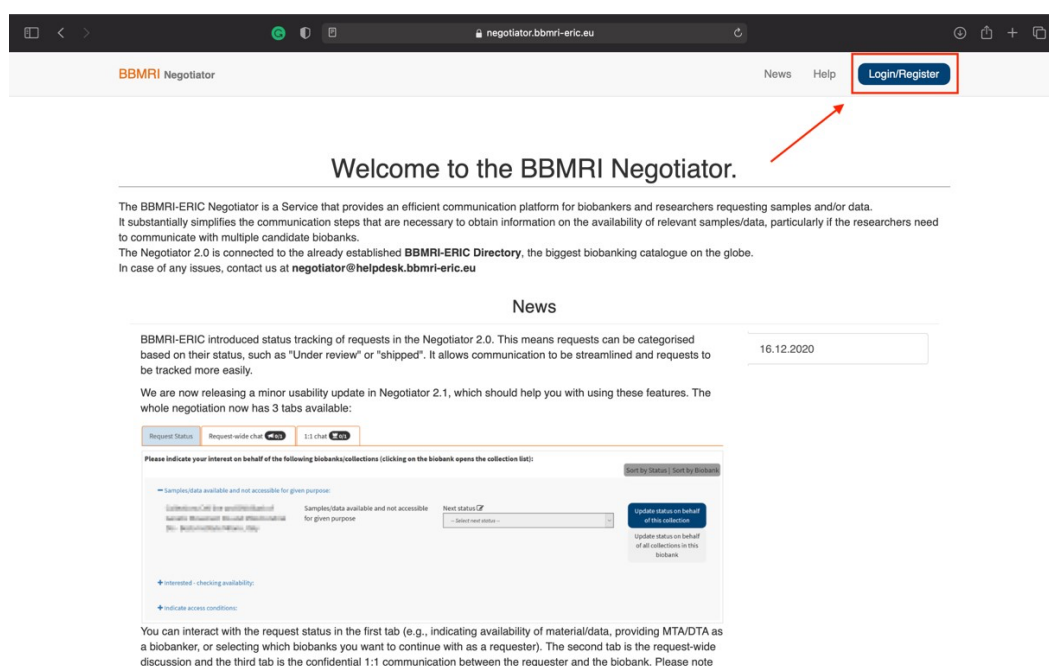


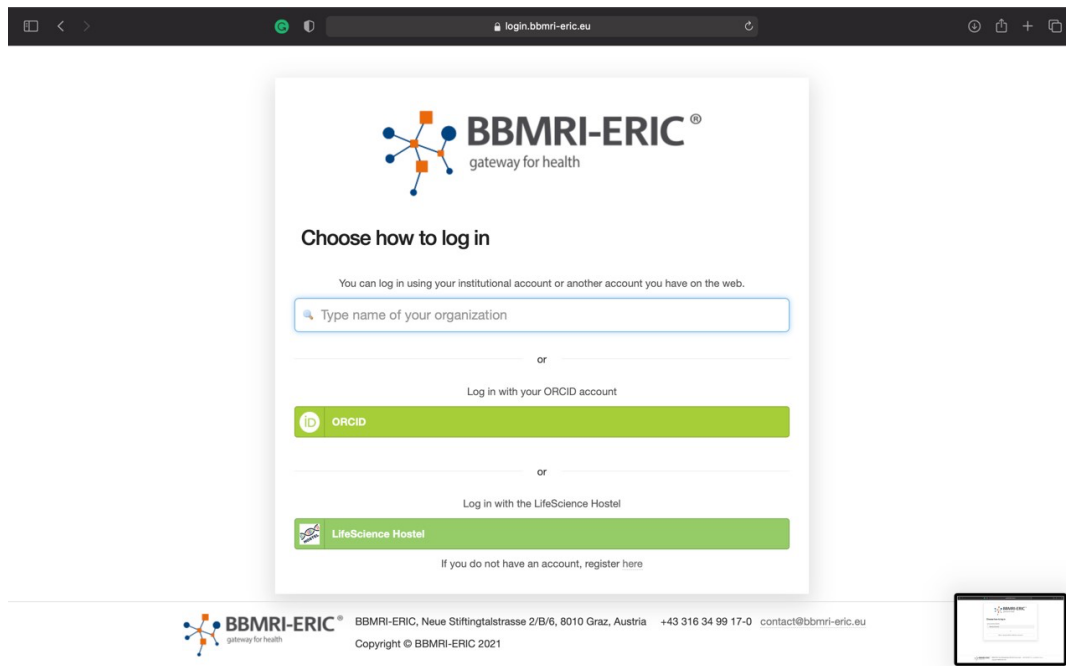
NOTE: This guide can be useful for both the user of the Negotiator service and for the biobankers responsible for the negotiation process.

