

# Supply catalog instructions

For your convenience, you may order all of the supplies necessary to send your testing 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 [www.allinahealth.org/allinahealthlaboratory](http://www.allinahealth.org/allinahealthlaboratory)

Once at the home page, click on **Supply catalog** on the left hand side of the page.

## TO ORDER:

- Locate the needed product by viewing in the appropriate product category or by searching the product keywords

- Click on the **More info** button to view additional information about the product such as tests that it is used for, manufacturer and MSDS information
- Click the **Add to Cart** button to order
- Enter your **Customer Code** and click **Next Step**

- Enter the Unit of Measure, Quantity and click **Update**
- If you determine you do not need the item, click **Remove**
- Search for and add additional items as needed
- Click on **Checkout** ► when you are finished selecting items

## CHECKOUT:

- Verify your shipping address
- Enter a contact name, phone number where you can be reached for questions, and any special instructions
- Confirm your order items, units and quantity and click **Submit**

## TRACK YOUR ORDER:

- On the [Supply catalog](#) home page, enter your **Customer code** (in all CAPS) or the **Order Reference number** and click **Check your order**

Check your order status entering your order reference number or customer code below

Customer code

Order Reference number

- Entering your **Customer code** (in all CAPS) will retrieve a history of your recent orders
- Entering an **Order Reference number** will retrieve the specific order

*If you have any questions, or need assistance placing your order, please contact Allina Health Client Services at (612) 863-4678 or your account representative.*