

# WuXi Order System (WOS) Introductory User Guide

Step-by-step instructions for using our online platform to order testing/ submit your samples The contents of this document are proprietary, intended solely for the information and use of WuXi Advanced Therapies clients and may not be otherwise copied, shared or distributed.

## LOGIN:

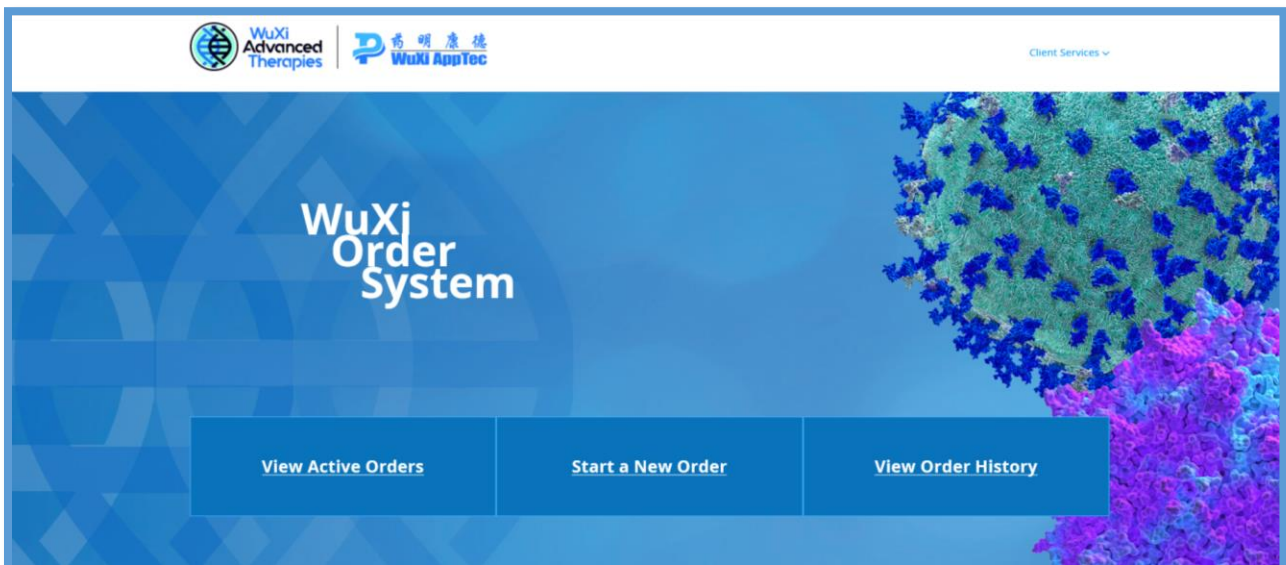
- Go to [wos.advancedtherapies.com](https://wos.advancedtherapies.com). Enter your username (email) and password, and click “Sign In.”



The screenshot shows the login interface for registered customers. At the top left, there are logos for WuXi Advanced Therapies and WuXi AppTec (药明康德). The main heading is "Registered Customers". Below this, there are links for "Terms and Conditions" and "License". The license text states: "WuXi Order System Access. By accessing or using WuXi AppTec's Order System (WOS), you represent and warrant that you have your company's or institution's authority to (i) use WOS and (ii) provide the information you enter into WOS. License WuXi AppTec grants to you a limited, non-transferable, and revocable license to access and use WOS for the purpose of initiating and managing testing service requests. WuXi AppTec may terminate this license at any time at its sole discretion. Except as expressly provided herein, you are not granted any other right or license for use of WOS. EXCEPT TO THE EXTENT PROHIBITED BY LAW, YOU HEREBY KNOWLEDGE AND AGREE THAT (1) USE OF WOS IS AT YOUR SOLE RISK, (2) THE SITE AND ITS USE BY YOU IS PROVIDED BY WUXI APPTEC 'AS IS' WITH ALL FAULTS AND WITHOUT ANY WARRANTY OF ANY KIND INCLUDING ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND (3) WUXI APPTEC SHALL HAVE NO LIABILITY WHATSOEVER FOR YOUR USE OF WOS, INCLUDING CONSEQUENTIAL DAMAGES OR INCREASED CHARGES EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES."

