

2025 IDEXX BioAnalytics Online Ordering Guide EUROPE

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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.

- + **Overview of our process**
- + **Managing your account**
- + **How to place an order**
- + **Billing overview**

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
- Case search
- Reporting options
- My profile
- Share data view



Place a Health Monitoring order

- Place an order
- Service category selection
- Order history
- Order & billing details
- Order review



Placing an Aquatics Health Monitoring order

- Place an order
- Service category selection
- Order history
- Order & billing details
- Order review



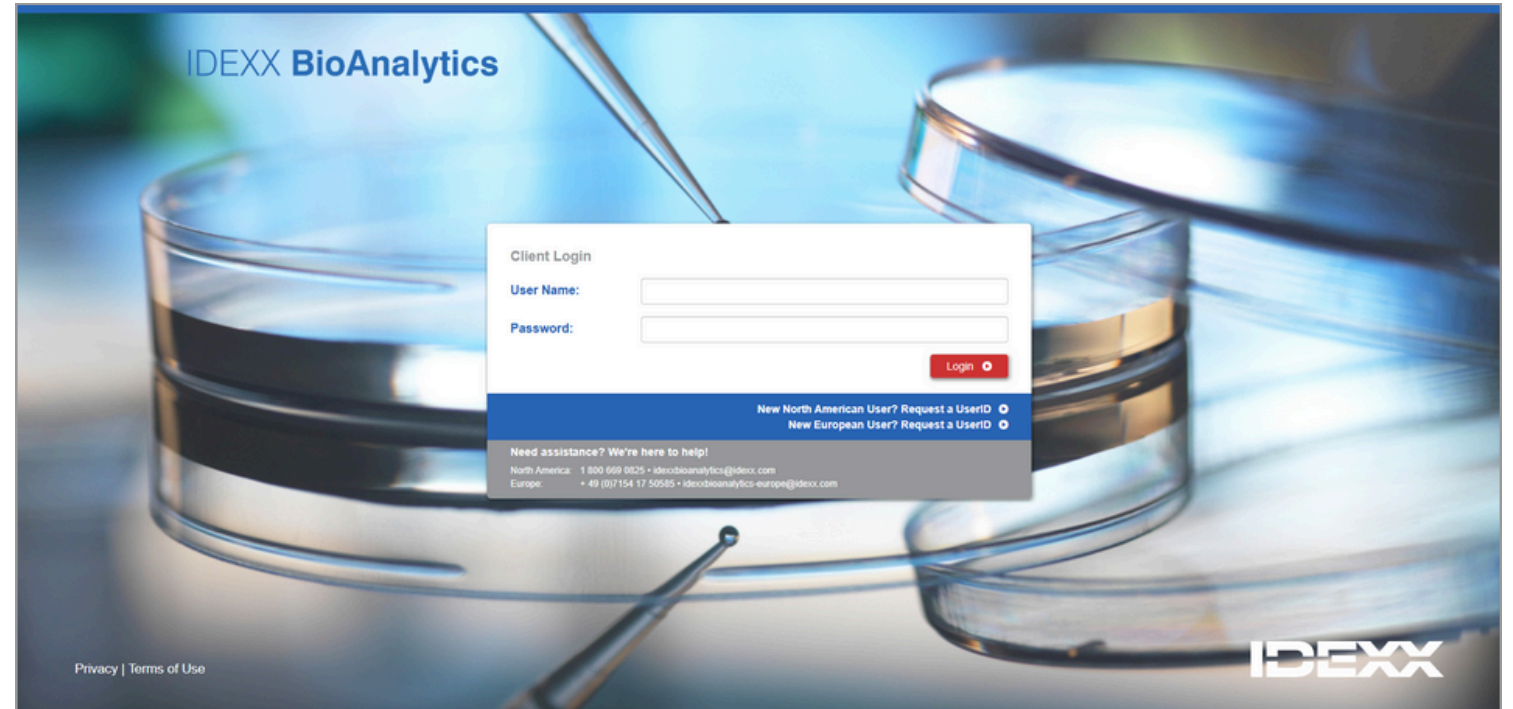
Place a Biologics & Cell Health order

- Place an order
- Service category selection
- Order history
- Order & billing details
- Order review



Log in to the Client Portal

- Navigate to the [Client Portal login page](#).
- A login is created when your submitter account is created. The User Name and Password are sent as an automated email.
- If you're already submitting but haven't used the portal, Client Support Services can resend your login information.
- If you do not normally submit under your name or you do not have an account yet, you can click on the "New User?" button.



New User Registration

- Upon clicking the “New User?” button, you will land on our New User Registration page.
- Complete all required fields to obtain login information for the Client Portal. You may request a individual or a company/department account.
- New User Registrations are typically processed within 24 hours.
- You will receive your login credentials via a separate email once your account setup is complete.

Europe ▾SupportCourier & Shipping2024 Directory of ServicesCreate Account | Client Login

IDEXX BioAnalyticsAnimal Health Monitoring ▾Preclinical Services ▾Biologics ▾Veterinary Clinical TrialsAbout Us ▾

New Client Registration Form

Please fill out the new client registration form below.

Our CSS team will assist in getting your account created.

Company Name*

Department

Street Address*

City*

Country/Region*

Please Select ▾

Postal Code*

Company Phone

Industry Type

Please Select ▾

Submitter First Name*

Submitter Last Name*

Advantages to online ordering

- Online submissions are faster, less error prone, 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. Possible statuses:
 - Incomplete
 - Submitted
 - In Progress
 - Resulted
 - Voided

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:

Laboratories, IDEXX - 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	
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/15/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/15/2025	<div>Delete</div>
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/13/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/13/2025	<div>Delete</div>
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/12/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/12/2025	<div>Delete</div>
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/12/2025	1	1	05/12/2025	IDEXX Laboratories		IDEXX Laboratories	05/12/2025	<div>Delete</div>
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/12/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/12/2025	<div>Delete</div>
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/09/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/09/2025	<div>Delete</div>
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/08/2025	0	0		IDEXX Laboratories		IDEXX Laboratories	05/08/2025	<div>Delete</div>
<div>Continue</div>	<div>Clone</div>	<div></div>	Incomplete		05/08/2025	0	0		IDEXX Laboratories		IDEXX Laboratories	05/08/2025	<div>Delete</div>

Advantages to online ordering

- 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: Laboratories, IDEXX - ALL

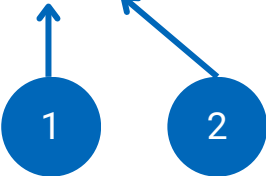
Show From:
Last 90 Days

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	
			Resulted	250502-0220-C	05/06/2025	1	1	05/02/2025	IDEXX Laboratories	5522-2025		05/02/2025	
Continue	Clone	...	Incomplete		05/01/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/01/2025	Delete
Continue	Clone	...	Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone	...	Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone	...	Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone	...	Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone	...	Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone	...	Incomplete		04/29/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/29/2025	Delete
Continue	Clone	...	Incomplete		04/25/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/25/2025	Delete
Continue	Clone	...	Incomplete		04/24/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/24/2025	Delete



Adjusting your Account Settings

- Navigate to My Profile from the left-hand menu to edit your contact information, reporting preferences, and billing information.
- If your bill to information is not completed when you do your first submission, there is no need to fill it again and send it. The information will be completed prior to invoicing.

Client Profile Data
for
IDEXX, BioAnalytics

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. If access for another person or company is desired, a new [Request for UserID](#) will need to be submitted.

