

ARUP eSupply Reference Guide

This guide will introduce you to the ARUP eSupply application

The screenshot displays the ARUP eSupply application interface. At the top, there are navigation tabs: Create Order, Review Orders, Review Sites, and Shopping Lists. The user is logged in as Client ID: 101, ARUP Laboratories. The main section is the Order Form, which is divided into several parts:

- Order Information:** Includes fields for Order Contact (ARUP Client), Phone No. ((800) 522-2787), Ext., Notification Email Address(es) (client@aruplab.com), Shipping Method (Standard 2 Day Delivery), and Shipping 3rd Party Account No.
- Shipping Information:** Includes a Site Search box, a list of recent orders, and a Ship-To Address section with fields for Client ID (101), Client Name (ARUP Laboratories), Site Name (ARUP Laboratories), Street Address (500 Chipeta Way), Bldg/Fir/Ste/Clinic, Address 3, City (Salt Lake City), State/Province (UT), ZIP/Postal Code (84108), Country (United States), Phone, Email, and PL / NPI. There is also a checkbox to "Save this PO# for all future orders for this site" and another to "Update site record for future orders".
- Item Information:** A table with columns for Category, Additional Item, Quantity, Monthly Orderable Quantity Allowed, and Monthly Orderable Quantity Remaining. The first row shows "All Categories" and "10528 Amber (Protect from light) Bag, 4x6, PK/100 (PK/100)". Below this is a "Frequently Ordered Items" section with a table listing items like "Specimen Container", "Brochure", "Bags", "Media/Culture/Kits", "Shipping Supplies", etc., with their respective quantities and orderable quantities.
- Shopping Cart:** A table showing the items added to the cart, including "Media/Culture/Kits" with item number 52358 and description "Cell-Free DNA Blood Collection Kit (Contains 2 - 10 mL Tube's®)".

At the bottom of the page, there is a "Submit Order" button and a "Contact ARUP" link. The footer includes the ARUP logo and copyright information: Copyright ©2019 Arupak LLC.

Step 1: Order Information

Enter the contact information for this order. Notifications about this order will be sent to the email addresses entered here.

Step 2: Shipping Information

To select a site, click the desired site name in the pre-populated list, or enter a search term in the Site Search box to filter the list.

The Site Search box will search the Site Name, Street Address, City, State, and Postal Code fields for results (exact matches only, i.e. "UT" vs. "Utah").

The Ship-To Address fields will populate automatically with the site information once a site has been selected.

Step 3: Item Information

To add an item to your order, use the Additional Item drop-down to select an item. You may filter the drop-down list by choosing a Category, or by typing a search term in the Search items field.

Items listed in the "Frequently Ordered Items" section are your most commonly ordered items in the last 90 days. This list is updated dynamically.

To add an item to your order, type the desired quantity in the Quantity field and click "Add". The item will be added to the "Shopping Cart" section.

To remove an item from your order click the "Remove" button. The item will be removed from the "Shopping Cart."

Note: A Purchase Order # may be specified on an order. Checking this box will save the PO # for the selected site, and the PO # will appear on future orders placed for the site.

Note: These columns display the allowed Monthly Orderable Quantity (MOQ) as well as the remaining quantity available to order.

Note: Clicking an Item # hyperlink will open the Item Details pop-up, which contains a photo of the item, and links to relevant documents: Safety Data Sheets, Validation and Additional Info (if applicable)

Note: Upon submitting an order, the system will validate your ship-to address. It may suggest alternate addresses. You may select from the list of suggestions, or go back to your order and edit the address.

Address Validation

There's a problem with the address provided. We've provided suggestions below. Please choose which version of the address you would like to use.

Original address:
 2111 3rd Street, Eau Claire, WI, 54703, US

Suggested address:
 2111 3RD ST, EAU CLAIRE, WI, 54703-2949, US

Step 4: Submit Order

Click "Submit Order". You will receive a final "Review Your Shopping Cart" screen that displays all order information. To finalize your order, click the "Checkout" button. You will receive an order number on the next page and an order confirmation will be emailed to the address provided on the order.

Review Orders

Review Orders

All Orders

47

Partial &
Back Orders

1

Standing Orders

0

Review / Confirm Orders

Clicking the Review Orders tab provides a listing of all orders excluding standing orders.

Hovering over this tab will reveal a submenu allowing you to refine your listings to only back orders or standing orders.

