

This Navigation guide is for <u>existing registered contacts in the regulatory notification system</u>. If you are not a registered contact, you have the following 2 options to have a profile created in the regulatory notification system:

- Request an already registered contact from your site to create your new profile, following the navigation guide "Navigating the My Regulatory Notifications tool" <u>"Creating New</u> <u>Regulatory Contacts"</u>
- Contact your Beckman Coulter representative with the information described in this
  navigation guide "Navigating the My Regulatory Notifications tool" <u>Creating New</u>
  <u>Regulatory Contacts</u>" and request to be added as a regulatory contact.

To access the Regulatory Notification Customer Portal's dashboards and see all the regulatory notification sent to your registered email address or update your profile, you must have a Beckman Coulter website login account, which must be associated with the same email address registered in the regulatory notification system's profile.

You can be registered in the regulatory notification system (i.e. receive notifications) without having a Beckman Coulter website account. In this scenario, you will receive and be able to acknowledge any regulatory notifications that affect your opted-in sites; however, you will not be able to access the Regulatory Notification Customer Portal dashboard to see all your notifications in one place and/or make updates to your profile.

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#### 1. MANAGE REGULATORY NOTIFICATIONS IN THE CUSTOMER PORTAL

This section covers the steps for reviewing and acknowledging regulatory notifications that have been sent to the logged in email address.

- 1.1. Any notification awaiting a response for any of the customer accounts in your profile will be listed under NOTIFICATIONS tab.
  - Click the "+" symbol to open the list of notifications received from each customer number account

BECKMAN		PROFILE	CONTACTS		Logout
Notificat	ions				
Customer	Number 2	् ् Customer Name		$\Rightarrow \bigcirc$ Status to receive Notifications	\$ Q
+ 💻 🚳		VI STREET, ADMINISTRETON	All Products	Active	
+		040,71403,0640,402	All Products	Active	
				Total 2 Records	< 1 > 10 / page >

#### 1.2. Click on **View** for more details for each notification.

<b>B</b> CO	ECKMAN ULTER	NOTIFICATIONS	PROFILE	CONTACTS							Logout
No	tifications										
	Customer Number	Q Customer Name			\$ Q	Disciplines		\$\\$ Q Status to receive Notifications \$\\$ \$\\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			\$ Q.
Θ	-		11470346.4048	Children		All Products			Active		
	Status	🌲 🤗 🔰 FA Number	<b>\$</b> Q	Received (GMT)	\$ Q	Acknowledged By	\$ Q	Discarded Qty	<b>\$</b> Q	Acknowledged (GMT)	•
	Open	135798		2/18/2025, 7:25:27 PM						View	
	Acknowledged	135797		2/13/2025, 4:54:56 PM		Tes Dubereact				2/13/2025, 7:17:28 PM	
	Acknowledged	02132025ab		2/13/2025, 3:11:29 PM	, 3:11:29 PM Tes Dubereact			2/14/2025, 11:24:41 AM			
	Open	135796		2/13/2025, 2:51:01 PM						View	

1.3. From here, click the link and download the notification letter as well as any other attachments.



S	BECKMAN OULTER	NOTIFICATIONS	PROFILE	CONTACTS				
Becl Please 2 CC VV VV VV	Imman Coulter is initiating a product. Download Sample Document Leaf Download Sample Document 2 of Download Sample Document 2 of have read and understood the information have read and understood the information de on thave this product. I have re coord as part of our Laboratory Quality uantity of products discarded Submit 3	notice FA135798. By clicking Submit, you of the second sector of the sector of	will receive a confirmation email of In Coulter Notification: All relevant p tatory Quality System documentation In the accompanying Beckman Cou	your acknowledgement: ersonnel have been informed of n	its ed this			
P	RODUCI	TYPE	LOI	SERIAL	INSTANCE	QUANTITY	SHIPPED	INSTALLED
В	52699	Automated IA	125640			10	3/7/2022	
P	RODUCT	TYPE	LOT	SERIAL	INSTANCE	QUANTITY	SHIPPED	INSTALLED
в	52699	Automated IA	125672			5	3/14/2022	
Р	RODUCT	TYPE	LOT	SERIAL	INSTANCE	QUANTITY	SHIPPED	INSTALLED

Note: You will find the site(s) for which you are registered to respond to the regulatory notification (section 4 in the image above).

