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

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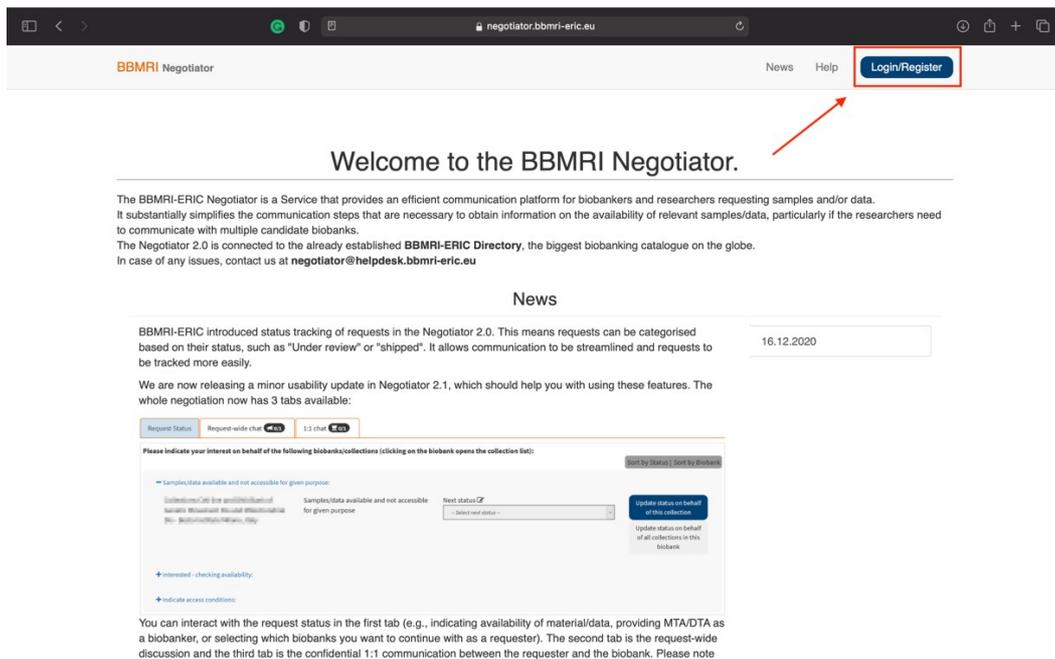
This will take you to the login page where you can login using your affiliated institution, Orcid or LifeScience Hostel account. Note: if you are not affiliated with any of the listed institutions then please login using the "Orcid" or "Science Hostel" or try to add your institution.
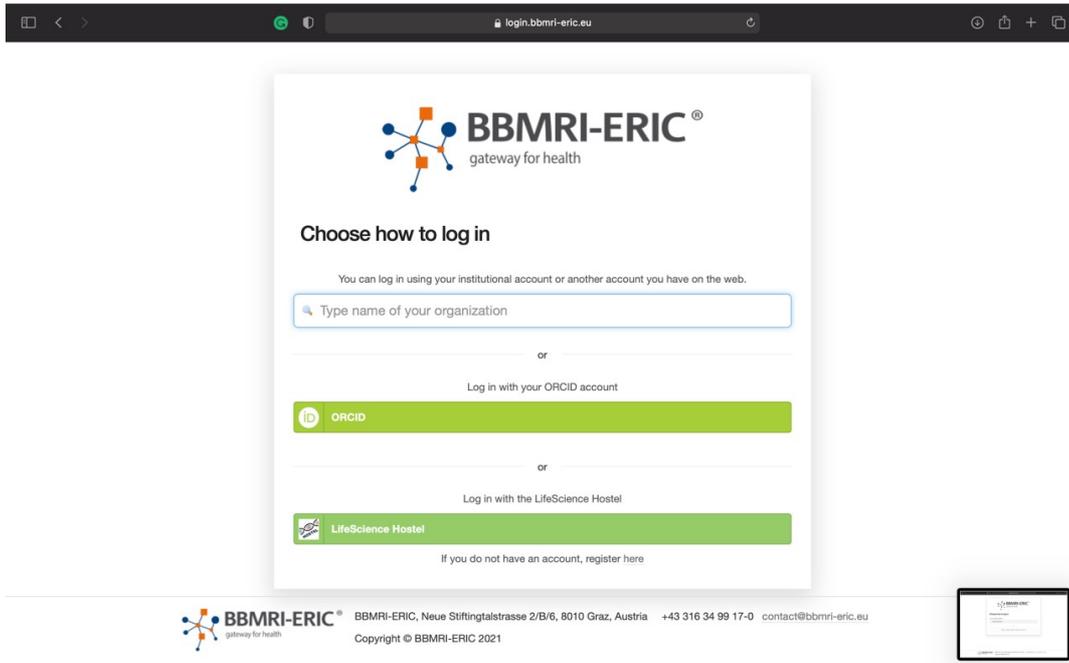
1. Register with LifeScience Hostel

