NOTE: This guide can be useful for both the user of the Negotiator service and for the biobankers responsible for the negotiation process.

The <u>Negotiator</u> is a service provided by BBMRI-ERIC researchers can use to request samples from participating BioBanks. The main advantages are a simplified and clarified sample negotiation process, and the ability to request samples from multiple biobanks at once.

Upon visiting the negotiator homepage the user is greeted with this screen. To request samples a user must first login. To do that, click on the most upper right button.

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		BBMRI Negotiator								News	Help	Login/Regist	ter	
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							News							
		BBMRI-ERIC introduced status tracking of requests in the Negotilator 2.0. This means requests can be categorised       16.12.2020         based on their status, such as "Under review" or "shipped". It allows communication to be streamlined and requests to       16.12.2020         be tracked more easily.       We are now releasing a minor usability update in Negotilator 2.1, which should help you with using these features. The whole negotilator not has 3 tabs available:												
		Request Status Rec	quest-wide chat	1:1 chat 201										
		Please indicate your into	terest on behalf of the folio	wing biobanks/colle	ections (clicking on the b	biobank opens the colle	ction list):	Sort by Status   Sort by Biot	barrik					
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		You can interact a biobanker, or s	t with the request selecting which to the third tab is th	t status in the biobanks you	e first tab (e.g., want to continu	indicating avail ue with as a rec	ability of material/d quester). The secon	ata, providing MTA/DTA nd tab is the request-wid	las de					

This will take you to the login page where you can login using your affiliated institution, Orcid or LifeScience Hostel account. Note: if you are not affiliated with any of the listed institutions then please login using the "Orcid" or "Science Hostel" or try to add your institution.

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Choose how	to log in		
You can log in us	ing your institutional account or another account you h	ave on the web.	
Type name of yo	our organization		
	or		
	Log in with your ORCID account		
D ORCID			
	or		
	Log in with the LifeScience Hostel		
LifeScience Hoste			
	If you do not have an account, register here		
IRI-ERIC BBMRI-ERIC, Copyright © E	Neue Stiftingtalstrasse 2/B/6, 8010 Graz, Austria +4 3BMRI-ERIC 2021	43 316 34 99 17-0 contact@bbmri-eric.eu	Section and the section and th

1. Register with LifeScience Hostel

BBMRI-ERIC <sup>®</sup> gateway for health
Select your identity provider
LifeScience Hostel
or
your institutional account
Type the name of your institution
AAF Virtual Home
Aalborg University
Aalto University
Aarhus School of Marine and Technical Engineering
Aarhus University

a. If you still cannot find your institution even in the step (b), you can click



This will allow you to create an account in so called "LifeScience Hostel", which can be later used to log in into the Negotiator. *This is not yet registration with the Negotiator - this is just creating an account for you with which you can register.* As a part of Hostel

registration, you will receive a confirmation email with a link (don't forget to check your spam mailbox - see below for real-world demonstration :) ) you need to follow in order to activate the registered identity. *Please note that if you provide different emails in Hostel and in subsequent step in registration in Perun, you will receive a second email validation email, which you also need to follow. We need to make sure that we have your valid email address.* 

The following screenshots show how to register your account in Hostel: Step 1: go to the registration via the registration button

	HOSTEL
	R.
Life Science	ce Hostel Login
Enter your email ar	nd password
Email	
Password	
	Login
Forgot your p	password? Change it here! Don't have account? Sign up here!
BBMRI-ERIC <sup>®</sup> BBM pataway for health Copy	RI-ERIC, Neue Stittingtalstrasse 2/B/6, 8010 Graz, Austria →43 316 34 99 17-0 contact@bbmri-eric.eu right © BBMRI-ERIC 2019

## Step 2: fill in the registration form

			Hon	ne   News & Events   Publications   FAQ   National Nodes   Contact 🗓 🕒
BEAND-ERIC'	Registrar		🖹 Form	Submitted registrations
Registration	to the LifeScience	Hostel		
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Repeat e-mail*	۵.			
Password*	a,			
	The password must have at least 8 character Please avoid using accented characters. It	s and at least one letter and one digit. might not be supported by all backend components and ser	vices.	
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Neue Stiftingtalstras 8010 Graz, AUSTRI	se 2/B/6 A	- How to collaborate with BBMRI-ERIC	- Di	rectory 3.1
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Mail: contact@bbmr	i-eric.eu	HOW TO FIND US	FC	DLLOW US
Imprint / Disclaimer				

Step 3: You will see a message that your account has been created. However, you will first need to validate your email to be able to use the account.