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.

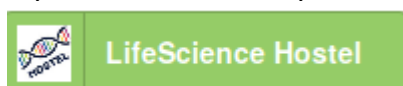


This will take you to the login page where you can login using your affiliated institution, Orcid or LifeScience Hostel account. Note: if you are not affiliated with any of the listed institutions then please login using the “Orcid” or “Science Hostel” or try to add your institution.



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



Life Science Hostel Login

Enter your email and password

Email

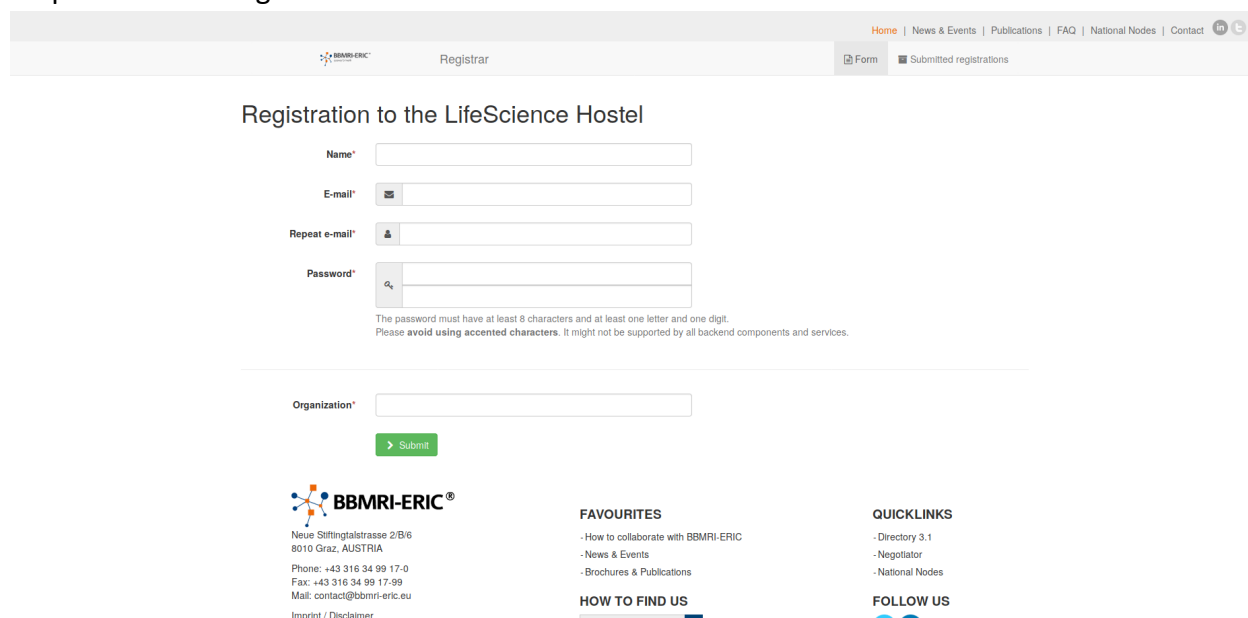
Password

Login

[Forgot your password? Change it here!](#) [Don't have account? Sign up here!](#)

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Step 2: fill in the registration form



Registration to the LifeScience Hostel

Name*

E-mail*

Repeat e-mail*

Password*

The password must have at least 8 characters and at least one letter and one digit.
Please avoid using accented characters. It might not be supported by all backend components and services.

