External User’s Request making Process

http://saifora.iitb.ac.in/crnts/Online_Ext_Reg/Web_Portal_DST_SAIF/DST_SAIF_ExtOnlineRegSys_SAIFMumbai.html
Request making portal for online users

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

If you are a new user, create your account to receive login credentials.
Select your category carefully. Charges will be visible based on your category.
Screen after login

Welcome
Dr. Patil Kanchna,
Information Scientist, Biology

Log Out
Request Form
My Requests
View Profile
Update Profile
Change Password
Proforma Invoice (Help!)

My Profile

<table>
<thead>
<tr>
<th>Category of the Organization</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Address</td>
<td>S.V.Road, Andheri</td>
</tr>
<tr>
<td>City</td>
<td>Mumbai</td>
</tr>
<tr>
<td>State</td>
<td>Maharashtra</td>
</tr>
<tr>
<td>Pincode</td>
<td>77777</td>
</tr>
<tr>
<td>Category of the User</td>
<td>Student</td>
</tr>
<tr>
<td>Full name</td>
<td>Kanchna Patil</td>
</tr>
<tr>
<td>Designation</td>
<td>Information Scientist</td>
</tr>
<tr>
<td>Department</td>
<td>Biology</td>
</tr>
<tr>
<td>Alternative Email Id</td>
<td><a href="mailto:aaa@sss.ddd">aaa@sss.ddd</a></td>
</tr>
<tr>
<td>Contact No</td>
<td>99999999</td>
</tr>
<tr>
<td>Guide User Pre</td>
<td>Dr.</td>
</tr>
<tr>
<td>Guide Surname</td>
<td>Uday</td>
</tr>
<tr>
<td>Supervisor/Guide Firstname</td>
<td>Mahajan</td>
</tr>
<tr>
<td>Supervisor/Guide Designation</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Supervisor/Guide Department</td>
<td>University School of Chemical Technology</td>
</tr>
<tr>
<td>Guide Email Id</td>
<td><a href="mailto:uday@kk.dd">uday@kk.dd</a></td>
</tr>
<tr>
<td>Guide Contact No</td>
<td>99999999</td>
</tr>
<tr>
<td>Bill on the name of</td>
<td>kanchan</td>
</tr>
<tr>
<td>Organization Short Name</td>
<td>ddd</td>
</tr>
</tbody>
</table>
Screen after clicking ‘Request Form’ link

Select a facility

Click here

Read these guidelines carefully

**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 in the process.

**Step 1:**

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.

**Step 2:**

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.

**Step 3:**

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

**IMPORTANT:** We now have a new bank account for the transfer of funds (effective September 1st, 2021). Please check here for the account details.
Screen after clicking ‘Click Here for Registration’ button

Calculator will be visible for FEG-SEM facility.

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

Press here after the calculation.

Charges are visible based on user’s category.

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

<table>
<thead>
<tr>
<th>Category of User</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument Charges</td>
<td>1800</td>
</tr>
<tr>
<td>GST</td>
<td>324</td>
</tr>
<tr>
<td>Total Charges</td>
<td>2124</td>
</tr>
</tbody>
</table>

Estimation of Charges:

<table>
<thead>
<tr>
<th>No. of Samples</th>
<th>Per Sample</th>
<th>Facility Code</th>
<th>Test/Mode/Solvent</th>
<th>Internal</th>
<th>Test Mode Unit</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>FEGSEM</td>
<td>SEM Image (Surface OR Cross Section)</td>
<td>525</td>
<td>Per Sample</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>FEGSEM</td>
<td>SEM Image (Surface + Cross Section)</td>
<td>750</td>
<td>Per Sample</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>FEGSEM</td>
<td>EDS</td>
<td>150</td>
<td>Per EDS analysis</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>FEGSEM</td>
<td>EDS Mapping</td>
<td>300</td>
<td>Per EDS map</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>FEGSEM</td>
<td>WDS</td>
<td>300</td>
<td>Per WDS analysis</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>FEGSEM</td>
<td>WDS Mapping (For 3 element maps)</td>
<td>600</td>
<td>(For 3 element maps)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>FEGSEM</td>
<td>WDS Mapping (Above 3 elements maps)</td>
<td>800</td>
<td>(Above 3 elements maps)</td>
<td></td>
</tr>
</tbody>
</table>
Screen after clicking ‘Proceed for Online Request’

