

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:

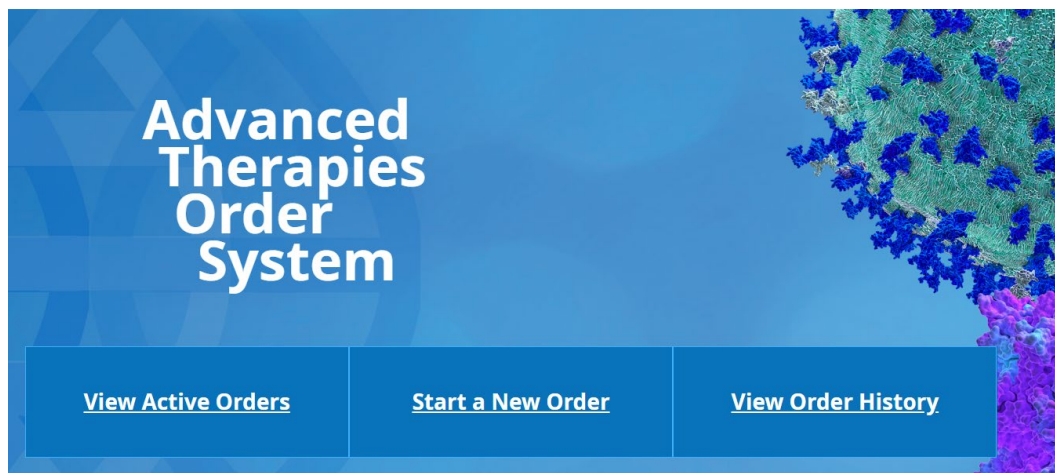
- Go to wos.advancedtherapies.com. Enter your username (email) and password, and click “Sign In.”

A screenshot of the 'Registered Customers' login page. The page has a light blue background with a faint image of a microscope. On the left, under the heading 'Registered Customers', there is a link for 'Terms and Conditions' and a paragraph of legal text regarding ATOS access and license. On the right, there are two input fields: 'Email' and 'Password', both marked with a red asterisk. Below these fields is a blue 'Sign In' button and a link for 'Forgot Your Password?'. A red asterisk with the text '* Required Fields' is positioned below the password field.

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



Stephanie Kelly ▾



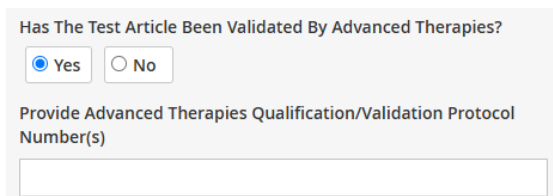
2. Start a New Order: “Samples and Lots” Tab:

- 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

Advanced Therapies

- 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).

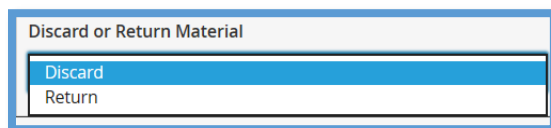


Has The Test Article Been Validated By Advanced Therapies?

☒ Yes ☐ No

Provide Advanced Therapies Qualification/Validation Protocol Number(s)

- Select Discard or Return Material from dropdown.

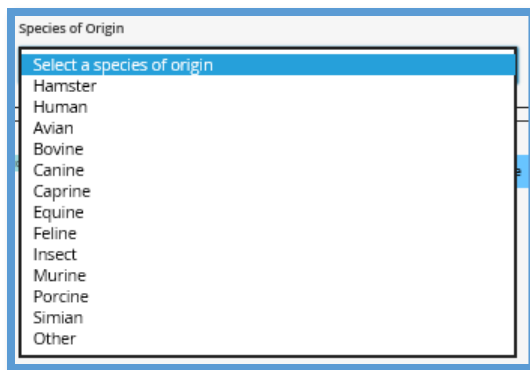


Discard or Return Material

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, 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.

- 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. Advanced Therapies 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 Advanced Therapies's Standard Terms and Conditions.

To the extent Advanced Therapies's Standard Terms and Conditions are in conflict with an applicable agreement (Agreement) between Customer listed on this order and Advanced Therapies, 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@advancedtherapies.com for more information.

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

Save as Draft **Submit Order**

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.

×

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 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.

Active Orders					Start a New Order
Order: #98678	Quote: HB Testing Opportunity 1	Submitted by: Stephanie Kelly	Status: Submitted	Options	^
21390.4	F-PBRT Assay using AMuLV as a Positive Control (GMP)				
Sample	Lot	Advanced Therapies Sample Number	Status	Expected Report Date	
DP Lot 123	DP Lot 123		Submitted	N/A	
Order: #98677	Quote:		Status: Draft	Options	^
Order: #98676	Quote: HB Testing Opportunity 1		Status: Draft	Options	^
Order: #98675	Quote:		Status: Draft	Options	^
Order: #98674	Quote: HB Testing Opportunity 1		Status: Draft	Options	^

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

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

Order History					Start a New Order
Order: #97594	Quote: BD SandBox Quotes	Submitted by: Ajay Seelam	Status: Expired		^
Order: #97582	Quote: 37000 test for Madhavi	Submitted by: Ajay Seelam	Status: Expired		^
Order: #97579	Quote: BD SandBox Quotes	Submitted by: Ajay Seelam	Status: Expired		^
Order: #97577	Quote: BD SandBox Quotes	Submitted by: Erin Chan	Status: Expired		^
Order: #97573	Quote: BD SandBox Quotes	Submitted by: Ajay Seelam	Status: Cancelled	Folder: C00010852	^
21390.3	F-PBRT Assay using AMuLV as a Positive Control (GMP)				
Sample	Lot	Advanced Therapies Sample Number	Status	Expected Report Date	
test	1	C00010852001	Cancelled	09/28/2022	
test	2	C00010852002	Cancelled	09/28/2022	
test	3	C00010852003	Cancelled	09/28/2022	
test	4	C00010852004	Cancelled	09/28/2022	
10170.1	SDS-PAGE of Non-Reduced Proteins and Peptides, Coomassie Stain for Thallion (GLP) - Per Sample, up to 3 Samples in Duplicate				
Sample	Lot	Advanced Therapies Sample Number	Status	Expected Report Date	
		C00010852005	Received	09/21/2022	