



# Entering Materials Characterization Custom Chemistry Orders in “WOS” Ordering System

Updated May 1, 2025

# Table of contents

Slide 3-9: General walkthrough

Slide 10: Adding multiple lots for one test article

Slide 11: When multiple components are to be combined in one extraction

Slide 12: Adding comparison/control/supply

Slide 13-15: Ordering multiple tests on multiple test articles in one order

Please contact [testingservices@namsa.com](mailto:testingservices@namsa.com) or your business development manager with questions

## General Walkthrough Simple Orders - (one test article, one lot)

- This section of slides guides you through the whole process using a simple order as an example.
- After reviewing this section, please see other supplemental sections that may apply to your quoted test.
- If your quote, for example, lists comparison or control article on page 3 you may need to view those slides as well.

CREATE NEW ORDER

Search by Order, Folder, Account, PO, Test Article Description, Lot#

All

Test Selection

Samples And Lots

Assignments

Q&A

Review

Select Account Number:

Select Account

Next Step: Add Samples/Lots

1. Start a new order by clicking **Create New Order**.

2. Make sure the correct **Account** is selected.

3. **Search** for a C# or find your quote in the list.

4. Click **ADD** on the applicable test code.

5. Click **Next**.

Select Account Number: 4002999 - WuXi AppTec Test Account - St. Paul

Next Step: Add Samples/Lots

Search By Sort and Filter

C97562

Sort By

Apply Search

Clear Search

Tests on Order

Filter Search Text: "C97562"

Active Quotes - Add Tests to your Order

Quote Number		Quote Contact	Start Date	Expiration Date
QUO-44441-D4H0X9-0		Angie Vesey	01/04/2022	04/30/2022
QUO-44483-B6N8Z6-3		Mark McNairy	01/17/2022	04/30/2022
QUO-44509-Q7W1H2-3		Angie Vesey	01/21/2022	04/30/2022
QUO-44516-Q5P6L3-0		Ted Vesey	01/01/2022	12/31/2022
QUO-44517-T8Q9P9-1		Mark McNairy	02/09/2022	12/31/2022
Add to Order	Test Code	Test Description	TAT	Test Type
Add	C97562	Exhaustive Extractables Custom Test Code	12-16 weeks	Chemistry - Extractable/Leachable

Note: TAT starts when sample is received and ready for testing

Next Step: Add Samples/Lots


Test Selection

Samples And Lots

Assignments

Q&A

Review

What's Missing? 

Next Step: Assignments

Catheter

Clear Sample

Test Article Description

Catheter

Are there any chemical, biological or safety precautions needed with this test article or its components? (such as hazardous chemicals, disposal considerations, needles, sharps, batteries, tissue types, risk groups and descriptions of biological materials) ☐ Yes ☒ No

Lot Number, Code or Batch

2268

Additional Description

Expiration Date

☒ Not Applicable

Lot Disposition

Discard

Storage Condition

Room Temperature

Explanation

Stability testing is underway to determine expirati

Add New Lot/Component

Add New Sample

Note: Control Articles, Comparison Articles and Supplies will be added on the Q&A tab

Next Step: Assignments

1. Fill in the **Required Fields**.

- Test article name
- Safety statement
- Lot or ID numbers
- Expiration
- Disposition
- Storage

2. Click **Next**.

Test Selection

Samples And Lots

Assignments

Q&A

Review

Add All Tests to All Samples/Lots

Reset Form

Next Step: Q & A

Tests

Samples

Left click and hold down to drag and drop Test over to Sample Lot.

To drag all Tests, click and drag here

C97562 Exhaustive Extractables Custom Test Code

Catheter

Drag and drop Tests for this Sample here

2268

Drag and drop Tests for this Lot here

1. Drag and drop the **Test Code** from the left onto the **Sample** on the right.
2. Click **Next**.

Tests

Samples

Left click and hold down to drag and drop Test over to Sample Lot.

To drag all Tests, click and drag here

C97562 Exhaustive Extractables Custom Test Code

Catheter

2268

Remove All

C97562 Exhaustive Extractables Custom Test Code

Tests

Samples

Left click and hold down to drag and drop Test over to Sample Lot.

