

## 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



Overview



Account Settings



Animal Health  
Monitoring Orders



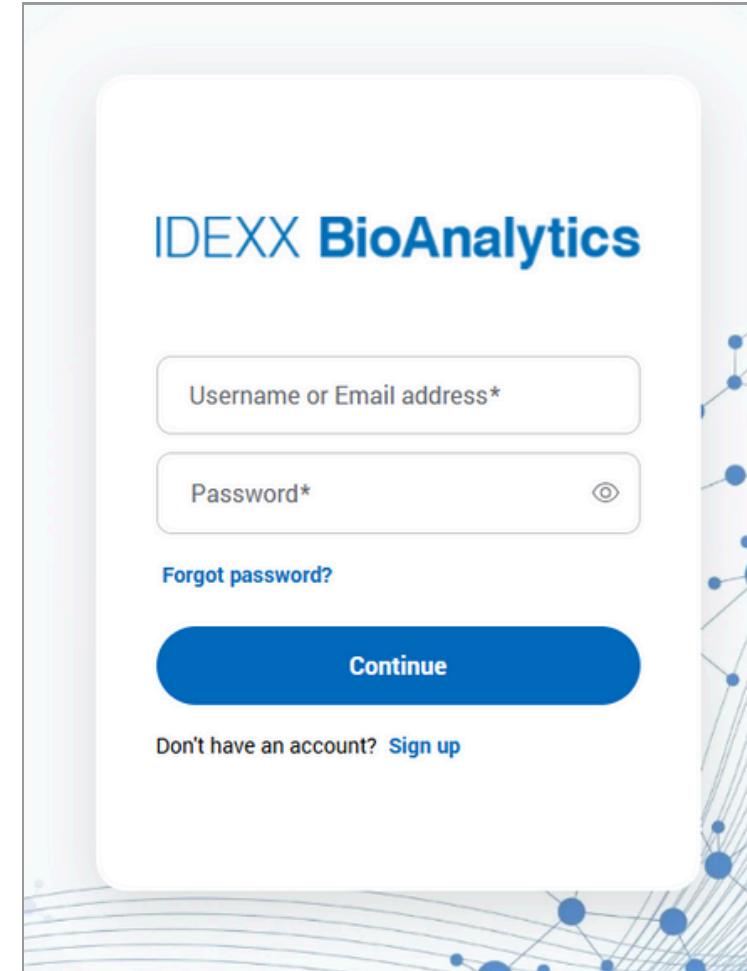
Aquatics Diagnostics Orders



Biologics & Cell  
Health Orders

## 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.





Overview



Account Settings



Animal Health  
Monitoring Orders



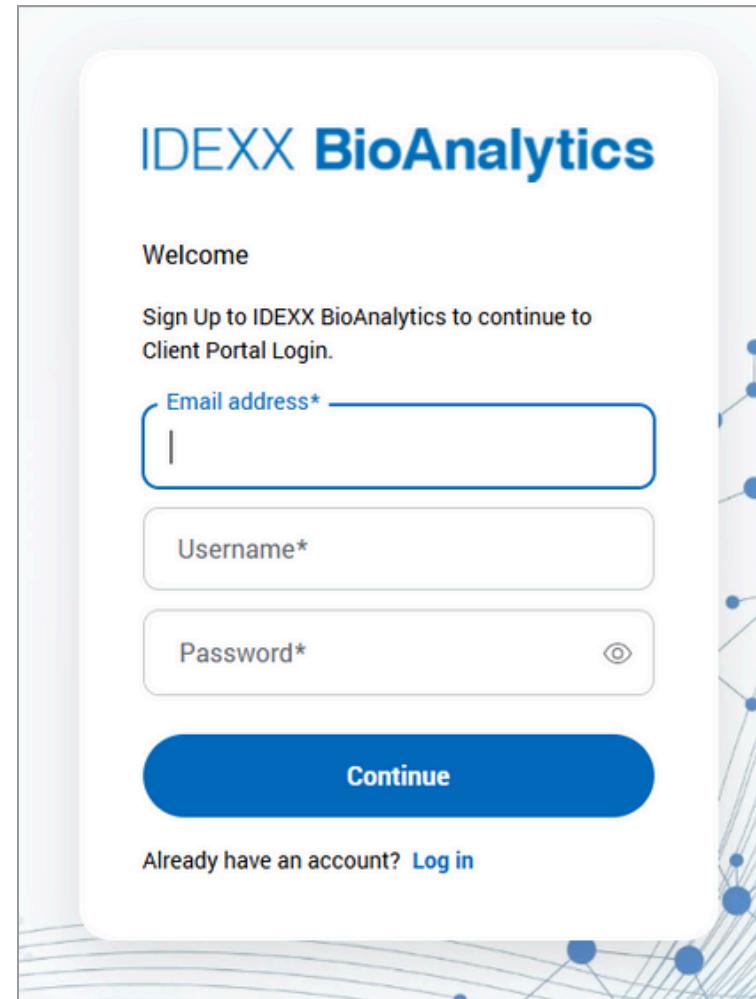
Aquatics Diagnostics Orders



Biologics & Cell  
Health Orders

## 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.





Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Diagnostics Orders



Biologics & Cell Health Orders

## Advantages to online ordering

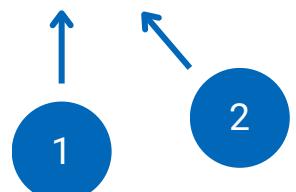
- Online submissions are faster, more accurate, and increase your visibility and control.
- When you use the Online Submission tool, you can see your Order History and the status of each order such as:
  - Incomplete
  - Submitted
  - In Progress
  - Resulted
  - Voided

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

## Online order cloning advantages

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

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



[Overview](#)[Account Settings](#)[Animal Health Monitoring Orders](#)[Aquatics Diagnostics Orders](#)[Biologics & Cell Health Orders](#)

## Managing your account

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

IDEXX BioAnalytics Client Portal

IDEXX BioAnalytics Sign out

### 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	Last name
IDEXX	BioAnalytics
Email address	Phone number
ibaproductmarketingandcom	+18006690825
Phone number 2	Fax number
Institution name	Titles/Degrees
IDEXX BioAnalytics	
Address line #1	Address line #2
4011 Discovery Drive	
City	State/Province
Columbia	MO
Postal code	Country
65201	United States

[Save Changes](#)

[Contact Us](#) | [Terms of Use](#) | [Privacy Policy](#)

©2025 IDEXX Laboratories, Inc. All rights reserved



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Diagnostics Orders



Biologics & Cell  
Health Orders

## Data Access

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

IDEXX BioAnalytics Client Portal

IDEXX BioAnalytics

IDEXX BioAnalytics Sign out

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



IDEXX BioAnalytics

IDEXX BioAnalytics Client Portal

BioAnalytics IDEXX Sign out  
IDEXX BioAnalytics

## 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.

[Place an Order](#)

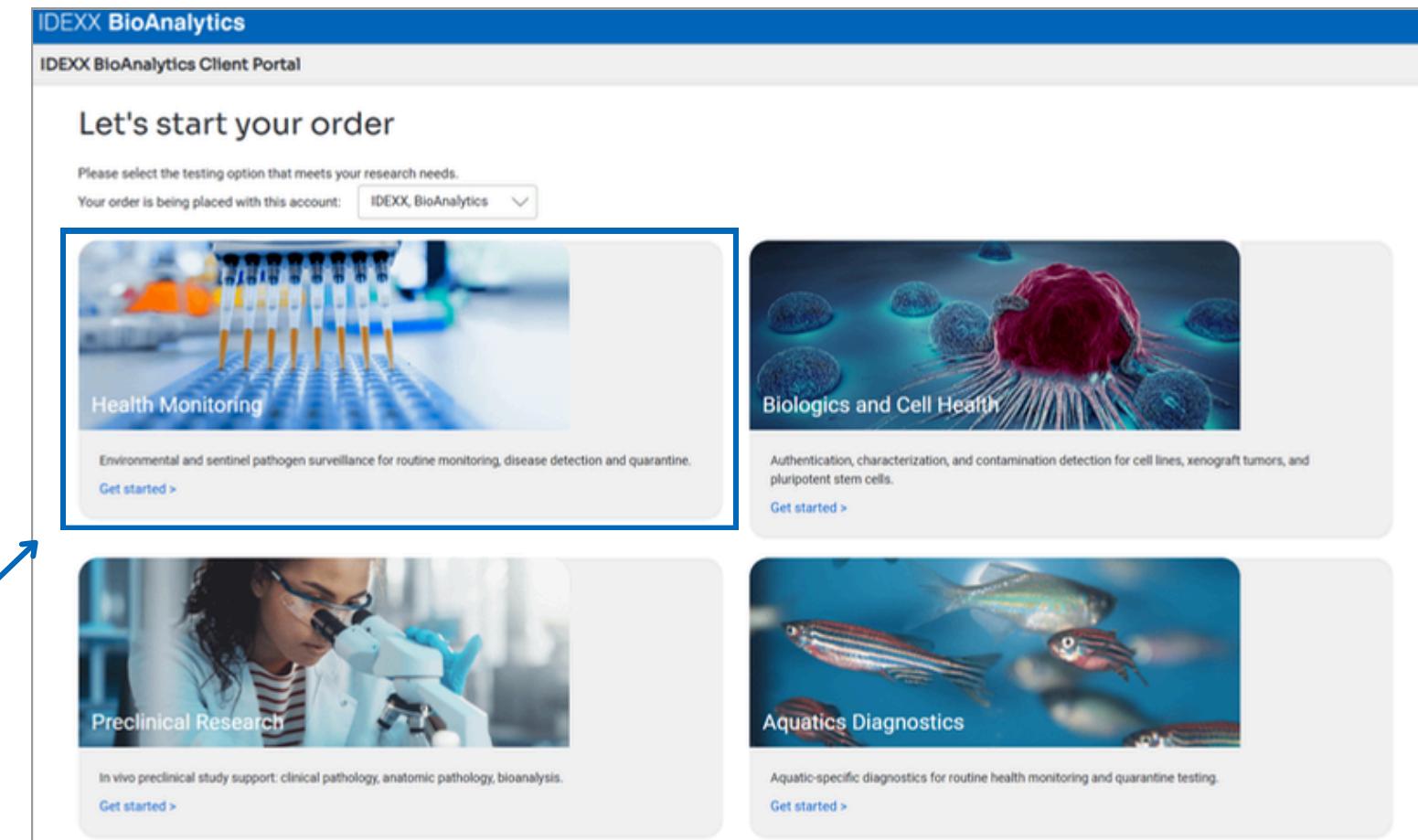


2

## 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



**IDEXX BioAnalytics**  
IDEXX BioAnalytics Client Portal

**Let's start your order**

Please select the testing option that meets your research needs.

