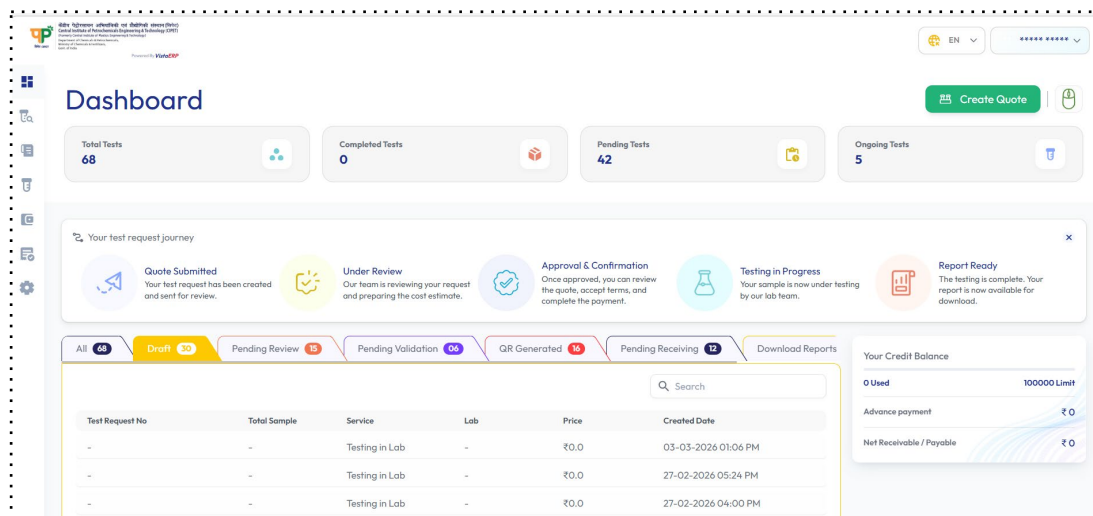


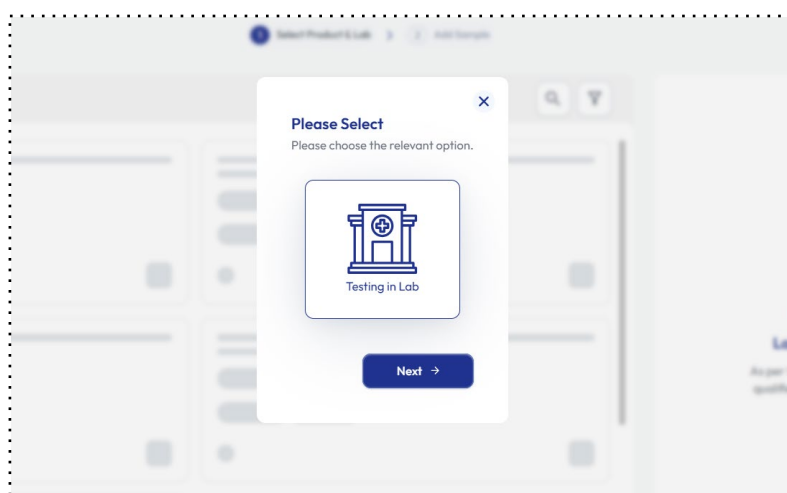
## Standard Operating Procedure for Creation of Test Request by Customer

### 1 Test Request Created by Customer



#### a) Customer Login & Quotation Creation

- i. After logging in as a customer, on the right side there is a "Create Quote" button. Click on this button.  
(There is a Start Tour button available. On clicking this button, a guided tour will begin, showing how to fill the form step by step. At each step, a popup will appear with instructions to guide the user through the process.)
- ii. Select Testing in Lab.



- iii. Later, choose the required Standard and Laboratory. selected, click on Next to proceed to the form filling section.