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

Step 2: fill in the registration form

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.

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 5: After receiving message that your email has been validated, you have to click on the "Continue" button

Step 7: Choose LifeScience Hostel as the login provider

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

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

BBMRI-ERIC   Registrar

Registration to the BBMRI

Name*	DemoUser
Email*	bucik@ics.muni.cz
Username*	demouser

Some BBMRI services need to identify you with a username. You can change this later if you want. You do not need a password for your username because you log in to services with your linked accounts (e.g. institutional account, ORCID, Google).

Organization*	Demo organization
Acceptable usage policy	☑ I agree

I agree to abide by the BBMRI-ERIC Acceptable Usage Policy.

> Submit

Items marked with asterisk (*) are required

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FAVOURITES

- How to collaborate with BBMRI-ERIC

QUICKLINKS

- Directory 3.1

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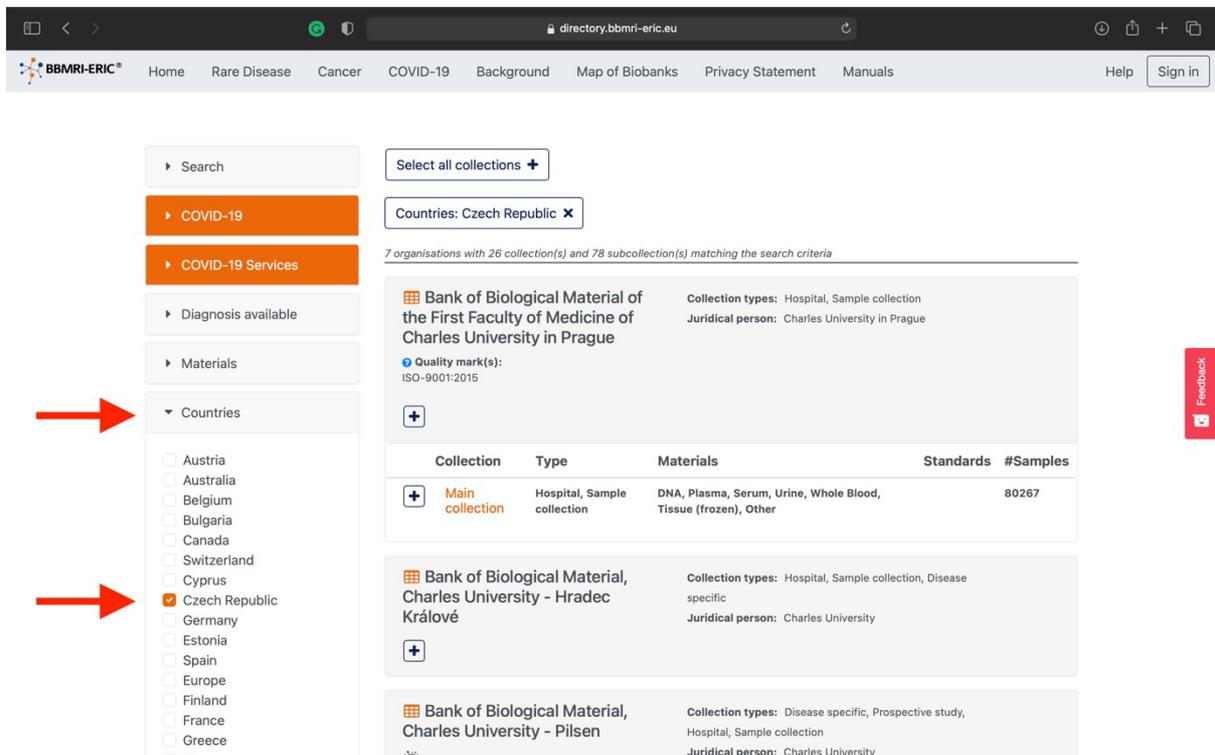institution).

