

**2026 IDEXX BioAnalytics  
Online Ordering Guide**

North America, South  
America, Asia and Oceania

+ + + + + + + +





## **A guide to ordering using our Client Portal**

Expect the highest quality support with innovative solutions for your Animal Health, Preclinical, and Biologic cell-based research.

---

- + Our submission process**
- + Creating and managing your account**
- + Placing your order**

# A guide to ordering using our Client Portal

Our team is here every step of the way to ensure your research continues to move forward.



## Overview

- Advantages to online ordering
- How to get there
- Access for more users
- Login



## Account Settings

- My Dashboard
- Cases and Search
- Reporting & Certificates
- Account Settings
- Data Access



## Animal Health Monitoring Orders

- Service category selection
- Data entry
- Service selection
- Order review
- Billing details



## Aquatics Health Monitoring Orders

- Service category selection
- Data entry
- Service selection
- Order review
- Billing details



## Biologics & Cell Health Orders

- Service category selection
- Data entry
- Service selection
- Order review
- Billing details



## Preclinical Orders

- Service category selection
- Data entry
- Service selection
- Order review
- Billing details



## Anatomic Pathology Orders

- Service category selection
- Data entry
- Service selection
- Order review
- Billing details

**This document is interactive.** Click the tiles on this page, or the header buttons on the following pages, to jump between sections.




## Log in to the Client Portal

- Navigate to the [Client Portal login page](#).
- Existing Portal users can log in with their Email or Username and Password.

IDEXX BioAnalytics

Username or Email address\*

Password\* 

[Forgot password?](#)

**Continue**

Don't have an account? [Sign up](#)



## New User Registration

- Navigate to the [Client Portal login page](#).
- Create an account if you are a new client or a current client who has not yet used the Portal.
- Logins should not be shared. Please create an account for each submitter at your institution.
- Complete all required fields with contact and billing information, request online access to other users' current or historical results, and grant other users access to your results.
- Once your account setup is complete you can immediately place your first order with us.

The screenshot shows the IDEXX BioAnalytics registration page. At the top, the IDEXX BioAnalytics logo is displayed. Below the logo, the text "Welcome" is followed by "Sign Up to IDEXX BioAnalytics to continue to Client Portal Login." The form contains three input fields: "Email address\*" (with a vertical cursor), "Username\*", and "Password\*" (with an eye icon for visibility). A blue "Continue" button is positioned below the fields. At the bottom, there is a link: "Already have an account? [Log in](#)". The background of the form area features a decorative pattern of blue dots and lines.



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

## Advantages to online ordering

- Online submissions are faster, more accurate, and increase your visibility and control.
- When you use the Online Submission tool, you can see your Order History and the status of each order such as:
  - Incomplete
  - Submitted
  - In Progress
  - Resulted
  - Voided

Robyn Myles  
IDEXX BioAnalytics [Sign out](#)

### View your order history

Conveniently view a summary of your order history, gathering valuable insights into your account activity. Need to change an order? Please submit a [Change Request](#) form.

Currently viewing order history for:

Show From:  Filter By Status:   Only Show Named Submissions [Place an Order](#)

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
<input type="text"/>	<input type="text"/>		Incomplete		04/16/2026	0	1		BioAnalytics IDEXX		Robyn Myles	04/16/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>		Incomplete		04/02/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/02/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>		Incomplete		04/02/2026	0	0		BioAnalytics IDEXX		Erin Stump	04/02/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>		Incomplete		04/01/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/01/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>		Incomplete		03/30/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/30/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>		Incomplete		03/23/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/23/2026	<input type="text"/>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">...</a>											<a href="#">Delete</a>



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

## Online order cloning advantages

- You can clone previous submissions and/or keep a case as a template.
- Cloning creates a new case with the same samples and services as the original.
- Submissions can be named by clicking on the three dots in the name column.
  - This makes finding a template quick and easy.

View your order history

Conveniently view a summary of your order history, gathering valuable insights into your account activity. Need to change an order? Please submit a [Change Request](#) form.

Currently viewing order history for: IDEXX, BioAnalytics - ALL

Show From: Last 90 Days Filter By Status: All  Only Show Named Submissions [Place an Order](#)

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		04/16/2026	0	1		BioAnalytics IDEXX		Robyn Myles	04/16/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		04/02/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		04/02/2026	0	0		BioAnalytics IDEXX		Erin Stump	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		04/01/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/01/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		03/30/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/30/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>	<a href="#">⋮</a>	Incomplete		03/23/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/23/2026	<a href="#">Delete</a>





Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

## Managing your account

- Navigate to Account Settings from the left-hand menu to edit your:
  - Contact information
  - Reporting preferences
  - Billing information
  - Data access

IDEXX BioAnalytics IDEXX BioAnalytics Sign out  
IDEXX BioAnalytics

IDEXX BioAnalytics Client Portal

My Dashboard  
Place an Order  
Order History  
Cases and Search  
Reports & Certificates  
Client Support Center  
**Account Settings**  
Resources and Support  
Logout

USERID:  
IBAMARKETING

### Manage your account profile, reporting, and billing settings

These fields are provided for editing purposes only (e.g. spelling errors, address changes). This account cannot be changed to a new individual or company.

**My profile** Reporting Billing Data Access

<b>First name</b> <input type="text" value="IDEXX"/>	<b>Last name</b> <input type="text" value="BioAnalytics"/>
<b>Email address</b> <input type="text" value="ibaproductmarketingandcom"/>	<b>Phone number</b> <input type="text" value="+18006690825"/>
<b>Phone number 2</b> <input type="text"/>	<b>Fax number</b> <input type="text"/>
<b>Institution name</b> <input type="text" value="IDEXX BioAnalytics"/>	<b>Titles/Degrees</b> <input type="text"/>
<b>Address line #1</b> <input type="text" value="4011 Discovery Drive"/>	<b>Address line #2</b> <input type="text"/>
<b>City</b> <input type="text" value="Columbia"/>	<b>State/Province</b> <input type="text" value="MO"/>
<b>Postal code</b> <input type="text" value="65201"/>	<b>Country</b> <input type="text" value="United States"/>

[Save Changes](#)

Contact Us | Terms of Use | Privacy Policy ©2025 IDEXX Laboratories, Inc. All rights reserved



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

## Data Access

- Navigate to Account Settings from the left-hand menu to edit your data access:
  - Add recipients to receive results
  - Request access to another user's results
  - Give another user access to your results

The screenshot shows the IDEXX BioAnalytics Client Portal interface. At the top, there is a blue header with the IDEXX BioAnalytics logo and a 'Sign out' link. Below the header is a grey bar with the text 'IDEXX BioAnalytics Client Portal'. On the left side, there is a navigation menu with the following items: My Dashboard, Place an Order, Order History, Cases and Search, Reports & Certificates, Client Support Center, Account Settings (highlighted in blue), Resources and Support, and Logout. Below the menu, the user's ID is displayed as 'USERID: IBAMARKETING'. The main content area is titled 'Manage your account profile, reporting, and billing settings'. Below the title, there is a warning: 'These fields are provided for editing purposes only (e.g. spelling errors, address changes). This account cannot be changed to a new individual or company.' There are four tabs: 'My profile', 'Reporting', 'Billing', and 'Data Access' (which is selected and underlined). Below the tabs, there is a message: 'Your data integrity is our highest priority. Once the below request is submitted, our team will review and work to provide the necessary access to users.' There are three checkboxes with corresponding text: 'I would like to add additional email recipients to receive results', 'I need access to another user's current or historical results via the Client Portal', and 'I need to give another user access to my results via the Client Portal'. At the bottom right of the form area, there is a blue 'Save Changes' button. The footer contains links for 'Contact Us', 'Terms of Use', and 'Privacy Policy', along with the copyright notice '©2025 IDEXX Laboratories, Inc. All rights reserved'.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

1

## Place an order

- Select Place an Order on your dashboard or from the navigation bar to start a new case submission.

1



Place an Order

The screenshot shows the IDEXX BioAnalytics dashboard for user Robyn Myles. The dashboard features a welcome message: "Welcome Robyn to your IDEXX BioAnalytics Dashboard". Below the welcome message, there is a brief description of the portal's capabilities: "Submit test requests, track the status of your submissions, receive electronic reports, and access a comprehensive view of your order history in a few easy steps on our secure portal." A link to the "Online Ordering Guide" is provided. A blue button labeled "Place an Order" is highlighted with a red box and a red circle containing the number 1. To the right of the text, there is a collage of four images: a blue and green virus-like structure, a scientist in a lab coat and safety glasses, a microscope, and red blood cells. A red circle containing the number 4 is overlaid on the top-left image of the collage. In the top right corner of the dashboard, the user's name "Robyn Myles" and "IDEXX BioAnalytics" are displayed, along with a "Sign out" link.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

2

## Service type selection

Select a submission type to begin:

- **Health Monitoring**
  - Animal surveillance for pathogens and microbial screening services
  - Advantage profiles, 3R FELASA, Serology, Real-time PCR, Opti-XXpress/EDx profiles, Diagnostic Pathology, Microbiology, Microbiome

1

Robyn Myles Sign out  
IDEXX BioAnalytics

### Let's start your order

Please select the testing option that meets your research needs.  
Your order is being placed with this account: Myles, Robyn

#### Health Monitoring

Environmental and sentinel pathogen surveillance for routine monitoring, disease detection and quarantine.  
[Get started >](#)

#### Biologics and Cell Health

Authentication, characterization, and contamination detection for cell lines, xenograft tumors, and pluripotent stem cells.  
[Get started >](#)

#### Preclinical Research

In vivo preclinical study support: clinical pathology, anatomic pathology, bioanalysis.  
[Get started >](#)

#### Aquatics Diagnostics

Aquatic-specific diagnostics for routine health monitoring and quarantine testing.  
[Get started >](#)



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

3

## Tool palette

- + Add a single row
- ++ Add multiple rows
- 🗑️ Trash can / delete
- 🔄 Duplicate a row
- 📄 Fill down a column
- 📄 Sequential number fill
- ↶ Undo
- 📖 Dictionary
- 🖥️ Full page view

The [i](#) link in the column headers provides additional glossary information.

Click the “New to online ordering?” link for helpful resources to support your submission process.

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click "Add Services" to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Import Spreadsheet Add Services

	Client Sample ID*	Specimen	Add'l ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services	
1																		

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

4

## Option 1: Copy and paste or manually type data

- Enter each animal as one line regardless of number of sample types/tissues per animal. Add any other sample information you need to identify your samples.
- Columns marked with an asterisk are required. Other columns are optional.
- The most used demographic columns are:
  - Client Sample ID\*
  - Species\*
  - Investigator
  - Building
  - Room
  - Rack
  - Strain

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

	Client Sample ID*	Species*	Addl ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services
1																	

Save for later Cancel and exit Continue



5

## Option 2: Import spreadsheet data

- A blank spreadsheet template is available in the pop-out window once you click Import Spreadsheet.
- Customize Other column headers.
- Upload data for a quick and easy submission.

