

**2025 IDEXX BioAnalytics
Online Ordering Guide**

NORTH AMERICA

+ + + + + + + +





A guide to ordering using our Client Portal

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

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

A guide to ordering using our Client Portal

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



Overview

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



Account Settings

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



Placing a Preclinical order (non-histo)

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



Placing a Preclinical order (histopathology)

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



Place a Biologics & Cell Health order

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



Place a Health Monitoring order

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



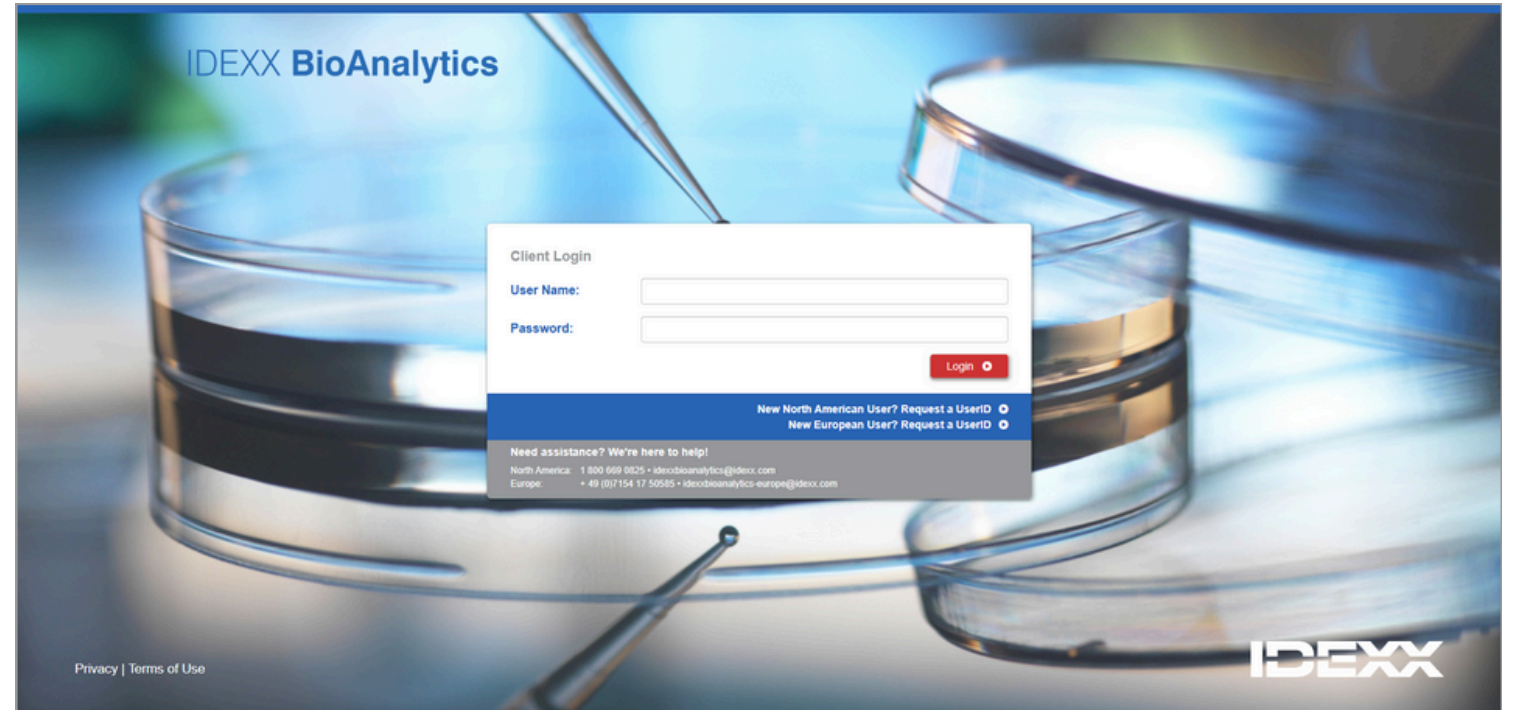
Placing an Aquatics Health Monitoring order

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



Log in to the Client Portal

- Navigate to the [Client Portal login page](#).
- Existing Portal users can log in with their Username and Password.
- If you are a new client or a current client who has not yet used the Portal, contact Client Support Services to request a new UserID and login information.
- Logins should not be shared. Please request an individual account for each submitter at your institution.





Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

New User Registration

- Upon clicking the “New User?” button, you will land on our New User Registration page.
- Complete all required fields to obtain login information for the Client Portal, request online access to other users' current or historical results, and grant other users access to your results.
- New User Registrations are typically processed within 24 hours.
- You will receive your login credentials via a separate email once your account setup is complete.

North America ▾ Support Contact 2024 Directory of Services Create Account | Client Login

IDEXX BioAnalytics Animal Health Monitoring ▾ Preclinical Services ▾ Biologics ▾ Veterinary Clinical Trials About Us ▾

New User Registration

Create or Update Your Account

Welcome to IDEXX BioAnalytics

Use the form below to create your Online Submission Portal account, request access to someone else's results, or grant access to your results to a colleague. Please contact Client Support Services with any questions.

[Client Support Services](#) • 1-800-669-0825 • IDEXXBioAnalytics@IDEXX.com

Having issues with the form displaying? Please [click here](#).

Contact Information

Name* Company Name*

<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>	



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

Advantages to online ordering

- Online submissions are faster, less error prone, and increase your visibility and control.
- When you use the Online Submission tool, you can see your Order History and the status of each order. Possible statuses:
 - Incomplete
 - Submitted
 - In Progress
 - Resulted
 - Voided

View your order history

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

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

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
Continue	Clone	...	Incomplete		12/17/2024	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	Delete
	Clone	...	Submitted	241217-1229-G	12/17/2024	2	6	12/17/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	
Continue	Clone	...	Incomplete		12/16/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/16/2024	Delete
Continue	Clone	...	Incomplete		12/11/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/11/2024	Delete
Continue	Clone	...	Incomplete		12/10/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/10/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	1	1	12/09/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/05/2024	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...	Incomplete		12/05/2024	1	1	12/05/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

Advantages to online ordering

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

View your order history

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

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

		Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
Continue	Clone	...	Incomplete		12/17/2024	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	Delete
	Clone	...	Submitted	241217-1229-G	12/17/2024	2	6	12/17/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	
Continue	Clone	...	Incomplete		12/16/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/16/2024	Delete
Continue	Clone	...	Incomplete		12/11/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/11/2024	Delete
Continue	Clone	...	Incomplete		12/10/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/10/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	1	1	12/09/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/05/2024	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...	Incomplete		12/05/2024	1	1	12/05/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete





Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

Adjusting your Account Settings

- Navigate to My Profile from the left-hand menu to edit your contact information, reporting preferences, and billing information.

Client Profile Data
for
IDEXX, BioAnalytics

These fields are provided for editing purposes only (e.g. spelling errors, address changes).
This account cannot be changed to a new individual or company. If access for another person or company is desired, a new [Request for UserID](#) will need to be submitted.

Last name: IDEXX	First name: BioAnalytics
Institution: IDEXX BioAnalytics	Department:
Address Line 1:	Address Line 2:
City:	Province:
State: ME	Postal Code: 04092
Zip:	Country: United States
Country:	EmailAddress: BioAnalytics-IT@idexx.com
Phone # 1:	Phone # 2:
Fax #:	Title(s), Degree(s):

Additional Submitter Profile Data

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

List as Sponsor/Referrer on Cases:

Preliminary Results Available E-mail Notification?

Final Results Available E-mail Notification?

Include Case Report with Email Notifications?

Include Spreadsheet of Results (Clinical Pathology only)?

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

Serology Detail Section as Separate File?

Report in HTML format (instead of PDF)?