Your order is being placed with this account: **IDEXX, BioAnalytics**

**Health Monitoring**



Environmental and sentinel pathogen surveillance for routine monitoring, disease detection and quarantine.

[Get started >](#)

**Biologics and Cell Health**



Authentication, characterization, and contamination detection for cell lines, xenograft tumors, and pluripotent stem cells.

[Get started >](#)

**Preclinical Research**



In vivo preclinical study support: clinical pathology, anatomic pathology, bioanalysis.

[Get started >](#)

**Aquatics Diagnostics**



Aquatic-specific diagnostics for routine health monitoring and quarantine testing.

[Get started >](#)

1

3

## Tool palette

Add a single row	Add multiple rows
Trash can / delete	Dictionary
Duplicate a row	Full page view
Fill down a column	Sequential number fill
Undo	Redo

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

**IDEXX BioAnalytics** BioAnalytics IDEXX Sign out  
IDEXX BioAnalytics

**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.

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		<a href="#">i</a>														

**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.
- 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 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**

	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																	

1

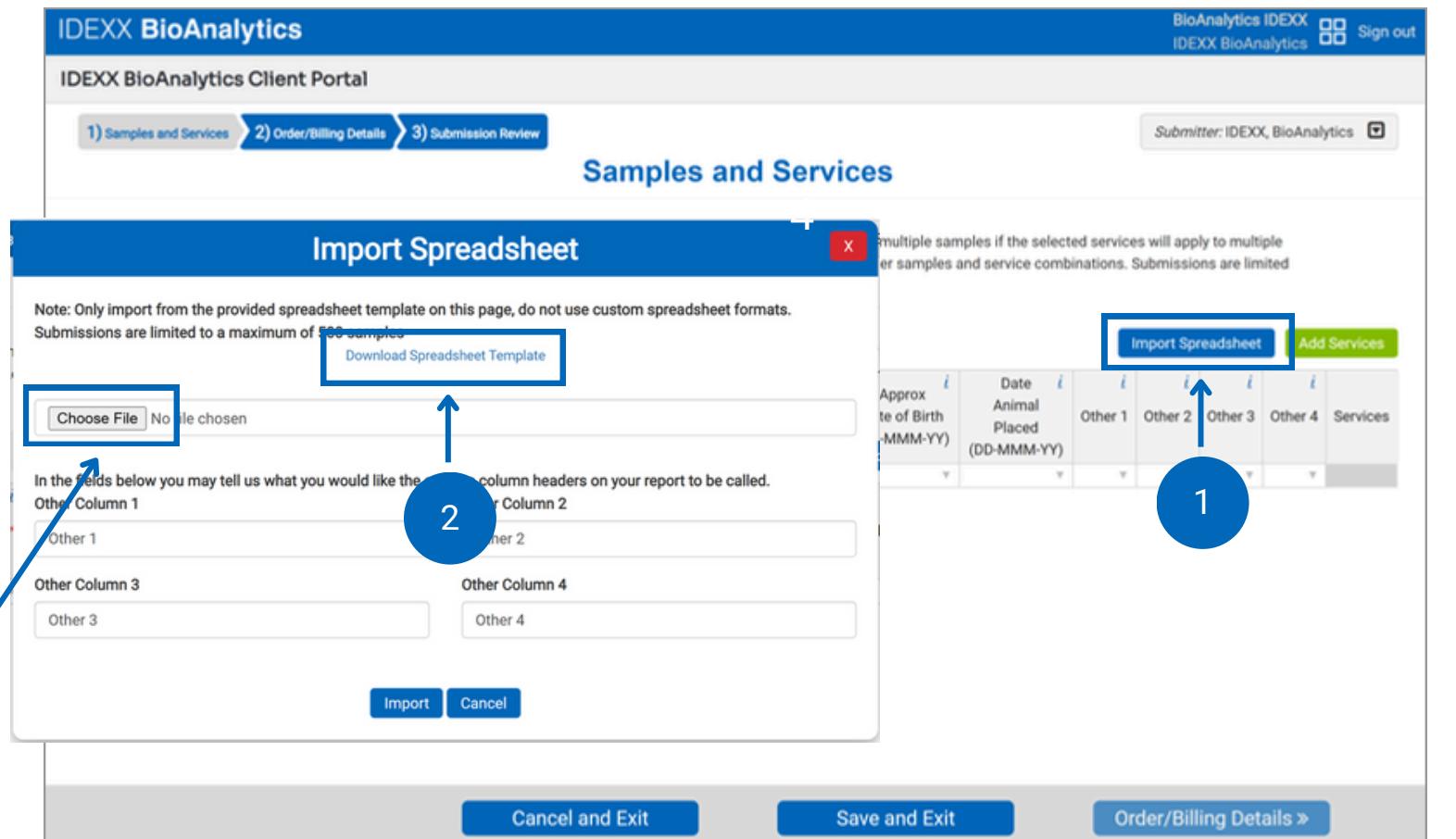
Cancel and Exit Save and Exit Order/Billing Details »

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.

3



6

## Error checking and Dictionary

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

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. You can add up to 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 entire columns.

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

**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 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.

**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.

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

**1** 

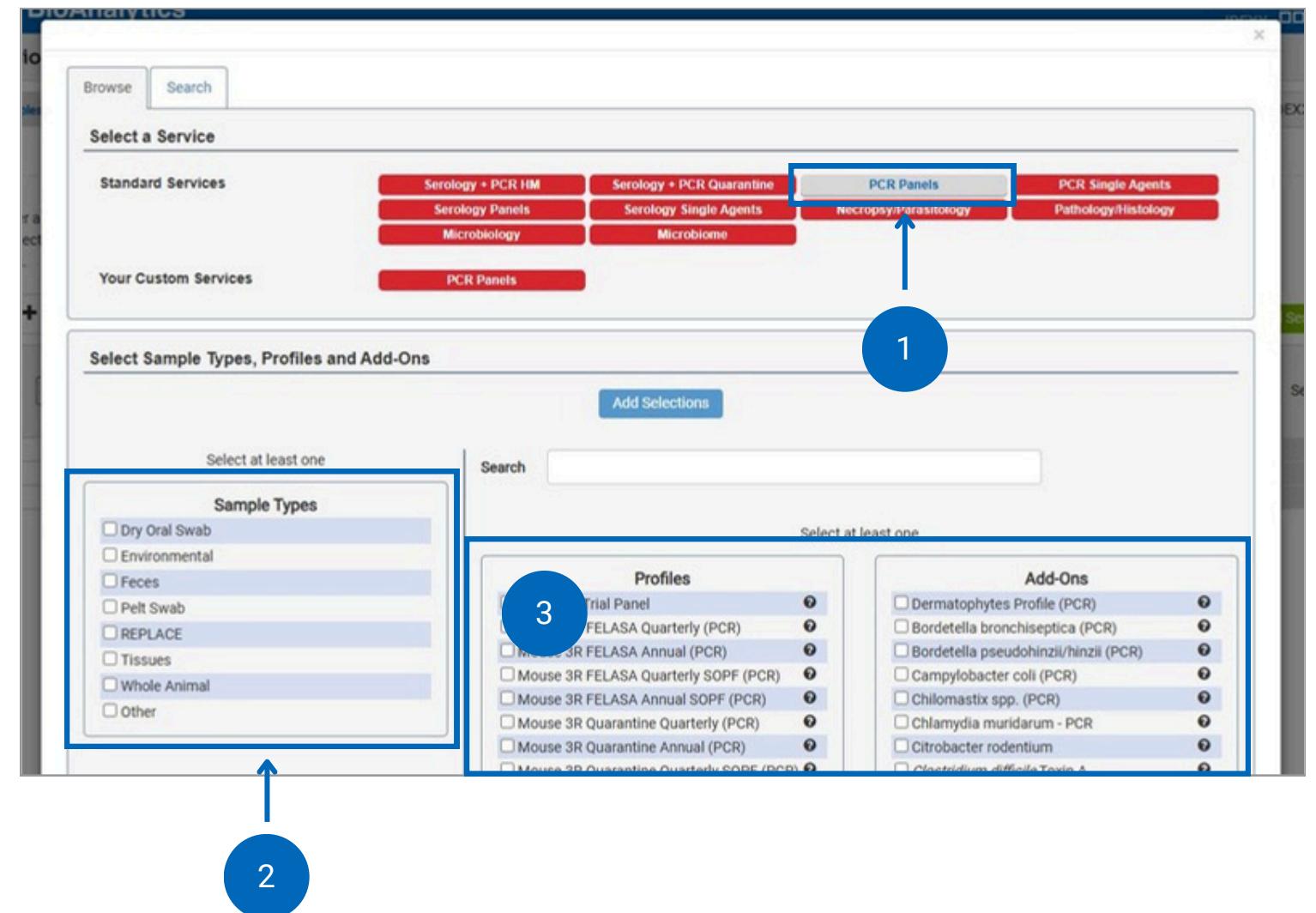
**2** 

[Cancel and Exit](#) [Save and Exit](#) [Order/Billing Details »](#)

