How to Generate Proforma Invoice
After login into the external user’s interface, click here to create a new proforma invoice.
All instrument’s analysis charges will be visible

### Estimation of Charges

Select your facility: [All]

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

<table>
<thead>
<tr>
<th>Facility Code</th>
<th>Test/Media/Condition</th>
<th>National Lab</th>
<th>Test Mode Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHNSO</td>
<td>C H N Estimation</td>
<td>900</td>
<td>Per Sample</td>
</tr>
<tr>
<td>ESR</td>
<td>Room Temperature</td>
<td>450</td>
<td>Per Sample</td>
</tr>
<tr>
<td>ESR</td>
<td>Low Temperature</td>
<td>650</td>
<td>Per Sample</td>
</tr>
<tr>
<td>ESRJEOL</td>
<td>X-band Room Temperature</td>
<td>900</td>
<td>Per Sample</td>
</tr>
<tr>
<td>ESRJEOL</td>
<td>X-Band Variable Temperature -1700c to +2000c</td>
<td>1200</td>
<td>Per Temp.</td>
</tr>
<tr>
<td>ESRJEOL</td>
<td>X-Band # Single crystals using Goniometer room temperature measurement</td>
<td>750</td>
<td>Per Rotation</td>
</tr>
</tbody>
</table>
To view analysis charges of a facility

Select a facility

Estimation of Charges

Select your facility*: NMR600

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

<table>
<thead>
<tr>
<th>Category of User</th>
<th>National Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument Charges</td>
<td>0</td>
</tr>
<tr>
<td>GST</td>
<td>0</td>
</tr>
<tr>
<td>Total Charges</td>
<td>0</td>
</tr>
</tbody>
</table>

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

These are the primary prices, the actual prices may differ after the completion of the analysis.

<table>
<thead>
<tr>
<th>No. of Samples</th>
<th>No. of additional hours</th>
<th>Facility Code</th>
<th>Test Mode/Solvent</th>
<th>National Lab</th>
<th>Test Mode Unit</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>NMR600</td>
<td>1H in CDCl₃</td>
<td>600</td>
<td>Per Sample</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>NMR600</td>
<td>1H in DMF</td>
<td>2100</td>
<td>Per Sample</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>NMR600</td>
<td>1H in any other solvent</td>
<td>1000</td>
<td>Per Sample</td>
<td></td>
</tr>
</tbody>
</table>
After selecting number of samples and subsequent hours.

First select an analysis type and no. of samples.

Click here.
After clicking on ‘Get Quotation’

Billing Name: Mrs. NichiGoel
Organization Name: IIT Bombay
Address: Hill side road Powai
State: Maharashtra
City: Mumbai

The above information will be shown as the billing address in Proforma Invoice. You may update it by using update profile option given in the left side menu before submitting the request to the SAIF office.

<table>
<thead>
<tr>
<th>No. of Samples</th>
<th>Subsequent Hours/ Peak</th>
<th>Test/Mode/Solvent</th>
<th>Instrument Charges</th>
<th>GST Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>$^1$H in CDCl$_3$</td>
<td>500</td>
<td>90</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>$^1$H in DMF</td>
<td>2000</td>
<td>360</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>2500</td>
<td>450</td>
</tr>
</tbody>
</table>

Are you exempt from paying GST as per Government of India notification/order?  □ Yes

- 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.

Submit to Saif Office for Approval

Click here if you have GST exemption proof

Click here for getting approval from Saif Office
After clicking button ‘submit to Saif office for approval’

An automatic email will be sent to facility in-charge @SAIF
**View of Proforma invoice details**

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Proforma Number</th>
<th>Billing Name</th>
<th>Sample Details</th>
<th>Charges</th>
<th>Tax</th>
<th>Total Charges</th>
<th>Remarks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proforma-1(NMR600)/2020-10-14 /SAIF-Mumbai/168</td>
<td>Ms. NidhiGoel</td>
<td>Sample Details</td>
<td>1800</td>
<td>324</td>
<td>2124</td>
<td></td>
<td>pending</td>
</tr>
</tbody>
</table>

To apply for a new proforma you can click here.

Here you can see the status of your request.
An email will be received by user after taking decision by facility in-charge @ SAIF

Dear User

Your Proforma invoice request number Proforma-1(NMR600)/2020-10-14/SAIF-Mumbai/168 is Approved.

Approved

Please login http://saifora.iitb.ac.in/Web_Portal_DST_SAIF/DST_SAIF_ExtOnlineRegSys_SAIFMumbai.html and download the invoice from your portal.

Regards

SAIF office
Status of Proforma Invoice is visible

- A proforma can either be approved or rejected by the SAIF office staff. In both scenarios, lab in-charge will receive an email.

Once your request is approved by facility in-charge you can see the download button here.
## PROFORMA INVOICE

**Original For Recipient/Duplicate**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Service / Material</th>
<th>HSN Code</th>
<th>Taxable Value (INR)</th>
<th>CGST @ 5%</th>
<th>STGST/UTGST @ 5%</th>
<th>IGST Rate</th>
<th>Total Value (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Payable Usage Charges</td>
<td>99004</td>
<td>2800.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2800.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td>2800.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2800.00</td>
</tr>
</tbody>
</table>

**Net Payable Value (INR):**

2124.00

**Net Payable Value (INR word(s)):**

Two Thousand One Hundred And Twenty Four Only

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**In case of e-payment, please send UNI with reference to invoice number at office.sai@iitb.ac.in and onepay@iitb.ac.in**

**For payment by demand draft, to be drawn in favour of Registrar, IIT Bombay, payable at Mumbai.**

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This is a computer generated invoice. No signature or stamp is required.

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**Download your Proforma Invoice**

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**Click here to download the proforma invoice**
In case proforma invoice is rejected by facility in-charge

Remarks for rejection

Status of request
In case the facility in-charge asks you to revise your proforma

Remarks for revising the request

Click here to revise your proforma invoice
Update the information

Select an analysis type and no. of samples

Click here
Update the information and send for approval

You can see your previous information here

Send your updated information for verification