



ASCEND
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.

IT'S TIME TO ASCEND.

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](#) [Print Supply List](#)

A supply order cart remains open through the Processing Date. Click on Cart ID to view cart. Click Edit Open Cart to add items to the order. A new cart is generated automatically when the previous cart is approved for processing.

Show Entries Search:

Cart ID	Status	Date	Shipping Priority	Tracking
2508	Not Yet Shipped	02/15/2021 (Estimated)		Edit Open Cart
2277	Shipped	12/29/2020 1:13:06 PM	Standard	782030638366, 782030638366, 782030638366
2137	Shipped	12/03/2020 7:52:46 AM	Standard	399778215774, 399778215774, 399778215774, 399778215774, 399778215774

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

Edit Open Cart Estimated Processing Date: 03/01/2021

Supply orders are generated monthly and carts remain open through estimated processing date. Ensure quantities entered cover 45 days of collection needs. If supplies are needed before Estimated Processing Date, change Shipping Priority selection. Use caution when removing a previously entered quantity as this will remove the item from the cart.

Comments Shipping Priority [Save](#)

Overnight shipping Comments

Category	Image	Product Name	Quantity	Last Ship Date	Last Ship Quantity
Collection Needles		Holder (250/pk)	<input type="text" value="1"/>		<input type="text" value="0"/>
Collection Needles		Luer Adapter (Blue) (100/pk)	<input type="text" value="1"/>		<input type="text" value="0"/>
Collection Needles		Needle, Butterfly 21 Gauge (50/pk)	<input type="text" value="1"/>		<input type="text" value="0"/>

SUPPLY ORDER: VIEW PREVIOUS SUPPLY ORDER DETAILS

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

Supply Order

[Edit Open Cart](#) [Print Supply List](#)

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Show Entries Search:

Cart ID	Status	Date	Shipping Priority	Tracking
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2277	Shipped	12/29/2020 1:13:06 PM	Standard	782030638366, 782030638366, 782030638366

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)

Cart Detail

Shipped Date: 12/29/2020 Shipping Priority: Standard Master Tracking No.

Comments

Show Entries Search:

Image	Product Name	Quantity Ordered	Quantity Shipped	Category
	Label, Bar Code (2595/rt)	1		
	Tube, Green Top Tall 4.5 mL (100/pk) - Immunochemistry	1		
	Bag, Specimen Transport Small (50/pk) 8x10	2		
	Tube, Black Top 2 mL (25/pk)	2		
	Tube, Royal Blue Top 6 mL (25/pk)	2		
	Needle, Butterfly 23 Gauge (50/pk)	2		
	Holder (250/pk)	2		
	Tube, Black Top 2 mL - Dialysate Electrolytes (25/pk)	3		
	Tube, Green Top 3 mL (100/pk) - Chemistry	3		
	Luer Adapter (Blue) (100/pk)	4		

Showing 1 to 10 of 19 entries Previous Next

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.

Supply Order

[Edit Open Cart](#) [Print Supply List](#)

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