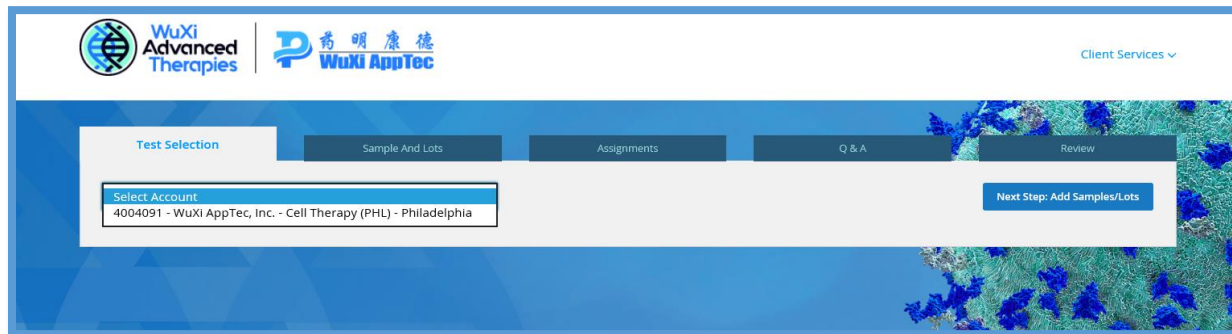
On the right side, there is a login form with two input fields: "Email" and "Password". Below the fields are buttons for "Sign In" and "Forgot Your Password?". A red asterisk indicates that both fields are required.

- On the initial screen, select “View Active Orders,” “Start a New Order” or “View Order History”.



# If you select “Start a New Order”...

## 1. Start a New Order: “Test Selection” Tab:

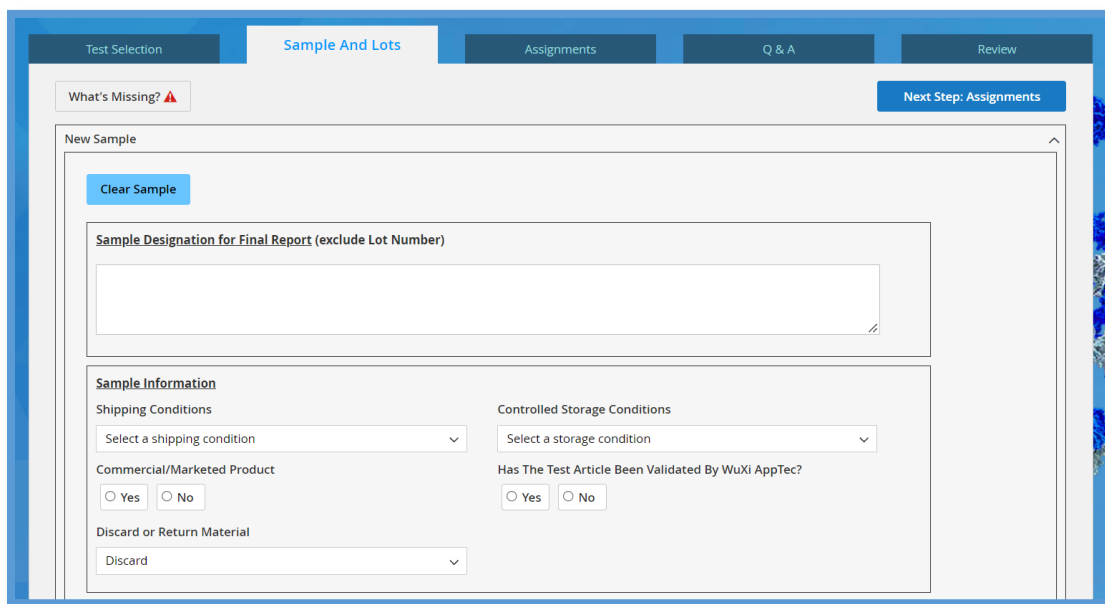


- Select your account and your active quotes will display.
- Select the quote that has the necessary testing and the applicable test codes will be shown.
- Select the test codes relevant to your order.

