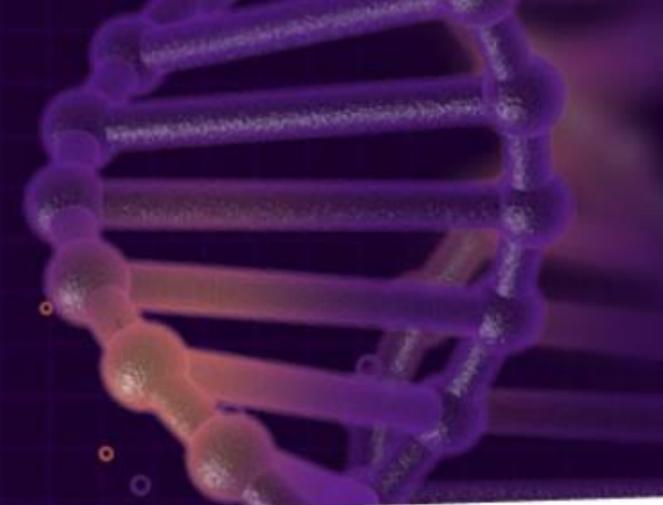


User Guide

Sciensus Access



Welcome to Sciensus Access

Sciensus Access is the online platform for ordering licensed and unlicensed products available from Sciensus.

Sciensus Access is the new ordering portal from Sciensus International B.V.
After your registration, you will be able to place your orders for the products we supply with just one “click”.

These slides will guide you through the registration and ordering process.

For any questions please contact us at [00 800 500 600 30](tel:0080050060030) or contact-rare@sciensus.com