7b

## Select services

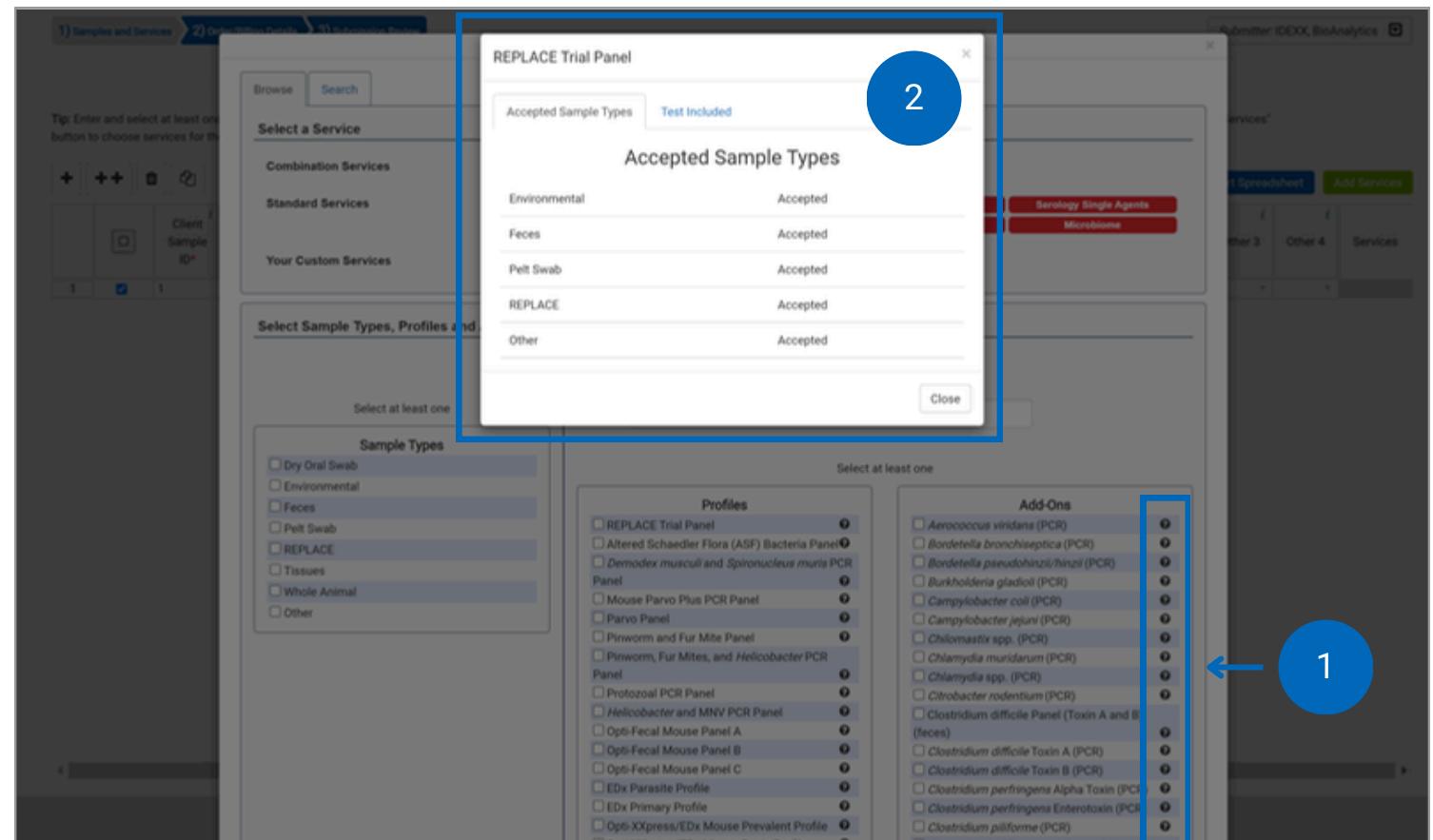
- Browse through our offering and choose a Service tile.
- To add a service:
  - Select the sample type
  - Select your Profile(s)
  - Select your Add-on(s)
  - Click Add Selection
- Continue to add services or close the window to return to the sample grid and select new samples/move on.



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

**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) **Health Monitoring** ← 3

	Client Sample ID*	Species*	Addl ID
1	1	mouse	
2	2	mouse	
3	3	mouse	

**Health Monitoring Profiles for Submission**

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

Import Spreadsheet   Add Services

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](mailto: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.

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

1

**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](#)

2

**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](mailto:idexxbioanalytics-europe@idexx.com)

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

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.

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

1

**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](#)

2

**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.
  - You can resume this case from the Order History menu.

1) Samples and Services
2) Order/Billing Details
3) 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 BioAnalytics**

**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	mouse	REPLACE PCR Panels: Mouse 3R EDx Annual (PCR)
2	mouse	REPLACE PCR Panels: Mouse 3R EDx Annual (PCR)
3	mouse	REPLACE PCR Panels: Mouse 3R EDx Annual (PCR)

[« Order/Billing Details](#) [Cancel and Exit](#) [Save and Exit](#) [Submit](#)

1

2



Overview



Account Settings



Animal Health  
Monitoring Orders



Aquatics Diagnostics Orders



Biologics & Cell  
Health Orders

10

## Order Confirmation

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

1) Samples and Services 2) Order/Billing Details 3) 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:	Bill To:
Laboratories, IDEXX Humboldtstraße 2 Kornwestheim, DE-BW 70806 Germany +1 (573) 239-9271 BioAnalytics-IT@idexx.com	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:

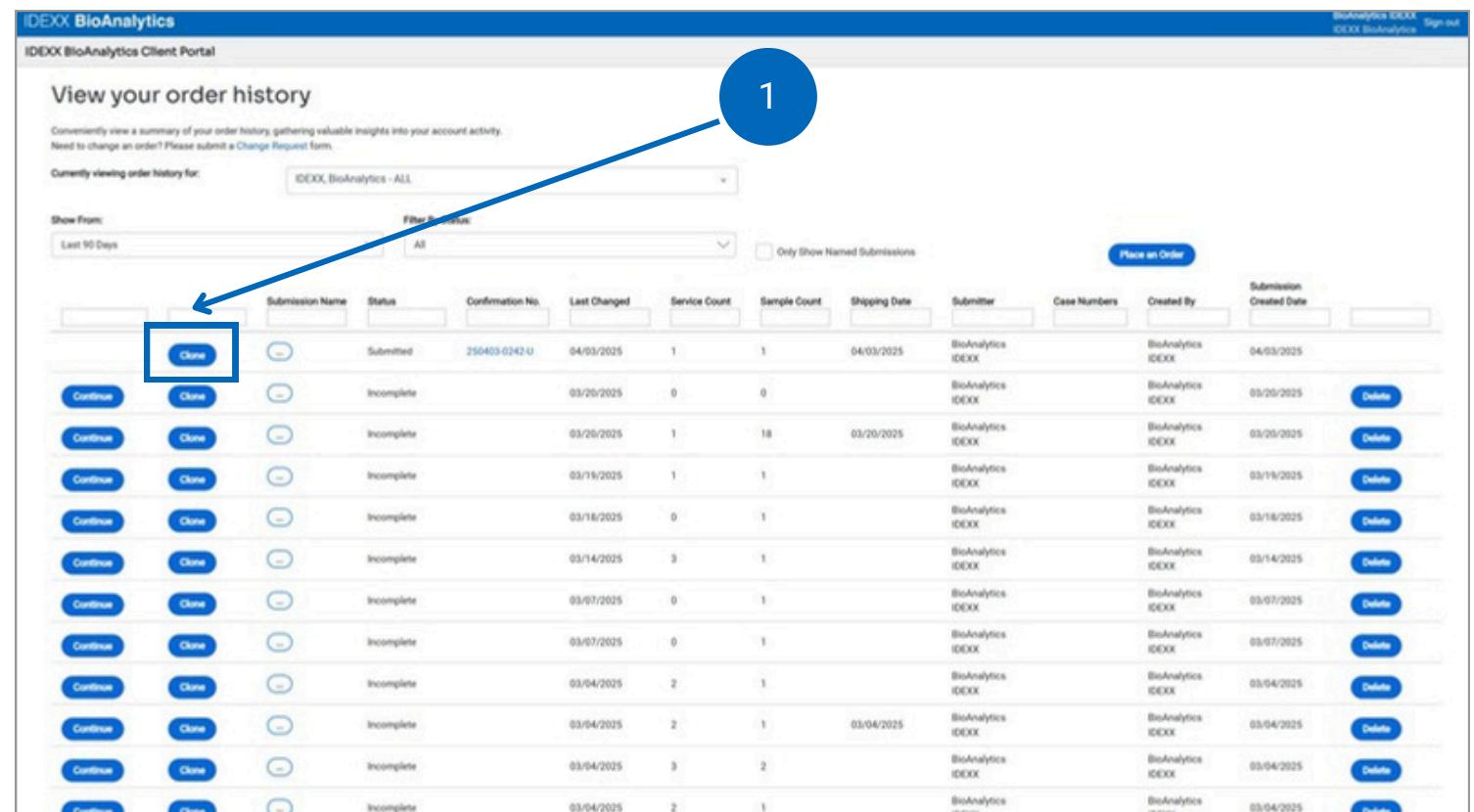
Client Sample ID	Species	Sample Types and Services
1	mouse	REPLACE PCR Panels: Mouse 3R EDx Annual (PCR)
2	mouse	REPLACE PCR Panels: Mouse 3R EDx Annual (PCR)
3	mouse	REPLACE PCR Panels: Mouse 3R EDx Annual (PCR)