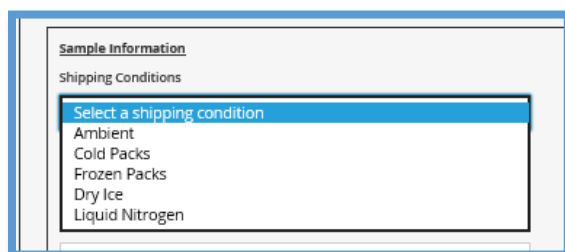
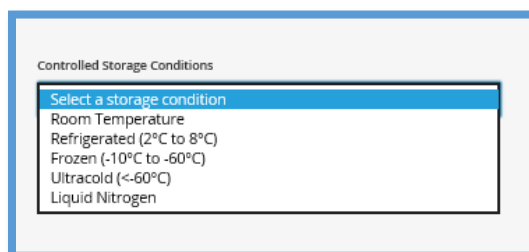
Active Quotes - Click on a Quote to view and select Test(s) for your Order					
Quote Number	Quote Name	Quote Contact	Expiration Date		
QUO-41235-D1K9D1-0	WOS UAT	Wole Olasanoye	12/31/2022 ^		
Add All Tests		Remove All Tests			
Add to Order	Test Code	Test Description	Location	Protocol Version	Protocol Effective Date
Add	30040.17	Cell Growth for Assays (GMP)	Philadelphia	12	08/20/2016
Remove	30040.19	Cell Growth for Assays	Philadelphia	12	08/20/2016
Add	313423	Verification of Replication Competent Retrovirus (RCR) Detection by GalV Envelope-specific Reverse Transcriptase-Quantitative Real-Time Polymerase Chain Reaction (RT-qPCR) Assay in Vector Transduced T Cells (R&D)	Philadelphia	No Protocol Version	
Add	313460	Determination of BMP2 by ELISA for Theracell (R&D) Set up and first sample	Philadelphia	No Protocol Version	
Add	32370.2	Post Cell-Bank Cell Growth for Testing (GMP)	Philadelphia	02	08/26/2016

- When finished, click the dark blue box “Next Step: Add Samples/Lots” to advance to the next tab.

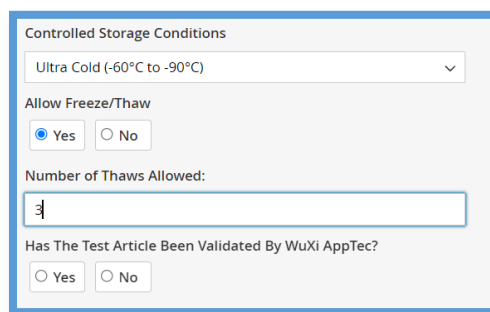
## 2. Start a New Order: “Samples and Lots” Tab:



- On the “**Sample and Lots**” tab, first complete the “**Sample Designation for Final Report**” by entering the sample designation exactly as needed on the Final Report.
- Under “**Sample Information**,” use the dropdowns to select the appropriate shipping condition and controlled storage conditions.

- If your sample is Frozen, Ultra Cold, or Liquid Nitrogen, you will see an additional field for “**Allow Freeze/Thaw**”, choose “Yes” or “No”.
  - If “Yes”, indicate the Number of Thaws Allowed.





- Choose “Yes” or “No” for “Commercial/Marketed Product.”
- Choose “Yes” or “No” for “Has the test article been validated by WuXi AppTec.”
  - If “Yes,” a pop-up box will appear for you to provide the Qualification/Validation Protocol Number(s).

Has The Test Article Been Validated By WuXi AppTec?

Yes  No

Provide WuXi AppTec Qualification/Validation Protocol Number(s)

- Select Discard or Return Material from dropdown.

Discard or Return Material

Discard

Return

- Under “**Safety Information,**” use the dropdowns to select biosafety level and species of origin.

