

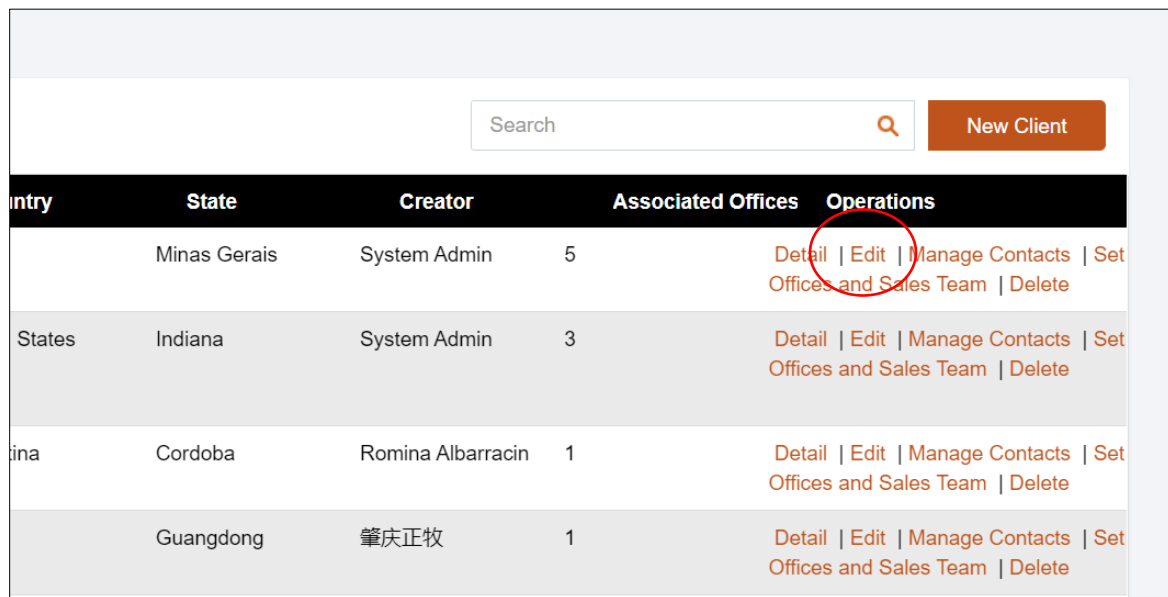
## Updates to Alltech 37+<sup>®</sup> test submissions for customers

New updates have been implemented on the Mycotoxin Management Portal to allow customers submit their own Alltech 37+ tests and obtain a submission ID\*. Working with the local Alltech sales team, managers of each US Alltech office will have the ability to permit individual customers to request their own Alltech 37+ test on their customer portal, this. This function is not default and every customer's portal account will be set to have NO Request a Test button unless the Alltech Office Manager or administrated account turns the option on for the customer.

The following IFUs show the necessary steps to allow customers to request an Alltech 37+ test.

### Turning on the Request a Test Option for Customers from the Administration Account

1. Log into your Mycotoxin Management Portal Account.
2. Click the Mange Clients button on the top orange ribbon.
3. Find the desired customer then click the Edit button under the Operations Column



Country	State	Creator	Associated Offices	Operations
	Minas Gerais	System Admin	5	Detail   Edit   Manage Contacts   Set Offices and Sales Team   Delete
States	Indiana	System Admin	3	Detail   Edit   Manage Contacts   Set Offices and Sales Team   Delete
ina	Cordoba	Romina Albarracin	1	Detail   Edit   Manage Contacts   Set Offices and Sales Team   Delete
	Guangdong	肇庆正牧	1	Detail   Edit   Manage Contacts   Set Offices and Sales Team   Delete

4. On the Edits page check the Allow Create Test Request box at the bottom of the page.

Customer Name: Maxagro

Country: Brazil

State: Minas Gerais

City: Ponte Nova

Address1: BR 120 estrada ponte nova a Viçosa

Address2:

Phone: 31998501716

Fax:

Zipcode: 354309770

Quota: 10

Quota Used: 11

Cust. Abbreviation: MAXA

☒ Allow Create Test Request

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5. On the Edits page you will also need to ensure the customer has an abbreviation code. (This is to ensure the lab knows what office and customer the sample is coming from.)

- a. Simply put an abbreviation in the Cust. Abbreviation box that is no more the 6 letters. ***This abbreviation must be unique to each individual customer.***

6. This updated sample submission system allows the Alltech office manager/administration account to allocate a specific number of Alltech 37+ tests to each individual customer. This should be agreed between the sales team and office manager.

If there is a permitted quota for the number of tests the customer is allowed to submit, this number can also be entered into the "quota box" on the edit page.

- a. The quota Used box will display the amount of the quota used and will notify the office, sales person, and client via email once 75% and 100% of the allowed quota is reached.

alltech-kmsp-accountsetup.azurewebsites.net/Client/Form/12004957

Logout

Customer Name	Country	State
Maxagro	Brazil	Minas Gerais
City	Address1	Address2
Ponte Nova	BR 120 estrada ponte nova a Viçosa	
Phone	Fax	Zipcode
31998501716		354309770
Quota	Quota Used	Cust. Abbreviation
10	6	MAXA

☒ Allow Create Test Request

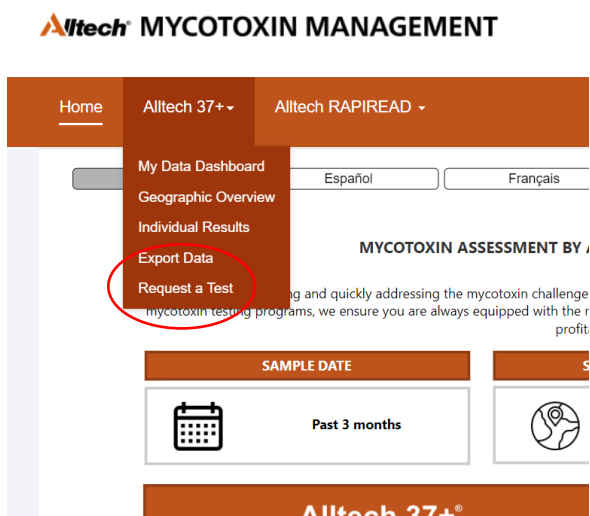
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## Submitting an Alltech 37+ test request as a customer

1. Log in to your Mycotoxin Management Portal Account. If customers do not have a portal account they will need to register for this on the knowmycotoxins.com site. Click [here](#) for more information on how customers sign up for a portal account.
2. Click the Alltech 37+ tab on the orange ribbon at the top of the page.
3. Then click Request a Test



4. Fill out the Test Request Submission Form completely.
  - a. The Sample Submission ID box will be auto filled once appropriate information is inputted.
5. Click Submit.
6. You will be directed to a new page where you can include further emails of people that need to be included on the results.
7. Download the PDF test\_request\_submission and follow the instructions for shipping on the PDF.
  - a. Ensure your Sample Submission ID is written on the sample bag and the PDF is included in the box.

***\*Currently only available to customers based in the USA***