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Step 4: This is how the content of the email will probably look like. Click on the link, where you will validate your email.





Step 7: Choose LifeScience Hostel as the login provider



## Select your identity provider

	your previous selection
LifeScience	Hostel
	or
LifeScience	Hostel
	or
	your institutional account
Type the nar	ne of your institution
AAF Virtual Ho	ome
Aalborg Unive	rsity
Aalto Universi	ty

Step 8: Fill in your username and password (your username should also be in the email you have received)

	HOSTEL
Life Science	ce Hostel Login
Enter your email ar	nd password
Email	demoUser@somewhere.com
Password	
	Login 🗲
Forgot your p	bassword? Change it here! Don't have account? Sign up here!
BBMRI-ERIC <sup>®</sup> BBM gateswyforheadth Copy	RI-ERIC, Neue Stiftingtalstrasse 2/B/6, 8010 Graz, Austria +43 316 34 99 17-0 contact@bbmri-eric.eu

Step 9: Register to the BBMRI-ERIC. You have to do this in order to get access to the services provided by BBMRI-ERIC

			Home   News & E	vents   Publications   FAQ   Nationa	Nodes   Contact 🧴
BEAND-ERIC"	Registrar	🖹 Form	Submitted registrations	🕪 Sign out	
Registration to t	he BBMRI				
Name* Demo	User buck@ks.muni.cz				
Username*	demouser BMRI services need to identify you with a username. You can chang you log in to services with your linked accounts (e.g. institutional ac	e this later if you want. You o count, ORCID, Google).	do not need a password for your	username	
Organization* Demo	organization				
Acceptable usage policy SI agr	e				
I agree to abide by the BBMRI-ERIC Ac	ceptable Usage Policy.				
> Su Items marked with asterisk (*) are requi	bmit				
Neue Stittingtalstrasse 2/B/K 8010 Graz, ALISTRIA	FAVOURITES	MRI-ERIC	QUICKLINKS		
8010 Graz. AUSTRIA					

## After successful registration in Hostel and validation of your email, **go again to** <u>https://perun.bbmri-eric.eu/fed/registrar/?vo=bbmri&group=collections</u>

log in using Hostel. This is important, since we actually need to register your Hostel account into the Negotiator (exactly the same as if it was any other account coming from another institution).

gateway for health
Select your identity provider
your previous selection
LifeScience Hostel
or
 LifeScience Hostel
or
your Institutional account
Type the name of your institution
AAF Virtual Home
Aalborg University
HOSTEL
Life Science Hostel Login
Enter your email and password
Lmail     demoUser@somewhere.com       Password
Login 🗸

After successfully logging in, hover with your cursor over "Create a new request" button and select the "BBMRI-ERIC Directory".

<b>~</b> < >	<b>e</b> 0	🔒 negotiator.bbmri-eric.eu		© © + ©
BBMRI Negotiator	Requests submitted by me		News Help	•
Create a new req	uest	Requests submitted by me		
S RD-Connec GBA Sample BBMRI de D	t Finder Q p Locator Plant Theorem Plant	Test Barriel - Test Barriel - Test Barriel	7	
BBMRI-ERIC BBMRI be D BBMRI be	Directory BBMRI-ERIC Directory Directory			

This will take you to the home page of the <u>BBMRI-ERIC Directory</u>. On the left side of the page, you can see several drop-down menus which contain filters that can be used to help you in your search.



For example, to show collections from the Czech republic click on "Countries", then select the Czech Republic from the drop down menu. Note: It is possible to select more than one country.