Last name: IDEXX

First name: BioAnalytics

Institution: IDEXX BioAnalytics

Department:

Address Line 1:

Address Line 2:

City:

State: ME

Province:

Zip:

Postal Code: 04092

Country: United States

EmailAddress: BioAnalytics-IT@idexx.com

Phone # 1:

Phone # 2:

Fax #:

Title(s), Degree(s):

Submit Changes

Additional Submitter Profile Data

I grant access to my reports on-line and/or by phone to:

List as Sponsor/Referrer on Cases:

Preliminary Results Available E-mail Notification?

Final Results Available E-mail Notification?

Include Case Report with Email Notifications?

Include Spreadsheet of Results (Clinical Pathology only)?

Include C.S.V. of Case Testing and Results?

Serology Detail Section as Separate File?

Report in HTML format (instead of PDF)?

Email Subject Line:

Services Requested

Species

Facility

Bldg Number

Area

Study ID

Symbols

Email subject line starts with "IDEXX BioAnalytics (Case #)" and is followed by selected attribute(s).
*Check/uncheck boxes above to add/remove attributes.

Email Subject Line display format
*Drag/drop following attribute boxes to rearrangement the display order.
No attributes selected.

Email Subject Line Preview

Refresh Preview


1

Place an order

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

1

IDEXX BioAnalytics

BioAnalytics IDEXX
IDEXX BioAnalytics  Sign out

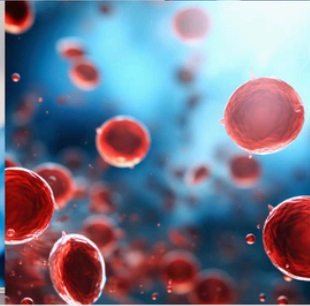


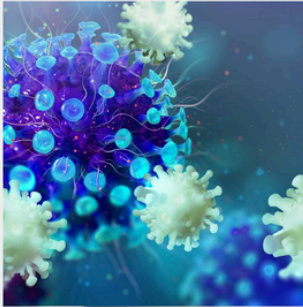
IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

Easily submit test requests, such as blood chemistry profiles and hematology tests, securely and efficiently, streamlining the process to reduce administrative burdens. This portal allows you to easily track the status of your submissions, receive electronic reports, and access a comprehensive view of your order history.

1

Place an Order





2

Service type selection

You can select a submitter before placing an order, that makes it easy to manage several accounts.

Select a submission type to begin with your order:

- **Health Monitoring**
 - Animal surveillance for pathogens and microbial screening services
 - 3R FELASA profiles, Serology, Real-time PCR, EDx profiles, Histology, Microbiology, Microbiome

Let's start your order

Please select the testing option that meets your research needs.

Your order is being placed with this account:

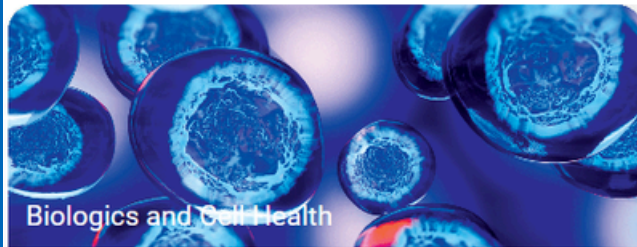
Laboratories, IDEXX



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.

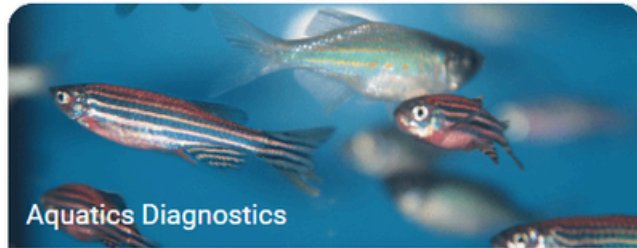
[Get started >](#)



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 >](#)


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.

IDEXX BioAnalytics


BioAnalytics IDEXX
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IDEXX BioAnalytics Client Portal

1) Samples and Services










2) Order/Billing Details

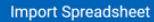

3) Submission Review


















Submitter: IDEXX, BioAnalytics 

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.



																		
	<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"/>																	

1

Cancel and Exit

Save and Exit

Order/Billing Details »

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.
- Only columns marked with an asterisk are required. All other columns are optional.
- The most used demographic columns are:
 - Group ID
 - Animal ID*
 - Species*
 - Collection Date*
 - Timepoint

IDEXX BioAnalytics

BioAnalytics IDEXX
IDEXX BioAnalytics

Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services

2) Order/Billing Details

3) Submission Review

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

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Import Spreadsheet

Add Services

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

1

Cancel and Exit

Save and Exit

Order/Billing Details »



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.

IDEXX BioAnalytics

BioAnalytics IDEXX
IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

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

Submitter: IDEXX, BioAnalytics

Samples and Services

multiple samples if the selected services will apply to multiple
er samples and service combinations. Submissions are limited

Import Spreadsheet Add Services

Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats.
Submissions are limited to a maximum of 500 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 1 Other 2

Other Column 3 Other Column 4

Other 3 Other 4

Import Cancel

Cancel and Exit Save and Exit Order/Billing Details »

Approx te of Birth (MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	Services

Add services

- 





7b

Select tests

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

The screenshot shows the 'Select a Service' interface. At the top, there are tabs for 'Browse' and 'Search'. Below this is the 'Select a Service' section, which is divided into 'Standard Services' and 'Your Custom Services'. In the 'Standard Services' section, there are several red tiles: 'Serology + PCR HM', 'Serology + PCR Quarantine', 'PCR Panels' (highlighted with a blue box and an arrow labeled '1'), 'PCR Single Agents', 'Serology Panels', 'Serology Single Agents', 'necropsy/parasitology', 'Pathology/Histology', 'Microbiology', and 'Microbiome'. Below this is the 'Your Custom Services' section, which has a single red tile labeled 'PCR Panels'. Below the 'Select a Service' section is the 'Select Sample Types, Profiles and Add-Ons' section. This section has a blue 'Add Selections' button. Below the button, there are three columns: 'Sample Types', 'Profiles', and 'Add-Ons'. The 'Sample Types' column has a blue box around it with an arrow labeled '2' pointing to it. It contains a list of sample types with checkboxes: 'Dry Oral Swab', 'Environmental', 'Feces', 'Pelt Swab', 'REPLACE', 'Tissues', 'Whole Animal', and 'Other'. The 'Profiles' column has a blue box around it with an arrow labeled '3' pointing to it. It contains a list of profiles with checkboxes: 'Mouse 3R FELASA Quarterly (PCR)', 'Mouse 3R FELASA Annual (PCR)', 'Mouse 3R FELASA Quarterly SOPF (PCR)', 'Mouse 3R FELASA Annual SOPF (PCR)', 'Mouse 3R Quarantine Quarterly (PCR)', 'Mouse 3R Quarantine Annual (PCR)', and 'Mouse 3R Quarantine Quarterly SOPF (PCR)'. The 'Add-Ons' column has a list of add-ons with checkboxes: 'Dermatophytes Profile (PCR)', 'Bordetella bronchiseptica (PCR)', 'Bordetella pseudohinzii/hinzii (PCR)', 'Campylobacter coli (PCR)', 'Chilomastix spp. (PCR)', 'Chlamydia muridarum - PCR', 'Citrobacter rodentium', and 'Clostridium difficile Toxin A'.

7c

Test information

- To learn more about a service, you can click on the button beside it.
- This will show you sample type information and tests included.