1.4. After you click "Submit", you will be taken to the screen that confirms that the regulatory notification has been successfully acknowledged. This submission will acknowledge all the sites for which you are opted-in for the customer account number.

	NOTIFIC O	You have successfully acknowledged the notice								
Number FA-4567	Acknowledged (GMT) 2/23/2022	Acknowledged By Nadia Bianchi								
Message Beckman Coulter is initiating a product notice FA-4567.										
Dear Nadia Bianchi										
Please take the actions listed b	elow. Click the Download and Respond Now link t	0								
<ol> <li>Download and view the new 2. Download and view the Register of the second second</li></ol>	otice (PDF). eplacement Order Form (if applicable). aking your selections and selecting Submit.									
Download and Respond Now										
Alternatively, you may complet response form.	e the response form and return it to Beckman Co	liter by Postal Mail OR via e-mail to the email address listed in the								
Attachments										
sample (1).pdf sample (2).pdf										

Note: You will also receive an e-mail containing the confirmation of acknowledgment:



Acknowledgment Confirmation Intex x	Ŷ	ē	Ø
productregulatorynotification@beckman.com Eeb 23, 2022, 1/43 PM (2 days ago) to me +	☆	*	:
Dear Nadia Blanchi			
This email confirms your acknowledgement of product notice FA-2236.			
Please log in here to see full details of the notice.			

1.5. You will then be taken back to the page with the acknowledgment details already displayed. From here, you can go to review other "Notifications" for any customer account you are a registered contact for, or your regulatory contact "Profile" or contacts you have registered.

	NOTIFICATIONS	PROFILE	CONTACTS								
Number FA-135798	<b>Acknowle</b> 2/19/2025	dged (GMT)	Acknowledged By Gina Garcia								
Message Beckman Coulter is initiating a product notice FA-135798.											
Dear Gina Garcia											
Please take the actions listed b	elow. Click the Download and Respond N	low link to									
<ol> <li>Download and view the no</li> <li>Download and view the Re</li> <li>Please acknowledge by m</li> </ol>	otice (PDF). eplacement Order Form (if applicable). aking your selections and selecting Subr	nit.									
Download and Respond Now											
Alternatively, you may complete	e the response form and return it to Beck	man Coulter by Postal Mail OR vi	a e-mail to the email address listed in the response form.								
Attachments	PDF										

- If you click "Notifications", you will then be taken back to Notification list page. If there are more open notifications (i.e., not acknowledged) you may keep responding for those regulatory notifications. When all are answered for, no further notifications will show the button "View".
- You will also view your acknowledged notifications for your customer accounts and the specific site(s) that were acknowledged. Hover with the mouse cursor over Regulatory Notifications and click on the one you wish to view.

-	2980			11.000	and advancements	All Products					Active	
	Status	\$ Q.	FA Number	\$ 9,	Received (GMT)	\$ 9,	Acknowledged By	\$ Q	Discarded Qty	\$ 9,	Site_Number	Acknowledged (GMT)
	Advnowledged		07072025_2		7/7/2025, 5:56:46 PM		Indexe lade spectrum.					7/8/2025 11:40
	Acknowledged		07072025_2		7/7/2025, 5:56:46 PM		10x10011101		200		10000, 2000, 210, 275, 201	7/8/2025 11:42
	Open		01298347		7/7/2025, 2:53:45 PM							View
	Open		07072025		7/7/2025, 9:34:38 AM							View
	Open		10290192		7/3/2025, 7:57:27 PM							View
	Open		07032025		7/3/2025, 1:44:58 PM							View
	Acknowledged		71251		7/1/2025, 2:15:23 PM		Interest Code Interested				1716	7/1/2025 18:24
	Acknowledged		71251		7/1/2025, 2:15:23 PM		Chalana Tamaté Ulina		2		10000, 40000	7/1/2025 18:25
	Acknowledged		012983		7/1/2025, 11:23:42 AM		11.146					7/1/2025 15:43
	Acknowledged		06272025		6/27/2025, 5:56:48 PM		10.04					7/1/2025 07:42



### 2. MANAGE YOUR EXISTING PROFILE

This section covers the steps for updating an existing profile in the customer portal.

