



# WELCOME BOOKLET ASTA

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WELCOME TO BIPEA

Welcome to BIPEA! This booklet will provide you with some practical information regarding your participation in BIPEA Proficiency tests.

Our sales department remains at your disposal for any further information:

[sales@bipea.org](mailto:sales@bipea.org)  
+33 1 40 05 26 30  
[www.bipea.org](http://www.bipea.org)

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## REGISTRATION IN BIPEA PROFICIENCY TESTS

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Once your registration is validated by the BIPEA sales department, you will receive an email confirming your registration with the following information:

- **Your Member Code and Passwords** giving you access to the member area:
  - MEMBER code,
  - **INPUT** password,
  - **VALIDATION** password.
  
- Links regarding important documents for your PT participation:
  - « Welcome booklet » (this document)
  - « Member area » booklet
  - «Focus on the interlaboratory comparisons report », booklet
  - « Connexion to the forms » booklet

This email is sent to the « PT manager » that you mentioned when you proceeded to your registration.

### 1. Codes and passwords

4 codes and passwords are necessary to your participation in BIPEA PT programs:

- **MEMBER CODE (or laboratory code)**: this 5-digit code allows us to identify your organization during our correspondence.
- **INPUT PASSWORD**: this code allows you to ENTER and SAVE your results. You can modify it on your Member Area / MY ACCOUNT section (by default it remains unchanged),
- **VALIDATION PASSWORD**: this code allows you ENTER, SAVE AND **VALIDATE** your results. You can modify on your Member Area / MY ACCOUNT section (by default it remains unchanged),
- **EDITION CODE**: this code allows you to identify your results in the Inter Laboratory Comparison Reports (RCIL). This code is modified by BIPEA at the beginning of each annual series in August in order to guarantee confidentiality and anonymity. You can obtain it directly from your Member Area / MY ACCOUNT section.

### 2. Your MEMBER AREA

The BIPEA's member area allows you to:

- Check your personal details,
- Obtain your edition codes,
- Edit your documents (order confirmation, diploma and certificate of participation)
- Download your result forms,
- Input, validate and submit your results to BIPEA,
- Export your results and edit your complete and individual PT reports,
- Generate PT schedules,
- Check ERM stock...

You can access the BIPEA member area at the following address: <https://extranet.bipea.org>

Please log into your member area using the passwords and member code sent by email.

### 3. Important documents, read carefully

The registration confirmation email and the member area contain links to documents that are useful for your participation:

- Welcome booklet (current document)
- « Member area » Booklet
- « Focus on the reports » Booklet
- « Connexion to the forms » Booklet
- Standard terms and conditions

Please read them carefully.

## PARTICIPATION IN YOUR FIRST BIPEA PROFICIENCY TEST

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### 1. Samples reception

You will receive very soon your first sample, which will be shipped by an express carrier (Chronopost, UPS or DHL). Parcels are shipped to the attention of the “Samples Recipient” who is the person you have indicated in the registration form. The “Samples recipient” will also receive the tracking information by email. This email is sent by the express carrier.

Please make sure to inform your reception desk that you expect our delivery. Indeed, the parcel containing the sample should be transferred to you as soon as it arrives, **as the samples are sent without any accompanying document**. In order to find out the requested analysis, you must connect on your member area.

BIPEA Samples are shipped according to a schedule, available in your member area. You can also contact our Sales Department (sales@bipea.org) to receive it.

### 2. Analyses to be performed

**BIPEA' samples are sent without any document detailing analyses to be carried out.**

Upon receipt, we invite you to download the results form available on your Member Area (<https://extranet.bipea.org>) which contains the list of parameters to be performed.

It's essential for the person in charge of the analysis to access the answer form. Indeed, this form does not only display the list of parameters but contains other instructions such as samples preparation, if requested. Therefore, please connect before starting the analysis.

Moreover, in order to ensure traceability of shipment and analysis, it is mandatory to keep the identification number of the sample you analyse. Indeed this identification number is requested when you fill in your test results on the answer form. This way, we recreate the same conditions of analysis as during your routine analysis, when your customer sends a sample for analysis and requests to ensure traceability of its results. Without the identification number, your test results will be reported in our PT report as “Not valid due to incoherence in traceability”.

We also advise to not discard the packaging before having validated your online form.

### 3. Input, validation and submission of the results

Input, validation and submission of the results is done directly from the member area, using the codes and passwords received by email, during your registration.

**Two steps are essential:**

- **INPUT AND SAVE of the results,**
- **VALIDATION AND SUBMISSION of the results.**

We decide to set up 2 passwords:

- « INPUT PASSWORD » may be given to a technician to pre-fill the online forms,
- « VALIDATION PASSWORD » allows to validate the recorded results by a PT manager for example.

We have set up this system to simulate the actions regularly performed in the laboratory, where the analysis reports are signed by the laboratory manager.

The use of the "PASSWORD VALIDATION" corresponds to the signature of your results sent to BIPEA.

The results must be returned to BIPEA only via the online forms available on your Member Area, before the deadline. After this date, the forms are no longer accessible and can no longer be submitted. We have established this rule because we believe that the measurement of laboratory performance by BIPEA should also take into account the laboratory's ability to generate a result within a deadline.

Our application does not allow to keep the history of your forms on your Member Area. However when you submit your results form, an email is sent to the laboratory manager, confirming the transmission of the form.

*A complementary booklet entitled "Connexion to the forms" is available. Read it carefully!*

### 4. Interlaboratory comparisons reports

The interlaboratory comparison report is sent in PDF format by email to the PT Manager.

The results of your analyses are identified in the tables using the EDITION CODE (4-digit code). Please note that the edition code changes every year, ie during the month of August of each year.