Email Subject Line: Services Requested Species Facility
 Bldg Number Area Study ID

Symbols

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

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

Email Subject Line Preview



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

1

Place an order

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

1

IDEXX BioAnalytics

BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

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

Place an Order



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

2

Service type selection

Select a submission type to begin:

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

The screenshot displays the IDEXX BioAnalytics Client Portal interface. At the top, the header includes the IDEXX BioAnalytics logo, the text 'BioAnalytics IDEXX IDEXX BioAnalytics', and a 'Sign out' button. Below the header, the page title is 'IDEXX BioAnalytics Client Portal'. The main content area features a 'Getting Started' section with a computer monitor icon. Underneath, there is a 'Select a Submission Type' section with four options, each accompanied by a play button icon and a representative image: 'Health Monitoring' (with a petri dish image), 'Aquatic Diagnostics' (with a zebrafish image), 'Biologics' (with a petri dish image), and 'Preclinical Research' (with a microscope image).



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

3

Tool palette

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

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.

+ Add a single row
++ Add multiple rows
Trash can / delete
Copy
↑ ↓ Sequential number fill
↶ Undo
📖 Dictionary
🖥 Full page view

Import Spreadsheet
Add Services

#	Select	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 »





Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

4

Option 1: Copy and paste or manually type data

- Enter each animal as one line regardless of number of sample types/tissues per animal. Add any other sample information you need to identify your samples.
- Only columns marked with an asterisk are required. All other columns are optional.
- The most used demographic columns are:
 - 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.

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

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

1

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

2

The screenshot displays the IDEXX BioAnalytics Client Portal interface. At the top, there is a navigation bar with the IDEXX BioAnalytics logo and a 'Sign out' button. Below the navigation bar, the main content area is titled 'IDEXX BioAnalytics Client Portal' and features a progress indicator with three steps: '1) Samples and Services', '2) Order/Billing Details', and '3) Submission Review'. The current step is 'Samples and Services', which is highlighted in blue. A dropdown menu shows the submitter as 'IDEXX, BioAnalytics'. The main content area is titled 'Samples and Services' and contains a table with columns for 'Approximate Date of Birth (MMM-YY)', 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. A blue circle with the number '1' is positioned over the 'Other 2' column header. A blue box highlights the 'Import Spreadsheet' button in the top right corner of the table area. A green 'Add Services' button is also visible. A modal dialog box titled 'Import Spreadsheet' is overlaid on the main content. It contains a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 500 samples.' Below the note is a 'Download Spreadsheet Template' link. A 'Choose File' button is highlighted with a blue box and a blue circle with the number '2'. Below the 'Choose File' button are four text input fields labeled 'Other Column 1', 'Other Column 2', 'Other Column 3', and 'Other Column 4'. At the bottom of the dialog box are 'Import' and 'Cancel' buttons. At the bottom of the main content area, there are three buttons: 'Cancel and Exit', 'Save and Exit', and 'Order/Billing Details »'.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7b

Select tests

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7c

Test information

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

The screenshot displays the IDEXX BioAnalytics interface. A modal dialog box titled "REPLACE Trial Panel" is open, showing a table of "Accepted Sample Types". A blue circle with the number "2" is positioned over the top right corner of this dialog. In the background, the "Add-Ons" section of the service configuration is visible, with a blue circle and the number "1" pointing to a list of tests. The "Add-Ons" list includes various PCR panels and toxins, each with a question mark icon to its right.

Accepted Sample Types	Test Included
Environmental	Accepted
Feces	Accepted
Pelt Swab	Accepted
REPLACE	Accepted
Other	Accepted

Add-Ons

- Aerococcus viridans* (PCR)
- Bordetella bronchiseptica* (PCR)
- Bordetella pseudohinzii/hinzii* (PCR)
- Burkholderia gladioli* (PCR)
- Campylobacter coli* (PCR)
- Campylobacter jejuni* (PCR)
- Chilomastix* spp. (PCR)
- Chlamydia muridarum* (PCR)
- Chlamydia* spp. (PCR)
- Citrobacter rodentium* (PCR)
- Clostridium difficile* Panel (Toxin A and B (feces))
- Clostridium difficile* Toxin A (PCR)
- Clostridium difficile* Toxin B (PCR)
- Clostridium perfringens* Alpha Toxin (PCR)
- Clostridium perfringens* Enterotoxin (PCR)
- Clostridium pilliforme* (PCR)



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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. Submissions are limited to a maximum of 500 samples.

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

Import Spreadsheet Add Services

	<input checked="" type="checkbox"/>	Client Sample ID*	Species*	Addl ID	Services
1	<input type="checkbox"/>	1	mouse		Health Monitoring
2	<input type="checkbox"/>	2	mouse		Health Monitoring
3	<input type="checkbox"/>	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

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

8

Add order/billing details

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

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

Submitter: IDEXX, BioAnalytics

Order/Billing Details

Order Details

Payment Info

Payment Type*	Enter PO Number	Send Invoice/Charges Toⁱ
Purchase Order*		IDEXX Intercompany Billing
Quote Numberⁱ		4011 Discovery Drive
Study Directorⁱ		Columbia, MO 65201
		US
		Edit Billing Info

Shipping Info

Ship Date*	17-Dec-24	
Ship to Lab*	West Sacramento, California	
Carrier Typeⁱ		

Case Info

Study IDⁱ	
Submission Nameⁱ	

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

Yes No

Dilute short samples?*ⁱ

Yes No

Are you aware of any potential human health hazards, including radioactivity, associated with these samples?ⁱ

Yes No

Special Test Instructionsⁱ

« Samples and Services
Cancel and Exit
Save and Exit
Submission Review »

1

↓



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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: IDEXX, BioAnalytics

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
IDEXX

Case Submission Packing Slip

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalyticalDEXX@idexx.com.invalid

Shipping Date: 12/17/2024
Ship to Lab: West Sacramento, California
Species: mouse
Facility: ALL
Services Requested: Comprehensive Chemistry 6006,C Reactive Protein- Mouse
Comments:
Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: 123456
Quote Number:
Total # of Animal IDs: 6
Separate Cases: No
Infectious Agent / Health Hazards:
Dilute Short Samples: No
Additional Sample Information:

	Group ID	Animal ID	Species	Collection Date	Other 1	Sample	Services
1	Baseline	A1	mouse	31-Dec-24	TP1	Fluid	Chemistry: Comprehensive Chemistry 6006 C Reactive Protein- Mouse
2	Baseline	A2	mouse	31-Dec-24	TP1	Fluid	Chemistry: C Reactive Protein- Mouse Comprehensive Chemistry 6006
3	Baseline	A3	mouse	31-Dec-24	TP1	Fluid	Chemistry: Comprehensive Chemistry 6006 C Reactive Protein- Mouse
4	Treatment	B1	mouse	31-Dec-24	TP1	Fluid	Chemistry: C Reactive Protein- Mouse Comprehensive
5	Treatment						Chemistry: Comprehensive Chemistry 6006 C Reactive Protein-

[« Order/Billing Details](#)

[Cancel and Exit](#)

[Save and Exit](#)

[Submit](#)



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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@idexx.com to modify your submission.

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

Submitter: IDEXX, BioAnalytics

Submission Review

Order Confirmation Number: 241217-1229-G

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: 241217-1229-G

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalytics@idexx.com.invalid

Shipping Date: 12/17/2024
Ship to Lab: West Sacramento, California
Species: mouse
Facility: ALL
Services Requested: Comprehensive Chemistry 6006,C Reactive Protein- Mouse
Comments:
Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: 123456
Quote Number:
Total # of Animal IDs: 6
Separate Cases: No
Infectious Agent / Health Hazards:
Dilute Short Samples: No
Additional Sample Information:

Group ID	Animal ID	Species	Collection Date	Other 1	Sample Types and Services
1	Baseline	mouse	31-Dec-24	TP1	Fluid Chemistry: Comprehensive Chemistry 6006 C Reactive Protein-Mouse



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

11

Using templates and clones

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

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

View your order history

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

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

	Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
Continue	Clone	...	Submitted	241217-1229-G	12/17/2024	2	6	12/17/2024	BioAnalytics IDEXX	BioAnalytics IDEXX	12/17/2024	
Continue	Clone	...	Incomplete		12/16/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/16/2024	Delete
Continue	Clone	...	Incomplete		12/11/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/11/2024	Delete
Continue	Clone	...	Incomplete		12/10/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/10/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	1	1	12/09/2024	BioAnalytics IDEXX	BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	0	0		BioAnalytics IDEXX	BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...	Incomplete		12/05/2024	1	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...	Incomplete		12/05/2024	1	1	12/05/2024	BioAnalytics IDEXX	BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...	Incomplete		12/04/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/04/2024	Delete



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

1

Place an order

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

1

IDEXX BioAnalytics

BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

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

Place an Order



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

2

Service type selection

Select a submission type to begin:

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

The screenshot shows the IDEXX BioAnalytics Client Portal interface. At the top, there is a navigation bar with the IDEXX BioAnalytics logo and a 'Sign out' button. Below the navigation bar, the main content area is titled 'Getting Started' and features a 'Select a Submission Type' section. This section contains four buttons, each with a red play button icon and a corresponding image: 'Health Monitoring' (with a petri dish image), 'Aquatic Diagnostics' (with a zebrafish image), 'Biologics' (with a petri dish image), and 'Preclinical Research' (with a microscope image).



