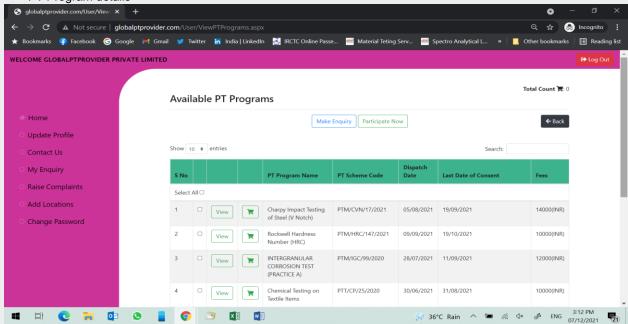


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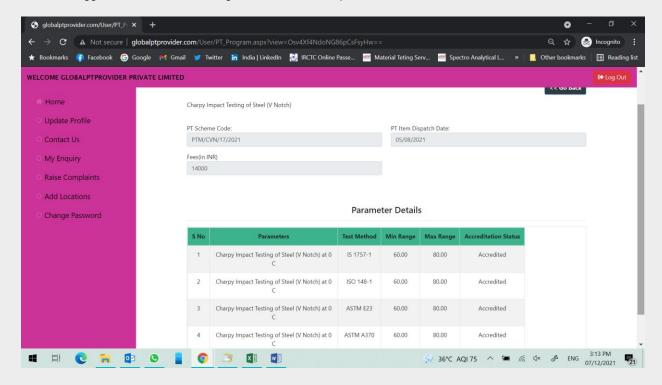
Email: care@globalptprovider.com Web: www.globalptprovider.com

A. How to place an order or how to register in a PT Program:

- Go to https://globalptprovider.com/Login.aspx & Login with your Credential. If you required further help You can Refer complete Help manual.
- 2. After Logging in you have to update your profile (For First time Users Only).
- Home> When you have done very first login to this portal then your home page will appears containing the available PT Program details



4. 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.

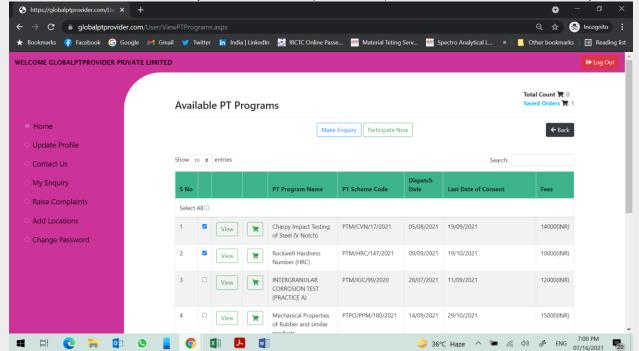




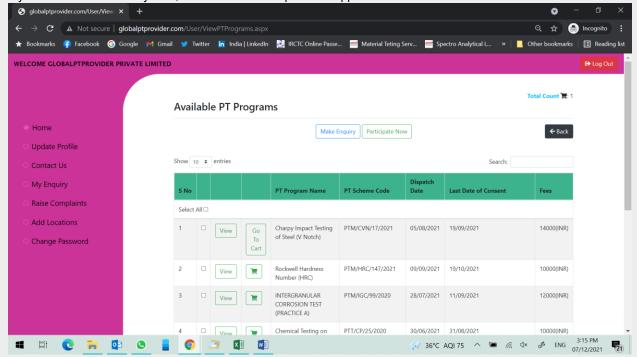
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5. Select the PT Schemes for which you are interested & press "Participate Now" Button & it will redirect to your "Cart".