The screenshot shows the 'Import Spreadsheet' pop-up window in the IDEXX BioAnalytics interface. The window has a blue header with the title 'Import Spreadsheet' and a close button. Below the header, there is a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 1000 rows.' A 'Download Spreadsheet Template' link is visible. Below this, there is a 'Choose File' button with the text 'No file chosen' next to it. Further down, there are four input fields for customizing column headers: 'Other Column 1', 'Other Column 2', 'Other Column 3', and 'Other Column 4'. At the bottom of the pop-up are 'Import' and 'Cancel' buttons. In the background, the main interface shows a table with columns for 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. An 'Import Spreadsheet' button is highlighted in the background interface. Numbered callouts (1, 2, 3) point to the 'Import Spreadsheet' button in the background, the 'Choose File' button in the pop-up, and the 'Other Column 1' field in the pop-up, respectively.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

6

## Error checking and Dictionary

- As you enter sample information, you might notice our embedded error checking.
- This feature prompts you with dropdown options and highlights new entries not found in the Dictionary.
- To remove the highlights and add a new entry to the Dictionary, select the cell(s) or column(s) and click the Dictionary icon. Confirm by clicking Add to Dictionary.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Cells highlighted in yellow mean that you chose an option not currently in your user dictionary. Please select those cells and click the "Add to User Dictionary" button (the icon) or change your selected values. Tip: You can add multiple items at once to your dictionary by selecting multiple cells or even entire columns.

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

	<input type="checkbox"/>	Client Sample ID*	Species*	Add ID	Investigator	Building	Area	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services
1	<input type="checkbox"/>	1234	mouse										
2	<input type="checkbox"/>	2345	mouse										
3	<input type="checkbox"/>	3456	mouse						ABC				

Confirm

You are about to add the following values to your dictionary. If you see a value you don't wish to add, please close this confirmation and make the necessary changes.

Other 1: ABC

Add to Dictionary

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

7a

## Add services

- Select samples to which services will be added. To select all, click in the checkbox at the top of the column.
- Check the box next to a sample to select it and click Add Services.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

	<input type="checkbox"/>	Client Sample ID*	Species*	Add ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services	
1	<input type="checkbox"/>	234	mouse		3									ABC					
2	<input type="checkbox"/>	245	mouse																
3	<input type="checkbox"/>	256	mouse																

Import Spreadsheet **Add Services**

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders

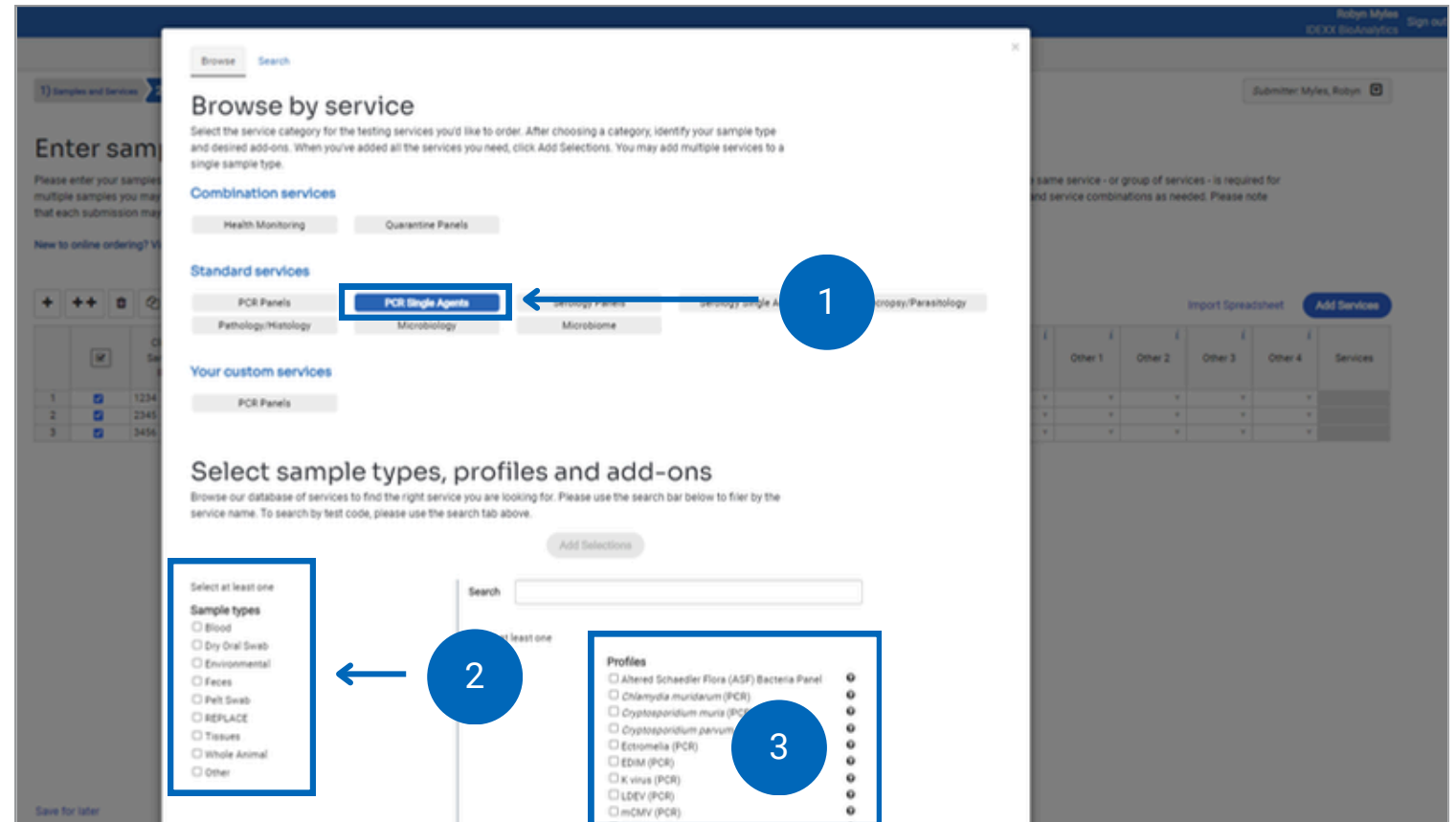


Anatomic Pathology Orders

7b

## Select services

- Browse through our offering and choose a Service tile.
- To add a service:
  - Select the sample type
  - Select your Profile(s) or Service
  - Select your Add-on(s)
  - Click Add Selection
- You can continue to add services or close the window to return to the sample grid and select new samples/move on.





Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

7c

## Service selection

- Click on the button beside a service to learn more including accepted sample type and the tests or assays included.
- This will show you sample type information and services included.

The screenshot displays the IDEXX BioAnalytics service selection interface. A modal window titled "Altered Schaedler Flora (ASF) Bacteria Panel" is open, showing "Accepted Sample Types" and "Test Included" sections. A blue circle with the number "2" is overlaid on the modal. In the background, a "Profiles" list is visible, with a blue circle and the number "1" pointing to the "Altered Schaedler Flora (ASF) Bacteria Panel" profile. The main interface shows "Browse by service" and "Select sample types, profiles and add-ons" sections.

Accepted Sample Types	Test Included
Dry Oral Swab	Accepted
Environmental	Accepted
Feces	Accepted
Pelt Swab	Accepted
REPLACE	Accepted
Tissues	Accepted
Whole Animal	Accepted
Other	Accepted

Select at least one

Sample types

- Blood
- Dry Oral Swab
- Environmental
- Feces
- Pet Swab
- REPLACE
- Tissues
- Whole Animal
- Other

Select at least one

Profiles

- Altered Schaedler Flora (ASF) Bacteria Panel
- Chlamydia muridarum (PCR)
- Cyptosporidium muris (PCR)
- Cyptosporidium parvum/tyzzeri (PCR)
- Ectromelia (PCR)
- EDIM (PCR)
- K virus (PCR)
- LDEV (PCR)
- mCMV (PCR)



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7d

## Review services

- You can review and edit your services from the sample grid.
- Click on the service category name in the right-hand column for more detailed information.
- Click the badge above the sample grid next to Added Services (View/Edit/Delete) to see all of the services for that category and remove it from all the samples the service is assigned to.
- Once all your samples are added and assigned the services needed, continue to Order/Billing Details.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

Added Services (View/Edit/Delete) **PCR Single Agents**

Client Sample ID*	Species*	Add ID	Import	Other 3	Other 4	Services
1	1234	mouse				PCR Single Agents
2	2345	mouse				PCR Single Agents
3	3456	mouse				PCR Single Agents

Import Spreadsheet Add Services

Save for later Cancel and exit Continue

**PCR Single Agents Profiles for Submission**

Profile	Sample Type	Affected Specimen Count
Altered Schaedler Flora (ASF) Bacteria Panel	Dry Oral Swab	3

Delete



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

8

## Add Order/Billing Details

- Please fill all required fields marked with an asterisk.
- Please ensure your Bill-to address is included and is correct.
- Enter submission details including study ID, purchase order numbers (POs), special instructions, quote number, etc.
- Continue by clicking the Continue button.

The screenshot shows the 'Order and billing details' page in the IDEXX BioAnalytics system. The page is part of a multi-step process, with '2) Order/Billing Details' being the current step. The user is identified as Robyn Myles. The form includes sections for 'Order details', 'Shipping Information', and 'Case Information'. The 'Order details' section has fields for 'Payment type' (a dropdown menu), 'Quote number', and 'Send Invoice/Charges To' (a text area with a link to edit billing info). The 'Shipping Information' section has fields for 'Ship date', 'Ship to lab', and 'Carrier type'. The 'Case Information' section has a field for 'Study ID'. At the bottom, there are buttons for 'Save for later', 'Cancel and exit', 'Previous', and 'Continue'.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Order and billing details

Please provide all required billing, shipping, and case information for your order. Having complete details will help our team process your request accurately and efficiently.

Questions about order and billing details? Visit our billing and order detail FAQ's.

#### Order details

\* Payment type

Quote number

Send Invoice/Charges To <sup>i</sup>  
IDEXX BioAnalytics  
Accounts Payable  
4011 Discovery Dr  
Columbia, MO 65201  
US  
+1 (573) 239-9271  
[Edit Billing Info](#)

#### Shipping Information

\* Ship date <sup>i</sup>

\* Ship to lab <sup>i</sup>

Carrier type <sup>i</sup>

#### Case Information

Study ID <sup>i</sup>

[Save for later](#) [Cancel and exit](#) [Previous](#) [Continue](#)



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

9

## Submission review

- This screen provides a final overview of your submission.
- If everything is correct, click Submit to complete your order.
- If anything needs to be adjusted, you can edit by clicking Previous.
- If you want to continue later, click Save for later.
  - You can resume this case from the Order History menu.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Review your order

Please review the following information before confirming your order. If anything is incorrect, please go back to the previous step and fix before submitting.

#### IDEXX BioAnalytics

#### IDEXX

### Case Submission Packing Slip

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
<b>Shipping Date:</b> 04/17/2026 <b>Ship to Lab:</b> Columbia, Missouri <b>Species:</b> mouse <b>Facility:</b> ALL <b>Services Requested:</b> Altered Schaedler Flora (ASF) Bacteria Panel <b>Comments:</b> <b>Special Test Instructions:</b>	<b>Purchase Order:</b> 12345 <b>Quote Number:</b> <b>Total # of Samples:</b> 3 <b>Separate Cases:</b> No <b>Infectious Agent / Health Hazards:</b> <b>Additional Sample Information:</b>

Save for later Cancel and exit Previous **Submit**

1



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

10

## Order Confirmation

- Once you click Submit you will receive an Order Confirmation Number.
- Please view and print your case submission packing slip. Include a copy of the packing slip inside the box with your samples.
- For any changes after you have received an order confirmation, please complete our [Submission Change Request Form](#) modify your submission.

