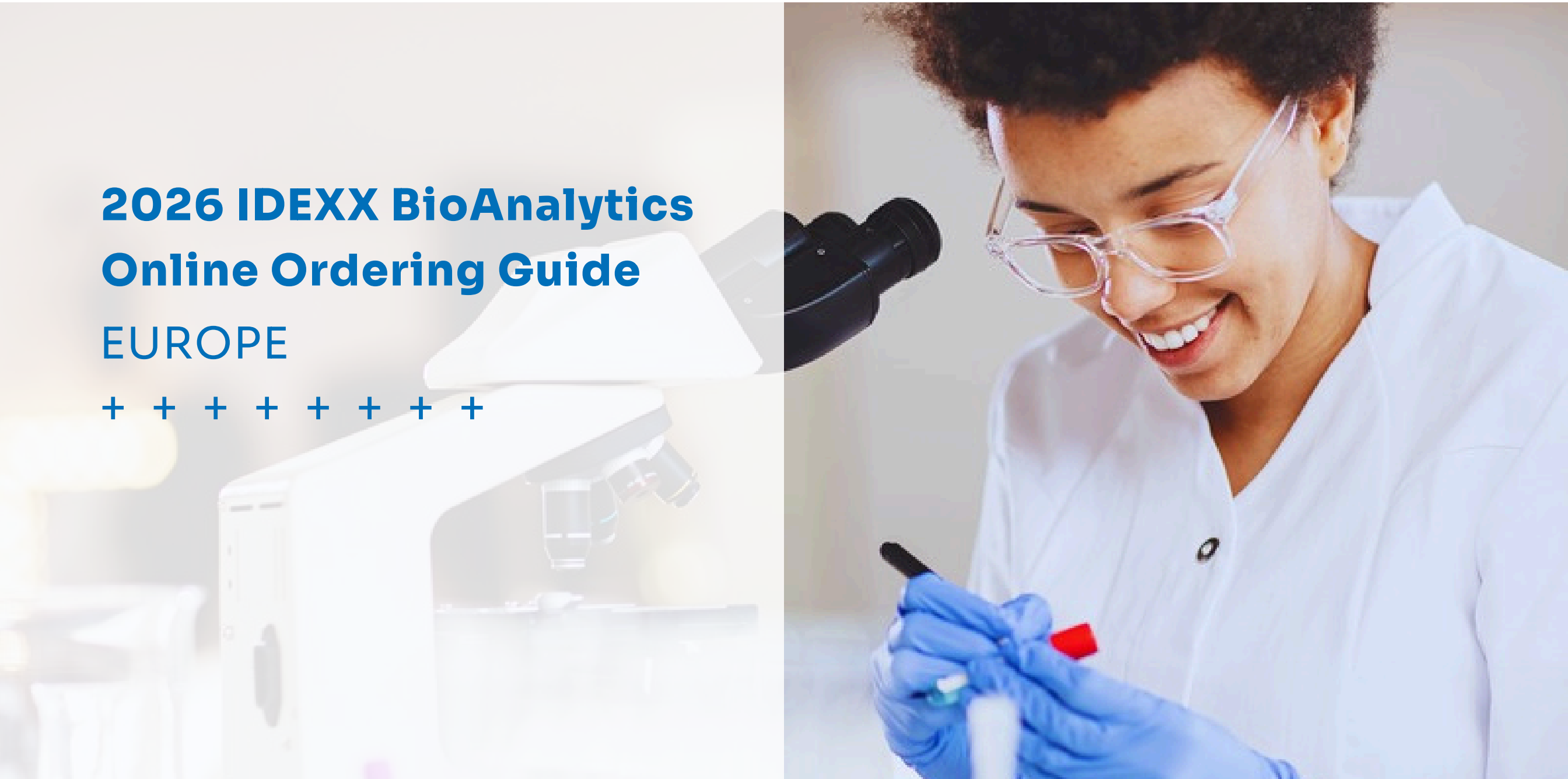


**2026 IDEXX BioAnalytics
Online Ordering Guide**
EUROPE

+ + + + + + + +





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 Diagnostics Orders

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



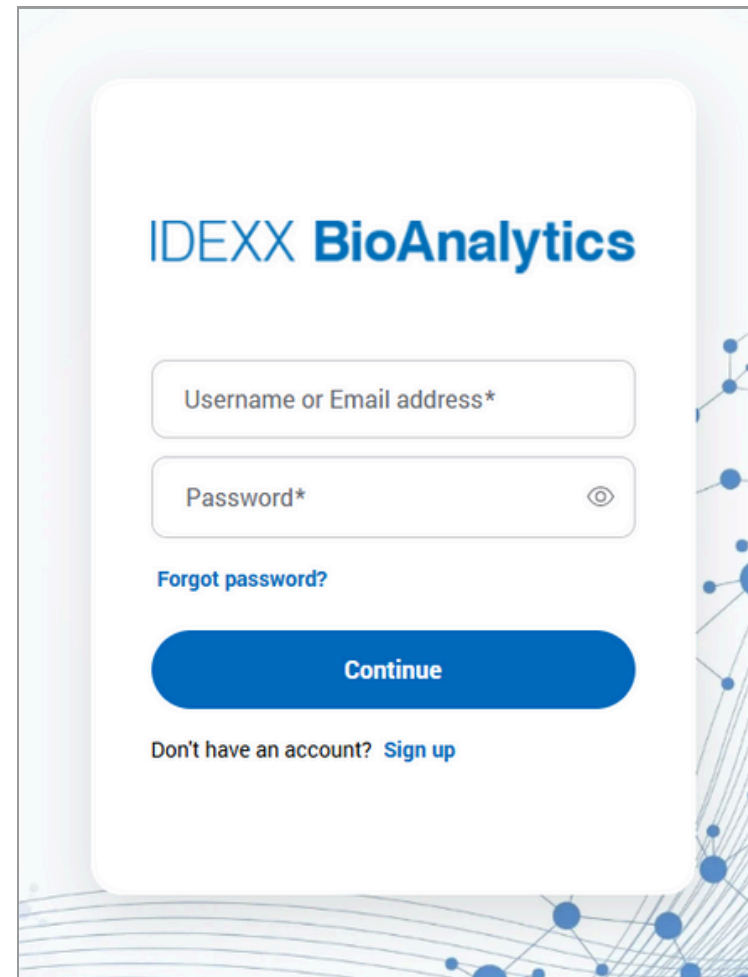
Biologics & Cell Health Orders

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



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.



The image shows a login form for IDEXX BioAnalytics. The form is white with rounded corners and is set against a light blue background with a molecular structure pattern. The IDEXX BioAnalytics logo is at the top. Below the logo are two input fields: 'Username or Email address*' and 'Password*'. The password field has an eye icon to toggle visibility. Below the password field is a link for 'Forgot password?'. A large blue 'Continue' button is centered below the links. At the bottom, there is a link for 'Don't have an account? Sign up'.

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.
- Once your account setup is complete you can immediately place your first order with us.

IDEXX BioAnalytics

Welcome

Sign Up to IDEXX BioAnalytics to continue to Client Portal Login.

