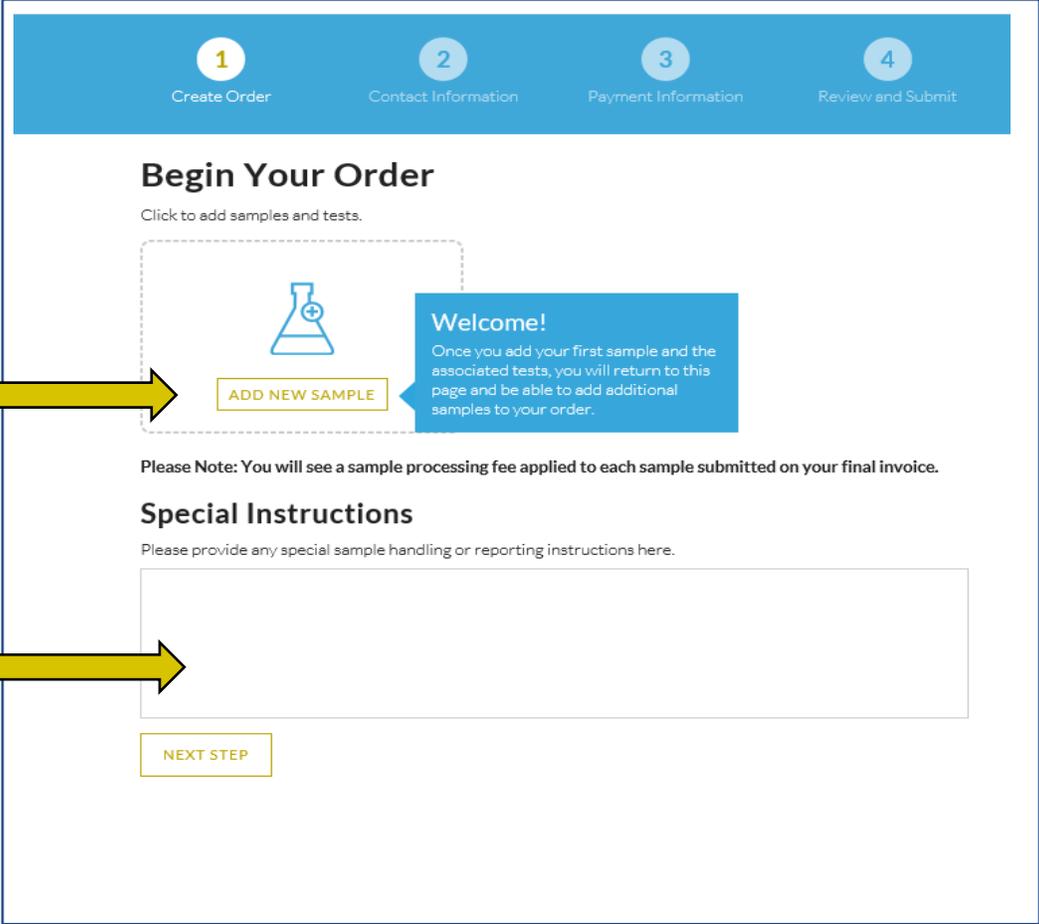


Online Submission Instructions

Thank you for trusting us with your testing!

