CompuNet
CLINICAL LABORATORIES

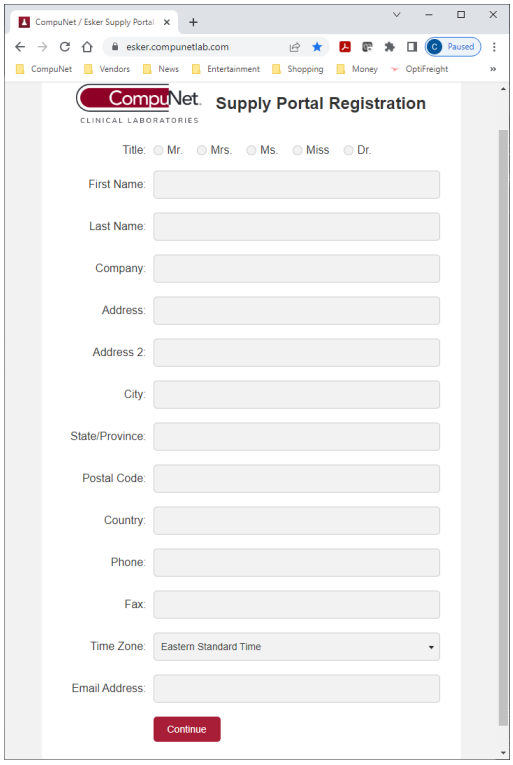
Registering from CompuNet's Supply Ordering Website

Users Must Use Chrome or Edge Browsers

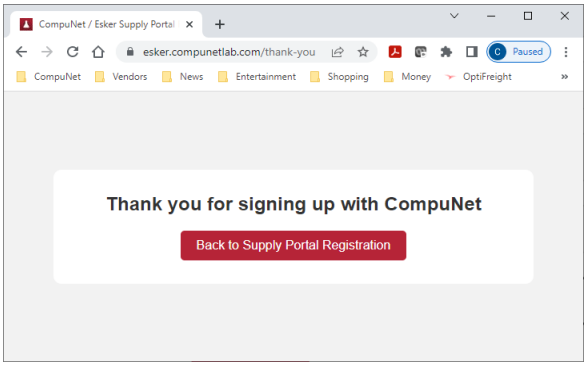
You can now access the Supply Portal through our main website!

Go to compunetlab.com, proceed to the PROVIDERS tab, and select ORDER LAB SUPPLIES.

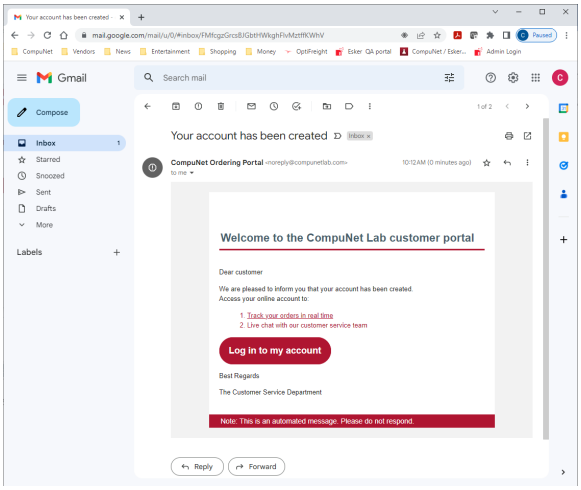
1. Visit **www.compunetlab.com**, proceed to the **PROVIDERS** tab, and select **ORDER LAB SUPPLIES**. Click **SUPPLY PORTAL REGISTRATION** and complete the one-page registration. Please enter the address where supplies should be delivered.



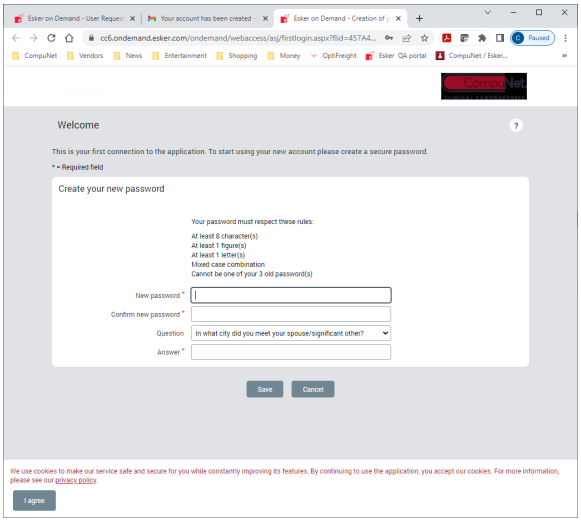
2. You will receive this popup message when you click **Continue**. Your registration request has been submitted to our warehouse manager for approval.