Email address*

Username*

Password*

Continue

Already have an account? [Log in](#)

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

IDEXX BioAnalytics

IDEXX BioAnalytics Client Portal

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	
	Clone		Submitted	250403-0242-U	04/03/2025	1	1	04/03/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	04/03/2025	
Continue	Clone		Incomplete		03/25/2025	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	03/25/2025	Delete
Continue	Clone		Incomplete		03/25/2025	1	18	03/20/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/25/2025	Delete
Continue	Clone		Incomplete		03/19/2025	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/19/2025	Delete
Continue	Clone		Incomplete		03/18/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/18/2025	Delete
Continue	Clone		Incomplete		03/14/2025	3	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/14/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1	03/04/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	3	2		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete

2

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 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

First name

IDEXX

Last name

BioAnalytics

Email address

ibaproductmarketingandcom

Phone number

+18006690825

Phone number 2

Fax number

Institution name

IDEXX BioAnalytics

Titles/Degrees

Address line #1

4011 Discovery Drive

Address line #2

City

Columbia

State/Province

MO

Postal code

65201

Country

United States

Save Changes

Contact Us

Terms of Use

Privacy Policy

©2025 IDEXX Laboratories, Inc. All rights reserved

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

IDEXX BioAnalytics

IDEXX BioAnalytics IDEXX BioAnalytics Sign out

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

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.

☐

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

☐

I need to give another user access to my results via the Client Portal

Save Changes

Contact Us | Terms of Use | Privacy Policy

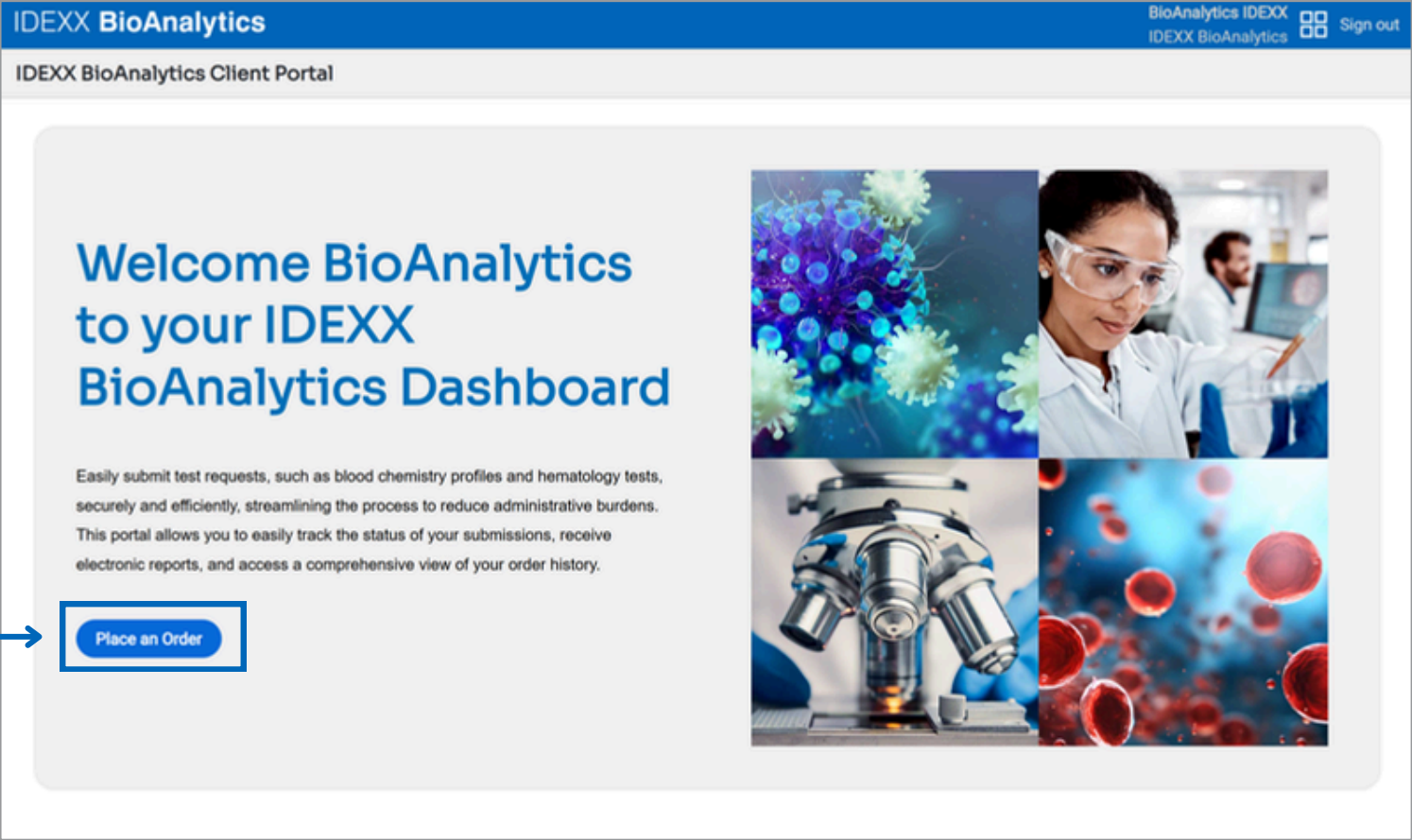
©2025 IDEXX Laboratories, Inc. All rights reserved