Click the “Questions regarding sample collection and shipping?” link for helpful resources for preparing and shipping your samples.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### You have successfully completed your order!

Order Confirmation Number: 260417-1014-G

Your order has been submitted! Please download and print your packing slip, and included it with your shipment. This packing slip has also been emailed to you.

Questions regarding sample collection and shipping? Please view our Client Support Resources. ← 1

View & Download

**IDEXX BioAnalytics** IDEXX

#### Case Submission Packing Slip

Order Confirmation Number: 260417-1014-G

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
---	--

<b>Shipping Date:</b> 04/17/2026	<b>Purchase Order:</b> 12345
<b>Ship to Lab:</b> Columbia, Missouri	<b>Quote Number:</b>
<b>Species:</b> mouse	<b>Total # of Samples:</b> 3
<b>Facility:</b> ALL	<b>Separate Cases:</b> No



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

11

## Using templates and clones

- Click Order History in the navigation bar.
- Determine which submission template you want to clone.
- Click Clone button to create a new submission with pre-populated sample and service data from the original template.

*Hint: Templates can be created to provide a simple 3-Click method to set up submissions that occur repeatedly, whether weekly, monthly, quarterly, etc. Templates can be named based on user's preference.*

View your order history

Conveniently view a summary of your order history, gathering valuable insights into your account activity. Need to change an order? Please submit a [Change Request](#) form.

Currently viewing order history for: IDEXX, BioAnalytics - ALL

Show From: Last 90 Days Filter By Status: All  Only Show Named Submissions Place an Order

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
<a href="#">Continue</a>	<a href="#">Clone</a>				04/16/2026	0	1		BioAnalytics IDEXX		Robyn Myles	04/16/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/02/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/02/2026	0	0		BioAnalytics IDEXX		Erin Stump	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/01/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/01/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/30/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/30/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/23/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/23/2026	<a href="#">Delete</a>



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

1

## Place an order

- Select Place an Order on your dashboard or from the navigation bar to start a new case submission.

1

The screenshot shows the IDEXX BioAnalytics dashboard for user Robyn Myles. The dashboard features a welcome message: "Welcome Robyn to your IDEXX BioAnalytics Dashboard". Below this, there is a brief description of the platform's capabilities: "Submit test requests, track the status of your submissions, receive electronic reports, and access a comprehensive view of your order history in a few easy steps on our secure portal." A link to the "Online Ordering Guide" is provided. A blue button labeled "Place an Order" is highlighted with a red box and a red circle containing the number 1, with an arrow pointing to it from the left. The dashboard also includes a navigation bar at the top with icons for Overview, Account Settings, Animal Health Monitoring Orders, Aquatics Health Monitoring Orders, Biologics & Cell Health Orders, Preclinical Orders, and Anatomic Pathology Orders. The background of the dashboard features a collage of scientific images, including a microscope, a scientist in a lab coat, and various biological structures.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

2

## Service type selection

Select a submission type to begin:

- **Aquatic Diagnostics**
  - Diagnostics and screening services
  - Zebrafish, Axolotl, Xenopus, and other aquatic species testing

Robyn Myles Sign out  
IDEXX BioAnalytics

### Let's start your order

Please select the testing option that meets your research needs.  
Your order is being placed with this account: Myles, Robyn

#### Health Monitoring

Environmental and sentinel pathogen surveillance for routine monitoring, disease detection and quarantine.  
[Get started >](#)

#### Biologics and Cell Health

Authentication, characterization, and contamination detection for cell lines, xenograft tumors, and pluripotent stem cells.  
[Get started >](#)

#### Preclinical Research

In vivo preclinical study support: clinical pathology, anatomic pathology, bioanalysis.  
[Get started >](#)

#### Aquatics Diagnostics

Aquatic-specific diagnostics for routine health monitoring and quarantine testing.  
[Get started >](#)

1

## 3

### Tool palette

- + Add a single row
- ++ Add multiple rows
- 🗑️ Trash can / delete
- 📄 Duplicate a row
- 📄 Fill down a column
- 📄 Sequential number fill
- ↶ Undo
- 📖 Dictionary
- 🖥️ Full page view

The [i](#) link in the column headers provides additional glossary information.

Click the “New to online ordering?” link for helpful resources to support your submission process.

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click "Add Services" to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Import Spreadsheet Add Services

	Client Sample ID*	Species	Add'l ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services	
1																		

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

4

## Option 1: Copy and paste or manually type data

- Enter each animal as one line regardless of number of sample types/tissues per animal. Add any other sample information you need to identify your samples.
- Columns marked with an asterisk are required. Other columns are optional.
- The most used demographic columns are:
  - Client Sample ID\*
  - Species\*
  - Investigator
  - Building
  - Room
  - Rack

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click "Add Services" to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

	Client Sample ID*	Species*	Addl ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services
1																	

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

5

## Option 2: Import spreadsheet data

- A blank spreadsheet template is available in the pop-out window once you click Import Spreadsheet.
- Customize Other column headers.
- Upload data for a quick and easy submission.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details

### Import Spreadsheet

Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 1000 samples.

Download Spreadsheet Template

Choose File No file chosen

In the fields below you may tell us what you would like the custom column headers on your report to be called.

Other Column 1 Other Column 2

Other Column 3 Other Column 4

Other 1 Other 2 Other 3 Other 4

Import Cancel

Submitter: Myles, Robyn

Import Spreadsheet Add Services

Date	Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

6

## Error checking and Dictionary

- As you enter sample information, you might notice our embedded error checking.
- This feature prompts you with dropdown options and highlights new entries not found in the Dictionary.
- To remove the highlights and add a new entry to the Dictionary, select the cell(s) or column(s) and click the Dictionary icon. Confirm by clicking Add to Dictionary.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Cells highlighted in yellow mean that you chose an option not currently in your user dictionary. Please select those cells and click the "Add to User Dictionary" button (the icon) or change your selected values. Tip: You can add multiple items at once to your dictionary by selecting multiple cells or even entire columns.

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

	Client Sample ID*	Species*	Add ID	Investigator	Building	Area	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services
1	1234	mouse						ABC				
2	2345	mouse										
3	3456	mouse										

Import Spreadsheet Add Services

Confirm

You are about to add the following values to your dictionary. If you see a value you don't wish to add, please close this confirmation and make the necessary changes.

Other 1: ABC

Add to Dictionary

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

7a

## Add services

- Select samples to which services will be added. To select all, click in the checkbox at the top of the column.
- Check the box next to a sample to select it and click Add Services.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

	<input type="checkbox"/>	Client Sample ID*	Species*	Add ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services	
1	<input type="checkbox"/>	234	mouse											ABC					
2	<input type="checkbox"/>	245	mouse																
3	<input type="checkbox"/>	256	mouse																

Import Spreadsheet **Add Services**

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders

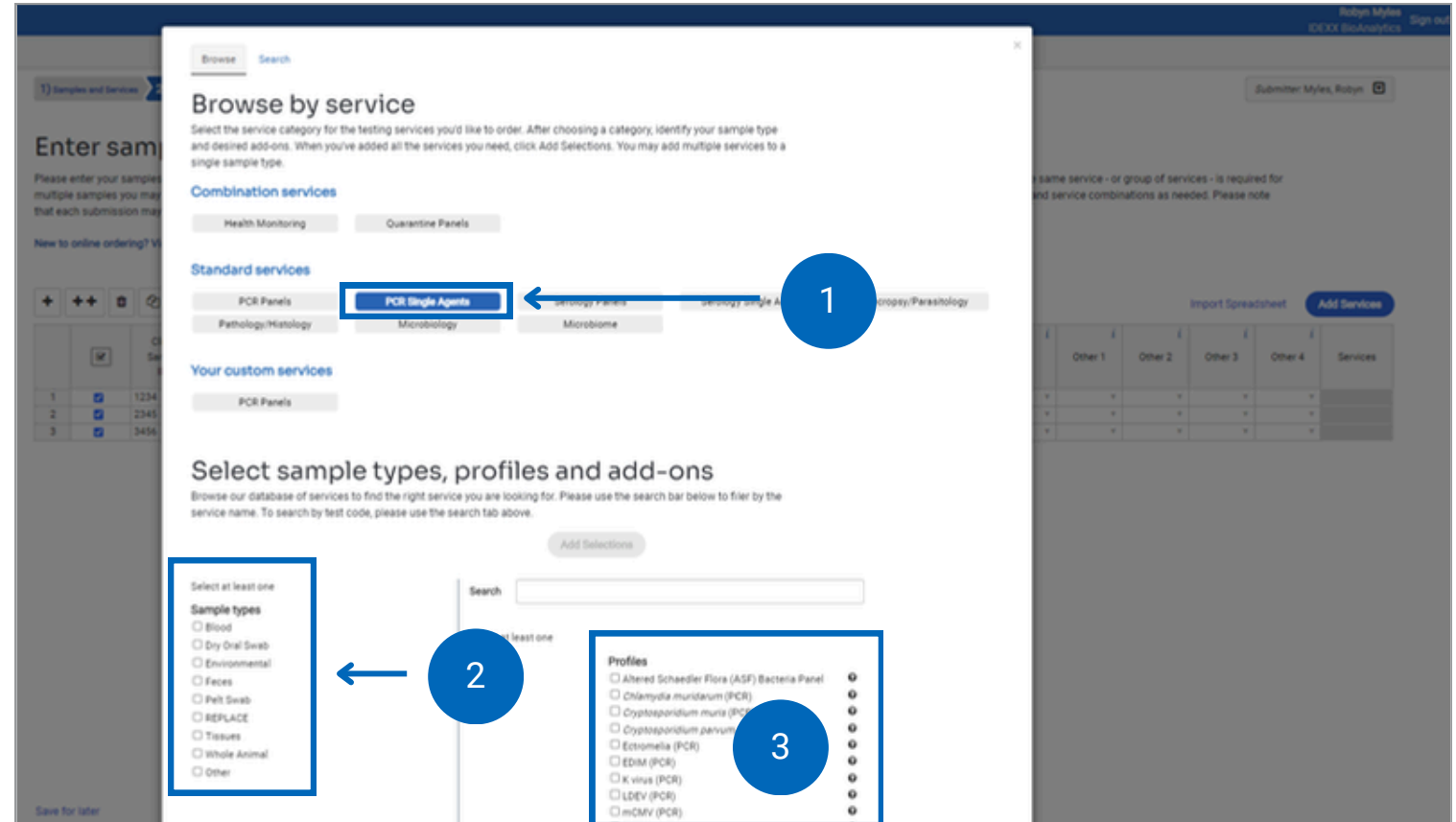


Anatomic Pathology Orders

7b

## Select services

- You can search by service code or browse through our offering.
- To add a service:
  - Select your Profile(s) or Service and Add-Ons
  - Select the sample type
  - Click Add Selection
- You can continue to add services or close the window to return to the sample grid and select new samples/move on.





Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7c

## Service selection

- Click on the button beside a service to learn more including accepted sample type and the tests or assays included.
- This will show you sample type information and services included.