To drag all Tests, click and drag here

C97562 Exhaustive Extractables Custom Test Code

Catheter

2268

Remove All

C97562 Exhaustive Extractables Custom Test Code




Test Selection

Samples And Lots

Assignments

Q&A

Review

What's Missing? 

Reset Answers

View Sample Requirements

Next Step: Review

Catheter

2268

**C97562**  
Exhaustive Extractables  
Custom Test Code

Testing to be conducted:  
☐ GLP  
☒ Non-GLP  
☐ GMP

Preparation Requirements / Instructions (Please specify components/materials to be included or excluded. Please upload diagram if applicable)

Exclude packaging and sheath. Test only the Catheter (diagram attached)

Surface Area of portion(s) to be extracted

Specify

Surface Area in cm²

65

Can this test article be cut

Ok to cut at WuXi AppTec's discretion

Is test article absorbent

No

Additional Comments

Add Comparison, Control or Supply

Next Step: Review

1. Fill in the **Required Fields**.
- Preparation Requirements

-Please indicate exclusions

-File upload on next tab

-Surface area

-Cut instruction

-Absorbency
2. Click **Next**.

Test Selection

Samples And Lots

Assignments

Q&A

Review

Order Information

Order

99076

Account

Account 7774444 – ABC Company

PO Number

2000655896

Is this part of MDR Remediation?

☐ Yes ☒ No

Contact Information

Primary Contact

Mark McNairy

Email Address for final report

markmcnairy@gmail.com

Address for Final Report

☒ 2540 Executive Drive St. Paul, MN 55120 USA  
☐ Add New Address

Additional contacts to receive reports

Please select a contact

Second Email Address

Please select a contact

Third Email Address

Sample Information

Test Article: Catheter

Safety Precautions: No

Shipping Information

Additional Description	Lot #, Batch or Code	Storage Conditions	Sample Disposition	Ship to Site	Quantity Submitted	Units
	2268	Room Temperature	Discard	Saint Paul Chemistry	15	Device

1. Fill in the **Required Fields**.

- PO
- MDR question
- Contact/Address
- Quantity being shipped

**Note:** If the value you are entering in the **Quantity Submitted** field is not greater than or equal to the minimum required on your quote (page 3), the study will be placed on hold.

Test Article: Catheter (a minimum of 20 articles are required)



Test Information

400901.F1	Each Additional NVR Required for Exhaustion - Per Solvent, Per Sample (Triplicate)	Unit Price \$1020.00	Test Quantity 1	Extended Price \$1020.00
C97562	Exhaustive Extractables Custom Test Code	Unit Price \$98000.00	Test Quantity 1	Extended Price \$98000.00

Catheter
2268

Preparation Requirements / Instructions (Please specify components/materials to be included or excluded. Please upload diagram if applicable) :  
Exclude packaging and sheath. Test only the Catheter (diagram attached)

Surface Area of portion(s) to be extracted : Specify

Surface Area in cm<sup>2</sup> : 65

Can this test article be cut : Ok to cut at WuXi AppTec's discretion

Is test article absorbent : No

Additional Comments :

This order contains a custom chemistry exhaustive extraction procedure. If the base-quoted number of iterations required to reach exhaustion is exceeded, additional fees will apply as detailed in the quote. The total number of iterations cannot be determined until the laboratory work has been performed.

Attachments

Upload File
Individual attachment size is limited to 10MB

Document Description	File Path	Size
prep instruction	Catheter_Prep.pdf	

Submit Order

☒ The information provided in this order is the official record of Customer's request. WuXi AppTec is not liable for any error, defect, or delay in the Services arising out of any inaccuracy, error, or defect in Customer's samples or information submitted in connection with this order. Services requested in this order will be governed in accordance with WuXi AppTec's Standard Terms and Conditions. Additional Fees may apply.

To the extent WuXi AppTec's Standard Terms and Conditions are in conflict with an applicable agreement (Agreement) between Customer listed on this order and WuXi AppTec, such Agreement will govern.