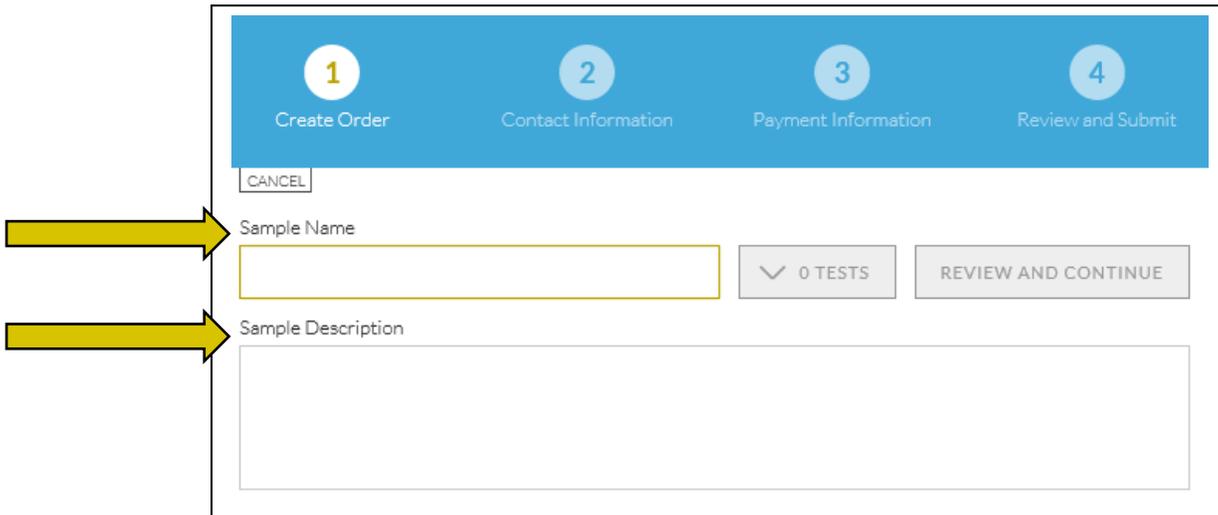
If at any point you have questions or would like to walk through this process with one of our Technical Customer Service Representatives, please call us at 1-800-245-5615.

1. Start by selecting “ADD NEW SAMPLE.” If you have any special instructions to note, please do so here. (Example: composite sample A, B & C, Keep Frozen, toast bread before testing, etc.)



The screenshot displays a four-step process bar at the top: 1. Create Order, 2. Contact Information, 3. Payment Information, and 4. Review and Submit. The main heading is "Begin Your Order" with the instruction "Click to add samples and tests." A dashed box highlights a flask icon and an "ADD NEW SAMPLE" button. A blue callout box says "Welcome! Once you add your first sample and the associated tests, you will return to this page and be able to add additional samples to your order." Below this is a "Please Note" section about a sample processing fee. A "Special Instructions" section with a text input field is also shown, with a yellow arrow pointing to it. At the bottom is a "NEXT STEP" button.

2. Add your Sample Name or Sample ID and then a Sample Description- this should match how your samples are labeled when they arrive.



The screenshot displays a four-step process bar at the top: 1. Create Order, 2. Contact Information, 3. Payment Information, and 4. Review and Submit. Below this bar is a 'CANCEL' button. The 'Sample Name' field is a text input box with a yellow border, and the 'Sample Description' field is a larger text area. To the right of the 'Sample Name' field is a dropdown menu showing '0 TESTS' and a 'REVIEW AND CONTINUE' button. Two yellow arrows point to the 'Sample Name' and 'Sample Description' fields respectively.

- Now you can begin by selecting the testing you'd like to apply to the sample. For ease of use, tests are divided into sub-categories for you to select from. Simply click into the category applicable to your needs and select the test you'd like run.

NOTE: Once you click into a category, please do not use back arrow on your browser, instead select "ADD MORE TESTS" to return to the previous screen.

