076

← Select a facility

← Click here

← Read these guidelines carefully

# Screen after clicking 'Click Here for Registration' button

Calculator will be visible for FEG-SEM facility

Welcome : Dr. Patil Kanchna Information Scientist  
[Log Out](#)

Welcome  
Dr. Patil Kanchna,  
Information Scientist, Biology

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Select your facility\* : FEGSEM

Charges are calculated according to selection for SAIF/SICART/Internal  
(Goods and Service Tax 18 % w.e.f. 1<sup>st</sup> July 2017)

Category of User :	Internal
Instrument Charges :	1800
GST :	324
Total Charges :	2124

[Proceed for Online Request](#)

(Select type of analysis , enter no of samples and subsequent peak/hour)  
*Estimation of Charges*

	No. of Samples	Per Sample / EDS / WDS analysis / EDS map	Facility Code	Test/Mode/Solvent	Internal	Test Mode Unit	Remarks
<input checked="" type="checkbox"/>	2	1	FEGSEM	SEM Image (Surface OR Cross Section)	525	Per Sample	
<input checked="" type="checkbox"/>	1	1	FEGSEM	SEM Image (Surface + Cross Section)	750	Per Sample	
<input type="checkbox"/>	1	1	FEGSEM	EDS	150	Per EDS analysis	
<input type="checkbox"/>	1	1	FEGSEM	EDS Mapping	300	Per EDS map	
<input type="checkbox"/>	1	1	FEGSEM	WDS	300	Per WDS analysis	
<input type="checkbox"/>	1	1	FEGSEM	WDS Mapping(For 3 element maps)	600	(For 3 element maps)	
<input type="checkbox"/>	1	1	FEGSEM	WDS Mapping(Above 3 elements maps)	800	(Above 3 elements maps)	

Update category here

Charges are visible based on user's category

Select test modes you want to perform on your sample and give number of samples

Press here after the calculation

# Screen after clicking 'Proceed for Online Request'

## Request Form for FEGSEM Facility

This interface is not optimized

For sample charges and/or analysis related information, please email the facility incharge at:  
fegsemlab@iitb.ac.in,princy@iitb.ac.in

Login ID   
Name of SAIF Centre   
Instrument Code

No. of Samples	Sub Sequent Hours/ Peak	Test/Mode/Solvent	Instrument Charges	GST Charges
2	1	SEM Image (Surface OR Cross Section)	1050	189
1	1	SEM Image (Surface + Cross Section)	750	135
Total			1800	324
Total Charges			2124	

### Invoice Preview

Please click [here](#) to preview the invoice.

I accept that you have verified your billing name and address shown on invoice preview.

- Note: 1. In case you want to update billing name or address of the invoice, you have to update the profile [here](#).  
2. Any change in the billing name or address won't be entertained after request submission.  
3. The invoice will be generated after sample analysis only.

### Upload Files (each file size should be less than 1 MB)

MSDS\* ([template](#))  No file selected.   
Cover Letter\* ([template](#))  No file selected.

Only .jpg, .png, .jpeg, .pdf file extension should be uploaded as attachments.

### Sample Details (\*mandatory fields)

No. Of Samples\*   
User Remarks\*   
(Max character limit 500)  
Sample Description in brief\*   
Morphology & size expected

Sample is\*  Magnetic  Nonmagnetic  Biological  
\* In Case Sample is Biological, Fixation (If required) should be done by user.  
Fixation  Done  Not Required  
Sample is\*  Hazardous  Non-Hazardous  NotApplicable  
Sample is\*  Conducting  Non-Conducting  
Nature Of Sample\*  Powder  Dispersion  Film  Bulk  Alloy  
Medium for dispersion\*  Ethanol  Methanol  Water  Iso-propyl alcohol  Acetone  Toluene  Not Applicable  
Mode\*  Imaging  EDS  WDS  Imaging With EDS  Imaging With WDS  
If EDS/WDS :  
A) Elements Expected   
B) No. Of Spots needed

- The measurement / analysis was carried out at the Sophisticated Analytical Instrument Facility (SAIF), IIT Bombay, set up with financial support from the Department of Science and Technology (DST) of the Government of India, and is based on the samples provided by the Applicant.
- The analysis report is not a certificate for any performance / efficacy / efficiency / utility related aspects. The analysis report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes.
- Applicant shall be solely responsible for any intended use / utilization of this report and / or the contents thereof. All warranties or representations of any kind pertaining to the report or its contents are hereby expressly excluded.