*Once you click on submit, you will be unable to edit your order.*

Save as Draft
Submit Order

1. Verify **Pricing** is as expected.  
-Applicable fees not listed on quotes may be shown (e.g. exhaustive fees)
2. Review information **Summary**.
3. Add **Attachments** as applicable.
4. Check **Confirmation** statement.
5. Save the **Draft** order or **Submit**.  
- Once submitted, orders cannot be edited. If changes are expected, save as draft, do not submit.
6. After clicking Submit, a **Packing Slip** will automatically download. Package your order and include the slip for receiving.

# Multiple lots for one test article

Catheter

Clear Sample

Test Article Description

Catheter

Are there any chemical, biological or safety precautions needed with this test article or its components? (such as hazardous chemicals, disposal considerations, needles, sharps, batteries, tissue types, risk groups and descriptions of biological materials) ☐ Yes ☒ No

Lot Number, Code or Batch	Additional Description	Expiration Date	Lot Disposition	Storage Condition
2268		<input checked="" type="checkbox"/> Not Applicable	Discard	Room Temperature
Explanation Stability testing is underway to determine expirati				
		<input checked="" type="checkbox"/> Not Applicable	Discard	Room Temperature
Explanation Stability testing is underway to determine expirati				

Add New Lot/Component

Add New Sample

Note: Control Articles, Comparison Articles and Supplies will be added on the Q&A tab

Next Step: Assignments

Do not use this button for new lots. This is intended for adding entirely new test articles which will result in multiple charges of the test and multiple reports if entered incorrectly. (see slide 13)

1. Add each unique lot of the same test article by clicking **Add New Lot/Component**
  - Most fields from the 1<sup>st</sup> lot will copy down allowing a simple entry of the next lot #.
  - continue to add each additional lot
  - QTY of each unique lot submitted will be indicated later on the Review Tab (see slide 8)

**Note:** Please do not indicate “see attached” or similar. Submitting an order in this manner will cause delays to initiation and extension of TAT of up to a week. If devices are shipping from an external facility, please gather the lot information from your supplier prior to order entry whenever possible to avoid delays.

2. On the **Assignments Tab** choose “lots can be used interchangeably”
  - if you desire specific use for specific lots (per solvent, replicate etc.) detail as such in the Preparation Requirements on the **Q&A Tab**.

C97562 Exhaustive Extractables Custom Test Code

☒ Lots can be used interchangeably

☐ Multiple components submitted to be combined as one test article

# Multiple components to be combined

**Test Article Description**

Catheter with Dilator and Guidewire

Are there any chemical, biological or safety precautions needed with this test article or its components? (such as hazardous chemicals, disposal considerations, needles, sharps, batteries, tissue types, risk groups and descriptions of biological materials) ☐ Yes ☒ No

Lot Number, Code or Batch	Additional Description	Expiration Date	Lot Disposition	Storage Condition
2268	Catheter	<input checked="" type="checkbox"/> Not Applicable	Discard	Room Temperature
Explanation Stability testing is underway to determine expiration date				
VX25669	Dilator	02/10/2029 <input type="checkbox"/> Not Applicable	Discard	Room Temperature
VX33469	Dilator	02/10/2029 <input type="checkbox"/> Not Applicable	Discard	Room Temperature
26-HCV-664	Guidewire	<input checked="" type="checkbox"/> Not Applicable	Discard	Room Temperature
Explanation Stability testing is underway to determine expiration date				

[Add New Lot/Component](#)

Please review slide 10 first, the same principles apply.

1. If the submission consists of multiple pieces packaged separately that will be combined to create the test article, these need to be entered separately.
  - Describe the test article in terms of the combined components to be extracted.
  - When adding new lot/component the Additional Description field is used to detail the component with applicable properties
  - If each component submitted has multiple lots enter these as detailed on slide 10.
2. On the **Assignments Tab** choose “Multiple components submitted to be combined as one test article”

C97562 Exhaustive Extractables Custom Test Code

☐ Lots can be used interchangeably

☒ Multiple components submitted to be combined as one test article

# Comparison / Control / Supply

Your quote (page 3) will indicate if a comparison, control, or supply is required to be submitted. This does not include laboratory blanks (negative controls) unless specifically listed. You may also have supplies to submit that are not listed in your quote like tools for connecting, priming, or pre-conditioning. These are entered as supplies and require that you provide instruction on how to use them appropriately to avoid delays. Enter comparison/control/supply on the **Q&A Tab**.

