# **NAMSA**®

Entering Materials Characterization Custom Chemistry Orders in "WOS" Ordering System

Updated May 1, 2025



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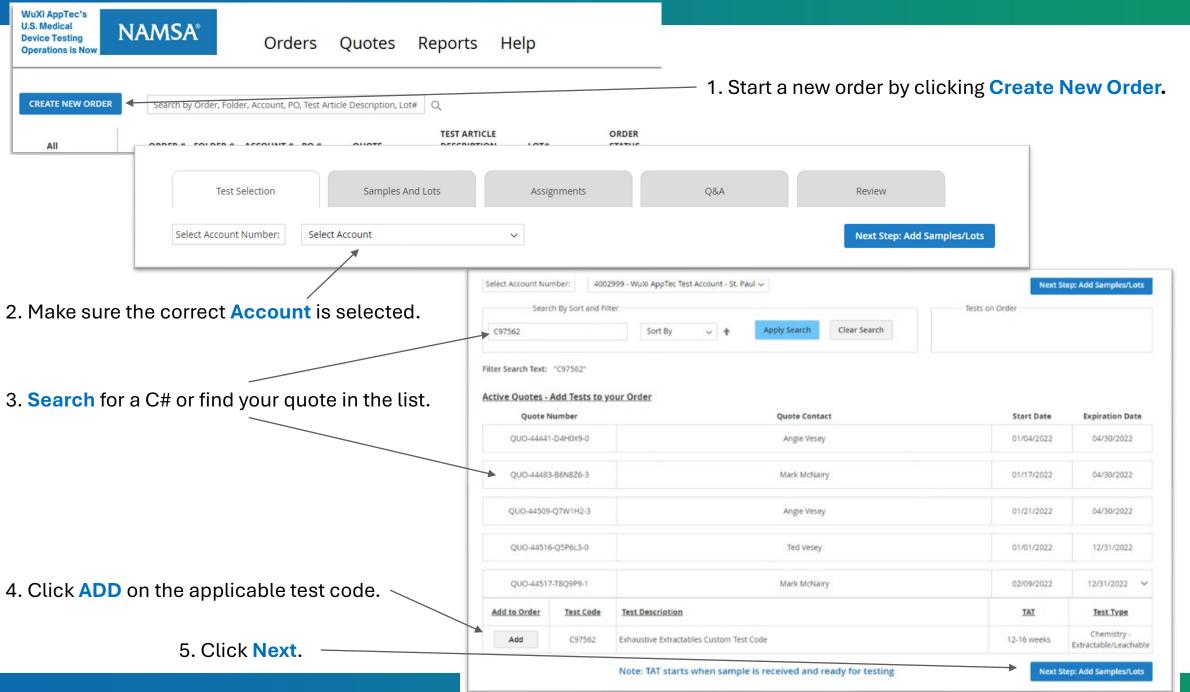
Slide 12: Adding comparison/control/supply

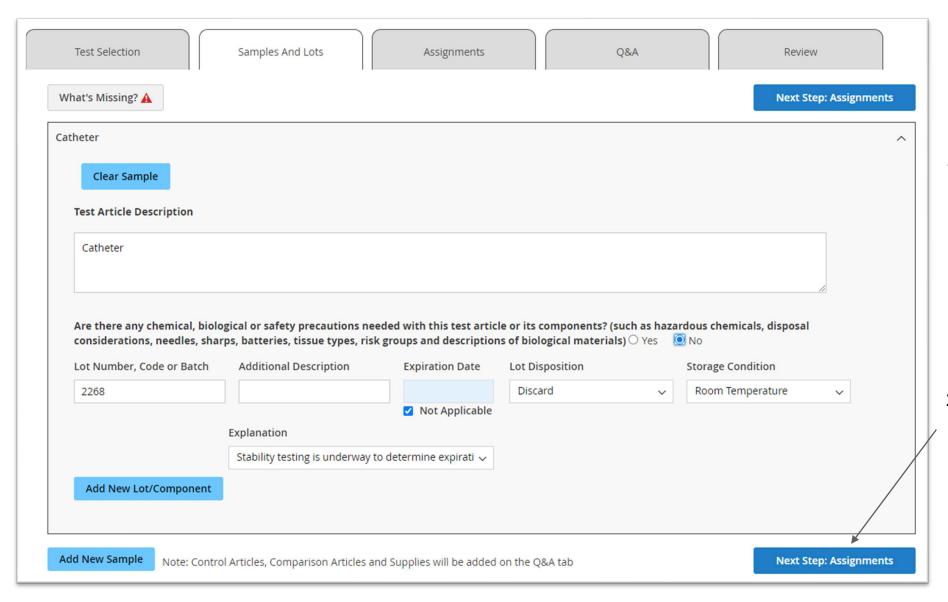
Slide 13-15: Ordering multiple tests on multiple test articles in one order