6. If you click on the "cart" Symbol, then "Go to Cart" Option will appear.

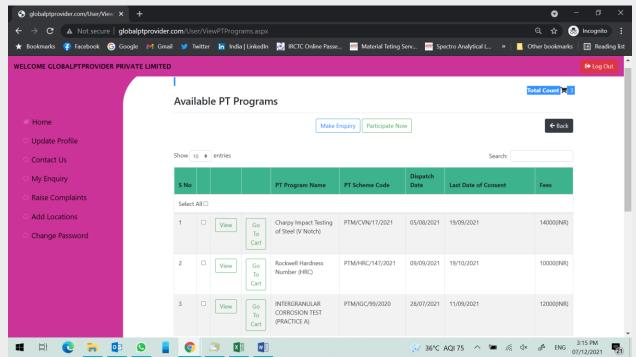




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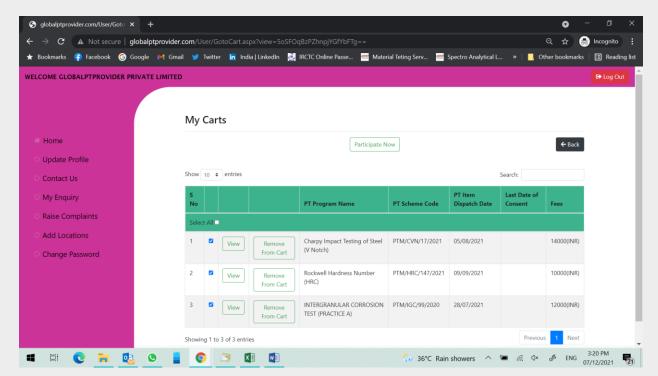
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You can choose Multiple PT Programs & The cart will update. You can go to cart directly by clicking on the "Total Count" (Right Corner).



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



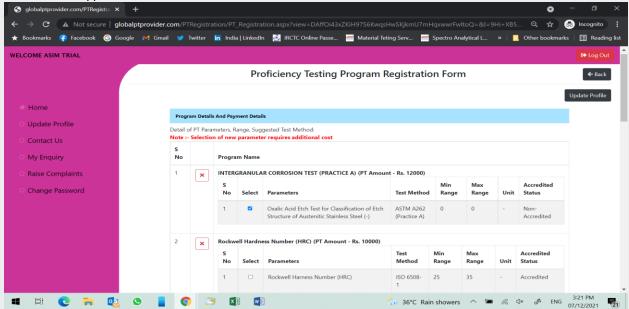
Documents Version: GPTP_HTR_V1.0



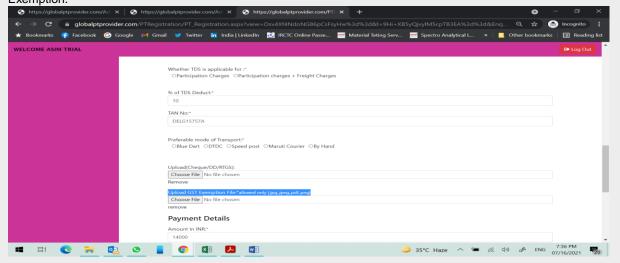
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- You can select all or you can remove the programs as per your requirement. After selecting the program click on participate Now Button.
- After clicking on Participate Now, the Portal will bring you on Registration Page. The detail of the Programs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



- 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.

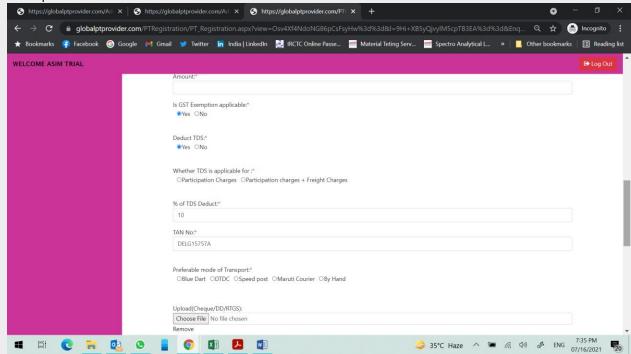




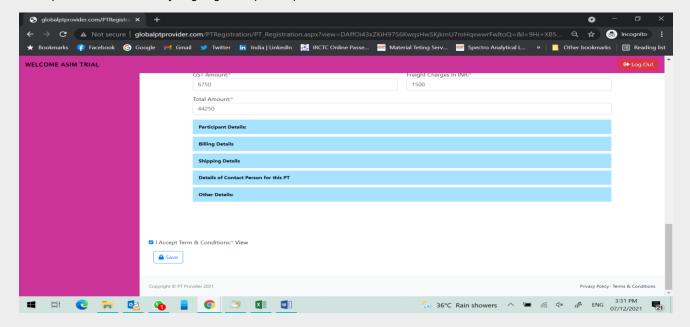
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• When you are choosing the payment option as "Cheque", "DD", "RTGS", "Online Payment (Credit Card/payment Link etc), then the Portal will ask for "Deduct TDS". If you want to deduct the TDS then select "Yes" & select the option Whether TDS is applicable 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.



• If you choose the payment option as "Online Payment" then You have to pay online through Payment gate way. (The additional charges may apply as per Banking Rule). All other details will be prefilled as per detail provided by you at the time of Profile Update. You can check & change the data if required. For changing the detail, you have to go profile Update section. Before you going there please press "Save" Button.

