

# Wageningen Evaluating Programs For Analytical Laboratories



## WEPAL/QUASIMEME INSTRUCTION MANUAL Webshop (February 2022)

## 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

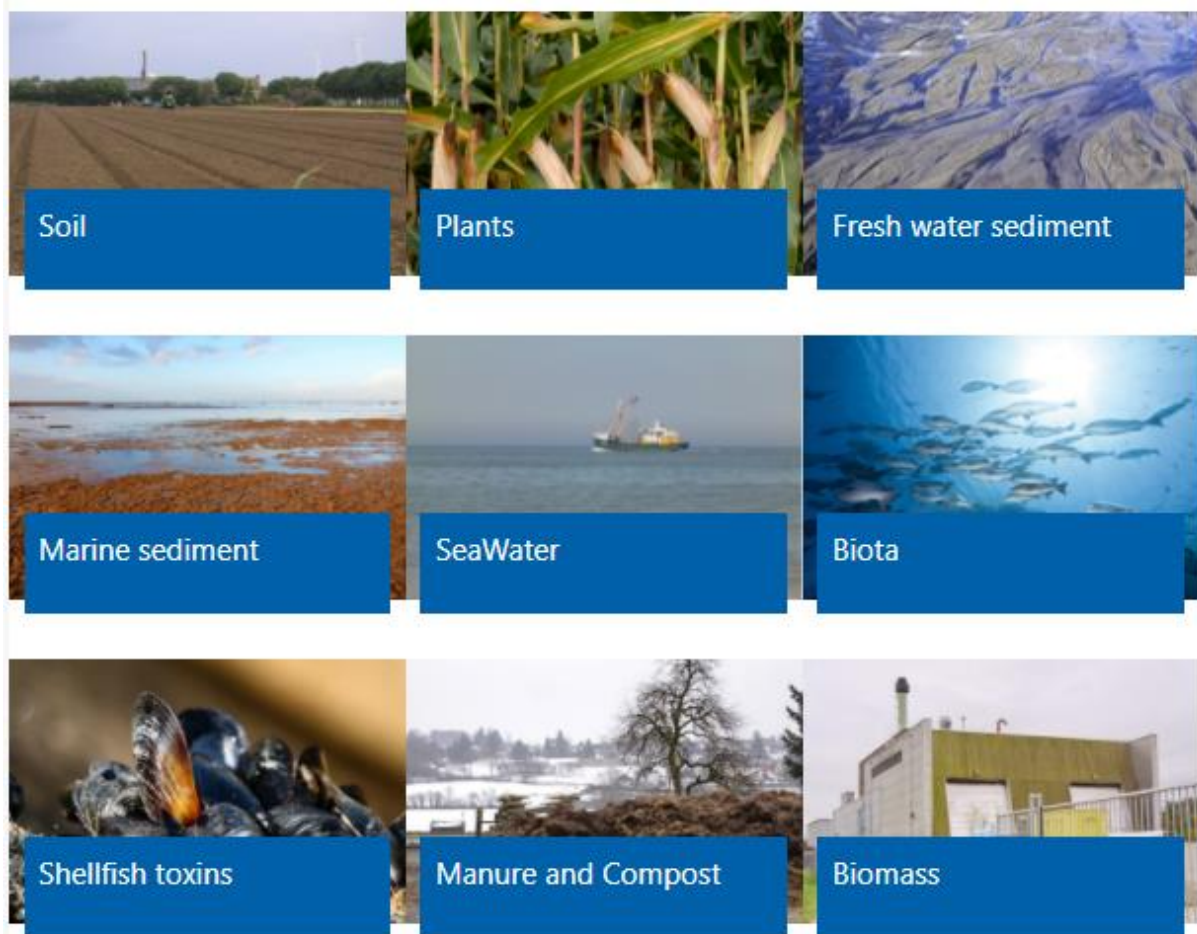
Select under menu Webshop, Reference material. Then choose a PT program. By moving over de description of a PT program, a sample description is shown.

## 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.

## Filter

Methodgroup


Real totals

Element

Lower limit

Upper limit

APPLY FILTER

Methodgroup	Element	Lower limit	Upper limit	Action
Real totals	Al (mg/kg)	10	30	
Real totals	C - elementary (g/kg)	330	350	

Search in all samples for specific description:

Sample Id	Description	Source	In stock	Latest period	Tariff (euro)	Analytic certificate	Amount to order
IPE:227	Tangel / Ulvaceae	Netherlands	64	2015.4	67.51	PRINT	<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.

The screenshot shows a webshop interface for 'Reference material'. At the top, there is a blue header with 'Webshop - Reference material' and a shopping cart icon with the number '1'. Below the header, the breadcrumb 'Reference material / Plants' is visible. A 'Filter' section contains dropdown menus for 'Methodgroup' and 'Element', and input fields for 'Lower limit' and 'Upper limit', with an 'APPLY FILTER' button. A search bar is highlighted with a red box, containing the text 'Search in all samples for specific description: wheat'. Below the search bar is a table with the following data:

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	
IPE:568	Summer Wheat (grain) / Triticum aestivum	Netherlands	13	1997.2	33.76	PRINT	
IPE:783	Wheat (grain) / Triticum aestivum	Netherlands	76	2010.2	67.51	PRINT	
IPE:962	Wheat (straw) / Triticum L.	Netherlands	6	1991.4	67.51	PRINT	

Below the table, it says 'Showing 1 to 4 of 4 entries (filtered from 103 total entries)'. At the bottom, there are three buttons: 'BACK TO REFERENCE MATERIAL', 'ADD TO BASKET', and '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.

### Webshop - Shopping basket

SHOPPING BASKET DELIVERY ADDRESS INVOICE ADDRESS CONFIRM ORDER COMPLETE

### 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	<input type="button" value="PRINT"/>	<input type="text" value="1"/>
IPE:568	Summer Wheat (grain) / Triticum aestivum	Netherlands	13	1997.2	33.76	<input type="button" value="PRINT"/>	<input type="text" value="1"/>

## 7. Order process

The order form has to be filled with your contact details.

If you have ordered before, you can fill in your username and password in the red rectangle login box.

Check your delivery and optional your billing address. Click continue

### Webshop - Shopping basket - Order



## Delivery information

### New at Wepal/Quasimeme

Please fill in your personal information.

E-mail \*

Contact person \*

Name Organisation \*

Department

Delivery address \*

Postal Code

City \*

State

Country \*

Telephone

VAT/BTW number (required for EU)

BACK

### Login for members

For existing members.

Username

Password

FORGOT  
PASSWORD

LOGIN

CONTINUE

## 8. Order confirmation

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. You can also choose with courier or choose your own courier.
- Phytosanitary certificate required (only for plant material)
- Courier document(s) required (only outside EU)
- Purchase order

The total price is an estimation and depends on the total number of samples and extra handling. More information can be found on the order form and disclaimer.

If needed you can ask for a quotation before you agree.

If you need a purchase order, please note this on the order form.

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