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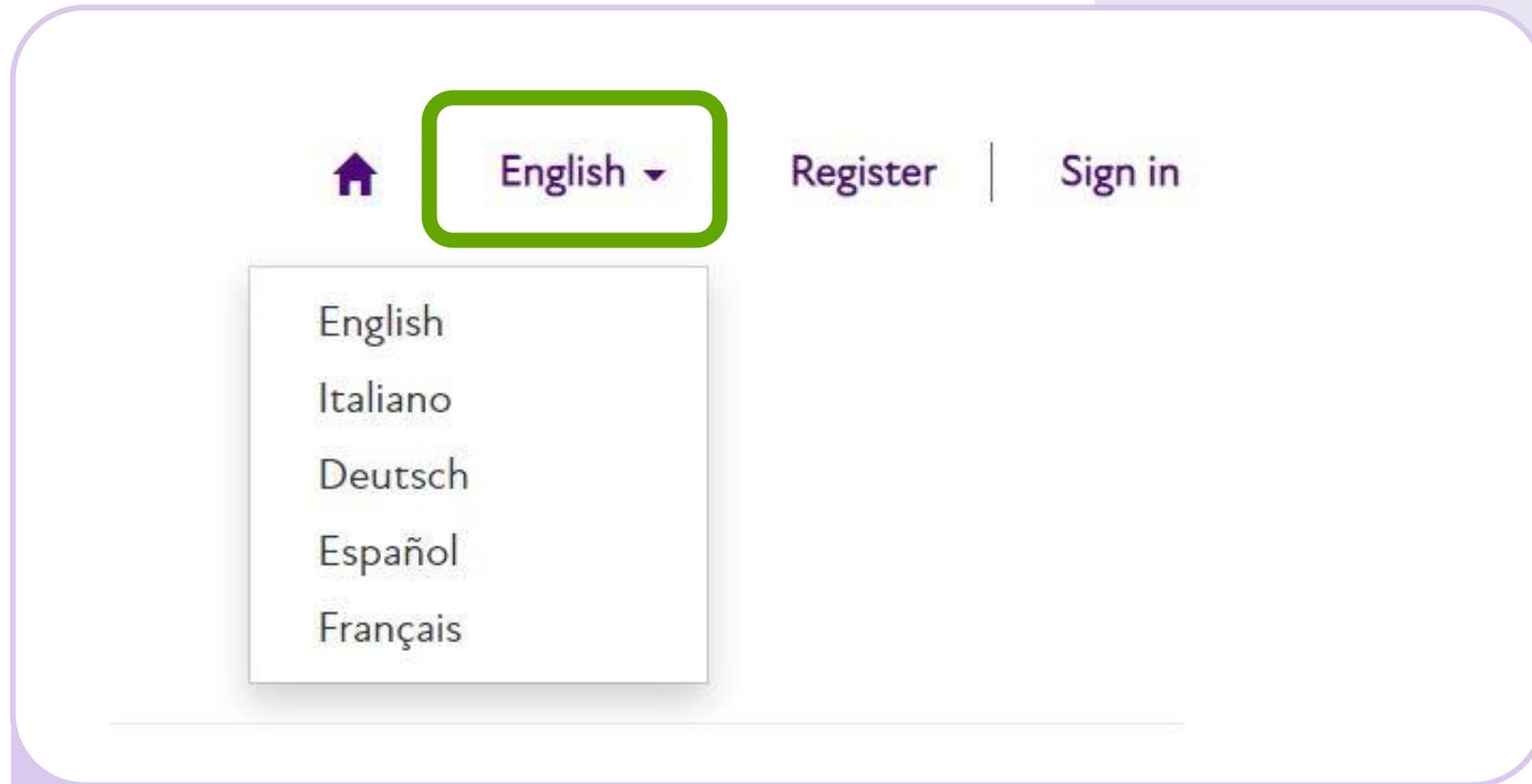
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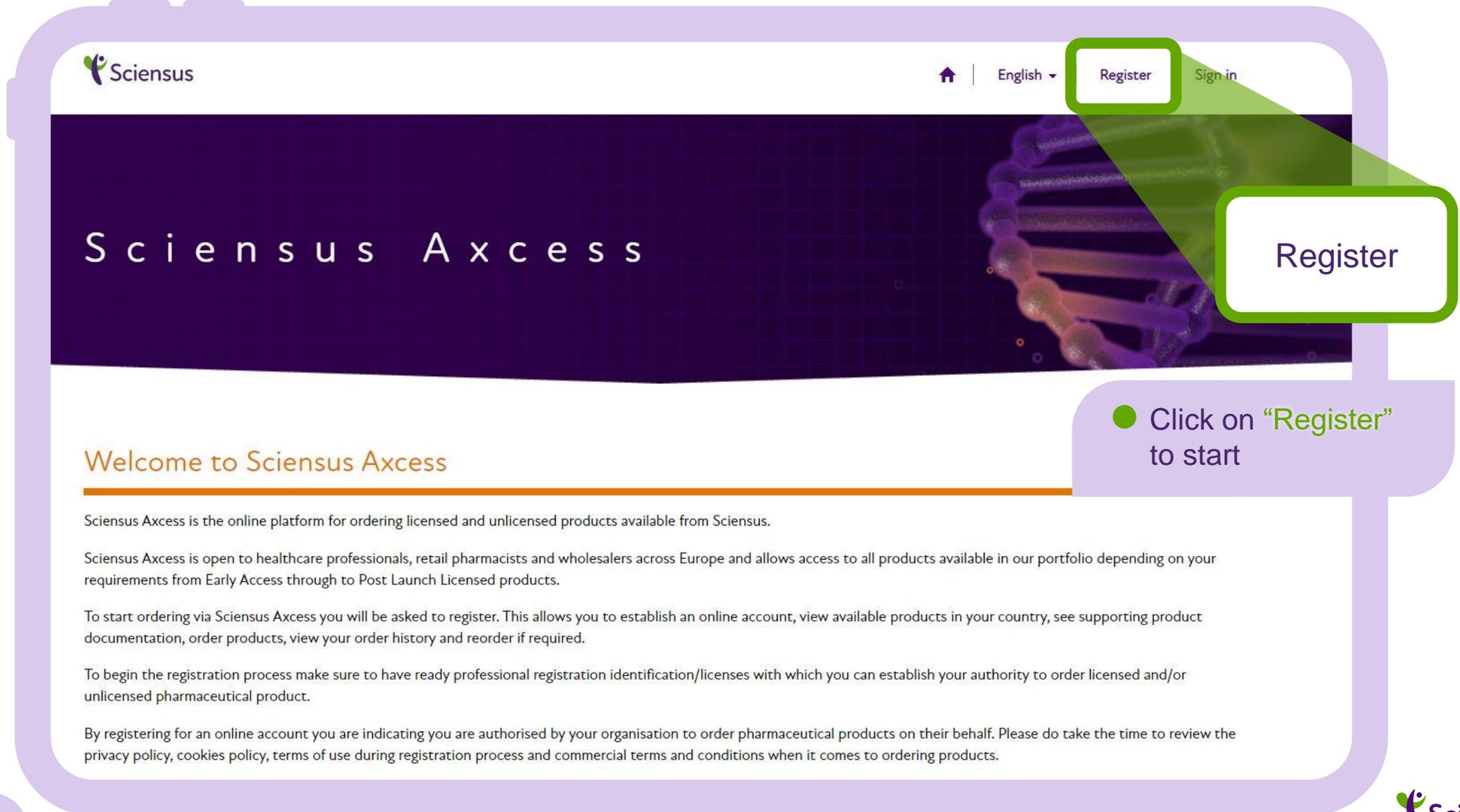
[14. Contact us](#)