The screenshot displays the IDEXX BioAnalytics service selection interface. A modal window titled "Altered Schaedler Flora (ASF) Bacteria Panel" is open, showing "Accepted Sample Types" and "Test Included" tabs. The "Accepted Sample Types" tab is active, displaying a list of sample types: Dry Oral Swab, Environmental, Feces, Pelt Swab, REPLACE, Tissues, Whole Animal, and Other, all marked as "Accepted". A blue circle with the number "2" is overlaid on the modal. In the background, the main service selection page is visible, showing a list of services under "Your custom services" and a "Profiles" section. A blue circle with the number "1" is overlaid on the "Profiles" section, with an arrow pointing to the "Altered Schaedler Flora (ASF) Bacteria Panel" profile.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

7d

## Review services

- You can review and edit your services from the sample grid.
- Click on the service category name in the right-hand column for more detailed information.
- Click the badge above the sample grid next to Added Services (View/Edit/Delete) to see all of the services for that category and remove it from all the samples the service is assigned to.
- Once all your samples are added and assigned the services needed, continue to Order/Billing Details.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

Added Services (View/Edit/Delete) **PCR Single Agents**

Profile	Sample Type	Affected Specimen Count	Delete
Altered Schaedler Flora (ASF) Bacteria Panel	Dry Oral Swab	3	Delete

Import Spreadsheet Add Services

Client Sample ID*	Species*	Add ID	Immun	Other 3	Other 4	Services
1	1234	mouse				PCR Single Agents
2	2345	mouse				PCR Single Agents
3	3456	mouse				PCR Single Agents

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

8

## Add Order/Billing Details

- Please fill all required fields marked with an asterisk.
- Please ensure your Bill-to address is included and is correct.
- Enter submission details including study ID, purchase order numbers (POs), special instructions, quote number, etc.
- Continue by clicking the Continue button.

The screenshot shows the 'Order and billing details' page in the IDEXX BioAnalytics system. The page is part of a multi-step process: 1) Samples and Services, 2) Order/Billing Details (current step), 3) Submission Review, and 4) Order Complete. The user is identified as Robyn Myles, and the submitter is Myles, Robyn. The form contains several sections:

- Order details:** Includes a required field for 'Payment type' (dropdown menu), a 'Quote number' field, and a 'Send Invoice/Charges To' section with the address: IDEXX BioAnalytics, Accounts Payable, 4011 Discovery Dr, Columbia, MO 65201, US, +1 (573) 239-9271, and an 'Edit Billing Info' link.
- Shipping Information:** Includes a required field for 'Ship date' (17-Apr-26), a required field for 'Ship to lab' (Columbia, Missouri), and a 'Carrier type' dropdown menu.
- Case Information:** Includes a required field for 'Study ID'.

At the bottom of the form, there are four buttons: 'Save for later', 'Cancel and exit', 'Previous', and 'Continue'.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

9

## Submission review

- This screen provides a final overview of your submission.
- If everything is correct, click Submit to complete your order.
- If anything needs to be adjusted, you can edit by clicking Previous.
- If you want to continue later, click Save for later.
  - You can resume this case from the Order History menu.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Review your order

Please review the following information before confirming your order. If anything is incorrect, please go back to the previous step and fix before submitting.

#### IDEXX BioAnalytics

#### IDEXX

### Case Submission Packing Slip

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
<b>Shipping Date:</b> 04/17/2026 <b>Ship to Lab:</b> Columbia, Missouri <b>Species:</b> mouse <b>Facility:</b> ALL <b>Services Requested:</b> Altered Schaedler Flora (ASF) Bacteria Panel <b>Comments:</b> <b>Special Test Instructions:</b>	<b>Purchase Order:</b> 12345 <b>Quote Number:</b> <b>Total # of Samples:</b> 3 <b>Separate Cases:</b> No <b>Infectious Agent / Health Hazards:</b> <b>Additional Sample Information:</b>

Save for later Cancel and exit Previous **Submit**

1



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

10

## Order Confirmation

- Once you click Submit you will receive an Order Confirmation Number.
- Please view and print your case submission packing slip. Include a copy of the packing slip inside the box with your samples.
- For any changes after you have received an order confirmation, please contact us at [idxxbioanalytics-europe@idexx.com](mailto:idxxbioanalytics-europe@idexx.com) to modify your submission.

Click the “Questions regarding sample collection and shipping?” link for helpful resources for preparing and shipping your samples.

Robyn Myles IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### You have successfully completed your order!

Order Confirmation Number: 260417-1014-G

Your order has been submitted! Please download and print your packing slip, and included it with your shipment. This packing slip has also been emailed to you.

Questions regarding sample collection and shipping? Please view our Client Support Resources. ← 1

View & Download

**IDEXX BioAnalytics** **IDEXX**

#### Case Submission Packing Slip

Order Confirmation Number: 260417-1014-G

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
---	--

<b>Shipping Date:</b> 04/17/2026 <b>Ship to Lab:</b> Columbia, Missouri <b>Species:</b> mouse <b>Facility:</b> ALL	<b>Purchase Order:</b> 12345 <b>Quote Number:</b> <b>Total # of Samples:</b> 3 <b>Separate Cases:</b> No
---	---



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

11

## Using templates and clones

- Click Order History in the navigation bar.
- Determine which submission template you want to clone.
- Click Clone button to create a new submission with pre-populated sample and service data from the original template.

*Hint: Templates can be created to provide a simple 3-Click method to set up submissions that occur repeatedly, whether weekly, monthly, quarterly, etc. Templates can be named based on user's preference.*

View your order history

Conveniently view a summary of your order history, gathering valuable insights into your account activity. Need to change an order? Please submit a [Change Request](#) form.

Currently viewing order history for: IDEXX, BioAnalytics - ALL

Show From: Last 90 Days Filter By Status: All  Only Show Named Submissions [Place an Order](#)

Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date
<a href="#">Continue</a> <a href="#">Clone</a>	Complete		04/16/2026	0	1		BioAnalytics IDEXX		Robyn Myles	04/16/2026
<a href="#">Continue</a> <a href="#">Clone</a>	Incomplete		04/02/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/02/2026
<a href="#">Continue</a> <a href="#">Clone</a>	Incomplete		04/02/2026	0	0		BioAnalytics IDEXX		Erin Stump	04/02/2026
<a href="#">Continue</a> <a href="#">Clone</a>	Incomplete		04/01/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/01/2026
<a href="#">Continue</a> <a href="#">Clone</a>	Incomplete		03/30/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/30/2026
<a href="#">Continue</a> <a href="#">Clone</a>	Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026
<a href="#">Continue</a> <a href="#">Clone</a>	Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026
<a href="#">Continue</a> <a href="#">Clone</a>	Incomplete		03/23/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/23/2026



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

1

## Place an order

- Select Place an Order on your dashboard or from the navigation bar to start a new case submission.

1



The screenshot shows the IDEXX BioAnalytics dashboard for user Robyn Myles. The dashboard features a welcome message: "Welcome Robyn to your IDEXX BioAnalytics Dashboard". Below this, there is a brief description of the platform's capabilities: "Submit test requests, track the status of your submissions, receive electronic reports, and access a comprehensive view of your order history in a few easy steps on our secure portal." A link to the "Online Ordering Guide" is provided. A blue button labeled "Place an Order" is highlighted with a red box and a red circle containing the number 1, with an arrow pointing to it from the left. To the right of the text, there are four images: a grid of colorful virus-like particles (top left, with a red circle containing the number 4), a scientist in a lab coat and safety glasses (top right), a microscope (bottom left), and a cluster of red blood cells (bottom right). The top right corner of the dashboard shows the user's name "Robyn Myles" and a "Sign out" link.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

2

## Service type selection

Select a submission type to begin:

- **Biologics and Cell Health**
  - Cell line authentication and pathogen screening
  - IMPACT, h-IMPACT, Sterility testing, CellCheck, ConfirmPDX, Endotoxin testing, iCS-digital™ PSC testing

Robyn Myles Sign out  
IDEXX BioAnalytics

### Let's start your order

Please select the testing option that meets your research needs.  
Your order is being placed with this account: Myles, Robyn

#### Health Monitoring

Environmental and sentinel pathogen surveillance for routine monitoring, disease detection and quarantine.  
[Get started >](#)

#### Biologics and Cell Health

Authentication, characterization, and contamination detection for cell lines, xenograft tumors, and pluripotent stem cells.  
[Get started >](#)

#### Preclinical Research

In vivo preclinical study support: clinical pathology, anatomic pathology, and bioanalysis.  
[Get started >](#)

#### Aquatics Diagnostics

Aquatic-specific diagnostics for routine health monitoring and quarantine testing.  
[Get started >](#)



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

3

## Tool palette

- + Add a single row
- ++ Add multiple rows
- 🗑️ Trash can / delete
- 📄 Duplicate a row
- 📄 Fill down a column
- 📄 Sequential number fill
- ↶ Undo
- 📖 Dictionary
- 🖥️ Full page view

The [i](#) link in the column headers provides additional glossary information.

Click the “New to online ordering?” link for helpful resources to support your submission process.

Robyn Myles Sign out  
IDEXX BioAnalytics

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that a single order may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Import Spreadsheet Add Services

	Client Sample ID*	Species	Add ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx. Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Cell Line	ATCC #	Other 1	Other 2	Other 3	Other 4	Services	
1																				

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

4

## Option 1: Copy and paste or manually type data

- Enter each sample as one line. Add any other sample information you need to identify your samples.
- Columns marked with an asterisk are required. Other columns are optional.
- The most used demographic columns are:
  - Client Sample ID\*
  - Species
  - Investigator
  - Cell Line
  - ATCC #

Robyn Myles Sign out  
IDEXX BioAnalytics

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

Import Spreadsheet Add Services

	Client Sample ID*	Species	Add ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx. Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Cell Line	ATCC #	Other 1	Other 2	Other 3	Other 4	Services	
1																				

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

5

## Option 2: Import spreadsheet data

- A blank spreadsheet template is available in the pop-out window once you click Import Spreadsheet.
- Customize Other column headers.
- Upload data for a quick and easy submission.

The screenshot shows the 'Import Spreadsheet' pop-up window in the IDEXX BioAnalytics interface. The window has a blue header with the title 'Import Spreadsheet' and a close button. Below the header, there is a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 1000 rows.' A 'Download Spreadsheet Template' link is visible. A 'Choose File' button is highlighted with a blue box and a blue circle labeled '3'. Below this, there are four input fields for customizing column headers: 'Other Column 1', 'Other Column 2', 'Other Column 3', and 'Other Column 4'. The 'Other Column 2' field is highlighted with a blue box and a blue circle labeled '2'. At the bottom of the pop-up, there are 'Import' and 'Cancel' buttons. In the background, the main interface shows a table with columns for 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. The 'Import Spreadsheet' button in the background is highlighted with a blue box and a blue circle labeled '1'. At the bottom of the main interface, there are 'Save for later', 'Cancel and exit', and 'Continue' buttons.



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

6

## Error checking and Dictionary

- As you enter sample information, you might notice our embedded error checking.
- This feature prompts you with dropdown options and highlights new entries not found in the Dictionary.
- To remove the highlights and add a new entry to the Dictionary, select the cell(s) or column(s) and click the Dictionary icon. Confirm by clicking Add to Dictionary.

Robbyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Cells highlighted in yellow mean that you chose an option not currently in your user dictionary. Please select those cells and click the "Add to User Dictionary" button (the icon) or change your selected values. Tip: You can add multiple items at once to your dictionary by selecting multiple cells or even entire columns.

