

SAMPLE SUBMISSION WEBSITE USER GUIDE

GETTING STARTED

STEP ONE

Visit www.NQACDublin.com and click "Submit Samples" or <https://nqacdublin.com/submitsamples/>

STEP TWO

Create a registered user profile by clicking "Register as New User." Log in to this profile to begin your submission.

*To submit as a registered user, a valid NQAC Dublin Customer ID number is required. If you do not have an ID number yet, please reach out to nqacdublincustomerservice@us.nestle.com or fill out the New Customer form [here](#).

NQAC DUBLIN LOGIN

Email

Password

Remember Me [Forgot Password?](#)

*To continue as a guest, click "Start Your Order" under Order as a Guest.

ORDER AS A GUEST

From start to finish, we work to ensure that the testing process is efficient and effective for your business. We begin processing samples the day they are received, and our team of experts stands ready to assist with questions along the way.

It's easy to get started!

ADD SAMPLES & TESTS

STEP ONE

Provide identifiable information for your first sample using the below fields:

Samples Limit 100

1

Sample Description*	<input type="text"/>	<input type="button" value=""/>
Instructions	<input type="text"/>	<input type="button" value=""/>
Batch or Lot Number	<input type="text"/>	<input type="button" value=""/>
Client ID	<input type="text"/>	<input type="button" value=""/>
SAP Material ID	<input type="text"/>	<input type="button" value=""/>
Supplier	<input type="text"/>	<input type="button" value=""/>
Country of Origin	<input type="text"/>	<input type="button" value=""/>

[ADD SAMPLES & TESTS CONTINUED...](#)

- A** The **Sample Description** field is the only required field for successful processing. This field will be the description of the specific submitted samples and will be reflected on the final report.
- B** The **Instructions** field is not required for successful processing. This field can be used to provide NQAC Dublin with instructions on how to process this specific sample (Ex. Peel before testing). This information will not be reflected on the final report.
- C** The **Batch or Lot Number** field is not required for successful processing. This field will be the lot code or batch of the specific submitted samples and will be reflected on the final report.
- D** The **Client ID** field is not required for successful processing. This field will serve as any additional identifiable information the submitter may need and will be reflected on the final report.
- E** The **SAP Material ID** is not required for successful processing. This field will be the Nestlé provided material ID, if applicable, or any additional information the submitter may need and will be reflected on the final report.
- F** The **Supplier** field is not required for successful processing. This field will be the supplier of the specific submitted samples and will be reflected on the final report.
- G** The **Country of Origin** field is not required for successful processing. This field will be the country where the submitted samples are from and will be reflected on the final report.

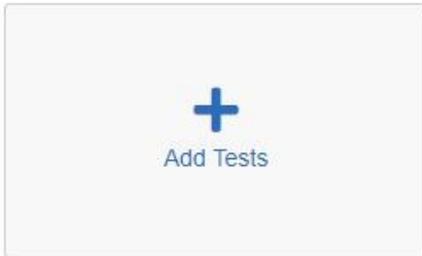
IMPORTANT: The sample information filled out above and the physical samples must match each other. We will automatically proceed with the provided information from the Online Submission and a notification of a discrepancy will not be sent. If any issues arise, it will need to be resolved by an amended report request.

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service

STEP TWO

Choose your preferred view for adding tests, **1** or **2**.

Tests



Tests



Qty	Test	Instructions	Limits/Levels	Values
Add Tests +				

STEP THREE

Click the "Add Test" button.

This will open a categorized search window which can be **1** used to search by category of analysis or **2** filtered by using the search box in the upper right hand corner. You can search by analysis name or method number.

Choose Tests for "Sample 1" Filter Tests **2**

[Back to Samples](#)

FOOD SAFETY

Allergens View Tests >	Heavy Metals View Tests >	Microbiology Show More
Mycotoxins View Tests >	Other View Tests >	Other Contaminants View Tests >
Pesticides View Tests >	Veterinary Drugs View Tests >	

LABELING REQUIREMENTS

Amino Acid View Tests >	General Nutrition View Tests >	GMO View Tests >
Nutritional Elements View Tests >	Other View Tests >	Vitamins View Tests >

SPECIALIZED TESTS

Authenticity & Preservatives View Tests >	Juice Packages View Tests >	Other View Tests >
Packaging View Tests >	Sensory View Tests >	

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service

Add Samples & Tests Continued...

Many methods, such as Salmonella, may have multiple variations that can be selected.

- i** Carefully review all options prior to making your decision.
- ii** Additional information such as **Technical Data Sheets, Turnaround Time, and Cost** can be found to the right of each method. If a Technical Data Sheet is unavailable for that analysis, a **hover over** function may provide additional details.

Pathogens	
Salmonella for Swabs by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella for Swabs by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 100 Grams by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 100 Grams by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 1125 Grams by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 1125 Grams by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 125 Grams by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 125 Grams by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 150 Grams by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 150 Grams by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 1500 Grams by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 1500 Grams by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 25 Grams by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 25 Grams by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella in 250 Grams by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include

To add the testing to your sample, check the **Include** box on your selected analysis, followed by **Save & Continue** (this can be completed either at the top or bottom of the screen).

Salmonella for Swabs by iQ Check
↓ Data Sheet ⓘ \$ **Include**

Choose tests for search "Salmonella"

Salmonella
Q

[← Back to Test Categories](#)

Save & Continue >

If the test you are looking for didn't come up in your search, you can click on "Can't Find Test?" for assistance.

