

NETRA Online Services Help Manual

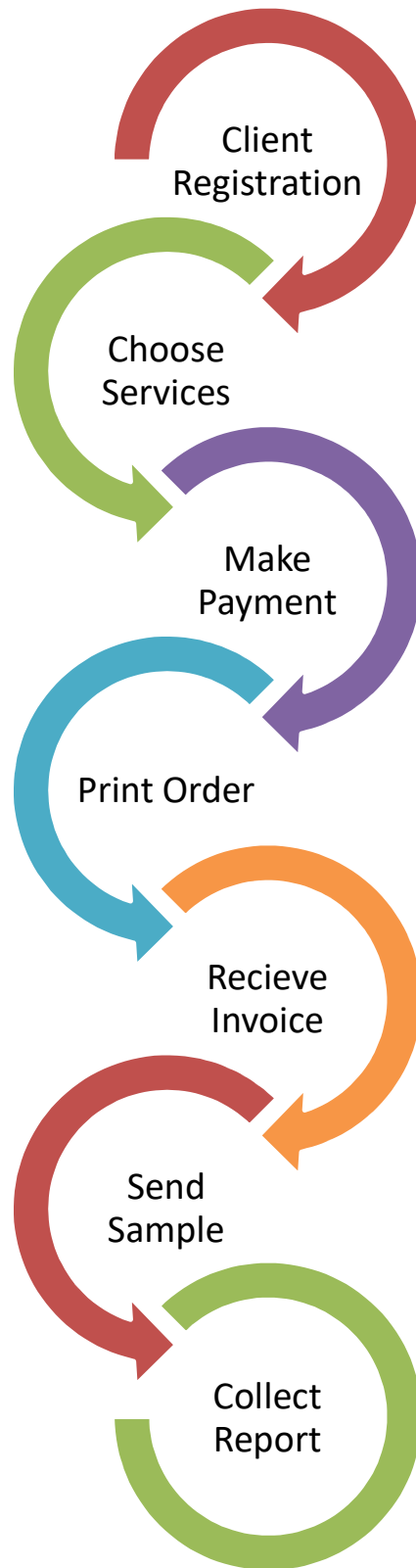
Contains: Help Manual for Clients, System Admin

Last Update:25.05.18

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NETRA Online Service Booking



Help Manual for Clients

Open NETRA Portal from <https://cc.ntpc.co.in/netra> (Don't forget to type https) Its mobile and Pad friendly.

 **NETRA**
NTPC Energy Technology Research Alliance



Our Labs
Select the lab

Quick Search the LAB/Test

Lab :

Lube Oil Lab

Test :

Kinematic viscosity

BOOK TEST

WELCOME TO NTPC NETRA ONLINE SERVICES

Scientific Support to NTPC Stations and to other utilities including International ones (on chargeable basis for external utilities)

Follow these easy steps:


Step1: Select Lab & Test

Step2: Client Registration


Step3: Make Payment

Send Sample & Download Report


Our LABS




Lube Oil Lab
Total Tests: 21




Transfer Oil Lab
Total Tests: 17




NDE Imaging and Life Management Group
Total Tests: 23




Corrosion Analysis Lab
Total Tests: 9





Metallurgy and Failure Analysis Lab
Total Tests: 3



Coal & Combustion Lab
Total Tests: 19









Client Registration: One Time Process

SELECT THE LAB AND TEST. IT WILL TAKE YOU TO NTPC SINGLE SIGN ON PAGE WHERE YOU HAVE TO REGISTER YOUR EMAIL ID.
CHOOSE NON NTPC USER AND DO THE SIGN UP.



NTPC Ltd
Single Sign On

Logging to : NETRA




UserId

Password

[LOG IN](#)

[Forgot Password?](#) [Register](#) [Non-NTPC User Click here](#)

CLICK REGISTER AS NEW USER


A Maharashtra Company

NTPC Ltd
Single Sign On

Log in.

NETRA

Email

Password


LOG IN

Register as a new user

[Change Password](#) | [Forgot your password?](#)

[NTPC User Click here](#)

FILL UP THE DETAIL


A Maharashtra Company

NTPC Ltd
Single Sign On

Register.