Organization*

Submit

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Neue Stiftingtalstrasse 2/B/6
8010 Graz, AUSTRIA
Phone: +43 316 34 99 17-0
Fax: +43 316 34 99 17-99
Mail: contact@bbmri-eric.eu
Imprint / Disclaimer

FAVOURITES

- How to collaborate with BBMRI-ERIC
- News & Events
- Brochures & Publications

HOW TO FIND US

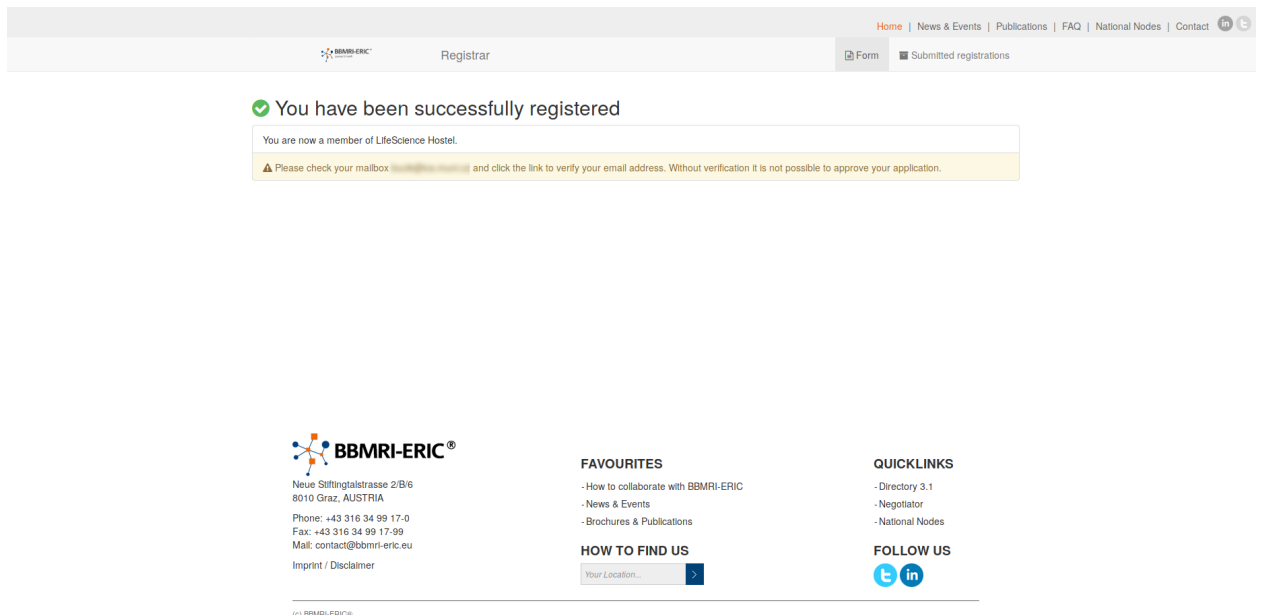
Your location

QUICKLINKS

- Directory 3.1
- Negotiator
- National Nodes

FOLLOW US

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.

Dear Demolser,

During the registration for the LifeScience Hostel, you entered an email which needs to be validated by LifeScience Hostel.

Your username is: [\[redacted\]](#)

Please click the following link to validate your account.

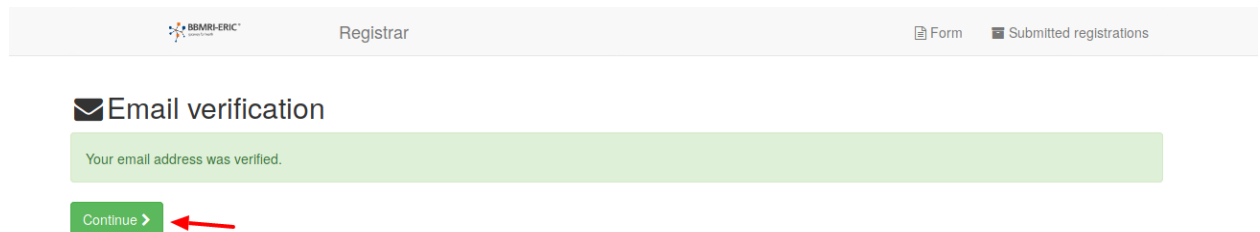
IMPORTANT:
To gain access to the BBMRI-ERIC AAI services, you must click on the continue button, which will take you to the registration form for the BBMRI-ERIC Virtual Organization. Membership in this organization is required to access the services provided by BBMRI AAI.