Language setting



- You can select the language you prefer for the ordering portal.

Registration

The image shows a screenshot of the Sciensus website's registration page. The page features a dark blue header with the Sciensus logo on the left, a home icon, the text 'English', and 'Register' and 'Sign in' buttons on the right. The 'Register' button is highlighted with a green box. Below the header is a large banner with the text 'Sciensus Access' in white, set against a background of a DNA double helix. A green callout box with the word 'Register' points to the 'Register' button in the header. Below the banner is a section titled 'Welcome to Sciensus Access' with an orange underline. This section contains four paragraphs of text explaining the platform and the registration process. A green callout box with a dot and the text 'Click on "Register" to start' points to the 'Register' button in the header.

Sciensus

English Register Sign in

Sciensus Access

Welcome to Sciensus Access

Sciensus Access is the online platform for ordering licensed and unlicensed products available from Sciensus.

Sciensus Access is open to healthcare professionals, retail pharmacists and wholesalers across Europe and allows access to all products available in our portfolio depending on your requirements from Early Access through to Post Launch Licensed products.

To start ordering via Sciensus Access you will be asked to register. This allows you to establish an online account, view available products in your country, see supporting product documentation, order products, view your order history and reorder if required.

To begin the registration process make sure to have ready professional registration identification/licenses with which you can establish your authority to order licensed and/or unlicensed pharmaceutical product.

By registering for an online account you are indicating you are authorised by your organisation to order pharmaceutical products on their behalf. Please do take the time to review the privacy policy, cookies policy, terms of use during registration process and commercial terms and conditions when it comes to ordering products.

Register

Click on "Register" to start

Stage 1 of 2 Customer Registration

Sciensus

Home > Stage 1 of 2: Customer Registration

Stage 1 of 2: Customer Registration

As part of registration we need to be able to determine you have the appropriate professional registration and/or license to be able to order pharmaceutical products. We also need you to indicate which type of products you are interested in licensed or unlicensed products.

Registration is a two stage process. To complete the first stage, please enter your details below. Then for stage 2 please either include your professional registration number and/or the license certification you may have as a Hospital pharmacy, retail pharmacy or wholesaler, which you can upload in the files section on the stage 2.

