

Wageningen Evaluating Programs For Analytical Laboratories



WEPAL-QUASIMEME INSTRUCTION MANUAL Webshop (February 2024)

Contents

| | |
|--|----|
| 1. Introduction..... | 3 |
| 2. Select reference material..... | 3 |
| 3. Filter samples with a specific property..... | 4 |
| 4. Filter samples by using keywords..... | 6 |
| 5. Verify the sample analytical certificate..... | 6 |
| 6. Checkout order..... | 6 |
| 7. Order process..... | 8 |
| 8. Order confirmation..... | 11 |
| 8.1 Check you order information..... | 11 |
| 8.2 Check you account information..... | 13 |
| 8.3 Download quotation of Confirm order..... | 14 |

1. Introduction

The reference materials are left-over samples from the Proficiency testing (PT) schemes, which you can use for method development or as reference samples for internal quality control.

This 'Instruction Manual' helps you to select and order appropriate reference material for your purposes either:
by browsing through all the available samples;
either by filtering the samples with a specific property;
or by using keywords.

The amount available in stock is estimated and cannot be guaranteed. Especially with low stock numbers it may be sold out. Processing the order takes some time and some materials are high in demand.

In general

By clicking the 'Data-sheet' button behind each sample you download the accompanying certificate of analysis. To order a sample you add the requested number in the last column.

You finalize your choice by clicking the button 'ADD TO BASKET' at the end of each page.

2. Select reference material

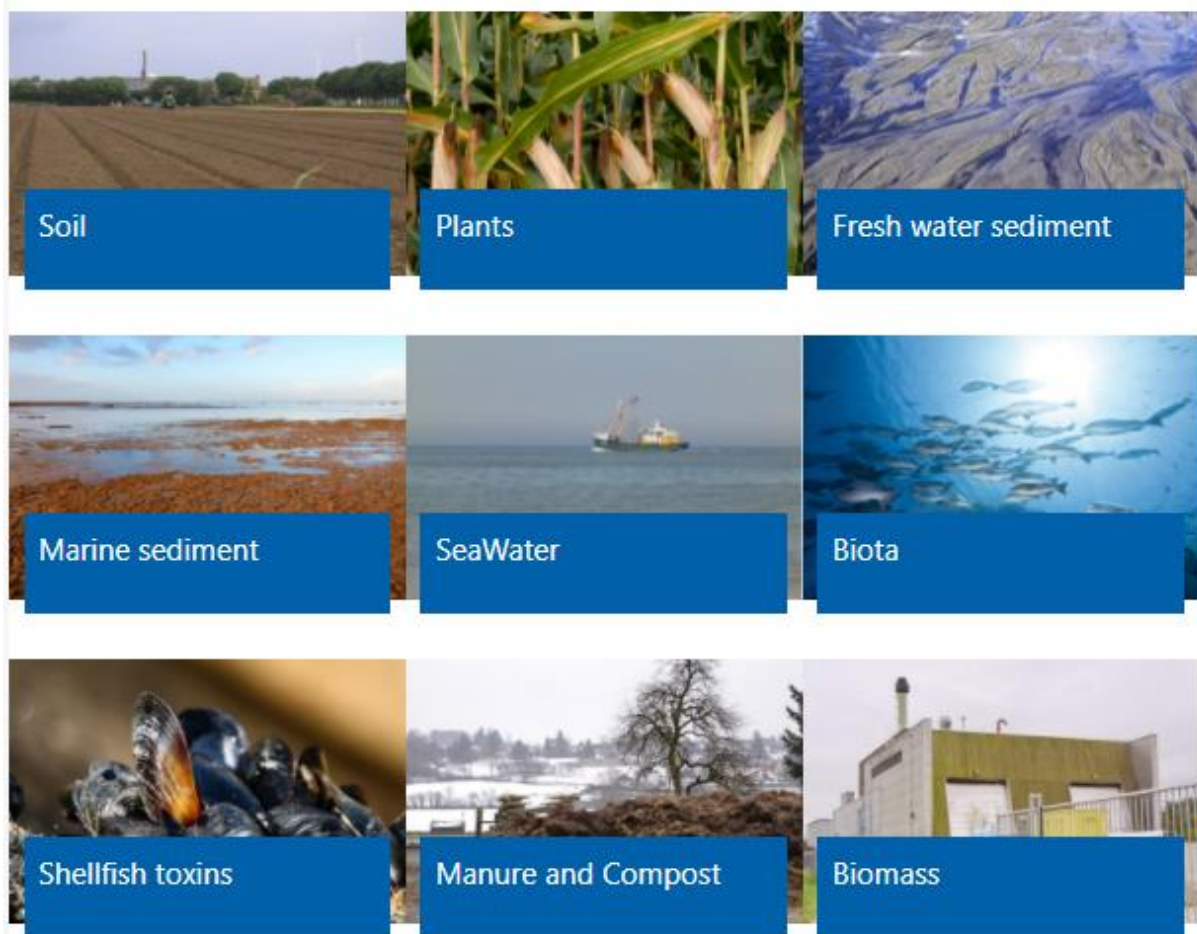
Select under menu Webshop, Reference material. Then choose a PT program. By moving over de description of a PT program, a sample description is shown.

