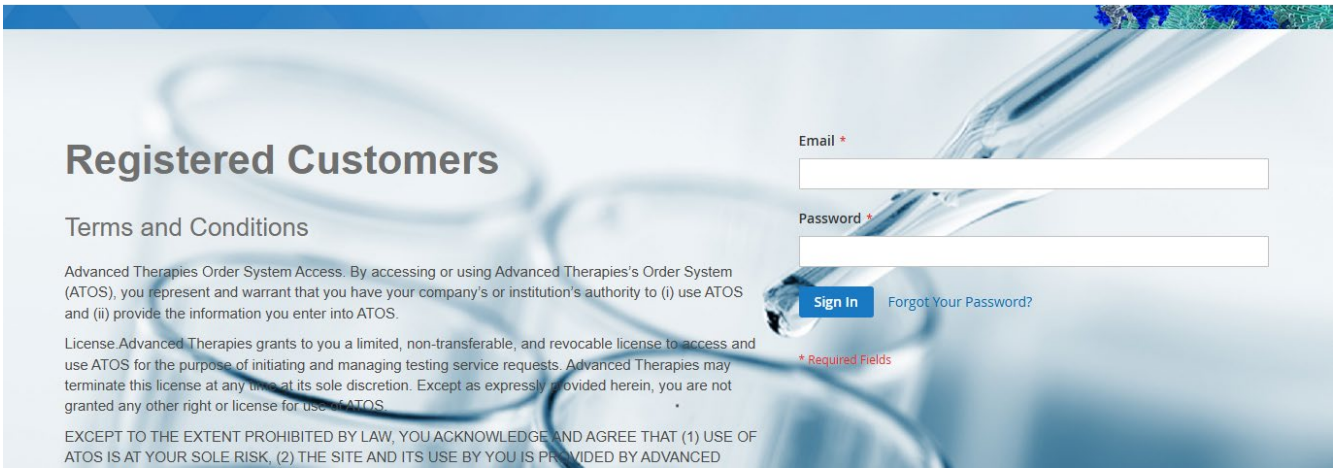
Advanced Therapies Order System (ATOS) Introductory User Guide

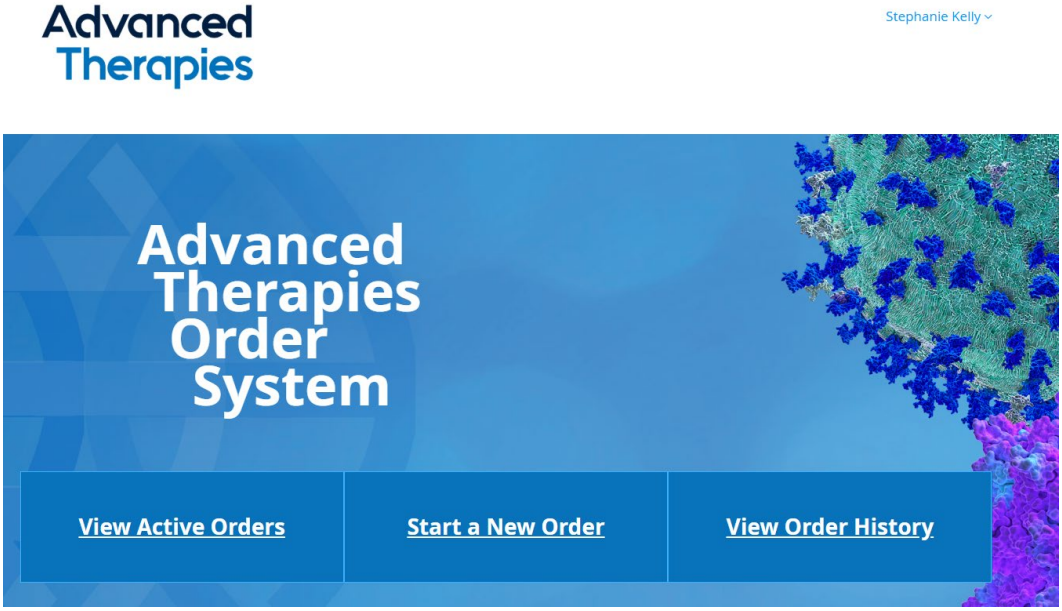
Step-by-step instructions for using our online platform to order testing/ submit your samples The contents of this document are

LOG IN:

- Go to wos.advancedtherapies.com. Enter your username (email) and password, and click "Sign In."



