Quick Guide: How to Submit an Online Performance Report

1. **Sign into https://productperformance.FreseniusKabiUSA.com**

2. **Click on Product Performance and select the correct performance report for the disposable product issue you are reporting**

3. **Complete Account Information section**:

    a. Select Account # (if not already populated)
    b. Enter a customer reference number (optional)

4. **Complete General Incident Information section as required**

5. **Complete the Correspondence Information section (if applicable)**

6. **Complete Product Details section including but not limited to:**

    a. Incident date
    b. Product code
    c. Lot number
    d. Number of incidents

7. **Complete Problem Details section:**

    a. When was the problem detected?
    b. Identify the problem type

8. **Complete the Diagram section:**

    a. Select the location name on the diagram where the issue occurred. If the location is unknown or not on the diagram, select the check box at the top and include the details under "Additional Incident Description"

9. **Complete the Additional Incident Description section with any additional information available**

10. **Complete the Product Return Details section including:**

    a. Is a sample available for evaluation?
    b. If yes, is a sample return box needed?
    c. If box is needed, an empty text field will populate. Complete this field with the ship to address if different from account address
    d. Upload a picture if available

11. **Click Submit**

Refer to the Instructions for Use and Operator's Manual for a complete list of warnings and precautions associated with the use of these products.

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