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

	Client Sample ID*	Species	Add ID	Investigator	Building	Area	Room	ATCC #	Other 1	Other 2	Other 3	Other 4	Services
1	1234	hamster											
2	2345	hamster						ABC					
3	3456	rat											

Confirm

You are about to add the following values to your dictionary. If you see a value you don't wish to add, please close this confirmation and make the necessary changes.

ATCC #: ABC

Add to Dictionary

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

7a

## Add services

- Select samples to which services will be added. To select all, click in the checkbox at the top of the column.
- Check the box next to a sample to select it and click Add Services.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Import Spreadsheet **Add Services**

	Client	Sample ID*	Species	Add ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Cell Line	ATCC #	Other 1	Other 2	Other 3	Other 4	Services		
1		134	hamster											PDX_45								
2		245	hamster											CHO								
3		356	hamster											MKN1								

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7b

## Select services

- Browse through our offering and choose a Service tile.
- To add a service:
  - Select the sample type
  - Select your Profile(s) or Service
  - Select your Add-on(s)
  - Click Add Selection
- You can continue to add services or close the window to return to the sample grid and select new samples/move on.

The screenshot shows the 'Browse by service' window in the IDEXX BioAnalytics system. It is divided into two main sections: 'Standard services' and 'Your custom services'. The 'Standard services' section includes categories like Microbiology, IMPACT/h-IMPACT, Mycoplasma/Other PCR, Endotoxin, ICS-digital PSC, and Microphysiological System Characterization. A blue box highlights the 'CellCheck (Cell Line Authentication)' service tile, with a blue circle containing the number '1' and an arrow pointing to it. Below this, the 'Select sample types, profiles and add-ons' section is visible. A blue box highlights the 'Sample types' section, which includes options for Cells, Tumors, and Other, with a blue circle containing the number '2' and an arrow pointing to it. Another blue box highlights the 'Add-Ons' section, which lists various profiles and add-ons, with a blue circle containing the number '3' and an arrow pointing to it. The background shows a sample grid with columns for ATCC #, Other 1, Other 2, Other 3, Other 4, and Services.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

7c

## Service selection

- Click on the button beside a service to learn more including accepted sample type and the tests or assays included.
- This will show you sample type information and services included.

The screenshot displays the IDEXX BioAnalytics service selection interface. A modal window titled "ConfirmPDX" is open, showing a table of "Accepted Sample Types". The table lists "Cells", "Tumors", and "Other" as "Accepted". A blue circle with the number "2" is overlaid on the table. In the background, a "Select sample types, profiles and add-ons" modal is visible, with a blue circle with the number "1" and an arrow pointing to a vertical list of checkboxes on the right side of the modal.

Accepted Sample Types	Test included	Collection Instruction
Cells	Accepted	
Tumors	Accepted	
Other	Accepted	



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7d

## Review services

- You can review and edit your services from the sample grid as well.
- Click on the service category name in the right-hand column for more detailed information.
- Once all your samples are added and assigned the services needed, continue to Order/Billing Details.

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

Added Services (View/Edit/Delete) CellCheck (Cell Line Authentication)

	Client Sample ID*	Species	Add ID	Investigator	Building	PHUA_ID	CHO	MKNT										
1	1234	hamster																
2	2345	hamster																
3	3456	hamster																

CellCheck (Cell Line Authentication) Profiles for Sample

Profile	Sample Type	Delete
ConfirmsPDX	Cells	Delete

Services

CellCheck (Cell Line Authentication)  
CellCheck (Cell Line Authentication)  
CellCheck (Cell Line Authentication)

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

8

## Add Order/Billing Details

- Please fill all required fields marked with an asterisk.
- Please ensure your Bill-to address is included and is correct.
- Enter submission details including study ID, purchase order numbers (POs), special instructions, quote number, etc.
- Continue by clicking the Continue button.

The screenshot shows the 'Order and billing details' page in the IDEXX BioAnalytics system. At the top right, the user 'Robyn Myles' is logged in, with a 'Sign out' link. A progress bar at the top indicates the current step is '2) Order/Billing Details', with other steps being '1) Samples and Services', '3) Submission Review', and '4) Order Complete'. The submitter is identified as 'Myles, Robyn'. The main heading is 'Order and billing details', followed by a note: 'Please provide all required billing, shipping, and case information for your order. Having complete details will help our team process your request accurately and efficiently.' Below this is a link to 'Questions about order and billing details? Visit our billing and order detail FAQ's.' The form is divided into three sections: 'Order details', 'Shipping Information', and 'Case Information'. In the 'Order details' section, there is a required field for '\* Payment type' (a dropdown menu with 'Please Select Payment Type'), a 'Quote number' field, and a 'Send Invoice/Charges To' section with the address: 'IDEXX BioAnalytics, Accounts Payable, 4011 Discovery Dr, Columbia, MO 65201, US, +1 (573) 239-9271, Edit Billing Info'. The 'Shipping Information' section includes a required field for '\* Ship date' (17-Apr-26), a required field for '\* Ship to lab' (Columbia, Missouri), and a 'Carrier type' dropdown menu. The 'Case Information' section has a required field for 'Study ID'. At the bottom, there are four buttons: 'Save for later', 'Cancel and exit', 'Previous', and 'Continue'.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

9

## Submission review

- This screen provides a final overview of your submission.
- If everything is correct, click Submit to complete your order.
- If anything needs to be adjusted, you can edit by clicking Previous.
- If you want to continue later, click Save for later.
  - You can resume this case from the Order History menu.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Review your order

Please review the following information before confirming your order. If anything is incorrect, please go back to the previous step and fix before submitting.

#### IDEXX BioAnalytics

#### IDEXX

### Case Submission Packing Slip

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
<b>Shipping Date:</b> 04/17/2026	<b>Purchase Order:</b> 12345
<b>Ship to Lab:</b> Columbia, Missouri	<b>Quote Number:</b>
<b>Species:</b> mouse	<b>Total # of Samples:</b> 3
<b>Facility:</b> ALL	<b>Separate Cases:</b> No
<b>Services Requested:</b> Altered Schaedler Flora (ASF) Bacteria Panel	<b>Infectious Agent / Health Hazards:</b>
<b>Comments:</b>	<b>Additional Sample Information:</b>
<b>Special Test Instructions:</b>	

Save for later Cancel and exit Previous **Submit**

1



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

10

## Order Confirmation

- Once you click Submit you will receive an Order Confirmation Number.
- Please view and print your case submission packing slip. Include a copy of the packing slip inside the box with your samples.
- For any changes after you have received an order confirmation, please contact us at [idxxbioanalytics-europe@idexx.com](mailto:idxxbioanalytics-europe@idexx.com) to modify your submission.

Click the “Questions regarding sample collection and shipping?” link for helpful resources for preparing and shipping your samples.

Robyn Myles IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### You have successfully completed your order!

Order Confirmation Number: 260417-1014-G

Your order has been submitted! Please download and print your packing slip, and included it with your shipment. This packing slip has also been emailed to you.

Questions regarding sample collection and shipping? Please view our Client Support Resources. ← 1

View & Download

**IDEXX BioAnalytics** **IDEXX**

### Case Submission Packing Slip

Order Confirmation Number: 260417-1014-G

<p><b>Send Report To:</b>                  Myles, Robyn                  4011 Discovery Drive                  Columbia, MO 65201 United States                  +1 (573) 239-9271                  RobynMyles@idexx.com.invalid</p>	<p><b>Bill To:</b>                  IDEXX BioAnalytics                  Accounts Payable                  4011 Discovery Dr                  Columbia, MO 65201 US                  +1 (573) 239-9271</p>
--	---

<p>Shipping Date: 04/17/2026                  Ship to Lab: Columbia, Missouri                  Species: mouse                  Facility: ALL</p>	<p>Purchase Order: 12345                  Quote Number:                  Total # of Samples: 3                  Separate Cases: No</p>
--	--



## 11

# Using templates and clones

- Click Order History in the navigation bar.
- Determine which submission template you want to clone.
- Click Clone button to create a new submission with pre-populated sample and service data from the original template.

*Hint: Templates can be created to provide a simple 3-Click method to set up submissions that occur repeatedly, whether weekly, monthly, quarterly, etc. Templates can be named based on user's preference.*

**View your order history**

Conveniently view a summary of your order history, gathering valuable insights into your account activity. Need to change an order? Please submit a [Change Request](#) form.

Currently viewing order history for: IDEXX, BioAnalytics - ALL

Show From: Last 90 Days Filter By Status: All  Only Show Named Submissions [Place an Order](#)

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
<a href="#">Continue</a>	<a href="#">Clone</a>				04/16/2026	0	1		BioAnalytics IDEXX		Robyn Myles	04/16/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/02/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/02/2026	0	0		BioAnalytics IDEXX		Erin Stump	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/01/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/01/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/30/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/30/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/23/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/23/2026	<a href="#">Delete</a>



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



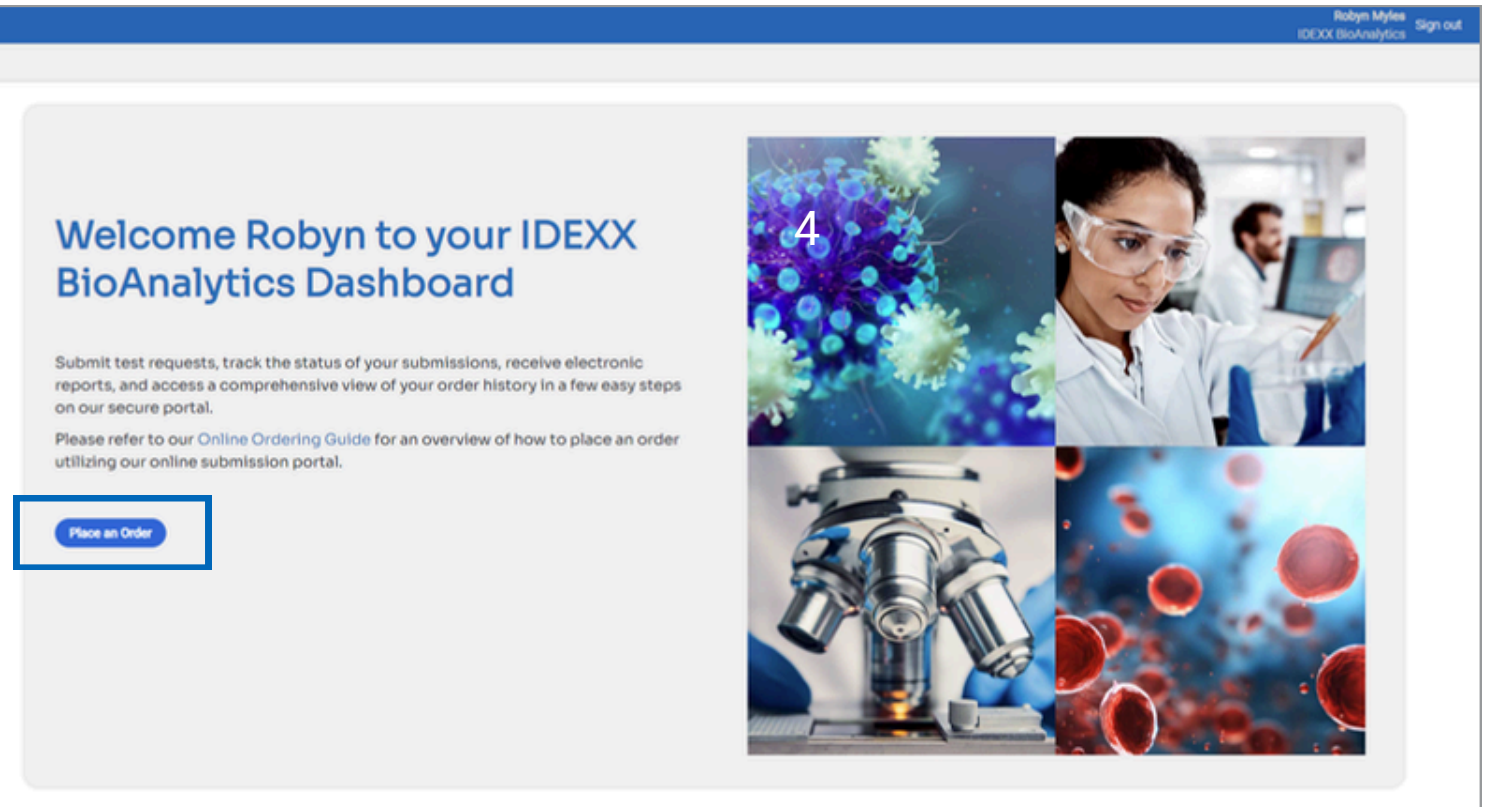
Anatomic Pathology  
Orders

1

## Place an order

- Select Place an Order on your dashboard or from the navigation bar to start a new case submission.