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



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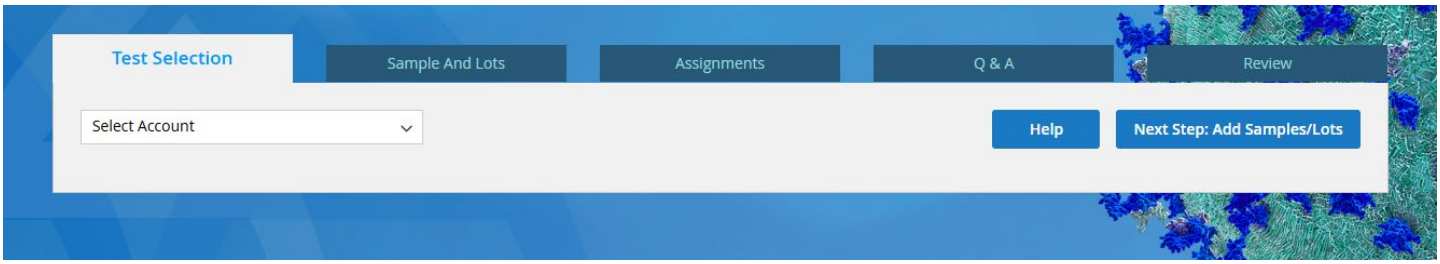
If you select "Start a New Order"…

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-43957-P7V9S4-0	HB Testing Opportunity 1	ATU AppDev Testing	12/31/2025

Add All Tests | Remove All Tests

Add to Order	Test Code	Test Description	Location	Protocol Version	Protocol Effective Date
Add	161402.1	USP [61] Microbial Enumeration Suitability - Per Sample Type	Atlanta	No Protocol Version	
Add	21039.3	PCV 1 & 2 DNA Detection by qPCR using TaqMan for Products Manufactured from VERO Cells (GMP)	Philadelphia	03	08/20/2016
Add	21200.5	Dynamic Light Scattering Analysis for Determination of Particle Size of Virus Lots (GMP) - Per Sample	Philadelphia	04	01/11/2018
Remove	21390.4	F-PBRT Assay using AMuLV as a Positive Control (GMP)	Philadelphia	02	02/13/2017
		Determination of AVB Sepharose HP Affinity Ligand by ELISA (GMP)			