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

3

Tool palette

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

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

IDEXX BioAnalytics BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services 2) Order/Billing Details 3) Submission Review Submitter: IDEXX, BioAnalytics

Samples and Services

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

+ ++ 🗑️ 🔄 ⌵ ↶ 📖 🖥️

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

1

Import Spreadsheet Add Services

Cancel and Exit Save and Exit Order/Billing Details »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

4

Option 1: Copy and paste or manually type data

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

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>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>
	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 »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

2

The screenshot displays the IDEXX BioAnalytics Client Portal interface. At the top, there is a navigation bar with the IDEXX BioAnalytics logo and a 'Sign out' button. Below the navigation bar, the main content area is titled 'IDEXX BioAnalytics Client Portal' and includes a progress indicator with three steps: '1) Samples and Services', '2) Order/Billing Details', and '3) Submission Review'. The current step is 'Samples and Services', which is highlighted in blue. A dropdown menu shows the submitter as 'IDEXX, BioAnalytics'. The main content area is titled 'Samples and Services' and contains a table with columns for 'Approximate Date of Birth (DD-MMM-YY)', 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. A blue circle with the number '1' is positioned over the 'Other 2' column header. A blue box highlights the 'Import Spreadsheet' button in the top right corner of the table. A pop-up window titled 'Import Spreadsheet' is overlaid on the table. The pop-up window contains a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 500 samples.' Below the note is a 'Choose File' button and a 'Download Spreadsheet Template' link. The pop-up window also contains four text input fields for customizing column headers: 'Other Column 1', 'Other Column 2', 'Other Column 3', and 'Other Column 4'. A blue circle with the number '2' is positioned over the 'Choose File' button. At the bottom of the pop-up window are 'Import' and 'Cancel' buttons. At the bottom of the main content area are three buttons: 'Cancel and Exit', 'Save and Exit', and 'Order/Billing Details »'.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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".

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) 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*	Addl ID	Investigator	Building	Area	Room	Pack	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

Cancel and Exit Save and Exit Order/Billing Details »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

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

Cancel and Exit Save and Exit Order/Billing Details »

1

2



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7b

Select tests

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7c

Test information

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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

+ ++ [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 [X]

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

2

4

Order/Billing Details »

1



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

8

Add order/billing details

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

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

Submitter: IDEXX, BioAnalytics

Order/Billing Details

Order Details

Payment Info

Payment Type* Send Invoice/Charges Toⁱ
Quote Numberⁱ IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201
US
3 Edit Billing Info

Shipping Info

Ship Date*ⁱ
Ship to Lab*ⁱ
Carrier Typeⁱ

Case Info

Study IDⁱ
Submission Nameⁱ
Client

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

1



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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: IDEXX, BioAnalytics

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
IDEXX

Case Submission Packing Slip

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalyticsIDEXX@idexx.com.invalid

Shipping Date: 12/18/2024

Ship to Lab: Columbia, Missouri

Species: zebrafish

Facility: ALL

Services Requested: Zebrafish Comprehensive PCR Panel

Comments:

Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: Pay by credit card

Quote Number:

Total # of Samples: 6

Separate Cases: No

Infectious Agent / Health Hazards:

Additional Sample Information:
Whole Animal - not live

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

← Order/Billing Details
Cancel and Exit
Save and Exit
Submit



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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@idexx.com to modify your submission.

1) Samples and Services 2) Order/Billing Details 3) Submission Review Submitter: IDEXX, BioAnalytics

Submission Review

Order Confirmation Number: 241218-0826-H

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: 241218-0826-H

Send Report To: IDEXX, BioAnalytics ME 04092 United States BioAnalyticsIDEXX@idexx.com.invalid	Bill To: IDEXX Intercompany Billing 4011 Discovery Drive Columbia, MO 65201 US
Shipping Date: 12/18/2024	Purchase Order: Pay by credit card
Ship to Lab: Columbia, Missouri	Quote Number:
Species: zebrafish	Total # of Samples: 6
Facility: ALL	Separate Cases: No
Services Requested: Zebrafish Comprehensive PCR Panel	Infectious Agent / Health Hazards:
Comments:	Additional Sample Information:
Special Test Instructions:	Whole Animal - not live



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

11

Using templates and clones

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

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

View your order history

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

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

	Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
Clone		Submitted	241218-0826-H	12/18/2024	1	6	12/18/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/18/2024	
Clone		Submitted	241218-0811-Q	12/18/2024	1	4	12/18/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/18/2024	
Continue	Clone	Incomplete		12/18/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/18/2024	Delete
Continue	Clone	Incomplete		12/18/2024	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	12/18/2024	Delete
Continue	Clone	Incomplete		12/18/2024	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	12/18/2024	Delete
Continue	Clone	Incomplete		12/17/2024	1	3		BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	Delete
Continue	Clone	Incomplete		12/17/2024	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	Delete
Clone		Submitted	241217-1229-G	12/17/2024	2	6	12/17/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	
Continue	Clone	Incomplete		12/16/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/16/2024	Delete



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

1

Place an order

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

1

IDEXX BioAnalytics

BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

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

Place an Order



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

2

Service type selection

Select a submission type to begin:

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

The screenshot shows the IDEXX BioAnalytics Client Portal interface. At the top, there is a navigation bar with the IDEXX BioAnalytics logo and a 'Sign out' button. Below the navigation bar, the page title is 'IDEXX BioAnalytics Client Portal'. The main content area is titled 'Getting Started' and features a 'Select a Submission Type' section. This section contains four buttons, each with a play icon and a corresponding image: 'Health Monitoring' (with a petri dish image), 'Aquatic Diagnostics' (with a zebrafish image), 'Biologics' (with a petri dish image), and 'Preclinical Research' (with a microscope image).



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

3

Tool palette

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

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.

+ ++ 🗑️ 📄 📏 📏 ↺ 📄 🖼️

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

Cancel and Exit

Save and Exit

Order/Billing Details »





Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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

IDEXX BioAnalytics BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services 2) Order/Billing Details 3) Submission Review Submitter: IDEXX, BioAnalytics

Samples and Services

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

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

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

1

3

Cancel and Exit Save and Exit Order/Billing Details »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

2

The screenshot displays the IDEXX BioAnalytics Client Portal interface. At the top, there is a navigation bar with the IDEXX BioAnalytics logo and a 'Sign out' link. Below the navigation bar, the main content area is titled 'IDEXX BioAnalytics Client Portal' and features a progress indicator with three steps: '1) Samples and Services', '2) Order/Billing Details', and '3) Submission Review'. The current step is 'Samples and Services', which is highlighted in blue. A 'Submitter: IDEXX, BioAnalytics' dropdown menu is visible in the top right corner.

The 'Samples and Services' section contains a table with columns: 'Date Animal Placed (DD-MMM-YY)', 'Cell Line', 'ATCC #', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. A blue circle with the number '1' is positioned over the 'Other 2' column header. A blue box highlights the 'Import Spreadsheet' button in the top right corner of the table area.

