



WuXi
Advanced
Therapies



药明康德
WuXi AppTec



USER GUIDE

SUBMITTING SAMPLES USING OUR SAMPLE SUBMISSION FORM (SSF)



SUBMITTING SAMPLES USING THE SAMPLE SUBMISSION FORM (SSF)

The WuXi Advanced Therapies Sample Submission Form (SSF) is an **HTML** interactive form available here: [Sample Submission Form](#).

NOTE: This form is to be used for genetic stability testing, viral clearance studies or manufacturing services. Sample submission for all other services is done through our WuXi Ordering System (WOS).

- For best results, use Internet Explorer as your browser.
- Complete all fields relevant to your product and your requested service.
- Always sign a printed hard copy and include it in your sample shipment.

Completing the Form

Advance through the form (you can use the TAB key to move from item to item) **completing all fields** relevant to your product and your requested service.

If a field does not apply, do not skip. Be sure to select "N.A."

Payment Method

For **Payment Method** (required) select "P.O. #:" and complete with an numeric or alpha-numeric that indicates your P.O. number.

The following are **NOT ACCEPTABLE**:

The "Payment Method" field left blank or completed with "TBD" • "NA" • "NG" or "Not Given"

Quote Number

The **Quote Number** is required and can be found in the upper right hand corner of your WuXi AppTec price quote.

Account Number

You **MUST** have an **Account Number** before submitting samples to us. If you do not have an Account Number, contact your Account Manager or Business Development Manager.



SUBMITTING SAMPLES USING THE SAMPLE SUBMISSION FORM (SSF)

Importing Company Name, Address and Tests from Your Quote (*OPTIONAL*)

Our web-enabled form allows you to access information directly from our databases.

When you enter your quote number and account number, your **company name and address will automatically populate**. (You must manually enter the contact info.)

You will also see a pop-up window where **you can choose to have the tests from your price quote automatically populate** the Requested Testing section of the form.

If you choose to have tests imported from your quote, be sure to review the listed entries. You may add and delete tests as needed.

Entering Test Codes

If you do choose NOT to have tests imported from your quote, complete the requested testing section by entering test codes for the tests you want to order.

Hit “TAB” after entering a test code and the name of the assay will fill in automatically.

If you have entered a **test code that may be invalid**, you will see a message to that effect.

TIP

If at any point you decide you want to come back and finish the form later, you can close the form and your browser history will store the information that you have entered. The next time you open the form through your computer's browser you will see the input from your previous session.

You can also have your browser store the incomplete form in your “Favorites” as well as create multiple in-progress forms.



SUBMITTING SAMPLES USING THE SAMPLE SUBMISSION FORM (SSF)

Information for the “Comments” Field

Use this field to provide any additional (non-testing-related) information or instructions.

Some examples might be:

- Return shipping temperature monitor (e.g., TempTale) in provided self-addressed envelope
- Return shipping container to: _____
- Fill out enclosed sample receipt form and email to:

Printing a Hard Copy or Saving an Electronic Copy of Your Completed Form

To print or save a copy of the form, click the icon at the end. You will see a dialog box with your printer options.

If you want simply to **print a hard copy**, select your printer and then click “Print.”

Caution:

Do not print using your browser’s print function.

To **save an electronic copy**, select “Microsoft XPS Document Writer” as your printer and click “Print.”

Choose a file location, update the file name, and click “Save.”

If you have **Adobe PDF Writer**, you can choose that as your print option and save the file as a PDF.

NOTE

If your form is incomplete, you will get a warning message and an option to select “OK” or “Cancel.”

SEE NEXT PAGE



SUBMITTING SAMPLES USING THE SAMPLE SUBMISSION FORM (SSF)

Incomplete Forms

If you try to print or save an electronic copy of your form and get a warning message that your form is incomplete, **you can select one of two options: “OK” or “Cancel.”**

If you select “Cancel”:

You will be taken back to the beginning of the form for review. **Scrolling through the form, you will find that incomplete sections have been highlighted in yellow.**

Complete all of these sections and when you again select the “Print/Save” button, the warning message and highlighting will be gone.

NOTE: A section may be highlighted as incomplete because you failed to select “N.A.” for items that are not applicable to your test article or requested testing.

If you select “OK”:

You are choosing to print/save the form even though it is incomplete. **Your form will print/save with a message at the top that states it is not ready for submission.**

See next page for instructions on how to store forms for later completion, plus how to create and complete multiple in-progress forms.



SUBMITTING SAMPLES USING THE SAMPLE SUBMISSION FORM (SSF)

Storing Forms (still editable)

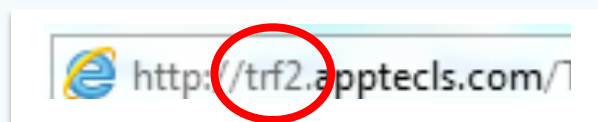
1. Click on your “Favorites” icon.
(Using Internet Explorer, it will be the star located in the upper right corner of your web browser.)
2. Select “Add to Favorites.”
3. Name the current form and click “Add.”
4. Your “Favorites” listings will now include the added form.

Additional versions of in-progress forms can be similarly added to your Favorites – using different names – enabling easy access to each.

Creating and Completing Multiple In-Progress Forms

If you are working on one form and want to have a second form (or more) open at the same time:

1. Have your browser open a new tab/window. (This will display your browser’s home page.)
2. Copy the URL from the address bar in the tab/window of your original form and paste it into the address bar of your new tab/window.
3. Then, type a “2” immediately after the first “trf” in the address bar — ... trf2.apptecls.com... — and click “Go” or hit your return key. A new form will open.



To open additional forms, follow these same steps and change the “2” in the browser address bar to the next available — “3” or “4” or “5” — up to a total of 5.



SHIPPING SAMPLES

SHIP ALL SAMPLES TO:

WuXi Advanced Therapies

Attention: Sample Login

4751 League Island Blvd

Philadelphia, PA 19112

215-218-5500

For services conducted at other sites, WuXi Advanced Therapies will re-route your samples to the appropriate location(s).

All sample shipments **must** include a hard copy of the completed, signed **Sample Submission Form**. It is crucial that your form is **completed in its entirety and signed** to reduce possible miscommunication or delay in your testing.

Thank you for entrusting us with your important testing and manufacturing.



**WuXi
Advanced
Therapies**



**药明康德
WuXi AppTec**