

F-89/22, Okhla Industrial Area Phase-I, New Delhi-110020 (India) M: +91-9873001545 Email: care@globalptprovider.com Web: www.globalptprovider.com

- A. Log in (New User)
- 1. Go to https://globalptprovider.com/Login.aspx
- 2. Click on "Need an account? Sign up!"

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3. Fill the form "Name", "Mobile No", "Email", Please note that OTP authentication is required for New Account activation. The Mobile OTP should be entered in "Verify OTP" Box & press "Verify OTP" Button.

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4. When OTP matched then successful authentication message will appear. Now please enter "User name" & "Password" (Your password must contain at least one Uppercase (ex: A, B, etc.) one Lowercase (ex: a, b, etc.), one Special Character, one number digit.)". After filling the same press register button.

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5. After successful registration you will receive an email to your registered email id.

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B. Profile Update:

1. Now You have to update your lab Profile. This is an onetime activity & all the detail will be saved for your future use. You will not be required to fill the lab detail for any further order. You may also update/Modify the profile detail if you want to change.

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2. GSTIN Number, TAN No, PAN No has been asked but all are not mandatory. But it is recommended that please update the details as this information is mandatory for Invoicing & payment purpose.



3. In "Billing Details" Section, You can select the Check Box if Billing address is same with participant Details. If your Billing address is different then you may fill the data as available with you.

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4. In "Shipping Details", You can select "Same as participant Details" if your Shipping Address & Participant Address is same. Similarly, you can select "Same as Billing Address" if your Shipping Address & Billing Address is same. If your Shipping address is different than above two condition then you may select the "Others" option & fill the data as available with you.

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Contact Person Name*	Contact Person Mobile:"
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5. Contact Person Details:

Contact Person name, Contact Person Mobile, Contact Person Email ID will be auto fetched from your login credentials. You can enter an alternate Email ID.

Other Details:

Designation, Accredited By, Website (Optional) should be filled.



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6. When You select the Accredited By as "NABL (National Accreditation board for testing & Calibration Laboratories)" Then Certificate Number should be asked & the Certificate Number should be filled as "TC-XXXX". If you are choosing Accredited By others, then accreditation Body Name should be entered.

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	Website(Optional)	Certificate No*
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7. Uploads:

"GST Certificate for Billing" & "Accreditation Certificate" should be uploaded. The uploading is not mandatory but recommended. All are one-time entry hence you are requested to upload the documents.



8. Select the Discipline for which is/are under your scope of work.

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9. After Completing all the Data Please press on "Update Profile" Button.

10. Please wait till "Data Saved Successfully" pop up appear on your screen.

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C. How to place an order or how to participate in a PT Program:

1. Home> When you have done very first login to this portal then your home page will appears containing the available PT Program details

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2. When You click on View button then screen will appears containing PT Program detail like PT Parameters, Suggested Test Method, Range of PT, PT Item Dispatch Date & Fees.

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3.

Help Manual

Select the PT Schemes for which you are interested & press "Participate Now" Button & it will redirect to your "Cart".





5. You can choose Multiple PT Programs & The cart will update. You can go to cart directly by clicking on the "Total Count" (Right Corner).



Or You can select by clicking check box (available in second column along with each Program detail) & then Click on "Participate Now" [When you want to participate directly] or click on "Make Enquiry" [When You have some Questions in your mind].

When You click on "Go To cart" then the below screen will appear

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- You can select all or you can remove the programs as per your requirement. After selecting the program click on participate Now Button.
- After clicking on Participate Now, the Portal will bring you on Registration Page. The detail of the Programs with All detail will appear first.

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- One Test Method against each test parameter has already been selected as default. You may change as per your requirement.
- Only one Method against each parameter is being selected as "Default". You have to choose the Method for which you want to participate. Please note that the charges are being calculated against parameter vs. method. The charges will be applicable one time when you are participating by using single test method. If you are choosing the same parameter by different method then the charges will be multiplying by no. of methods. Ex. If you are participating in Ash content by Method A then Charges will be applicable once only. If you are participating in Ash Content By Method A & Method B then charges will be double.
- After selecting Parameters, the portal will auto calculate the Participation charges.
- You have to choose the Payment detail, Preferable Mode of Transport for further Process.
- If you want to upload PO then you have to proceed with PO. Or you have to select "No" & then You can see the other payment options as "Cheque", "DD", "RTGS", "Online Payment (Credit Card/payment Link etc), Pay Later.
- You have to choose any one & you have to fill the relevant information of your payment detail.
- If GST exemption is applicable for you then select "Yes" & you have to upload the relevant document for GST Exemption.