3. Once your account has been activated, you will receive a welcome email; do check you spam or junk folder if you do not see this message on the next business day; contact purchasefax@compunetlab.com if you have not received an activation notice.



4. Click the **Log In To My Account** link in the middle of the activation email to set your password.

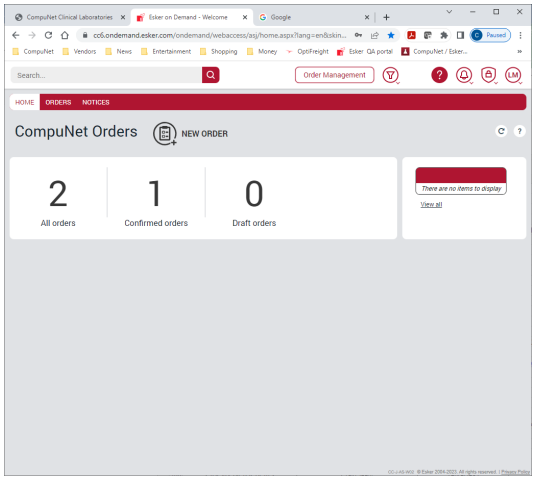


You can begin ordering supplies!
Please note, the ordering website is a different URL than the registration portal.

Ordering from CompuNet's Supply Ordering Website

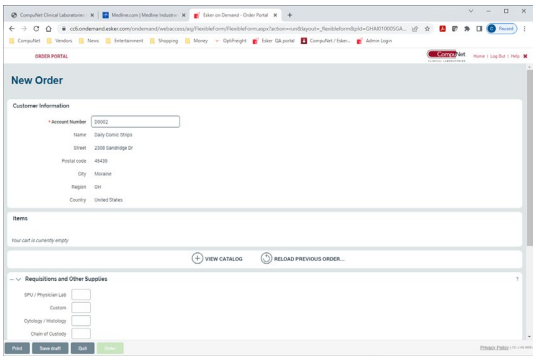
You can now access the Supply Portal through our main website!
Go to compunetlab.com, proceed to the PROVIDERS tab, and select ORDER LAB SUPPLIES.
Click the SUPPLY PORTAL ORDERING button.

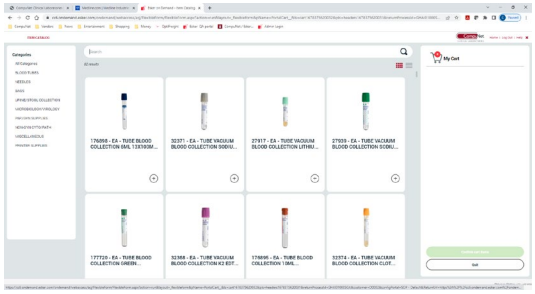
1. Once logged in, click on **New Order**:



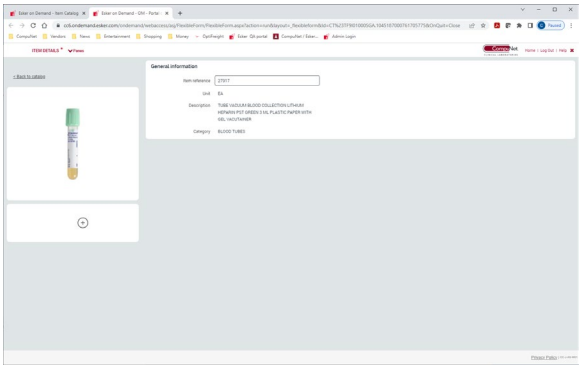
2. If you have access to order supplies for more than one account, you will need to select/enter the appropriate account number. However, if you only have access to one account, that location will be pre-populated for you.