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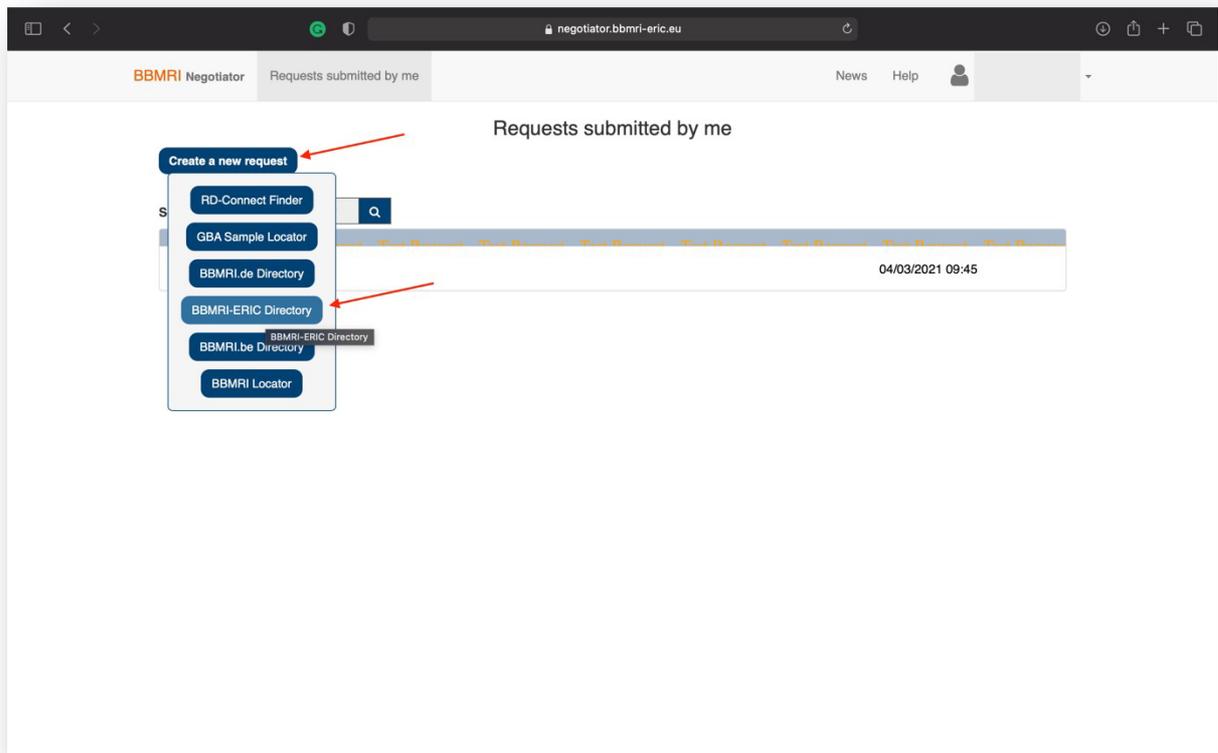