An 'Import Spreadsheet' pop-up window is overlaid on the main content. It has a blue header with the title 'Import Spreadsheet' and a close button (X). The window contains a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 500 samples'. Below the note is a 'Download Spreadsheet Template' link. A 'Choose File' button is highlighted with a blue box, and a blue circle with the number '2' is positioned below it. Below the 'Choose File' button, there are four input fields for customizing column headers: 'Other Column 1' (Other 1), 'Other Column 2' (Other 2), 'Other Column 3' (Other 3), and 'Other Column 4' (Other 4). At the bottom of the pop-up window are 'Import' and 'Cancel' buttons.

At the bottom of the main content area, there are three buttons: 'Cancel and Exit', 'Save and Exit', and 'Order/Billing Details »'.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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”.

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						

3 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 »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

Import Spreadsheet Add Services

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7b

Select tests

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

The screenshot shows the 'Select a Service' window in the IDEXX BioAnalytics system. It is divided into two main sections: 'Select a Service' and 'Select Sample Types, Profiles and Add-Ons'.

Select a Service: This section contains two rows of service tiles. The first row, 'Standard Services', includes 'Microbiology', 'IMPACT I PCR Profile (Mouse)', 'CellCheck (Cell Line Authentication)', and 'Microphysiological System Characterization'. The second row, 'Your Custom Services', includes '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 for selecting specific test parameters. It features a search bar and an 'Add Selections' button. Below the search bar, there are three columns of options, each with a 'Select at least one' prompt.

- Sample Types:** A blue box highlights this section, which contains three options: 'Cells', 'Tumors', and 'Other'. A blue circle with the number '2' is positioned below this box, with an arrow pointing up to it.
- Profiles:** A blue box highlights this section, which contains a list of PCR profiles such as 'ConfirmPDX', 'Human CellCheck 9', and 'Human CellCheck 16 Plus (w/ STAT-Mycosp.)'. A blue circle with the number '3' is positioned to the right of this section.
- Add-Ons:** A blue box highlights this section, which contains various add-on tests like 'Mycoplasma sp.', 'ConfirmPDX (add-on)', and 'IMPACT I PCR Profile (Mouse)'.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7c

Test information

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

The screenshot displays the IDEXX BioAnalytics web application interface. A modal window titled "Human CellCheck 16" is open, showing details for the selected test. The modal has three tabs: "Accepted Sample Types", "Test Included", and "Collection Instru...". The "Accepted Sample Types" tab is active, displaying a table with the following content:

Accepted Sample Types	
Cells	Accepted
Tumors	Accepted
Other	Accepted

Below the modal, the main interface shows the "Select a Service" section with "Standard Services" and "Your Custom Services". Under "Standard Services", the "Human CellCheck 16" test is selected. The "Sample Types" section has checkboxes for "Cells", "Tumors", and "Other". The "Profiles" section has a list of profiles, with "Human CellCheck 16" selected. The "Add-Ons" section has a list of add-ons, with "Cell Line Sterility Testing 1" selected. A blue circle with the number "1" is placed over the "Human CellCheck 16" profile, and a blue circle with the number "2" is placed over the "Accepted Sample Types" tab in the modal.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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)*

Import Spreadsheet Add Services

Profile	Sample Type	Affected Specimen Count	Delete
Human CellCheck 16	Cells	4	Delete

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

Cancel and Exit Save and Exit Order/Billing Details »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

8

Add order/billing details

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

Order Details

Payment Info

Payment Type*	Enter PO Number	Send Invoice/Charges To ⁱ
Purchase Order* ⁱ		IDEXX Intercompany Billing
Quote Number ⁱ		4011 Discovery Drive
		Columbia, MO 65201
		US
		Edit Billing Info

Shipping Info

Ship Date* ⁱ	18-Dec-24
Ship to Lab* ⁱ	Columbia, Missouri
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

Are you aware of the risks, including the potential for zoonotic diseases, associated with these samples?

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

1



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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: IDEXX, BioAnalytics

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
IDEXX

Case Submission Packing Slip

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalyticsIDEXX@idexx.com.invalid

Shipping Date: 12/18/2024
Ship to Lab: Columbia, Missouri

Species:
Facility: ALL
Services Requested: Human CellCheck 16
Comments:
Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: 123456789
Quote Number:
Total # of Samples: 4
Separate Cases: No
Infectious Agent / Health Hazards:
Additional Sample Information:

	Client Sample ID	Cell Line	Sample Types and Services
1	1	HELA	Cells CellCheck (Cell Line Authentication): Human CellCheck 16
2	2	SF9	Cells CellCheck (Cell Line Authentication): Human CellCheck 16
3	3	CHO	Cells CellCheck (Cell Line Authentication): Human CellCheck 16
4	4	MCF-7	Cells CellCheck (Cell Line Authentication): Human CellCheck 16

← Order/Billing Details
Cancel and Exit
Save and Exit
Submit



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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@idexx.com to modify your submission.

1) Samples and Services 2) Order/Billing Details 3) Submission Review Submitter: IDEXX, BioAnalytics

Submission Review

Order Confirmation Number: 241218-0811-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: 241218-0811-Q

Send Report To: IDEXX, BioAnalytics ME 04092 United States BioAnalyticsIDEXX@idexx.com.invalid	Bill To: IDEXX Intercompany Billing 4011 Discovery Drive Columbia, MO 65201 US
Shipping Date: 12/18/2024	Purchase Order: 123456789
Ship to Lab: Columbia, Missouri	Quote Number:
Species:	Total # of Samples: 4
Facility: ALL	Separate Cases: No
Services Requested: Human CellCheck 16	Infectious Agent / Health Hazards:
Comments:	Additional Sample Information:
Special Test Instructions:	



11

Using templates and clones

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

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

View your order history

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

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

	Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
Continue	Clone	...	Submitted	241218-0811-Q	12/18/2024	1	4	12/18/2024	BioAnalytics IDEXX	BioAnalytics IDEXX	12/18/2024	
Continue	Clone	...	Incomplete		12/18/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/18/2024	Delete
Continue	Clone	...	Incomplete		12/18/2024	0	0		BioAnalytics IDEXX	BioAnalytics IDEXX	12/18/2024	Delete
Continue	Clone	...	Incomplete		12/18/2024	0	0		BioAnalytics IDEXX	BioAnalytics IDEXX	12/18/2024	Delete
Continue	Clone	...	Incomplete		12/17/2024	1	3		BioAnalytics IDEXX	BioAnalytics IDEXX	12/17/2024	Delete
Continue	Clone	...	Incomplete		12/17/2024	1	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/17/2024	Delete
Continue	Clone	...	Submitted	241217-1229-G	12/17/2024	2	6	12/17/2024	BioAnalytics IDEXX	BioAnalytics IDEXX	12/17/2024	
Continue	Clone	...	Incomplete		12/16/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/16/2024	Delete
Continue	Clone	...	Incomplete		12/11/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/11/2024	Delete
Continue	Clone	...	Incomplete		12/10/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/10/2024	Delete
Continue	Clone	...	Incomplete		12/09/2024	0	1		BioAnalytics IDEXX	BioAnalytics IDEXX	12/09/2024	Delete



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

1

Place an order

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

1

IDEXX BioAnalytics

BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

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

Place an Order



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

2

Service type selection

Select a submission type to begin:

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

The screenshot displays the IDEXX BioAnalytics Client Portal interface. At the top, the logo 'IDEXX BioAnalytics' is on the left, and 'BioAnalytics IDEXX IDEXX BioAnalytics' with a 'Sign out' link is on the right. Below the header, the text 'IDEXX BioAnalytics Client Portal' is visible. A 'Getting Started' section features a computer monitor icon. The main content area is titled 'Select a Submission Type' and contains four buttons: 'Health Monitoring' (with a petri dish icon), 'Aquatic Diagnostics' (with a zebrafish icon), 'Biologics' (with a petri dish icon), and 'Preclinical Research' (with a microscope icon).