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.*



1

## Place an order

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

1



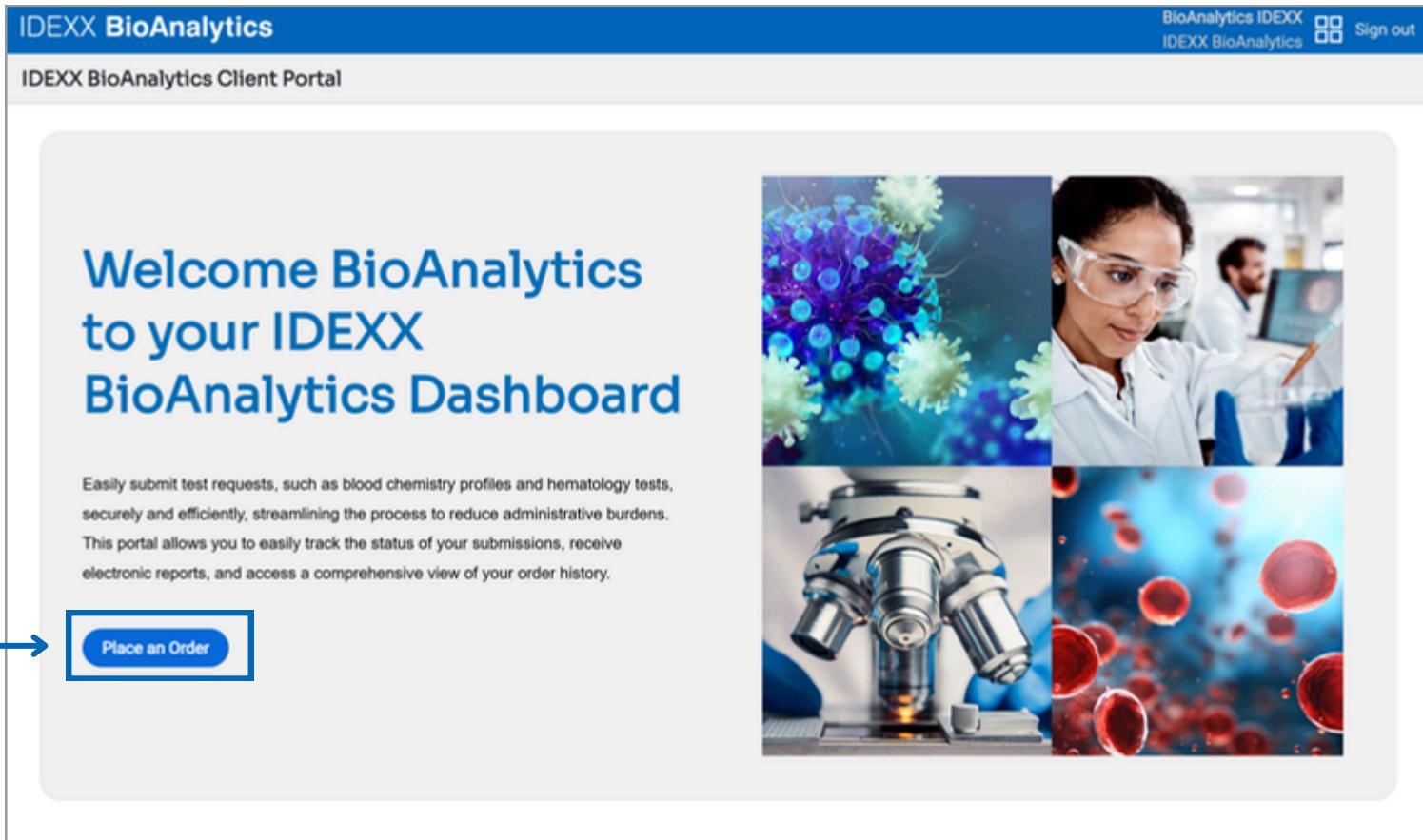
**IDEXX BioAnalytics**

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.

**Place an Order**



2

## Service type selection

Select a submission type to begin:

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

IDEXX BioAnalytics

IDEXX BioAnalytics Client Portal

Let's start your order

Please select the testing option that meets your research needs.

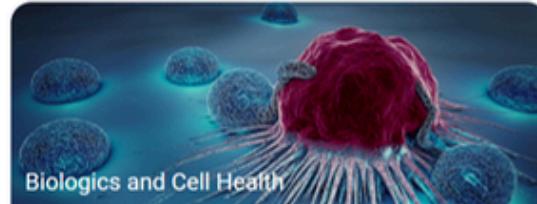
Your order is being placed with this account: **IDEXX, BioAnalytics**



Health Monitoring

Environmental and sentinel pathogen surveillance for routine monitoring, disease detection and quarantine.

[Get started >](#)



Biologics and Cell Health

Authentication, characterization, and contamination detection for cell lines, xenograft tumors, and pluripotent stem cells.

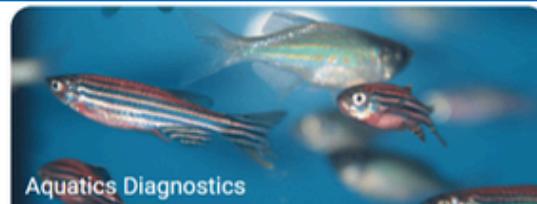
[Get started >](#)



Preclinical Research

In vivo preclinical study support: clinical pathology, anatomic pathology, bioanalysis.

[Get started >](#)



Aquatics Diagnostics

Aquatic-specific diagnostics for routine health monitoring and quarantine testing.

[Get started >](#)

1

3

## Tool palette

Add a single row	Add multiple rows
Trash can / delete	Dictionary
Duplicate a row	Full page view
Fill down a column	Sequential number fill
Undo	Redo

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

**IDEXX BioAnalytics** BioAnalytics IDEXX Sign out IDEXX BioAnalytics

**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.

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		<a href="#">i</a>														

[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 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**

	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																	

1

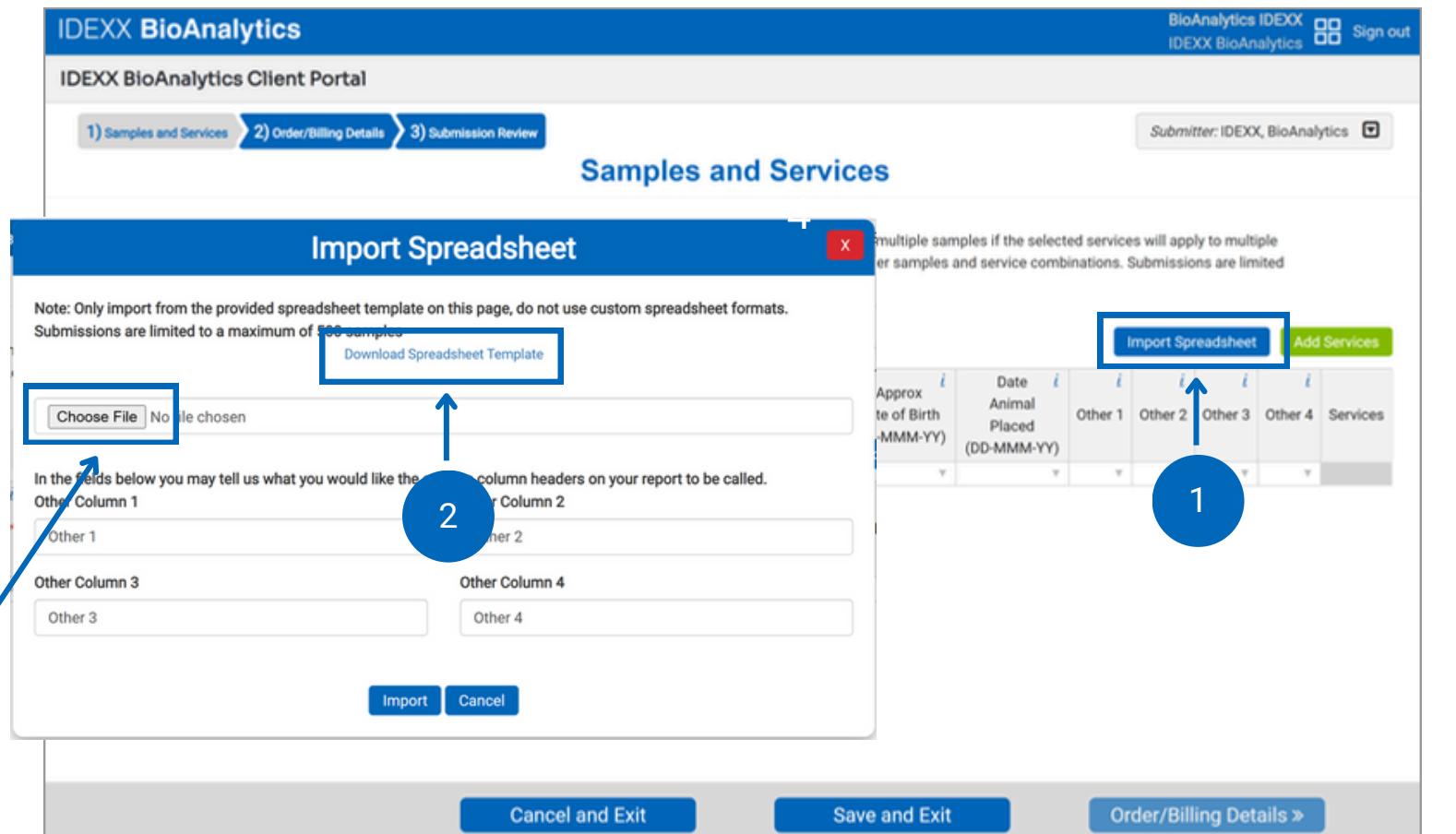
Cancel and Exit Save and Exit Order/Billing Details »

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.