This will take you to the home page of the BBMRI-ERIC Directory. On the left side of the page, you can see several drop-down menus which contain filters that can be used to help you in your search.
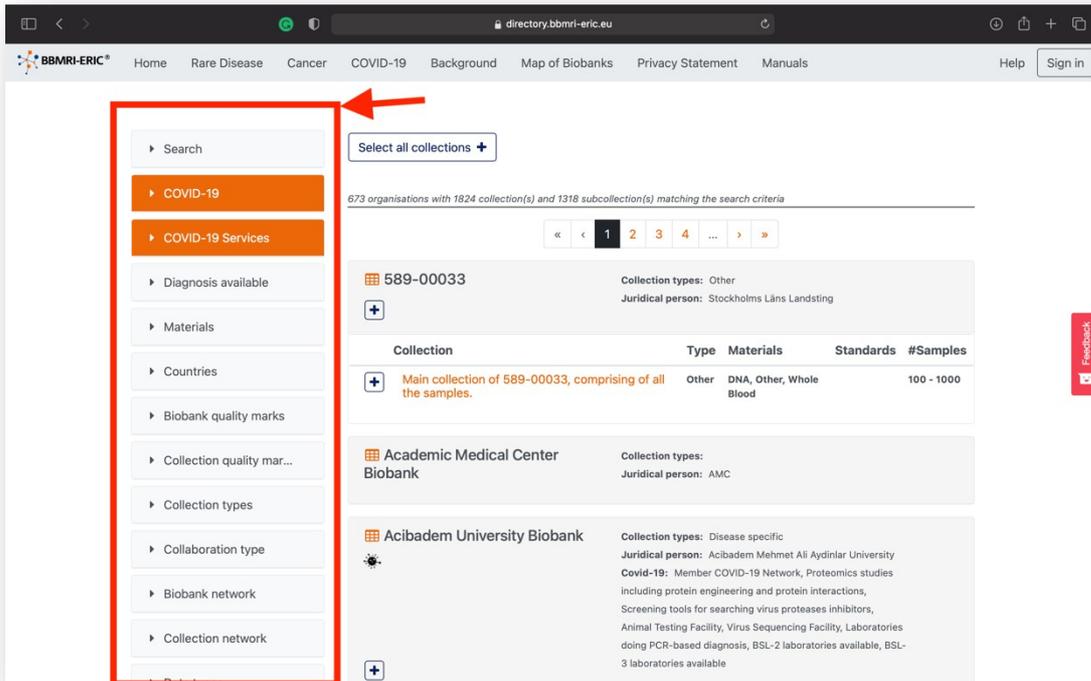
For example, to show collections from the Czech republic click on "Countries", then select the Czech Republic from the drop down menu. Note: It is possible to select more than one country.