Species of Origin

Select a species of origin

Hamster

Human

Avian

Bovine

Canine

Caprine

Equine

Feline

Insect

Murine

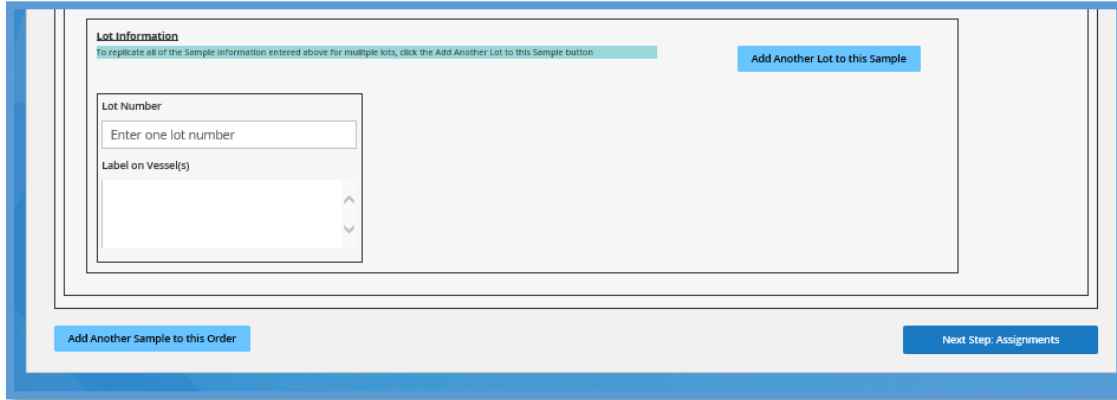
Porcine

Simian

Other

- Under “**Lot Information,**” enter the lot number. Then, for “**Label on Vessel,**” enter the exact contents of the vessel label. [Upon receipt of the sample(s), WuXi will confirm that the vessel matches this form. To avoid testing delay, be sure you transcribe precisely.]
- Click on the light blue box “**Add Another Lot to this Sample**” on the right if you want to submit additional lots that have the same sample information you have just entered.

- Click on the light blue box at below left to “Add Another Sample to this Order.”

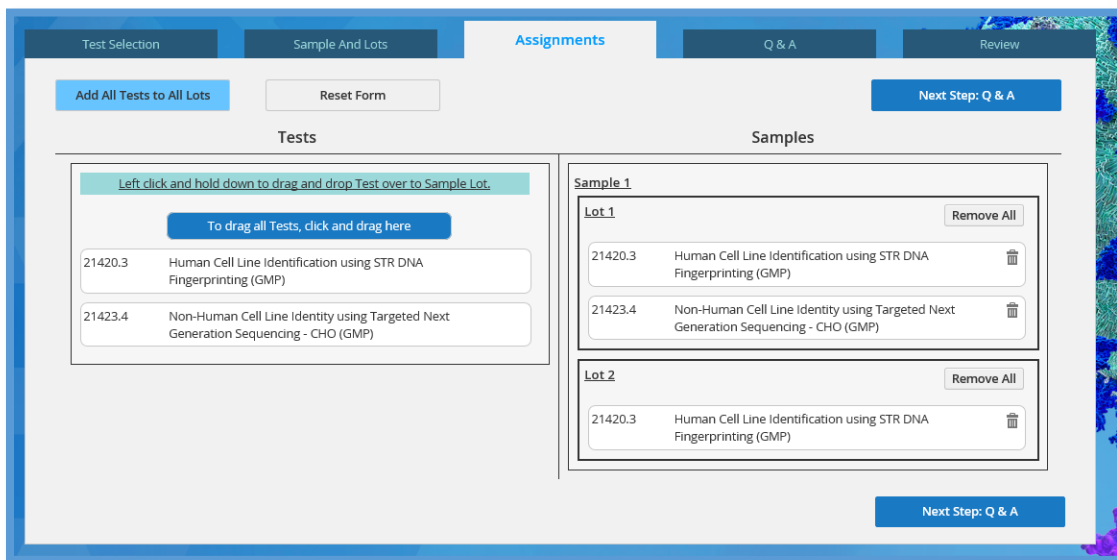


- When you are finished, click the dark blue “Next Step: Assignments” box to advance to the next tab.