Please contact <a href="mailto:testingservices@namsa.com">testingservices@namsa.com</a> or your business development manager with questions

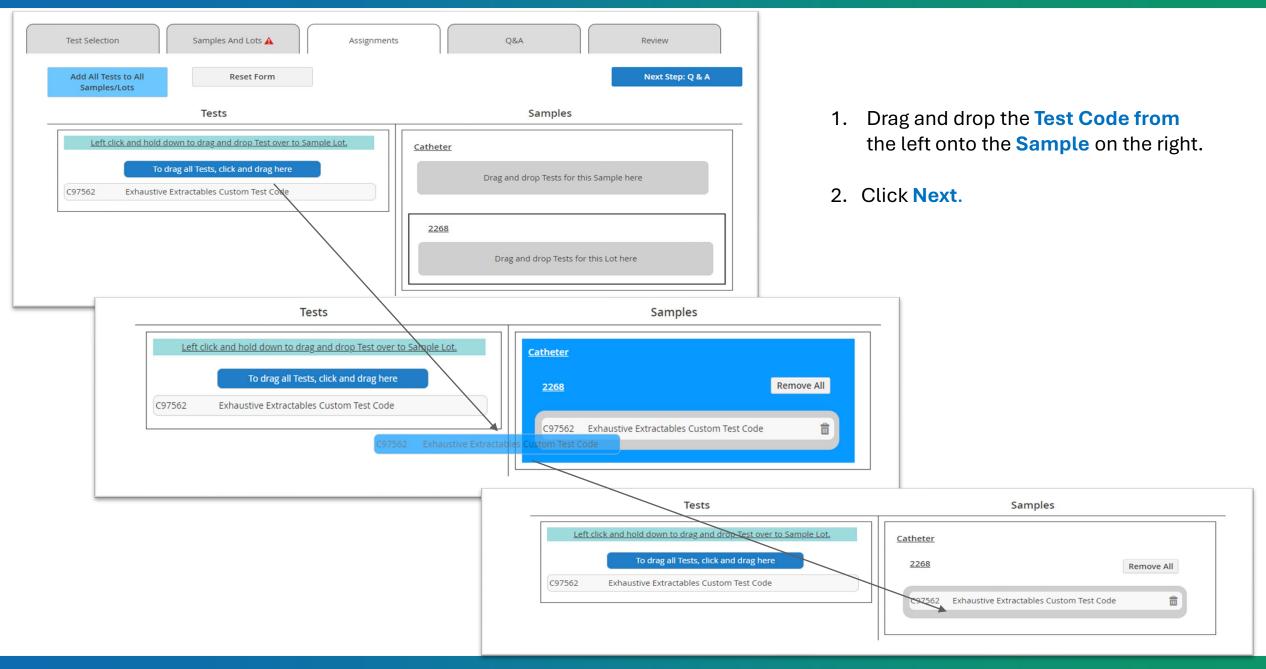
# General Walkthrough Simple Orders - (one test article, one lot)