The numbers shown on the menu indicate the total number of orders found for that group. All Orders counts the total number of Not Confirmed, Confirmed, In Process, Back Order, and Completed orders.

Filters

There are several filtering options to limit the number of orders shown, or help you locate a specific order.

Multiple filters can be used at the same time. For example, if you wish to search for an order placed between October 1, 2018 and October 31, 2018 that was shipped to "ARUP Known Client Laboratories", enter "ARUP Known Client Laboratories" in the Order Information text box, and then select 01-Oct-2018 and 31-Oct-2018 by either typing it in or by selecting the dates from the calendar. Clicking either of the "Search" buttons will filter the order list by your input.

To reset the filters click on the "Remove Search Filters" button that appears at the bottom right of the filters section when you have active filters.

Search by Order Information <input type="text" value="ARUP Known Client Laboratories"/> <input type="button" value="Search"/> Filter search by field: All Fields <ul style="list-style-type: none"> All Fields Client ID Site Name Order No. Item No. Item Description Shipping Method Purchase Order No. Phone No. Ship-to City 	Search by Order Date Start Date: <input type="text" value="01-Oct-2018"/> <input type="button" value="Calendar"/> End Date: <input type="text" value="31-Oct-2018"/> <input type="button" value="Calendar"/> <input type="button" value="Search"/>	<input type="checkbox"/> Show Cancelled Orders <input type="button" value="Remove Search Filters"/>
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Sorting

Orders can be sorted by clicking on an underlined table header link.

Headers that can be sorted include: Order No., Order Date, Date Completed, Requestor, and Site Name. By default, the order list is sorted by order date, beginning with the most recent.

Clicking on a header once will sort it in descending order (most recent first in the case of a date, larger to smaller in the case of numbers, and reverse alphabetically in the case of text).

Clicking on the same header again sorts the list in ascending order.

<u>Order No.</u>	<u>Order Date</u> ▼	<u>Status</u>	<u>Date Completed</u>	<u>Requestor</u>	<u>Client ID</u>	<u>Site Name</u>	<u>Tracking Number(s)</u> (ship date :: tracking no.)
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Review Orders

Common columns include:

Order No.

The order number is the unique identifier for an order. Clicking an order number link will bring up additional information on that order.

Order Date

Order Date indicates the date the order was submitted.

Status

The current status of the order:

- **Not Confirmed** – The order has been reopened for editing and has not yet been submitted for processing
- **Draft** – Order has not been submitted for processing but will be saved for 72 hours to allow edits/submission
- **Confirmed** – Order has been submitted to ARUP and is ready to be processed
- **In Process** – ARUP is currently filling the order
- **Partial** – Components of this order have not yet been shipped
- **Completed** – The order has been filled and shipped
- **Cancelled** – The order has been cancelled

Date Completed

If the order is marked as completed a date will be provided indicating when ARUP completed the order.

Requestor

Requestor refers to the contact information provided in the first section of the order form. Typically the requestor is the user who placed the order.

Client ID

This column will show the Client ID with which the order is associated.

Site Name

The “Site Name” column will show the client’s facility name associated with the order.

Tracking Number(s)

This column will be populated with associated tracking numbers for the order. Multiple tracking numbers will be listed together one per line. Each tracking number is linked to the shipper’s website for further tracking information when applicable. A “Track All” link will also be provided for orders associated with more than one tracking number.

Review Sites

Review Sites

The review sites page allows complete control of site information. From here site information may be viewed, sites may be edited, activated or deactivated, and new sites may be created.

Include Bldg/Flr/Ste/Clinic if applicable to ensure accurate delivery.

With Selected:									
Client ID	Site Name	Contact	Address 1	Address 2	City	State/Province	Country	NPI	Is Primary
<input type="radio"/>	101	ARUP Laboratories	500 Chipeta Way		Salt Lake City	UT	US		YES
<input type="radio"/>	101	General Hospital - East	125 Main Street		Appleton	WI	US		NO
<input type="radio"/>	101	General Hospital - West	2111 3rd Street		Eau Claire	WI	US		NO

Viewing a Site

Click the radio button on the left of a site listing and then click the “Show Details” button to view additional information for the site. You may also view site details by clicking on the site name hyperlink.

