

Viswa Lab Offline Sample Pickup Form

Instructions

This document helps user(s) in form filling the **Viswa Lab Offline Sample Pickup Form** (PDF) and submitting the requests

- Offline PDF request form should be **opened** in **Adobe Reader**(PDF) only not in any other applications like Web Browsers, Foxlin, Javeline Reader or any other applications to fill the form
- Read Instructions provided in the form
- Offline PDF request form contains 4 section to capture the all required information for processing of Sample Pickup online
 - Vessel/Ship Details (Ship Name, IMO Number)

Ship Details	
Ship Name *	<input type="text"/>
IMO Number *	<input type="text"/>

- No of Samples by Type Being Sent (User need to enter at least one sample type value greater than 1)

No of Samples by Type Being Sent					
Fuel Oil	<input type="text"/>	Lube Oil	<input type="text"/>	CLO	<input type="text"/>
Grease	<input type="text"/>	Water	<input type="text"/>		

- Requester Information (Detail of Requester with Designation and Mobile Number)

Requester Information			
Requester Name *	<input type="text"/>		
Designation *	<input type="text"/>	Contact No *	<input type="text"/>
Company Name *	<input type="text"/>		
Email ID *	<input type="text"/>		

- Pickup Information (Complete details about sample pickup location including pickup date and time)

PickUp Information			
Country *	<input type="text" value="SELECT"/>		
Company Name *	<input type="text"/>		
Address Line 1 *	<input type="text"/>		
Address Line 2 *	<input type="text"/>		
City *	<input type="text"/>		
Zip Code	<input type="text"/>	Contact No *	<input type="text"/>
Email ID *	<input type="text"/>		
Pickup Date *	<input type="text"/>	Pickup Time (HHMM) *	<input type="text"/>
Shipper EIN No	<input type="text"/>		

** Please enter shipper EIN/GSTIN/PAN/VAT/CNPJ/CPF TAX ID for India, Brazil and Indonesia pickups

Note: All fields with **Asterisk (*)** marks are mandatory for successful pickups

➤ Once user fills all mandatory fields, user can submit sample pickup request in 2 different modes.

1. Send to Viswalab



- a. On click, the form checks wheatear all required information or not
- b. If all required information filled, then information will be sent to Viswa Lab for processing
- c. Upon receiving information, Viswa Lab process and schedules pickup for all requests once in every 30 min and sends a mail to Requester and Pickup email ID's with all information, AWB Details and documents required for successful dispatch of samples to lab
- d. If user request fails to schedule shipment/pickup request, users will get mail with reason for failure with further instructions

2. Save as PDF and send email

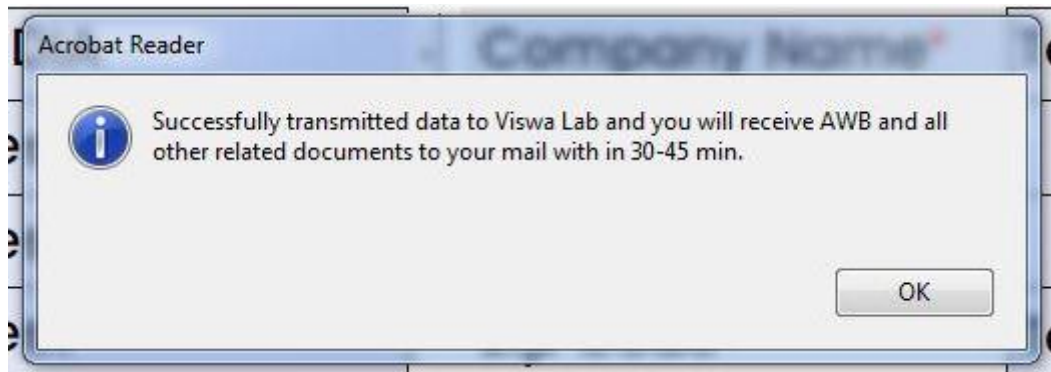


- a. Users alternatively can request by sending an email to offlinepickup@theviswagroup.com
- b. User needs to "Save as PDF" with different name and send an email to above email id to with newly saved PDF as attachment to process request
- c. Upon receiving information, Viswa Lab process and schedules pickup for all requests once in every 30 min and sends a mail to Requester and Pickup email ID's with all information, AWB Details and documents required for successful dispatch of samples to lab
- d. If user request fails to schedule shipment/pickup request, users will get mail with reason for failure with further instructions

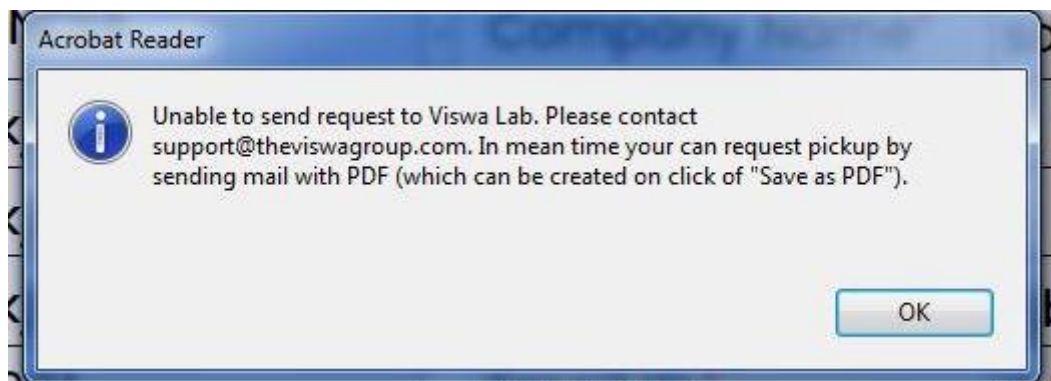
Different Popup Alerts on Form Submission

1. Successful submission of request via “Send to Viswa Lab”

Alert Message: Data transmitted successfully to Viswa Lab. Please check mail for all AWB and other related documents in 30-45 min



2. Alert when unable to send pickup request via “Send to Viswa Lab”



3. Alert when **no internet** and trying to send information via “Send to Viswa Lab” action