Choose tests for search "Salmonella"

Salmonella
Q

[← Back to Test Categories](#)

MICROBIOLOGY
Save & Continue >

Pathogens

Salmonella for Swabs by iQ Check	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include
Salmonella for Swabs by VIDAS	↓ Data Sheet ⓘ \$ <input type="checkbox"/> Include

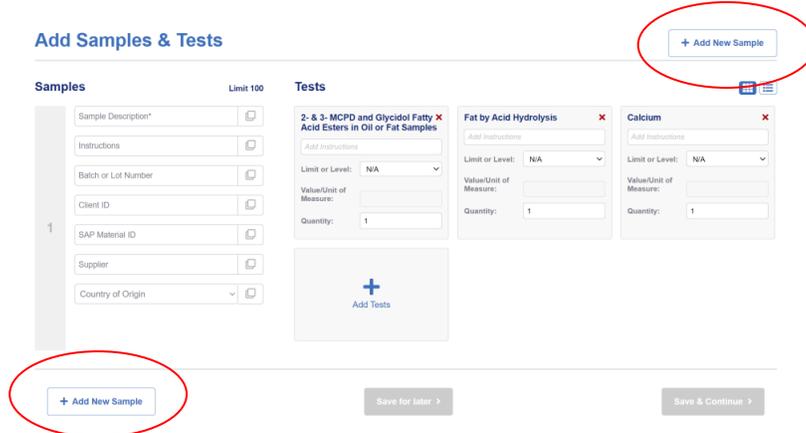
Can't Find Test?

ADD SAMPLES & TESTS CONTINUED...

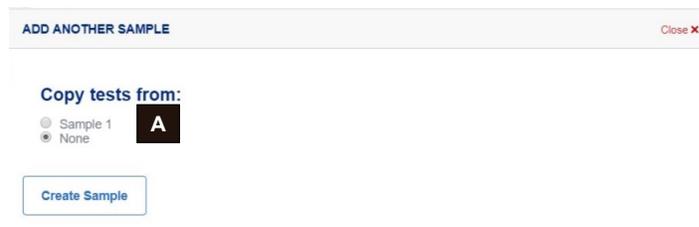
STEP FIVE

Add additional samples as needed by selecting

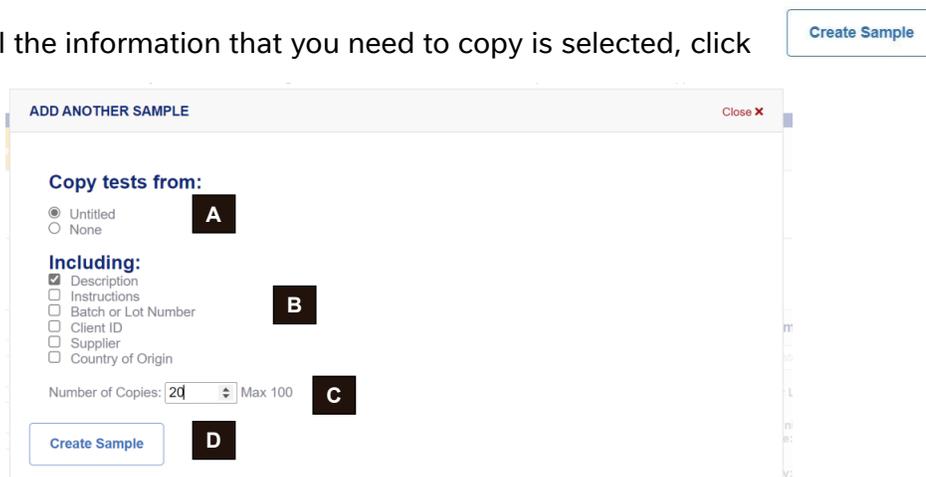
+ Add New Sample



- A** A popup box will open, allowing any existing sample information to be copied, including all of its added tests. Or you may choose to not copy any sample information and start a completely new one.



- B** In addition to the testing, other components can be copied onto the new sample including Description, Instructions, Batch or Lot Number, Client ID, SAP Material ID, Supplier and Country of Origin.
- C** The “Number of Copies” field will determine how many times the selected samples and components will be copied over to the new sample. **Note, the maximum number of samples on one submission is 100.**
- D** Once all the information that you need to copy is selected, click





ADD SAMPLES & TESTS CONTINUED...

With this example, there will be 20 requested samples all with the same Testing and Description.

Note, any fields can be edited or updated for each sample before saving.

Select  at the bottom right.

ORDER & RECIPIENT DETAILS

STEP ONE

Fill in the "Submission Information" if applicable.

- A** The "**NQAC Dublin Customer ID**" field refers to an already existing number provided by NQAC Dublin and is required if submitting samples as a registered user.

If you have submitted to NQAC Dublin in the past and are familiar with this number, please enter your NQAC Dublin Customer ID number here.

If you are submitting as a guest, the Customer ID field is not required and can be left blank. However, if you do have a customer ID and are submitting as a guest, please enter it here.

- B** The "**PO or Reference Number**" field can be used to supply any information that needs to be included on the invoice.

- C** The "**Submission Description**" field can be used to provide how the subject line of the final report email will be titled for ease of receipt and organization.