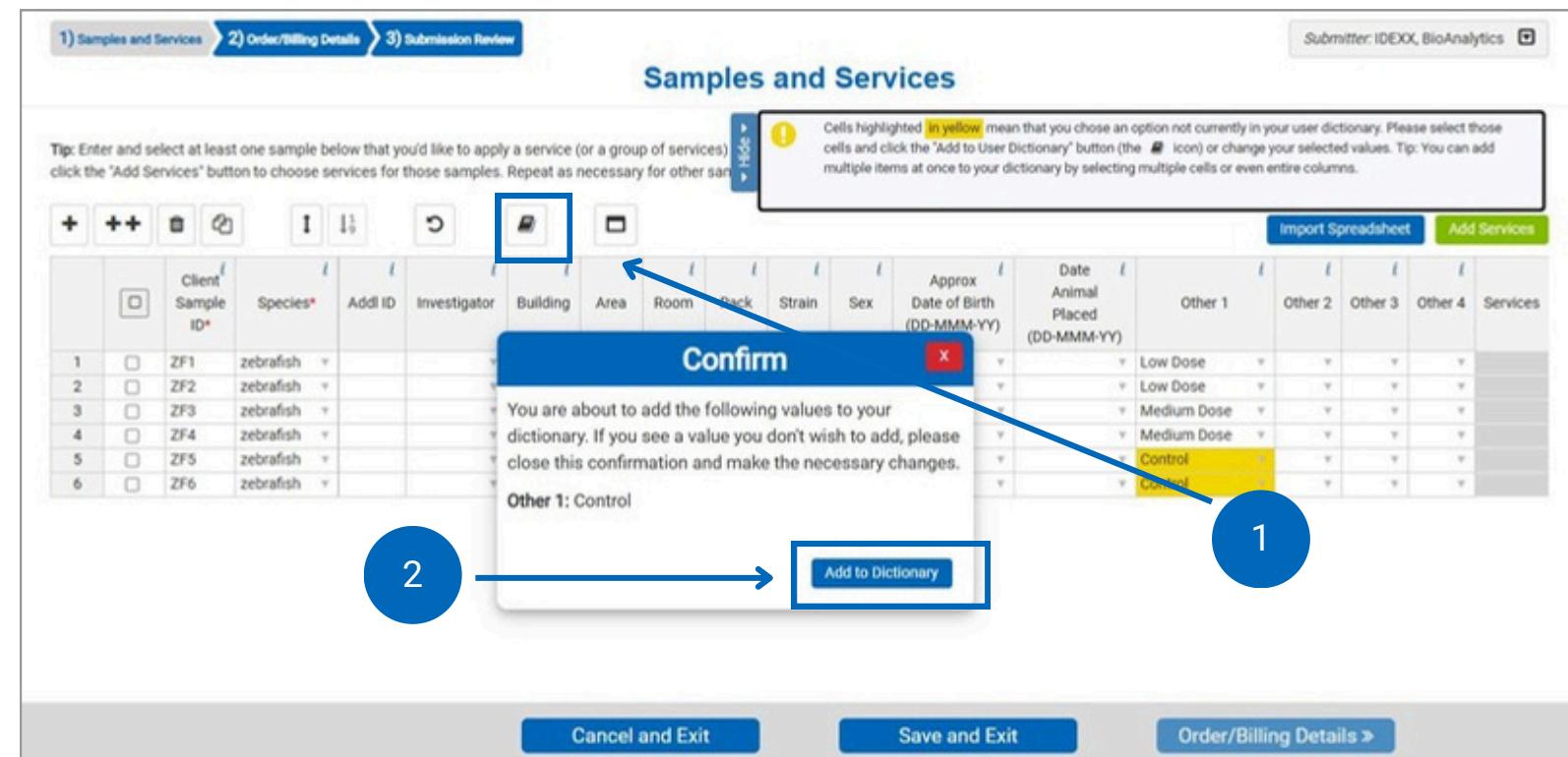
3



6

## Error checking and Dictionary

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



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 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.

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	zebrafish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Low Dose
2	zebrafish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Low Dose
3	zebrafish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Medium Dose
4	zebrafish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Medium Dose
5	zebrafish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Control
6	zebrafish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Control

Import Spreadsheet Add Services

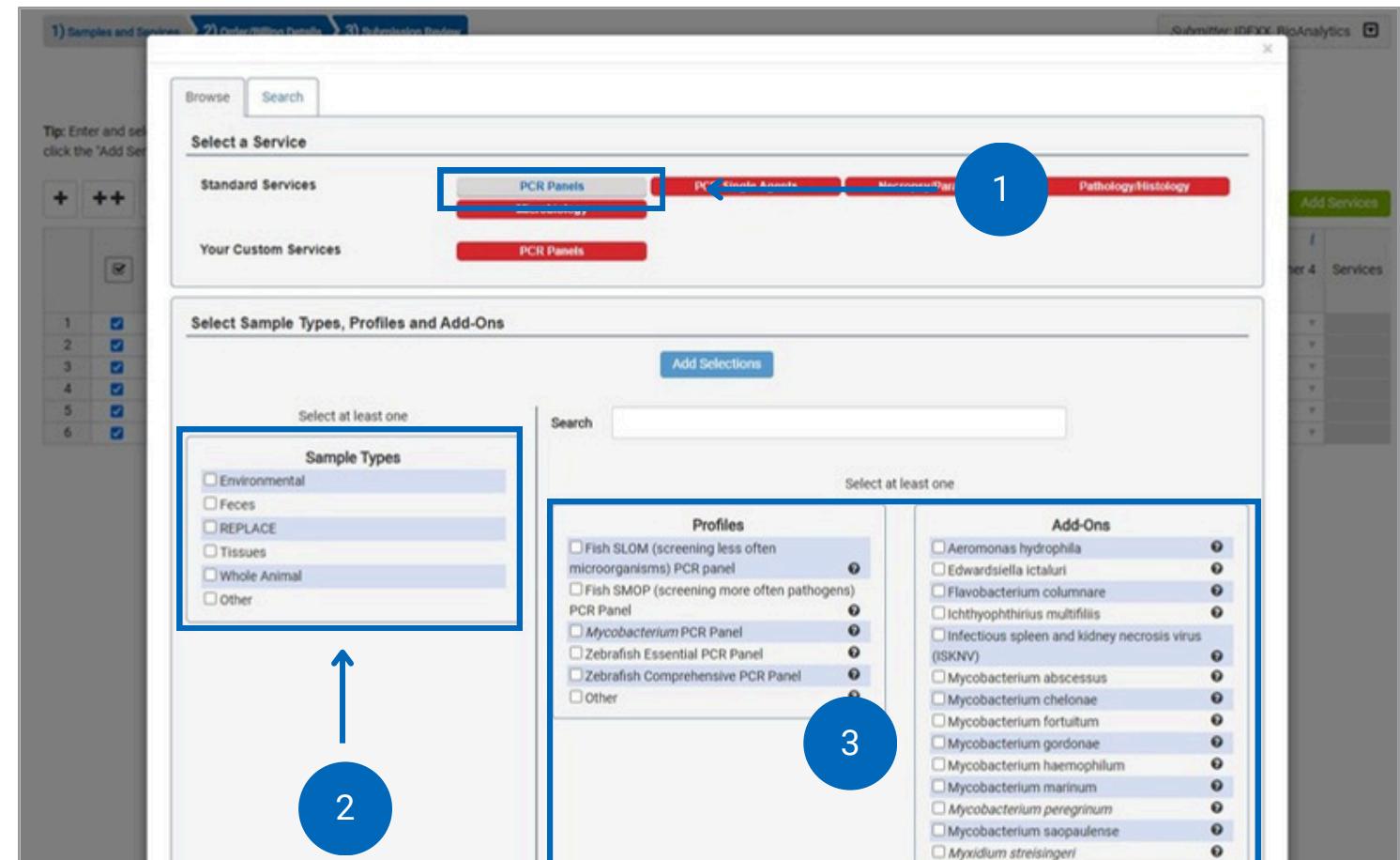
1      2

Cancel and Exit   Save and Exit   Order/Billing Details >

7b

## Select services

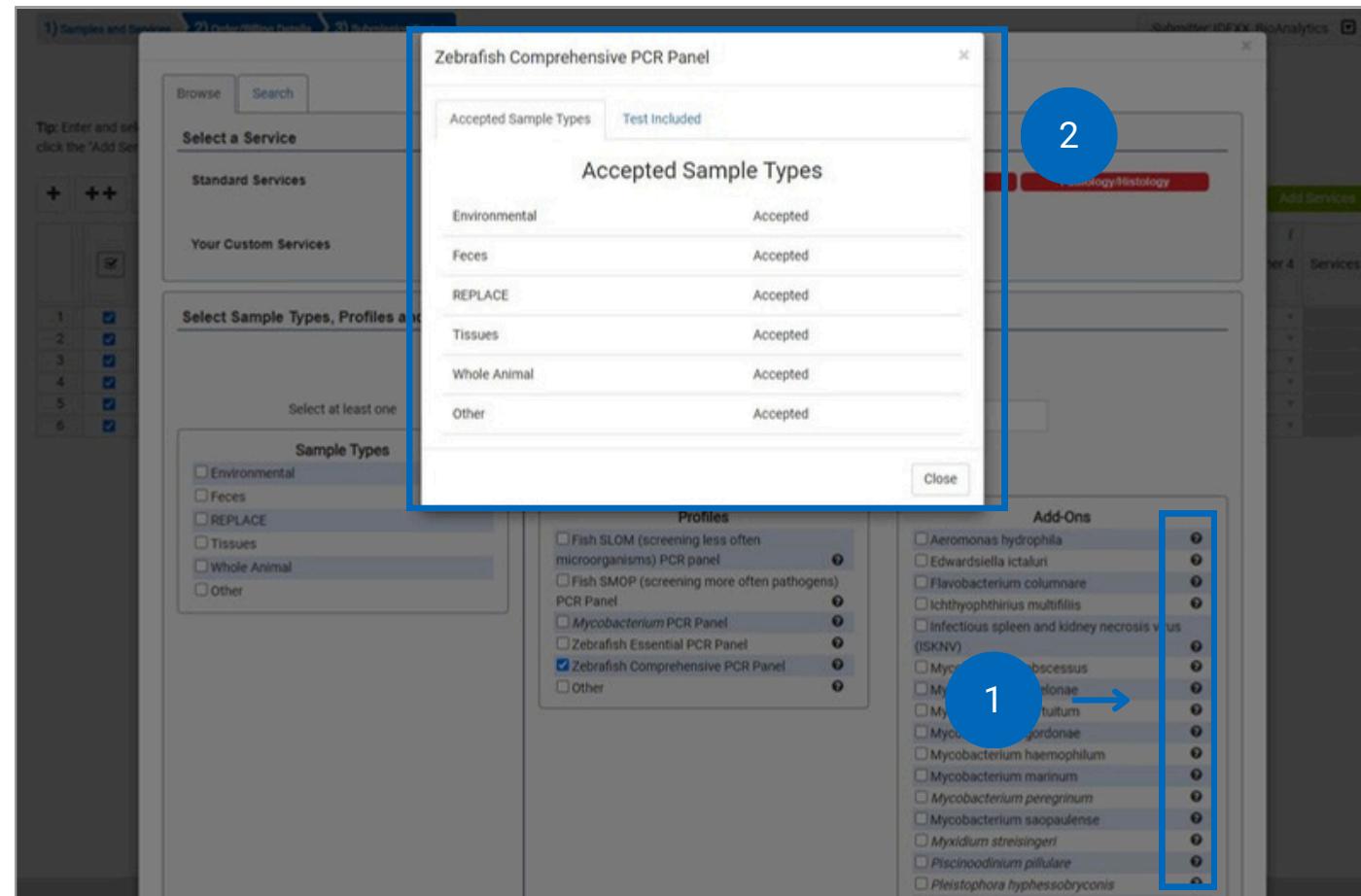
- You can search by service code or browse through our offering.
- To add a service:
  - Select your Profile(s) and Add-Ons
  - Select the sample type
  - Click Add Selection
- Continue to add services or close the window to return to the sample grid and select new samples/move on.