Activating or Deactivating a Site

Deactivating a site means it will be removed from the site search on the order form. Deactivating a site does not affect any existing orders. Clicking on the appropriate radio button and then the “Activate/Deactivate” button will toggle between active and inactive states for the selected site. If a site is deactivated it will be listed in gray text on the site listing.

Editing a Site

Click the radio button on the left side of a site and then click the “Edit Site” button to enter the Edit Site screen. Revise the information of a site through the text boxes on this page. Fields marked with an asterisk (*) are required. When finished, click “Save Changes.”

Important Note:

Your Primary Site is not editable. Requests to edit your primary site must be directed to ARUP.

Creating a New Site

To create a new site click on the “Add Site” button located at the top right or bottom right portion of the site listing. Enter the site information into the provided text boxes to create a site. Note that all fields marked with an asterisk (*) are required. When finished, click on the “Save Site” button to add the site.

Sites created more than 6 months from date of purge and HAVE NOT had any orders placed for them in the last 6 months are automatically removed from eSupply.

Address Validation

When Creating or Editing a site, eSupply will check the address against an authoritative database of addresses to see if the address is valid. eSupply may present you with alternative addresses to choose from. You may select one of the suggestions or your original address, or you may go back and edit your address.

New Site User Guide

[Cancel and Return to Site List](#)

Address Validation

There's a problem with the address provided. We've provided suggestions below. Please choose which version of the address you would like to use.

Original address:

500 Chipeta Way, Salt Lake City, UT, 84108, US

Suggested address:

500 S CHIPETA WAY, SALT LAKE CITY, UT, 84108-1221, US

Information
 Sites cannot be delivered
 Client ID: 101
 Name: ARUP Laboratories
 Contact:
 Address: 500 Chipeta Way
 Clinic:
 City: Salt Lake City
 State: UT
 Zip: 84108
 Country: United States
 Phone:
 Email:
 NPI:

Monthly Orderable Quantity Adjustment Request Form

Request an adjustment to a Monthly Orderable Quantity per item using this form located under "User Options."
 Request a Temporary Adjustment (one-time increase) or a Permanent Adjustment (your new desired Monthly Orderable Quantity).

Create Order
Review Orders
Review Sites
Shopping Lists

Welcome **Client ID:101, ARUP Laboratories** [User Options](#) [Logout](#)

User Options

[User Guide](#) [eSupply Tutorial](#)
[eSupply Catalog](#)

User Information

First Name:

Last Name:

E-mail:

Phone: Ext.:

Email Options

You are currently receiving Order and Shipment Confirmation emails to **client@aruplab.com**.
 If you no longer wish to receive these emails please click the button below.

Request for Monthly Orderable Quantity (MOQ) Adjustment

This Request is for a: **Temporary Adjustment**
Please provide additional quantity needed for this month. If approved an order will be placed for you.

Permanent Adjustment
Please provide additional monthly quantity needed. If approved you will be able to see/order as needed in eSupply.

***Item No.:**

Item Search:

***Qty Requested:**

***Client ID:**

Requested By:

***Ship To Attn:**

***Ship To Company:**

***Ship To Address 1:**

Ship To Address 2:

***Ship To City:**

Ship To State/Province:

***Ship To Postal Code:**

Ship To Country:

***Phone:**

***Email:**

***Reason for Adjustment:**

Step 2:
 Enter a valid Item Number, and the desired quantity.
 For a Temporary Adjustment, enter the additional quantity needed for the current month.
 For a Permanent Adjustment, enter the new desired MOQ.

Step 1:
 Indicate whether this is a Temporary or a Permanent Adjustment.

Step 3:
 Enter a valid Ship To Address for the additional quantity requested.
 You will be notified of the outcome of your request via email.

Note:
 Reasons for adjustments are extremely important in keeping ARUP operating within compliance and helping us set orderable quantities that meet your specific needs. Please include as much detail as possible.

eSupply Catalog

The eSupply Catalog can be accessed via the button at the top of each screen in eSupply.

The eSupply Catalog contains a listing of every item that can be ordered, and provides a simple method for searching items and obtaining additional details about items, including Safety Data Sheets, Validation, Pictures and Additional Info. (if applicable). The Catalog may be filtered using the Search box at the top of the item list.