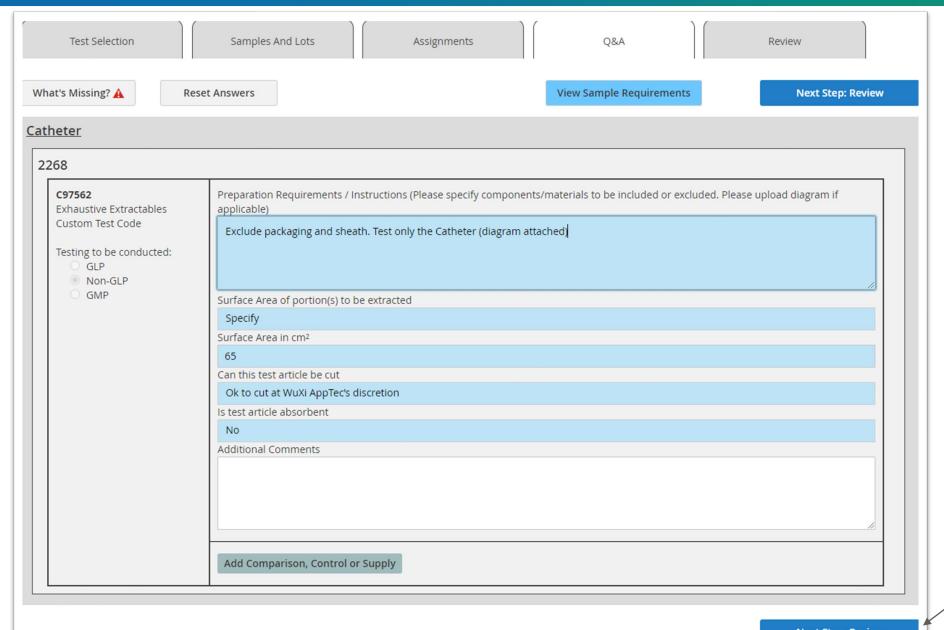
- This section of slides guides you through the whole process using a simple order as an example.
- After reviewing this section, please see other supplemental sections that may apply to your quoted test.
- If your quote, for example, lists comparison or control article on page 3 you may need to view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





- 1. Fill in the **Required Fields**.
  - -Test article name
  - -Safety statement
  - -Lot or ID numbers
  - -Expiration
  - -Disposition
  - -Storage
- 2. Click Next.

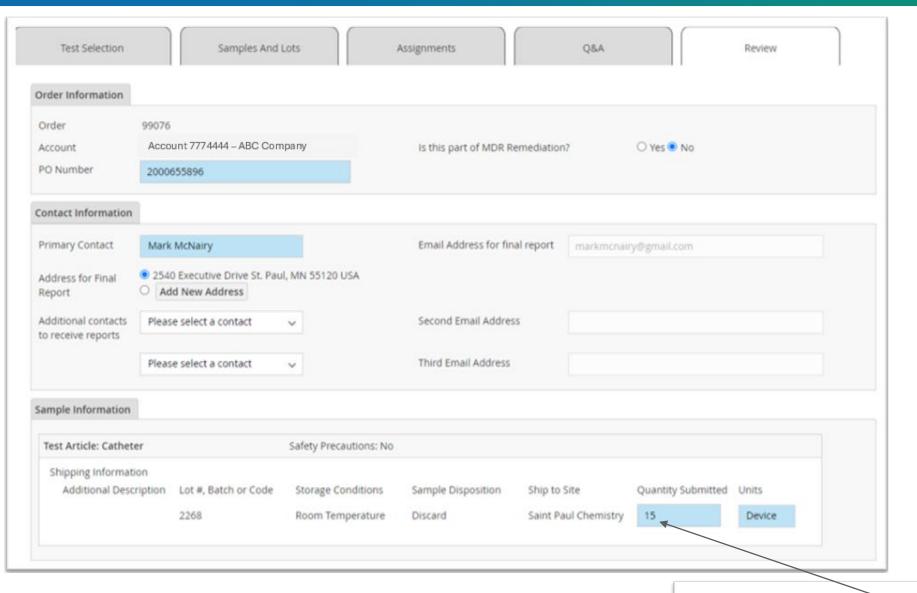




- 1. Fill in the **Required Fields**.
  - -Preparation Requirements
    - -Please indicate exclusions
    - -File upload on next tab
  - -Surface area
  - -Cut instruction
  - -Absorbency