Submission Information

NQAC Customer ID

A

PO or Reference Number

B

Submission Description

C

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service



ORDER & RECIPIENT DETAILS CONTINUED...

STEP TWO

Fill in the "Submission Information" if applicable.

- A** The "**Courier**" field should be used to designate what courier your shipment will be delivered by if known at the time.
- B** The "**Expected Delivery Date**" field should be used to indicate when your package will arrive at NQAC Dublin.

NOTE: We use these fields to forecast and prepare as much as possible for your samples to arrive at our location.

Courier

A

Expected Delivery Date

B

STEP THREE

Review and toggle "Turnaround Time" section if applicable.

Turnaround Time

Our turnaround time includes the day your submission is received and any weekends. For rush handling, please check "Rush Order" below. This will shorten the turnaround time (if applicable) or give your submission priority. For Microbiology-only submissions, we are unable to assign rush handling due to the nature of the analyses.

Please note that the cost will double if "Rush Order" is applied.

Rush Order

Note:

Rush testing is not available on microbiology analyses.

Not all chemistry analyses have guaranteed Rush turnaround times. Contact nqacdublincustomerservice@us.nestle.com for additional information.

Rush testing will result in double the charge of routine analysis.

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service

ORDER & RECIPIENT DETAILS CONTINUED...

STEP FOUR

Review and toggle “Full Submission Report” if applicable.

Full Submission Report

If you select this option, you will only receive one final report once all tests are completed in this submission (no partial reports nor presumptive notifications will be sent out).

Please note that the individual turnaround time specified for each analysis wouldn't apply. All results would be released at the longest estimated turnaround time.

Full Submission Report

Note:

Selecting “Full Submission Report” will provide a single report issued once all testing is complete which may result in short turnaround time analyses being delayed. If you select full submission report, you will opt out of partial reports and presumptive notifications.

“Full Submission Report” and “Rush Order” cannot be selected concurrently.

STEP FIVE

Review and toggle “Proceed as Compromised” if applicable.

Proceed as Compromised

By choosing yes, we will automatically process your sample if it is received damaged or at an elevated temperature which may lead to compromised results. If you select no, a sample deviation will be sent for your recommendation on next steps.

Proceed as Compromised

Note:

Selecting “Proceed as Compromised” will alert our team to automatically proceed with your testing even if your samples are received in a compromised state. You will opt out of receiving a sample deviation for this issue and the information will be displayed on your automated email sent to all report recipients when we register your samples.

This will be displayed by the sample condition and temperature (if applicable).

NQAC Sample #	Web Sample #	Description	Batch/Lot/Keydate	Client Sample ID	SAP Material ID	Sample Condition	Sample Temperature °C	Estimated Due Date
8017629	0	Test 1	--	--	--	COMPROMISE	10	05/25/2022
Method No	Test Description	Test Variation	No. of Replicates					

If at any point in time you need assistance while submitting samples use the “Customer Support” button in the top right corner of the screen to be directed to NQAC Dublin Customer Service

ORDER & RECIPIENT DETAILS CONTINUED...

STEP SIX

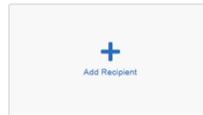
Complete "Recipient Information" for each person that will need to receive a copy of the final report.

*As the submitter under the registered user, your name will automatically appear as a report recipient. This information can be updated as needed using these 3  dots.

*As a guest, all report recipient information will need to be added manually.

Click on the "Add Recipient" button

Recipients (required)



Fill out all required fields indicated by the * and hit 

Cancel ✕

ADD RECIPIENT INFORMATION

Title First Name * Last Name *

Company * Email Address * Phone Number *

Address * Address 2

City * State/Province * Zip/Postal *

Country *



Repeat until all desired recipients are included and hit  at the bottom right.

Recipients

Nestle Quality Assurance Center ***

NQAC Dublin
6625 Eiterman Rd
Dublin, OH 43016
USA
614.526.5200
grpscndub@us.nestle.com

+

Add Recipient




When adding additional recipients, there is an option to copy the information from the previous recipient by selecting the recipient name from the first drop down box.

Cancel ✕

ADD RECIPIENT INFORMATION

Copy Information From Recipient

Title First Name * Last Name *

Company * Email Address * Phone Number *

Address * Address 2

City * State/Province * Zip/Postal *

Country *





CONTACT & BILLING INFORMATION

*This information is **only needed if submitting as a guest user**. As a registered user the contact and billing information will reflect the Customer ID entered for the submission and you will not be prompted to complete this section. Skip to "Review and Submit Your Order" step one.

*If submitting as a guest under a Customer ID number, the contact name and invoice recipient listed in this section will not replace those who are directly associated with this Customer ID number. Additionally, any report recipients directly associated with the ID will also receive the results.

*If submitting as a guest with no Customer ID number, the contact name and invoice recipient listed in this section will receive the results and invoice respectively.

STEP ONE

Contact Information

Choose Recipient

Title First Name * Last Name *

Company * Email Address * Phone Number *

Address * Address 2

City * State/Province * Zip/Postal *

Country * United States

Note:

The individual designated in this section will be the main contact for this submission and will receive a copy of the packing list and shipping labels for submission.

This individual can be selected from the "Choose Recipient" drop down which consists of a list including all recipients entered and all information will be auto-filled.