*NOTE: Supplies such as Media, Reference Standards and Reagents will be added in a future step, in the Q&A section*

### 3. Start a New Order: “Assignments” Tab

*In this section, the test codes affiliated appear in the left column and samples appear in the right column.*



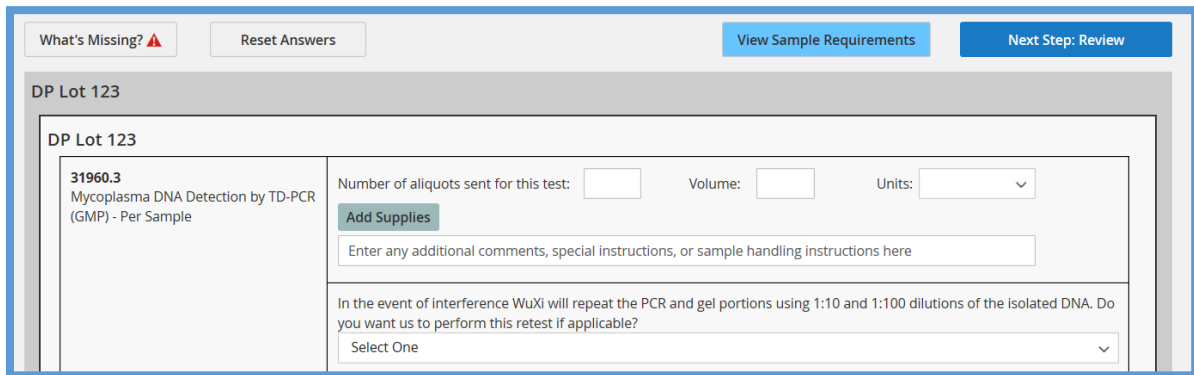
- Left click and hold down to drag and drop individual test codes from the left column to each applicable lot on the right.

Convenient quick clicks IF APPLICABLE: Use the “To drag all tests, click and drag here” box at the top of the test code list. “Add All Tests to All Lots” by clicking the light blue box at top left. To clear your selections, click the gray “Reset Form” box.

- When you are finished, click the dark blue “Next Step: Q&A” box to advance to the next tab.

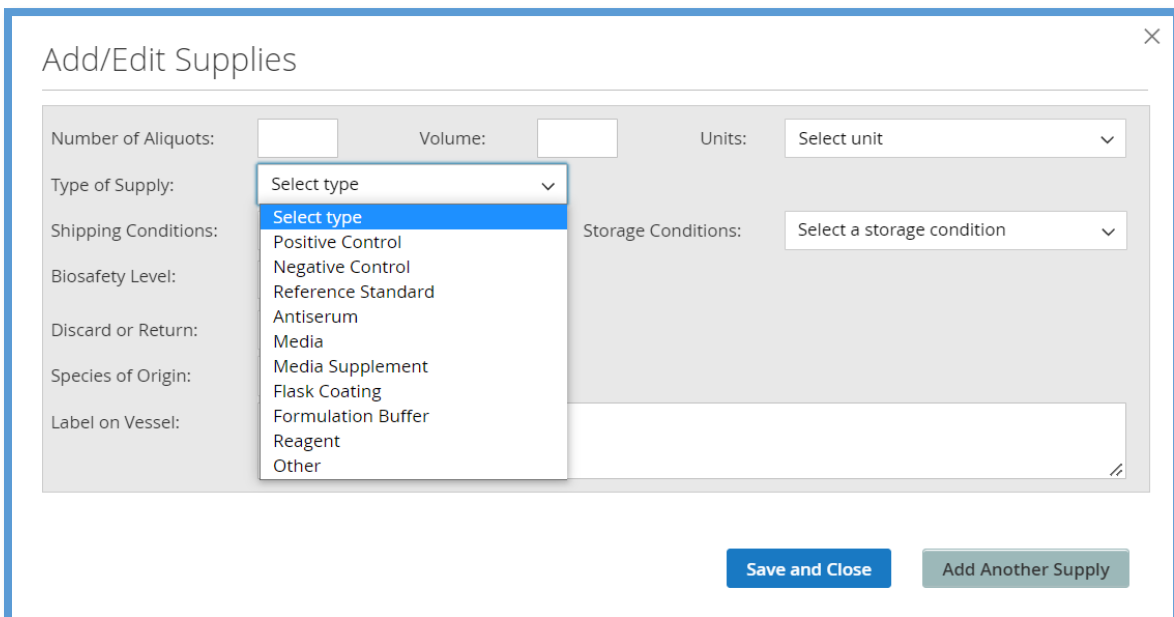
#### 4. Start a New Order - Q&A Tab:

To ensure the lab has the necessary information to initiate testing, WOS includes questions specific for each sample and the corresponding test.