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

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

	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															

1

Cancel and Exit Save and Exit Order/Billing Details >



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

4

Option 1: Copy and paste or manually type data

- Enter each animal as one line regardless of number of sample types/tissues per animal. Add any other sample information you need to identify your samples. Overall study ID will be entered later.
- Only columns marked with an asterisk are required. All other columns are optional.
- The most used demographic columns are:
 - Group ID
 - Animal ID*
 - Species*
 - Collection Date*
 - Timepoint (*does not appear in Excel or CSV reports*)

IDEXX BioAnalytics BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services 2) Order/Billing Details 3) Submission Review Submitter: IDEXX, BioAnalytics

Samples and Services

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

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

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

1

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

5

Option 2: Import spreadsheet data

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

The screenshot displays the IDEXX BioAnalytics Client Portal interface. At the top, there is a navigation bar with various service options. The main content area shows the 'Samples and Services' section, which includes a progress indicator (1) Samples and Services, (2) Order/Billing Details, and (3) Submission Review. A dropdown menu indicates the submitter as 'IDEXX, BioAnalytics'. A table with columns for 'Approximate Date of Birth (MMM-YY)', 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services' is visible. A blue circle with the number '1' points to the 'Other 2' column header. An 'Import Spreadsheet' button is highlighted with a blue box and a blue circle with the number '1' pointing to it. A pop-up window titled 'Import Spreadsheet' is overlaid on the table. It contains a note about using the provided spreadsheet template and a limit of 500 samples. A 'Choose File' button is highlighted with a blue box and a blue circle with the number '2' pointing to it. Below the note, there are four input fields for customizing column headers: 'Other Column 1', 'Other Column 2', 'Other Column 3', and 'Other Column 4'. At the bottom of the pop-up are 'Import' and 'Cancel' buttons.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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”.

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.

1 →

	<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				

2 → **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

2 → **Add to Dictionary**

1 → **Import Spreadsheet** **Add Services**

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

+ ++ 🗑️ 📄 ↑ ↓ ↺ 📄 📄

Import Spreadsheet Add Services

	<input type="checkbox"/>	Group ID	Animal ID*	Species*	Approx Date of Birth (DD-MMM-YY)	Collection Date (DD-MMM-YY)*	Breed	Strain	Sex	Timepoint	Source	Other 1	Other 2	Other 3	Other 4	Services
1	<input checked="" type="checkbox"/>	Baseline	A1	mouse		31-Dec-24						TP1				
2	<input checked="" type="checkbox"/>	Baseline		mouse		31-Dec-24						TP1				
3	<input checked="" type="checkbox"/>	Baseline		mouse		31-Dec-24						TP1				
4	<input checked="" type="checkbox"/>	Treatment		mouse		31-Dec-24						TP1				
5	<input checked="" type="checkbox"/>	Treatment	B2	mouse		31-Dec-24						TP1				
6	<input checked="" type="checkbox"/>	Treatment	B3	mouse		31-Dec-24						TP1				

Cancel and Exit
Save and Exit
Order/Billing Details »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7b

Select tests

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

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

Submitter: IDEXX BioAnalytics

Browse Search

Search by Test

Test Code: (2 Digit Minimum)

6006 Search

Category	Profile/Add-on	Test Code	
Chemistry	Comprehensive Chemistry 6006	6006-UC	Select

Select Sample Types, Profiles and Add-Ons

Close

3

2

Cancel and Exit Save and Exit Order/Billing Details »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7c

Test information

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

The screenshot displays the IDEXX BioAnalytics interface. A modal window titled "C Reactive Protein- Mouse" is open, showing "Accepted Sample Types" and "Test Included" tabs. The "Accepted Sample Types" tab is active, listing: Fluid (Accepted), Lithium Heparin (Accepted), Serum (Accepted), Urine (Accepted), and Other (Accepted). A blue circle with the number "2" is positioned over the top right corner of this modal. In the background, the "Profiles" section is visible, listing various test profiles such as "C Reactive Protein- Mouse", "Custom Chemistry 62788", etc. A blue circle with the number "1" and an arrow points to the information icon (i) next to the "C Reactive Protein- Mouse" profile in the list.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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

Added Services (View/Edit/Delete) **Chemistry**

Import Spreadsheet Add Services

	Group ID	Animal ID*	Species	Approx. Collection	Other 2	Other 3	Other 4	Services
1	Baseline	A1	mouse					Chemistry
2	Baseline	A2	mouse					Chemistry
3	Baseline	A3	mouse					Chemistry
4	Treatment	B1	mouse					Chemistry
5	Treatment	B2	mouse					Chemistry
6	Treatment	B3	mouse					Chemistry

Chemistry Profiles for Sample

Profile	Sample Type	
Comprehensive Chemistry 6006	Fluid	Delete
C Reactive Protein- Mouse	Fluid	Delete

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



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

8

Add order/billing details

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

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

Submitter: IDEXX, BioAnalytics

Order/Billing Details

Order Details

Payment Info

Payment Type* Send Invoice/Charges To ⁱ
Purchase Order* ⁱ IDEXX Intercompany Billing
Quote Number ⁱ 4011 Discovery Drive
Study Director ⁱ Columbia, MO 65201
US
[Edit Billing Info](#)

Shipping Info

Ship Date* ⁱ 3
Ship to Lab* ⁱ
Carrier Type ⁱ

Case Info

Study ID ⁱ
Submission Name 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

Dilute short samples?* ⁱ
 Yes No

Are you aware of any potential human health hazards, including radioactivity, associated with these samples? ⁱ
 Yes No

Special Test Instructions ⁱ

« Samples and Services Cancel and Exit Save and Exit **Submission Review »**

1



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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: IDEXX, BioAnalytics

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
IDEXX

Case Submission Packing Slip

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalyticalIDEXX@idexx.com.invalid

Shipping Date: 12/17/2024
Ship to Lab: West Sacramento, California
Species: mouse
Facility: ALL
Services Requested: Comprehensive Chemistry 6006,C Reactive Protein- Mouse
Comments:
Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: 123456
Quote Number:
Total # of Animal IDs: 6
Separate Cases: No
Infectious Agent / Health Hazards:
Dilute Short Samples: No
Additional Sample Information:

	Group ID	Animal ID	Species	Collection Date	Other 1	Sample	Services
1	Baseline	A1	mouse	31-Dec-24	TP1	Fluid	Chemistry: Comprehensive Chemistry 6006 C Reactive Protein- Mouse
2	Baseline	A2	mouse	31-Dec-24	TP1	Fluid	Chemistry: C Reactive Protein- Mouse Comprehensive Chemistry 6006
3	Baseline	A3	mouse	31-Dec-24	TP1	Fluid	Chemistry: Comprehensive Chemistry 6006 C Reactive Protein- Mouse
4	Treatment	B1	mouse	31-Dec-24	TP1	Fluid	Chemistry: C Reactive Protein- Mouse Comprehensive
5	Treatment						Chemistry: Comprehensive Chemistry 6006 C Reactive Protein-

[« Order/Billing Details](#)

[Cancel and Exit](#)

[Save and Exit](#)

[Submit](#)



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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@idexx.com to modify your submission.