Reference material

WEPAL-QUASIMEME is part of Wageningen University (reg.nr. 09215846) and offers samples from the proficiency test schemes as reference material. Reference materials can be used for method development or as reference samples for internal quality control. WEPAL-QUASIMEME does not allow the use of these reference materials for proficiency testing not organized by WEPAL-QUASIMEME.

The reference materials come with a certificate of analysis or summary statistics. These documents are based on results from the WEPAL-QUASIMEME proficiency testing programmes.

Please select a program for which you would like to receive reference materials.



3. Filter samples with a specific property

Go to the text boxes at the top.

Select a method group and the parameter that is critical in the sample you are looking for, and click the button 'APPLY FILTER'. If needed, use the lower and upper limit to narrow down your selection.

It is possible to add more selection criteria as shown below.

At the end of the process, you can choose between Quotation or Commit the order

Selection filter

| | | | |
|------------------------|-------------|-------------|--------------|
| Element | Lower limit | Upper limit | |
| C - elementary(g/kg) ▾ | 0 | 607.671 | APPLY FILTER |

| Methodgroup | Element | Lower limit | Upper limit | Action |
|-------------|-----------------------|-------------|-------------|--------|
| Real totals | Al (mg/kg) | 10 | 30 | |
| Real totals | C - elementary (g/kg) | 320 | 350 | |

Search in all samples for specific description:

| Sample Id | Description | Source | In stock | Latest period | Tariff (euro) | Size (g or ml) | Analytic certificate | Amount to order |
|-----------|-------------------|-------------|----------|---------------|---------------|----------------|----------------------------|----------------------|
| IPE:227 | Tangel / Ulvaceae | Netherlands | 31 | 2015.4 | € 76.00 | 20 | Data-sheet | <input type="text"/> |

Showing 1 to 1 of 1 entries

[BACK TO REFERENCE MATERIAL](#)

[ADD TO BASKET](#)

[CONTINUE](#)

To order a sample simply add the requested number in the last column 'Amount to order'..
 You finalize your choice by clicking the button 'ADD TO BASKET' at the end of the page.
 If you need more materials click the button 'BACK TO REFERENCE MATERIAL' to return to the opening window.

4. Filter samples by using keywords

If you are looking for a specific material, enter a keyword in the box ‘SEARCH IN ALL SAMPLES FOR SPECIFIC DESCRIPTION’ such as origin or material, i.e. wheat as in the example below.

Webshop - Reference material

Reference material / Plants

At the end of the process, you can choose between a quotation or place the order.

Selection filter

Element: C - elementary(g/kg) | Lower limit: 0 | Upper limit: 607.671 | APPLY FILTER

Search in all samples for specific description: wheat

| Sample Id | Description | Source | In stock | Latest period | Tariff (euro) | Size (g or ml) | Analytic certificate | Amount to order |
|-----------|--|-------------|----------|---------------|---------------|----------------|----------------------|-----------------|
| IPE:182 | wheat (grain) / Triticum vulgare | Netherlands | 30 | 2016.2 | € 76.00 | 20 | Data-sheet | 1 |
| IPE:568 | Summer Wheat (grain) / Triticum aestivum | Netherlands | 3 | 1997.2 | € 38.00 | 10 | Data-sheet | 1 |
| IPE:783 | Wheat (grain) / Triticum aestivum | Netherlands | 60 | 2010.2 | € 76.00 | 20 | Data-sheet | |

Showing 1 to 3 of 3 entries (filtered from 61 total entries)

BACK TO REFERENCE MATERIAL | ADD TO BASKET | CONTINUE

If there are no samples for sale that fulfil your wishes, the database is checked for samples with the selected requirements that are still in the PT programs and not for sale yet. You can order these samples on request.

You finalize your choice by clicking the button ‘ADD TO BASKET’ at the end of the page.

If samples with other requirements are needed, or samples from other programs click the button ‘BACK TO REFERENCE MATERIAL’ and repeat the selection.

5. Verify the sample analytical certificate

For each sample an analytical certificate is available. This can be viewed and download with the ‘Data-sheet’ button for selected samples.

6. Checkout order

After your selection is completed, you can check your order in the ‘Shopping basket’ in the left side menu of the Webshop.

You finish your order by clicking the ‘CONTINUE’ button. This leads to the next steps in the ordering procedure.