2. Click Next.

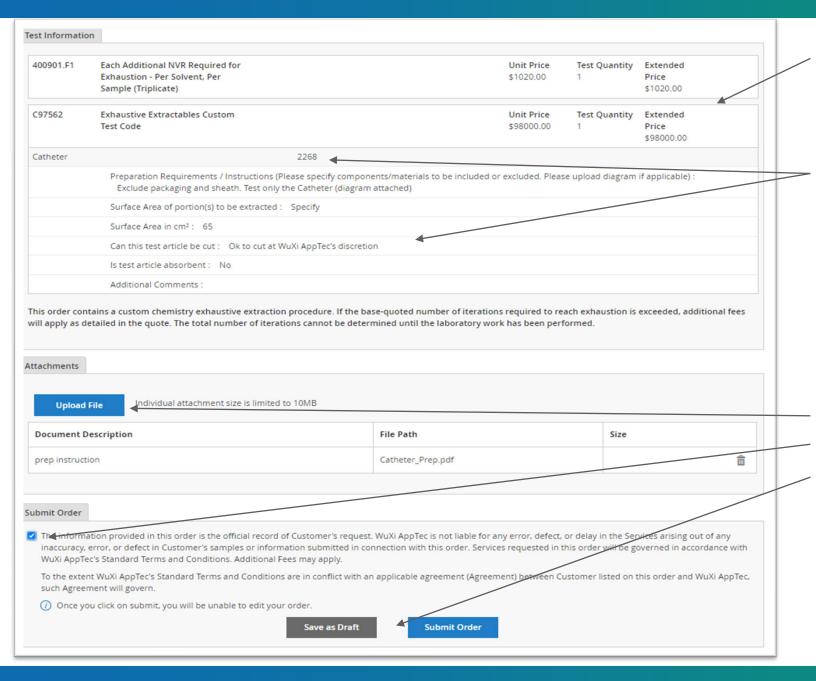
**Next Step: Review** 



- 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.

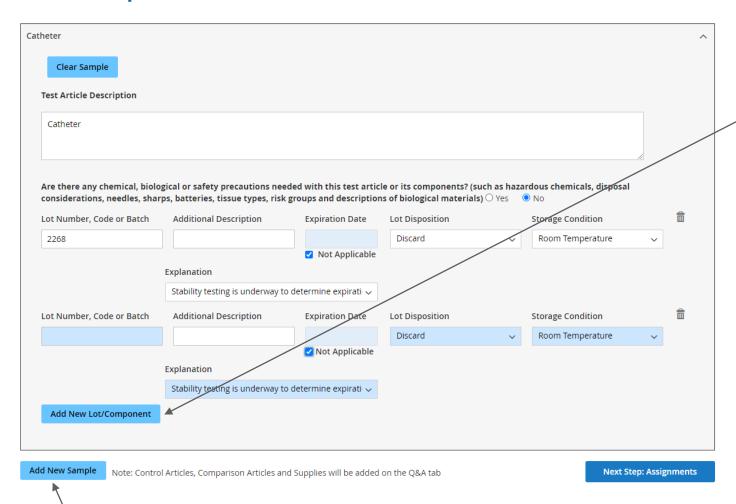
Test Article: Catheter (a minimum of 20 articles are required)



- 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.
- 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



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)

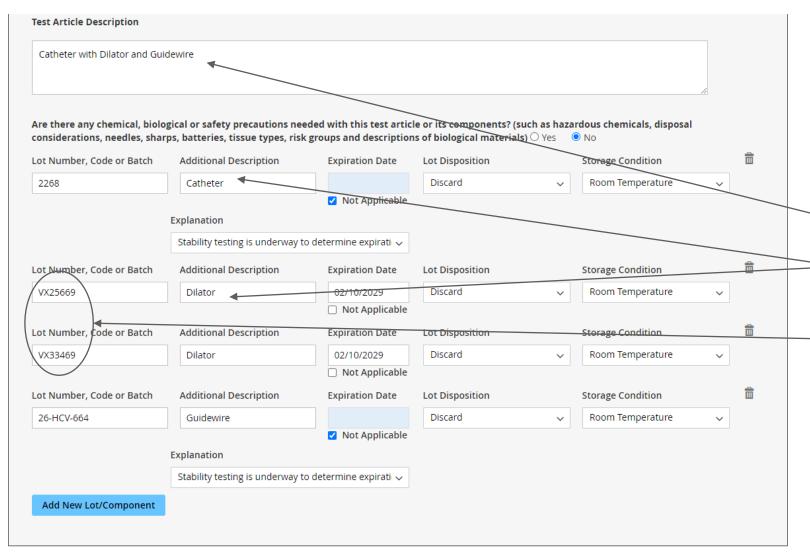
- Add each unique lot of the same test article by clicking Add New Lot/Component
  - -Most fields from the 1<sup>st</sup> lot will copy down allowing a simple entry of the next lot #.
  - -continue to add each additional lot
  - -QTY of each unique lot submitted will be indicated later on the Review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