Category	Item No.	Description
Media/Culture/Kits	54555	Aptima Combo 2 Unisex Swab Specimen Collection Kit PK/10
Media/Culture/Kits	28907	Aptima Combo 2 Unisex Swab Specimen Collection Kit PK/50
Media/Culture/Kits	54556	Aptima Combo 2 Urine Specimen Collection Kit PK/10
Media/Culture/Kits	28908	Aptima Combo 2 Urine Specimen Collection Kit PK/50
Media/Culture/Kits	46007	Calculi Risk/Supersaturation Urine Collection Kit
Media/Culture/Kits	52358	Cell-Free DNA Blood Collection Kit (Contains 2 - 10 mL Tube's®)
Media/Culture/Kits	32748	Fetal Fibronectin Specimen Collection Kit
Media/Culture/Kits	54010	QuantIFERON- TB Gold Plus (High Altitude) 4-Tube Collection Kit
Media/Culture/Kits	54012	QuantIFERON- TB Gold Plus (Standard) 4-Tube Collection Kit
Media/Culture/Kits	40460	Renal Biopsy Collection Kit
Media/Culture/Kits	52056	Saliva Cortisol Salivette® Collection Kit
Media/Culture/Kits	44192	Timed Stool Collection Kit

View Item Details:

Clicking an Item No. hyperlink opens the Item Details screen.

The Item Details screen displays an image of the item, as well as links to Safety Data Sheets, Validation and Additional Info. (if applicable).

Shopping Cart Button:

The shopping cart buttons provide a quick and easy method of adding an item to an order.

Shopping Cart buttons are accessible from the eSupply Catalog and Item Details screens.

Item # 54010

Item Description QuantIFERON- TB Gold Plus (High Altitude) 4-Tube Collection Kit

Shopping Cart

[SDS Documentation](#)

[Validation Information](#)

[Additional Info](#)

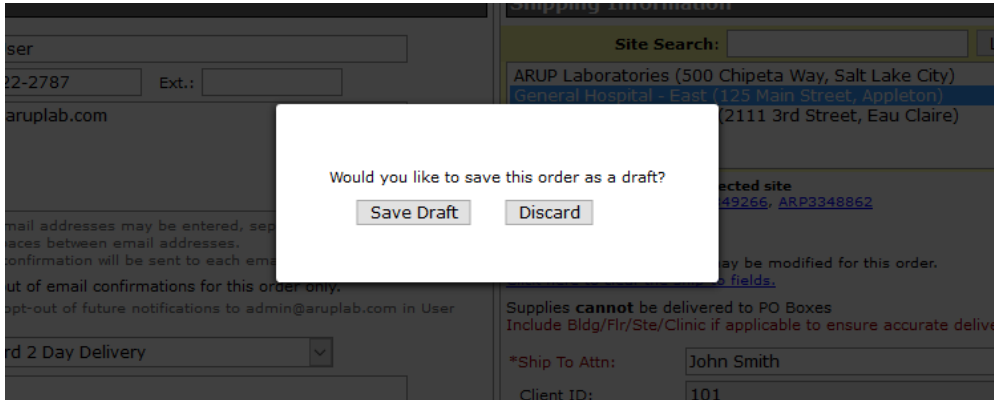
Item # 54010

To ensure that the correct volume of blood is drawn, the "STANDARD" collection tube, ARUP item # 54012 is suitable for use at elevations between sea level and 3,350

ARUP eSupply Reference Guide

Save Order as Draft

When placing an order, if you attempt to navigate away from the order form (e.g. clicking the "Review Orders" tab, or the "User Options" link), eSupply will ask if you would like to save the order as a draft or discard it.



Clicking the "Save Draft" button will save the order to the Review Orders page. The order will appear with a Status of "Draft".

Clicking the "Discard" button will delete all information previously entered on the create order screen and take you directly to the place you are trying to navigate to.

Order No.	Order Date	Status	Date Completed	Requestor	Client ID	Site Name	Tracking Number(s) (ship date :: tracking no.)
ARP3360807	18-Feb-2019	Draft		ARUP Client	101	General Hospital - East	
ARP3349268	07-Feb-2019	Partial		ARUP Client	101	General Hospital - East	
ARP3349266	06-Feb-2019	Confirmed		ARUP Client	101	General Hospital - East	

To continue with the order, simply click the Order No., which will open the Order Form with the previously selected Ship-To address and items pre-populated.

