



WuXi Order System (WOS) Quick Reference Guide

LOG IN [wos.advancedtherapies.com]

- Enter username and password
- The initial screen after login allows user to:
 - View active orders.
 - Start a new order.
 - View order history.

START A NEW ORDER

1. “Test Selection” Tab

- Choose the account you are submitting for. Active quotes will then be displayed.
- Select the quote that has the necessary testing. The quote will show the applicable test codes.
- Click on blue box: “Next Step: Add Samples/Lots.”

2. “Sample and Lots” Tab

- Enter sample designation to be displayed on the Final Report.
- Enter “**Sample Information**”
 - Select shipping conditions from the dropdown
 - Select controlled storage condition from dropdown.
 - Choose “Yes” or “No” for Commercial/Marketed product.
 - Choose “Yes” or “No” for “Has the test article been validated by WuXi AppTec?”
 - If “Yes,” provide the Qualification/Validation Protocol Numbers in pop up box.
 - Choose Discard or Return material.
- Enter “**Safety Information**”
 - Choose Biosafety Level “I” or “II.”
 - Select species of origin from the drop down.
- Enter “**Lot Information**”
 - Enter Lot Number
 - Enter Label on Vessel(s)
[Make sure what is entered here matches exactly what is contained in the label on the vessel(s).]
 - To replicate sample information entered in the previous section for multiple lots, click the “Add Another Lot to this Sample.”
- To add another sample, click on blue box at bottom left.

3. “Assignments” Tab (Test Codes and Samples/Lots)

- Test codes will display on the left-hand side.
- Drag and drop the test code from left side to each applicable lot on the right.

4. “Q&A” Tab

- View the sample and test code(s) displayed and answer all questions specific to each sample and corresponding test. (This is required to ensure the lab has the necessary information to initiate testing.)
- Populate “Add Supplies” and any other information for each test code as applicable.
- Click “View Sample Requirements” (blue box at top right corner) to verify the correct submission requirements for each test.

5. “Review” Tab

- Enter a Purchase Order (PO) Number.
[Note: Test initiation cannot begin until PO is populated.]
- Enter complete contact information for final report. (May include primary and secondary contacts.)
- Review sample and test information carefully for accuracy and completeness to avoid any delays in testing.
- If you are ready to submit, check the acknowledgement box, then click the blue “**Submit Order**” box.

NOTE: An order cannot be edited once it is submitted. If a change is required after an order is submitted, contact your assigned Client Delivery Lead or if you do not have an assigned Lead, email: ATU.ClientServices@wuxiapptec.com. If you need to submit additional/replacement material or media for a particular order, this can be done through the “Active Orders” page.

6. Ship Your Order

- Once you click “Submit Order,” a pop-up window allows you to print out a Packing List. The Packing List must be placed in the box with the samples being shipped.
- You can also print the WOS Order Summary for your records.