1





Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

2

## Service type selection

Select a submission type to begin:

- **Preclinical Research**
  - Preclinical or non-clinical studies and large animal diagnostics
  - Chemistry, Hematology, Coagulation, Urinalysis, Cytology, Fluid Analysis, Cytokines, Small Molecule Bioanalysis

Robyn Myles Sign out  
IDEXX BioAnalytics

### Let's start your order

Please select the testing option that meets your research needs.  
Your order is being placed with this account:

#### Health Monitoring

Environmental and sentinel pathogen surveillance for routine monitoring, disease detection and quarantine.  
[Get started >](#)

#### Biologics and Cell Health

Authentication, characterization, and contamination detection for cell lines, xenograft tumors, and pluripotent stem cells.  
[Get started >](#)

#### Preclinical Research

In vivo preclinical study support: clinical pathology, anatomic pathology, bioanalysis.  
[Get started >](#)

#### Aquatics Diagnostics

Aquatic-specific diagnostics for routine health monitoring and quarantine testing.  
[Get started >](#)

1





Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

4

## Option 1: Copy and paste or manually type data

- Enter each animal as one line regardless of number of sample types/tissues per animal. Add any other sample information you need to identify your samples.
- Columns marked with an asterisk are required. Other columns are optional.
- The most used demographic columns are:
  - Group ID
  - Animal ID\*
  - Species\*
  - Collection Date\*
  - Timepoint (*appears on PDF reports but not on Excel or CSV outputs*)

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

	Client Sample ID*	Species*	Addl ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services	
1																		

Save for later Cancel and exit Continue



5

## Option 2: Import spreadsheet data

- A blank spreadsheet template is available in the pop-out window once you click Import Spreadsheet.
- Customize Other column headers.
- Upload data for a quick and easy submission.

The screenshot shows the 'Import Spreadsheet' pop-up window in the IDEXX BioAnalytics interface. The window has a title bar with 'Import Spreadsheet' and a close button. Below the title bar, there is a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 1000 rows.' Below the note, there is a 'Download Spreadsheet Template' link. A blue box highlights this link, with an arrow pointing to a blue circle labeled '2'. Below the link, there is a 'Choose File' button. A blue box highlights this button, with an arrow pointing to a blue circle labeled '3'. Below the 'Choose File' button, there are four 'Other Column' fields (Other Column 1, Other Column 2, Other Column 3, Other Column 4) for customizing column headers. Below these fields, there are 'Import' and 'Cancel' buttons. In the background, the main interface shows a table with columns for 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. A blue box highlights the 'Import Spreadsheet' button in the background, with an arrow pointing to a blue circle labeled '1'. At the bottom of the pop-up window, there are 'Save for later', 'Cancel and exit', and 'Continue' buttons.



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

6

## Error checking and Dictionary

- As you enter sample information, you might notice our embedded error checking.
- This feature prompts you with dropdown options and highlights new entries not found in the Dictionary.
- To remove the highlights and add a new entry to the Dictionary, select the cell(s) or column(s) and click the Dictionary icon. Confirm by clicking Add to Dictionary.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Cells highlighted in yellow mean that you chose an option not currently in your user dictionary. Please select those cells and click the "Add to User Dictionary" button (the icon) or change your selected values. Tip: You can add multiple items at once to your dictionary by selecting multiple cells or even entire columns.

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

	Client Sample ID*	Species*	Add ID	Investigator	Building	Area	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services
1	1234	mouse						ABC				
2	2345	mouse										
3	3456	mouse										

Import Spreadsheet Add Services

Confirm

You are about to add the following values to your dictionary. If you see a value you don't wish to add, please close this confirmation and make the necessary changes.

Other 1: ABC

Add to Dictionary

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7a

## Add services

- Select samples to which services will be added. To select all, click in the checkbox at the top of the column.
- Check the box next to a sample to select it and click Add Services.

Robyn Myles Sign out  
IDEXX BioAnalytics

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Import Spreadsheet **Add Services**

	<input type="checkbox"/>	Group ID	Animal ID*	Species*	Approx Date of Birth (DD-MMM-YY)	Collection Date (DD-MMM-YY)*	Breed	Strain	Sex	Timepoint	Source	Other 1	Other 2	Other 3	Other 4	Services
1	<input checked="" type="checkbox"/>	12345	123	mouse		17-Apr-26										
2	<input type="checkbox"/>	23456	234	mouse		17-Apr-26										

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7b

## Select services

- You can search by service code or browse through our offering.
- To add a service:
  - Select your Profile(s) or Service
  - Select the sample type
  - Click Add Selection
- You can continue to add services or close the window to return to the sample grid and select new samples/move on.

**Browse by service**

Select the service category for the testing services you'd like to order. After choosing a category, identify your sample type and desired add-ons. When you've added all the services you need, click Add Selections. You may add multiple services to a single sample type.

**Standard services**

PCR Panels **Serology Panels** Chemistry  
 Chemistry/Hematology Combinations  
 Hematology Immunology/Parasitology Urinary  
 Coagulation  
 Clinical Pathology/Hematology

**Your custom services**

PCR Panels

**Select sample types, profiles and add-ons**

Browse our database of services to find the right service you are looking for. Please use the search bar below to filter by the service name. To search by test code, please use the search tab above.

Add Selections

Select at least one

**Sample types**

Opti-Spot  
 Serum  
 Other

**Profiles**

Dourine (Trypanosoma equiperuvianus) - IFL  
 Equine Viral Arteritis (EVA) - IFL  
 Glanders (Burkholderia mallei) - IFL  
 Proplasmiosis (Babesia (Theileria) equi) - IFL  
 Proplasmiosis (Babesia caballi) - IFL  
 Vesicular Stomatitis Virus (VSV)- Cornell



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

7c

## Service selection

- Click on the button beside a service to learn more including accepted sample type and the tests or assays included.
- This will show you sample type information and services included.

The screenshot shows the 'Service selection' interface. A modal window titled 'Dourine (Trypanosoma equiperdum) - NVSL' is open, displaying 'Accepted Sample Types' information. The modal lists the following sample types and their status:

Sample Type	Status
Opti-Spot	Accepted
Serum	Accepted
Other	Accepted

In the background, a list of services is visible. A blue circle '1' points to the 'Dourine (Trypanosoma equiperdum) - NVSL' entry, which has an information icon next to it.



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7d

## Review services

- You can review and edit your services from the sample grid.
- Click on the service category name in the right-hand column for more detailed information.
- Click the badge above the sample grid next to Added Services (View/Edit/Delete) to see all of the services for that category and remove it from all the samples the service is assigned to.
- Once all your samples are added and assigned the services needed, continue to Order/Billing Details.

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

Added Services (View/Edit/Delete) Serology Panels

Group ID	Animal ID	Species	Services
12345	123	mouse	Serology Panels
23456		se	Serology Panels

Import Spreadsheet Add Services

#### Serology Panels Profiles for Submission

Profile	Sample Type	Affected Specimen Count
Dourine (Trypanosoma equiperdum) - NVSL	Opti-Spot	2

Other 3 Other 4

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

8

## Add Order/Billing Details

- Please fill all required fields marked with an asterisk.
- Please ensure your Bill-to address is included and is correct.
- Enter submission details including study ID, purchase order numbers (POs), special instructions, quote number, etc.
- Continue by clicking the Continue button.

The screenshot shows the 'Order and billing details' form in the IDEXX BioAnalytics system. The user is logged in as Robyn Myles. The form is part of a four-step process: 1) Samples and Services, 2) Order/Billing Details (current step), 3) Submission Review, and 4) Order Complete. The submitter is identified as Myles, Robyn. The form includes sections for Order details, Shipping Information, and Case Information. The Order details section has fields for Payment type (required), Quote number, and Send Invoice/Charges To (with a dropdown menu). The Shipping Information section has fields for Ship date (required), Ship to lab (required), and Carrier type (required). The Case Information section has a field for Study ID (required). At the bottom, there are buttons for 'Save for later', 'Cancel and exit', 'Previous', and 'Continue'.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Order and billing details

Please provide all required billing, shipping, and case information for your order. Having complete details will help our team process your request accurately and efficiently.

Questions about order and billing details? Visit our billing and order detail FAQ's.

#### Order details

\* Payment type

Quote number

Send Invoice/Charges To <sup>i</sup>  
IDEXX BioAnalytics  
Accounts Payable  
4011 Discovery Dr  
Columbia, MO 65201  
US  
+1 (573) 239-9271  
[Edit Billing Info](#)

#### Shipping Information

\* Ship date <sup>i</sup>

\* Ship to lab <sup>i</sup>

Carrier type <sup>i</sup>

#### Case Information

Study ID <sup>i</sup>

[Save for later](#) [Cancel and exit](#) [Previous](#) [Continue](#)



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

9

## Submission review

- This screen provides a final overview of your submission
- If everything is correct, click Submit to complete your order.
- If anything needs to be adjusted, you can edit by clicking Previous.
- If you want to continue later, click Save for later.
  - You can resume this case from the Order History menu.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Review your order

Please review the following information before confirming your order. If anything is incorrect, please go back to the previous step and fix before submitting.

#### IDEXX BioAnalytics

#### IDEXX

### Case Submission Packing Slip

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
<b>Shipping Date:</b> 04/17/2026 <b>Ship to Lab:</b> Columbia, Missouri <b>Species:</b> mouse <b>Facility:</b> ALL <b>Services Requested:</b> Altered Schaedler Flora (ASF) Bacteria Panel <b>Comments:</b> <b>Special Test Instructions:</b>	<b>Purchase Order:</b> 12345 <b>Quote Number:</b> <b>Total # of Samples:</b> 3 <b>Separate Cases:</b> No <b>Infectious Agent / Health Hazards:</b> <b>Additional Sample Information:</b>

Save for later Cancel and exit Previous **Submit**

1



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

10

## Order Confirmation

- Once you click Submit you will receive an Order Confirmation Number.
- Please view and print your case submission packing slip. Include a copy of the packing slip inside the box with your samples.
- For any changes after you have received an order confirmation, please contact us at [idxxbioanalytics-europe@idexx.com](mailto:idxxbioanalytics-europe@idexx.com) to modify your submission.