Click "Profile" to review and update your contact information. There are 2 sections that can be viewed and edited:

- The Contact details and
- Customer Accounts associated with your profile

	NOTIFICATIONS	PROFILE	CONTACTS				Logout
Cine Carcle	Contact Details					Cancel	Save
First Name		Preferred Contact *		Mailing Address		State/Province	
		Email	v	Add Text		Select	
Last Name *		Email *		Floor, Suite, etc		Country	
				Add Text		United States of America	~
Job Title/Position (Optional)		Phone		City		Zip Code/Postal Code	
FA GPO		Add Text		Add Text		Add Text	
Status:	Active Customer Accounts a	Fax Add Text and related opted-in sites					
Customer Number	‡ ্ Custome	er Name	\$ Q	Status 🌲 🤤	Product Type		\$ Q.
2990	U S VETE	RANS ADMINISTRATION		Active	All Products		
						Total 1 Record < 1	> 10 / page $\vee$

- 2.1. In the contact details section, click "Update Profile":
  - The following fields can be updated:
    - First and Last Name
    - Job Title
    - Preferred contact method
    - Email\*\*
    - Phone
    - Fax
    - Mailing address fields
    - Status

\*\* (1) If the email address is updated and this does not match the email address associated with the Beckman Couter website account, you will not be able to access the Regulatory Notification Customer Portal's dashboards and see all the regulatory notification sent to your registered email address or update your profile. This alert will be displayed:



•	By changing your email, this profile will not match your web account and may cause issues logging in and access to historical records
	Cancel Proceed with Email Change

\*\* (2) If the email address being updated is already registered, you will not be able to use that email. The system enforces unique email addresses for profiles.

- Once updates are made, click "Save".
- 2.2. In the customer accounts section:
  - <u>For updates to existing customer accounts</u>, click on the account number to be view/updated:
    - You can update the opted-in sites (i.e., adding, removing, or changing the existing ones). <u>There must be at least one opted-in site selected</u>.
    - You can update the "Product Type" to specify the products for which you will receive notifications for this customer account. This is defaulted to "All Products".
    - If you are no longer a contact for that customer account number, you can inactivate it so that you no longer receive notifications alerts for this customer account.

-	Click	"Save".
	0	

Edit Customer for Garcia , Gina													$\times$
Customer													
Product Type All Products ×												× [ ·	~
							1	Status for recei	ving notifica	tions alerts for	this customer:	Active	
Sites								* Select all ti	ne sites for v	which you are	e registering to	receive notificati	ions
Number	\$ O,	Address	\$ Q.	City	\$ Q	Zip	\$ 0	State	\$ Q	Country	\$ Q	Opt-In	
												0	
												0	
				-		-				-		0	

For adding new customer accounts to the profile, click on the Add Customer

You must have the EBS (Oracle E-Business Suite) customer account number AND at least one site number associated with that customer account number, so that the information is authenticated, and then the system allows you to add the new customer account number to the profile.

• Enter the Customer account number AND associated site number

icon<sup>.</sup>



Add Customer for		×
Customer	Site Number	
100	0	<u>ं</u> २
		Save

- Then click search
- If the combination of customer number + site number is not correct (i.e., the site does not match with customer number), the system will prompt the error below. You must obtain the correct combination to be able to proceed.



Once the correct combination is used, the system will display the list of <u>all</u> sites associated with the customer account number and you can opt-in for all the sites for which the contact should receive notifications. <u>At least one site</u> <u>must be opted-in (selected)</u>.