Order No.	Order Date	Status	Date Completed
ARP3360807	18-Feb-2019	Draft	
ARP3349268	07-Feb-2019	Partial	
ARP3349266	06-Feb-2019	Confirmed	

The screenshot shows the ARUP eSupply Order Form. The "Order Information" section includes fields for Order Contact, Phone No., Notification Email Address(es), and Shipping Method. The "Shipping Information" section includes Site Search, Ship-To Address, and various address fields. A blue arrow points from the "Draft" status in the table above to the "Draft" status in the "Order Information" section.

A draft order will remain in the Review Orders page for 72 hours. After 72 hours the draft order will be deleted if not edited or submitted.

Category	Item No.	Description	Quantity	Monthly Orderable Quantity Allowed	Monthly Orderable Quantity Remaining
Brochure	29002	Afp Maternal Serum Quadruple Screen Pamphlet (English)	10	Remove Each 300	300
Brochure	43371	Afp Maternal Serum 1st Trimester Screen Pamphlet (English)	10	Remove Each 200	200

Note: Items highlighted red above are on backorder.

ARUP eSupply Reference Guide

Notification Opt-Out

eSupply provides two methods to opt-out of email notifications.

One-Time Opt-Out

To opt out of Order and Shipment notifications for a single order, click the Opt Out checkbox on the Order Form.

The screenshot shows the ARUP eSupply Order Form. The top navigation bar includes 'Create Order', 'Review Orders', 'Review Sites', and 'Shopping Lists'. The user is logged in as 'Client ID:101, ARUP Laboratories'. The 'Order Form' section is active, with a note: 'Note: An asterisk (*) indicates a required field'. The 'Order Information' section contains fields for 'Order Contact' (ARUP Client), 'Phone No.' ((800) 522-2787), and 'Notification Email Address(es)' (client@aruplab.com). A red box highlights the checkbox labeled 'Opt out of email confirmations for this order only.' Below this, there is a 'Shipping Method' dropdown set to 'Standard 2 Day Delivery' and a 'Shipping 3rd Party Account No.' field. The 'Shipping Information' section includes a 'Site Search' field, a list of sites (ARUP Laboratories, General Hospital - East, General Hospital - West), and a 'Ship-To Address' section with fields for Client ID (101), Client Name (ARUP Laboratories), Site Name (ARUP Laboratories), and Street Address (500 Chipeta Way).

Opt-Out of all Future Notifications

To opt out of all future Order and Shipment notifications, click the **User Options** link and click "Stop sending me confirmations".

The screenshot shows the ARUP eSupply User Options page. The top navigation bar includes 'Create Order', 'Review Orders', 'Review Sites', and 'Shopping Lists'. The user is logged in as 'Client ID:101, ARUP Laboratories'. The 'User Options' section is active, with a note: 'Note: An asterisk (*) indicates a required field'. The 'User Information' section contains fields for 'First Name' (ARUP), 'Last Name' (Client), 'E-mail' (client@aruplab.com), and 'Phone' ((800) 522-2787). The 'Email Options' section is highlighted with a red box and contains the text: 'You are currently receiving Order and Shipment Confirmation emails to client@aruplab.com. If you no longer wish to receive these emails please click the button below.' Below this text is a button labeled 'Stop sending me confirmations'.

Shopping Lists

The Shopping List feature allows you to create pre-defined lists of commonly ordered items from which orders can be created. The Shopping List feature is accessible via the "Shopping List" tab.

Create a Shopping List

To create a Shopping List, click **Shopping Lists** -> **Create a New Shopping List**

Step 1: Shopping List Name
Type a descriptive name for your Shopping List

Step 2: Item Information
To add an item to your Shopping List, use the Item drop-down to select an item. You may filter the drop-down list by choosing a Category, or by typing a search term in the Search items field.

Step 3: Save Shopping List
Click "Save Shopping List". The new Shopping List will appear in the list view.

Create Order from a Shopping List

Step 1: Select a Shopping List
Select a Shopping List by clicking its radio button

Step 2: Create Order
Click "Create Order". The Order Form will open with the items from the Shopping List pre-populated in the Shopping Cart.

Note:
MOQ (monthly orderable quantities) logic will apply as orders are created and alerts will appear if applicable.

Clone Order

The Clone Order feature of eSupply allows you to create a copy of an existing order, edit the order, and submit it as a new order.

Step 1: Select an Order

In the Review Orders page, click the desired Order No. to review the Order Detail.