3. Click on **View Catalog** to open the Category Viewer:

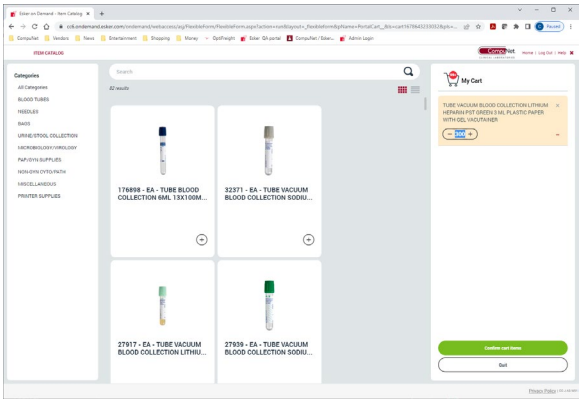




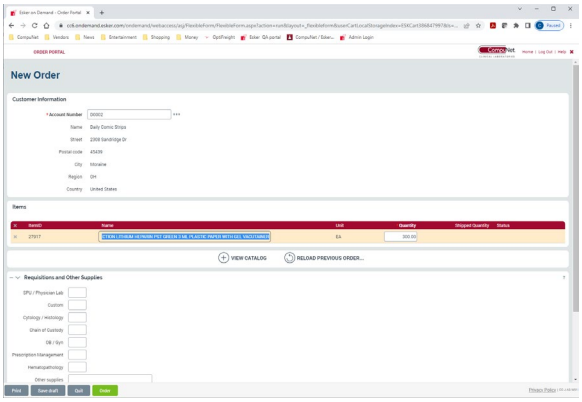
4. Click on the + sign under any item to add it the shopping cart. To view details about a specific item, click on the item picture for a product description.



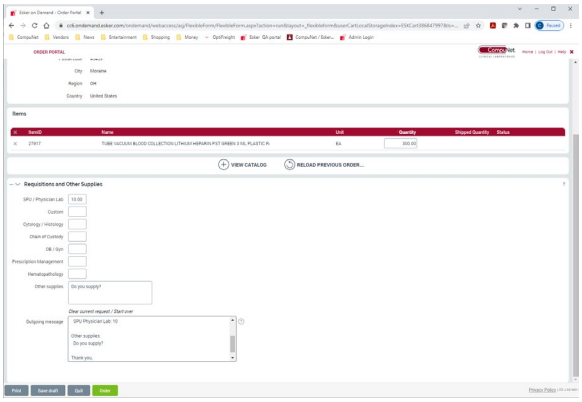
5. When an item is added to the cart, it goes up by a quantity of “1” of the Unit of Measure listed in the description. Please note, we issue Vacutainer tubes by the individual tube (quantity description is “EA” for EACH). A pack of tubes contains of 100 tubes. If you want a full pack, click the Quantity field listed in the cart and free text the total amount you wish to receive. In the example below, a quantity of 300 would be 3 packs of tubes.



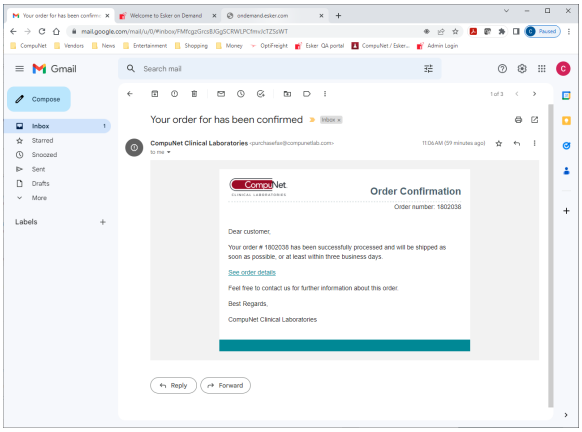
6. After you have completed your order, click on **Confirm Cart Order** to be taken back to the main page. Your order will be listed on the screen.



7. Complete your order by selecting the **Order** button at the bottom. An email will be sent to our supply team with the items listed from this order.



8. Once your order has been accepted, you will receive a confirmatory email which lists the order confirmation number. Any supplies ordered will now begin processing for shipment.



9. You can click the **See Order Details** in this confirmation email to see what was ordered.

Our goal is to fill every order as soon as possible. Most orders are filled within 72 business hours, but please allow up to 7-10 business days for receipt. For assistance, please email purchasefax@compunetlab.com or call 937-297-8260.