1) Samples and Services

2) Order/Billing Details

3) Submission Review

Tip: Enter and select at least one button to choose services for the

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Client Sample ID*

1

1

Browse

Search

Select a Service

Combination Services

Standard Services

Your Custom Services

Select Sample Types, Profiles and Add-ons

Select at least one

Sample Types

☐ Dry Oral Swab

☐ Environmental

☐ Feces

☐ Pelt Swab

☐ REPLACE

☐ Tissues

☐ Whole Animal

☐ Other

Profiles

Select at least one

☐ REPLACE Trial Panel

☐ Altered Schaedler Flora (ASF) Bacteria Panel

☐ Demodex musculi and Spironucleus muris PCR Panel

☐ Mouse Parvo Plus PCR Panel

☐ Parvo Panel

☐ Pinworm and Fur Mite Panel

☐ Pinworm, Fur Mites, and Helicobacter PCR Panel

☐ Protozoal PCR Panel

☐ Helicobacter and MNV PCR Panel

☐ Opti-Fecal Mouse Panel A

☐ Opti-Fecal Mouse Panel B

☐ Opti-Fecal Mouse Panel C

☐ EDx Parasite Profile

☐ EDx Primary Profile

☐ Opti-XXpress/EDx Mouse Prevalent Profile

☐ Opti-XXpress/EDx Mouse Basic Profile

Add-Ons

Select at least one

☐ Aerococcus viridans (PCR)

☐ Bordetella bronchiseptica (PCR)

☐ Bordetella pseudohinzii/hinzii (PCR)

☐ Burkholderia gladioli (PCR)

☐ Campylobacter coli (PCR)

☐ Campylobacter jejuni (PCR)

☐ Chilomastix spp. (PCR)

☐ Chlamydia muridarum (PCR)

☐ Chlamydia spp. (PCR)

☐ Citrobacter rodentium (PCR)

☐ Clostridium difficile Panel (Toxin A and B) (feces)

☐ Clostridium difficile Toxin A (PCR)

☐ Clostridium difficile Toxin B (PCR)

☐ Clostridium perfringens Alpha Toxin (PCR)

☐ Clostridium perfringens Enterotoxin (PCR)

☐ Clostridium piliforme (PCR)

REPLACE Trial Panel

Accepted Sample Types

Accepted Sample Types

Environmental Accepted

Feces Accepted

Pelt Swab Accepted

REPLACE Accepted

Other Accepted

Close

Submitter: IDEXX_BioAnalytics

Services*

Spreadsheet

Add Services

Other 3

Other 4

Services

2

1

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

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples. Service combinations. Submissions are limited to a maximum of 500 samples.

Added Services (View/Edit/Delete) **Health Monitoring**

Health Monitoring Profiles for Submission

Profile	Sample Type	Affected Specimen Count	
Advantage Comprehensive Plus (Oral Swab agents)	Dry Oral Swab	3	Delete

Other 2 Other 3 Other 4 Services

Health Monitoring
Health Monitoring
Health Monitoring

1

2

3

4

Cancel and Exit Save and Exit **Order/Billing Details »**



8a

Add order/billing details

- Please fill all required fields marked with an asterisk.
- Enter your Purchase Order (PO) Number under "Payment Type," or select an appropriate option from the dropdown:
 - **Enter PO Number:** If you have a PO number, enter it directly.
 - **PO to idexxbioanalytics-europe@idexx.com in 48hrs:** Select this if you need a PO on your invoice but don't have the number yet. Send the PO within 48 hours.
 - **Proforma Invoice – Prior Approval:** Choose this if a proforma invoice was pre-approved.
 - **Not Applicable:** Select this if your company does not use PO numbers.

The screenshot shows the 'Order/Billing Details' form in the IDEXX BioAnalytics system. The form is divided into several sections: 'Payment Info', 'Shipping Info', and 'Case Info'. The 'Payment Info' section includes a 'Payment Type*' dropdown menu and a 'Quote Number' input field. The 'Shipping Info' section includes 'Ship Date*', 'Ship to Lab*', and 'Carrier Type' dropdown menus. The 'Case Info' section includes 'Study ID', 'Submission Name', and 'Client Case Number' input fields. A 'Send Invoice/Charges To' section displays the billing address and contact information for IDEXX Intercompany Billing-GmbH EU. The form is annotated with three blue circles and arrows: Circle 1 points to the 'Payment Type*' dropdown, Circle 2 points to the 'Send Invoice/Charges To' section, and Circle 3 points to the 'Submission Review' button at the bottom right. The bottom of the form features a navigation bar with buttons for '< Samples and Services', 'Cancel and Exit', 'Save and Exit', and 'Submission Review >'. The top of the form shows a progress bar with three steps: '1) Samples and Services', '2) Order/Billing Details' (current step), and '3) Submission Review'. The submitter is identified as 'Laboratories, IDEXX'.

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

Submitter: Laboratories, IDEXX

Order/Billing Details

Order Details

Payment Info

Payment Type* Please Select Payment Type

Quote Number

Shipping Info

Ship Date* 10-Jan-25

Ship to Lab* Kornwestheim, Germany

Carrier Type

Case Info

Study ID

Submission Name

Client Case Number

Send Invoice/Charges To

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806
DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Edit Billing Info

Separate case for each animal (i.e., patient records)? If No is selected, all results will display on the same report. *

☐ Yes ☒ No

Please answer the following Statement, for more information please see [USDA](#) and [CDC](#) or contact [idexxbioanalytics-europe@idexx.com](#)

The material is for use in an infectious disease research program only. It is not to be used for any other purpose.

< Samples and Services Cancel and Exit Save and Exit Submission Review >



8b

Add order/billing details

- Please ensure your Bill-to address is included and is correct.
- If your bill to information is not completed for your first submission, you don't need to resend it - it will be completed prior to invoicing.
- Please select Kornwestheim as the "Ship to Lab."
- Enter submission details like study ID, special instructions, quote number, etc.
- Continue by clicking the "Submission Review" button.

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

Submitter: Laboratories, IDEXX

Order/Billing Details

Order Details

Payment Info

Payment Type*

Quote Number

Send Invoice/Charges To

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806
DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com
[Edit Billing Info](#)

Shipping Info

Ship Date*

Ship to Lab*

Carrier Type

Case Info

Study ID

Submission Name

Client Case Number

Separate case for each animal (i.e., patient records)? If No is selected, all results will display on the same report. * ☐ Yes ☒ No

Please answer the following Statement, for more information please see [USDA](#) and [CDC](#) or contact [idexxbioanalytics-europe@idexx.com](#)

[« Samples and Services](#)

Cancel and Exit

Save and Exit

Submission Review »

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 "Order/Billing Details."
- If you want to continue later, click "Save and Exit."
 - Resume this case from the Order History menu.

1) Samples and Services2) Order/Billing Details3) Submission Review

Submitter: Laboratories, IDEXX

Submission Review

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

Submit

IDEXX BioAnalyticsIDEXX

Case Submission Packing Slip

Send Report To:
Laboratories, IDEXX
Humboldtstraße 2
Kornwestheim, DE-BW 70806 Germany
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Bill To:
IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806 DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Shipping Date: 01/10/2025
Ship to Lab: Kornwestheim, Germany
Species: mouse
Facility: ALL
Services Requested: Mouse 3R EDx Annual (PCR)
Comments:
Special Test Instructions:

Purchase Order: Not applicable
Quote Number:
Total # of Samples: 3
Separate Cases: No
Infectious Agent / Health Hazards:
Additional Sample Information:

	Client Sample ID	Species	Sample Types and Services	
1	1	mouse	REPLACE	PCR Panels: Mouse 3R EDx Annual (PCR)
2	2	mouse	REPLACE	PCR Panels: Mouse 3R EDx Annual (PCR)
3	3	mouse	REPLACE	PCR Panels: Mouse 3R EDx Annual (PCR)

« Order/Billing Details

Cancel and Exit

Save and Exit

Submit

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 to modify your submission.