Order No.	Order Date	Status	Date Completed	Requestor	Client ID	Site Name	Tracking Number(s) (ship date :: tracking no.)
ARP3349268	07-Feb-2019	Partial		ARUP Client	101	General Hospital - East	
ARP3349266	06-Feb-2019	Confirmed		ARUP Client	101	General Hospital - East	
ARP3348862	06-Feb-2019	Partial		ARUP Client	101	General Hospital - East	
ARP3346435	05-Feb-2019	In Process	07-Feb-2019	ARUP Laboratories	101	General Hospital - East	
ARP3344251	04-Feb-2019	Completed	07-Feb-2019	Client User	101	General Hospital - West	05-Feb-2019 :: 1Z8924V20355717082 :: Delivered
ARP3342583	02-Feb-2019	Completed	07-Feb-2019	ARUP Laboratories	101	General Hospital - East	05-Feb-2019 :: 1Z066Y750340496863 :: Delivered 05-Feb-2019 :: 1Z066Y750340496974 :: Delivered Track All
ARP3342568	02-Feb-2019	Completed	07-Feb-2019	ARUP Laboratories	101	General Hospital - West	04-Feb-2019 :: 1Z8924V20441234563
ARP3348766	01-Feb-2019	Completed	07-Feb-2019	ARUP Client	101	ARUP Laboratories	01-Feb-2019 :: 1Z8924V20441234569
ARP3348763	28-Jan-2019	Completed	07-Feb-2019	ARUP Client	101	ARUP Laboratories	28-Jan-2019 :: 1Z8924V20441234569
ARP3348760	14-Jan-2019	Completed	07-Feb-2019	ARUP Client	101	ARUP Laboratories	14-Jan-2019 :: 1Z8924V20441234568

Step 2: Clone This Order

Click the "Clone this order" button

Create Order | **Review Orders** | Review Sites | Shopping Lists

Welcome Client ID:101, ARUP Laboratories

Order Detail :: ARP3342583

[Print this page](#)

[Back to Previous Page](#)

[Clone this order](#)

Order Status Completed

Order No. ARP3342583

Order Date 02-Feb-2019 08:05:48 PM PST

Requestor Name ARUP Laboratories

Phone No. (800) 522-2787

Email clientservices@aruplab.com

3rd Party Shipping Acct

Purchase Order No.

Account Information

Client ID: 101
 Client Name: General Hospital - East
 Contact:
 Address: 125 Main Street

Ship-To

Site Name: General Hospital - East
 Contact: Joseph Sample
 Address: 125 Main Street

Step 3: Edit and Submit the Order

The Order Form appears with the Order Information, Shipping Information, and Shopping Cart pre-populated.

You may now edit this order as needed and submit it as a new order.

Create Order | Review Orders | Review Sites | Shopping Lists

Welcome Client ID:101, ARUP Laboratories

Order Form

Note: An asterisk (*) indicates a required field

Order Information

*Order Contact: ARUP Client

*Phone No.: (800) 522-2787 Ext:

*Notification Email Address(es): client@aruplab.com

*Shipping Method: Standard 2 Day Delivery

Shipping 3rd Party Account No.: 8924V2

Shipping Information

Site Search: Lookup Sites

ARUP Laboratories (500 Chipeta Way, Salt Lake City)
 General Hospital - East (125 Main Street, Appleton)
 General Hospital - West (2111 3rd Street, Eau Claire)

Last three orders for all sites:
 Recent orders: ARP3348862, ARP3377072, ARP3370646

Ship-To Address

The ship-to address below may be modified for this order.
[Click here to clear the ship-to fields.](#)

Supplies cannot be delivered to PO Boxes
 Include Bldg/Fir/Ste/Clinic if applicable to ensure accurate delivery

*Ship To Attn: John Smith
 Client ID: 101
 Client Name: ARUP Laboratories
 *Site Name: General Hospital - East
 *Street Address: 125 Main Street
 Bldg/Fir/Ste/Clinic:
 Address 3:
 *City: Appleton
 State/Province: WI
 *ZIP/Postal Code: 54915
 Country: United States
 *Phone: 920-555-1212
 *Email: jsmith@gh.com
 PL / NPI:
 Purchase Order No.:
 Save this PO# for all future orders for this site

Update site record for future orders

Items ordered are intended to be used in the submission of tests to ARUP Laboratories ONLY.