Create a new account.

Email

vinodkotiya@gmail.com

User Name

vinodkotiya

User Address

Delhi


Password

Confirm password

REGISTER

You will get link to activate account. Now You are registered on Single Sign On but not registered on NETRA Portal Yet.

Next time do the login with credential after clicking non NTPC User from Single Sign On Page.



NTPC Ltd
Single Sign On

Log in.

NETRA

Email

vinodkotiya@gmail.com

Password

.....

LOG IN


[Register as a new user](#)

[Change Password](#) | [Forgot your password?](#)

[NTPC User Click here](#)

On Successful Login NETRA Portal will ask you for Client Registration Detail with GST.

MENU

**NETRA**
NTPC Energy Technology Research Alliance

vinodkotiya@gmail.com

Please Enter details for email
vinodkotiya@gmail.com

Your Name *

Company Name *

Communication Address *

City/District *

PIN *

Select State ▼

Mobile* +919999999999

Phone (Optional)

GSTIN *

REGISTER

Fill up correct detail and you will be registered for NETRA Services Portal. Above is one time activity.

Now you have registered both on Single Sign On and NETRA Portal.

PLACING THE ORDER on NETRA PORTAL

After Login through Single Sign On you will be allowed to choose Labs and Test.

On Test Booking Screen You have to choose TDS deduction required or not. This decision shall be freezed for other test items for same order which you are goin to add in to cart.

Step 1: Test

Step 2: Booking

Step 3: Payment

Proceed to Booking:

Note: Please select the quantity to get the Prices and Click on Book to confirm booking followed by Online/Offline Payment.

Kinematic viscosity at 40 deg

Unit Price (Excluding Taxes) INR: ₹ 1,400

Select Quantity: Nos.

Service Tax: 18 %

TDS Deduction @10% : ☐ Yes ☒ No

Total Price (Including Tax):

₹ 1,652

Booking By: vinodkotiya@ntpc.co.in

ADD TO CART


CHECKOUT & PAY (0) ITEMS

Lube Oil Lab

ANOTHER TEST

Info!
No TDS Selection Preference Found. Please take decision for TDS.

YOUR CART



empty

Your Cart is Empty

Please Select the Test and Add to

Cart

After Adding Items to cart you can change the quantity or Delete it. You can Click on Another Test to add additional test in to Cart from Other Labs

Step 1: Test

Step 2: Booking

Step 3: Payment

Proceed to Booking:

Note: Please select the quantity to get the Prices and Click on Book to confirm booking followed by Online/Offline Payment.

Kinematic viscosity at 40 deg

Unit Price (Excluding Taxes) INR: ₹ 1,400

Select Quantity: Nos:

Service Tax @18 % : (+)252 ₹

TDS Deduction @10% : ☒Yes ☐No (-)140 ₹

Total Price (Including Tax):

₹ 1,512

Booking By: vinodkotiya@ntpc.co.in

ADD TO CART

CHECKOUT & PAY (1) ITEMS

Lube Oil Lab

ANOTHER TEST

Success!

Item succesfully added to Cart

YOUR CART (1) ITEMS : ₹ 1512 ORDERID:
TH2505180638



Lube Oil Lab



Remove



Change - ₹

1512 Kinematic viscosity at 40 deg (Qty 1) -

with TDS

To change Lab click on Change Lab button to select test from that lab

Step 1: Test

Step 2: Booking

Step 3: Payment

Lube Oil Lab



Lab Detail

Valid Till 2018
Rating 4/5
Total Tests 21

Selected Test

Kinematic viscosity at 40 deg ▾

BOOK TEST

CHANGE LAB

Kinematic viscosity at 40 deg Test
Detail:

Units for test are in Nos... Test Detail not available. Yet to be added.

FAQ

Call +91 0120 9999999
Help Click to Download

When adding another test you may notice that TDS option is disabled as you already opted in first item.

% Ash Analysis

Unit Price (Excluding Taxes) INR: ₹ 2,000

Select Quantity: Nos.