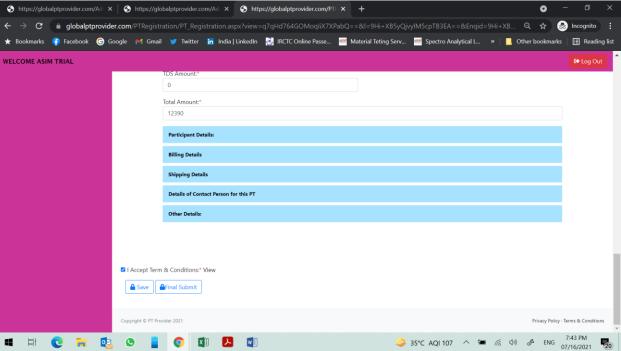


• Check the Check Box after reading the term & Conditions carefully.

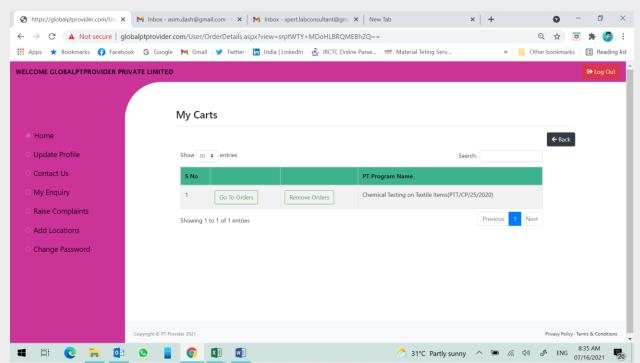


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• If you want to proceed later please press "Save" button but do not submit. The order will be available in your cart as "Saved Order" & you can submit when you want to buy. You can also remove your order from this page.

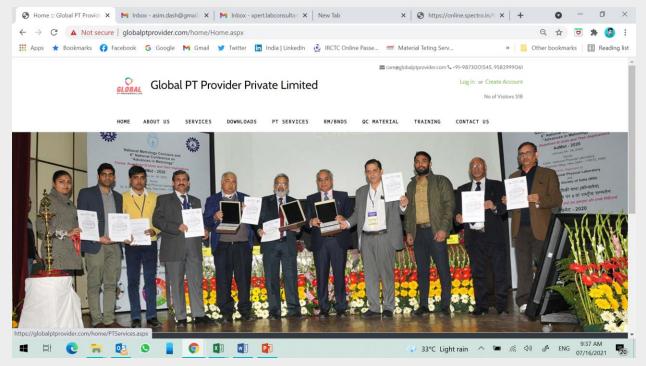


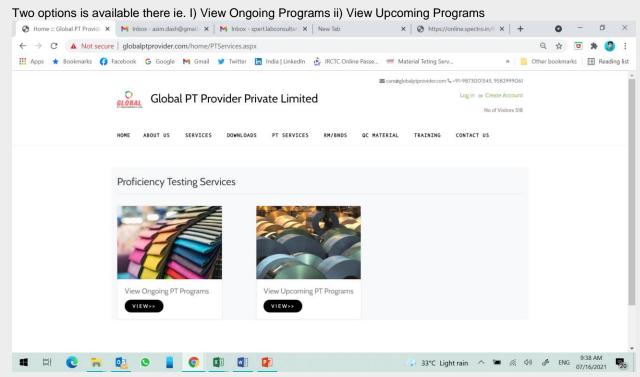
- 8. You can also place the Order directly from our website (www.globalptprovider.com)
 - Go to www.globalptprovider.com or https://globalptprovider.com/home/Home.aspx & click on PT Services



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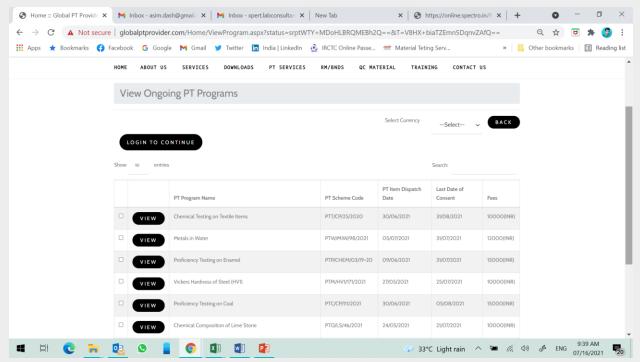


• You can choose any Program & click on "Log in to Continue"

