We welcome you to our new website. We know this is a new experience for you so we've included some helpful "tricks" to use the site:

- If you lose your password:
  - Go to account>forgotten password. Our site will email a new password to you. You may then login and personalize your password.
- If you have a few number of samples:
  - Click on the desired analysis
  - Fill in Available Options
  - o Enter sample # 1 Identification
  - Add 1 sample to cart
  - Add 2<sup>nd</sup> sample identification
  - Add 1 sample to cart .....etc.
- If you have a large number of samples for analysis:
  - Click on desired analysis
  - Fill in Available Options
  - Drag and drop or upload your spreadsheet to the Files Field (You may also upload any other pertinent documentation at this time such as; formulary or purchase orders).
    - \*Please note that the upload feature does not work with Windows XP Internet Explorer
    - 8. Send a copy of your spreadsheet to info@aminoacids.com
  - Then Add Quantity, let's say 100 to your cart.
- If you'd like a quote.
  - This is the quickest way to get a quote;
  - Load up your shopping cart with your order
  - Click on the cart and select View Cart
  - o Either print or control print screen for your order info
  - You may exit your account while your PO is being generated. The order will remain in your cart until you return.
  - If you'd like a more formal quote call or email Alyssa@aminoacids.com 651-489-8939.
- What paperwork should you send with you samples:
  - o After you've submitted your order you'll receive an order confirmation.
  - o Please print your order confirmation to include in your shipment
  - o Ship to:
  - o AminoAcids.com.
  - o c/o Frank N. Konstantinides
  - o 2840 Patton Road,
  - o Roseville, MN 55113-1100
  - 0 651-489-8939
- I made an error on my submission and need to correct it
  - Email <u>orders@aminoacids.com</u> include your order # and the date the order was created.
    Request that the order be deleted
  - o Re-do your submission with the corrected values.