1) Samples and Services2) Order/Billing Details3) Submission Review

Submitter: Laboratories, IDEXX

Submission Review

Order Confirmation Number: 250110-0856-N

Your order has been submitted! Please use the "View" button to print out your order summary and include it with your shipment. This PDF has also been emailed to you (please allow up to 15 minutes for delivery). Please follow the shipping and sample instructions available [here](#).

View

(Using the "View" button will open a pdf in a new window that you can use to print or save.)

IDEXX BioAnalytics

IDEXX

3

Case Submission Packing Slip

Order Confirmation Number: 250110-0856-N

Send Report To:
Laboratories, IDEXX
Humboldtstraße 2
Kornwestheim, DE-BW 70806 Germany
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Bill To:
IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806 DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Shipping Date: 01/10/2025
Ship to Lab: Kornwestheim, Germany
Species: mouse
Facility: ALL
Services Requested: Mouse 3R EDx Annual (PCR)
Comments:
Special Test Instructions:

Purchase Order: Not applicable
Quote Number:
Total # of Samples: 3
Separate Cases: No
Infectious Agent / Health Hazards:
Additional Sample Information:

	Client Sample ID	Species	Sample Types and Services	
1	1	MOUSE	REPLACE	PCR Panels: Mouse 3R EDx Annual (PCR)
2	2	MOUSE	REPLACE	PCR Panels: Mouse 3R EDx Annual (PCR)
3	3	MOUSE	REPLACE	PCR Panels: Mouse 3R EDx Annual (PCR)

11

Using templates and clones

- Click “Order History” in the navigation bar.
- Determine which submission template you want to clone. Several Filter options may help you to find the correct submission template.
- 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: Laboratories, IDEXX - 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	
	Clone		Resulted	250502-0220-C	05/06/2025	1	1	05/02/2025	IDEXX Laboratories	5522-2025		05/02/2025	
Continue	Clone		Incomplete		05/01/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/01/2025	Delete
Continue	Clone		Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/29/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/29/2025	Delete
Continue	Clone		Incomplete		04/25/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/25/2025	Delete
Continue	Clone		Incomplete		04/24/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/24/2025	Delete


1

Place an order

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

1

IDEXX BioAnalytics

BioAnalytics IDEXX
IDEXX BioAnalytics  Sign out

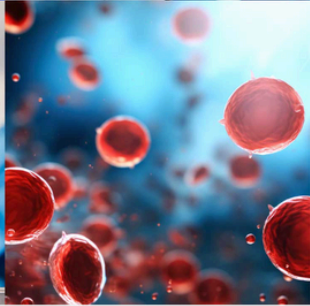


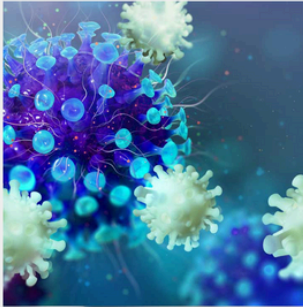
IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

Easily submit test requests, such as blood chemistry profiles and hematology tests, securely and efficiently, streamlining the process to reduce administrative burdens. This portal allows you to easily track the status of your submissions, receive electronic reports, and access a comprehensive view of your order history.

1

Place an Order



2

Service type selection

You can select a submitter before placing an order, that makes it easy to manage several accounts.
Select a submission type to begin with your order:


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

1

Let's start your order

Please select the testing option that meets your research needs.

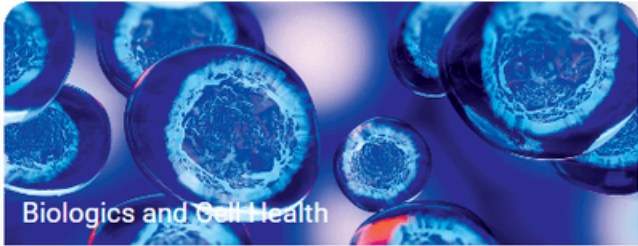
Your order is being placed with this account: Laboratories, IDEXX



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.

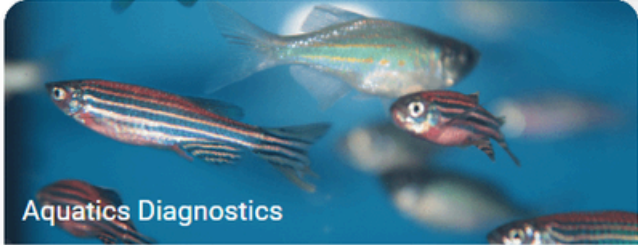
[Get started >](#)



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 >](#)


2


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.

IDEXX BioAnalytics

BioAnalytics IDEXX
IDEXX BioAnalytics  Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services


2) Order/Billing Details


3) Submission Review


Submitter: IDEXX, BioAnalytics ☒


Samples and Services


Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.





































Import Spreadsheet

Add Services

																		
	<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"/>																	

1

Cancel and Exit

Save and Exit

Order/Billing Details »

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. Overall study ID will be entered later.
- Only columns marked with an asterisk are required. All other columns are optional.
- The most used demographic columns are:
 - Group ID
 - Animal ID*
 - Species*
 - Collection Date*
 - Timepoint

IDEXX BioAnalytics

BioAnalytics IDEXX
IDEXX BioAnalytics

Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services

2) Order/Billing Details

3) Submission Review

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

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Import Spreadsheet

Add Services

	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>
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1	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>

1

Cancel and Exit

Save and Exit

Order/Billing Details »

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 displays the IDEXX BioAnalytics Client Portal interface. At the top, the navigation bar includes the IDEXX BioAnalytics logo, a 'Sign out' button, and the text 'IDEXX BioAnalytics'. Below this, the 'IDEXX BioAnalytics Client Portal' header is visible. The main navigation area shows three steps: '1) Samples and Services', '2) Order/Billing Details', and '3) Submission Review'. The 'Samples and Services' section is active, displaying a 'Submitter: IDEXX, BioAnalytics' status.

A modal window titled 'Import Spreadsheet' is open, providing instructions: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 500 samples'. It includes a 'Download Spreadsheet Template' link and a 'Choose File' button (labeled 2). Below the file selection, there are four input fields for custom column headers: 'Other Column 1', 'Other Column 2', 'Other Column 3', and 'Other Column 4'. The modal also features 'Import' and 'Cancel' buttons.

In the background, a table is partially visible with columns for 'Approximate Date of Birth (DD-MMM-YY)', 'Date Animal Placed (DD-MMM-YY)', and several 'Other' columns (labeled 1). The 'Import Spreadsheet' button in the background is also highlighted.

6

- 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”.
- Customize the dropdown menu in your dictionary, entering new values only if they are unique. This ensures consistent data, as the dictionary is case-sensitive and distinguishes between dashes and other characters.
- The Dictionary ensures consistent data for FELASA reports and custom reports, preventing duplication and optimizing data extraction, management, and filtering.

1) Samples and Services

2) Order/Billing Details

3) Submission Review

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services). Please click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples.