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

Submitter: IDEXX, BioAnalytics

Submission Review

Order Confirmation Number: 241217-1229-G

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: 241217-1229-G

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalytics@IDEXX@idexx.com.invalid

Shipping Date: 12/17/2024
Ship to Lab: West Sacramento, California
Species: mouse
Facility: ALL
Services Requested: Comprehensive Chemistry 6006,C Reactive Protein- Mouse
Comments:
Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: 123456
Quote Number:
Total # of Animal IDs: 6
Separate Cases: No
Infectious Agent / Health Hazards:
Dilute Short Samples: No
Additional Sample Information:

Group ID	Animal ID	Species	Collection Date	Other 1	Sample Types and Services
1	Baseline	mouse	31-Dec-24	TP1	Fluid Chemistry: Comprehensive Chemistry 6006 C Reactive Protein-Mouse



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

11

Using templates and clones

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

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

View your order history

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

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

	Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
		Submitted	241217-1229-G	12/17/2024	2	6	12/17/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	
Continue	Clone	...		12/16/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/16/2024	Delete
Continue	Clone	...		12/11/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/11/2024	Delete
Continue	Clone	...		12/10/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/10/2024	Delete
Continue	Clone	...		12/09/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...		12/09/2024	1	1	12/09/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...		12/09/2024	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...		12/05/2024	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...		12/05/2024	1	1	12/05/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...		12/04/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/04/2024	Delete



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

1

Place an order

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

1



IDEXX BioAnalytics BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

Welcome BioAnalytics to your IDEXX BioAnalytics Dashboard

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

[Place an Order](#)



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

2

Service type selection

Select a submission type to begin:

- **Preclinical Research**
 - Preclinical or non-clinical studies and large animal diagnostics
 - Chemistry, Hematology, Coagulation, Urinalysis, Histology

The screenshot shows the IDEXX BioAnalytics Client Portal interface. At the top, there is a blue header with the IDEXX BioAnalytics logo on the left and 'BioAnalytics IDEXX IDEXX BioAnalytics Sign out' on the right. Below the header is a grey bar with the text 'IDEXX BioAnalytics Client Portal'. The main content area has a white background with a blue circular icon of a computer monitor and the text 'Getting Started'. Below this is a large blue section with the heading 'Select a Submission Type'. Underneath this heading are four white buttons, each with a red play button icon and a corresponding image: 'Health Monitoring' (with a petri dish image), 'Aquatic Diagnostics' (with a fish image), 'Biologics' (with a petri dish image), and 'Preclinical Research' (with a microscope image).



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

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

	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															

1

Cancel and Exit Save and Exit Order/Billing Details >



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

4

Option 1: Copy and paste or manually type data

- Enter each animal as one line regardless of number of tissues per animal. Add any other sample information you need to identify your samples. Overall study ID will be entered later.
- Only columns marked with an asterisk are required. All other columns are optional.
- The most used demographic columns are:
 - Group ID
 - Animal ID*
 - Species*
 - Collection Date*
 - Timepoint

IDEXX BioAnalytics BioAnalytics IDEXX IDEXX BioAnalytics Sign out

IDEXX BioAnalytics Client Portal

1) Samples and Services 2) Order/Billing Details 3) Submission Review Submitter: IDEXX, BioAnalytics

Samples and Services

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

[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 »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

2

The screenshot displays the IDEXX BioAnalytics Client Portal interface. At the top, there is a navigation bar with the IDEXX BioAnalytics logo and a 'Sign out' button. Below the navigation bar, the main content area is titled 'IDEXX BioAnalytics Client Portal' and features a progress indicator with three steps: '1) Samples and Services', '2) Order/Billing Details', and '3) Submission Review'. The current step is 'Samples and Services', which is highlighted in blue. A dropdown menu shows the submitter as 'IDEXX, BioAnalytics'. The main content area is titled 'Samples and Services' and contains a table with columns for 'Approximate Date of Birth (DD-MMM-YY)', 'Date Animal Placed (DD-MMM-YY)', 'Other 1', 'Other 2', 'Other 3', 'Other 4', and 'Services'. A blue circle with the number '1' is positioned over the 'Other 2' column header. A blue box highlights the 'Import Spreadsheet' button in the top right corner of the table. A pop-up window titled 'Import Spreadsheet' is overlaid on the table. The pop-up window has a blue header with a close button (X) and contains a note: 'Note: Only import from the provided spreadsheet template on this page, do not use custom spreadsheet formats. Submissions are limited to a maximum of 500 samples.' Below the note is a 'Download Spreadsheet Template' link. A 'Choose File' button is highlighted with a blue box and a blue circle with the number '2'. Below the 'Choose File' button are four input fields for customizing column headers: 'Other Column 1' (Other 1), 'Other Column 2' (Other 2), 'Other Column 3' (Other 3), and 'Other Column 4' (Other 4). At the bottom of the pop-up window are 'Import' and 'Cancel' buttons. At the bottom of the main content area, there are three buttons: 'Cancel and Exit', 'Save and Exit', and 'Order/Billing Details »'.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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.

+ ++ 🗑️ 📄 ↕ ↕ ↻ 📄 📄

Import Spreadsheet Add Services

	<input type="checkbox"/>	Group ID	Animal ID*	Species*	Approx Date of Birth (DD-MMM-YY)	Collection Date (DD-MMM-YY)*	Breed	Strain	Sex	Timepoint	Source	Other 1	Other 2	Other 3	Other 4	Services
1	<input checked="" type="checkbox"/>	Baseline	A1	mouse		31-Dec-24						TP1				
2	<input checked="" type="checkbox"/>	Baseline		mouse		31-Dec-24						TP1				
3	<input checked="" type="checkbox"/>	Baseline		mouse		31-Dec-24						TP1				
4	<input checked="" type="checkbox"/>	Treatment		mouse		31-Dec-24						TP1				
5	<input checked="" type="checkbox"/>	Treatment	B2	mouse		31-Dec-24						TP1				
6	<input checked="" type="checkbox"/>	Treatment	B3	mouse		31-Dec-24						TP1				

Cancel and Exit
Save and Exit
Order/Billing Details »



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)

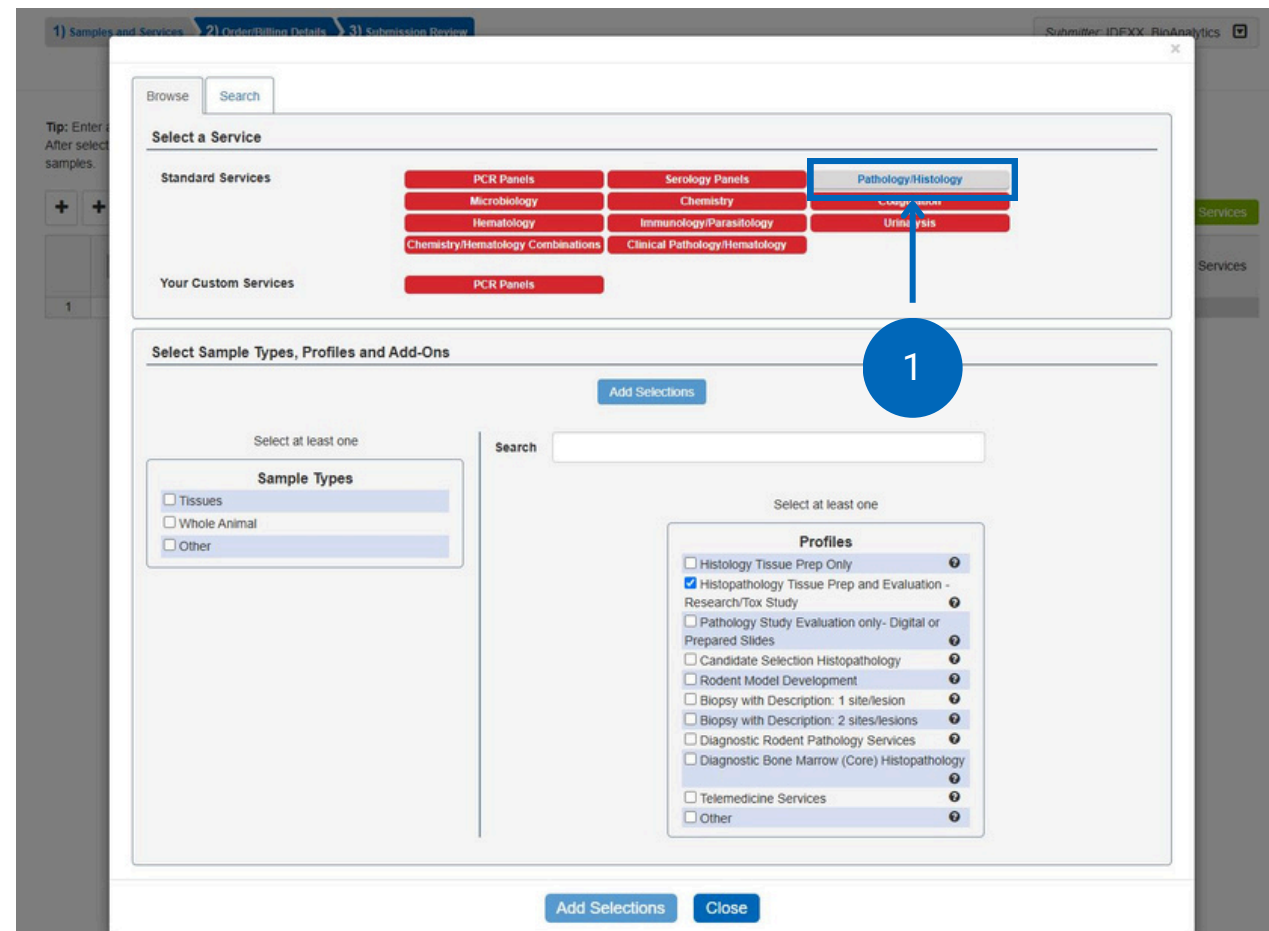


Place a Preclinical Order (Histo)

