

REGISTRATION PROCESS FOR THE PROFICIENCY TESTING SCHEME AGLAE 2025

Case 1: your laboratory has only one delivery site (« one-site » member)

If you have participated in 2024, you are going to receive a suggestion of quote based on your 2024 participation (including **all the tests** for each programme).

Remember to check the new tests.

Does the suggested quote include the programmes you need?

⇒ Just return your purchase order or 2024 signed and stamped quote.

We are going to confirm your registration.

If you wish to modify the suggested quote or have not participated in 2024:

1. For a quote including **all the tests** of programmes ⇒ Connect to your member area on www.association-aglae.fr (with TOTAL access)
 - Process with any necessary updates
 - Carry on until the **green message** specifying that the **representative of your lab is going to receive a quote by email within 24h***
2. For a quote for **tests as units**: fill in the form “**Request for proficiency tests as separate units**” (contact us if it is not available from your member area) and email it back to us. We will issue the corresponding quote.
⇒ Email your purchase order or signed quote back.
We are going to confirm your registration.

Case 2: your laboratory has several delivery sites and carries out one joint registration for its sites, with only one invoice (« multisite » member)

Before starting your quote request, please inform us about any addition or removal of laboratories: contact@association-aglae.fr

How to get a quote?

1. Quote for **all the tests** of programmes: each secondary site selects the programmes.
Once all the labs have selected the programmes, the **representative of the main site** validates the joint registration's request via the member area. He/she receives the global quote by email within 24 hours.
Note that the main site can also select the programmes of its secondary sites.
2. Quote for one or some tests out of a programme via the form “**Request for proficiency tests as separate units**” (contact us if not available from your member area) and emails it back to us. We will issue the corresponding global quote and send it to the representative of the main site.
⇒ Email your purchase order or signed quote back.
We are going to confirm your registration.



For on-line registrations: your entry is saved at each screen. You can carry on your quote request at a later stage and modify it until AGLAE has not registered your lab. **Click on AGLAE's logo to return to the home page.**

* If the message specifies « **Continue your quotation request** » this means **your process is not finished**.
Carry on until you read the message mentioning the quote is going to be sent.

Registration schedule

- Beginning of the registrations: as soon as possible, even if for administrative reasons you can only send your purchase order at the beginning of 2025.
- End of the registrations: your registration must be entered and validated **by Wednesday, 27th of November 2024 at the latest** to be able to participate in the first tests (dispatch periods in the catalogues).
- Upon receipt of your purchase order or of your signed quote: AGLAE will update your registration and will send **by mail** two messages:

① **To the representative of your laboratory:**
Registration certificate

② **To the representative of your laboratory and supervisors of the tests:**
Customized schedule for the tests

- Your registration is then effective.
- From the beginning of January, the accounting contact of your lab, or if any the representative, will receive the invoice.

Wishing you a fine registration! We are available for any question.