By Food Safety

Food Safety: Allergens Food Safety: Contaminants

Food Safety: Mycotoxins Food Safety: Pesticides

Microbiology

By Nutritional Labels

1990 NLEA (Current) Nutritional Label 2020 NLEA Nutritional Label

By Specialized Tests

Physical Testing Shelf Life

Specialized Assays

By Type

Carbohydrates Enzymes

Lipids, Fats and Oil Stability Mineral, Inorganic & Trace Analysis

Protein Vitamins

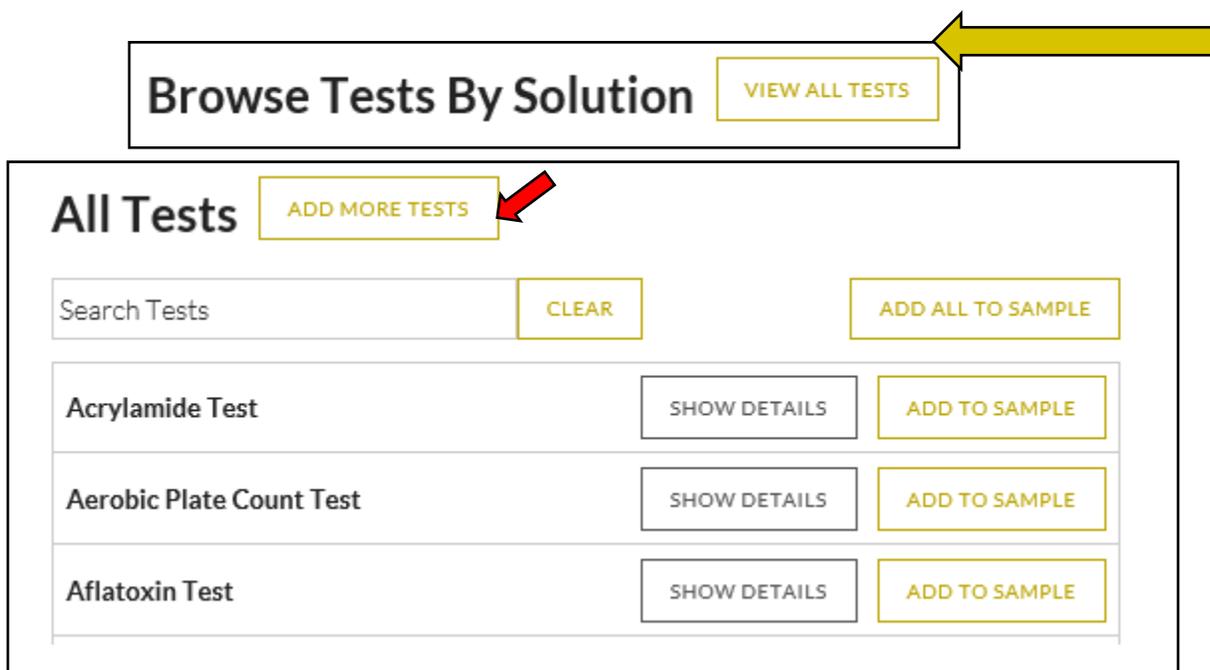
Food Safety: Allergens ADD MORE TESTS

Search Tests CLEAR ADD ALL TO SAMPLE



- If you'd prefer not to view our testing by category you can easily select "View All Tests" to see our list of available assays in alphabetical order and/or type the assay you're looking for into the search bar.

NOTE: Once you click into a category, please do not use back arrow on your browser, instead select "ADD MORE TESTS" to return to the previous screen.



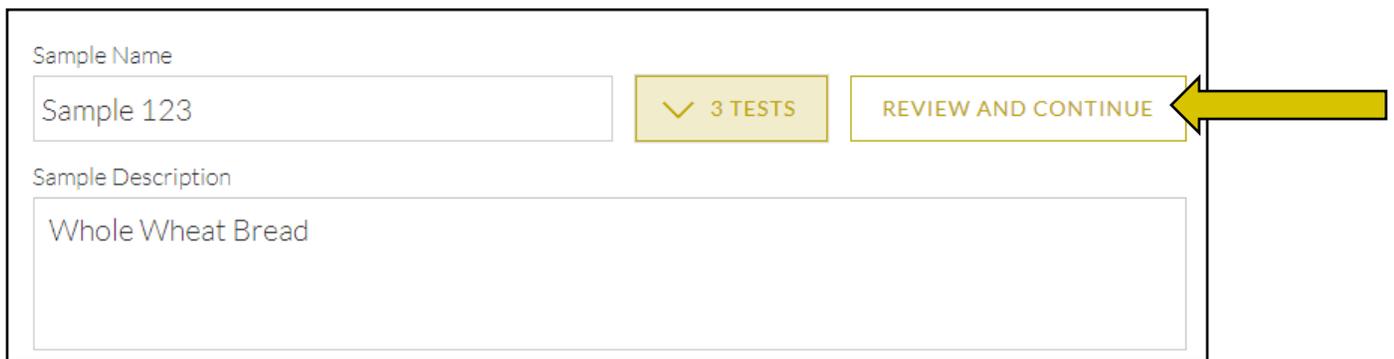
Browse Tests By Solution [VIEW ALL TESTS](#)