You will be asked to log in during the BBMRI-ERIC Virtual Organization registration process. Please use your new LifeScience Hostel account credentials to log in and complete the registration process.

https://perun.bbmri-eric.eu/non/registrar/?vo=lifescience_hostel&i=2a96e-g586p0h19d4g6j11vvvgqwc8qyv31bism2t17jpd4nbw6target=http%3A%2F%2Fperun.bbmri-eric.eu%2Ffed%2Fregistrar%2F%3Fvo%3Dbbmri

--Yours sincerely, BBMRIcontact@bbmri-eric.eu <http://www.bbmri-eric.eu>

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

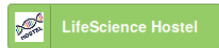


Select your identity provider

your previous selection



or



or

your institutional account

AAF Virtual Home
Aalborg University
Aalto University

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



Life Science Hostel Login

Enter your email and password

Email	demoUser@somewhere.com	←
Password	*****	←
	Login	←

[Forgot your password? Change it here!](#)

[Don't have account? Sign up here!](#)



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

Registration to the BBMRI

Name*

DemoUser

Email*

buckk@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

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).

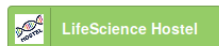


Select your identity provider

your previous selection



or



or

your institutional account

AAF Virtual Home

Aalborg University

Aalto University



Life Science Hostel Login

Enter your email and password

Email

Password

Login

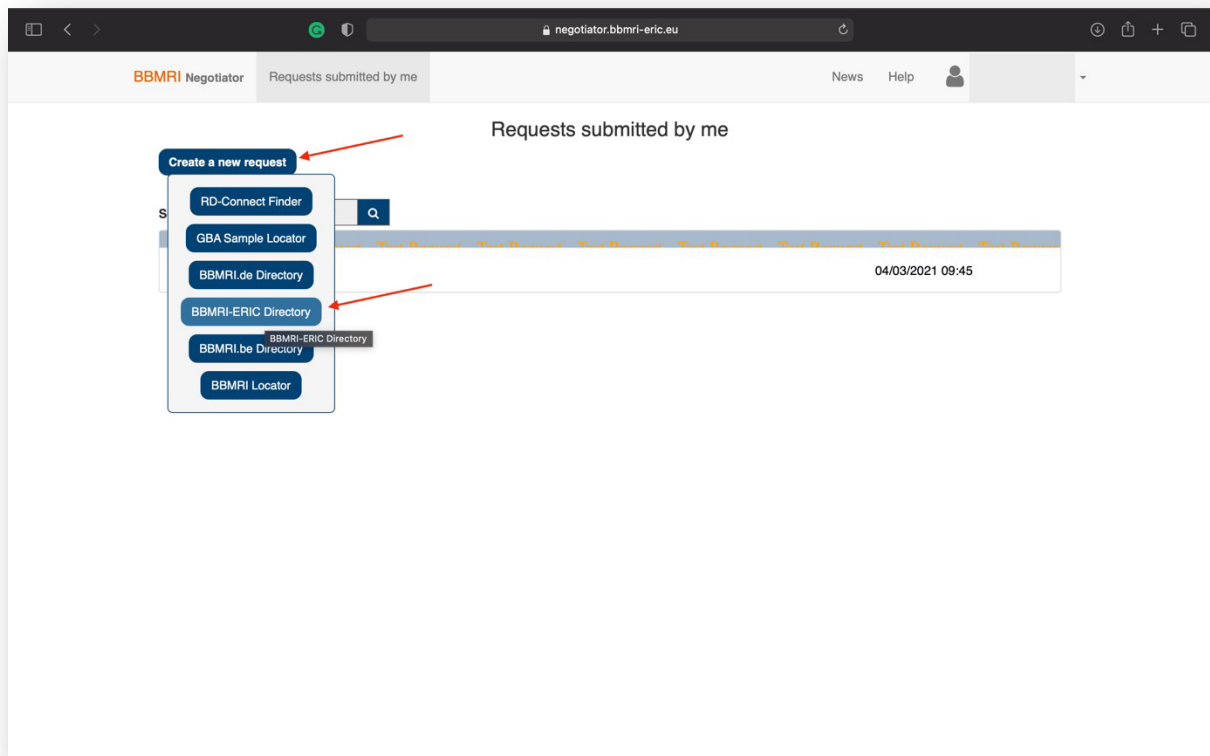
[Forgot your password? Change it here!](#)

[Don't have account? Sign up here!](#)

