

## 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/collecthome.htm>

(b) Choose

State of Corporate / Institution \*

Type of Corporate / Institution \*

(c) Choose: Birla Institute of Technology and Science

(d) Choose your appropriate option of PPMS facility:

Select Payment Category \*

- Migration Certificate fees
- PPMS facility (Physics)-Academic Institutions
- PPMS facility (Physics)-Consumables
- PPMS facility (Physics)-Industries
- Postal Charges

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(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.