

Supply catalog instructions



For your convenience, you may order all the supplies necessary to send your samples to Allina Health Laboratory for testing, 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. *For compliancy, 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

Once at the home page, click on **Supply catalog** on the left 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**
- Continue to search and add products to your cart as needed
- Review the unit of measure and quantity needed for each supply
 - **Note:** The user must enter click on **Update & Save Shopping Cart** at the bottom before checking out or navigating to another window



- If you determine you do not need the item, click **Remove**
- 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**
- Click [Log Out](#)  to complete the order process

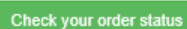
TRACK YOUR ORDER:

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

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

Customer code

Order Reference number





- Entering your **Customer code** 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