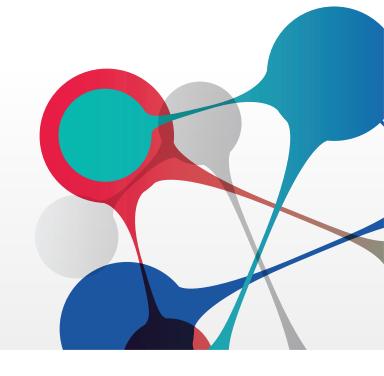
LabCheck SUPPLY ORDER



SUPPLY CART FEATURES

- Message center reminder
- View previous orders and quantities
- Easily modify or add to your order
- View estimated ship date and change your order before it ships
- Adjust shipping priority
- Track last shipped items
- Print supply lists

Use the link below to view a 5 minute introduction to Supply Cart.

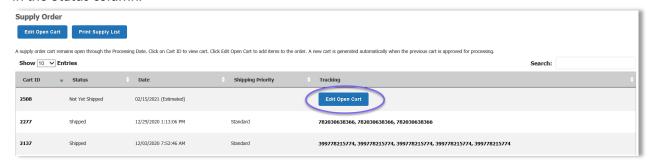
Supply Cart: LabCheck Supply Ordering Process

If you have any questions, please contact Client Services at 800.800.5655, Option 1.



SUPPLY ORDER SCREEN

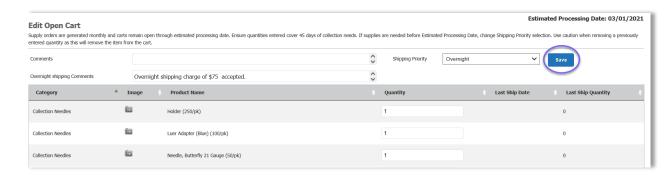
The Supply Order screen identifies your pending supply order (Open Cart) along with previous supply orders that have shipped or been approved for processing. Carts remain open for edits up until the Estimated Shipped Date. Each Cart Id will reflect Not Yet Shipped, Approved for Processing, or Shipped in the Status column.



SUPPLY ORDER: EDIT OPEN CART

- 1. From Support menu, select Supply Order.
- 2. Click Edit Open Cart.
 - Note: A Cart ID is generated once the previous order has been approved for processing.
- 3. Enter number of each supply item needed in Quantity field.

 Note: Items are packaged differently, i.e. each (ea) or number per pack (#/pk)
- 4. Review Shipping Priority.
- 5. Click Save.
- 6. A message box appears in upper left: "The order has been successfully saved and estimated ship date is ..."
- 7. Open Cart will close automatically on the Supply Order Due Date and status will update to Approved for Processing.
- 8. A FedEx tracking link will display and status will updated to Shipped



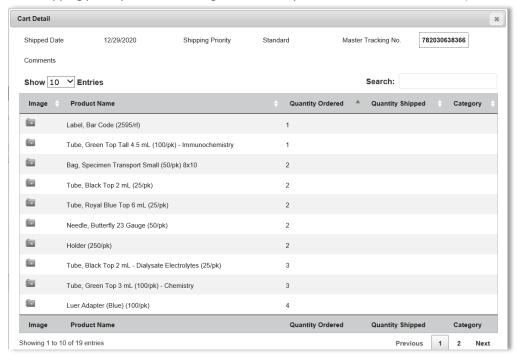


SUPPLY ORDER: VIEW PREVIOUS SUPPLY ORDER DETAILS

- 1. From Support menu, select Supply Order.
- 2. Click Cart Id.



Note: A pop up screen will appear with the details of the supplies ordered on that specific cart. i.e (shipped date, shipping priority, master tracking number and quantities ordered for each item)



SUPPLY ORDER: SUPPLY ORDER TRACKING

- 1. From Support menu, select Supply Order.
- 2. Click Tracking #, you will be directed to your carrier's website with tracking details
 - a. Note: Tracking numbers are generated once an order has been approved and shipped.