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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.

Import Spreadsheet
Add Services

	<input type="checkbox"/>	Client Sample ID*	Species*	Add ID	Investigator	Building	Area	Room	Back	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"/>	ZF1	zebrafish ▼											Low Dose ▼	▼	▼	▼	
2	<input type="checkbox"/>	ZF2	zebrafish ▼											Low Dose ▼	▼	▼	▼	
3	<input type="checkbox"/>	ZF3	zebrafish ▼											Medium Dose ▼	▼	▼	▼	
4	<input type="checkbox"/>	ZF4	zebrafish ▼											Medium Dose ▼	▼	▼	▼	
5	<input type="checkbox"/>	ZF5	zebrafish ▼											Control ▼	▼	▼	▼	
6	<input type="checkbox"/>	ZF6	zebrafish ▼											Control ▼	▼	▼	▼	

Confirm

X

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: Control

Add to Dictionary

Cancel and Exit

Save and Exit

Order/Billing Details »

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.”

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

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

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📄

Import Spreadsheet
Add Services

	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	2F1	zebrafish											Low Dose					
2	<input checked="" type="checkbox"/>	2F2	zebrafish											Low Dose					
3	<input checked="" type="checkbox"/>	2F3	zebrafish											Medium Dose					
4	<input checked="" type="checkbox"/>	2F4	zebrafish											Medium Dose					
5	<input checked="" type="checkbox"/>	2F5	zebrafish											Control					
6	<input checked="" type="checkbox"/>	2F6	zebrafish											Control					

Cancel and Exit
Save and Exit
Order/Billing Details »



7b

Select tests

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

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

Submitter: IDEXX BioAnalytics

Browse Search

Select a Service

Standard Services

PCR Panels

PCR Panels

Your Custom Services

PCR Panels

Select Sample Types, Profiles and Add-Ons

Add Selections

Select at least one

Sample Types

☐ Environmental

☐ Feces

☐ REPLACE

☐ Tissues

☐ Whole Animal

☐ Other

Select at least one

Profiles

☐ Fish SLOM (screening less often microorganisms) PCR panel

☐ Fish SMOP (screening more often pathogens) PCR Panel

☐ Mycobacterium PCR Panel

☐ Zebrafish Essential PCR Panel

☐ Zebrafish Comprehensive PCR Panel

☐ Other

Add-Ons

☐ Aeromonas hydrophila

☐ Edwardsiella ictaluri

☐ Flavobacterium columnare

☐ Ichthyophthirius multifiliis

☐ Infectious spleen and kidney necrosis virus (ISKNV)

☐ Mycobacterium abscessus

☐ Mycobacterium chelonae

☐ Mycobacterium fortuitum

☐ Mycobacterium gordonae

☐ Mycobacterium haemophilum

☐ Mycobacterium marinum

☐ Mycobacterium peregrinum

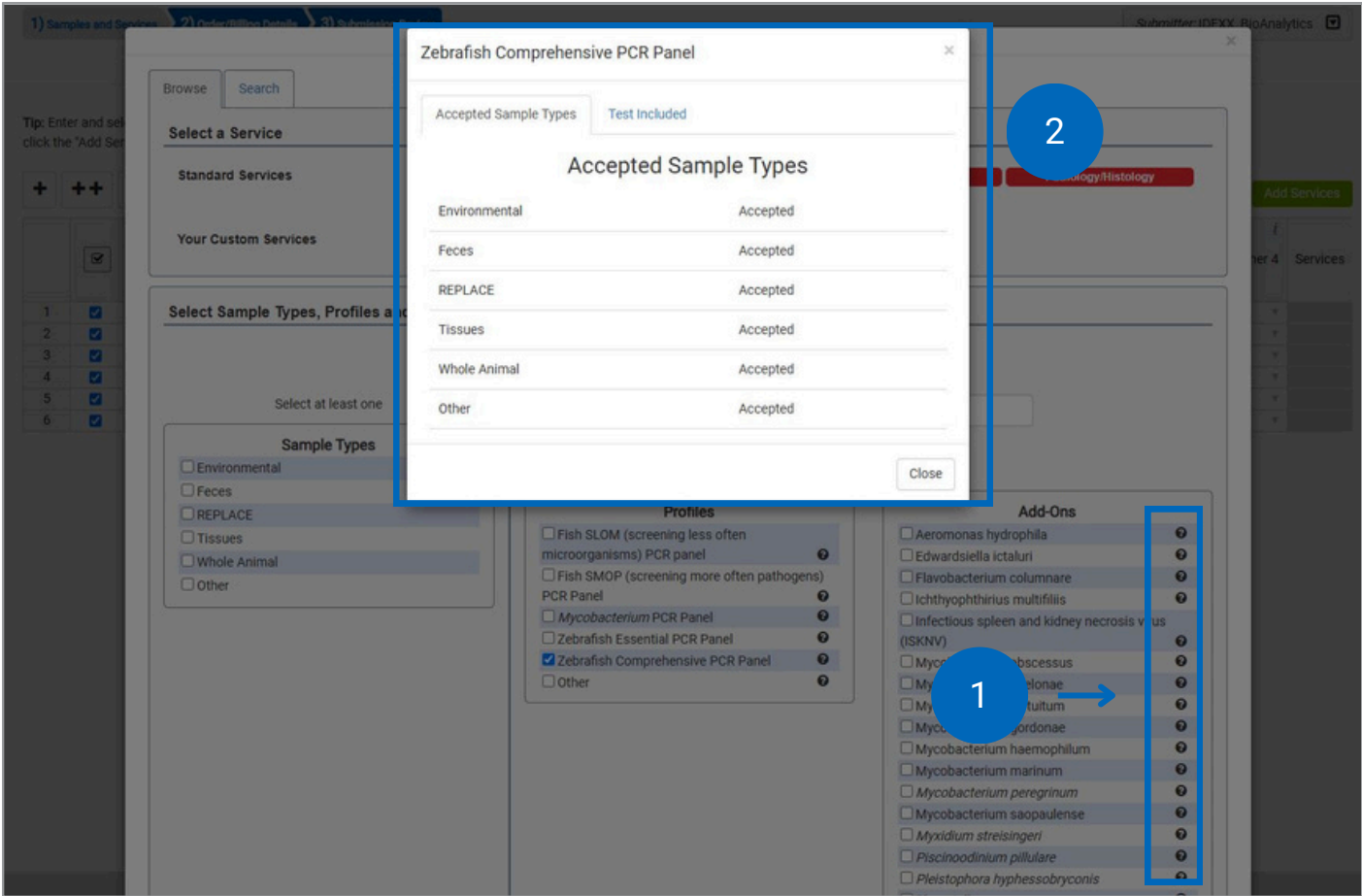
☐ Mycobacterium saopaulense

☐ Myxidium streisingeri

7c

Test information

- To learn more about a service, you can click on the button beside it.
- This will show you sample type information and tests included.