Click the “Questions regarding sample collection and shipping?” link for helpful resources for preparing and shipping your samples.

Robyn Myles IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### You have successfully completed your order!

Order Confirmation Number: 260417-1014-G

Your order has been submitted! Please download and print your packing slip, and included it with your shipment. This packing slip has also been emailed to you.

Questions regarding sample collection and shipping? Please view our Client Support Resources. ← 1

View & Download

**IDEXX BioAnalytics** **IDEXX**

#### Case Submission Packing Slip

Order Confirmation Number: 260417-1014-G

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
---	--

<b>Shipping Date:</b> 04/17/2026	<b>Purchase Order:</b> 12345
<b>Ship to Lab:</b> Columbia, Missouri	<b>Quote Number:</b>
<b>Species:</b> mouse	<b>Total # of Samples:</b> 3
<b>Facility:</b> ALL	<b>Separate Cases:</b> No



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

11

## Using templates and clones

- Click Order History in the navigation bar.
- Determine which submission template you want to clone.
- Click Clone button to create a new submission with pre-populated sample and service data from the original template.

*Hint: Templates can be created to provide a simple 3-Click method to set up submissions that occur repeatedly, whether weekly, monthly, quarterly, etc. Templates can be named based on user's preference.*

View your order history

Conveniently view a summary of your order history, gathering valuable insights into your account activity. Need to change an order? Please submit a [Change Request](#) form.

Currently viewing order history for: IDEXX, BioAnalytics - ALL

Show From: Last 90 Days Filter By Status: All  Only Show Named Submissions [Place an Order](#)

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
<a href="#">Continue</a>	<a href="#">Clone</a>				04/16/2026	0	1		BioAnalytics IDEXX		Robyn Myles	04/16/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/02/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/02/2026	0	0		BioAnalytics IDEXX		Erin Stump	04/02/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		04/01/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/01/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/30/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/30/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<a href="#">Delete</a>
<a href="#">Continue</a>	<a href="#">Clone</a>		Incomplete		03/23/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/23/2026	<a href="#">Delete</a>



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

1

## Place an order

- Select Place an Order on your dashboard or from the navigation bar to start a new case submission.

1

The screenshot shows the IDEXX BioAnalytics dashboard for user Robyn Myles. The dashboard header includes the user's name and a 'Sign out' link. The main content area features a welcome message: 'Welcome Robyn to your IDEXX BioAnalytics Dashboard'. Below this, there is a brief description of the dashboard's capabilities: 'Submit test requests, track the status of your submissions, receive electronic reports, and access a comprehensive view of your order history in a few easy steps on our secure portal.' A link to the 'Online Ordering Guide' is provided. A blue button labeled 'Place an Order' is highlighted with a blue box and a blue circle containing the number '1' with an arrow pointing to it. To the right of the text, there are four images: a blue virus-like structure with the number '4', a scientist in a lab coat and safety glasses, a microscope, and a cluster of red blood cells.



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

2

## Service type selection

Select a submission type to begin:

- **Preclinical Research**
  - Preclinical or non-clinical studies and large animal diagnostics
  - Histology and Anatomic Pathology

Robyn Myles Sign out  
IDEXX BioAnalytics

### Let's start your order

Please select the testing option that meets your research needs.  
Your order is being placed with this account: Myles, Robyn

#### Health Monitoring

Environmental and sentinel pathogen surveillance for routine monitoring, disease detection and quarantine.  
[Get started >](#)

#### Biologics and Cell Health

Authentication, characterization, and contamination detection for cell lines, xenograft tumors, and pluripotent stem cells.  
[Get started >](#)

#### Preclinical Research

In vivo preclinical study support: clinical pathology, anatomic pathology, bioanalysis.  
[Get started >](#)

#### Aquatics Diagnostics

Aquatic-specific diagnostics for routine health monitoring and quarantine testing.  
[Get started >](#)

1



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

3

## Tool palette

- + Add a single row
- ++ Add multiple rows
- 🗑️ Trash can / delete
- 📄 Duplicate a row
- 📄 Fill down a column
- 📄 Sequential number fill
- ↶ Undo
- 📖 Dictionary
- 🖥️ Full page view

The [i](#) link in the column headers provides additional glossary information.

Click the “New to online ordering?” link for helpful resources to support your submission process.

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click "Add Services" to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Import Spreadsheet Add Services

	Client Sample ID*	Specimen	Add'l ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services	
1																		

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

4

## Option 1: Copy and paste or manually type data

- Enter each animal as one line regardless of number of tissues per animal. Add any other sample information you need to identify your samples.
- Columns marked with an asterisk are required. Other columns are optional.
- The most used demographic columns are:
  - Group ID
  - Animal ID\*
  - Species\*
  - Collection Date\*
  - Timepoint (*appears on PDF reports but not on Excel or CSV outputs*)

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

	Client Sample ID*	Species*	Addl ID	Investigator	Building	Area	Room	Rack	Strain	Sex	Approx Date of Birth (DD-MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services
1																	

Save for later Cancel and exit Continue



5

## Option 2: Import spreadsheet data

- A blank spreadsheet template is available in the pop-out window once you click Import Spreadsheet.
- Customize Other column headers.
- Upload data for a quick and easy submission.

The screenshot shows the 'Import Spreadsheet' pop-up window in the IDEXX BioAnalytics interface. The window has a blue header with the title 'Import Spreadsheet' and a close button. Below the header, there is a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 1000 rows.' A 'Download Spreadsheet Template' link is visible. Below this, there is a 'Choose File' button and a text field that says 'No file chosen'. Further down, there are four input fields for customizing column headers: 'Other Column 1', 'Other Column 2', 'Other Column 3', and 'Other Column 4'. At the bottom of the pop-up are 'Import' and 'Cancel' buttons. In the background, the main interface shows a table with columns for 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. An 'Import Spreadsheet' button is highlighted in the background interface. Numbered callouts (1, 2, 3) point to the 'Import Spreadsheet' button in the background, the 'Choose File' button in the pop-up, and the 'Other Column 1' field in the pop-up, respectively.



6

## Error checking and Dictionary

- As you enter sample information, you might notice our embedded error checking.
- This feature prompts you with dropdown options and highlights new entries not found in the Dictionary.
- To remove the highlights and add a new entry to the Dictionary, select the cell(s) or column(s) and click the Dictionary icon. Confirm by clicking Add to Dictionary.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Cells highlighted in yellow mean that you chose an option not currently in your user dictionary. Please select those cells and click the "Add to User Dictionary" button (the icon) or change your selected values. Tip: You can add multiple items at once to your dictionary by selecting multiple cells or even entire columns.

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our Online Ordering resources to learn how to place an order.

	Client Sample ID*	Species*	Add ID	Investigator	Building	Area	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services
1	1234	mouse						ABC				
2	2345	mouse										
3	3456	mouse										

Import Spreadsheet Add Services

Confirm

You are about to add the following values to your dictionary. If you see a value you don't wish to add, please close this confirmation and make the necessary changes.

Other 1: ABC

Add to Dictionary

Save for later Cancel and exit Continue



## 7a

### Add services

- Select samples to which services will be added. To select all, click in the checkbox at the top of the column.
- Check the box next to a sample to select it and click Add Services.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Import Spreadsheet **Add Services**

	<input type="checkbox"/>	Group ID	Animal ID*	Species*	Approx Date of Birth (DD-MMM-YY)	Collection Date (DD-MMM-YY)*	Breed	Strain	Sex	Timepoint	Source	Other 1	Other 2	Other 3	Other 4	Services
1	<input type="checkbox"/>	12345	123	mouse		17-Apr-26										
2	<input type="checkbox"/>	23456	234	mouse		17-Apr-26										

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7b

## Select services

- Click the Browse tab and select the Pathology/ Histology service tile. Service options are:
  - Histology Tissue Prep Only:** Preparation of tissues for slides only with no pathologist evaluation.
  - Histopathology Tissue Prep and Evaluation - Research/Tox Study:** Submission of a group of animals on a study. Prior to submission, please speak with an account manager to ensure our team is ready to support your study. Submissions can be for histology and evaluation.
  - Pathology Study Evaluation Only - Digital or Prepared Slides:** Pathologist review and interpretative report of slides prepared at a different histology laboratory for a research or toxicologic study.

The screenshot shows the 'Browse by service' interface. At the top, there are 'Browse' and 'Search' tabs. Below this, the 'Browse by service' section is titled 'Select the service category for the testing services you'd like to order. After choosing a category, identify your sample type and desired add-ons. When you've added all the services you need, click Add Selections. You may add multiple services to a single sample type.' There are two main sections: 'Standard services' and 'Your custom services'. Under 'Standard services', there are several tiles: 'PCR Panels', 'Serology Panels', 'Pathology/Histology' (highlighted with a blue box and a blue circle with the number '1'), 'Immunology/Parasitology', 'Urinalysis', and 'Chemistry/Combinatorial'. Below these, there are 'Clinical Pathology/Hematology' and 'Your custom services' which includes 'PCR Panels'. The bottom section is titled 'Select sample types, profiles and add-ons' and includes a search bar, an 'Add Selections' button, and a list of sample types and profiles to be selected.



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7b

## Select services (cont.)

- **Candidate Selection Histopathology:** Preparation of limited tissues and semiquantitative evaluation.
- **Rodent Model Development:** Histology preparation and pathologist review of rodent model phenotypes.
- **Diagnostic Pathology Services:** Specific service names vary slightly based on species submitted.

The screenshot displays the 'Browse by service' modal in the IDEXX BioAnalytics system. The modal is titled 'Browse by service' and includes a search bar at the top. Below the title, there is a brief instruction: 'Select the service category for the testing services you'd like to order. After choosing a category, identify your sample type and desired add-ons. When you've added all the services you need, click Add Selections. You may add multiple services to a single sample type.' The interface is divided into three main sections:

- Standard services:** This section contains several buttons for different service categories: PCR Panels, Serology Panels, Pathology/Histology (which is currently selected and highlighted in blue), Microbiology, Chemistry, Coagulation, Hematology, Immunology/Parasitology, Urinalysis, and Chemistry/Hematology Combinations. There is also a link for 'Clinical Pathology/Hematology'.
- Your custom services:** This section currently shows a button for 'PCR Panels'.
- Select sample types, profiles and add-ons:** This section contains a search bar and a list of options. Under 'Sample types', there are radio buttons for 'Tissues', 'Whole Animal', and 'Other'. Under 'Profiles', there is a list of checkboxes with corresponding icons:
  - Histology Tissue Prep Only
  - Histopathology Tissue Prep and Evaluation - Research/Tox Study
  - Pathology Study Evaluation only- Digital or Prepared Slides
  - Candidate Selection Histopathology
 A blue box highlights the 'Profiles' section, and a blue arrow points from a blue circle containing the number '1' to the 'Candidate Selection Histopathology' option.



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7c

## Service selection

- To add a service:
  - Select your Profile(s) or Service
  - Choose your Sample Type
  - Click Add Selections
- You can continue to add services or close the window to return to the sample grid and select new samples/move on.