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

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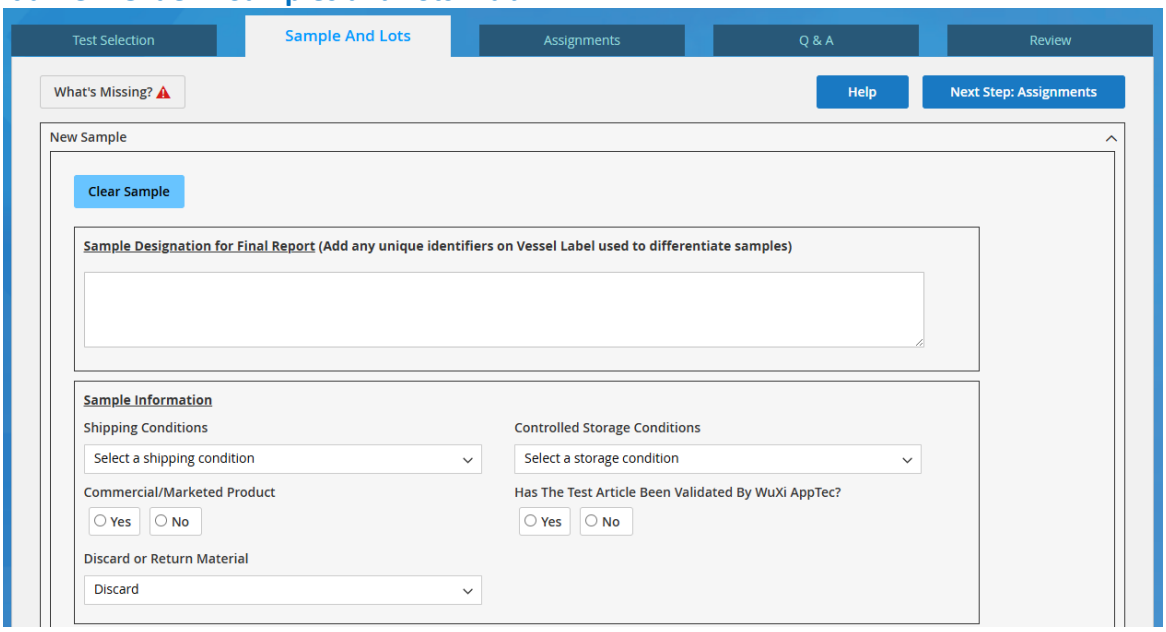
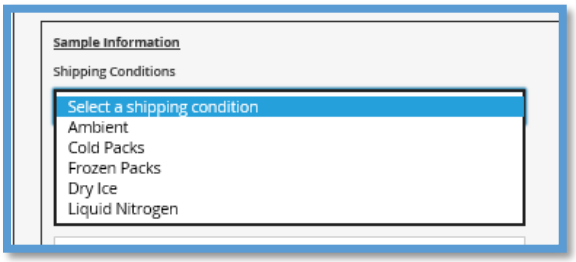
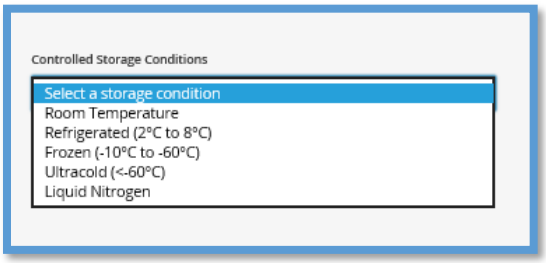
2. Start a New Order: "Samples and Lots" Tab:



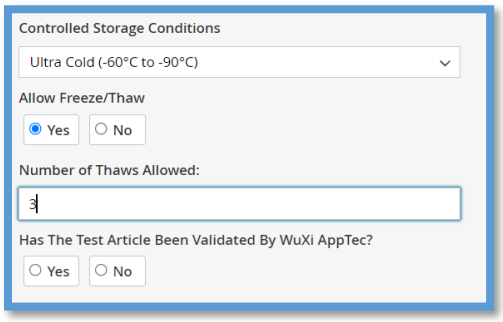
- On the "**Sample and Lots**" tab, first complete the "**Sample Designation for Final Report**" by entering the sample designation exactly as needed on the Final Report.

- 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



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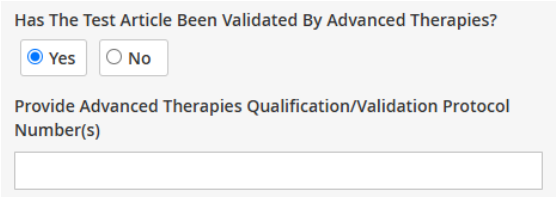
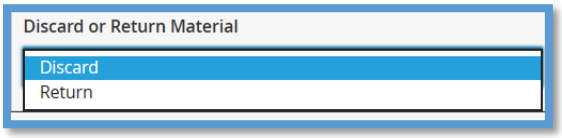
- Choose "Yes" or "No" for "Commercial/Marketed Product."