7d

- 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**

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

Added Services (View/Edit/Delete) **PCR Panels**

Import Spreadsheet **Add Services**

	<input checked="" type="checkbox"/>	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	<input type="checkbox"/>	ZF1	zebrafish											Low Dose				
2	<input type="checkbox"/>	ZF2	zebrafish											Low Dose				
3	<input type="checkbox"/>	ZF3	zebrafish											Low Dose				
4	<input type="checkbox"/>	ZF4	zebrafish											Low Dose				
5	<input type="checkbox"/>	ZF5	zebrafish											Low Dose				
6	<input type="checkbox"/>	ZF6	zebrafish											Low Dose				

PCR Panels Profiles for Submission

Profile	Sample Type	Affected Specimen Count
Zebrafish Comprehensive PCR Panel	Whole Animal (not live)	6

Delete

Cancel and Exit **Save and Exit** **Order/Billing Details >**

1 2 3 4



8a

Add order/billing details

- Please fill all required fields marked with an asterisk.
- Enter your Purchase Order (PO) Number under "Payment Type," or select an appropriate option from the dropdown:
 - **Enter PO Number:** If you have a PO number, enter it directly.
 - **PO to idexxbioanalytics-europe@idexx.com in 48hrs:** Select this if you need a PO on your invoice but don't have the number yet. Send the PO within 48 hours.
 - **Proforma Invoice – Prior Approval:** Choose this if a proforma invoice was pre-approved.
 - **Not Applicable:** Select this if your company does not use PO numbers.

Order Details

Payment Info

Payment Type*

Quote Number

Send Invoice/Charges To ⁱ

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806
DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

[Edit Billing Info](#)

Shipping Info

Ship Date* ⁱ

Ship to Lab* ⁱ

Carrier Type ⁱ

Case Info

Study ID ⁱ

Submission Name ⁱ

Client Case Number ⁱ

Separate case for each animal (i.e., patient records)? If No is selected, all results will display on the same report. * ⁱ

☐ Yes ☒ No

Please answer questions before submitting your order. ⁱ

[« Samples and Services](#) [Cancel and Exit](#) [Save and Exit](#) [Submission Review »](#)



8b

Add order/billing details

- Please ensure your Bill-to address is included and is correct.
- If your bill to information is not completed for your first submission, you don't need to resend it - it will be completed prior to invoicing.
- Please select Kornwestheim as the "Ship to Lab."
- Enter submission details like study ID, special instructions, quote number, etc.
- Continue by clicking the "Submission Review" button.

Order Details

Payment Info

Payment Type*

Quote Number

Send Invoice/Charges To ⁱ

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806
DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

[Edit Billing Info](#)

Shipping Info

Ship Date* ⁱ

Ship to Lab* ⁱ

Carrier Type ⁱ

Case Info

Study ID ⁱ

Submission Name ⁱ

Client Case Number ⁱ

Separate case for each animal (i.e., patient records)? If No is selected, all results will display on the same report. * ⁱ

☐ Yes ☒ No

Please answer questions before submitting your order. [Contact us for more information](#) [idexxbioanalytics@idexx.com](#) [idexxbioanalytics.com](#)

[« Samples and Services](#) [Cancel and Exit](#) [Save and Exit](#) [Submission Review »](#)

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 "Order/Billing Details."
- If you want to continue later, click "Save and Exit."
 - Resume this case from the Order History menu.

1) Samples and Services2) Order/Billing Details3) Submission Review

Submitter: Laboratories, IDEXX

Submission Review

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

Submit

IDEXX BioAnalyticsIDEXX

Case Submission Packing Slip

Send Report To:
Laboratories, IDEXX
Humboldtstraße 2
Kornwestheim, DE-BW 70806 Germany
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Bill To:
IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806 DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Shipping Date: 01/10/2025
Ship to Lab: Kornwestheim, Germany
Species: zebrafish
Facility: ALL
Services Requested: Zebrafish Comprehensive PCR Panel
Comments:
Special Test Instructions:

Purchase Order: Not applicable
Quote Number:
Total # of Samples: 6
Separate Cases: No
Infectious Agent / Health Hazards:
Additional Sample Information:
Whole Animal - not live

	Client Sample ID	Species	Sample Types and Services
1	ZF1	zebrafish	Whole Animal (not live) PCR Panels: Zebrafish Comprehensive PCR Panel
2	ZF2	zebrafish	Whole Animal (not live) PCR Panels: Zebrafish Comprehensive PCR Panel
3		zebrafish	Whole Animal (not live) PCR Panels: Zebrafish Comprehensive PCR Panel

Order/Billing Details

Cancel and Exit

Save and Exit

Submit

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 to modify your submission.

1) Samples and Services2) Order/Billing Details3) Submission Review

Submitter: Laboratories, IDEXX

Submission Review

Order Confirmation Number: 250110-0843-K

Your order has been submitted! Please use the "View" button to print out your order summary and include it with your shipment. This PDF has also been emailed to you (please allow up to 15 minutes for delivery). Please follow the shipping and sample instructions available [here](#).

View

(Using the "View" button will open a pdf in a new window that you can use to print or save.)

IDEXX BioAnalytics

IDEXX

Case Submission Packing Slip

Order Confirmation Number: 250110-0843-K

Send Report To:
Laboratories, IDEXX
Humboldtstraße 2
Kornwestheim, DE-BW 70806 Germany
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Bill To:
IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806 DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Shipping Date: 01/10/2025
Ship to Lab: Kornwestheim, Germany
Species: zebrafish
Facility: ALL
Services Requested: Zebrafish Comprehensive PCR Panel
Comments:
Special Test Instructions:

Purchase Order: Not applicable
Quote Number:
Total # of Samples: 6
Separate Cases: No
Infectious Agent / Health Hazards:
Additional Sample Information:
Whole Animal - not live

11

Using templates and clones

- Click “Order History” in the navigation bar.
- Determine which submission template you want to clone. Several Filter options may help you to find the correct submission template.
- 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.

1

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:

Laboratories, IDEXX - 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	
	Clone		Resulted	250502-0220-C	05/06/2025	1	1	05/02/2025	IDEXX Laboratories	5522-2025		05/02/2025	
Continue	Clone		Incomplete		05/01/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/01/2025	Delete
Continue	Clone		Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/29/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/29/2025	Delete
Continue	Clone		Incomplete		04/25/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/25/2025	Delete
Continue	Clone		Incomplete		04/24/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/24/2025	Delete


1

Place an order

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

1 →

IDEXX BioAnalytics

BioAnalytics IDEXX
IDEXX BioAnalytics  Sign out

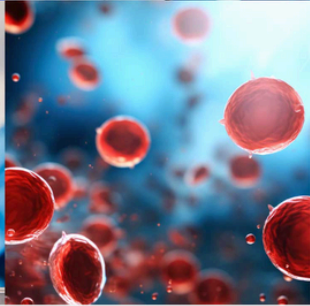


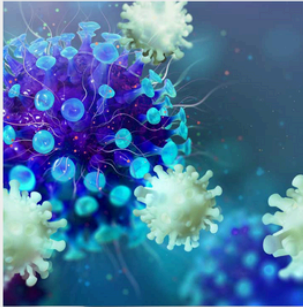
IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

Easily submit test requests, such as blood chemistry profiles and hematology tests, securely and efficiently, streamlining the process to reduce administrative burdens. This portal allows you to easily track the status of your submissions, receive electronic reports, and access a comprehensive view of your order history.

1 →

Place an Order



2

Service type selection

You can select a submitter before placing an order, that makes it easy to manage several accounts.
Select a submission type to begin with your order:


- **Biologicals**
 - Cell line authentication and pathogen screening
 - IMPACT, h-IMPACT, Sterility testing, CellCheck

2

Let's start your order

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

1



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 >](#)


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.

IDEXX BioAnalytics


BioAnalytics IDEXX
IDEXX BioAnalytics  Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services










2) Order/Billing Details


3) Submission Review

Submitter: IDEXX, BioAnalytics 

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.