Choose Recipient

STEP TWO

Fill out or select information from the drop down for designated invoicing point of contact

Billing Information

Use contact information for billing

Choose Recipient

Title First Name * Last Name *

Company * Email Address * Phone Number *

Address * Address 2

City * State/Province * Zip/Postal *

Country * Select your country

Note:

The individual designated in this section will receive the invoice for this submission as well as a copy of the packing list and shipping labels for submission.

This individual can be selected from the "Choose Recipient" drop down which consists of a list including all recipients entered, or can be selected by checking "Use Contact Information for Billing" and all information will be auto-filled.

Choose Recipient

STEP THREE

Click

Save & Continue >

REVIEW & SUBMIT YOUR ORDER

STEP ONE

From this screen, review all entered information for accuracy.

STEP TWO

Update any errors by choosing “Edit Samples”, “Edit Order Details” or “Edit Contact & Billing*”
if submitting as a guest

STEP THREE

After everything has been reviewed, accept the “Terms & Conditions” and click

[Finish & Submit Order >](#)

Terms & Conditions

non-infectious, comply with applicable law, and pose no danger to any Customer or NQAC personnel, as of shipment, during transportation to NQAC Facility, and throughout the duration of Services; or Customer will immediately inform NQAC about any suspected or actual non-compliance relating to the foregoing safety, health or environmental warranties. Customer shall be responsible for disposal of any hazardous waste resulting from the Samples, whether or not described as hazardous waste, and must provide NQAC with the exact composition of Samples if requested by NQAC.

SAMPLE RETENTION

Unless an extended period is approved by NQAC in writing prior to, or at the time of, Customer's Sample submission or before Sample disposal, NQAC shall endeavor to retain Samples submitted for analysis and testing hereunder for a period of at least five (5) days after results have been reported (“Sample Retention Period”). Notwithstanding the foregoing, Customer agrees to, and warrants that the Sample Retention Period will be commensurate with the

I have read and accept the TERMS AND CONDITIONS displayed above.

[< Back to Contact & Billing Information](#)

[Finish & Submit Order >](#)

ORDER CONFIRMATION

STEP ONE

The final screen will provide instructions on shipping the samples.

- A.) Print the “Packing List” and include in your shipment, this form will be **required** for processing.
- i.) This list will include helpful information such as sample/gram weights needed and requested analyses. **Note, when sending your sample weights, make sure that you are sending the gram weight listed times the number of reps for each sample. Also, review the additional submission instructions for supporting details to process your samples.**

Note:

If this page is navigated away from prior to printing, a copy of the packing list, labels and payment terms are emailed to the designated web recipients.

If at any point in time you need assistance while submitting samples use the “Customer Support” button in the top right corner of the screen to be directed to NQAC Dublin Customer Service

ORDER CONFIRMATION CONTINUED...

Packing List Example:




Ship Sample(s) To: NQAC Dublin 6425 Elmeran Road - Dublin, OH 43004									
Number of Shipped Samples: 4		Submission Description:			PO Number:		Date: 06/12/2020		
Submission Sample ID	Handling	Product Description	Batch/Lot Num	Client Sample ID	SAP Material ID	Qty	Analysis Requested	Sample Weight Needed	Label ID
11375	Routine	Example	Example	Example	Example	Example	1 Aluminum	375 grams	1
							1 Lead		
							1 Molybdenum		
							1 Radioactivity (Iodine 131, Potassium 40, Cesium 134 and Cesium 137)		
							1 Furan and Alkylfurans	Original Container	
1 Gluten Allergen for Products	Original Container	3							
Submission Information: Radioactivity (Iodine 131, Potassium 40, Cesium 134 and Cesium 137): Provide the Julian Date or Date of Production in Month/Day/Year format with this submission. This is required to calculate results.									
Submission Sample ID	Handling	Product Description	Batch/Lot Num	Client Sample ID	SAP Material ID	Qty	Analysis Requested	Sample Weight Needed	Label ID
11375	Routine	Example	Example	Example	Example	Example	1 Gluten Allergen for Swabs	Swab Sample	1
							1 Milk Allergen for Swabs	Swab Sample	2
							1 CFM Listeria for Swabs	Swab Sample	3
							1 Listeria Full Specification Includes L. monocytogenes for Swabs	Swab Sample	4
							1 Salmonella for Swabs by IQ Check	Swab Sample	5
Submission Information:									
Submission Sample ID	Handling	Product Description	Batch/Lot Num	Client Sample ID	SAP Material ID	Qty	Analysis Requested	Sample Weight Needed	Label ID
11375	Routine	Example	Example	Example	Example	Example	1 BADGE Compounds Screen	See Submission Information	1
							1 Heavy Metals in Packaging	See Submission Information	2
Submission Information: BADGE Compounds Screen: Minimum of 6 original containers wrapped in 2 layers of tin foil; Heavy Metals in Packaging: Provide at least 25 GRAM of original Packaging wrapped in 2 Layers of tin foil.									
Submission Sample ID	Handling	Product Description	Batch/Lot Num	Client Sample ID	SAP Material ID	Qty	Analysis Requested	Sample Weight Needed	Label ID
11375	Routine	Example	Example	Example	Example	Example	1 Listeria Full Specification Includes L. monocytogenes in 250 Grams	250 grams	1
							1 Salmonella in 1500 Grams by IQ Check	1500 grams	2
							1 Cronobacter in 300 grams	300 grams	3
							1 Aerobic Plate Count (APC) by Petrifilm at 37°C, 10g for Product		4
							1 Enterobacteriaceae (EBC) Enumeration by Petrifilm Presumptive 10g in Product	50 grams	
Submission Information:									

One container weighing 375 grams and two original containers needed for this sample.