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.
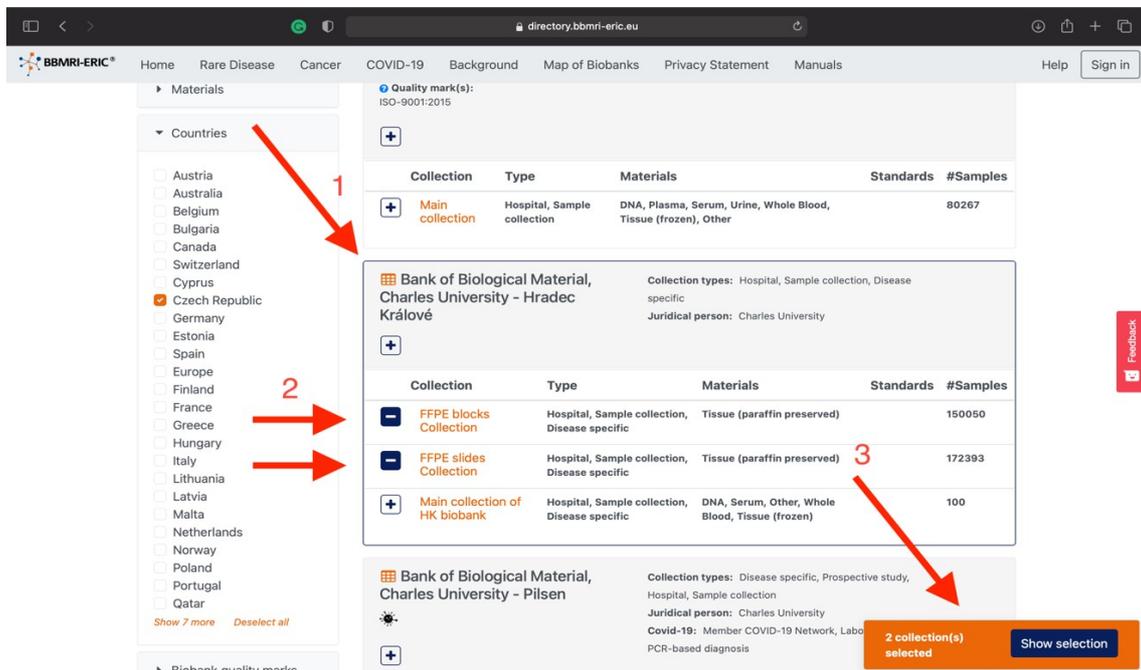
This will prompt a message where you can review all the collections you have selected and if you are satisfied, click on "Send to the negotiator".
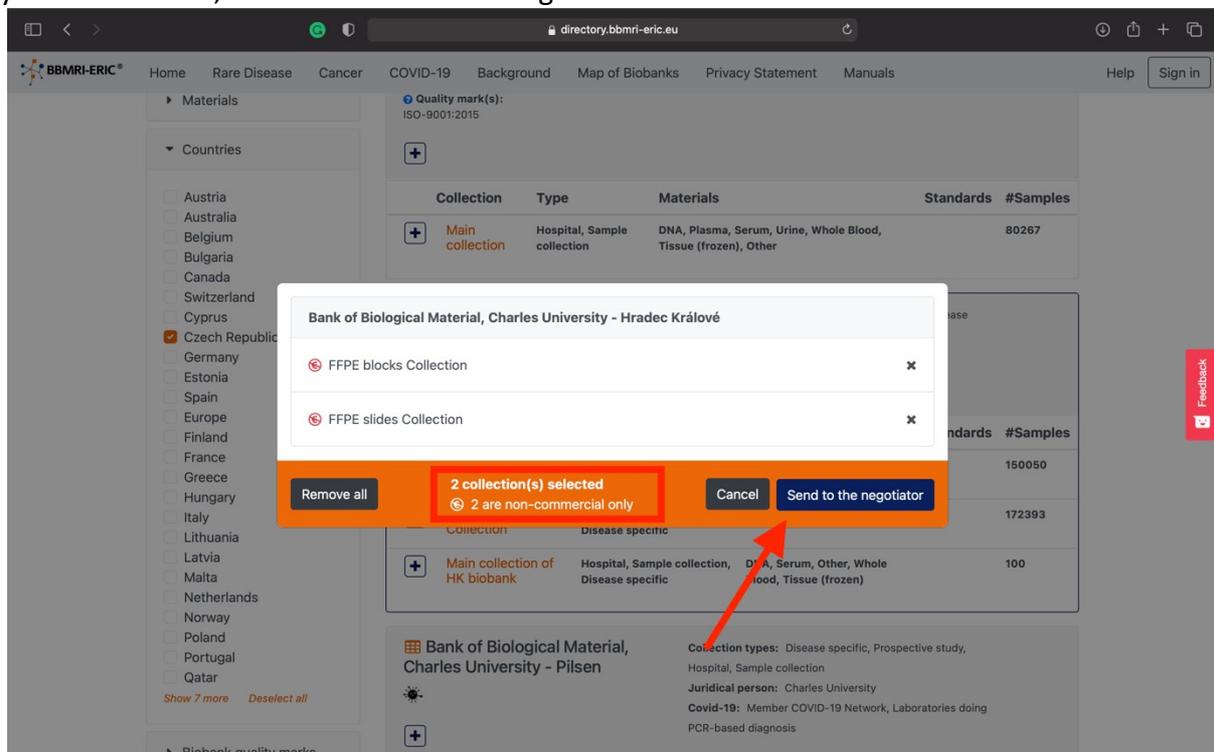
This will redirect you to the "sample request form" which you can fill out and after submitting it all the relevant institutions will get back to you as soon as possible for further negotiations.

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 pre-designed request life cycle - "Request status" folder; can message to the requestor in the "Request-wide chat" or "1:1 chat".