For assistance with this order, please use the Contact ARUP link at the bottom of this page.
 Thank you - ARUP Laboratories

Note:

MOQ (monthly orderable quantities) logic will apply as orders are created and alerts will appear if applicable.

Shopping Cart

Category	Item No.	Description	Quantity	Remove	Each	Monthly Orderable Quantity Allowed	Monthly Orderable Quantity Remaining
Brochure	29002	Afp Maternal Serum Quadruple Screen Pamphlet (English)	10	Remove	Each	300	300
Brochure	43171	Afp Maternal Serum 1st Trimester Screen Pamphlet (English)	10	Remove	Each	200	200

Note: Items highlighted red above are on backorder.

[Submit Order](#) [Delete Draft](#)

Notifications

The following alerts may be seen when attempting to submit an Order in eSupply. These alerts are informational, and should be reviewed closely.

Existing Order

If an order exists in eSupply that is currently in process and contains an item that you have selected on your new order, a message will appear asking if you would like to proceed with adding that item to your new order. This message is intended to help prevent duplicate orders for the same item being mistakenly placed.

Item No.	Description	Quantity
53708	4 mL STANDARD Specimen Transport Tube with Cap PK/10	0 Add
43171		0 Add
29002		0 Add
10528		0 Add
42768		0 Add
22274		0 Add
50779		0 Add
22273		0 Add
22272	Room Temperature (Green) Specimen bag, PK/50	0 Add
16546	Specimen Shipping Box (10x10x8) (GROUND SHIP)	0 Add

There is an existing order in the system for the item that is currently in process and will be shipped as soon as the item is available. Do you want to proceed with an additional order?

Short Expiring Item Notifications

If you will be receiving an item that may expire in less than 60 days, that item will be identified when reviewing your shopping cart and will also appear on the packing slip you receive when your order arrives.

Review Your Shopping Cart


<p>Order Information</p> <p>Order Contact : ARUP Client Phone No. : (800) 522-2787 Ext.: Email Address : client@aruplab.com Shipping Method : Standard 2 Day Delivery <small>Refrigerated/frozen items are shipped overnight.</small></p>	<p>Shipping Information</p> <p>Ship To Attn : John Smith Client ID : 101 Client Name : ARUP Laboratories Site Name : General Hospital - East Address : N125 MAIN ST, , City : APPLETON Zip Code : 54915-9436 Phone No. : 920-555-1212 Email : jsmith@gh.com PL / NPI :</p>
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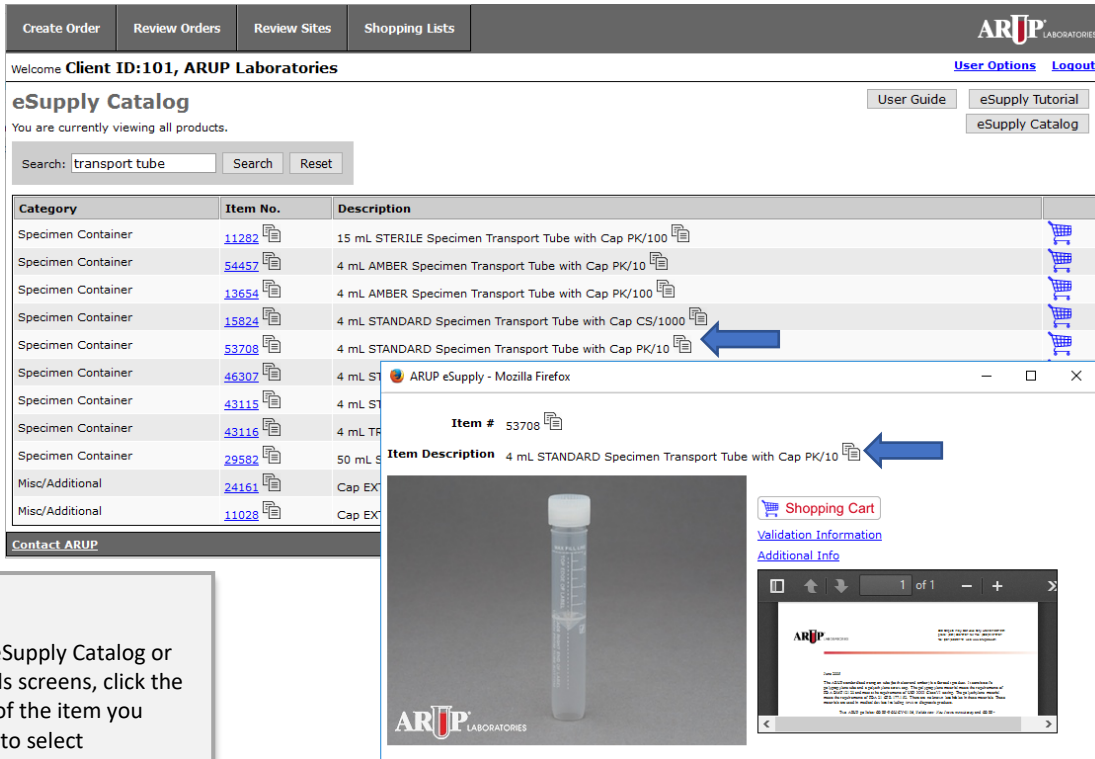
List of Items