1

Place an order

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

1





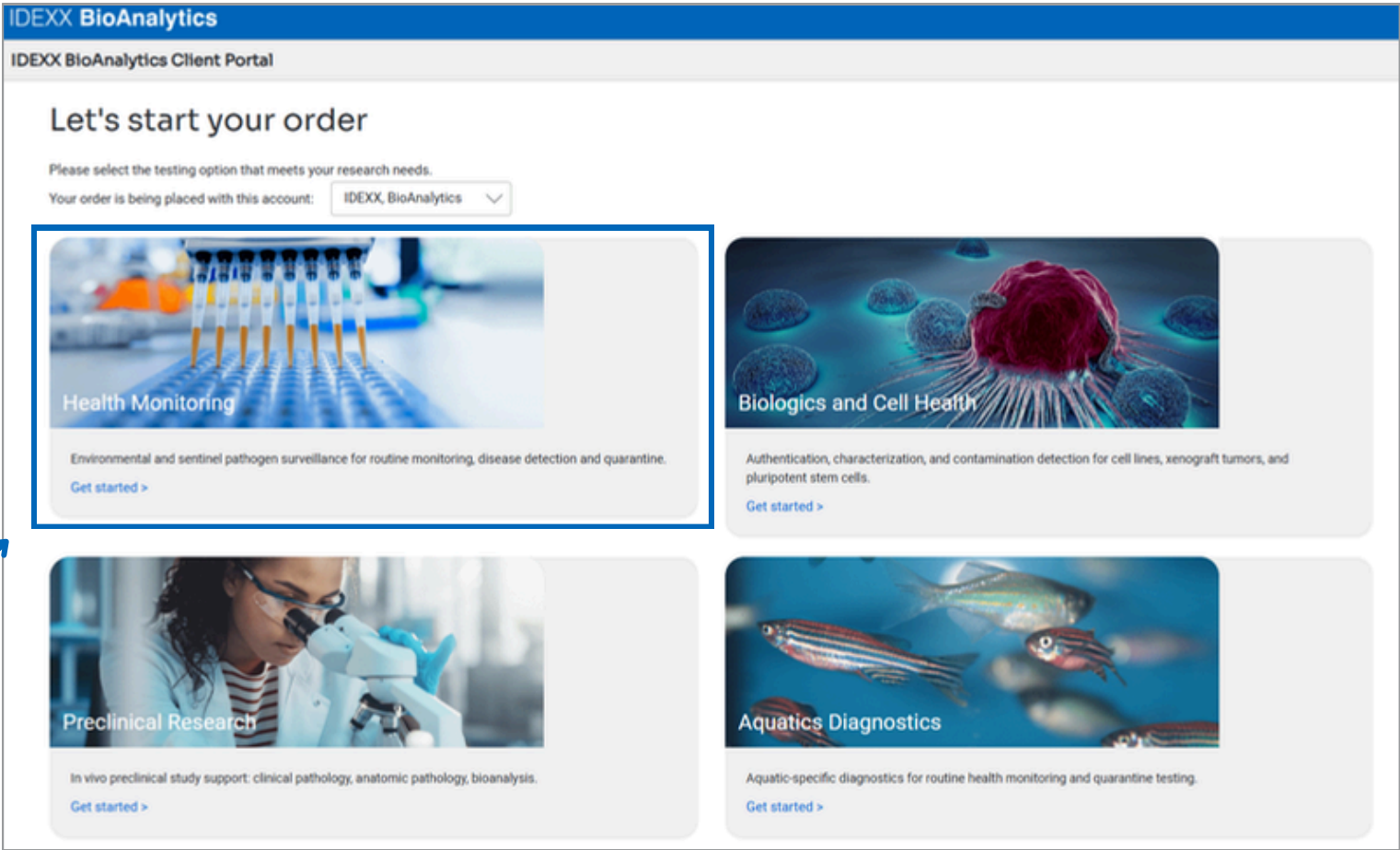
2

Service type selection

Select a submission type to begin:

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

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.

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

	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i
	<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"/>																		

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.
- 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

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.

+ ++ [Icons] 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 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

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](#)

No file chosen

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

Other Column 1

Other Column 2

Other Column 3

Other Column 4


Approximate Date of Birth (MMM-YY)	Date Animal Placed (DD-MMM-YY)	Other 1	Other 2	Other 3	Other 4	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 samples). After selecting, click the "Add Services" button to choose services for those samples to a maximum of 500 samples.

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.

	<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"/>	Baseline	A1	mouse		31-Dec-24						TP1				
2	<input checked="" type="checkbox"/>	Baseline	A2	mouse		31-Dec-24						TP1				
3	<input checked="" type="checkbox"/>	Baseline	A3	mouse		31-Dec-24						TP1				
4	<input checked="" type="checkbox"/>	Treatment	B1	mouse		31-Dec-24						TP1				
5	<input checked="" type="checkbox"/>	Treatment	B2	mouse		31-Dec-24						TP1				
6	<input checked="" type="checkbox"/>	Unknown	B3	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

1

2

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*	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 checked="" type="checkbox"/>	1	mouse															
2	<input checked="" type="checkbox"/>	2	mouse															
3	<input checked="" type="checkbox"/>	3	mouse															

1

2

Cancel and Exit

Save and Exit

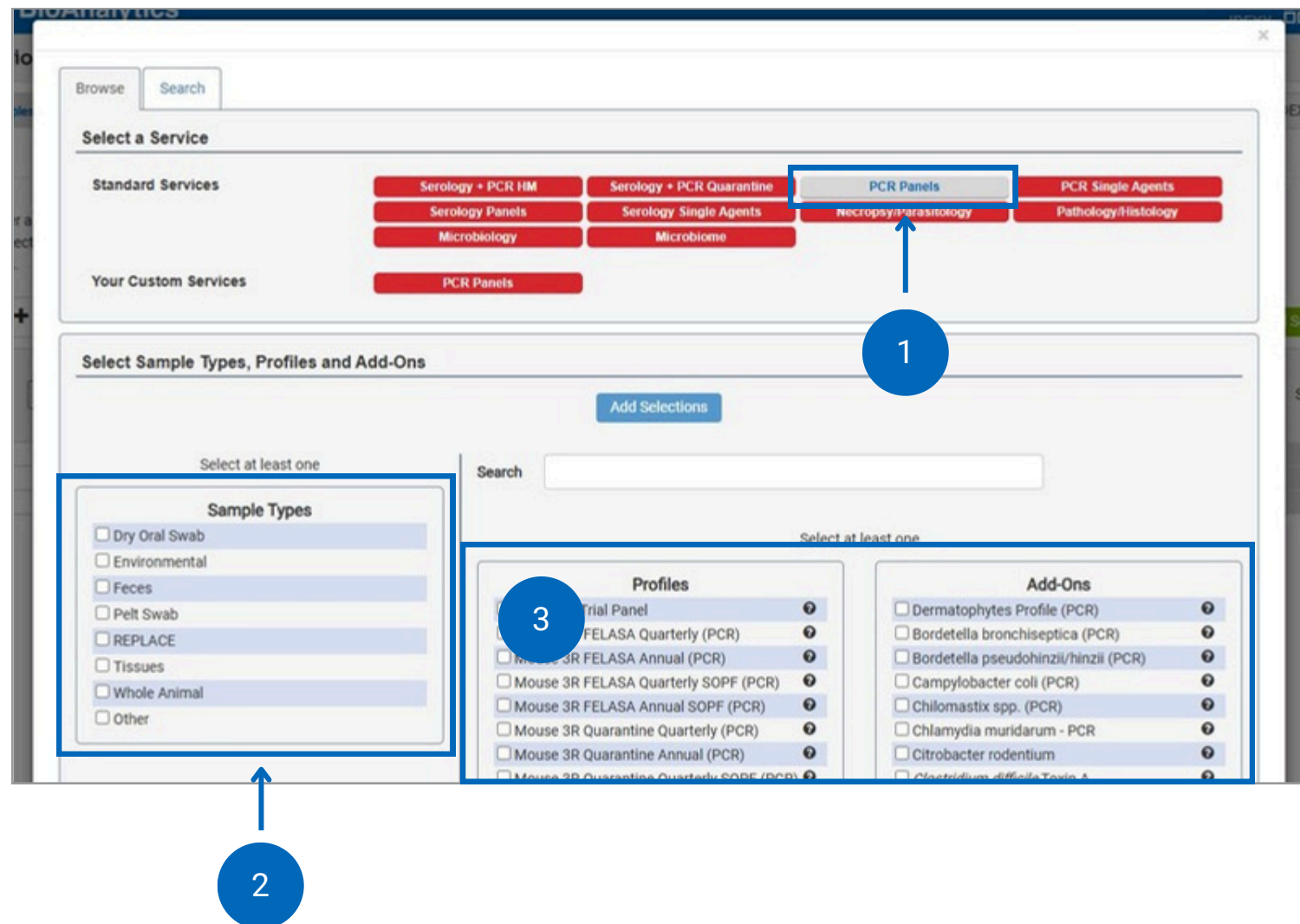
Order/Billing Details »



7b

Select services

- Browse through our offering and choose a Service tile.
- To add a service:
 - 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.