Service Tax @18 % : (+)360 ₹

TDS Deduction @10% ☒ Yes ☐ No (-)200 ₹

Total Price (Including Tax):

₹ 4,320

Coal & Combustion Lab

ANOTHER TEST

Booking By: vinodkotiya@ntpc.co.in

ADD TO CART

CHECKOUT & PAY (2) ITEMS

Success!

Item succesfully added to Cart

**YOUR CART (2) ITEMS : ₹ 5832 ORDERID:
TH2505180638**



Lube Oil Lab



 Remove  Change - ₹

1512 Kinematic viscosity at 40 deg (Qty 1) -

with TDS




Coal & Combustion Lab

 Remove  Change - ₹ 4320 % Ash

If you want to Checkout then click on Checkout & Pay button. You will get to see following screen with Payment Option or Cancel the Booking.

MENU

 **NETRA**
NTPC Energy Technology Research Alliance

Step 1: TestStep 2: BookingStep 3: Payment

Pay to Confirm Booking:

Note: Your booking status may be updated after payment confirmation online/offline.

Booking ID: TH2505180638 with Payment Status yet to be Confirmed.

You may check the Items Added in your Cart and Click on Payment Link.


If you wish to cancel the Order and start afresh then Click on Cancel Booking

Always use your email and Booking ID for further communication.

[PAY ONLINE](#)[CANCEL BOOKING](#)

