

# Supply Ordering

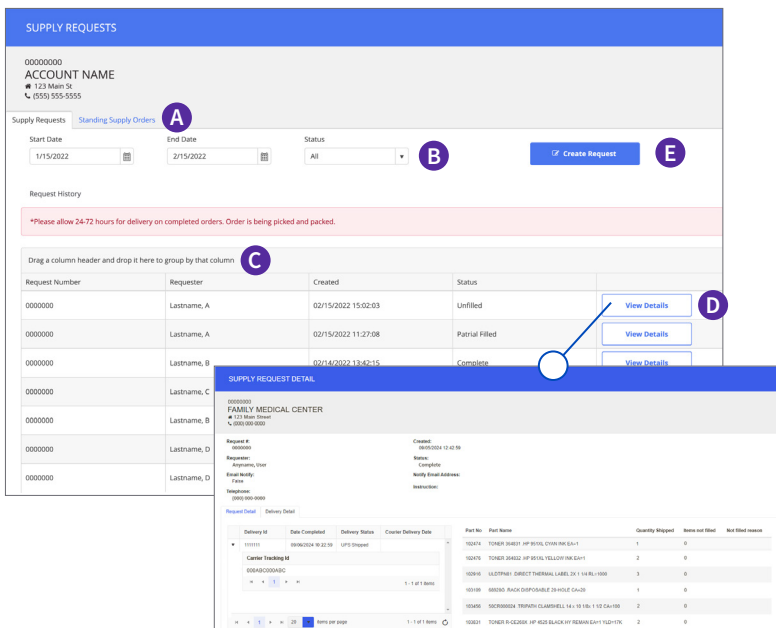
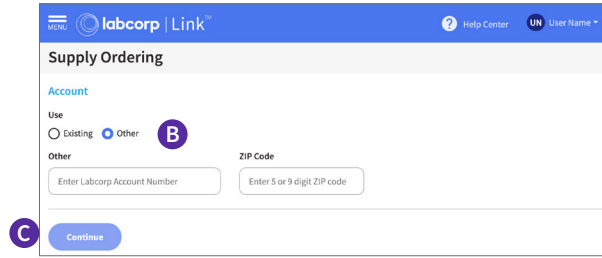
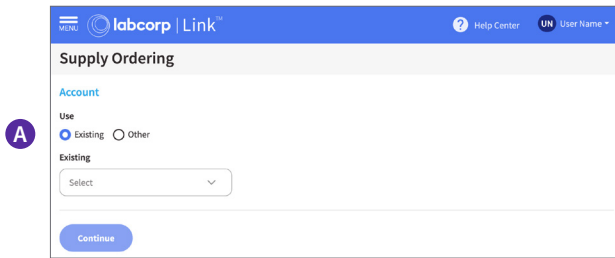
This feature enables Labcorp clients to order specimen collection supplies online. Place and track supply orders online anytime. All users need to register for an account with Labcorp Link to access supply ordering.\* Supply orders for your account number will be tied to your user ID.

\*Supply ordering is not available in all locations. Contact your local Labcorp representative for more information.

1. Select the **Supply Ordering** card on the dashboard
2. Choose the account



- A** Select from an existing list, OR
- B** Enter an account number and a ZIP code.
- C** Click **Continue**.



3. View or create requests

- A** See previous and current Supply Requests or view Standing Supply Orders.
- B** Filter by date and/or status.
- C** Drag a column header to the top of the list to group by information in that column.
- D** Click **View Details** to see request information and delivery details. If the **Delivery Details** tab is activated, you can view information like the third-party carrier name and tracking number (if applicable), items shipped and quantity.
- E** To start a new request, click **Create Request**.



# Labcorp Link™ Supply Ordering

## 4. Add items

- A** Confirm requester information and add any special instructions.
- B** To receive confirmation of the request, check **Email Notify** and enter a valid email address in the **Notify Email Address** field.
- C** Click the **All** tab to view all items.
- D** Frequently ordered items are added to the **Frequently Ordered** tab automatically and can also be found on the **All** tab.
- E** To filter by part number or name, click the filter icon at the top of the column.

The screenshot shows the 'REQUEST SUPPLY' form. At the top, there are fields for 'Requester' (Lastname: A), 'Telephone Number' (000) 000-0000, and 'Email Notify' (checked). Below these is the 'Notify Email Address' field and an 'Instructions' text area. At the bottom, there are 'Confirm' and 'Back' buttons. A table below shows items with columns for Part No, Part Name, Image, UOM, and Quantity. A filter icon is visible above the Part No column.

Part No	Part Name	Image	UOM	Quantity
102474	TONER 364831 HP 951XL CYAN INK EA=1		EA	0
102475	TONER 364830 HP 951XL MAGENTA INK EA=1		EA	0
102476	TONER 364832 HP 951XL YELLOW INK EA=1		EA	0
102916	ULDTPM81 DIRECT THERMAL LABEL 2X 1 1/4 RL=1000		RL	0

This screenshot is similar to the previous one but includes annotations. A search icon is highlighted with 'F' above the search field. An image icon is highlighted with 'G' above it. A quantity input field is highlighted with 'H' above it. A filter icon above the Part No column is highlighted with 'I' above it. The 'Confirm' button is highlighted with 'J' above it.

- F** To search by part number or name, enter text into the **Search** field.
- G** Click the image icon to view details about an item.
- H** Update the quantity for a desired item and click **Add**.
- I** The item will appear in the list above.
- J** Click **Confirm** to review the order.

## 5. Submit the request

- A** Verify the request details.
- B** Click **Submit**.

The screenshot shows the 'SUPPLY REQUEST CONFIRMATION' page. It displays the requester's information: 'Requester Lastname, A', 'Telephone Number (555) 555-5555', 'Email Notify True', and 'Notify Email Address some.email@yopmail.com'. Below this is a table of items with columns for Part No, Name, UOM, and Quantity. At the bottom, there are 'Submit' and 'Back' buttons.

Part No	Name	UOM	Quantity
00000	LABEL DYMO .75" X 2"	RL	2
00000	Paper Laser Request w/8 Labels, 1PK of 250 Forms	PK/250	1
00000	Paper Laser Report w/Logo, 1 Pack of 500	PK	4
00000	TUBE MICROTAINER RED TOP	EA	2

For more information, contact your local Labcorp representative.