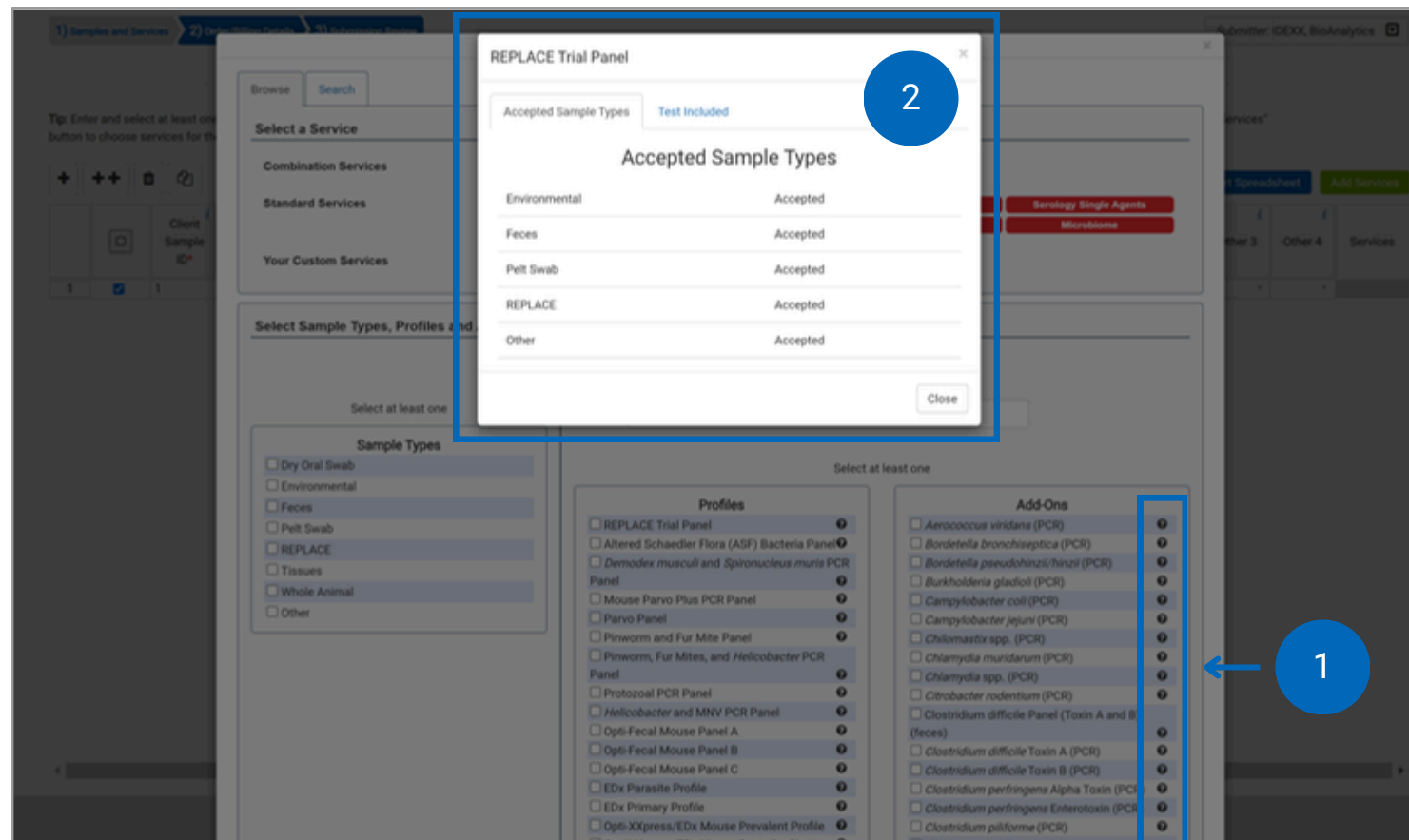




7c

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.





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

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. Some combinations. Submissions are limited to a maximum of 500 samples.

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

Import Spreadsheet Add Services

	Client Sample ID*	Species*	Add ID	Services
1	1	mouse		Health Monitoring
2	2	mouse		Health Monitoring
3	3	mouse		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

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

Diagram annotations: 1 points to the 'Health Monitoring' badge in the Services column. 2 points to the 'Health Monitoring Profiles for Submission' modal. 3 points to the 'Health Monitoring' badge above the sample grid. 4 points to the 'Order/Billing Details >' button.



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', 'Case Info', and 'Send Invoice/Charges To'. The 'Payment Info' section includes fields for 'Payment Type*' (a dropdown menu) and 'Quote Number'. The 'Shipping Info' section includes fields for 'Ship Date*', 'Ship to Lab*', and 'Carrier Type'. The 'Case Info' section includes fields for 'Study ID', 'Submission Name', and 'Client Case Number'. The 'Send Invoice/Charges To' section displays the billing address and contact information for IDEXX Intercompany Billing-GmbH EU. The form is titled 'Order/Billing Details' and has a breadcrumb trail at the top: '1) Samples and Services > 2) Order/Billing Details > 3) Submission Review'. The 'Submitter' is listed as 'Laboratories, IDEXX'. At the bottom, there are four buttons: '< Samples and Services', 'Cancel and Exit', 'Save and Exit', and 'Submission Review >'. Three numbered callouts are present: '1' points to the 'Payment Type*' dropdown, '2' points to the 'Send Invoice/Charges To' section, and '3' points to 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

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

The material is not for use in an infectious disease investigation.

[< Samples and Services](#) [Cancel and Exit](#) [Save and Exit](#) [Submission Review >](#)

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](#)



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 including study ID, special instructions, quote number, etc.
- Continue by clicking the Submission Review button.

The screenshot shows the 'Order/Billing Details' form in the IDEXX BioAnalytics system. The form is divided into several sections: 'Payment Info', 'Shipping Info', 'Case Info', and 'Send Invoice/Charges To'. Callout 1 points to the 'Payment Info' section, which includes fields for 'Payment Type' (a dropdown menu) and 'Quote Number' (a text input). Callout 2 points to the 'Send Invoice/Charges To' section, which displays the billing address: 'IDEXX Intercompany Billing-GmbH EU, Im Moldengraben 65, Kornwestheim, DE-BW 70806, DE, +1 (573) 239-9271, BioAnalytics-IT@idexx.com'. Callout 3 points to the 'Submission Review' button at the bottom right of the form. The form also includes a 'Shipping Info' section with fields for 'Ship Date' (10-Jan-25), 'Ship to Lab' (Kornwestheim, Germany), and 'Carrier Type'. The 'Case Info' section includes fields for 'Study ID', 'Submission Name', and 'Client Case Number'. At the bottom, there is a statement: 'Separate case for each animal (i.e., patient records)? If No is selected, all results will display on the same report.' with radio buttons for 'Yes' and 'No' (selected). The footer contains navigation buttons: '< Samples and Services', 'Cancel and Exit', 'Save and Exit', and 'Submission Review >'. The top navigation bar shows the current step as '2) Order/Billing Details'.

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.
 - You can 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 Instruction:

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)

2< Order/Billing Details

Cancel and Exit

Save and Exit

1Submit

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

Case Submission Packing Slip

Order Confirmation Number: 250110-0856-N

Send Report To:
Laboratories, IDEXX
HumboldtstraÙe 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.
- 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.