All Tests [ADD MORE TESTS](#)

Search Tests [CLEAR](#) [ADD ALL TO SAMPLE](#)

Acrylamide Test	SHOW DETAILS	ADD TO SAMPLE
Aerobic Plate Count Test	SHOW DETAILS	ADD TO SAMPLE
Aflatoxin Test	SHOW DETAILS	ADD TO SAMPLE

- Once you have selected all the testing you need for your sample, it's time to "Review and Continue."



Sample Name

Sample 123 [3 TESTS](#) [REVIEW AND CONTINUE](#)

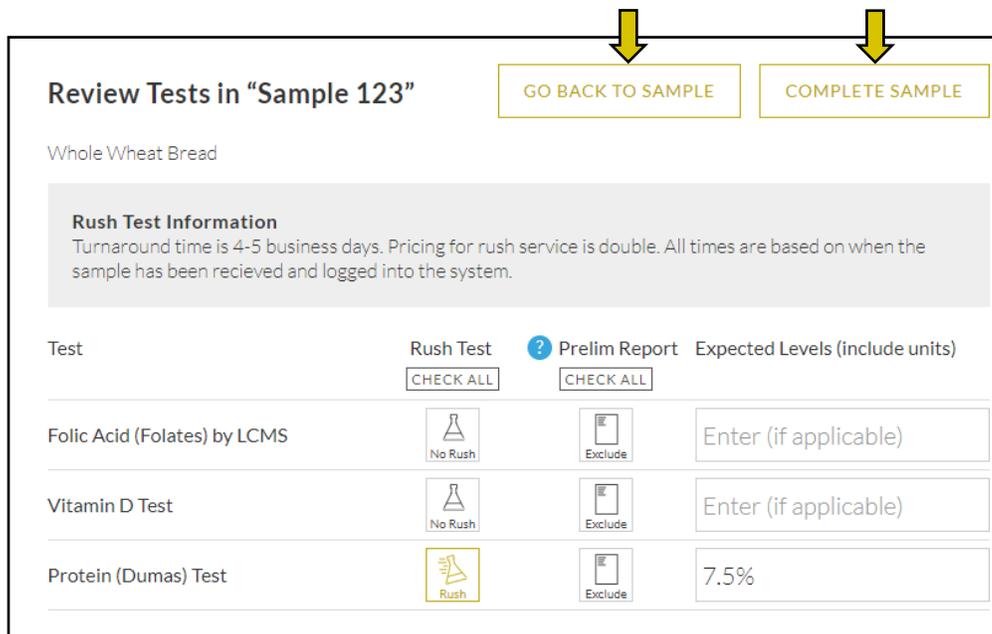
Sample Description

Whole Wheat Bread

6. Please confirm all testing needed for the sample is selected and appears on this list. This is also the time to add any RUSH service you may require on the testing you've chosen. Here, you'll also have the option to request a preliminary report for testing that has completed prior to the entire report being sent.

***Please note that expected levels are VERY helpful when we do our quality checks prior to reporting, so please be sure to include them if you can do so!**

****If you realize you have forgotten to add something, you can simply return to the assay selection pages by clicking "GO BACK TO SAMPLE." If you're ready to submit, just click "COMPLETE SAMPLE."**



Review Tests in "Sample 123"

Whole Wheat Bread

Rush Test Information
Turnaround time is 4-5 business days. Pricing for rush service is double. All times are based on when the sample has been recieved and logged into the system.

