

Marlab Offline Sample Pickup Form

Instructions

This document helps user(s) in form filling the **Marlab 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 Marlab



- a. On click, the form checks wheatear all required information or not
- b. If all required information filled, then information will be sent to Marlab for processing
- c. Upon receiving information, Marlab 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

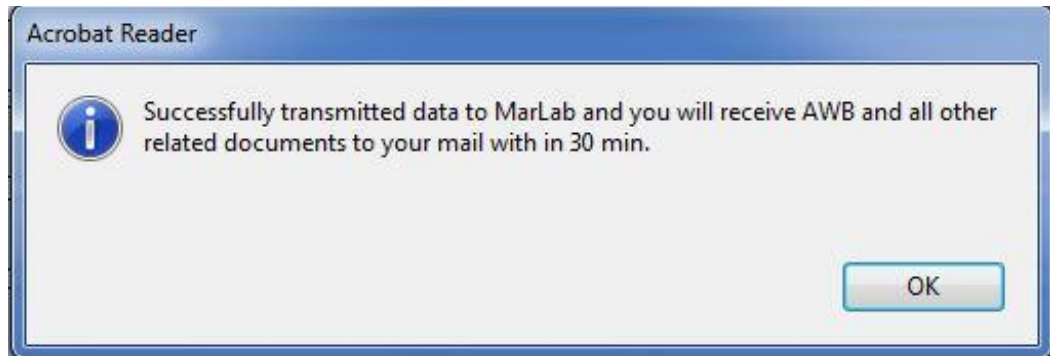


- a. Users alternatively can request by sending an email to websamplepickup@marlab.global
- b. User needs to "Save as PDF" with different name and send an email to above email id to with newly saved PDF as attachment to process request
- c. Upon receiving information, Marlab process and schedules pickup 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 Marlab**”

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



2. Alert when **no internet** and trying to send information via “Send to Marlab” action