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** 3

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

2 4 1

Import Spreadsheet   Add Services

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](mailto: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](mailto:BioAnalytics-IT@idexx.com)

[Edit Billing Info](#)

1

2

3

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. i

Yes  No

Please answer the following question(s) to receive information on how to submit samples to [idexxbioanalytics-europe@idexx.com](mailto:idexxbioanalytics-europe@idexx.com)

[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\*

Quote Number

Send Invoice/Charges To <sup>i</sup>

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

[Edit Billing Info](#)

1

Shipping Info

Ship Date\*

Ship to Lab\*

Carrier Type

2

Case Info

Study <sup>i</sup>

Submission Name <sup>i</sup>

Client Case Number <sup>i</sup>

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

Yes  No

Please answer the following question(s) to help us better serve you. [Information](#)

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

3

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
2
3

**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 BioAnalytics**

**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 Panel: Zebrafish Comprehensive PCR Panel
2	ZF2	zebrafish	Whole Animal (not live) PCR Panel: Zebrafish Comprehensive PCR Panel

**< Order/Billing Details**      **Cancel and Exit**      **Save and Exit**      **Submit**



Overview



Account Settings



Animal Health Monitoring Orders



Aquatics Diagnostics Orders



Biologics & Cell Health Orders

10

## Order Confirmation

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

1) Samples and Services 2) Order/Billing Details 3) 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-8W 70806 Germany  
+1 (573) 239-9271  
BioAnalytics-IT@idexx.com

**Bill To:**  
IDEXX Intercompany Billing-GmbH EU  
Im Moldengraben 65  
Kornwestheim, DE-8W 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:**

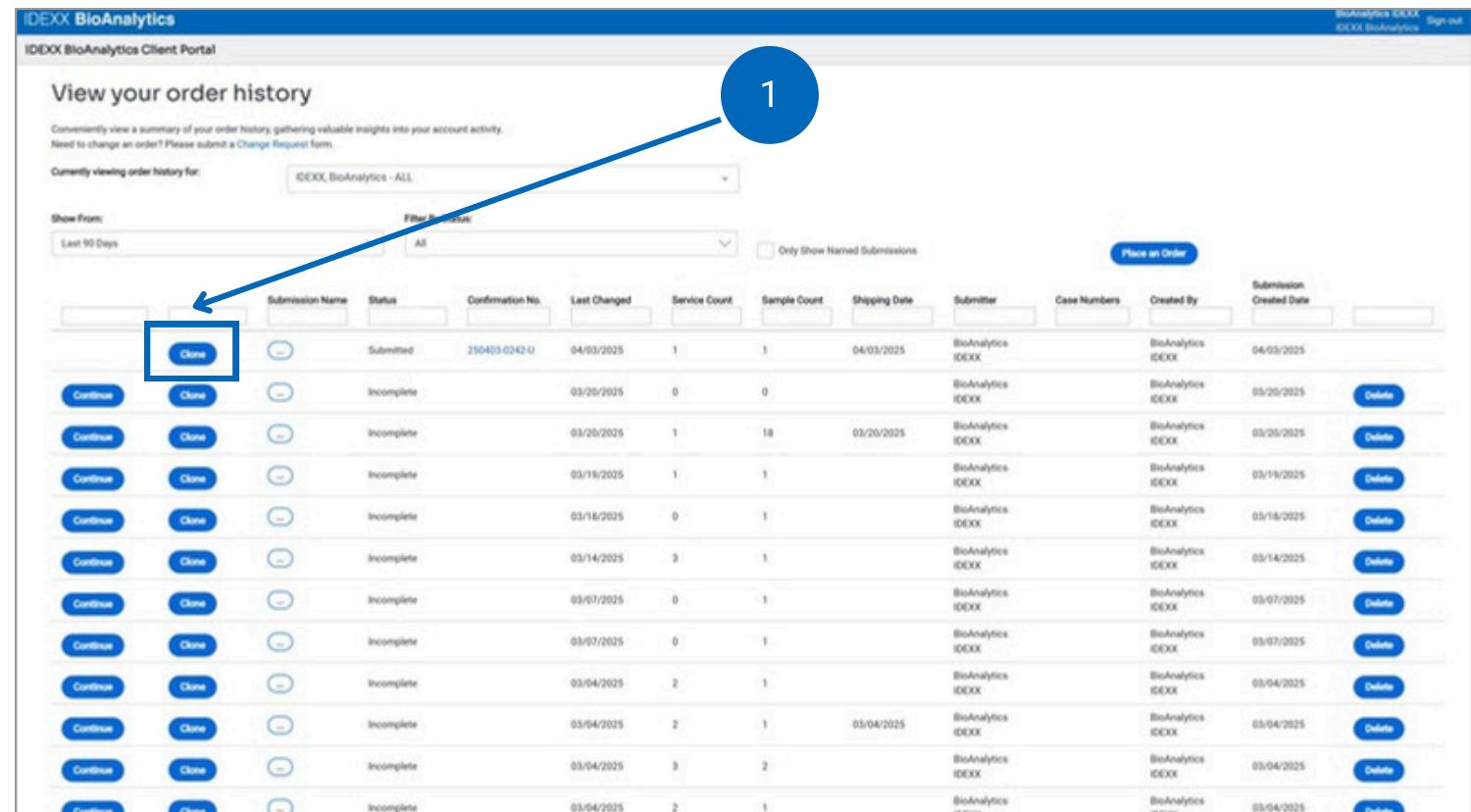
**Purchase Order:** Not applicable  
**Quote Number:**  
**Total # of Samples:** 6  
**Separate Cases:** No  
**Infectious Agent / Health Hazards:**  
**Additional Sample Information:**  
Whole Animal - not live

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.*



1

## Place an order

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

1



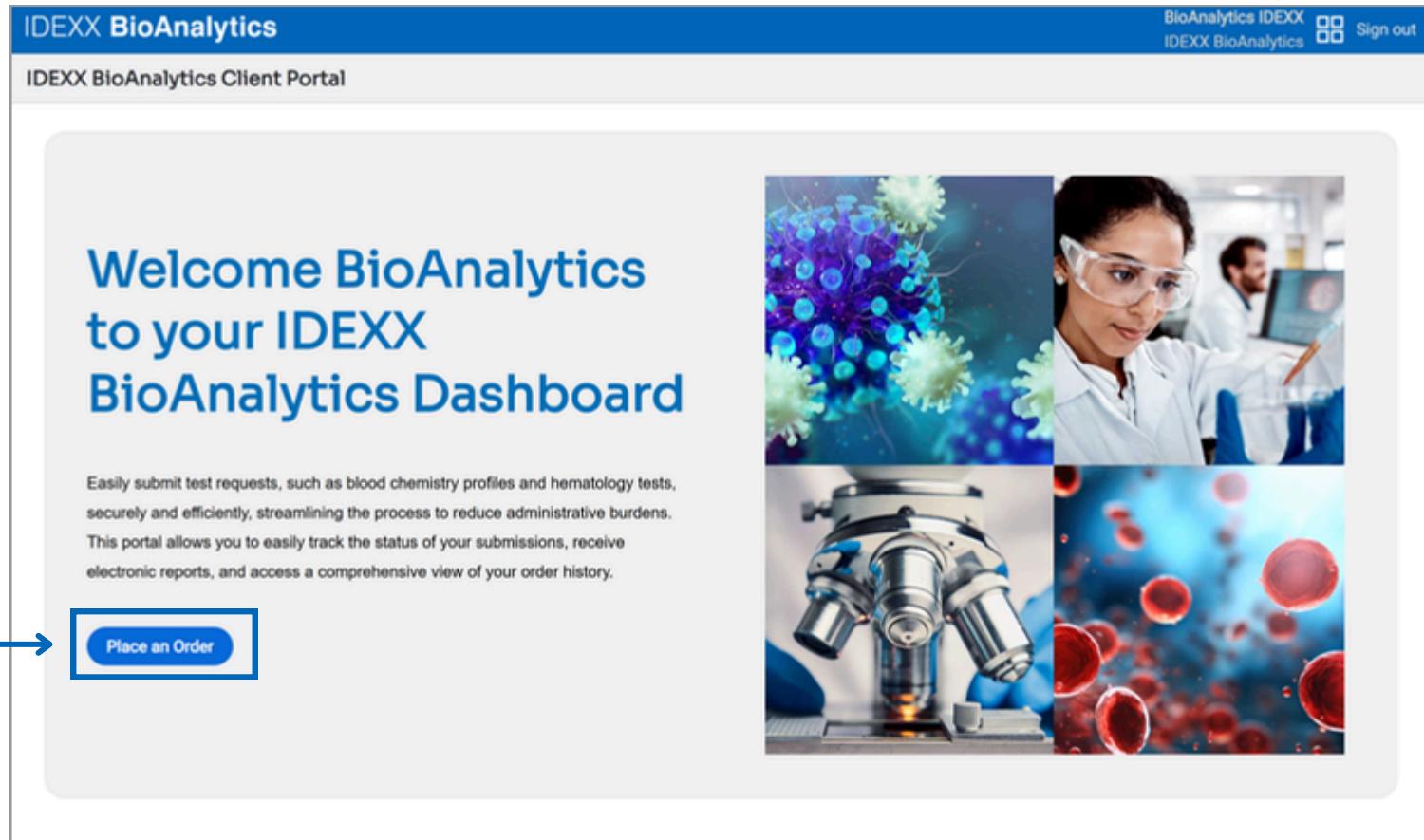
**IDEXX BioAnalytics**

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.