Our interlaboratory comparison reports also publish the results of the other participants, while ensuring anonymity through this coding system.

*The booklet "Focus on the Interlaboratory Comparison Reports" will help you to understand our reports. Read it carefully!*

## CONNECTION TO THE ONLINE FORMS

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### STEP BY STEP INSTRUCTIONS



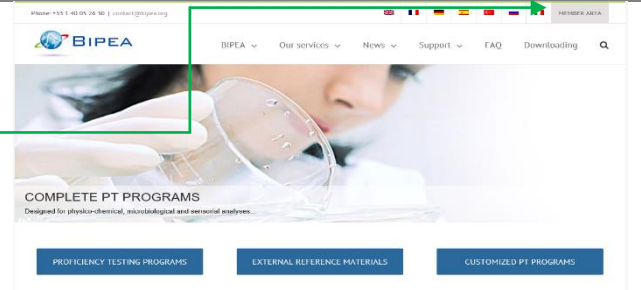
# CONNECTION TO THE ONLINE FORMS

## DETAILED PROCEDURE AND ADVICE

### STEP N°1 : LOG INTO YOUR MEMBER AREA

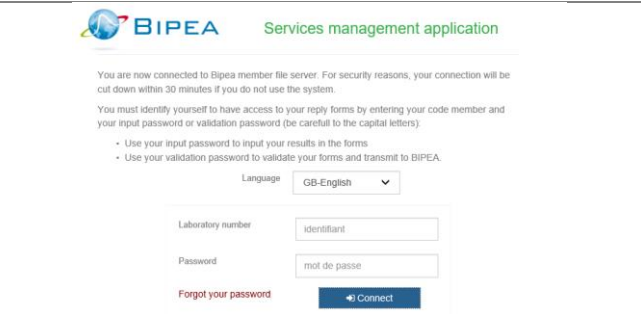
To access to BIPEA member area, you can:

- Connect to BIPEA website [www.bipea.org](http://www.bipea.org) and click on MEMBER AREA:
- OR
- Use the direct web address of the MEMBER AREA: <https://extranet.bipea.org>



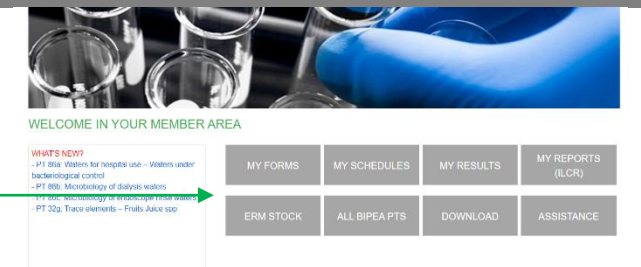
### ENTER YOUR LOGIN ID:

- Laboratory number : XXXXX (5 digits)
- INPUT password (IN CAPITAL LETTERS) Please respect the capital letters
- Connect



### STEP N°2 : ACCESS TO MY FORMS SECTION

To access to the forms list, click on MY FORMS button.



### LIST OF AVAILABLE FORMS:

- Information about the PT program (name, matrix, deadline...)
- To open the form, click on ACCESS TO THE FORM
- Status of the forms
  - **FREE**: no result saved
  - **IN PROGRESS**: results saved but not transmitted to Bipea
  - **TRANSMITTED**: results well transmitted to Bipea

BIPEA LABORATORY								
PT Scheme #	PT Scheme name	Test		Code	Sample Product	Answer before	Form	
		Test #	Month Year				Status	Access to the form
01	Common wheat	505	4 / 2019	89-0101	Common wheat	30/04/2019	In progress	>
02	Flour: physico-chemical analyses and alveograph	507	4 / 2019	142-0102	Flour	30/04/2019	In progress	>
06	Durum wheat	505	4 / 2019	152-0106	Durum wheat	30/04/2019	In progress	>
09	Moisture determination in grains	505	4 / 2019	107-0109	Common wheat	30/04/2019	Transmitted	>

**STEP N°3 : INPUT AND VALIDATION OF YOUR RESULTS**

1. INPUT YOUR RESULTS
2. Then 2 options:  
Click on **SAVE MY RESULTS OR SAVE AND TRANSMIT MY RESULTS TO BIPEA**

**SAVE MY RESULTS (for further transfer)**

A single backup enables you to save your results without transfer to BIPEA



OR

**SAVE AND TRANSMIT MY RESULTS TO BIPEA**

After a backup, you have to validate your results in order to transfer your data to BIPEA

3. Enter the **VALIDATION PASSWORD**
4. A transmission number appears at the top of the page
5. An email including a pdf with your results, is sent to the PT manager

**ADVICE FOR THE INPUT OF YOUR RESULTS IN THE FORM**

SAMPLE NUMBER	Only the last four digits.
SAMPLE ARRIVED ON :	<b>BE CAREFUL</b> of the format: 2004/05/20 - yyyy/mm/dd Other formats give an error message.
ANALYSIS METHOD	<b>If several methods are available for one criterion, you must choose one.</b> If your method is not listed, you will find the field "other methods" (z). If it is not, the application will send you back an error message when saving.
 COMMA OR DECIMAL POINT	<b>BE CAREFUL:</b> The comma (or decimal point) <b>must</b> be entered if your result includes one.  : The square case does not replace the comma. The square case only states the required number of significant figures after the comma for the criteria. Enter the rounded result, otherwise the result is truncated.
FULL NAME (for bipea)	Don't forget to enter your name as a <b>VALIDATION OPERATOR</b> .
CERTIFICATE OF TRANSMISSION	A transaction number will appear at the top of the form. This is a proof of a good transmission of your forms.

## V. CONTACT

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