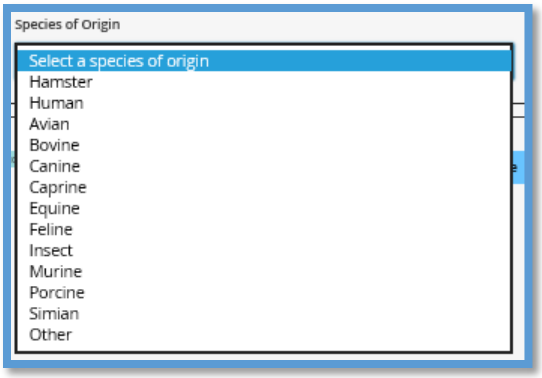
- Choose "Yes" or "No" for "Has the test article been validated by Advanced Therapies"
  - If "Yes," a pop-up box will appear for you to provide the Qualification/Validation Protocol Number(s).



- Select Discard or Return Material from dropdown.



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



- 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.

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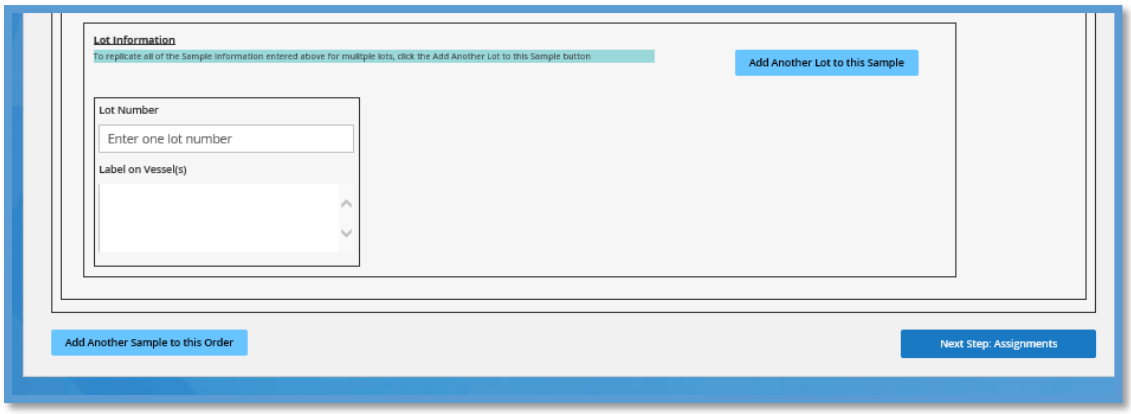
- Click on the light blue box at below left to "**Add Another Sample to this Order**."

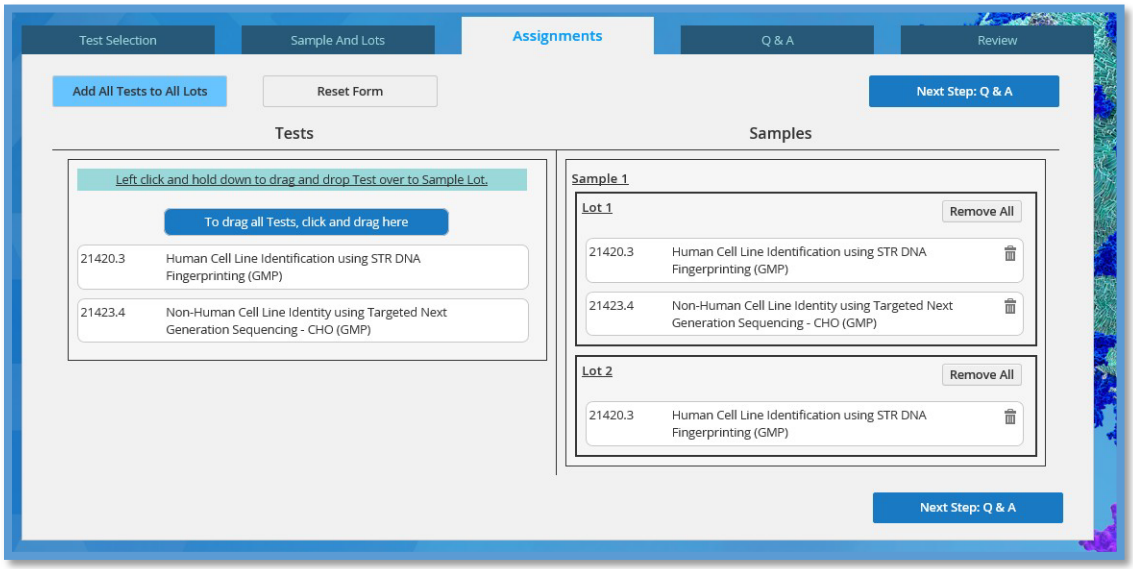


- When you are finished, click the dark blue "**Next Step: Assignments**" box to advance to the next tab.