The screenshot shows the Q&A tab for DP Lot 123. At the top, there are buttons for "What's Missing?", "Reset Answers", "View Sample Requirements", and "Next Step: Review". The main content area is titled "DP Lot 123" and contains a table with one row for test "31960.3 Mycoplasma DNA Detection by TD-PCR (GMP) - Per Sample". To the right of the test name are input fields for "Number of aliquots sent for this test:", "Volume:", and "Units:". Below these is an "Add Supplies" button and a text area for "Enter any additional comments, special instructions, or sample handling instructions here". At the bottom, there is a question: "In the event of interference WuXi will repeat the PCR and gel portions using 1:10 and 1:100 dilutions of the isolated DNA. Do you want us to perform this retest if applicable?" with a "Select One" dropdown menu.

- Populate all information requested. If applicable, add supplies (such as media for cell growth) and special instructions using the available buttons and free text fields.



The screenshot shows the "Add/Edit Supplies" dialog box. It has a close button (X) in the top right corner. The form contains several fields: "Number of Aliquots:", "Volume:", "Units:" (with a dropdown menu showing "Select unit"), "Type of Supply:" (with a dropdown menu showing "Select type"), "Shipping Conditions:", "Storage Conditions:" (with a dropdown menu showing "Select a storage condition"), "Biosafety Level:", "Discard or Return:", "Species of Origin:", and "Label on Vessel:". A large dropdown menu is open, listing various supply types: "Positive Control", "Negative Control", "Reference Standard", "Antiserum", "Media", "Media Supplement", "Flask Coating", "Formulation Buffer", "Reagent", and "Other". At the bottom, there are two buttons: "Save and Close" and "Add Another Supply".



- Check “Share Sample” box for any tests that will share a sample, then select the applicable test code for the shared sample.

- Click “View Sample Requirements” blue box at top right to verify the correct submission requirements for each test.

*NOTE: A red icon indicates required information is not yet populated. Click the “What’s Missing” gray box at top left for clarification. Use the gray “Reset Answers” box at top left to clear your entries.*

- When you are finished, click the dark blue “Next Step: Review” box to advance to the next tab.

## 5. Start a New Order: “Review” Tab

- Enter a purchase order number in the PO Number free text box.

*NOTE: Testing cannot begin unless a PO number is provided.*

- Complete all “Contact Information.” [You can select a contact from the dropdowns or add new ones.]



- Review and verify that all order information is correct.
- If you want to edit your order later, click the grey “**Save as Draft**” box.
- If you are ready to submit, check the acknowledgement box, then click the blue “**Submit Order**” box.

**Submit Order**

The information provided in this order is the official record of Customer's request. WuXi AppTec is not liable for any error, defect, or delay in the Services arising out of any inaccuracy, error, or defect in Customer's samples or information submitted in connection with this order. Services requested in this order will be governed in accordance with WuXi AppTec's Standard Terms and Conditions.

To the extent WuXi AppTec's Standard Terms and Conditions are in conflict with an applicable agreement (Agreement) between Customer listed on this order and WuXi AppTec, such Agreement will govern.

By clicking submit, you acknowledge that you have reviewed the most current version of the protocol(s) listed above and your submission of the order constitutes approval of the protocol(s). Contact [atu.client.services@wuxiapptec.com](mailto:atu.client.services@wuxiapptec.com) for more information.

Once you click on submit, you will be unable to edit your order.

**Save as Draft**      **Submit Order**

*NOTE: An order cannot be edited once it is submitted. If a change is required after an order is submitted, contact your Project Manager OR If you do not have an assigned Project Manager, email: [ATUClientServices@wuxiapptec.com](mailto:ATUClientServices@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.*

*Please also note: Orders expire after 30 days, please ship your order before order expiry*

## 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.

Order 94848 has been submitted successfully! You will receive an email confirmation.