Special submission instructions!

This sample will need 5 swabs sent for the testing requested.

"See Submission Information", the submission instructions for the tests are found in the additional instruction row.

If the gram weights are list out separately, you will need to provide separate containers weight those individual gram weights for those tests.

Note: Each test will be assigned a "Label ID" that will correspond to a printed label.

B.) The sample labels will be automatically generated and can be used to ease submission and processing once received at NQAC Dublin.

i.) Use of these labels are not required, however samples must be identifiable upon receipt to match information included on the "Packing List".



Website Submission #: 10351
Submission Sample #: 11375 - 1
Product Description: Example



Website Submission #: 10351
Submission Sample #: 11375 - 2
Product Description: Example



ORDER CONFIRMATION CONTINUED...

STEP TWO

Thank you for your submission. Use the [Start a New Order](#) button to create a second request or visit the NQAC Dublin home page by clicking [Return to NQAC Website](#)

Thank you for your submission. Your submission number is 10351

Submitting Samples and Shipping

Now that you have successfully completed your sample submission, please use the following guidelines to collect and ship your samples for testing:

1. Print the packing list to help with your sample preparation. This printed packing list must be placed in the box with your submission in order to be processed without any delays.

[Packing List](#) 

2. Collect samples that are representative of the product being tested. Ensure that the sample is sufficient for the testing requested by reviewing the required sample weights listed on the provided packing list.

3. For ease of submission, please use the provided labels by clicking the Print Labels link below using Avery 8163 formatting.

NOTE: if you choose not to use the label function, the physical samples should be easily matched to the information provided during sample submission to prevent delays in testing.

[Print Labels](#) 

4. Box or package sample with packing material and/or ice packs to prevent loss of sample integrity during shipping. Use coolers and ice packs for temperature sensitive samples.

SAFETY FIRST! Please limit your packages to 50lbs or less.

5. Ship your submission to NQAC Dublin, 6625 Eiterman Road, Dublin, OH 43016, USA. Submissions are received Monday-Sunday from 7:30am to 8:00pm.

For full instructions, please feel free to browse our [NQAC Dublin Submission Help Guide](#).

[What to expect next](#)

[Return to NQAC Website](#)

[Start a New Order](#)

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service



REGISTERED USER ONLY DASHBOARD:

STEP ONE

Sign in to your registered NQAC Dublin submission portal by visiting our website
<https://nqacdublin.com/submitsamples/>

NQAC DUBLIN LOGIN

Email

Password

Remember Me

[Forgot Password?](#)

Log In

[Register as New User](#)

STEP TWO

Click on “User Dashboard” on selection bar at the top of your screen

Messages from NQAC Dublin!

- A** Click the notification to review the information of the message.
- B** Dismiss the notification once the information is reviewed.

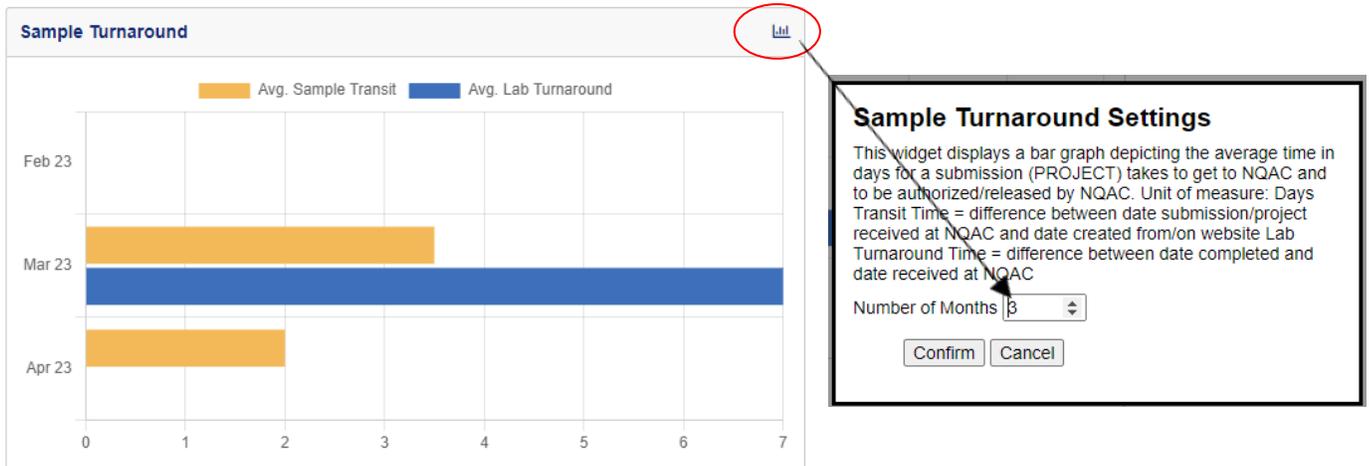
Please find the most recent communication sent to our customer base for changes that have been made or are upcoming. ✕

NQAC Dublin Announcement_ Webinar_ PCQI_ Method Changes & Helpful Tips.msg 2.74 MB

REGISTERED USER ONLY DASHBOARD:

Sample Turnaround

Provides a quick view of your average sample transit and average lab turnaround time. Adjustment settings to personalize your view are in the upper right shown below.