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.

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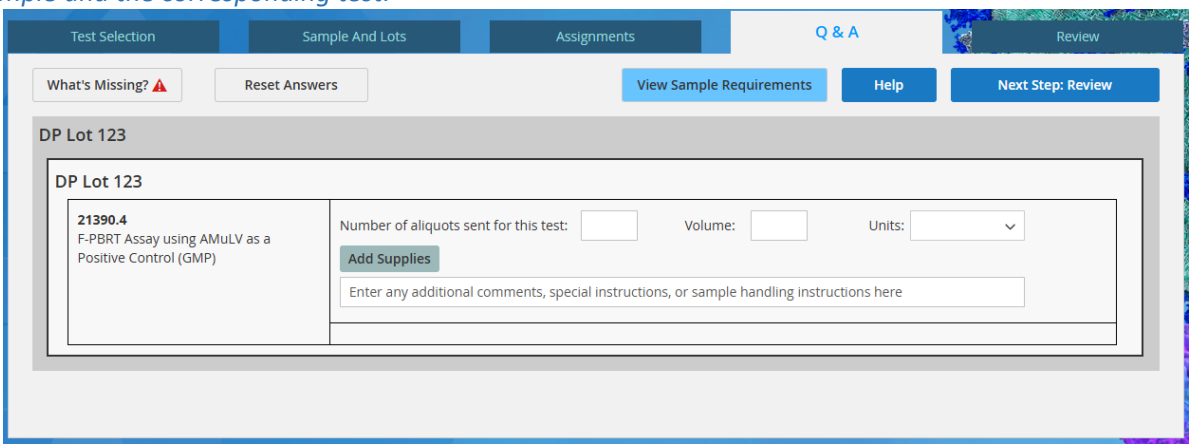
Convenient quick clicks IF APPLICABLE: Use the "To drag all tests, click and drag here" box at the top of the test code list. "Add All Tests to All Lots" by clicking the light blue box at top left. To clear your selections, click the gray "Reset Form" box.

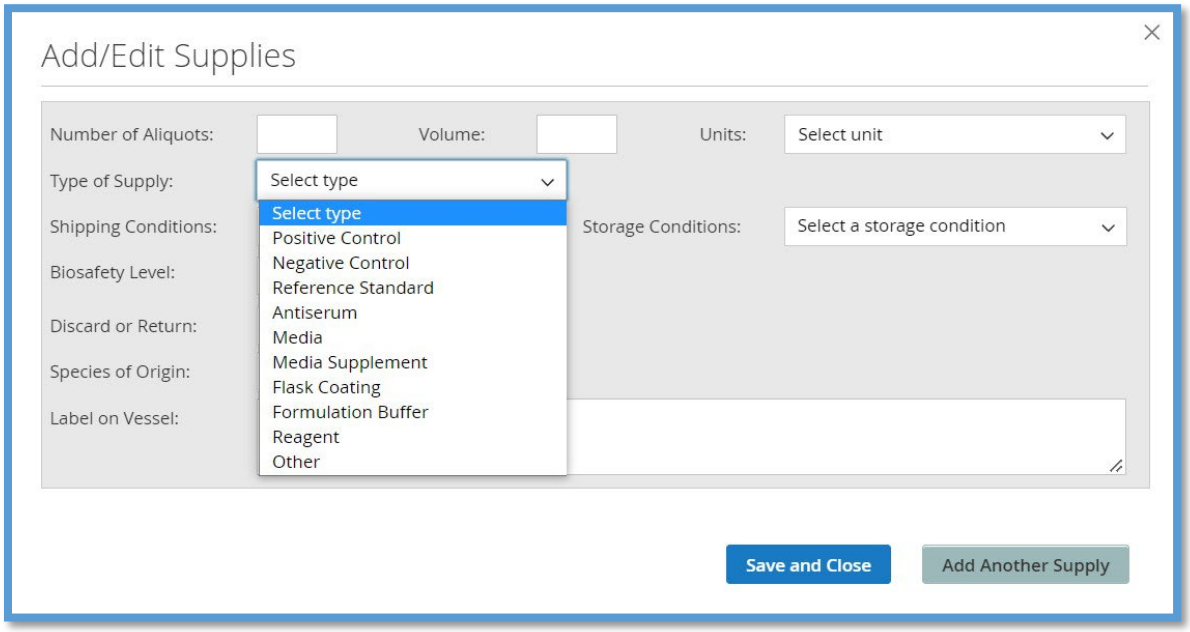
- When you are finished, click the dark blue "**Next Step: Q&A**" box to advance to the next tab.