IDEXX BioAnalytics

IDEXX BioAnalytics Client Portal

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](#)

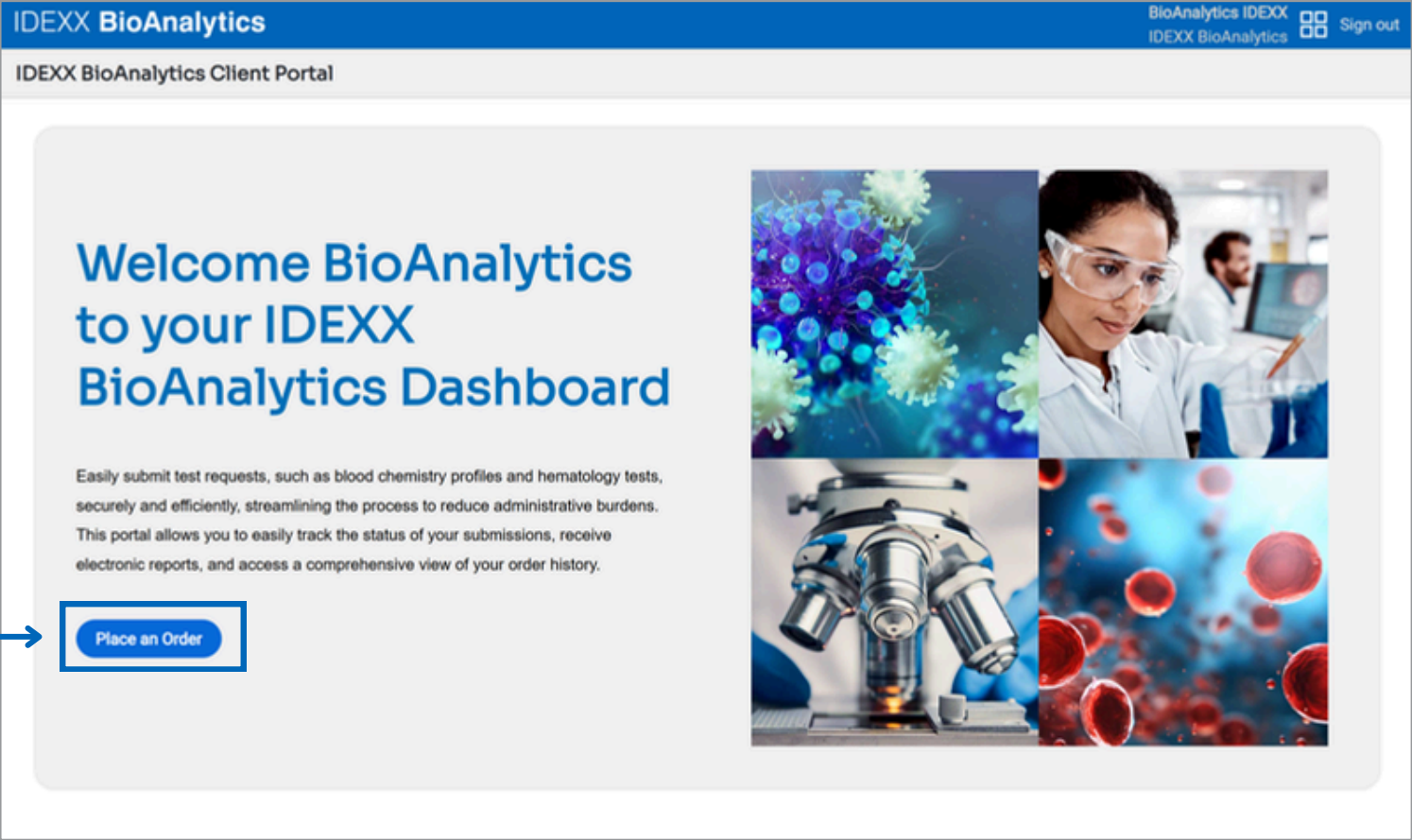
		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
	Clone		Submitted	250403-0242-U	04/03/2025	1	1	04/03/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	04/03/2025	
Continue	Clone		Incomplete		03/25/2025	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	03/25/2025	Delete
Continue	Clone		Incomplete		03/25/2025	1	18	03/20/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/25/2025	Delete
Continue	Clone		Incomplete		03/19/2025	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/19/2025	Delete
Continue	Clone		Incomplete		03/18/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/18/2025	Delete
Continue	Clone		Incomplete		03/14/2025	3	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/14/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1	03/04/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	3	2		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete

1

Place an order

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

1 →



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

	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i
	<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"/>																		

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.
- 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

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.

+ ++ [Icons] 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 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 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**

Approx
te of Birth
(MMM-YY)

Date
Animal
Placed
(DD-MMM-YY)

Other 1 Other 2 Other 3 Other 4 Services

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

1

2

3

Error checking and Dictionary

-
- 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); click the "Add Services" button to choose services for those samples. Repeat as necessary for other samples.
- 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**
- 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

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

	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 checked="" type="checkbox"/>	PF1	zebrafish										Low Dose					
2	<input checked="" type="checkbox"/>	PF2	zebrafish										Low Dose					
3	<input checked="" type="checkbox"/>	PF3	zebrafish										Medium Dose					
4	<input checked="" type="checkbox"/>	PF4	zebrafish										Medium Dose					
5	<input checked="" type="checkbox"/>	PF5	zebrafish										Control					
6	<input checked="" type="checkbox"/>	PF6	zebrafish										Control					