The screenshot shows the 'Browse by service' dialog box. It is divided into two main sections: 'Standard services' and 'Your custom services'. In the 'Standard services' section, the 'Pathology/Histology' button is highlighted with a blue box and a blue circle containing the number '1'. An arrow points from this circle to the 'Add Selections' button. Below this, the 'Select sample types, profiles and add-ons' section contains a search bar, a 'Sample types' section with radio buttons for 'Tissues', 'Whole Animal', and 'Other', and a 'Profiles' section with several checkboxes. A blue circle containing the number '2' is positioned next to the 'Sample types' section, with an arrow pointing to the 'Add Selections' button. A blue circle containing the number '3' is positioned next to the 'Profiles' section, with an arrow pointing to the 'Add Selections' button. The background shows a sample grid with columns for 'Other 2', 'Other 3', 'Other 4', and 'Services'.



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

7d

## Review services

- You can review and edit your services from the sample grid.
- Click on the service category name in the right-hand column for more detailed information.
- Click the badge above the sample grid next to Added Services (View/Edit/Delete) to see all of the services for that category and remove it from all the samples the service is assigned to.
- Once all your samples are added and assigned the services needed, continue to Order/Billing Details.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Enter sample information and services

Please enter your samples below. You can copy and paste or upload a spreadsheet using the "Import spreadsheet" option. Once samples are listed, select at least one sample to begin assigning services. If the same service - or group of services - is required for multiple samples you may select all applicable samples at once. After making your selections, click Add Services to choose the appropriate testing options. You may repeat this process for additional sample and service combinations as needed. Please note that each submission may include up to 500 samples.

New to online ordering? Visit our [Online Ordering resources](#) to learn how to place an order.

Added Services (View/Edit/Delete) Pathology/Histology

	Group ID	Animal ID*	Species	Services
1	12345	123	mouse	Pathology/Histology
2	23456	234	mouse	Pathology/Histology

Import Spreadsheet Add Services

#### Pathology/Histology Profiles for Sample

Profile	Sample Type	
Histology Tissue Prep Only	Tissues (Lung)	Delete

Save for later Cancel and exit Continue



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

8a

## Add Order/Billing Details

- Please fill all required fields marked with an asterisk.
- Please ensure your Bill-to address is included and is correct.
- A submission name can be added for your convenience. This name will not appear on any reports but will appear with the submission under the Order History tab of the portal.
- Select No for the separate case and dilution questions. These are options for the clinical pathology services offered through Preclinical testing.
- Please answer the potential human biohazard question.

The screenshot shows the 'Order and billing details' form in the IDEXX BioAnalytics portal. The user is logged in as Robyn Myles. The form is part of a four-step process: 1) Samples and Services, 2) Order/Billing Details (current step), 3) Submission Review, and 4) Order Complete. The form includes sections for Order details, Shipping Information, and Case Information. The Order details section has fields for Payment type (required), Quote number, and Send Invoice/Charges To (with a dropdown menu). The Shipping Information section has fields for Ship date (required), Ship to lab (required), and Carrier type. The Case Information section has a field for Study ID. At the bottom, there are buttons for 'Save for later', 'Cancel and exit', 'Previous', and 'Continue'.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Order and billing details

Please provide all required billing, shipping, and case information for your order. Having complete details will help our team process your request accurately and efficiently.

Questions about order and billing details? Visit our billing and order detail FAQ's.

#### Order details

\* Payment type

Quote number

Send Invoice/Charges To

#### Shipping Information

\* Ship date

\* Ship to lab

Carrier type

#### Case Information

Study ID

Save for later Cancel and exit Previous Continue



8b

## Add Order/Billing Details

- In the Special service Instructions box, please enter:
  - **For submissions with Histology:** The number of sections per slide, specific micrometer parameters for sectioning, if step or serial sections are needed, special stains requested, etc.
  - **For diagnostic Histopathology:** Clinical history, if digital photography is requested, and what expectations should be met (e.g. one photo per tissue, only of select findings, annotations).
  - **For Rodent Model Development:** Indicate what traits/tissue changes should be present for the pathologist to investigate.
  - **For Research and Toxicological Pathology and Candidate Selection Histopathology submissions:**
    - Indicate which pathologist you consulted with or if you would like a pathologist consultation prior to evaluation
    - If digital photography is requested and what expectations should be met (one photo per tissue, only of select findings, annotations, etc.)
    - What type of evaluation parameters are required for research and toxicological pathology
    - Standard scoring (0-4 with 0 = no lesions, 1 = minimal, 2 = mild, 3 = moderate, 4 = marked) will be used unless otherwise requested. If a specialized scoring method is needed, please email our Client Support Services team at [idxxbioanalytics@idexx.com](mailto:idxxbioanalytics@idexx.com).



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

8c

## Add Order/Billing Details

- In the Additional Comments section, please enter:
  - **For all submission types:** List any specific goals or needed details that have not been captured elsewhere
  - **For Research and Toxicological Pathology submissions:** Any applicable study details. Please note a protocol should be supplied prior to submission. Please contact [idxxbioanalytics@idexx.com](mailto:idxxbioanalytics@idexx.com) if you have not provided one prior to submission.
- Continue by clicking the Continue button.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Order and billing details

Please provide all required billing, shipping, and case information for your order. Having complete details will help our team process your request accurately and efficiently.

Questions about order and billing details? Visit our [billing and order detail FAQ's](#).

#### Order details

\* Payment type

Quote number

Send Invoice/Charges To <sup>i</sup>  
IDEXX BioAnalytics  
Accounts Payable  
4011 Discovery Dr  
Columbia, MO 65201  
US  
+1 (573) 239-9271  
[Edit Billing Info](#)

#### Shipping Information

\* Ship date <sup>i</sup>

\* Ship to lab <sup>i</sup>

Carrier type <sup>i</sup>

#### Case Information

Study ID <sup>i</sup>

[Save for later](#) [Cancel and exit](#) [Previous](#) [Continue](#)



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Health  
Monitoring Orders



Biologics & Cell  
Health Orders



Preclinical  
Orders



Anatomic Pathology  
Orders

9

## Submission review

- This screen provides a final overview of your submission.
- If everything is correct, click Submit to complete your order.
- If anything needs to be adjusted, you can edit by clicking Previous.
- If you want to continue later, click Save for later.
  - You can resume this case from the Order History menu.

Robyn Myles  
IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### Review your order

Please review the following information before confirming your order. If anything is incorrect, please go back to the previous step and fix before submitting.

#### IDEXX BioAnalytics

#### IDEXX

### Case Submission Packing Slip

<b>Send Report To:</b> Myles, Robyn 4011 Discovery Drive Columbia, MO 65201 United States +1 (573) 239-9271 RobynMyles@idexx.com.invalid	<b>Bill To:</b> IDEXX BioAnalytics Accounts Payable 4011 Discovery Dr Columbia, MO 65201 US +1 (573) 239-9271
<b>Shipping Date:</b> 04/17/2026 <b>Ship to Lab:</b> Columbia, Missouri <b>Species:</b> mouse <b>Facility:</b> ALL <b>Services Requested:</b> Altered Schaedler Flora (ASF) Bacteria Panel <b>Comments:</b> <b>Special Test Instructions:</b>	<b>Purchase Order:</b> 12345 <b>Quote Number:</b> <b>Total # of Samples:</b> 3 <b>Separate Cases:</b> No <b>Infectious Agent / Health Hazards:</b> <b>Additional Sample Information:</b>

Save for later Cancel and exit Previous **Submit**

1



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Health Monitoring Orders



Biologics & Cell Health Orders



Preclinical Orders



Anatomic Pathology Orders

10

## Order Confirmation

- Once you click Submit you will receive an Order Confirmation Number.
- Please view and print your case submission packing slip. Include a copy of the packing slip inside the box with your samples.
- For any changes after you have received an order confirmation, please contact us at [idxxbioanalytics-europe@idexx.com](mailto:idxxbioanalytics-europe@idexx.com) to modify your submission.

Click the “Questions regarding sample collection and shipping?” link for helpful resources for preparing and shipping your samples.

Robyn Myles IDEXX BioAnalytics Sign out

1) Samples and Services 2) Order/Billing Details 3) Submission Review 4) Order Complete

Submitter: Myles, Robyn

### You have successfully completed your order!

Order Confirmation Number: 260417-1014-G

Your order has been submitted! Please download and print your packing slip, and included it with your shipment. This packing slip has also been emailed to you.

Questions regarding sample collection and shipping? Please view our Client Support Resources. ← 1

View & Download

**IDEXX BioAnalytics** **IDEXX**

### Case Submission Packing Slip

Order Confirmation Number: 260417-1014-G

<p><b>Send Report To:</b>                  Myles, Robyn                  4011 Discovery Drive                  Columbia, MO 65201 United States                  +1 (573) 239-9271                  RobynMyles@idexx.com.invalid</p>	<p><b>Bill To:</b>                  IDEXX BioAnalytics                  Accounts Payable                  4011 Discovery Dr                  Columbia, MO 65201 US                  +1 (573) 239-9271</p>
--	---

<p>Shipping Date: 04/17/2026                  Ship to Lab: Columbia, Missouri                  Species: mouse                  Facility: ALL</p>	<p>Purchase Order: 12345                  Quote Number:                  Total # of Samples: 3                  Separate Cases: No</p>
--	--



## 11

# Using templates and clones

- Click Order History in the navigation bar.
- Determine which submission template you want to clone.
- Click Clone button to create a new submission with pre-populated sample and service data from the original template.

*Hint: Templates can be created to provide a simple 3-Click method to set up submissions that occur repeatedly, whether weekly, monthly, quarterly, etc. Templates can be named based on user's preference.*

**View your order history**

Conveniently view a summary of your order history, gathering valuable insights into your account activity. Need to change an order? Please submit a [Change Request](#) form.

Currently viewing order history for: IDEXX, BioAnalytics - ALL

Show From: Last 90 Days Filter By Status: All  Only Show Named Submissions Place an Order

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
<span>Continue</span>	<span>Clone</span>				04/16/2026	0	1		BioAnalytics IDEXX		Robyn Myles	04/16/2026	<span>Delete</span>
<span>Continue</span>	<span>Clone</span>		Incomplete		04/02/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/02/2026	<span>Delete</span>
<span>Continue</span>	<span>Clone</span>		Incomplete		04/02/2026	0	0		BioAnalytics IDEXX		Erin Stump	04/02/2026	<span>Delete</span>
<span>Continue</span>	<span>Clone</span>		Incomplete		04/01/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	04/01/2026	<span>Delete</span>
<span>Continue</span>	<span>Clone</span>		Incomplete		03/30/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/30/2026	<span>Delete</span>
<span>Continue</span>	<span>Clone</span>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<span>Delete</span>
<span>Continue</span>	<span>Clone</span>		Incomplete		03/24/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/24/2026	<span>Delete</span>
<span>Continue</span>	<span>Clone</span>		Incomplete		03/23/2026	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/23/2026	<span>Delete</span>

# IDEXX BioAnalytics



## CONTACT OUR TEAM OF EXPERTS

### Client Support Services

Phone: 800-669-0825

Email: [idxxbioanalytics@idexx.com](mailto:idxxbioanalytics@idexx.com)



## NORTH AMERICA LAB LOCATIONS

4011 Discovery Drive  
Columbia, MO 65201

One IDEXX Drive  
Westbrook, ME 04092

3 Centennial Drive  
North Grafton, MA 01536

2825 KOVR Drive  
West Sacramento, CA 95605