• < >		<b>© 0</b>		🔒 directory.bbmri-	eric.eu			⊕ ₫	+ ©
	Home Rare Disease	Cancer	COVID-19 Back	ground Map of Bio	banks Privacy Statement	Manuals		Help	Sign in
-	Search     COVID-19     COVID-19 Services     Diagnosis available     Materials     Countries		COVID-19       Background       Map of Biobanks       Privacy Statement       Manuals         Select all collections +         Countries: Czech Republic ×         7 organisations with 26 collection(s) and 78 subcollection(s) matching the search criteria         Image: Bank of Biological Material of the First Faculty of Medicine of Charles University in Prague       Collection types: Hospital, Sample collection Juridical person: Charles University in Prague         Quality mark(s):       ISO-9001:2015						E Feedback
-	Austria Australia Belgium Bulgaria Canada Switzerland Cyprus Czech Republic Germany Estonia		Collection Main collection Bank of Bic Charles Unive Králové +	Type Hospital, Sample collection blogical Material, rsity - Hradec	Materials DNA, Plasma, Serum, Urine, W Tissue (frozen), Other Collection types: Hospit specific Juridical person: Charle	Standards /hole Blood, al, Sample collection, Disease s University	#Samples 80267		
	Spain Europe Finland France Greece		Bank of Bic Charles Unive	ological Material, rsity - Pilsen	Collection types: Diseas Hospital, Sample collectio Juridical person: Charle	e specific, Prospective study, n s University			

After the page updates click on the desired institution and select all relevant collections. A popup button should appear in your right-bottom corner, click on it. Note: In the example we have selected 2 collections from a biobank in Hradec Kralove.

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	Home Rare Disease	Cancer	COVID-19 Background	Map of Biobanks Pri	ivacy Statement Manuals		Help Sign in	
	<ul> <li>Materials</li> </ul>		Quality mark(s): ISO-9001:2015					
			+					
	Austria		Collection Type	e Materials		Standards #Sampl	es	
	Belgium Bulgaria Canada		Main Hosp collection colle	ital, Sample DNA, Plasm ction Tissue (froz	a, Serum, Urine, Whole Blood, en), Other	80267		
	Switzerland Cyprus Czech Republic Germany Estonia Spain		Image: Second					
	Finland	2	Collection	Туре	Materials	Standards #Sampl	es	
	Greece		E FFPE blocks Collection	Hospital, Sample collectio Disease specific	n, Tissue (paraffin preserved)	150050		
	Italy	-	FFPE slides Collection	Hospital, Sample collectio Disease specific	n, Tissue (paraffin preserved)	3 172393		
	Latvia Malta Netherlands		HK biobank	Hospital, Sample collectio Disease specific	n, DNA, Serum, Other, Whole Blood, Tissue (frozen)	100		
	Poland Portugal Qatar Show 7 more Deselect a	u.	I Bank of Biological Charles University - F	Material, collec ilsen Hospit Juridio Covid-	tion types: Disease specific, Prosp al, Sample collection cal person: Charles University -19: Member COVID-19 Network, La	ective study,	Chaurachastian	
	b. Dishank quality may	dee	+	PCR-b	ased diagnosis	selected	Show selection	

This will prompt a message where you can review all the collections you have selected and if you are satisfied, click on "Send to the negotiator".



This will redirect you to the "sample request form" which you can fill out and after submitting it all the relevant institutions will get back to you as soon as possible for further negotiations.

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	BBMRI Negotiator	Requests submitted by me			News H	Help	Radovan Tomášik +		
	On this page you ca First define the sear search queries, for t Then fill out the form in particular. If you have additione	n provide the details for your rec ch parameters for the samples y he same catalouge or an other below, giving your query a title al information, you can attach file	Request quest. you are looking for. Click the " catalouge use the "Add news" and describing both the proje es to this request.	details Edit Search Parameters' button to chan eaarch Query' button to be redirected to cit you are working on and adding more sullections matching search (Remainin	ge them, if you lik one og the catalo detailed informati g /	te to add ade ogues ion for this re	ditonal equest		
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	Ethics Vote								
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	Attachments				_				
	Select a file to upload	as attachment		other		owse Up Submit req	uest		

You can check the status of your request regularly in the "Requests submitted by me" section (see the top menu). The biobank representative can update the status in predesigned request life cycle - "Request status" folder; can message to the requestor in the "Request-wide chat" or "1:1 chat".

Request status	Request-wide chat 📢 0/0	1:1 chat 里 22/2	
Please indicate ye	our interest on behalf of the foll	owing biobanks/colle	ctions (clicking on the biobank opens the collection list): Sort by Status   Sort by Bioban