Cancel and Exit

Save and Exit

Order/Billing Details >



7b

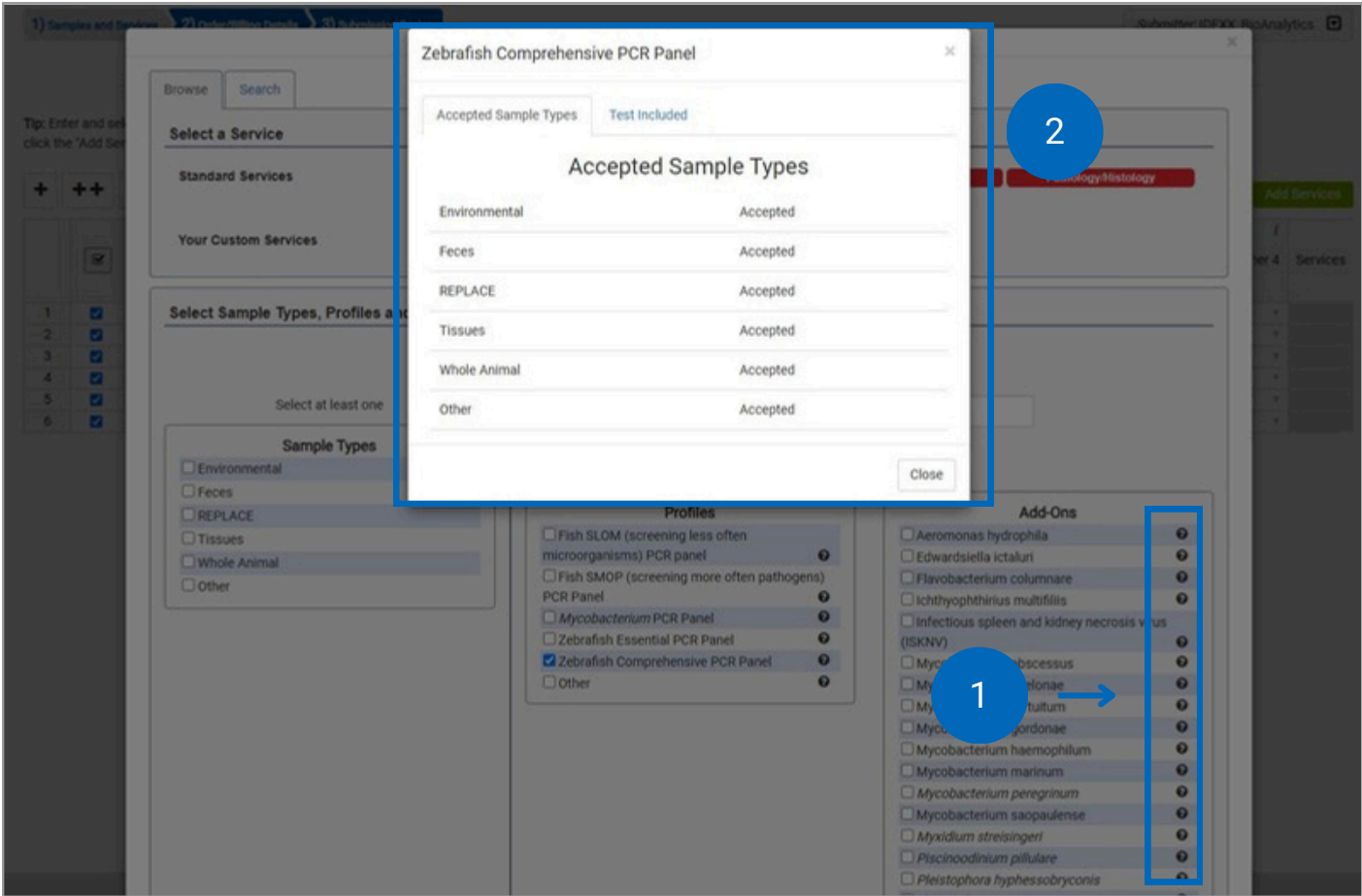
Select services

- You can search by service code or browse through our offering.
- To add a service:
 - 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.

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.





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

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**

+ ++ [Icons] Import Spreadsheet Add Services

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

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.

The screenshot shows the 'Order Details' form in the IDEXX BioAnalytics system. The form is divided into several sections: 'Payment Info', 'Shipping Info', and 'Case Info'. Callout 1 points to the 'Payment Type' dropdown menu in the 'Payment Info' section. Callout 2 points to the 'Send Invoice/Charges To' address block in the 'Payment Info' section. Callout 3 points to the 'Submission Review' button at the bottom right of the form. The 'Payment Info' section includes fields for 'Payment Type*' (a dropdown menu) and 'Quote Number' (a text input field). The 'Shipping Info' section includes fields for 'Ship Date*' (a date picker), 'Ship to Lab*' (a dropdown menu), and 'Carrier Type' (a dropdown menu). The 'Case Info' section includes fields for 'Study ID', 'Submission Name', and 'Client Case Number'. At the bottom of the form, there are four buttons: 'Samples and Services', 'Cancel and Exit', 'Save and Exit', and 'Submission Review'.

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 questions before submitting your order. [Get help](#)

[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 including 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 to idexxbioanalytics@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.
 - You can 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 Instruction:

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			

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.
- 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.

IDEXX BioAnalytics

IDEXX BioAnalytics Client Portal

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](#)

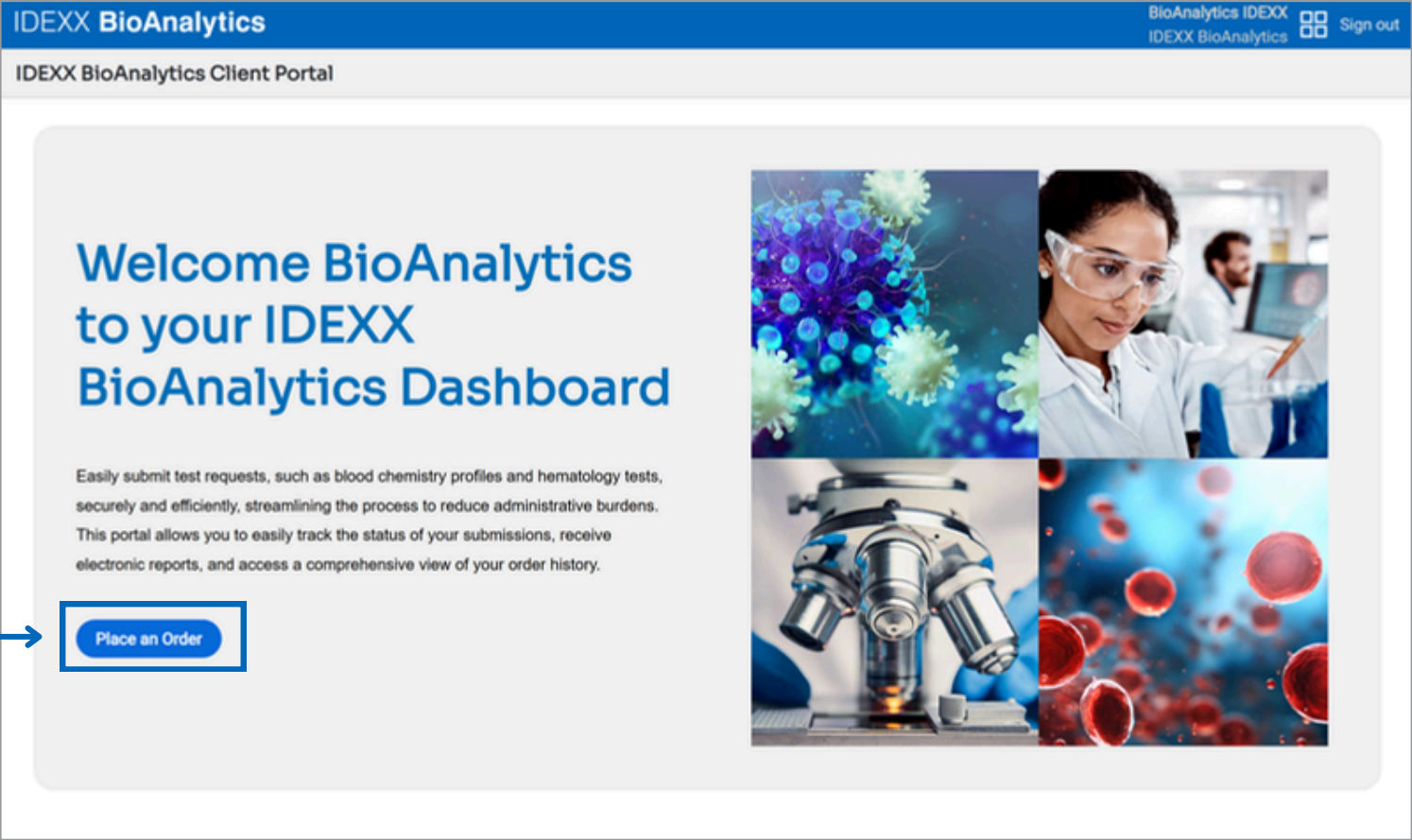
		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
	Clone		Submitted	250403-0242-U	04/03/2025	1	1	04/03/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	04/03/2025	
Continue	Clone		Incomplete		03/25/2025	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	03/25/2025	Delete
Continue	Clone		Incomplete		03/25/2025	1	18	03/20/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/20/2025	Delete
Continue	Clone		Incomplete		03/19/2025	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/19/2025	Delete
Continue	Clone		Incomplete		03/18/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/18/2025	Delete
Continue	Clone		Incomplete		03/14/2025	3	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/14/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1	03/04/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	3	2		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete

