

New and Improved Website!

RPS and NPHL Supply Ordering Portal Major Design and Functionality Changes

Phase 2 Completed

February 25, 2018



Dear Regional Pathology Services Clients,

We are very excited to announce the launch of our newly designed supply portal. Phase one went live on Friday, December 15th.

Phase two will go live at 7 am on Tuesday, February 27, 2018. No downtime is expected, but if you notice any issues, please contact us immediately at 402-559-6420.

We have made several changes to our website, keeping the client in mind and to make it easier for you to navigate and find the information you need.

Changes include:










- Visual Changes
- Email confirmation of order
- Delivery hours section added for targeted client deliveries and efficiencies
- Category Manager
- Product Manager, Photos and MSDS for all products
- Product Browser

- Shopping Cart
- Product Description Page
- Checkout Process

To Place an Order

The account is associated with supply categories that meet the needs of the client and the testing they send

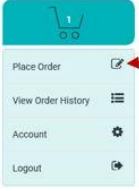
Supply Orders

 All Supplies	 Biopsy Supplies	 Cytology
 Kits	 Labels	 Microbiology
 Office Supplies	 Phlebotomy	 Requisitions and Forms

Select "Place Order" to find supplies

To Place the Order

1. Select a category
2. Add product
3. View cart
4. Checkout



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x
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Fax: 402-559-9497







Expand the product list to see additional items on one page

Sort products by the **Product ID** or **Product Name**

Search products in the category.
Products can be found by searching any letters in the supply name

Supply Orders > Microbiology

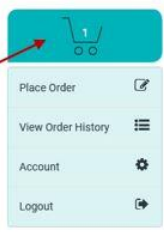
12
Sort By: Product ID Product Name
Search Products

 View Details ID: MICRO101 Blood Culture, Aerobic (blue) 0 Each +	 View Details ID: MICRO102 Blood Culture, Anaerobic (Purple) 0 Each +	 View Details ID: MICRO103 Blood Culture, Fungal (not a stocked item) 0 Each +
 View Details ID: MICRO104 Blood Culture, Pediatric (not a stocked item) 0 Each +	 View Details ID: MICRO105 Ova & Parasite Collection Vial (ProtoFix) 0 Each +	 View Details ID: MICRO106 Enteric Plus Pathogen Containers 0 Each +

Enter the quantity of the item needed. Select the "+" symbol to add to the cart

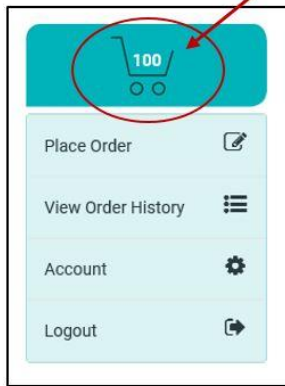
Toggle between individual items, or a grouping of items

0 Each +
Case (50)



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View the total items in the cart. Click the “**Shopping Cart**” to view the cart and place the order



Supply Orders > View Cart

Product ID	Product Name	Quantity	Quantity Type	Subtotal
BAG1	BioBag with Dry Mop 6x9	100	Each	100
TOTAL:				100

* Set quantity to zero to remove product from your cart.

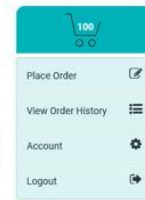
Empty Cart Update Cart

* Contact Name (required):

Hours Available for Delivery:

Please document any order information or special requests:

Place Order



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Click “**Place Order**” to place the order. An **order number** is assigned to each order for client reference

Supply Orders > Order Complete

ORDER NUMBER: 022518.18219

Product ID	Product Name	Quantity
BAG1	BioBag with Dry Mop 6x9	100

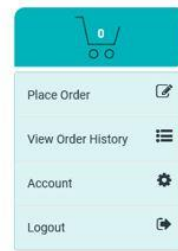
To View Order History

Supply Orders

Order Number	Order Date	Filled Date	Status	Actions
33015.13513	03/30/2015	04/02/2015	Filled	
33115.13516	03/31/2015	04/02/2015	Filled	
33115.13517	03/31/2015	04/02/2015	Filled	
33115.13518	03/31/2015	04/02/2015	Filled	
33115.13519	03/31/2015	04/02/2015	Filled	
110416.16181	11/04/2016	11/07/2016	Filled	
110416.16182	11/04/2016	11/04/2016	Filled	
42517.16991	04/25/2017	04/26/2017	Filled	
80917.17520	08/09/2017	08/09/2017	Filled	
80917.17521	08/09/2017	08/09/2017	Filled	
80917.17522	08/09/2017	08/09/2017	Filled	

Click the “**eye**” symbol to view past orders

Click the “**Shopping Cart**” symbol to reorder the selected past orders, Order will transfer to the shopping cart, check out process should still be completed



Click “**View Order History**” to view past orders

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RPS is encouraging the client to update contact email and delivery hours. This information will default on the place orders screen. However, it is still editable as needed when placing orders.

To Update Account Information

1. Click **Update Account Info**
2. Enter *Delivery Time* in the text field

3. Enter *Email* in the text field
4. Click **Update Info**

Supply Orders

Client Services Contact

* Account Name:

Account Number:

* Contact Name:

* Address 1:

Address 2:

* City:

* State:

* Zip:

* Phone: Ext:

* Fax:

Delivery Times: ★

Email: ★

Password:

Update account settings by clicking "Account"

Place Order

View Order History

Account

Logout

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Update "Delivery Times" to have supplies sent at times convenient to the client

Update "Email" to have orders sent to an email address

Sincerely,
The Regional Pathology Services Team
24/7 Customer Service 1-800-334-0459
www.reglab.org

If you have any questions or issues with these changes please contact client services at 402-559-6420 and ask to speak with one of the client coordinators.

24/7 Customer Service 1-800-334-0459

www.reglab.org [Forward to Friend](#)

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