[Place an Order](#)



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

IDEXX BioAnalytics Client Portal

Let's start your order

Please select the testing option that meets your research needs.

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

**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 Sign out  
IDEXX BioAnalytics

**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.

**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 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.

	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																			

Import Spreadsheet Add Services

1

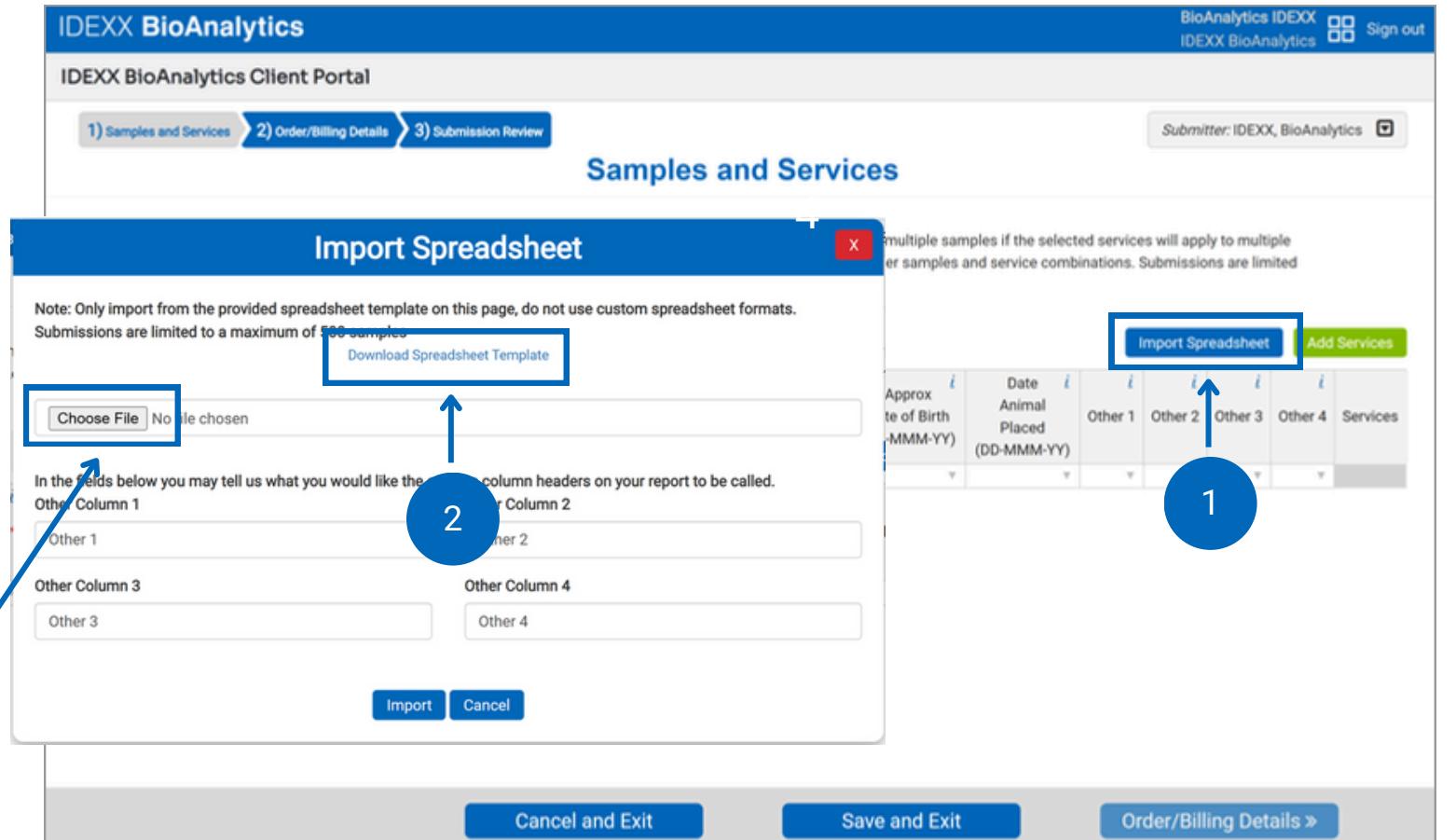
Cancel and Exit Save and Exit Order/Billing Details »

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.

3



6

## Error checking and Dictionary

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

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.

**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 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.

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												HELA						
2												Sf9						
3												CHO						
4	canine											MCF-7						

**1**   **2**

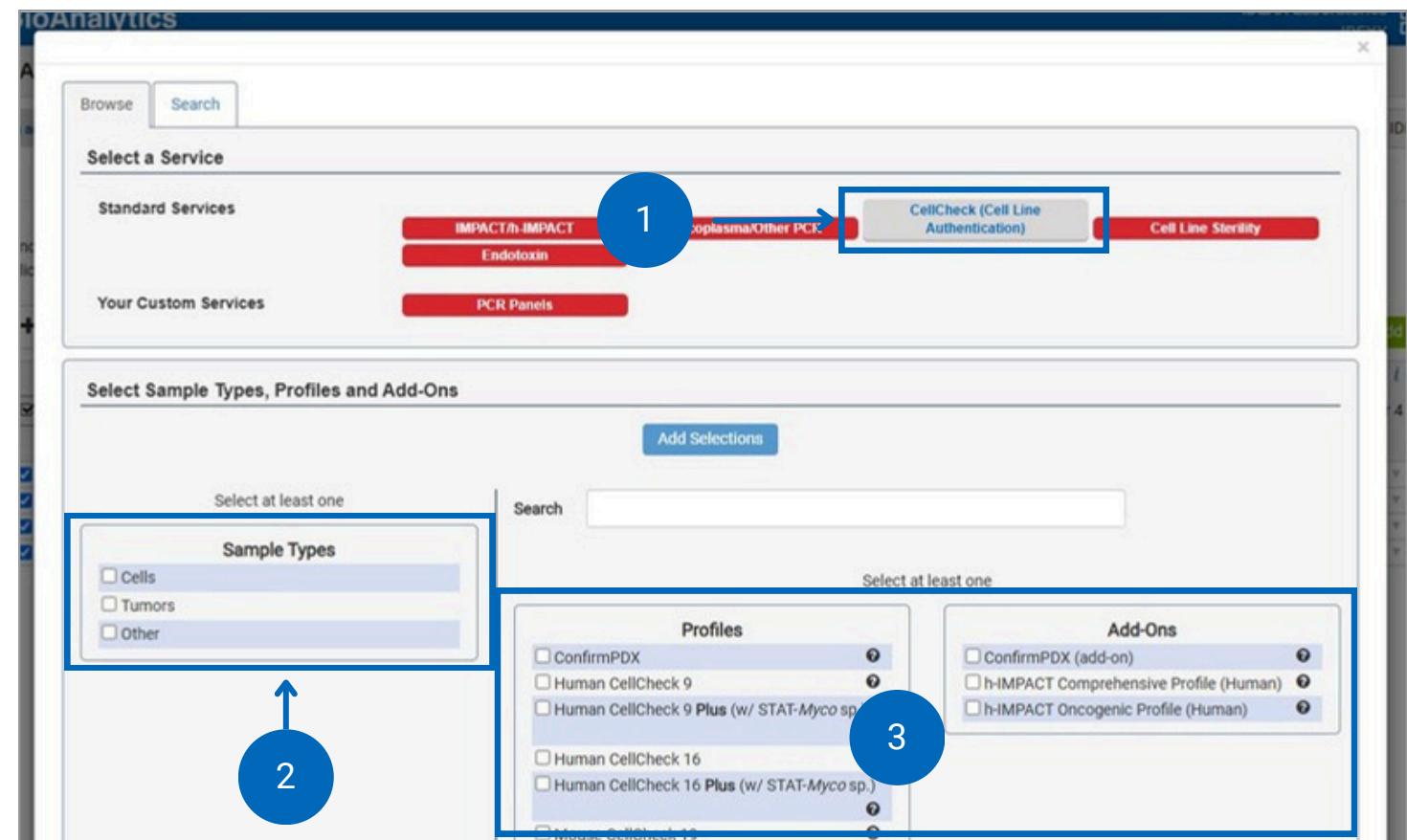
Import Spreadsheet   Add Services

Cancel and Exit   Save and Exit   Order/Billing Details »