- 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**.



# Multiple components to be combined



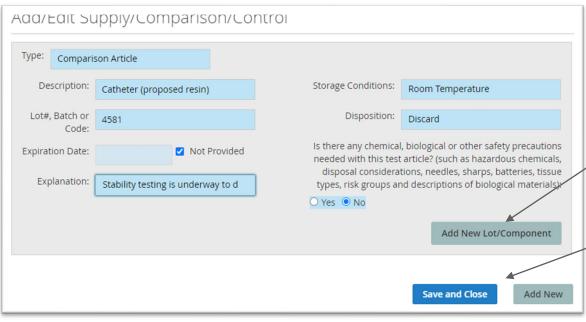
Please review slide 10 first, the same principles apply.

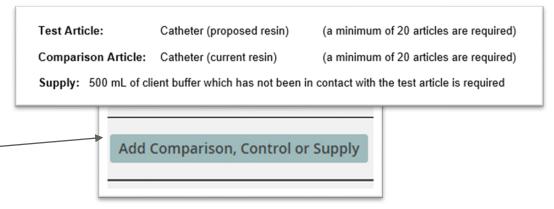
- If the submission consists of multiple pieces packaged separately that will be combined to create the test article. these need to be entered separately. -Describe the test article in terms of the combined components to be extracted. -When adding new lot/component the Additional Description field is 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"



# 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 O&A Tab.





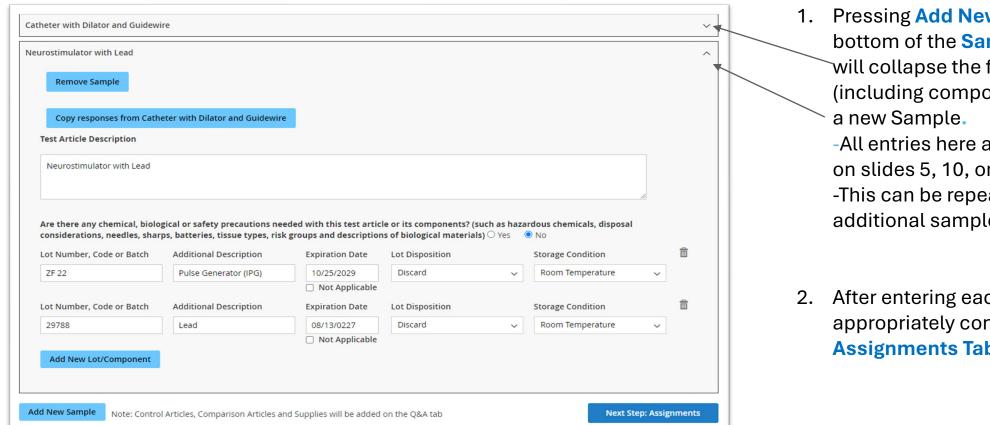
- 1. Fill in the **Required Fields.** 
  - -The same principles apply as detailed on slide 10 and 11 for multiple lots or components using the add **New Lot/Component button.**
- To add a completely new type (e.g. a supply vs comparison article) use the Add New Button, otherwise press Save and Close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