	<input type="checkbox"/>	i Client Sample ID*	i Species	i Add ID	i Investigator	i Building	i Area	i Room	i Rack	i Strain	i Sex	i Approx Date of Birth (DD-MMM-YY)	i Date Animal Placed (DD-MMM-YY)	i Cell Line	i ATCC #	i Other 1	i Other 2	i Other 3	i Other 4	i Services
1	<input type="checkbox"/>																			

Import Spreadsheet

Add Services

Cancel and Exit


Save and Exit

Order/Billing Details »

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.
- Only columns marked with an asterisk are required. All other columns are optional.
- The most used demographic columns are:
 - Client Sample ID*
 - Investigator
 - Cell Line
 - ATCC #
 - Species

IDEXX BioAnalytics


BioAnalytics IDEXX
IDEXX BioAnalytics  Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services










2) Order/Billing Details

3) Submission Review

Submitter: IDEXX, BioAnalytics 

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.



Import Spreadsheet

Add Services

	<input type="checkbox"/>	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)	Cell Line	ATCC #	Other 1	Other 2	Other 3	Other 4	Services
1	<input type="checkbox"/>																			

1

↑

Cancel and Exit

Save and Exit

Order/Billing Details »

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.

op-out

2

1

6

- 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”.
- Customize the dropdown menu in your dictionary, entering new values only if they are unique. This ensures consistent data, as the dictionary is case-sensitive and distinguishes between dashes and other characters.
- The Dictionary ensures consistent data for FELASA reports and custom reports, preventing duplication and optimizing data extraction, management, and filtering.

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

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of samples). After selecting, click the "Add Services" button to choose services for those samples. Maximum of 500 samples.

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Import Spreadsheet
Add Services

	<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)	Cell Line	ATCC #	Other 1	Other 2	Other 3	Other 4	Services
1	<input type="checkbox"/>	1												HELA						
2	<input type="checkbox"/>	2												Sf9						
3	<input type="checkbox"/>	3												CHO						
4	<input type="checkbox"/>	4												MCF-7						

3

Confirm
X

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.

Cell Line: MCF-7

Add to Dictionary

Cancel and Exit

Save and Exit

Order/Billing Details »

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.”

1) Samples and Services2) Order/Billing Details3) Submission Review

Submitter: IDEXX, BioAnalytics

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

+

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Import SpreadsheetAdd Services

	<input checked="" type="checkbox"/>	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)	Cell Line	ATCC #	Other 1	Other 2	Other 3	Other 4	Services
1	<input checked="" type="checkbox"/>	1												HELA						
2	<input checked="" type="checkbox"/>	2												Sf9						
3	<input checked="" type="checkbox"/>	3												CHO						
4	<input checked="" type="checkbox"/>	4	canine											MCF-7						

1

2

Cancel and Exit

Save and Exit

Order/Billing Details »



7b

Select tests

- Browse through our offering and choose a Service tile.
- To add a test:
 - Select the sample type
 - Select your Profile(s)
 - 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 'Select a Service' interface in the IDEXX BioAnalytics system. It is divided into two main sections: 'Select a Service' and 'Select Sample Types, Profiles and Add-Ons'.

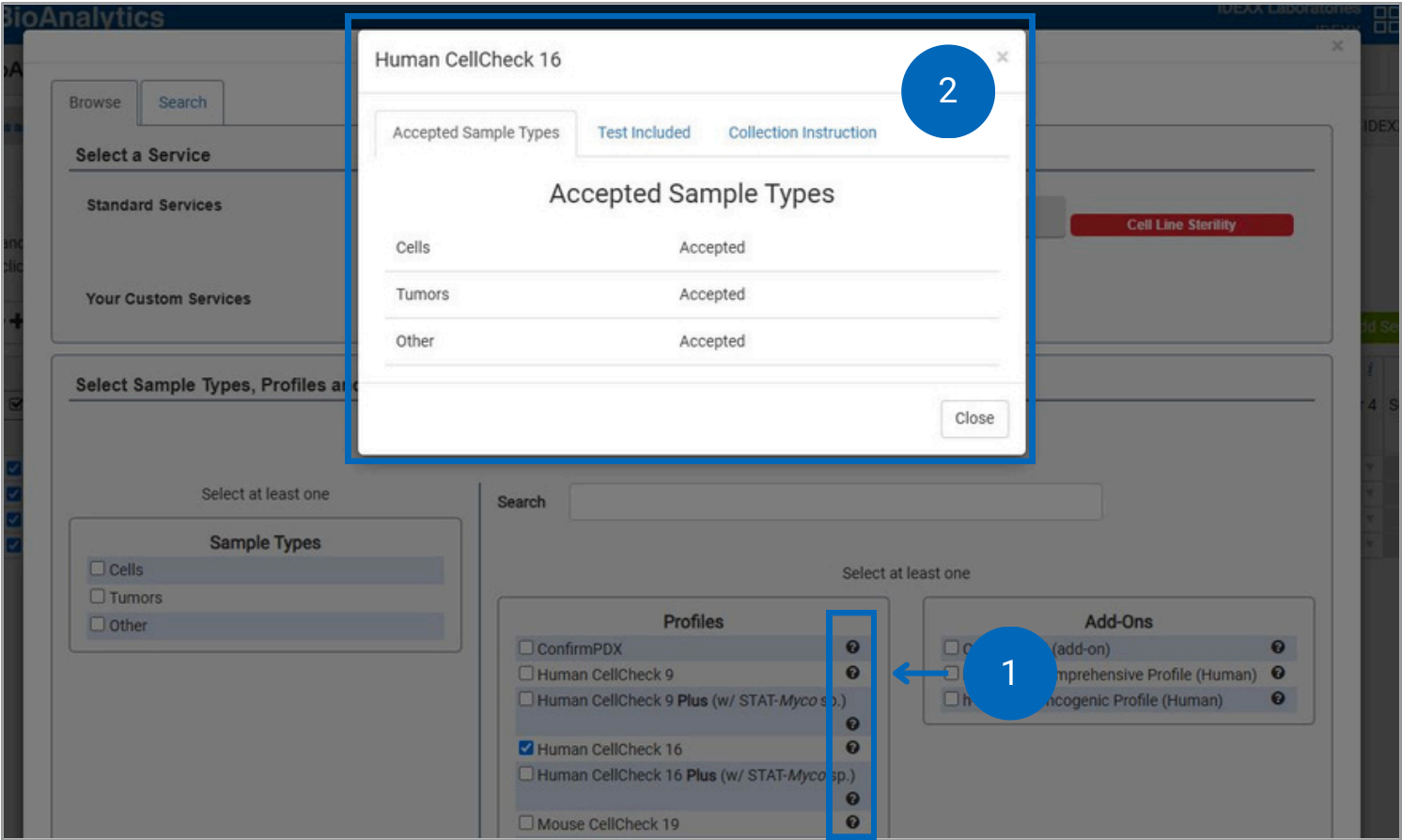
Select a Service: This section contains two rows of service tiles. The first row, 'Standard Services', includes 'IMPACT/h-IMPACT', 'Endotoxin', 'CellCheck (Cell Line Authentication)', and 'Cell Line Sterility'. The second row, 'Your Custom Services', includes 'PCR Panels'. A blue circle with the number '1' is placed over the 'CellCheck (Cell Line Authentication)' tile, with an arrow pointing to it.