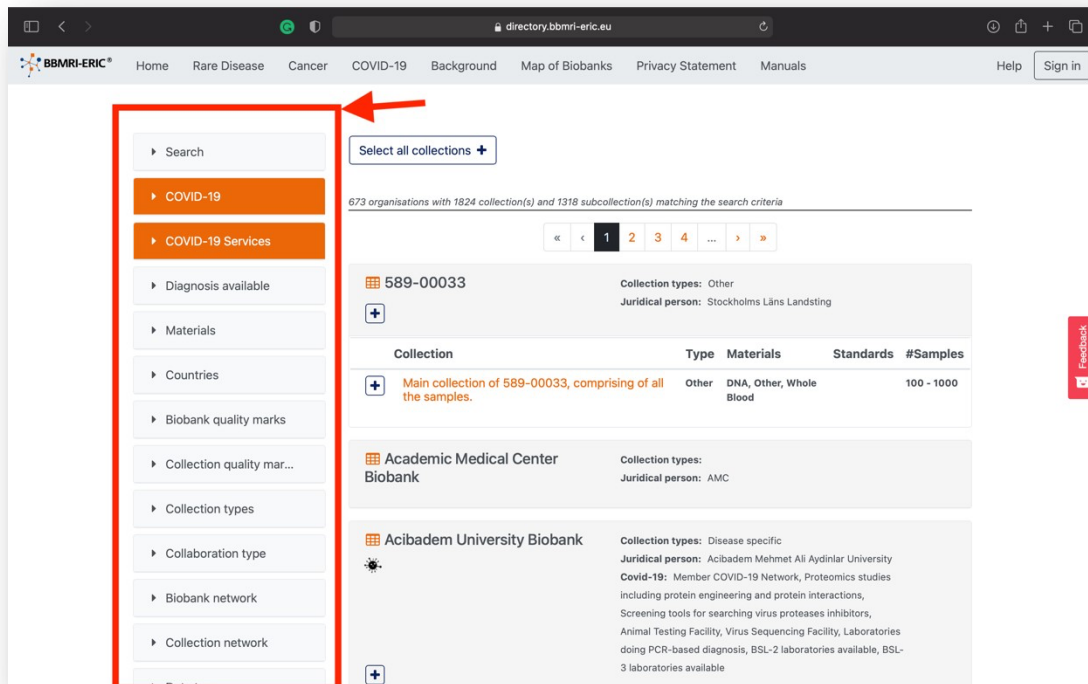


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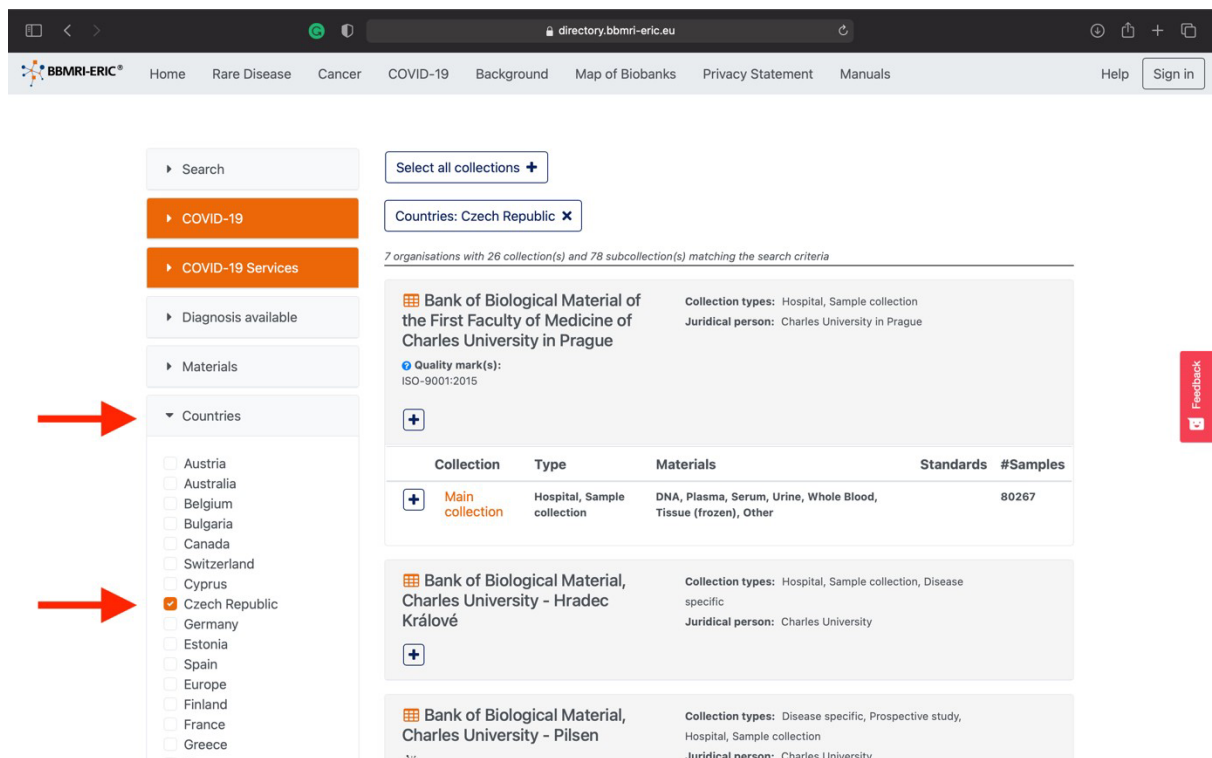
After successfully logging in, hover with your cursor over “Create a new request” button and select the “BBMRI-ERIC Directory”.