#### 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.

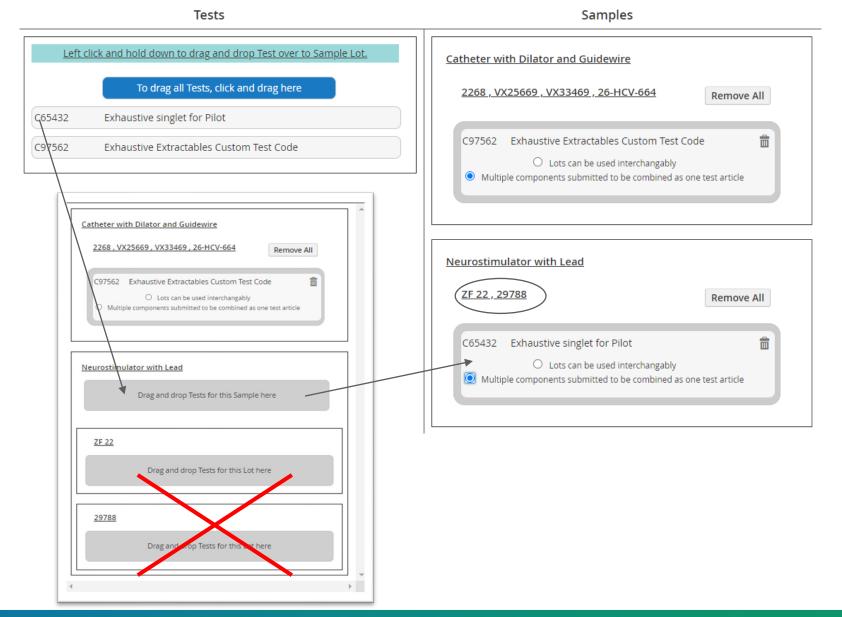
If you do wish to combine multiples into one order you will need to add all tests from applicable quotes (slide 4) and enter each test article separately as shown below.



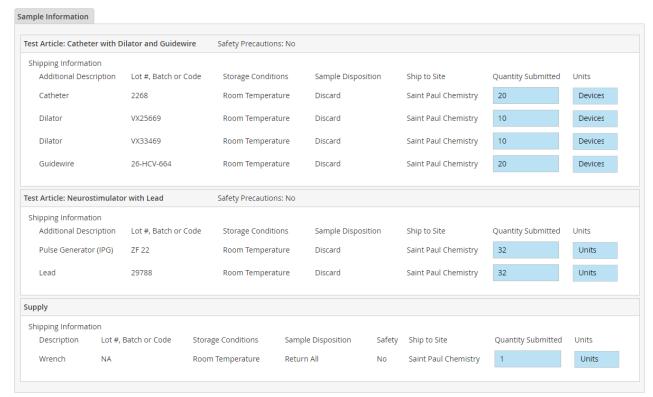
- 1. Pressing Add New Sample at the bottom of the Samples and Lots Tab will collapse the first input sample (including components/lots) and open
  - -All entries here are done as described on slides 5, 10, or 11 as applicable.
  - -This can be repeated for multiple additional samples
- 2. After entering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

#### Multiple Tests, Multiple Test Articles

- 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.
- 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.
- 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



# Multiple Tests, Multiple Test Articles



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).

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	Extended Price \$770.00
C65432	Exhaustive singlet for Pilot		Unit Price \$90000.00	Test Quantity 1	Extended Price \$90000.00
Neurostimul	ator with Lead	ZF 22	Con	Combine lots to create test article	
		29788	Con	Combine lots to create test article	
		ns (Please specify components/material e IPG per IFU to create one test article	s to be included or excluded. Please	e upload diagram	if applicable) :
	Surface Area of portion(s) to be extract	red: Specify			
	Surface Area in cm²: 95				
	Can this test article be cut: Do not cu	ıt			
	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	Con	Combine lots to create test article	
		VX25669	Con	nbine lots to creat	e test article
		VX33469	Con	nbine lots to creat	e test article
		26-HCV-664	Con	nbine lots to creat	e test article
		ns (Please specify components/material nd one guidewire to create 1 test article		e upload diagram	if applicable) :
	Surface Area of portion(s) to be extract	ted: Specify			
	Surface Area in cm²: 250				
	Can this test article be cut: Do not co	ıt			
	Can this test article be cut : Do not cut Is test article absorbent : No	ut			