Test	Rush Test	Prelim Report	Expected Levels (include units)
	<input type="checkbox"/> No Rush	<input type="checkbox"/> Prelim Report	
	<input type="checkbox"/> No Rush	<input type="checkbox"/> Prelim Report	
Folic Acid (Folates) by LCMS	<input type="checkbox"/> No Rush	<input type="checkbox"/> Prelim Report	Enter (if applicable)
Vitamin D Test	<input type="checkbox"/> No Rush	<input type="checkbox"/> Prelim Report	Enter (if applicable)
Protein (Dumas) Test	<input checked="" type="checkbox"/> Rush	<input type="checkbox"/> Prelim Report	7.5%

- At this point, you have the option to any additional samples that you need to submit or finish your submission by selecting “Next Step.”

Begin Your Order

Click to add samples and tests.

Sample 123
3 Tests



Please Note: You will see a sample processing fee applied to each sample submitted on your final invoice.

Special Instructions

Please provide any special sample handling or reporting instructions here.

- Fill out your and your company’s contact information. If you would like anyone other than yourself to receive results, don’t forget to click “ADD ADDITIONAL RECIPIENT.” When finished, you’ll select “NEXT STEP.”

Personal Contact Information

<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Title"/>	<input type="text" value="Email *"/>
<input type="text" value="Phone *"/>	<input type="text" value="Fax"/>

Additional Results Recipients

Contact Information

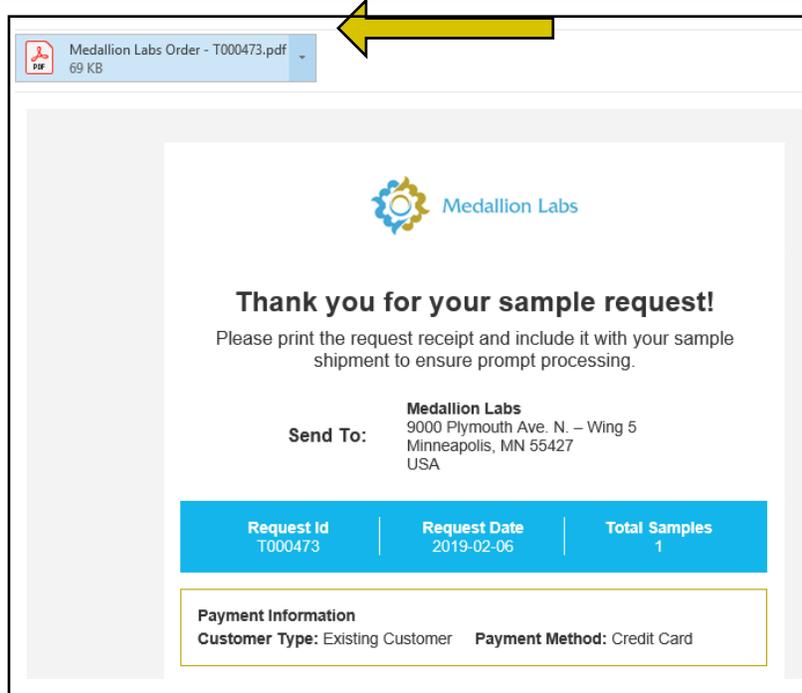
Company Contact Information

<input type="text" value="Company Name *"/>	<input type="text" value="Country *"/>
<input type="text" value="Address *"/>	<input type="text" value="Address Line 2"/>
<input type="text" value="City *"/>	<input type="text" value="State *"/>
<input type="text" value="Zip / Postal Code *"/>	

9. Proceed through the next few steps to enter the billing information and the appropriate contact information for person we should reach out to for billing and invoicing.
10. Review your order and make any final edits prior to submitting.

Once you submit the order you will find tips for submitting, but more importantly you will get an email immediately confirming your order was submitted.

Attached to this email is a submission receipt which you will need to print and ship to us with your samples.



11. Mail your samples with your submission receipt with them and you've completed the submission process.

Thank you for your trust in us- we value your partnership!