I accept the above mentioned terms and conditions.

See the invoice preview here →

# Screen after saving a request



Sophisticated Analytical Instrument Facility  
Indian Institute of Technology Bombay, Powai, Mumbai - 400076  
(Supported by: Department of Science & Technology, Government of India)

Welcome Ms. Nidhi Gutureimo Vice Principal



## Welcome

Ms. Nidhi Gutureimo ,  
Vice Principal ,Zoology,  
kalpana\_u\_mahajan@yahoo.com

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[Contact Us](#)

[My Wallet \(Help!\)](#)

Your request for FEGSEM analysis has been successfully submitted.

**Request Number is EXT.SAIF-Mumbai.REF. [REDACTED] /2022-06-06/FEGSEM**

You will receive a notification email after verification of the MSDS document. Also, you will also be notified in case any issue is found in the MSDS document. If the MSDS document is in proper order, you will be receiving accounts details to make the payment of charges estimated by lab in-charge. Cover letter will be verified after payment approval.

**Please do not send the samples until you receive registration number from SAIF office.**

Kindly ensure that our system has your correct email id/contact number.

# Click 'My Requests' link to see all requests



Sophisticated Analytical Instrument Facility  
Indian Institute of Technology Bombay, Powai, Mumbai - 400076  
(Supported by: Department of Science & Technology, Government of India)

Welcome



Welcome  
Ms.



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[Contact Us](#)

## List of Requests

Request/Registration No	No. Of Samples	Payment Details	Documents Status
EXT.SAIF-Mumbai.REF. 2022-06-03 /HRTMB00 (Not Approved) <a href="#">Print</a>	1		Cover Letter: Pending Approval Msd: Pending Approval
EXT.SAIF-Mumbai.REF. 2022-06-03 /FEGSEM (Not Approved) <a href="#">Print</a>	6		Cover Letter: Pending Approval Msd: Pending Approval

List of Instrument Wise Registered Requests (contact [office.saif@iitb.ac.in](mailto:office.saif@iitb.ac.in) for Last FY 20-21 Invoice)

Click Here →

MSDS document will be verified by facility in-charge. Payment link will be shown here after MSDS approval. Upload file link will be shown here in case MSDS is rejected

# Screen after MSDS is approved/rejected



Sophisticated Analytical Instrument Facility  
Indian Institute of Technology Bombay, Powai, Mumbai - 400076  
(Supported by: Department of Science & Technology, Government of India)

Welcome Mr. [REDACTED]



Welcome  
Mr.  
Research  
@gmail.com

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[Proforma Invoice \(Help!\)](#)

[Contact Us](#)



Upload  
MSDS here  
after MSDS  
is rejected

## List of Requests

Request/Registration No	No. Of Samples	Payment Details	Documents Status
EXT.SAIF-Mumbai.REF. . 2022-05-10 /FEGSEM (Not Approved) <a href="#">Print</a>	2		Cover Letter: Pending Approval Msd: Rejected <a href="#">Upload Documents</a>
EXT.SAIF-Mumbai.REF. . 2022-05-12 /HRTM200 (Not Approved) <a href="#">Print</a>	2	<a href="#">Account Details</a> <a href="#">Enter payment details</a>	Cover Letter: Pending Approval Msd: Approved

List of Instrument Wise Registered Requests (contact office.saif@iitb.ac.in for Last FY 20-21 Invoice)

Upload payment  
here after MSDS  
document approval

MSDS is approved.  
Cover letter will be  
verified after  
payment verification

Activate

# Screen after clicking 'Upload Documents'



Department Of Science & Technology, Delhi  
Sophisticated Analytical Instrument Facility, Mumbai

Welcome : Dr. Patil Kanchna Information Scientist

[Log Out](#)



Welcome  
Dr. Patil Kanchna ,  
Information Scientist ,Biology

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[Proforma Invoice \(Help!\)](#)

Request No: EXT.SAIF-Mumbai.REF.3643

Instrument Code:	FEGSEM
Login ID:	nidhi99@gmail.com
Date of Request:	2021-12-14
No of Samples:	3
Upload Cover Letter*:	<input type="button" value="Browse..."/> No file selected.
MSDS File Status:	Approved