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 Gutreimo Vice Principal

Your request for FEGSEM analysis has been successfully submitted.
Request Number is EXT-SAIF-Mumbai.REF.2022-02-FEGSEM

You will receive a notification email after the documents have been verified. You will also be notified in case any issues are found in the uploaded documents. If the documents are in proper order, you will be asked to do the payment. A registration number will be generated by SAIF office after payment approval.

Please mention the registration number on the envelop carrying the samples.
Send the sample(s) to
"Head,SAIF-Mumbai
IIT Bombay,
Powai, Mumbai-400076"

Please contact lab incharge before sending your sample(s) using the following email fegsem@iitb.ac.in,princy@iitb.ac.in for any further query regarding sample analysis. Kindly ensure that our system has your correct email id/contact number.
Screen after clicking on ‘Take a Print’

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/FEGSEM
Login Id: mish99@gmail.com
Request Date: 14-Dec-2021
Organisation Name & Address: ABC
User Name: Dr. Patil Kanchan
User Email Id: mish99@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-Ray

User's Signature with Seal/Stamp

******************************* (For Office Use only) 3643 *******************************
Click ‘My Requests’ link to see all requests

Welcome.

Click Here

Documents status will be changed after verification by facility in-charge.
Screen after clicking ‘My requests’

<table>
<thead>
<tr>
<th>Request/Registration No</th>
<th>Organization name</th>
<th>No. Of Samples</th>
<th>Payment Details</th>
<th>Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXT.SAIF-Mumbai.REF 3643/2021-12-14/FEGSEM Print</td>
<td>ABC</td>
<td>3</td>
<td></td>
<td>P: CL: Rejected M: Approved Upload Files</td>
</tr>
</tbody>
</table>

If document status is rejected, upload files link will be visible
Screen after clicking ‘Upload Files’

After uploading file:
- Click here to email SAIF office

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*: No file selected
- MSDS File Status: Approved

Send confirmation to SAIF office after uploading the documents
Screen after approved MSDS and CL

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

Welcome Dr. Patil Kanchna Information Scientist

Welcome
Dr. Patil Kanchna, Information Scientist, Biology

Log Out
Request Form
My Requests
View Profile
Update Profile
Change Password

List of Requests

<table>
<thead>
<tr>
<th>Request/Registration No</th>
<th>Organization name</th>
<th>No. Of Samples</th>
<th>Payment Details</th>
<th>Verification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXT.SAIF-Mumbai.REF.3643/2021-12-14/FESEGEM</td>
<td>ABC</td>
<td>3</td>
<td>Enter payment details</td>
<td>P: CL: Approved, M: Approved</td>
</tr>
</tbody>
</table>

Click here to enter payment detail
Screen after clicking enter payment details

Fill payment details
Screen after clicking ‘My requests’

### List of Instrument Wise Registered Requests

<table>
<thead>
<tr>
<th>Reg No</th>
<th>Org Name</th>
<th>User Name</th>
<th>Student/Employee Name</th>
<th>No. of Samples</th>
<th>Remarks By Lab</th>
<th>Sample Analysed Date</th>
<th>Download Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEGSEM-2</td>
<td>3 A Associates Incorporated</td>
<td>Prof. Rajukar N.S.</td>
<td>kalpana mahajan uday</td>
<td>1</td>
<td></td>
<td>17-Jul-2020</td>
<td><img src="download" alt="Download Invoice" /></td>
</tr>
</tbody>
</table>