### **ALS SOLUTIONS**



## Sample Submission Guide

#### 1. Log and submit your samples on ALS Solutions

- Complete a Solutions Work Order to send your testing instructions directly to our laboratory.
- You will receive a unique solutions ID (e.g., UKE2025000001)
   apply this to the front of your sample box.

#### 2. Label each sample container

- Number bottles clearly in the same sequence used in your portal submission (e.g., Sample 1, Sample 2, Sample 3).
- No lengthy details needed just ensure each bottle has a clear, unique identifier so we can match them to your order on arrival.

#### 3. Label your sample box

- Write or print the Solutions ID on the courier box (e.g., UKE2025000001). You can find this on the sample registration screen.
- Use our <u>pre-generated label template</u> to make the process quicker. This enables us to quickly match your order with your sample consignment upon arrival.

#### 4. Send your samples to ALS

 Use our dedicated temperature-controlled courier service or one of our <u>convenient free drop-off locations</u> to send your samples securely.

#### 5. Receive your confirmation receipt

- ALS will match your order and register your samples.
- You will receive a confirmation receipt shortly after arrival confirming testing and sample details.







# Enquiries Waters Customer Services 02476 421 213 Solutions.UKEnviro@ALSGlobal.com