1

Place an order

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

1 →

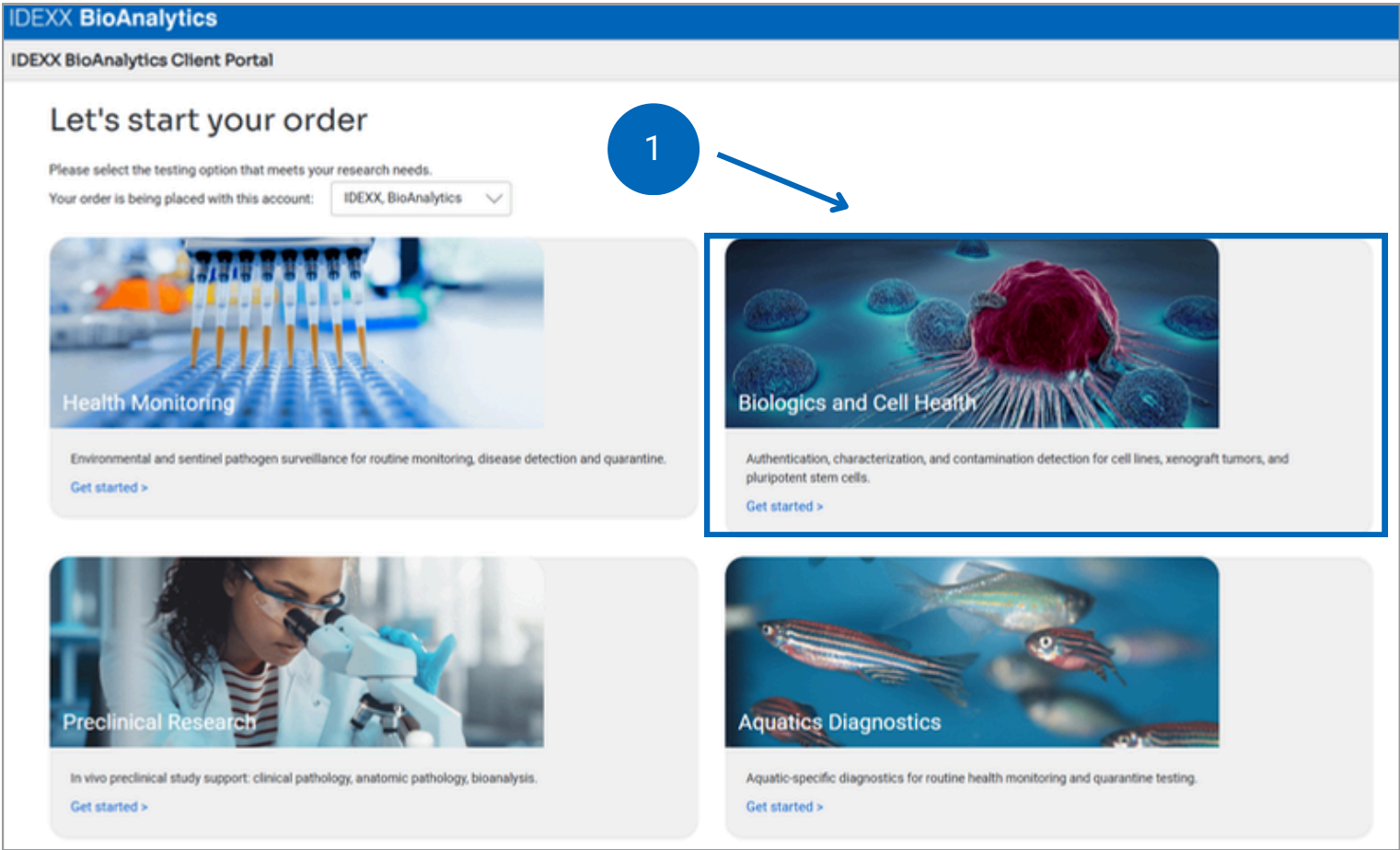


2

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, Confirm PDX, Endotoxin testing



Tool palette

- 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"/>	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"/>																			

Import Spreadsheet Add Services

Cancel and Exit Save and Exit Order/Billing Details »

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*
 - 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.

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

1

Cancel and Exit

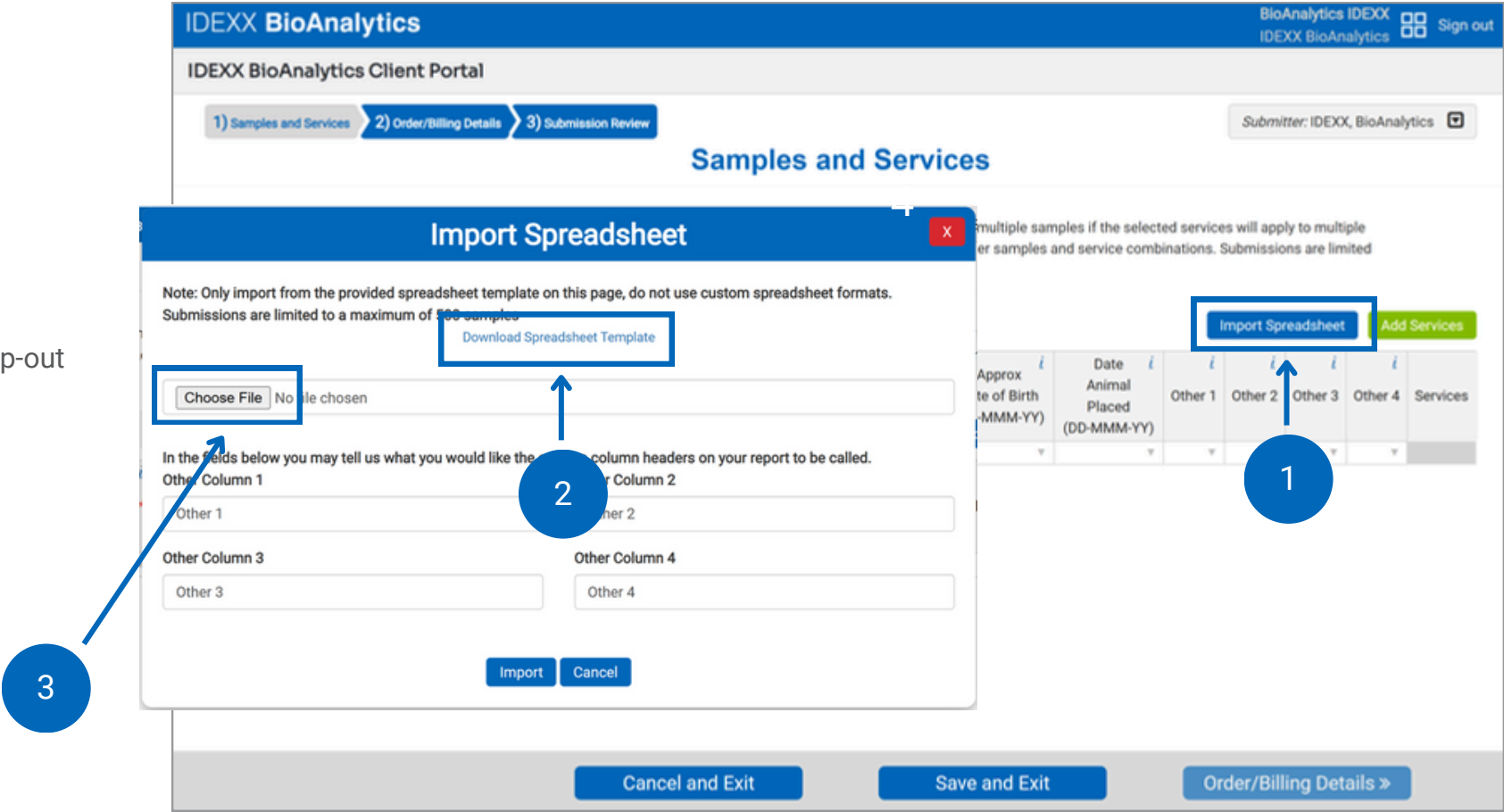
Save and Exit

Order/Billing Details »

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 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 »

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

Error checking and Dictionary

-
- 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).
- 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 | 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 | | | | | | |
- 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.