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

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



- 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.



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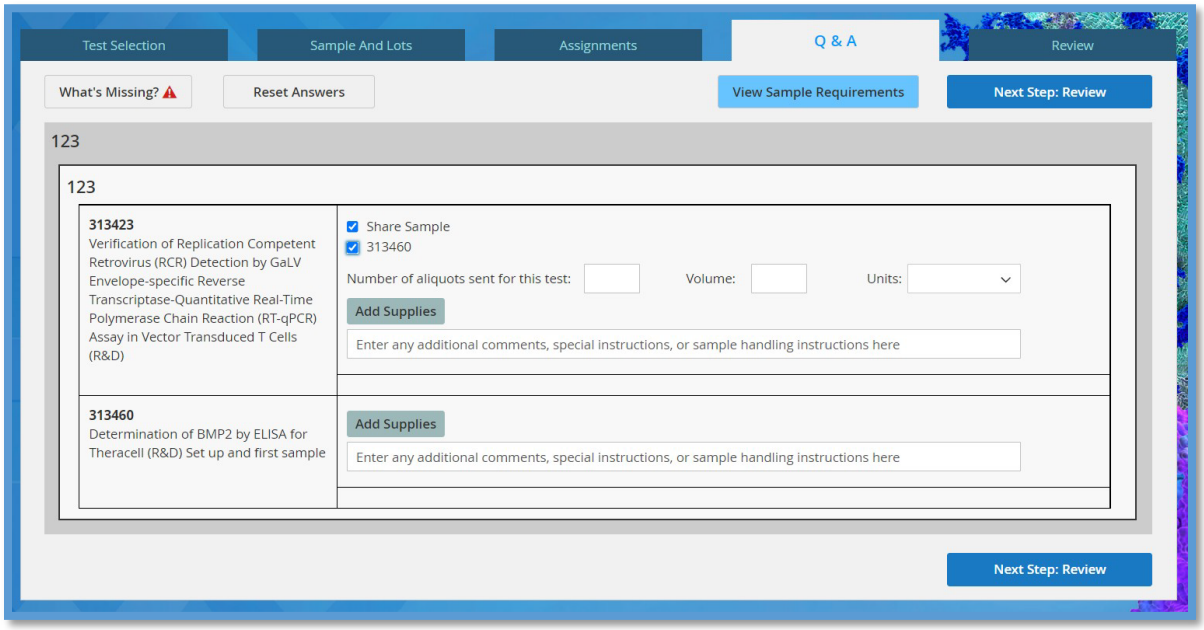
- Check “Share Sample” box for any tests that will share a sample, then select the applicable test code for the shared sample.



- 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.