7b

## Select services

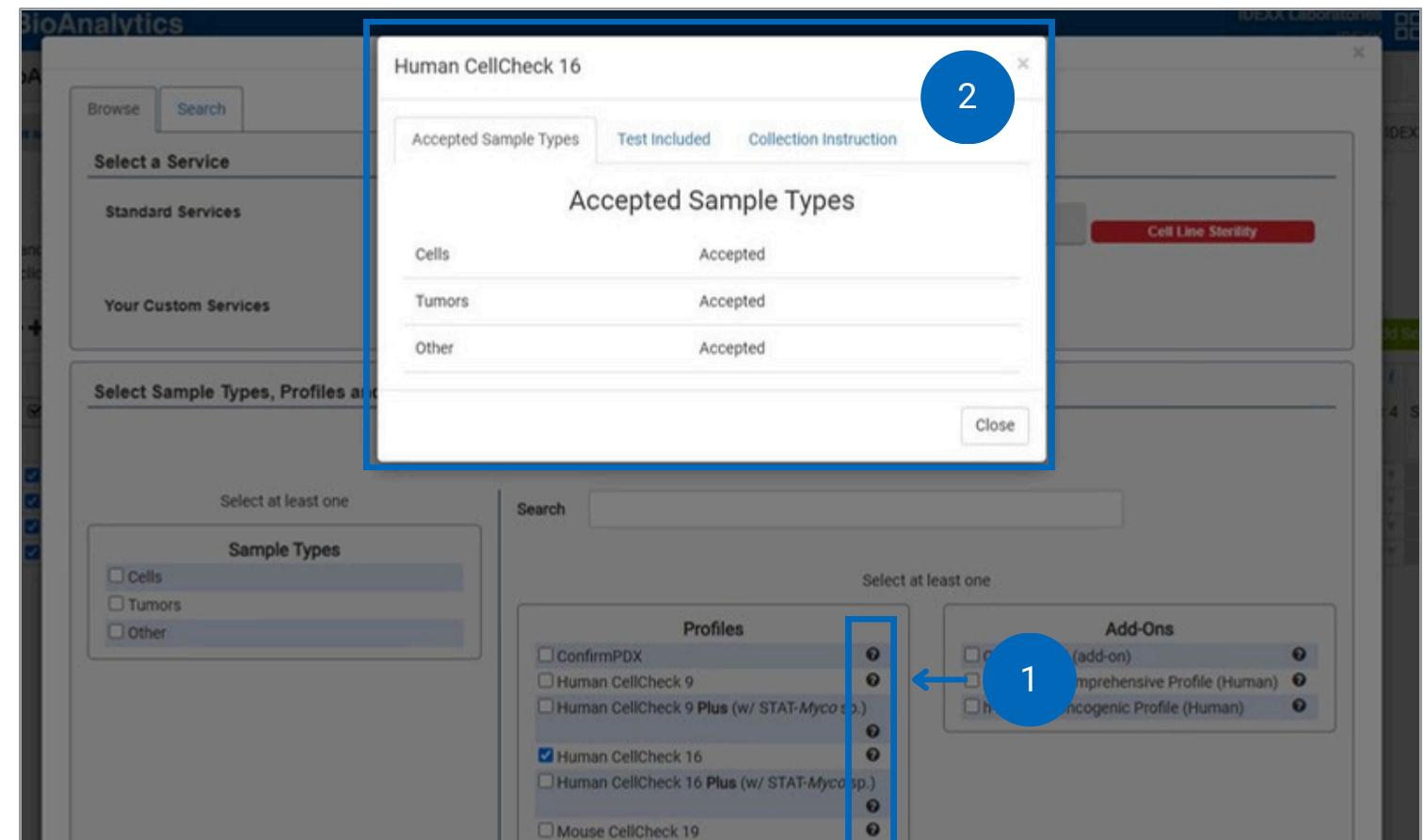
- Browse through our offering and choose a Service tile.
- To add a service:
  - Select the sample type
  - Select your Profile(s)
  - Select your Add-on(s)
  - Click Add Selection
- You can continue to add services or close the window to return to the sample grid and select new samples/move on.



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

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

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 \(Cell Line Authentication\)](#)

	Client Sample ID*	Species	Add I	Profile	Sample Type	Affected Specimen Count	Services
1	<input type="checkbox"/> 1		Add I	Human CellCheck 16	Cells	4	<a href="#">Delete</a>
2	<input type="checkbox"/> 2						
3	<input type="checkbox"/> 3						
4	<input type="checkbox"/> 4						

[Import Spreadsheet](#) [Add Services](#)

**CellCheck (Cell Line Authentication) Profiles for Submission**

Profile	Sample Type	Affected Specimen Count
Human CellCheck 16	Cells	4

1

2

3

[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 <sup>i</sup>

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

[Edit Billing Info](#)

1

**Shipping Info**

Ship Date\*

Ship to Lab\*

Carrier Type

2

**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. <sup>i</sup>

Yes  No

Please answer the following question(s) to help us better serve you. <sup>i</sup>

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

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\*

Quote Number

Send Invoice/Charges To <sup>i</sup>

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

[Edit Billing Info](#)

1

Shipping Info

Ship Date\*

Ship to Lab\*

Carrier Type

2

Case Info

Study <sup>i</sup>

Submission Name <sup>i</sup>

Client Case Number <sup>i</sup>

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

Yes  No

Please answer the following question: Information provided by you is used for internal purposes only. idexxbioanalytics@idexx.com

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

3

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**

**Case Submission Packing Slip**

**Send Report To:**  
Laboratories, IDEXX  
Humboldstraße 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:**

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

**2** 

**1** 

**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 [idexxbioanalytics-europe@idexx.com](mailto:idexxbioanalytics-europe@idexx.com) to modify your submission.

1) Samples and Services   2) Order/Billing Details   3) 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:

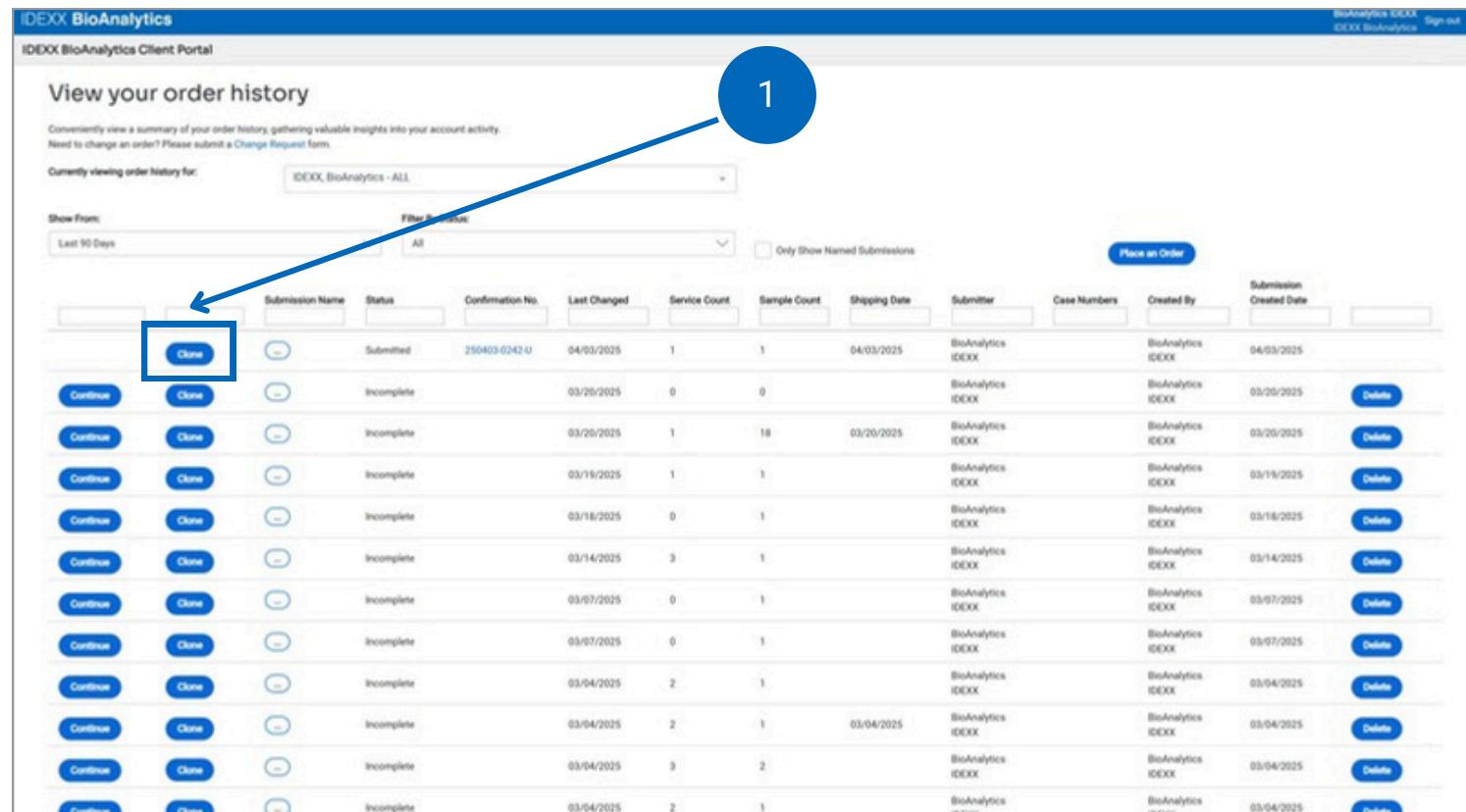
	Client Sample ID	Cell Line	Sample Types and Services
1	1	HELA	Cells   CellCheck (Cell Line Authentication): Human CellCheck 16

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



CONTACT OUR TEAM OF EXPERTS

## **Client Support Services**

Email: [idexxbioanalytics-europe@idexx.com](mailto:idexxbioanalytics-europe@idexx.com)



EUROPE LAB LOCATION

IDEXX GmbH  
IDEXX BioAnalytics  
Humboldtstr. 2  
70806 Kornwestheim  
Germany