Test Article:	Catheter (proposed resin)	(a minimum of 20 articles are required)
Comparison Article:	Catheter (current resin)	(a minimum of 20 articles are required)
Supply:	500 mL of client buffer which has not been in contact with the test article is required	

Add Comparison, Control or Supply

1. Fill in the **Required Fields**.  
-The same principles apply as detailed on slide 10 and 11 for multiple lots or components using the add **New Lot/Component button**.
2. To add a completely new type (e.g. a supply vs comparison article) use the **Add New** Button, otherwise press **Save and Close**
3. Your added items will now show on the Q&A tab and applicable questions will appear.

Add/Edit Supply/Comparison/Control

Type: Comparison Article

Description: Catheter (proposed resin)

Storage Conditions: Room Temperature

Lot#, Batch or Code: 4581

Disposition: Discard

Expiration Date: ☐ Not Provided

Is there any chemical, biological or other safety precautions needed with this test article? (such as hazardous chemicals, disposal considerations, needles, sharps, batteries, tissue types, risk groups and descriptions of biological materials):  
☐ Yes ☒ No

Explanation: Stability testing is underway to d

Add New Lot/Component

Save and Close

Add New

Edit Comparison, Control or Supply	Comparison Article	Catheter (proposed resin)	
	Supply	Buffer	

# Multiple Tests, Multiple Test Articles

You may find that it is most straight forward to enter a separate WOS order for each new custom test and test article. This is especially true if your studies consist of multiple lots or components and contain comparisons and supplies. Also consider if each test has a separate purchase order.

Separate WOS orders can be boxed together if shipping to the same location as long as all applicable packing slips are included.

If you do wish to combine multiples into one order you will need to add all tests from applicable quotes (slide 4) and enter each test article separately as shown below.

Catheter with Dilator and Guidewire

Neurostimulator with Lead

Remove Sample

Copy responses from Catheter with Dilator and Guidewire

Test Article Description

Neurostimulator with Lead

Are there any chemical, biological or safety precautions needed with this test article or its components? (such as hazardous chemicals, disposal considerations, needles, sharps, batteries, tissue types, risk groups and descriptions of biological materials) ☐ Yes ☒ No

Lot Number, Code or Batch	Additional Description	Expiration Date	Lot Disposition	Storage Condition
ZF 22	Pulse Generator (IPG)	10/25/2029	Discard	Room Temperature
<input type="checkbox"/> Not Applicable				
29788	Lead	08/13/0227	Discard	Room Temperature
<input type="checkbox"/> Not Applicable				

Add New Lot/Component

Add New Sample

Note: Control Articles, Comparison Articles and Supplies will be added on the Q&A tab

Next Step: Assignments

1. Pressing **Add New Sample** at the bottom of the **Samples and Lots Tab** will collapse the first input sample (including components/lots) and open a new Sample.
  - All entries here are done as described on slides 5, 10, or 11 as applicable.
  - This can be repeated for multiple additional samples
2. After entering each new sample appropriately continue to the **Assignments Tab**

# Multiple Tests, Multiple Test Articles

1. On the **Assignments Tab** all tests added and all samples entered on the order will be shown. This includes any lots or components listed under each test article.
2. Drag and drop each test code onto the applicable sample (not the lot/component) and it will consolidate into one question regarding how to test each.
3. The tabs to follow should be populated as described in slides 4-12 for each test article and test code including applicable comparison/control/supply

### Tests

Left click and hold down to drag and drop Test over to Sample Lot.