Select Sample Types, Profiles and Add-Ons: This section contains three columns of selection options. The first column, 'Sample Types', includes 'Cells', 'Tumors', and 'Other'. A blue circle with the number '2' is placed below this column, with an arrow pointing up to it. The second column, 'Profiles', includes 'ConfirmPDX', 'Human CellCheck 9', 'Human CellCheck 9 Plus (w/ STAT-Myco sp.)', 'Human CellCheck 16', and 'Human CellCheck 16 Plus (w/ STAT-Myco sp.)'. A blue circle with the number '3' is placed to the right of this column. The third column, 'Add-Ons', includes 'ConfirmPDX (add-on)', 'h-IMPACT Comprehensive Profile (Human)', and 'h-IMPACT Oncogenic Profile (Human)'. A blue circle with the number '3' is also placed to the right of this column. A search bar is located above the 'Profiles' and 'Add-Ons' columns. A blue button labeled 'Add Selections' is located above the 'Sample Types' column.

7c

Test information

- To learn more about a service, you can click on the button beside it.
- This will show you sample type information and tests included.



7d

- 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.

Samples and Services

Tip: Enter and select at least one sample below that you'd like to apply a service (or a group of services) to. You may select multiple samples if the selected services will apply to multiple samples. After selecting, click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples and service combinations. Submissions are limited to a maximum of 500 samples.

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

CellCheck (Cell Line Authentication) Profiles for Submission

Profile	Sample Type	Affected Specimen Count
Human CellCheck 16	Cells	4

Buttons: +, ++, trash, copy, Import Spreadsheet, Add Services

Table Columns: Client Sample ID*, Species, Add, Other 2, Other 3, Other 4, Services

Services List: CellCheck (Cell Line Authentication)

Navigation: Cancel and Exit, Save and Exit, Order/Billing Details »



8a

Add order/billing details

- Please fill all required fields marked with an asterisk.
- Enter your Purchase Order (PO) Number under "Payment Type," or select an appropriate option from the dropdown:
 - **Enter PO Number:** If you have a PO number, enter it directly.
 - **PO to idexxbioanalytics-europe@idexx.com in 48hrs:** Select this if you need a PO on your invoice but don't have the number yet. Send the PO within 48 hours.
 - **Proforma Invoice – Prior Approval:** Choose this if a proforma invoice was pre-approved.
 - **Not Applicable:** Select this if your company does not use PO numbers.

Order Details

Payment Info

Payment Type*

Quote Number

Send Invoice/Charges To ⁱ

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806
DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

[Edit Billing Info](#)

Shipping Info

Ship Date* ⁱ

Ship to Lab* ⁱ

Carrier Type ⁱ

Case Info

Study ID ⁱ

Submission Name ⁱ

Client Case Number ⁱ

Separate case for each animal (i.e., patient records)? If No is selected, all results will display on the same report. * ⁱ

☐ Yes ☒ No

Please answer questions before submitting your order. ⁱ

[« Samples and Services](#) [Cancel and Exit](#) [Save and Exit](#) [Submission Review »](#)

8b

Add order/billing details

- Please ensure your Bill-to address is included and is correct.
- If your bill to information is not completed for your first submission, you don't need to resend it - it will be completed prior to invoicing.
- Please select Kornwestheim as the "Ship to Lab."
- Enter submission details like study ID, special instructions, quote number, etc.
- Continue by clicking the "Submission Review" button.

Order Details

Payment Info

Payment Type*
Please Select Payment Type

Quote Number

Send Invoice/Charges To

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806
DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com
Edit Billing Info

Shipping Info

Ship Date*
10-Jan-25

Ship to Lab*
Kornwestheim, Germany

Carrier Type

Case Info

Study ID

Submission Name

Client Case Number

Separate case for each animal (i.e., patient records)? If No is selected, all results will display on the same report.

☐ Yes ☒ No

Please answer questions before submitting your order.
For more information, please contact us at europa@idexx.com

« Samples and Services

Cancel and Exit

Save and Exit

Submission Review »

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 "Order/Billing Details."
- If you want to continue later, click "Save and Exit."
 - Resume this case from the Order History menu.

IDEXX BioAnalytics

IDEXX

Case Submission Packing Slip

Send Report To:

Laboratories, IDEXX
Humboldtstraße 2
Kornwestheim, DE-BW 70806 Germany
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Bill To:

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806 DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Shipping Date:

01/10/2025

Ship to Lab:

Kornwestheim, Germany

Species:

Facility:

ALL

Services Requested:

Human CellCheck 16

Comments:

Special Test Instructions:

Purchase Order:

Not applicable

Quote Number:

Total # of Samples:

4

Separate Cases:

No

Infectious Agent / Health Hazards:

Additional Sample Information:

	Client Sample ID	Cell Line	Sample Types and Services	
1	1	HELA	Cells	CellCheck (Cell Line Authentication): Human CellCheck 16
2	2	Sf9	Cells	CellCheck (Cell Line Authentication): Human CellCheck 16
3	3	CHO	Cells	CellCheck (Cell Line Authentication): Human CellCheck 16
4	4	MCF-7	Cells	CellCheck (Cell Line Authentication): Human CellCheck 16

« Order/Billing Details

Cancel and Exit

Save and Exit

Submit

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 to modify your submission.

1) Samples and Services2) Order/Billing Details3) Submission Review

Submitter: Laboratories, IDEXX

Submission Review

Order Confirmation Number: 250110-0851-Q

Your order has been submitted! Please use the "View" button to print out your order summary and include it with your shipment. This PDF has also been emailed to you (please allow up to 15 minutes for delivery). Please follow the shipping and sample instructions available [here](#).

View

(Using the "View" button will open a pdf in a new window that you can use to print or save.)

IDEXX BioAnalyticsIDEXX

Case Submission Packing Slip

Order Confirmation Number: 250110-0851-Q

Send Report To:

Laboratories, IDEXX
Humboldtstraße 2
Kornwestheim, DE-BW 70806 Germany
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Bill To:

IDEXX Intercompany Billing-GmbH EU
Im Moldengraben 65
Kornwestheim, DE-BW 70806 DE
+1 (573) 239-9271
BioAnalytics-IT@idexx.com

Shipping Date: 01/10/2025

Purchase Order: Not applicable

Ship to Lab: Kornwestheim, Germany

Quote Number:

Species:

Total # of Samples: 4

Facility: ALL

Separate Cases: No

Services Requested: Human CellCheck 16

Infectious Agent / Health Hazards:

Comments:

Additional Sample Information:

Special Test Instructions:

	Client Sample ID	Cell Line	Sample Types and Services
1	1	HELA	CellsCellCheck (Cell Line Authentication): Human CellCheck 16

11

Using templates and clones

- Click “Order History” in the navigation bar.
- Determine which submission template you want to clone. Several Filter options may help you to find the correct submission template.
- 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.

1

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: Laboratories, IDEXX - 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	
	Clone		Resulted	250502-0220-C	05/06/2025	1	1	05/02/2025	IDEXX Laboratories	5522-2025		05/02/2025	
Continue	Clone		Incomplete		05/01/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	05/01/2025	Delete
Continue	Clone		Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/30/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/30/2025	Delete
Continue	Clone		Incomplete		04/29/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/29/2025	Delete
Continue	Clone		Incomplete		04/25/2025	0	1		IDEXX Laboratories		IDEXX Laboratories	04/25/2025	Delete
Continue	Clone		Incomplete		04/24/2025	1	1		IDEXX Laboratories		IDEXX Laboratories	04/24/2025	Delete

IDEXX BioAnalytics



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