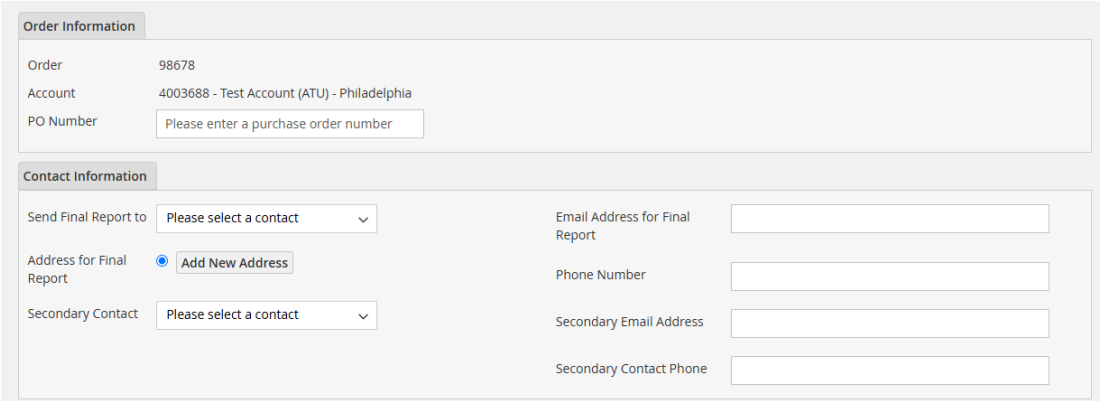
- When you are finished, click the dark blue “**Next Step: Review**” box to advance to the next tab.

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.]



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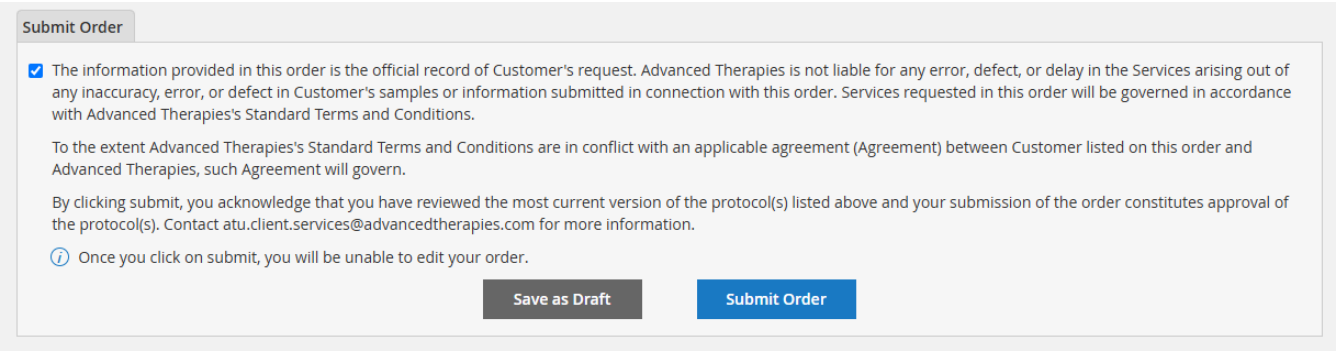
- Review and verify that all order information is correct.
- If you want to edit your order later, click the grey "**Save as Draft**" box.
- If you are ready to submit, check the acknowledgement box, then click the blue "**Submit Order**" box.

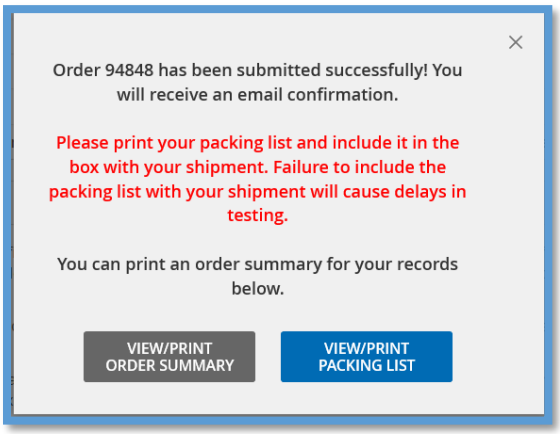


6. Ship Your Order

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@advancedtherapies.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.***

- 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 ATOS Order Summary for your records.