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When you are choosing the payment option as "Cheque", "DD", "RTGS", "Online Payment (Credit Card/payment Link etc), then the Portal will ask for "Deduct TDS". If you want to deduct the TDS then select "Yes" & select the option Whether TDS is applicable for "participation Charges" or "Participation charges + Freight Charges". Now you have to enter the % of TDS which you want to deduct eg. 1%, 2%, 10% etc. Only Numeric Number to be entered & % sign is not required to be entered.

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If you choose the payment option as "Online Payment" then You have to pay online through Payment gate way. (The
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• Check the Check Box after reading the term & Conditions carefully.



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• If you want to proceed later please press "Save" button but do not submit. The order will be available in your cart as "Saved Order" & you can submit when you want to buy. You can also remove your order from this page.

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6. You can also place the Order directly from our website (www.globalptprovider.com)

• Go to www.globalptprovider.com or https://globalptprovider.com/home/Home.aspx & click on PT Services



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• You can choose any Program & click on "Log in to Continue"



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- The page will connect you directly to login page https://globalptprovider.com/Login.aspx
- You can log in with your user name & password and after logging in, the page will reconnect you directly to Registration page

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• You can continue as per procedure given above for placing an order.



D. Request for Change after submission of Registration or make an order

1. After Submitting the registration form the orders will be appeared in Dashboard or Home Page.

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2. If you want to find or want to change in submitted order then you have to click on View button (Left side against each order)

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 Add Locations 	3	Charpy Impact Testing of Steel (V Notch)(PTM/CVN/17/2021)	PTM/CVN/17/2021	05/08/2021	14000(INR)
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3. You may Raise or enquiry by writing the enquiry in Raise Enquiry Box & Save the data. You can also request for change in submitted order by clicking on "Change Request" Button. Now You have to select what changes you want in your order. After selection just fill & submit your request for further action.



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4. You can also change your payment mode by clicking edit Payment mode. After changing the mode you can process your payment as per new payment mode.





E. Other Features:

1. Contact Us>

Whenever you want that we should contact you then just go to the tab "contact us" & Check the Prefilled detail which is prefilled from your registration data. You can update here as per your requirement & just press submit. Once you submit, we will contact or assist you.

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• Select the PT Program & write your Query in "Raised Query" Section & Press on save Button.

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• The Enquiry will be forwarded to us & "Chat with Team" button will activate at right side. You can use this button for further query.

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3. Raise Complaints>

You can raise your complaints though this Tab. There are Two Types of Complaints which you may register. One is "General" & another is related to "PT Program". The option "PT Program" can be used when you want to complaint against any specific PT Scheme. Please note that for Complaints in any specific PT Scheme, you will be able to submit the complaint for which you are participating in. The Dropdown will show you only the registered Programs & you have to select the specific Scheme detail. You may also upload the support document in support to your complaints. The complain details & further communication will be recorded & appear just below the complaint Box.

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4. Add Locations>

Any Laboratory who have the Multi location but wants to maintain in same Login then they can use the "Add Location" Option. The detail of each location should be saved here & the lab should ensure the detail when they are placing the order.

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5. Change password>

If you want to change the Login password then you can go to the "Change Password" tab & fill you Old Password & then make your new password. Finally press "Reset password.

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F. Dashboard after purchase your first PT

- When you complete your first purchase then you can see the dashboard on your home page. Three Options will be there
 - > Buy New PT > When you want to buy New PT or want to enquire about any PT Scheme
 - Online Submission> When Your PT Item will Dispatched then this section will work. The PT Item Receipt & Submission of Result will be done in this Section.
 - My Downloads> The Commercial documents like Proforma Invoice, Invoice, payment Receipt & the technical Documents like Your registration forms, Sample Receipt Form, Submitted Results, PT Reports for all participated programs will be available in "My Downloads" section.
 - The Payment status, Order Status will available here. The Order status will be auto updated after completion of each activity against every PT Scheme.

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Online Submission>

 The below screen will appear when a PT Item will dispatch. After receipt of the PT Item you be able to go for Result submission. Please note than you be able to submit the results for which you have received the PT Items only. The Parameter will not show in result sheet if you have not received the PT Item for that particular Parameter.





• The result submission form will appear here with instruction for this particular Program.

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• The Download links will work after completion of each activity. The PT Report can only be downloaded when there is no any pending Payment and also the Customer Feedback has to be filled prior to download the PT Report.

Note: That's all about your Online Portal.

The Help Manual for PT Item Receipt, Submission of results & Download the documents can be downloaded from relevant sections after completion of each activity.

For Any queries or Suggestions you may email us at <u>gptp.suggestion.onlineportal@gmail.com</u> or call us at +919873001545.