Data Trending

Provides users with the ability to extract **web reported data** into an excel csv file for data trending between certain date ranges. **Note:** You must be associated with the project to gain the results.

Click on the upper right to begin the process as shown below.



The Data Trending widget features a 'Download historical sample test and result data.' button. A settings panel in the top right allows users to specify a 'Start Date' (01/28/2017) and an 'End Date' (01/30/2023), with 'Download' and 'Cancel' buttons.

Order View Tabs

Easy filtering of your orders into All, Archived, Drafts and Favorites. Click to view each.

All	13	Archived	4	Drafts	1	Favorites	21
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Opt-Out Web Automated Emails

Ability to turn off your web order emails online meaning you will no longer receive your order confirmation emails.

Opt-Out Web Automated Emails

REGISTERED USER ONLY DASHBOARD:

All Tab

- A** The “All” tab will provide you with a quick view of all your submissions in your dashboard.
- B** Adjust your view settings by clicking the graph in the right corner.
- C** Quick search function to find a submission in your dashboard.
- D** Ability to filter by submission status which allows for quick action to see what is pending.

All **A** 211
Archived 2
Drafts 3
Favorites 4

Recent Submissions (90 days) **B** 

[New Submission](#)

C

Order #	Submission Description	Submission Date	Submitted By	NQAC Customer ID	PO Number	Status D
150497	Milk Allergen Swabs	04/03/2023	Mollie Cradle	555555-5		New
150488	Milk Allergen Swabs	04/03/2023	Mollie Cradle	555555-5		New
150240		03/31/2023	Mollie Cradle	555555-5		New
150192		03/31/2023	Mollie Cradle	555555-5		New

Status Views

- In Progress

- New

- Completed

- Completed

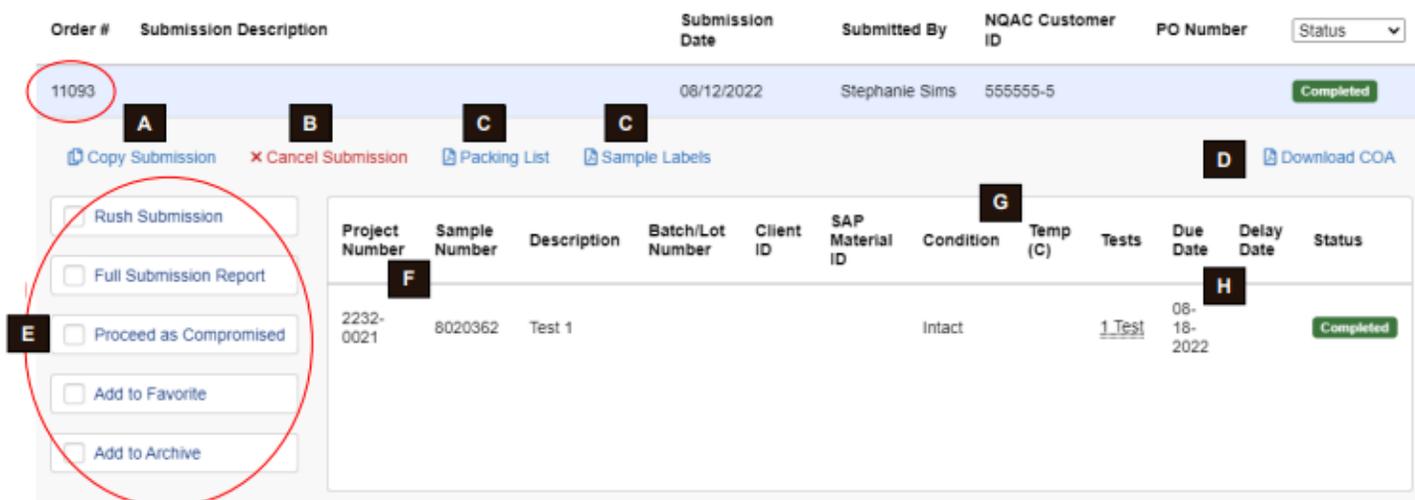
Quick view of your order status.

REGISTERED USER ONLY DASHBOARD:

Order Details & Updating Features

Click on the order number to expand to view, copy, edit or cancel.

Click again to minimize.



Order #	Submission Description	Submission Date	Submitted By	NQAC Customer ID	PO Number	Status
11093		08/12/2022	Stephanie Sims	555555-5		Completed

Project Number	Sample Number	Description	Batch/Lot Number	Client ID	SAP Material ID	Condition	Temp (C)	Tests	Due Date	Delay Date	Status
2232-0021	8020362	Test 1				Intact		1 Test	08-18-2022		Completed

- A** The **"Copy Submission"** will provide you with a quick way to reorder a previous order and update the information. Previously named **"Reorder"**.
- B** The **"Cancel Submission"** will provide you with a way to cancel your order if the samples haven't been registered at NQAC Dublin. A pop-up form will appear for you to fill out if the order was already received and you would still like to cancel.
- C** Access to print your submission packing list and labels for your order.
- D** The **"Download COA"** will provide you with direct access to your partial and final laboratory reports for the submission after they have been released.
- E** Fast way to update your order to a **Rush Submission, Full Submission, Proceed as Compromised, Add to Favorite** or **Add to Archive** if the samples haven't been received.
- F** **"Project Number"** and **"Sample Number"** will appear after NQAC Dublin receives your samples and registered them into our system.
- G** **"Condition"** and/or **"Temp C"** will appear after NQAC Dublin receives your samples as normally shared in your automated received notification.
- H** **"Due Date"** and/or **"Delayed Date"** will provide you with a real time view of the estimated date of the final report.



