

## 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](http://wos.advancedtherapies.com). Enter your username (email) and password, and click “Sign In.”



**Registered Customers**

[Terms and Conditions](#)

Advanced Therapies Order System Access. By accessing or using Advanced Therapies's Order System (ATOS), you represent and warrant that you have your company's or institution's authority to (i) use ATOS and (ii) provide the information you enter into ATOS.

License. Advanced Therapies grants to you a limited, non-transferable, and revocable license to access and use ATOS for the purpose of initiating and managing testing service requests. Advanced Therapies 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 ATOS.

EXCEPT TO THE EXTENT PROHIBITED BY LAW, YOU ACKNOWLEDGE AND AGREE THAT (1) USE OF ATOS IS AT YOUR SOLE RISK, (2) THE SITE AND ITS USE BY YOU IS PROVIDED BY ADVANCED

Email \*

Password \*

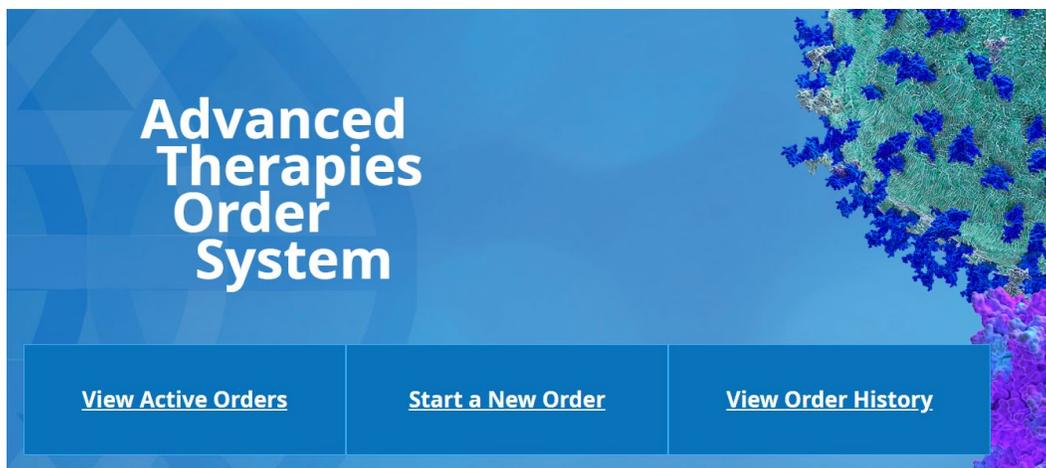
[Sign In](#) [Forgot Your Password?](#)

\* Required Fields

- On the initial screen, select “[View Active Orders](#),” “[Start a New Order](#)” or “[View Order History](#)”.

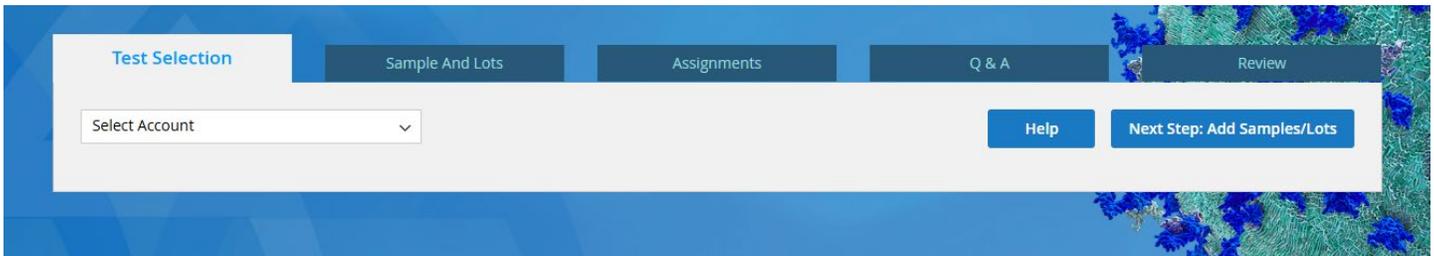


Stephanie Kelly ▾



## 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.

## 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.”

**Lot Information**  
To replicate all of the Sample Information entered above for multiple lots, click the Add Another Lot to this Sample button

Add Another Lot to this Sample

Lot Number  
Enter one lot number

Label on Vessel(s)

Add Another Sample to this Order

Next Step: Assignments

- 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.*

Test Selection Sample And Lots **Assignments** Q & A Review

Add All Tests to All Lots Reset Form Next Step: Q & A

**Tests**

Left click and hold down to drag and drop Test over to Sample Lot.

To drag all Tests, click and drag here

21420.3 Human Cell Line Identification using STR DNA Fingerprinting (GMP)

21423.4 Non-Human Cell Line Identity using Targeted Next Generation Sequencing - CHO (GMP)

**Samples**

Sample 1

Lot 1 Remove All

21420.3 Human Cell Line Identification using STR DNA Fingerprinting (GMP)

21423.4 Non-Human Cell Line Identity using Targeted Next Generation Sequencing - CHO (GMP)

Lot 2 Remove All

21420.3 Human Cell Line Identification using STR DNA Fingerprinting (GMP)

Next Step: Q & A

- 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.

Test Selection Sample And Lots Assignments Q & A Review

What's Missing? ⚠️ Reset Answers View Sample Requirements Help Next Step: Review

DP Lot 123

DP Lot 123	
21390.4 F-PBRT Assay using AMuLV as a Positive Control (GMP)	Number of aliquots sent for this test: <input type="text"/> Volume: <input type="text"/> Units: <input type="text"/>

Add Supplies

Enter any additional comments, special instructions, or sample handling instructions here

- 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.

Add/Edit Supplies

Number of Aliquots:  Volume:  Units:

Type of Supply:

Shipping Conditions:  Storage Conditions:

Biosafety Level:

Discard or Return:

Species of Origin:

Label on Vessel:

Select type  
Positive Control  
Negative Control  
Reference Standard  
Antiserum  
Media  
Media Supplement  
Flask Coating  
Formulation Buffer  
Reagent  
Other

Save and Close 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. 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](mailto:atu.client.services@advancedtherapies.com) for more information.

 Once you click on submit, you will be unable to edit your 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](mailto: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.

## 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	Exp
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