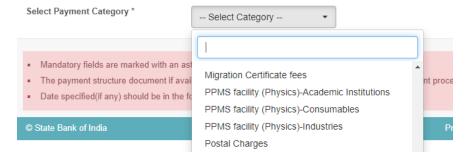
Guidelines for non-BITS Pilani users for using the facility

- 1. Fill in the 'Requisition Form for non-BITS Pilani users' and email to (replace [AT] with @) ppms.phy [AT] goa.bits-pilani.ac.in
- 2. Once we receive the form, the details of available slots and charges will be sent to the user.
- **3**. The payment of the said amount has to be transferred online through the payment link by following steps:
 - (a) Go to: https://www.onlinesbi.sbi/sbicollect/icollecthome.htm
 - (b) Choose



- (c) Choose: Birla Institute of Technology and Science
- (d) Choose your appropriate option of PPMS facility:



- (e) Provide your details.
- (f) Submit the form.
- **4.** Email us a soft copy of the payment receipt.
- **5.** After our confirmation of receiving the payment, please send the sample/s along with a signed hard copy of the requisition form to the following address:

Physics Central Lab

Department of Physics

BITS-Pilani, K K Birla Goa Campus

NH-17B, Zuarinagar, Goa-403726, INDIA

Phone: +91 (832) 2580-815

email:ppms.phy [AT] goa.bits-pilani.ac.in

- **6.** After receiving the sample/s along with the requisition form slot/s will be booked for your sample/s sent.
- 7. The measurement data will be sent electronically to the user.