

Supply Catalog Instructions

For your convenience, you may order all of the supplies necessary to send your work to Allina Health Laboratory online using our electronic Supply Catalog.

It is the policy of Allina Health Laboratory to consistently and fully comply with all laws and regulations pertaining to services, and billing for services and costs. In order to be compliant, Allina Health Laboratory can only provide you with supplies directly used in submitting samples to our laboratory.

Go to our homepage by entering www.allinahealth.org/laboratory in the address bar

Once at the home page, click on **Supply Catalog** in Nav Bar on the left hand side of the page

To order

- Search for your product category in the Nav Bar and click on the category link
- Click the 'Add to Cart' button to order.
 - **Note Quantities.** *If you need to change quantities, you must hit **Update Cart** to refresh the system and capture this change*
- Click on **Checkout** when you are finished selecting items

Checkout

- Enter your unique customer code
 - This is a 4-5 character alpha code that is identified as Submitter or Collection Center on your request forms; i.e. X_____
- Review your order for accuracy
- Click on the **Next Step** button if order is complete

Confirm your shipping address and add any special instructions

- Enter your name
- Verify your shipping address
- **Enter any communication you want to send to Allina Health Laboratory:**
 - Indicate a change of contact information
 - Add any **Special Instruction** for the fulfillment of this order
 - Add any supplies that you did not find on the web site, or smaller quantities of available items.
- Click on 'Submit Order' to complete your order

Confirmation/Order status page

- Print this page, or add it to your Favorites, for future reference

Track your order

- Click on the 'Check Your Order' link in Nav Bar
- Input the Tracking Number from your Confirmation/Order Status page (see step 4 above)

Features

- Clicking on the **i More Info** button will provide you with a larger graphic and additional test collection information for this item
 - The **Instructions** link on this screen will link you to the Test Catalog entry for this supply item.

If you have any questions, or need assistance placing your order, please contact your Allina Health Laboratory Account Representative or Client Services at 612-863-4678.