REGISTERED USER ONLY DASHBOARD:

Order Details & Updating Features Continued

Project Number	Sample Number	Description	Batch/Lot Number	Client ID	SAP Material ID	Condition	Temp (C)	Tests	Due Date	Delay Date	Status
2232-0021	8020362	Test 1	A			Intact		1 Test	08-18-2022		Completed

A “**Edit Sample**” is hidden but can be done by clicking the sample information. This will provide you with a way to edit sample information before the samples are received at our location. A pop-up form will appear for you to fill out if the order was already received and you still would like to edit.

EDIT ORDER Close x

This submission has already been received at NQAC Dublin. Please submit this form so Customer Service can further assist with any changes.

What do you wish to Edit?*

Details for the edit request such as specific sample(s) information or test(s) to update.*

B If the sample hasn't been registered in our system, the below pop-up “**Edit Sample**” screen will appear which will allow you to edit your sample information easily. This updated information will be applied to your reports.

C You are also able to cancel the sample in this screen if you do not want it processed.

EDIT SAMPLE Close x

Description

Batch or Lot Number

Client ID

SAP Material ID

Cancel Sample

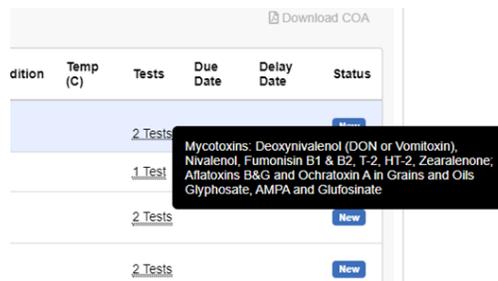
C

REGISTERED USER ONLY DASHBOARD:

Order Details & Updating Features Continued

Edit Samples continued After you are finished editing your sample information or if you cancel a sample, you are able to **re-print your packing list/labels** so they match. These updated documents should be placed in the package with your samples. If you have already shipped your package, please send an updated copy of the packing list and provide your courier tracking number to the customer service team to help switch the paperwork when your package is received to limit delays in processing.

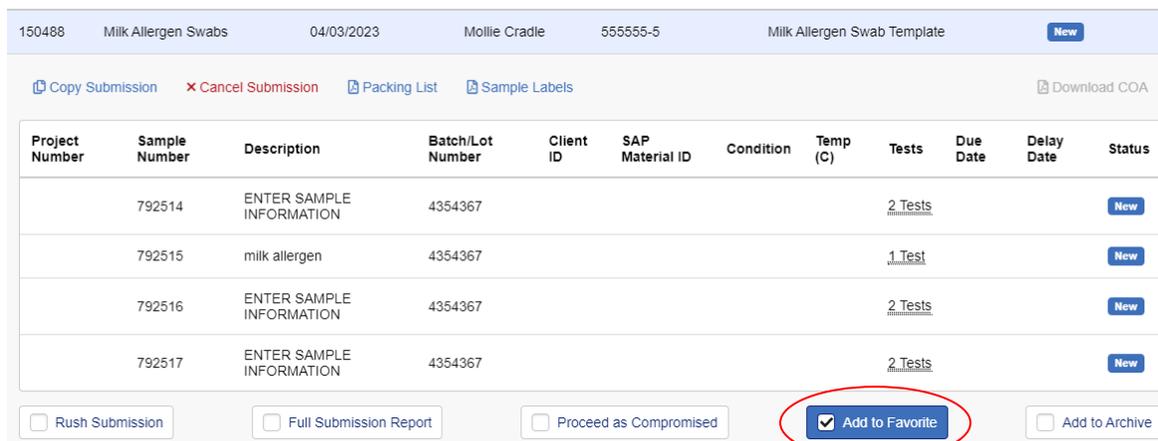
View Test Hover over test numbers to view the requested analyses requested for the sample.



dition	Temp (C)	Tests	Due Date	Delay Date	Status
		2 Tests			
		1 Test			
		2 Tests			New
		2 Tests			New

Mycoloxins: Deoxynivalenol (DON or Vomitoxin), Nivalenol, Fumonisin B1 & B2, T-2, HT-2, Zearalenone; Aflatoxins B&G and Ochratoxin A in Grains and Oils
Glyphosate, AMPA and Glufosinate

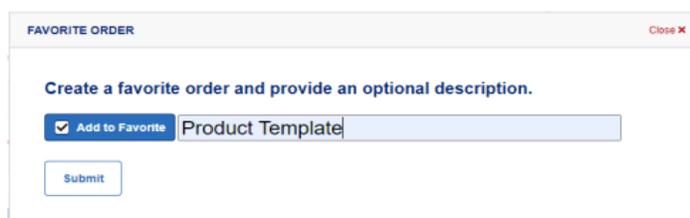
Add to Favorite You are able to add an order to your **"Favorites"** tab by selecting the below.