To drag all Tests, click and drag here

C65432 Exhaustive singlet for Pilot

C97562 Exhaustive Extractables Custom Test Code

### Samples

#### Catheter with Dilator and Guidewire

2268 , VX25669 , VX33469 , 26-HCV-664 Remove All

C97562 Exhaustive Extractables Custom Test Code

☐ Lots can be used interchangeably  
☒ Multiple components submitted to be combined as one test article

#### Neurostimulator with Lead

ZF 22 , 29788 Remove All

C65432 Exhaustive singlet for Pilot

☐ Lots can be used interchangeably  
☒ Multiple components submitted to be combined as one test article

© NAMSA | 14



# Multiple Tests, Multiple Test Articles

Sample Information							
Test Article: Catheter with Dilator and Guidewire		Safety Precautions: No					
Shipping Information							
Additional Description	Lot #, Batch or Code	Storage Conditions	Sample Disposition	Ship to Site	Quantity Submitted	Units	
Catheter	2268	Room Temperature	Discard	Saint Paul Chemistry	20	Devices	
Dilator	VX25669	Room Temperature	Discard	Saint Paul Chemistry	10	Devices	
Dilator	VX33469	Room Temperature	Discard	Saint Paul Chemistry	10	Devices	
Guidewire	26-HCV-664	Room Temperature	Discard	Saint Paul Chemistry	20	Devices	
Test Article: Neurostimulator with Lead		Safety Precautions: No					
Shipping Information							
Additional Description	Lot #, Batch or Code	Storage Conditions	Sample Disposition	Ship to Site	Quantity Submitted	Units	
Pulse Generator (IPG)	ZF 22	Room Temperature	Discard	Saint Paul Chemistry	32	Units	
Lead	29788	Room Temperature	Discard	Saint Paul Chemistry	32	Units	
Supply							
Shipping Information							
Description	Lot #, Batch or Code	Storage Conditions	Sample Disposition	Safety	Ship to Site	Quantity Submitted	Units
Wrench	NA	Room Temperature	Return All	No	Saint Paul Chemistry	1	Units

On the **Review Tab** you will see a place to indicate quantity for all portions submitted under “Sample Information”. You will also be able to confirm that everything is entered correctly by observing the charges listed, including applicable fees, as they relate to each individual quote and each individual test article in the “Test Information” section. If more than the expected charges appear it is likely that samples were entered incorrectly (slides 5, 10, 11) or test were incorrectly assigned (slide 14).

Test Information				
400901.F1	Each Additional NVR Required for Exhaustion - Per Solvent, Per Sample (TriPLICATE)	Unit Price \$1020.00	Test Quantity 1	Extended Price \$1020.00
400901.F5	Each Additional NVR Required for Exhaustion - Per Solvent, Per Sample (Singlet)	Unit Price \$770.00	Test Quantity 1	Extended Price \$770.00
C65432	Exhaustive singlet for Pilot	Unit Price \$90000.00	Test Quantity 1	Extended Price \$90000.00
Neurostimulator with Lead		ZF 22	Combine lots to create test article	
		29788	Combine lots to create test article	
Preparation Requirements / Instructions (Please specify components/materials to be included or excluded. Please upload diagram if applicable) : Use wrench to attach one lead to one IPG per IFU to create one test article				
Surface Area of portion(s) to be extracted : Specify				
Surface Area in cm² : 95				
Can this test article be cut : Do not cut				
Is test article absorbent : No				
Additional Comments :				
Supply		NA		
C97562	Exhaustive Extractables Custom Test Code	Unit Price \$98000.00	Test Quantity 1	Extended Price \$98000.00
Catheter with Dilator and Guidewire		2268	Combine lots to create test article	
		VX25669	Combine lots to create test article	
		VX33469	Combine lots to create test article	
		26-HCV-664	Combine lots to create test article	
Preparation Requirements / Instructions (Please specify components/materials to be included or excluded. Please upload diagram if applicable) : Combine one catheter, one dilator, and one guidewire to create 1 test article.				
Surface Area of portion(s) to be extracted : Specify				
Surface Area in cm² : 250				
Can this test article be cut : Do not cut				
Is test article absorbent : No				
Additional Comments :				