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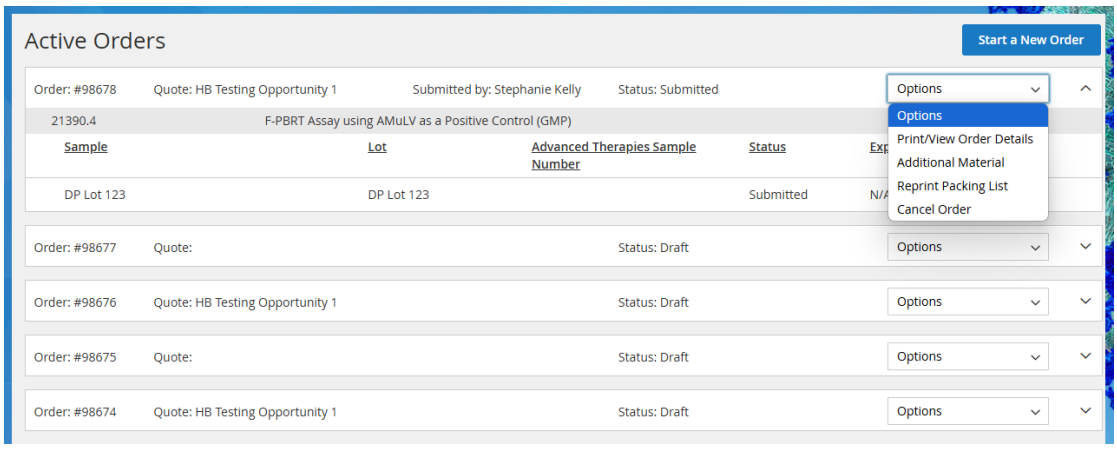
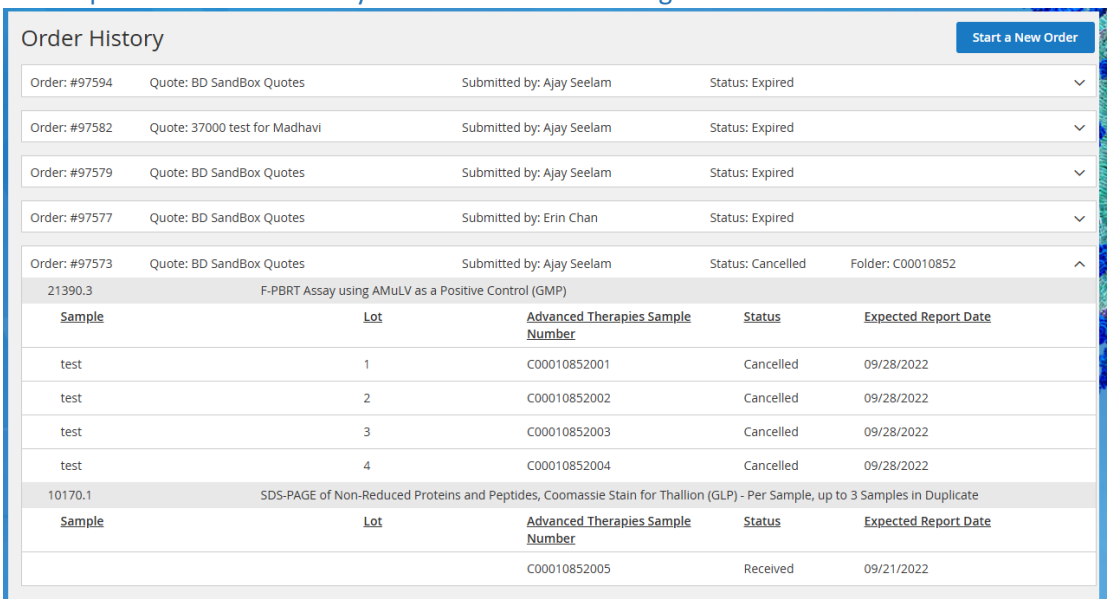
If you login and select "View Active Orders"…

- Once you have submitted an order through ATOS, 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.



If you login and select "View Order History"…

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