Project Number	Sample Number	Description	Batch/Lot Number	Client ID	SAP Material ID	Condition	Temp (C)	Tests	Due Date	Delay Date	Status
150488	Milk Allergen Swabs	04/03/2023	Mollie Cradle	55555-5	Milk Allergen Swab Template						New
								2 Tests			New
								1 Test			New
								2 Tests			New
								2 Tests			New

Rush Submission
 Full Submission Report
 Proceed as Compromised
 Add to Favorite
 Add to Archive

A pop-up will come up to selected and name your favorite description. Once completed, it will move over to your **"Favorites"** tab where you will be able to **"Copy Submission"** as normal. Previously named **"Reorder"**.



FAVORITE ORDER Close X

Create a favorite order and provide an optional description.

Add to Favorite



REGISTERED USER ONLY DASHBOARD:

Order Details & Updating Features Continued

Removal of Favorite Deselect **"Add to Favorite"** then submit and it will remove it from the

FAVORITE ORDER Close x

Create a favorite order and provide an optional description.

Add to Favorite testing favorites

Project Number	Sample Number	Description	Batch/Lot Number	Tests	Status
792541		INFORMATION	0002557571	2 Tests	New
792542		milk allergen	0002557571	1 Test	New
792543		ENTER SAMPLE INFORMATION	0002557571	2 Tests	New
792544		ENTER SAMPLE INFORMATION	0002557571	2 Tests	New

Rush Submission Full Submission Report Proceed as Compromised Add to Favorite Add to Archive

Add to Archive This allows functionally to clear up your **"All"** tab of the dashboard if you would like to do so. Click **"Add to Archive"** and this will move the order to your **"Archive"** tab.

Deselect **"Add to Archive"** to remove from your **"Archive"** tab and move back in your **"All"** tab.

Order #	Submission Description	Submission Date	Submitted By	NQAC Customer ID	PO Number	Status
150497	Milk Allergen Swabs	04/03/2023	Mollie Cradle	555555-5		New

[Copy Submission](#) [Cancel Submission](#) [Packing List](#) [Sample Labels](#) [Download COA](#)

Project Number	Sample Number	Description	Batch/Lot Number	Client ID	SAP Material ID	Condition	Temp (C)	Tests	Due Date	Delay Date	Status
	792541	ENTER SAMPLE INFORMATION	0002557571					2 Tests			New
	792542	milk allergen	0002557571					1 Test			New
	792543	ENTER SAMPLE INFORMATION	0002557571					2 Tests			New
	792544	ENTER SAMPLE INFORMATION	0002557571					2 Tests			New

Rush Submission Full Submission Report Proceed as Compromised Add to Favorite Add to Archive

HELPFUL TIPS:

Method numbers are listed in a hover over by the method name.

Add Samples & Tests
Order & Recipient Details
Review & Submit Order

Choose tests for "Heavy Metals"

Filter Tests Q

[< Back to Test Categories](#)
[Save & Continue >](#)

LI-00.848: COA/Ingredient list needed for Supplement/Raw Material submissions. If not provided, prep will be performed at standard dilution and delays/additional cost may be incurred.

Can't Find Test?

Aluminum

± Data Sheet 🔄 \$ Include

The Download COA will be in blue when a new report is available for download viewing. If you have multiple reports available, a zip file will download to provide all the reports for your submission.

134902	Full Submission	01/10/2023	Stephanie Sims	555555-6	Example of Full Submission	Completed					
📄 Copy Submission ✖ Cancel Submission 📄 Packing List 📄 Sample Labels 📄 Download COA											
Project Number	Sample Number	Description	Batch/Lot Number	Client ID	SAP Material ID	Condition	Temp (C)	Tests	Due Date	Delay Date	Status
	713746	Test	batch 1	client 1	SAP 1			4 Tests			New
2302-0271	11334165	Test	batch 1	client 1	SAP 1	Intact		4 Tests	01-17-2023		Completed
2302-0271	11334166	Test	batch 2	client 2	SAP 2	Intact		4 Tests	01-17-2023		Completed
2302-0271	11334167	Test	batch 3	client 3	SAP 3	Intact		4 Tests	01-17-2023		Completed
2302-0271	11334168	Test	batch 4	client 4	SAP 4	Intact		4 Tests	01-17-2023		Completed

If the Download COA is purple, you already viewed the available reports.





HELPFUL TIPS CONTINUED:

Auto-fill or auto-remove sample information to multiple samples.



Add Samples & Tests Order & Recipient Details Review & Submit Order

Add Samples & Tests

+ Add New Sample

Samples

Limit 100

Tests



1

ENTER SAMPLE INFORMATION 

Instructions 

1243355 

Client ID 

SAP Material ID 

Supplier 

Country of Origin 

[Delete Sample](#)

Aluminum 

Add Instructions

Limit or Level: N/A

Value/Unit of Measure:

Quantity: 1

+ Add Tests

2

ENTER SAMPLE INFORMATION 

Instructions 

1243355 

Client ID 

SAP Material ID 

Supplier 

Country of Origin 

[Delete Sample](#)

Aluminum 

Add Instructions

Limit or Level: N/A

Value/Unit of Measure:

Quantity: 1

+ Add Tests

3

ENTER SAMPLE INFORMATION 

Instructions 

1243355 

Client ID 

SAP Material ID 

Supplier 

Country of Origin 

[Delete Sample](#)

Aluminum 

Add Instructions

Limit or Level: N/A

Value/Unit of Measure:

Quantity: 1

+ Add Tests

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service