Samples for sale

| Sample Id | Description | Source | In stock | Latest period | Tariff (euro) | Analytic certificate | Amount to order |
|-----------|--|-------------|----------|---------------|---------------|----------------------|--------------------------------|
| IPE:182 | wheat (grain) / Triticum vulgare | Netherlands | 42 | 2016.2 | 67.51 | PRINT | <input type="text" value="1"/> |
| IPE:568 | Summer Wheat (grain) / Triticum aestivum | Netherlands | 13 | 1997.2 | 33.76 | PRINT | <input type="text" value="1"/> |

BACK

EMPTY BASKET

UPDATE BASKET

CONTINUE

7. Order process

If you are already a member, you can proceed with your login account.

For new registrations, you have to create an account at first with the button Create Account.

The order form has to be filled with your contact details. Check your delivery and optional your billing address. Click continue

Webshop - Shopping basket - Order



Delivery information

I am already a member

Do you already be a member? Please enter your login credentials. Your information will then be retrieved.

Username

Password

[FORGOT
PASSWORD](#)

[LOGIN](#)

[BACK](#)

New at Wepal/Quasimeme?

Is this your first time here? We will ask you to provide some information in order to make ordering as safe and easy as possible.

[CREATE ACCOUNT](#)

Fill in your account information.

Webshop - Shopping basket - Order



Delivery information

I am already a member

Do you already be a member? Please enter your login credentials. Your information will then be retrieved.

Username

Password

[FORGOT
PASSWORD](#)

[LOGIN](#)

New at Wepal/Quasimeme?

Is this your first time here? We will ask you to provide some information in order to make ordering as safe and easy as possible.

E-mail *

myname@gmail.com

Contact person *

John name

Name Organisation *

company name

Department

Address *

streetname

Postal Code

1122AB

City *

Wageningen

State

Dronten

Country *

Netherlands

Telephone

+31612345678

VAT/BTW number (required for EU)

[BACK](#)

[CONTINUE](#)

Fill in option financial account info if needed by uncheck this option

Webshop - Shopping basket - Order



Invoice address

Invoice address is same as delivery address for test materials

BACK

CONTINUE

8. Order confirmation

8.1 Check you order information

Before confirming the order, you have some options to choose.

- Send with mail is our default, unless you choose cooled samples, that are send with courier.
- Choose with courier if needed or choose your own courier (and fill in your courier reference).
- Phytosanitary certificate required (only for plant material)
- For outside EU, shipping with courier is preferred (incl. comm.invoice)



Confirm and order

Samples for sale

| Sample Id | Description | Source | Tariff (euro) | Size (g or ml) | Amount to order | Costs (excl. VAT) |
|-----------|--|-------------|---------------|----------------|-----------------|-------------------|
| IPE:182 | wheat (grain) / Triticum vulgare | Netherlands | € 76.00 | 20 | 1 | € 76.00 |
| IPE:568 | Summer Wheat (grain) / Triticum aestivum | Netherlands | € 38.00 | 10 | 1 | € 38.00 |

| | |
|----------------------------------|-----------------|
| Total reference materials: | € 114.00 |
| Shipping costs: | € 10.00 |
| Administration costs: | € 30.00 |
| Total amount (excl. VAT): | € 154.00 |

Shipment information

Shipping costs depends on your address and the weight of the order/ordered samples). Choose from the following options:

- Default shipment:
 - IPE: by post (€ 10.00)
- Send with courier:
 - IPE: by courier (€ 30.00)
- Send with your own courier (€ 0.00): Courier name:
- I need a Phytosanitary certificate (only for plant material) (€ 25.00)
- I need special courier documents for receiving this package (only outside Europe)

8.2 Check you account information

Check your Name and address. If you have a different invoice address, please fill in and check it here again.

Personal information

Delivery Address

| | | | |
|----------------------|------------------|------------------------|--------------|
| Email: | myname@gmail.com | Contact Person: | John name |
| Organisation: | company name | Department: | |
| Address: | streetname | Postal Code: | 1122AB |
| City: | Wageningen | State: | Dronten |
| Country: | Netherlands | Telephone: | +31612345678 |
| Vat: | | | |

Invoice Address

Same as delivery address

8.3 Download quotation of Confirm order

If we need a purchase order for invoice, you can first use the quotation option and download a quotation and send the quotation to wepalquasimeme@wur.nl or use the Submit button.

Order information

WEPAL-QUASIMEME is part of Wageningen University (reg.nr. 09215846). The General Terms and Conditions of Wageningen University & Research apply to all agreements: [General Terms and Conditions - WUR](#).

The samples will be dispatched as soon as possible. Samples shipped in frozen state (chlorophyll and crustacean toxins) will only be shipped on Monday or Tuesday. Samples will be accompanied by Material Safety Data Sheets and/or commercial invoices as required. When import permits are required, please provide us with these documents in advance. Track and trace information will be sent to you by e-mail. Certificates of analysis can be downloaded from the website. For more information, please visit our website www.wepal.nl

Purchase order number:

I confirm this order and agree with the terms and conditions

BACK

DOWNLOAD QUOTATION

CONFIRM ORDER

After confirming the order form, the order will be processed at the WEPAL-QUASIMEME office.