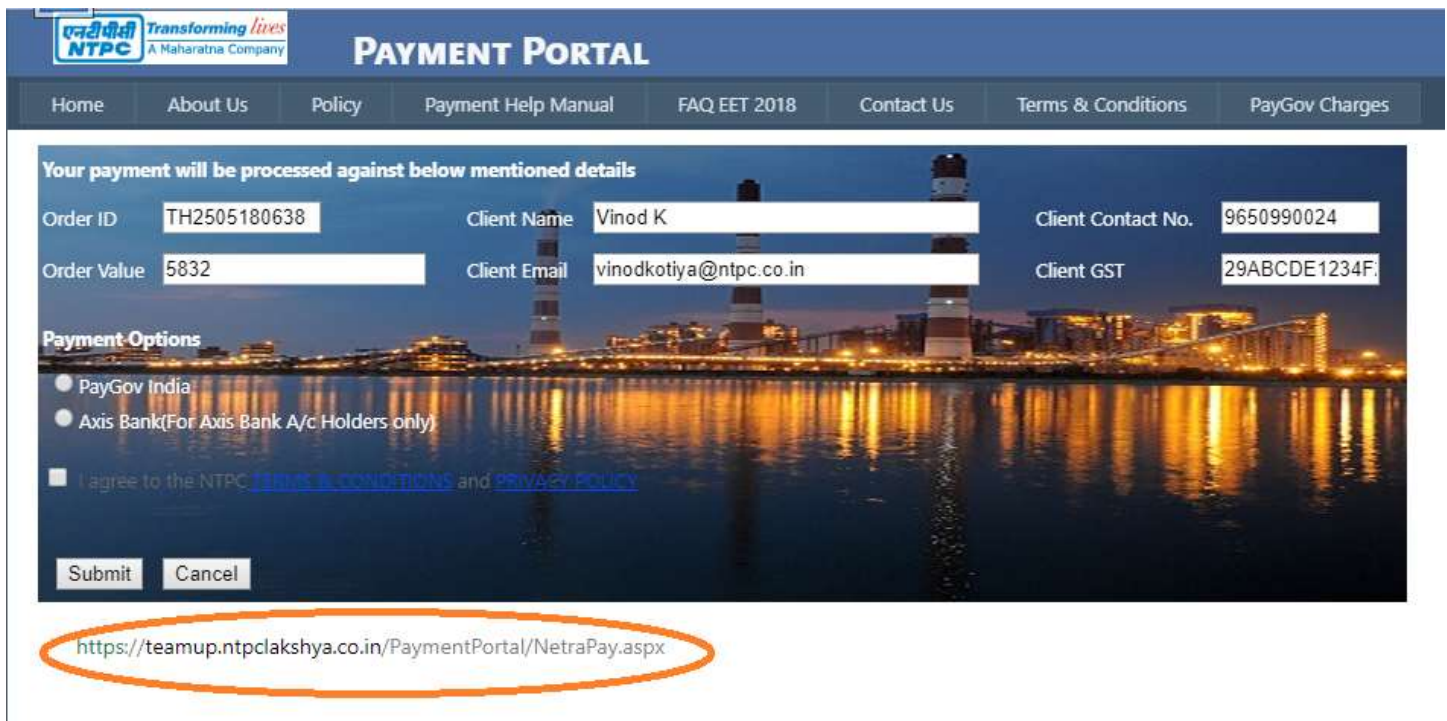
YOUR BOOKING

YOUR CART (2) ITEMS : ₹ 5832
ORDERID: TH2505180638



Lube Oil Lab
₹ 1512 Kinematic viscosity at 40 deg

On Pay Online Click you will be redirected to NTPC Payment Gateway



The screenshot displays the NTPC Payment Portal interface. At the top, the NTPC logo is accompanied by the tagline "Transforming Lives" and "A Maharatna Company". The main header is "PAYMENT PORTAL". A navigation bar includes links for Home, About Us, Policy, Payment Help Manual, FAQ EET 2018, Contact Us, Terms & Conditions, and PayGov Charges.

The main content area is titled "Your payment will be processed against below mentioned details". It contains the following information:

Field	Value
Order ID	TH2505180638
Client Name	Vinod K
Client Contact No.	9650990024
Order Value	5832
Client Email	vinodkotiya@ntpc.co.in
Client GST	29ABCDE1234F

Below the details, the "Payment Options" section offers two radio button choices: "PayGov India" and "Axis Bank(For Axis Bank A/c Holders only)". A checkbox for "I agree to the NTPC [TERMS & CONDITIONS](#) and [PRIVACY POLICY](#)" is present and unchecked. At the bottom of this section are "Submit" and "Cancel" buttons.

Below the form, a URL is highlighted with an orange oval: <https://teamup.ntpclakshya.co.in/PaymentPortal/NetraPay.aspx>

Before making online payment ensure the url highlighted above must be shown on your browser address.

ORDER DETAILS

Billed To (Ms/Mr): Vinod K, NTPC Limited
Address: NTPC LIMITED ,3 ,UDYOGVIHAR
,ECOTECH-II, CROWN PLAZA
Phone: 9650990024
Email: vinodkotiya@ntpc.co.in

Email: netra@ntpc.co.in
Phone: +919999999999

FY-TH2505180638

Online

Description	Unit Price	Qty	Tax	Payment Due	Paid
Kinematic viscosity at 40 deg	INR 1,400	1	18	INR 1,512	INR 0
% Ash Analysis	INR 2,000	2	18	INR 4,320	INR 0



Total Payable

5,832 INR

Total Discount*

0 INR

Amount Paid

0 INR

Balance Due

5.832 INR

GST Invoice shall be e-mailed to the registered mail id.
Above Order has been generated for the test mentioned with Terms & Conditions attached.
System Generated Document. No Signature Required: Print Date 5/25/2018 8:16:40 PM

From Orders tab you can access all the Orders placed on Netra Portal and Get status of Pail Payment and Invoice Generation.

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NETRA

NETPC Energy Technology Research Alliance

HOME

LABS

REPORT

CONTACT

ORDERS

LOGOUT

My Orders

Here are the details of your booking made on NETRA Online Services Portal with Payment Status. Click on the update payment status button to update the payment status.

ORDER DETAILS

BOOKINGID	BOOKDATE	TOTALPRICE
TH1004094651	2018-04-10	322140
TH1004104002	2018-04-10	2360
TH1004153500	2018-04-10	1652
TH1004153935	2018-04-10	1652
TH1004154842	2018-04-10	1652
TH1004155029	2018-04-10	1652
TH1204112541	2018-04-12	1652
TH1204114037	2018-04-12	3304
TH1204143934	2018-04-12	1711
TH1204165600	2018-04-12	1652

MY PROFILE

Vinod K

NETPC Limited

Communication Address: NETPC LIMITED ,3

,UDYOGVIHAR ,ECOTECH-II, CROWN PLAZA

City:Delhi

PIN 110003

Phone: 9650990024

Email: vinodkotiya@ntpc.co.in

GST: 29ABCDE1234F2Z5

Update Profile