Click here to  
upload file



After uploading file



Request No: EXT.SAIF-Mumbai.REF.3643

Instrument Code:	FEGSEM
Login ID:	nidhi99@gmail.com
Date of Request:	2021-12-14
No of Samples:	3
Upload Cover Letter*:	Your file is uploaded successfully
MSDS File Status:	Approved

Click here to  
email SAIF  
office



# Screen after clicking enter payment details



Department Of Science & Technology, Delhi  
Sophisticated Analytical Instrument Facility, Mumbai

Dr. Patil Kanchna Information Scientist



Welcome  
Dr. Patil Kanchna ,  
Information Scientist ,Biology

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User Details	
User Name:	Dr. Patil Kanchna
Designation:	Information Scientist
User Category:	SAIF/SICART/Internal
Organization Name:	ABC
Address:	S.V.Road,Andheri,Mumbai
Estimated Amount by Lab Incharge:	2500

**Fill the payment details for EXT.SAIF-Mumbai.REF.3643**

Enter Amount:

Enter UTR Number:

Date of transaction:

Enter Bank Name:

Enter Branch Name:

Upload payment proof:  No file selected.

Remarks:

Fill payment details



# Screen after SAIF office approves and registers the request



**Sophisticated Analytical Instrument Facility**  
**Indian Institute of Technology Bombay, Powai, Mumbai - 400076**  
 (Supported by: Department of Science & Technology, Government of India)

Welcome Mr. [redacted] Ph.d Research Scholar



Welcome  
 Mr.  
 Ph.d Research  
 (Material Science),  
 .ac.in



[Log Out](#)  
[Request Form](#)  
[My Requests](#)

**List of Instrument Wise Registered Requests** (contact office.saif@iitb.ac.in for Last FY 20-21 Invoice)

Instrument : FEGSEM

[View Profile](#)  
[Update Profile](#)  
[Change Password](#)  
[Proforma Invoice \(Help!\)](#)

Registration No	Org Name	User Name	Student/Employee Name	No. of Samples	Remarks By Lab	Sample Analysed Date	Download Invoice
FEGSEM-42 Dt. 02-Jun-2022 <a href="#">Detail</a>	National Institute [redacted]	Dr. [redacted]	Mr. [redacted]	1			



Take printout of detail and send samples by post

# Screen after clicking on 'Detail'

Indian Institute of Technology, Bombay  
Sophisticated Analytical Instrument Facility  
**SAIF-Mumbai**

Request For FEGSEM from External Users

Request No : EXT.SAIF-Mumbai.REF.3643/2021-12-14/FE

Login Id : nidhi99@gmail.com

Request Date : 14-Dec-2021

Organisation Name : ABC  
& Address : S.V.Road,Andheri Mumbai  
,Maharashtra ,777777

User Name : Dr. Patil Kanchna

User Email Id : nidhi99@gmail.com

User Contact No : 9999999

Guide Name : Dr. Mahajan Uday

Guide Email Id : uday@kk.dd

Guide Contact No : 9999999

Bill on the Name of : kanchan

No Of Samples : 3

User Remarks : test

Sending Mode : Electronically

Bill & Report Collecting Mode : Post

Sample Description : The sample is Titanium Dioxide powder which is an inorganic metal oxide powder One sample is which is pristine white in colour the second one is black TiO2 (due to NaBH4 reduction) and the third one is commercial TiO2 which is also white in colour.

Sample Type : Inorganic

Sample Type : Non-Hazardous

Mode2 : X-Band

User's Signature with Seal/Stamp

\*\*\*\*\* (For Office Use only) 3643\*\*\*\*\*

Registration No :  
Remarks by SAIF:

# Screen after SAIF office register your request

## List of Instrument Wise Registered Requests

### Instrument : FEGSEM

Reg No	Org Name	User Name	Student/Employee Name	No. of Samples	Remarks By Lab	Sample Analysed Date	Download Invoice
<b>FEGSEM-2</b> <b>Dt. 20-Jul-2020</b> <u>EXT.SAIF-</u> <u>Mumbai.REF.3097</u>	3 A Associates Incorporated	Prof. Rajukar N.S.	kalpana mahajan uday	1		17-Jul-2020	

Download invoice