

# Advanced Therapies

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## FAQs

### How do I get an account number?

If you are a new customer, your Account Manager will work with you to get the information needed to set up your account. If you do not know who your Account Manager is, please contact our Sales Operations department at [sales.operations@advancedtherapies.com](mailto:sales.operations@advancedtherapies.com).

Your account number will be required for sample submissions, etc. and it is helpful to include it on all your correspondence with us.

### How do I get access credentials for ATOS (Advanced Therapies Ordering System)?

To obtain ATOS access credentials, you can contact our Sales Operations department directly at [sales.operations@advancedtherapies.com](mailto:sales.operations@advancedtherapies.com). You will need to provide your account number(s) and the names and email addresses of those members of your organization who need access.

### How can I get trained on ATOS?

Please refer to the [ATOS Introductory User Guide](#) (available in the “Customer Toolbox” on our website), which provides detailed, step-by-step instructions. If you need further training assistance, contact your assigned Client Delivery Lead or if you do not have an assigned Lead, email [ATU.Client.Services@advancedtherapies.com](mailto:ATU.Client.Services@advancedtherapies.com).

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### How do I amend an order I have submitted through ATOS?

An ATOS order cannot be edited once it is submitted. If you need to make a change, contact your assigned Client Delivery Lead or if you do not have an assigned Lead, email [ATU.Client.Services@advancedtherapies.com](mailto:ATU.Client.Services@advancedtherapies.com).

*NOTE: For answers to other questions regarding the use of ATOS, refer to our comprehensive [ATOS Introductory User Guide](#) (available in the “Customer Toolbox” on our website).*

### When do I use the SSF (Sample Submission Form)?

For the majority of testing services, our previous method for customers to submit samples – the SSF – has been replaced by ATOS. The SSF is now used solely for certain specific services, such as genetic stability testing and viral clearance studies.

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### **Where can I find information on sample requirements for assays — such as volume/quantity and how to package for shipment?**

Information on sample volumes required for testing can be accessed during the submission process on ATOS. If you have additional questions regarding samples, contact your assigned Client Delivery Lead or if you do not have an assigned Lead, email [ATU.Client.Services@advancedtherapies.com](mailto:ATU.Client.Services@advancedtherapies.com) (For SSF/custom testing, sample type and volume will be stipulated as part of the project setup/implementation.)

### **Where do I ship my samples?**

Utilize the automatically generated packing list, created during the ATOS Ordering Process, to determine the appropriate shipping address for your order.

For SSF/Custom Testing, or anything not utilizing the ATOS Ordering Process, utilize the General Sample Shipment Address below.

#### **General Sample Shipment Address:**

Advanced Therapies LLC  
Attention: Central Sample Control  
400 Rouse Blvd  
Philadelphia, PA 19112

For testing to be done at other sites, we will forward sample(s) as needed.

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### What about samples coming from third parties?

If your sample will be coming from a third party (ex: CMO), advise us in advance and provide expected sample arrival date, along with the associated tracking information. Contact your assigned Client Delivery Lead or if you do not have an assigned Lead, email [ATU.Client.Services@advancedtherapies.com](mailto:ATU.Client.Services@advancedtherapies.com).

### How do I check on the status of my testing?

Once you have submitted an order through ATOS, you can access “Active Orders” to view the status. For custom/SSF orders, contact your assigned Client Delivery Lead or if you do not have an assigned Lead, email [ATU.Client.Services@advancedtherapies.com](mailto:ATU.Client.Services@advancedtherapies.com).

### If I have questions or concerns, whom should I contact?

For questions regarding your current project(s), contact your assigned Client Delivery Lead or if you do not have an assigned Lead, email [ATU.Client.Services@advancedtherapies.com](mailto:ATU.Client.Services@advancedtherapies.com). For a guide to the roles and responsibilities of additional contacts, refer to our [“Key Customer Contacts”](#) document (available in the “Customer Toolbox” on our website).

### How do I arrange for a visit to the Advanced Therapies facilities?

We welcome the opportunity for customers to visit our state-of-the-art laboratory and manufacturing spaces and see firsthand our scientific expertise, operational efficiency

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and service capabilities. Such visits must be scheduled in advance by contacting your assigned Client Delivery Lead or if you do not have an assigned Lead, email [ATU.ClientServices@advancedtherapies.com](mailto:ATU.ClientServices@advancedtherapies.com).

### **How do I arrange for a customer audit?**

We are pleased to arrange for customer audits of our state-of-the-art laboratory and manufacturing spaces, operational processes and quality systems. Such audits are scheduled based on the client's Quality Agreements and are routinely permitted every two years. Audits are typically scheduled 5-6 months in advance by e-mailing [AuditRequest@advancedtherapies.com](mailto:AuditRequest@advancedtherapies.com).