Sciensus Access is only intended for Healthcare professionals, retail pharmacists and wholesalers. To comply with regulations, as part of registering we need to be able to determine you have the appropriate professional registration and/or license to be able to order pharmaceutical products. Please either include your professional registration number and/or the license certification you may have as a Hospital pharmacy, retail pharmacy or wholesaler, which you can upload in files section when prompted. By registering for the Sciensus Access portal you accept the Terms of Use, Privacy Policy and Cookie Policy.

I have read and accepted the Terms of Use
 I have read and accepted the Privacy Policy
 I have read and accepted the Cookie Policy

By submitting your data, you confirm you are happy to receive the Terms and Conditions by email to be digitally signed using our DocuSign secure electronic signature solution.

Registration Details

Registration	Delivery Address
Type of Product *	Company Name *
Preferred Language	Line 1 *
Contact Details	Line 2
Title	Line 3
First Name	City *
Last Name *	ZIP/Postal Code *
Telephone *	Country/Region *
Fax	
Email *	

Submit Stage 1 of 2

Click on "Submit" to go on page 2

- Read carefully and accept our Terms of Use, Privacy Policy and Cookie Policy by ticking the 3 boxes

- Fill in all details and the confirmation code on the bottom.

NOTE: please choose **"licensed"** if your product has a marketing authorization in your country, otherwise **"unlicensed"** if the product has no marketing authorization yet.

Registration Details

Registration

Type of Product *

Licensed

Type of Business *

Wholesaler

Preferred Language

English

Stage 2 of 2 Customer Registration

Thank you for submitting your initial registration data, we have now received this information and you can proceed with stage 2.

To complete the full registration process, please enter your 'Professional Registration No' field below AND/OR upload your license certification by clicking 'Add Files' button. Please note: you can only upload PDF or JPEG file format only.

Once complete and to finalise your registration request, click the "Submit Stage 2 of 2" button.

Professional Registration Details

Professional Registration No.

Files

+ Add files

There are no folders or files to display.

Submit Stage 2 of 2

- Please add here your professional registration number (if you have one) or your professional accreditation, and upload a copy of your operating license (i.e. Wholesale distribution authorisation, pharmacy license)

- Click on submit to confirm your data

Accepting Terms and Conditions

Sciensus

Home | English | Register | Sign in

Home > Thank you for registering

Thank you for registering

Your supplied information has been submitted and will be validated by our International Customer Services Team. Once the validation is complete you will receive an email containing a link to create your Sciensus Access account. Prior to this, in a separate email you will receive the terms and conditions to be digitally signed. These will need signing in order for your Sciensus Access account to be created.

- **Important:**
You will receive an email to digitally sign our Terms & Conditions

Sciensus Access Portal - Registration Link Dear Jodie Brown, Thank you for registering on the Sciensus Access Portal. Your credentials	08:35
Healthcare at Home (Sciensus Axxess) via DocuSian Sciensus Access Terms and Conditions Registration	08:32

- **Important:**
You will receive an email similar to above in your inbox. Open it up and sign the Terms and Conditions.

Accepting Terms and Conditions

Sciensus Axxess sent you a document to review and sign.

REVIEW DOCUMENT

- Click on view document to read and sign our Terms and Conditions.

Signing Terms and Conditions

Request for Signature

Healthcare at Home (Sciensus Access)
Sciensus Access

Powered by DocuSign

Please sign the Terms and Conditions as part of the registration process.

Please review the documents below.

CONTINUE MORE OPTIONS ▾

For non-UK customers please review the HEALTHCARE AT HOME (NETHERLANDS) terms and conditions of sale (pages 9 to 15).

Page down to the end of the document once reviewed selecting which terms and conditions you have reviewed in the drop-down box and then digitally sign.