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.

The screenshot shows the BBMRI-ERIC directory interface. On the left, a sidebar lists countries with checkboxes. The 'Czech Republic' is selected. A red arrow labeled '1' points to this selection. In the main content area, a table lists collections. Two collections are selected, indicated by blue minus signs in the selection column: 'FFPE blocks Collection' and 'FFPE slides Collection'. A red arrow labeled '2' points to these two rows. A third red arrow labeled '3' points to a button at the bottom right that says '2 collection(s) selected' and 'Show selection'.

Collection	Type	Materials	Standards	#Samples
Main collection	Hospital, Sample collection	DNA, Plasma, Serum, Urine, Whole Blood, Tissue (frozen), Other		80267
FFPE blocks Collection	Hospital, Sample collection, Disease specific	Tissue (paraffin preserved)		150050
FFPE slides Collection	Hospital, Sample collection, Disease specific	Tissue (paraffin preserved)		172393
Main collection of HK biobank	Hospital, Sample collection, Disease specific	DNA, Serum, Other, Whole Blood, Tissue (frozen)		100

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”.

The screenshot shows the same directory page as before, but with a confirmation popup overlaid. The popup title is 'Bank of Biological Material, Charles University - Hradec Králové'. It lists the two selected collections: 'FFPE blocks Collection' and 'FFPE slides Collection'. At the bottom of the popup, there are four buttons: 'Remove all', '2 collection(s) selected' (with a sub-note '2 are non-commercial only'), 'Cancel', and 'Send to the negotiator'. A red arrow points from the 'Send to the negotiator' button in the popup to the same button on the main page.

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.

negotiator.bbmri-eric.eu

BBMRI Negotiator Requests submitted by me News Help Radovan Tomášik

Request details

On this page you can provide the details for your request.
 First define the search parameters for the samples you are looking for. Click the "Edit Search Parameters" button to change them. If you like to add additional search queries, for the same catalogue or an other catalogue use the "Add new Search Query" button to be redirected to one of the catalogues.
 Then fill out the form below, giving your query a title and describing both the project you are working on and adding more detailed information for this request in particular.
 If you have additional information, you can attach files to this request.

Directory	Search Parameters	Collections matching search (Remaining / Stepped away)	Actions
BBMRI-ERIC Directory	Countries: Czech Republic and with custom collection selection.	2	Edit search parameters Add new Search Query

* Title ☒
 Enter a title for your query

* Project description ☒
 Describe the project you make this request for

* Request description ☒
 Describe your request in more detail

Ethics Vote
 Add the ethics code here or as .pdf file in attachments. Kindly mention here if its in the attachments.

Attachments
 Select a file to upload as attachment other 1 [Browse](#) [Upload](#)

☐ Mark as test request [Submit request](#)

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”.

Request status Request-wide chat 0/0 1:1 chat 22/2

Please indicate your interest on behalf of the following biobanks/collections (clicking on the biobank opens the collection list):

Sort by Status Sort by Biobank