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						

Cancel and Exit

Save and Exit

Order/Billing Details »

1

2



7b

Select services

- Browse through our offering and choose a Service tile.
- To add a service:
 - 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 displays the 'Select a Service' interface within the IDEXX BioAnalytics application. The interface is divided into two main sections: 'Select a Service' and 'Select Sample Types, Profiles and Add-Ons'.

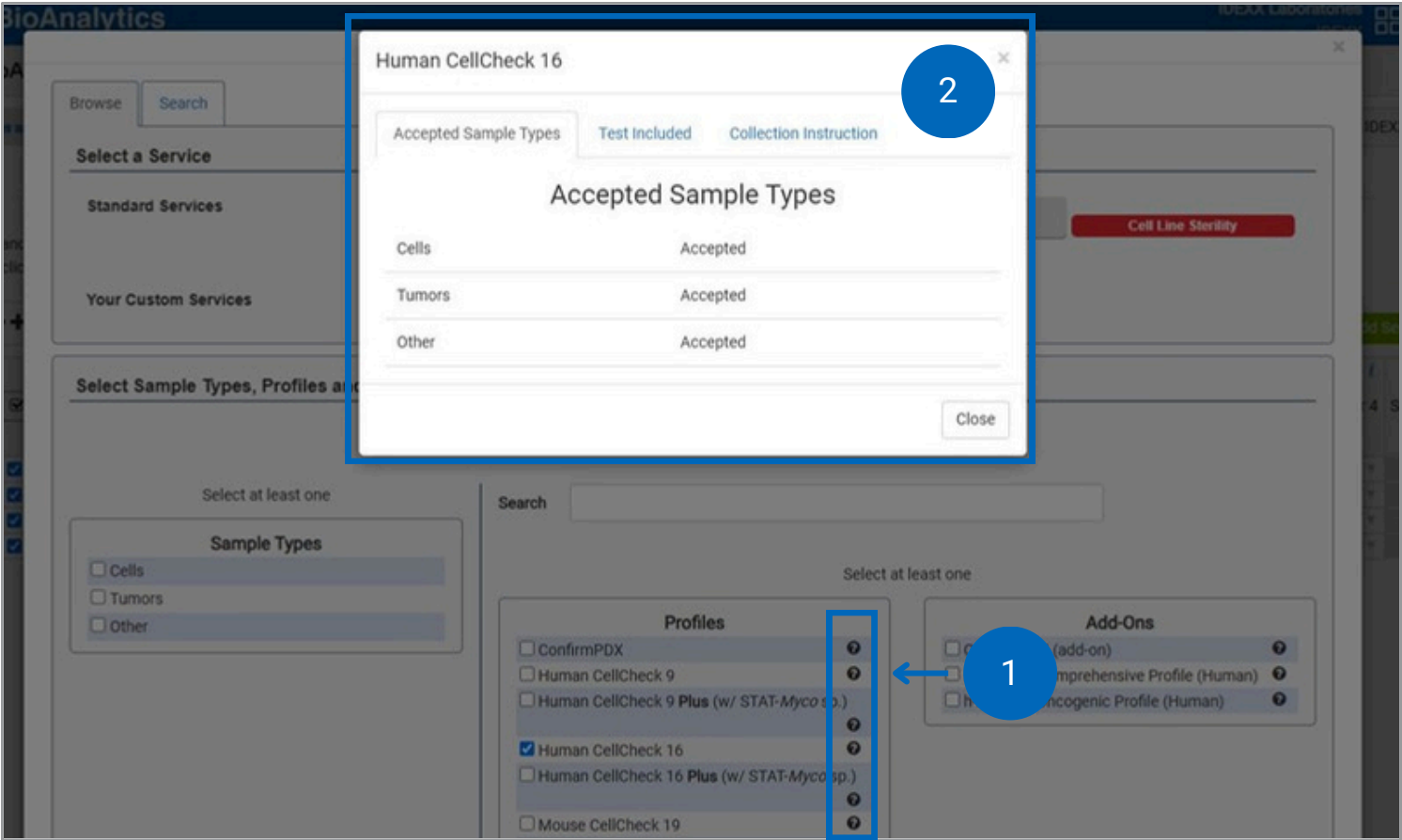
Select a Service: This section contains two rows of service tiles. The first row, labeled 'Standard Services', includes tiles for 'IMPACT/h-IMPACT', 'Endotoxin', 'CellCheck (Cell Line Authentication)', and 'Cell Line Sterility'. The second row, labeled 'Your Custom Services', includes a tile for 'PCR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

Select Sample Types, Profiles and Add-Ons: This section is divided into three columns. The first column, labeled 'Sample Types', contains a search bar and a list of options: 'Cells', 'Tumors', and 'Other'. A blue circle with the number '2' is positioned below this column, with an arrow pointing up to the 'Cells' option. The second column, labeled 'Profiles', contains a search bar and a list of options: '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 positioned to the right of this column. The third column, labeled 'Add-Ons', contains a search bar and a list of options: 'ConfirmPDX (add-on)', 'h-IMPACT Comprehensive Profile (Human)', and 'h-IMPACT Oncogenic Profile (Human)'. A blue circle with the number '3' is also positioned to the right of this column.

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.



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 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.

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	Delete

	Client Sample ID*	Species	Add	Other 2	Other 3	Other 4	Services
1	1						CellCheck (Cell Line Authentication)
2	2						CellCheck (Cell Line Authentication)
3	3						CellCheck (Cell Line Authentication)
4	4						CellCheck (Cell Line Authentication)

2

3

1

Cancel and ExitSave and ExitOrder/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

[Europe@idexx.com](#) [Samples and Services](#) [Information](#) [Cancel and Exit](#) [Save and Exit](#) [Submission Review »](#)

1

2

3

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 including 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 to 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.

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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

Purchase Order:

Not applicable

Quote Number:

Total # of Samples:

4

Separate Cases:

No

Infectious Agent / Health Hazards:

Additional Sample Information:

Comments:

Special Test Instructions:

	Sample ID	Cell Line	Sample Types and Services	
1	1	HELA	Cells	CellCheck (Cell Line Authentication): Human CellCheck 16
2	2	SI9	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 BioAnalytics

IDEXX

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
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	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.
- 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.

IDEXX BioAnalytics

IDEXX BioAnalytics Client Portal

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	
	Clone		Submitted	250403-0242-U	04/03/2025	1	1	04/03/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	04/03/2025	
Continue	Clone		Incomplete		03/25/2025	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	03/25/2025	Delete
Continue	Clone		Incomplete		03/25/2025	1	18	03/20/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/25/2025	Delete
Continue	Clone		Incomplete		03/19/2025	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/19/2025	Delete
Continue	Clone		Incomplete		03/18/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/18/2025	Delete
Continue	Clone		Incomplete		03/14/2025	3	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/14/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/07/2025	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/07/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1	03/04/2025	BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	3	2		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete
Continue	Clone		Incomplete		03/04/2025	2	1		BioAnalytics IDEXX		BioAnalytics IDEXX	03/04/2025	Delete

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CONTACT OUR TEAM OF EXPERTS

Client Support Services

Email: idxxbioanalytics-europe@idexx.com



EUROPE LAB LOCATION

IDEXX GmbH
IDEXX BioAnalytics
Humboldtstr. 2
70806 Kornwestheim
Germany