Signature Page:

Required - Dropdown 221196de-bdc2-4fd3-a891-c79e8c5e4935. Please pick list that applies to you:

CHOOSE ▸ -- select --

Please sign below (terms and conditions):

Sign ↓

01 December 2020 | 8:36:57 AM GMT

START

16 Vers 201102V1.0 EN-REG

Sciensus Access Terms and Conditions Registration Vers 201102V1.0 EN.docx 16 of 16

FINISH ▸

- Click on “continue” to read the document and read carefully until the last page with the signature

- ONLY FOR CUSTOMERS FROM UNITED KINGDOM: on the last page you will need to select if you are a UK customer

- Click on “Sign” to put your signature and then on “Finish” to close the document

Downloading Terms and Conditions

You're Done Signing

You may download or print using the icons above.

[CONTINUE](#)

- You can download the document for your records, the same document will be sent to you per email as confirmation

You're All Done!

You'll receive a copy once everyone has signed.

Accessing Sciensus Axxess

If your pre-registration can be validated from our International Customer Service Team (data and license valid, Terms & Conditions are signed) you will receive the link to go ahead

Sciensus Axxess Portal - Registration Link

08:35

Dear Jodie Brown, Thank you for registering on the Sciensus Axxess Portal. Your credentials

Healthcare at Home (Sciensus Axxess) via DocuSian

08:32

Sciensus Axxess Terms and Conditions Registration

Dear . . .

Thank you for registering on the Sciensus Axxess Portal. Your credentials have been successfully validated.

Please follow [this link](#) to access the Portal.

At the first log in you will be prompted to set your username and password. After doing so you will be able to complete your registration and place your first order.

Kind Regards,
Sciensus Axxess Team

 Sciensus

This link

- Click on the validation link to access the portal and your account.

- **NOTE:** the completion of the registration will ask you to place an order. Please continue when you have a real order to place.

IT requirements

- Sciensus Axxess Portal works best on the latest desktop web browser version of the below search machines:
 - Google Chrome
 - Mozilla Firefox
 - Microsoft Edge

If you are experiencing some issues please kindly try to clear your browsing history using these hyperlinks:

[Google Chrome](#)

[Edge](#)

[FireFox](#)

FAQs

Subject	Question	Answer
<i>Pre-registration</i>	Which email address should I insert?	You can proceed with a pre-qualification and registration which will grant you access after successful validation. This will allow you to check the available products for you country and business type (page 13. of this user guide). Please proceed with "Orders" when you have a real order to place with Healthcare at Home (Sciensus Rare).
<i>Email Address</i>	How long does it take to get the products?	Please kindly register the email address you can use for all communication. On this email address you will be receiving the activation link and all communications related to your orders. This email address will be used for the 2-Step-Authentication to send you the security code every time you log in.
<i>Delivery times</i>	How long does it take to get the Terms and Conditions on my email address?	The standard delivery time is between 24h and 48h, depending on the delivery location. Important to note, that if it is your first order, the delivery will be made within 72 hours. The reason for this is that the final mandatory validation process will be completed when your additional information (e.g. VAT number) are received with your first order. For all consecutive orders you can expect the standard delivery times.
<i>DocuSign</i>	How long does it takes to receive the Terms and Conditions?	It can take from 2 up to 10 minutes to receive the docusing on your email address. Please kindly check also your spam folder and if you don't receive the email contact our customer service at 00 800 500 600 30.
	Why do I need to sign it?	The docusing contains our commercial Terms and Conditions and authorize us to handle with your data. With your digital signature you formally agree with the content. Please note that we can grant you access to the Sciensus Axxess portal only after receiving the completed DocuSign document.

Contact us

- For any question or enquiries the International Customer Service will be able to support and help you. You can find our contact details on each page of the portal on the bottom right.

Contact us:

Email contact-rare@sciensus.com

Phone: 00 800 500 600 30

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[Terms of Use](#)
[Terms and Conditions-BV](#)
[Terms and Conditions-UK](#)
[Privacy Policy](#)
[Cookie Policy](#)

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6604 LV Wijchen, Netherlands

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Operating hours: Mon-Fri 08:00-18:00 CET

THANK YOU FOR YOUR ATTENTION