7b

Select tests

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





Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)

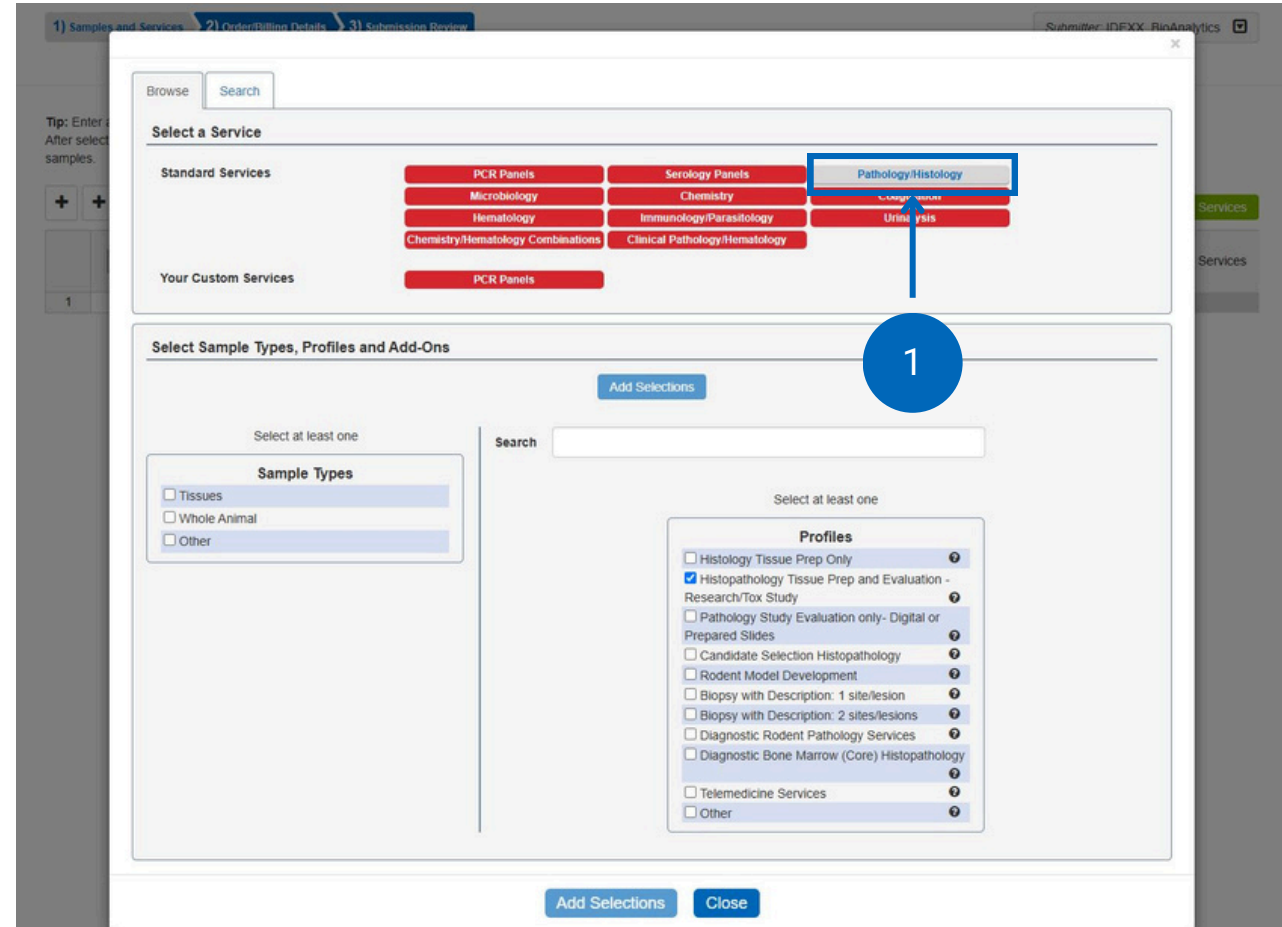


Place a Preclinical Order (Histo)

7c

Select tests (cont.)

- Click the “Browse” tab and select the “Pathology/ Histology” service tile. Service options are:
 - **Candidate Selection Histopathology:** Preparation of limited tissues and semiquantitative evaluation.
 - **Rodent Model Development:** Histology preparation and pathologist review of rodent model phenotypes.
 - **Diagnostic Pathology Services:** Specific service names vary slightly based on species submitted.





Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7d

Test information

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

The screenshot displays the IDEXX BioAnalytics interface with a modal dialog box open. The dialog has two main sections: 'Select a Service' and 'Select Sample Types, Profiles and Add-Ons'. The 'Select a Service' section shows a grid of service categories: Standard Services (PCR Panels, Serology Panels, Pathology/Histology, Microbiology, Chemistry, Coagulation, Hematology, Immunology/Parasitology, Urinalysis, Chemistry/Hematology Combinations, Clinical Pathology/Hematology) and Your Custom Services (PCR Panels). The 'Select Sample Types, Profiles and Add-Ons' section includes a search bar, a 'Select at least one' instruction, and two columns of options: Sample Types (Tissues, Whole Animal, Other) and Profiles (Histology Tissue Prep Only, Histopathology Tissue Prep and Evaluation - Research/Tox Study, Pathology Study Evaluation only - Digital or Prepared Slides, Biopsy with Description: 1 site/lesion, Biopsy with Description: 2 sites/lesions, Diagnostic Pathology Services - Medium/Large Species (Non-NHP), Diagnostic Bone Marrow (Core) Histopathology, Telemedicine Services, Other). A blue circle with the number '1' and an arrow points to the 'Add Selections' button at the bottom of the dialog. The 'Add Selections' button is highlighted with a blue border.



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

7e

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.

The screenshot shows the 'Samples and Services' interface. At the top, there are three tabs: '1) Samples and Services', '2) Order/Billing Details', and '3) Submission Review'. The 'Samples and Services' tab is active. Below the tabs, there is a tip: '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.' Below the tip, there is a section for 'Added Services (View/Edit/Delete)' with a 'Pathology/Histology' badge. To the right of this section, there is a table with columns for 'Group ID', 'Animal ID', 'Species', 'Services', and 'Affected Specimen Count'. The 'Services' column has a 'Pathology/Histology' badge. Below the table, there is a modal window titled 'Pathology/Histology Profiles for Submission' with a table containing the following data:

Profile	Sample Type	Affected Specimen Count
Histology Tissue Prep Only	Tissues (Liver)	1

At the bottom of the interface, there are three buttons: 'Cancel and Exit', 'Save and Exit', and 'Order/Billing Details >'. The 'Order/Billing Details >' button is highlighted with a blue box. Numbered callouts 1-4 point to the 'Pathology/Histology' badge in the 'Services' column (1), the 'Pathology/Histology' badge in the 'Added Services' section (2), the 'Pathology/Histology' badge in the 'Added Services' section (3), and the 'Order/Billing Details >' button (4).