TR: #Q\_CIP\_26\_01\_004

Lab Name	Testing Type	Products	Sample
Cipet Labs	Testing in Lab	1	0

Submit

Sections  
Switch between section from here

- Customer Details
- Billing & Service Party
- Additional Details
- My Products
- Amount

**Customer Details**

**Customer & Company Details**

First Name	Last Name	Customer Type
TEST	ABC	Individual

**Contact Information**

Phone Number	Email Address
-	abc@gmail.com

**Customer Address**

Address
-

**b) Customer Details Section (Test Request Form):**

- i. In the Customer Details section, the Customer details are to be filled. Already, filled-in details are auto-populated.
- ii. Customer details are displayed for the customer on Customer Details Section

**c) Billing and Service Party Details (Test Request Form)**

**Billing & Service Party**

**Bill To Party**

Billing party name: TEST Organization Type: Private (MSME)

GST No.: 09AAACH7409R1ZM

Phone Number: 9999999999 Email Address: customer@gmail.com

Address: ok

City: Haryana District: Delhi State: Uttar Pradesh

Country: India Zip Code: 395005

Billing party same as service party

Address Book Billing

**Service To Party**

Service party name: TEST

Phone Number: 9999999999 Email Address: customer@gmail.com

Address: ok

City: Haryana District: Delhi State: Uttar Pradesh

Country: India Zip Code: 395005

Address Book Service

Save

- i. Fill in the Billing Party and Service Party details.
- ii. If the Billing Party is the same as the Customer So, for first-time entry, the billing details must be entered manually.
- iii. To save the billing details for future use, select Address Book – Billing at the bottom of the form.
- iv. To retrieve saved details, click on Fetch from Address Book.
- v. If the Billing Party and Service Party details are the same, select the checkbox “Billing Party Same as Service Party”.
- vi. Click on Save to proceed

**d) Additional Details – (Test Request Form)**

- i. This section is used to define certificate sharing details.
- ii. Select whether the Certificate is to be sent to Service Party or Billing Party and enter the email address.
- iii. If the certificate needs to be shared with any other party, select Certificate to Additional Users and specify the email address.
- iv. Enter any additional remarks or information, if applicable.
- v. Upload supporting documents using the Upload Document option.

**e) My Product – Sample Details (LIMS)**

- i. Navigate to the My Product section.
- ii. Click on Add Sample for the selected product.
- iii. Enter the required sample details.
- iv. Click on Save and Modify to save the sample information and make further changes, if required.

f) Test Parameters and Charges (LIMS)

Parameter No.	Test Method	Qty	Department	Testing Charge	Specimen/Additional Charges
8.1 (Visual Appearance)	IS 17546:2021 (Cl-8.1)	1	Mechanical	₹500	₹0
8.2 (Opacity)	IS 12255 (Part-3):2004	1	Mechanical	₹700	₹0
8.3 (Stress relief test)	IS 12255 (Part-6):2004	1	Mechanical	₹700	₹0
8.5 (Density)	IS 15560 (Part 5/ Sec-10 & 11):2021	1	Mechanical	₹700	₹0
8.6 (Effect on water)	IS 12255 (Part-6 & 10):2004	1	Chemical	₹3000	₹0
9 (Hydrostatic Characteristics)	Default Test Method	1	Mechanical	₹0	₹0
9.1 (Acceptance test (27°C /1 h.))	IS 12255 (Part 8/Sec-1):2004	1	Mechanical	₹850	₹0
(Type test (95°C /165 h.))	Default Test Method	1	Mechanical	₹4800	₹0
(Type test (95°C /1000 h.))	Default Test Method	1	Mechanical	₹11000	₹0
9.2 (Thermal Stability by Hydrostatic Pressure Type Test 95°C/ 8760 hr)	IS 12255 (Part 8/Sec-1):2004	1	Mechanical	₹1000	₹109500
6.2 (Compound Properties (As per IS 19223))	Default Test Method	1	Chemical	₹0	₹0