Note: The available filters for each column can be used to search for specific site number, addresses etc.

 Select the "Product Type" to specify the products for which you will receive notifications for this customer account. This is defaulted to "All Products".

Add Customer for Customer													
Part 1 7													•
All Products ×												×	~
							St	atus for recei	iving notifica	tions alerts for	this customer:	Active	
Sites								Select all t	he sites for v	which you are	registering to	receive notifica	ation
Number	\$ 0.	Address	\$ Q,	City	\$ Q.	Zip	\$ Q	State	\$ Q.	Country	\$ Q.	Opt-In	1
								100					
						-							
												0	
												0.	

Click "Save".

#### 3. CREATING NEW REGULATORY CONTACTS

This section covers the steps for creating new regulatory contacts from an existing profile in the Customer portal.

You can only create new contacts for customer accounts for which you are an existing registered contact. Select Contacts tab and click "Add Contact" button:



NOTIFICATIONS	PROFILE	CONTACTS	Logout
			Aud Contacs

- 3.1. Add the new contact information:
  - First and Last Name
  - Job Title
  - Status Defaulted to Active
  - Preferred Contact method (depending on the selection, other fields are required)
  - Email\*\*
  - Phone
  - Fax
  - Mailing Address/Floor, Suite etc.
  - City
  - State/Providence
  - Country
  - Zip code

Required fields indicate with \* must be entered; otherwise, an error message will be displayed.

\*\* If the email address being entered is already registered, you will not be able to use that email. The system enforces unique email addresses for profiles.

3.2. Click "Next" to select the customer account for which the new contact is being created:

st Name	Preferred Contact *	Mailing Address	State/Province	
andra TEST	Email	Add Text		
t Name *	Email*	Eloor Suite etc.	Country	
EST	1234@gamail.com	Add Text	Select	
Title/Position (Optional)	Phone	City	ZIP	
itle	Add Text	Add Text	Add Text	
	Eav			
Status: Active 🧰	Add Toxt			

3.3. From the drop down, select a customer account for which the new contact is being created. This will prompt the list of sites associated to the customer account so that you can opt-in the contact for the applicable site(s).

Add Customer for TEST , Sandra TEST	Cancel	8VE
1		9
Test - Context - Long		
		- 11



- 3.4. Then select the "Product Type" ((one or multiple must be selected) Defaulted to All Disciplines.
- 3.5. Select all the applicable Opt-in site(s) for which the contact shall receive notification for acknowledgement.
- 3.6. Once all the information is entered, click "Save".

istomer										
oduct Type										
All Products ×	1									×
							State	us for receiving notifications ale	rts for this customer:	Active
tes							*Se	lect all the sites for which ye	u are registering to re	ceive notifica
Number	\$ 9.	Address	\$ Q	City	\$ Q	Zip	\$ 9. State	Country	\$ Q .	Opt-In
		ATT 00001.2 TO 1 TO				1000				
		440.1491.0				-				0
		10.000 00		10007023						0
		the contract, and		1007-000		-				0
		- 477054412-08		10000000000			-	-		0
		No. of These Land		HINGS CLA						
		an other as				-	-			.0
101		****		100-1000-000		-				0
-		10011-01212		1000		-		-		0
10586		41 CASTLE POINT RD		WAPPINGERS FALLS		12590-7004	NY	US		0

3.7. A notification that the contact was successfully created will show up.

	NOTIFICATIONS PRO	0	Contact successfully created.	1		Logout
						Edit
Name	Status: Active	Job Title/Position		Preferred Contact Email	Email thisisatest@gmail.com	
Phone	Fax	Created On (GMT) 2/24/2025		Modified On (GMT) 2/24/2025	Modified By	
Mailing Address						
Customer Accounts						Add Customer
Customer Number	© 🤗 Customer Name		🗘 🔍 Status	Product Type		
					Total 1 Reco	id < 1 > 107page ⊻

3.8. Contacts created under a profile, can be edited under the CONTACTS menu by following the steps in section 2 "MANAGE YOUR EXISTING PROFILE".