For item(s) **15824** you may receive a lot that expires in less than 60 days. Please check your packing slip when you receive your order.

Category	Item No.	Description	Quantity	Monthly Orderable Quantity Allowed	Monthly Orderable Quantity Remaining
Specimen Container	15824	4 mL STANDARD Specimen Transport Tube with Cap CS/1000	1 CS/1000	5	5

Copy/Paste

Within the eSupply Catalog, each Item Number and Item Description can be copied using the copy icons  located next to each item.



The screenshot shows the ARUP eSupply Catalog interface. At the top, there are navigation tabs: Create Order, Review Orders, Review Sites, and Shopping Lists. The user is logged in as Client ID:101, ARUP Laboratories. The main area displays a search for 'transport tube' with a list of results. A detailed view of item # 53708 is shown in a pop-up window, displaying the item description and a copy icon. Blue arrows in the original image point to these copy icons.

Step 1:
From the eSupply Catalog or Item Details screens, click the copy icon of the item you would like to select

The copied item can now be used to look up an item in the following places in eSupply by pasting into the search field:

MOQ Adjustment Request

Request for Monthly Orderable Quantity (MOQ) Adjustment

This Request is for a: **Temporary Adjustment**
Please provide additional quantity needed for this month. If approved an order will be placed for you.

Permanent Adjustment
Please provide additional monthly quantity needed. If approved you will be able to see/order as needed in eSupply.

*Item No.: 46307 4 mL STANDARD Specimen Transport Tube with Cap f

Item Search: **4 mL STANDARD Specimen Transport Tube with Cap PK/100**

*Qty Requested:

Create a New Shopping List

Create a New Shopping List

Note: An asterisk (*) indicates a required field

Save Shopping List Cancel and Return to Shopping List

*Shopping List Name:

Item Information

Category	Item	Quantity
All Categories	46307 4 mL STANDARD Specimen Transport Tube with Cap PK/100 (PK/100)	<input type="text"/> Add PK/100

Search items: **4 mL STANDARD S** 2 items found

Save Shopping List Cancel and Return to Shopping List

Contacting ARUP

At the bottom-left corner of every page in eSupply, there is a "Contact ARUP" link. You may click this link to send an email to ARUP Client Services.

The screenshot displays the ARUP eSupply interface. At the top, there are navigation tabs: "Create Order", "Review Orders", "Review Sites", and "Shopping Lists". The user is logged in as "Client ID: 101, ARUP Laboratories". A "Contact ARUP" link is highlighted in a red box at the bottom-left corner. A blue arrow points from this link to a modal form titled "Contact ARUP Laboratories".

The modal form contains the following text and fields:

- Contact ARUP Laboratories**
- If your message is in regard to an order, please indicate the order number.
- All fields are required.
- You can also contact ARUP Client Services at (800) 522-2787 or through online chat at aruplab.com
- Your Name:**
- Your E-mail:**
- Subject:**
- Comments:**
-

The background shows a "View Orders" section with a table of orders:

Order No.	Order Date
ARP3349268	07-Feb-2019
ARP3349266	06-Feb-2019
ARP3348862	06-Feb-2019
ARP3346435	05-Feb-2019
ARP3344251	04-Feb-2019
ARP3342583	02-Feb-2019
ARP3342568	02-Feb-2019
ARP3348766	01-Feb-2019
ARP3348763	28-Jan-2019
ARP3348760	14-Jan-2019

At the bottom of the page, there is a "Contact ARUP" link in a red box and a copyright notice: "Copyright ©2011 Therapak LLC".