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

8a

Add order/billing details

- Please fill all required fields marked with an asterisk.
- Please ensure your Bill-to address is included and is correct.
- For Ship to Lab, choose “Columbia, MO”. All histology and evaluation is managed through the Columbia, MO laboratory.
- A submission name can be added for your convenience. This name will not appear on any reports but will appear with the submission under the “Order History” tab of the portal.
- Select "No" for the separate case and dilution questions. These are options for the clinical pathology services offered through Preclinical Testing.
- Please answer the potential human biohazard question.

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

Submitter: IDEXX, BioAnalytics

Order/Billing Details

Order Details

Payment Info

Payment Type*	Enter PO Number	Send Invoice/Charges Toⁱ
Purchase Order*		IDEXX Intercompany Billing
Quote Numberⁱ		4011 Discovery Drive
Study Directorⁱ		Columbia, MO 65201
		US
		Edit Billing Info

Shipping Info

Ship Date*	17-Dec-24	
Ship to Lab*	West Sacramento, California	3
Carrier Typeⁱ		

Case Info

Study IDⁱ	
Submission Nameⁱ	

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

Yes No

Dilute short samples?*ⁱ

Yes No

Are you aware of any potential human health hazards, including radioactivity, associated with these samples?ⁱ

Yes No

Special Test Instructionsⁱ

« Samples and Services
Cancel and Exit
Save and Exit
Submission Review »



8b

Add order/billing details

- In the Special Test Instructions box, please enter:
 - **For research and toxicological pathology submissions:** The number of sections per slide, specific micrometer parameters for sectioning, if step or serial sections are needed, special stains requested, etc.
 - **For diagnostic histopathology:** Clinical history, if digital photography is requested, and if so what expectations should be met (e.g. one photo per tissue, only of select findings, annotations).
 - **For research and toxicological pathology submissions:** The number of sections per slide, specific micrometer parameters for sectioning, if step or serial sections are needed, special stains requested, etc.
 - **For diagnostic histopathology:** Clinical history, if digital photography is requested, and if so what expectations should be met (e.g. one photo per tissue, only of select findings, annotations). Please identify any pathologist you've consulted with, if you would like a pathologist consultation prior to slide evaluation, and what type of evaluation parameters are required:
 - Standard scoring (0-4 with 0 = no lesions, 1 = minimal, 2 = mild, 3 = moderate, 4 = marked).
 - Specialized scoring methods (please email method to idxxbioanalytics@idexx.com or list scientific literature describing method).
 - Morphometric analyses (please email method to idxxbioanalytics@idexx.com or list scientific literature describing method).



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

8c

Add order/billing details

- In the Additional Comments section, please enter:
 - For all submission types:** List any specific goals or needed details that have not been captured elsewhere.
 - For research and toxicological pathology submissions:** Any applicable study details
- Please note a protocol should be supplied prior to submission. Please contact customer support if you have not provided one prior to submission.
- Continue by clicking the “Submission Review” button.

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

Submitter: IDEXX, BioAnalytics

Order/Billing Details

Order Details

Payment Info

Payment Type* ⁱ	Enter PO Number <input type="text"/>	Send Invoice/Charges To ⁱ
Purchase Order* ⁱ	<input type="text"/>	IDEXX Intercompany Billing
Quote Number ⁱ	<input type="text"/>	4011 Discovery Drive
Study Director ⁱ	<input type="text"/>	Columbia, MO 65201
		US
		Edit Billing Info

Shipping Info

Ship Date* ⁱ	17-Dec-24 <input type="text"/>	
Ship to Lab* ⁱ	West Sacramento, California <input type="text"/>	
Carrier Type ⁱ	<input type="text"/>	

Case Info

Study ID ⁱ	<input type="text"/>
Submission Name ⁱ	<input type="text"/>

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

Yes No

Dilute short samples? * ⁱ

Yes No

Are you aware of any potential human health hazards, including radioactivity, associated with these samples? ⁱ

Yes No

Special Test Instructions ⁱ

« Samples and Services
Cancel and Exit
Save and Exit
Submission Review »

1

↓



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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: IDEXX, BioAnalytics

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
IDEXX

Case Submission Packing Slip

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalyticalDEXX@idexx.com.invalid

Shipping Date: 12/17/2024
Ship to Lab: West Sacramento, California
Species: mouse
Facility: ALL
Services Requested: Comprehensive Chemistry 6006,C Reactive Protein- Mouse
Comments:
Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: 123456
Quote Number:
Total # of Animal IDs: 6
Separate Cases: No
Infectious Agent / Health Hazards:
Dilute Short Samples: No
Additional Sample Information:

	Group ID	Animal ID	Species	Collection Date	Other 1	Sample	Services
1	Baseline	A1	mouse	31-Dec-24	TP1	Fluid	Chemistry: Comprehensive Chemistry 6006 C Reactive Protein- Mouse
2	Baseline	A2	mouse	31-Dec-24	TP1	Fluid	Chemistry: C Reactive Protein- Mouse Comprehensive Chemistry 6006
3	Baseline	A3	mouse	31-Dec-24	TP1	Fluid	Chemistry: Comprehensive Chemistry 6006 C Reactive Protein- Mouse
4	Treatment	B1	mouse	31-Dec-24	TP1	Fluid	Chemistry: C Reactive Protein- Mouse Comprehensive
5	Treatment						Chemistry: Comprehensive Chemistry 6006 C Reactive Protein-

« Order/Billing Details
Cancel and Exit
Save and Exit
Submit



Overview



Account Settings



Place a Health Monitoring Order



Place an Aquatics Health Monitoring Order



Place a Biologics & Cell Health Order



Placing a Preclinical Order (Non-Histo)



Place a Preclinical Order (Histo)

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@idexx.com to modify your submission.

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

Submitter: IDEXX, BioAnalytics

Submission Review

Order Confirmation Number: 241217-1229-G

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: 241217-1229-G

Send Report To:
IDEXX, BioAnalytics
ME 04092 United States
BioAnalytics@idexx.com.invalid

Shipping Date: 12/17/2024

Ship to Lab: West Sacramento, California

Species: mouse

Facility: ALL

Services Requested: Comprehensive Chemistry 6006,C Reactive Protein- Mouse

Comments:

Special Test Instructions:

Bill To:
IDEXX Intercompany Billing
4011 Discovery Drive
Columbia, MO 65201 US

Purchase Order: 123456

Quote Number:

Total # of Animal IDs: 6

Separate Cases: No

Infectious Agent / Health Hazards:

Dilute Short Samples: No

Additional Sample Information:

Group ID	Animal ID	Species	Collection Date	Other 1	Sample Types and Services
1	Baseline	mouse	31-Dec-24	TP1	Fluid Chemistry: Comprehensive Chemistry 6006 C Reactive Protein-Mouse



Overview



Account Settings



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11

Using templates and clones

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

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

View your order history

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

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

	Submission Name	Status	Confirmation No.	Last Changed	Service Count	Sample Count	Shipping Date	Submitter	Case Numbers	Created By	Submission Created Date	
		Submitted	241217-1229-G	12/17/2024	2	6	12/17/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/17/2024	
Continue	Clone	...		12/16/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/16/2024	Delete
Continue	Clone	...		12/11/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/11/2024	Delete
Continue	Clone	...		12/10/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/10/2024	Delete
Continue	Clone	...		12/09/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...		12/09/2024	1	1	12/09/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...		12/09/2024	0	0		BioAnalytics IDEXX		BioAnalytics IDEXX	12/09/2024	Delete
Continue	Clone	...		12/05/2024	1	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...		12/05/2024	1	1	12/05/2024	BioAnalytics IDEXX		BioAnalytics IDEXX	12/05/2024	Delete
Continue	Clone	...		12/04/2024	0	1		BioAnalytics IDEXX		BioAnalytics IDEXX	12/04/2024	Delete

IDEXX BioAnalytics



CONTACT OUR TEAM OF EXPERTS

Client Support Services

Phone: 800-669-0825

Email: idxxbioanalytics@idexx.com



NORTH AMERICA LAB LOCATIONS

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One IDEXX Drive
Westbrook, ME 04092

3 Centennial Drive
North Grafton, MA 01536

2825 KOVR Drive
West Sacramento, CA 95605