**Amount Breakdown**  
This amount represents the charge for testing this particular sample.

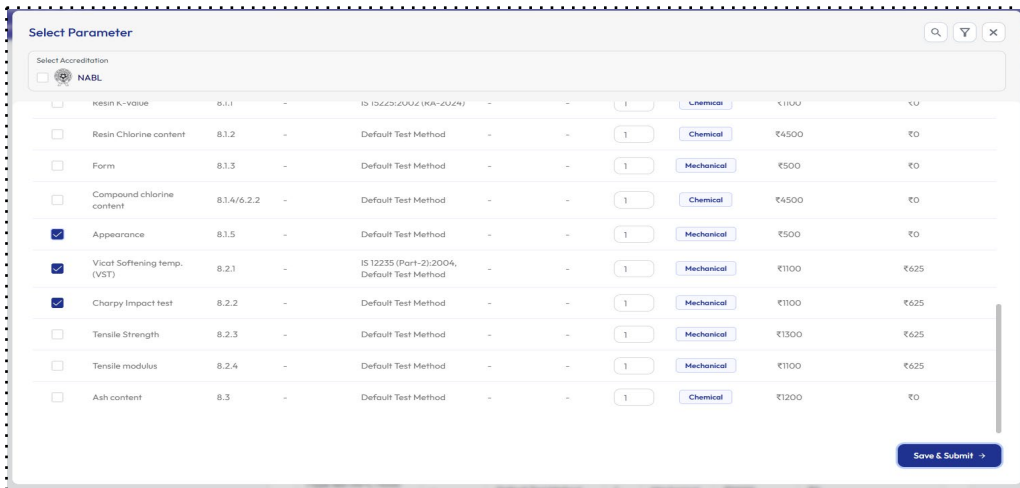
Testing Charge	₹ 103300
Specimen Charges/Conditioning Charges	₹ 225000
<b>Total Amount</b>	<b>₹ 328300</b>

In Words: Three lakh twenty-eight thousand

- After the sample is created, all test parameters associated with the product are displayed.
- The details of each parameter (test) are shown.
- Test charges and Specimen Charges for each parameter are displayed.

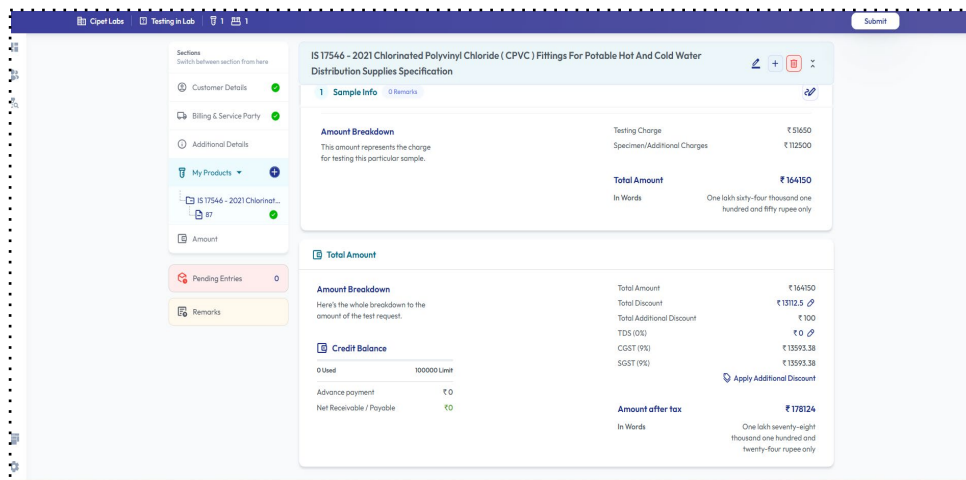
g) Select Parameter Option

Parameter Name	Test Method	Qty	Department	Testing Charge	Specimen/Additional Charges
6.1 (Water Proofness test before ageing)	IS:7903-2017	1	Mechanical	₹100	₹0
6.1 (Tear strength)	IS:7903-2017	1	Mechanical	₹1100	₹0
6.1 (Ash content)	IS:7903-2017 Annex-F	1	Chemical	₹1200	₹0
6.1 (Welded seam strength)	IS:1969 (Pt-1)	1	Mechanical	₹1100	₹250
6.1 (Elongation at break)	IS:7903-2017	1	Mechanical	₹0	₹0
6.1 (Carbon black content)	IS:2530	1	Chemical	₹925	₹0
6.1 (Trapezoid tear strength)	IS:14293	1	Mechanical	₹1100	₹250



- A pen (edit) icon is available next to the “Select Parameter” field.
- Click on the icon to open the parameter selection window.
- From this window, users can choose the required parameters from the defined standard.
- After selecting the desired parameters, click on Save & Submit to proceed.

## h) Total Amount and Discount Details



- The Total Amount section displays the final calculated amount based on the selected parameters. (It includes the price of selected parameters along with specimen charges).
- A Discount can be applied based on the organization type.
- Additionally, users have the option to apply an extra (additional) discount if required.
- If applicable, TDS (Tax Deducted at Source) can also be included.
- Applicable taxes such as CGST and SGST are calculated and displayed accordingly.

- vi. Users can modify TDS and discount values as per requirements before final submission.