**Please print your packing list and include it in the box with your shipment. Failure to include the packing list with your shipment will cause delays in testing.**

You can print an order summary for your records below.

**VIEW/PRINT ORDER SUMMARY**      **VIEW/PRINT PACKING LIST**



# If you login and select “View Active Orders”...

- Once you have submitted an order through WOS, access “Active Orders” to view the status.
- Use the Options dropdown to print/view order details, update with additional material, reprint the packing list or cancel your order.



**Active Orders** Start a New Order

Order: #94848    Quote: 2020 Demo Quote    Submitted by: Client Services    Status: Submitted

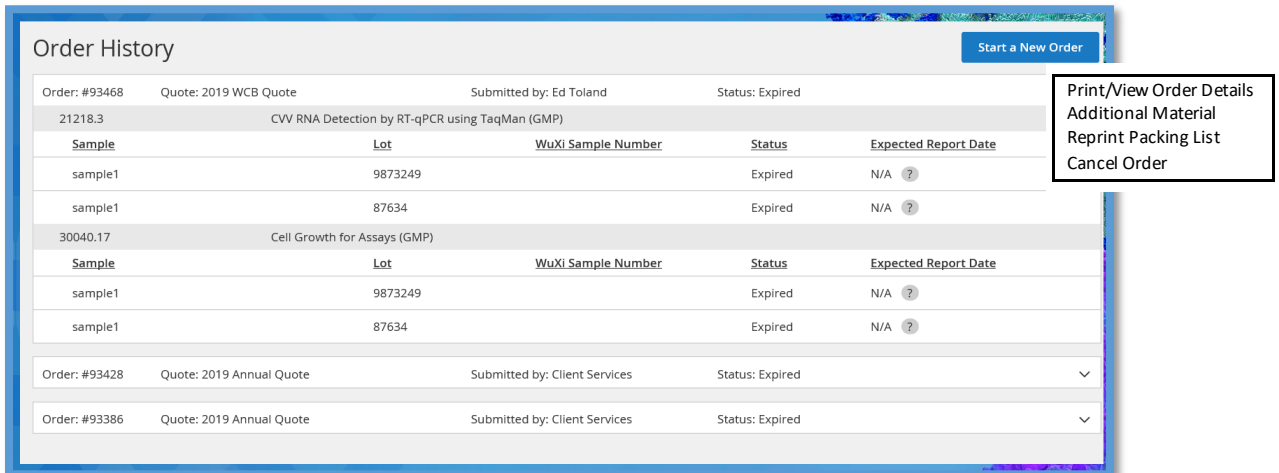
Sample	Lot	WuXi Sample Number	Status	Exp
31960.3    Mycoplasma DNA Detection by TD-PCR (GMP) - Per Sample				
DP Lot 123	DP Lot 123		Submitted	N/A ?
38001.1    Determination of Protein Concentration using the Micro BCA Protein Assay Reagent Kit (GMP) - Per Sample				
DP Lot 123	DP Lot 123		Submitted	N/A ?

Options

- Print/View Order Details
- Additional Material
- Reprint Packing List
- Cancel Order

# If you login and select “View Order History”...

- Access a complete record of orders you have submitted through WOS



**Order History** Start a New Order

Order: #93468    Quote: 2019 WCB Quote    Submitted by: Ed Toland    Status: Expired

Sample	Lot	WuXi Sample Number	Status	Expected Report Date
21218.3    CVV RNA Detection by RT-qPCR using TaqMan (GMP)				
sample1	9873249		Expired	N/A ?
sample1	87634		Expired	N/A ?
30040.17    Cell Growth for Assays (GMP)				
sample1	9873249		Expired	N/A ?
sample1	87634		Expired	N/A ?

- Print/View Order Details
- Additional Material
- Reprint Packing List
- Cancel Order

Order: #93428    Quote: 2019 Annual Quote    Submitted by: Client Services    Status: Expired

Order: #93386    Quote: 2019 Annual Quote    Submitted by: Client Services    Status: Expired