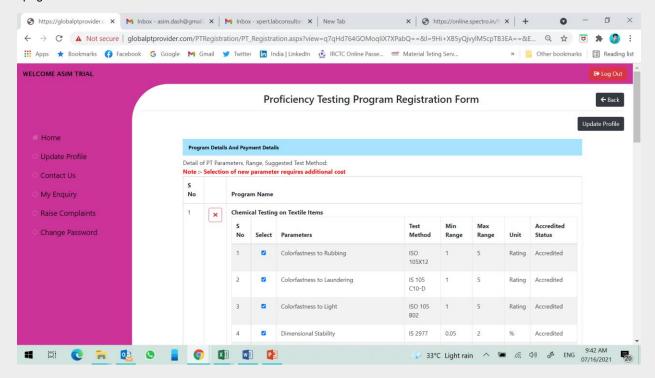


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- The page will connect you directly to login page https://globalptprovider.com/Login.aspx
- You can log in with your user name & password and after logging in, the page will reconnect you directly to Registration page



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

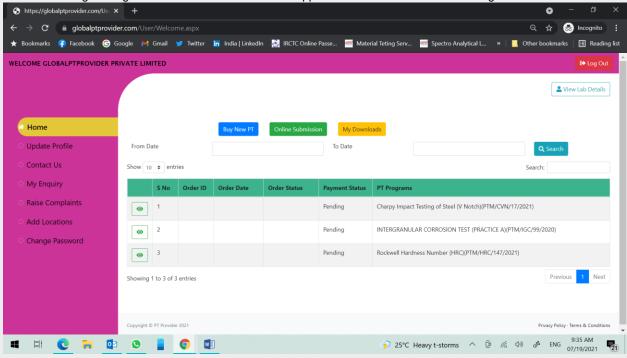


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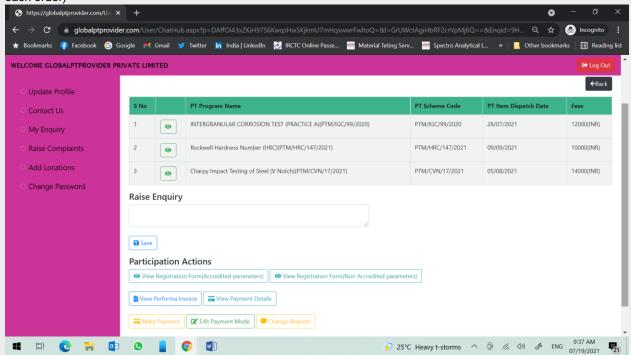
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B. Request for Change after submission of Registration or make an order

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



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)

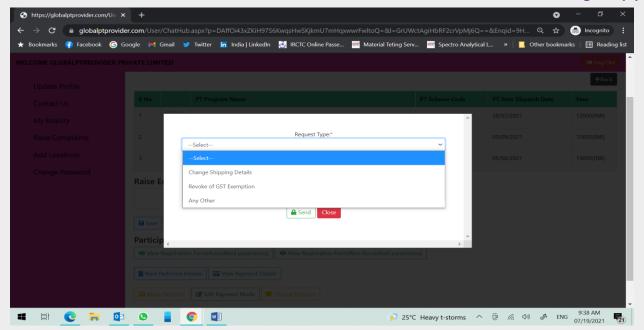


 You may Raise or enquiry by writing the enquiry in Raise Enquiry Box & Save the data. You can also request for change in submitted order by clicking on "Change Request" Button. Now You have to select what changes you want in your order. After selection just fill & submit your request for further action.

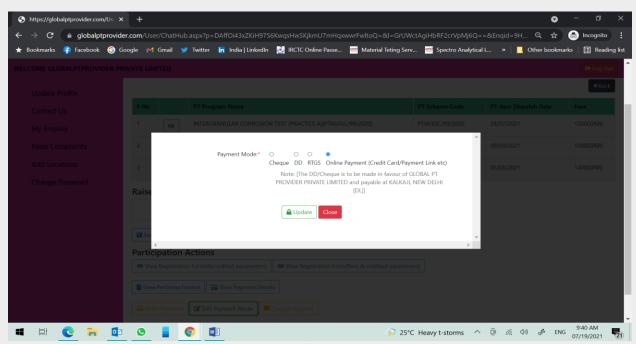


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4. You can also change your payment mode by clicking edit Payment mode. After changing the mode you can process your payment as per new payment mode.



For Any Suggestions, you may email us at aptp.suggestion.onlineportal@gmail.com. For any Help or Query you may call us at aptp.suggestion.onlineportal@gmail.com. For any Help or Query you may call us at aptp.suggestion.onlineportal@gmail.com. For any Help or Query you may call us at aptp.suggestion.onlineportal@gmail.com.

The Criteria for Participation:

Any testing laboratory which is already accredited or preparing for obtaining accreditation or to check the performance of their test method

Confidentiality Arrangements:

All the information furnished by the participant laboratories shall be kept confidential. If the information is shared with regulatory or accredited bodies, concerned participant laboratory is informed of this action