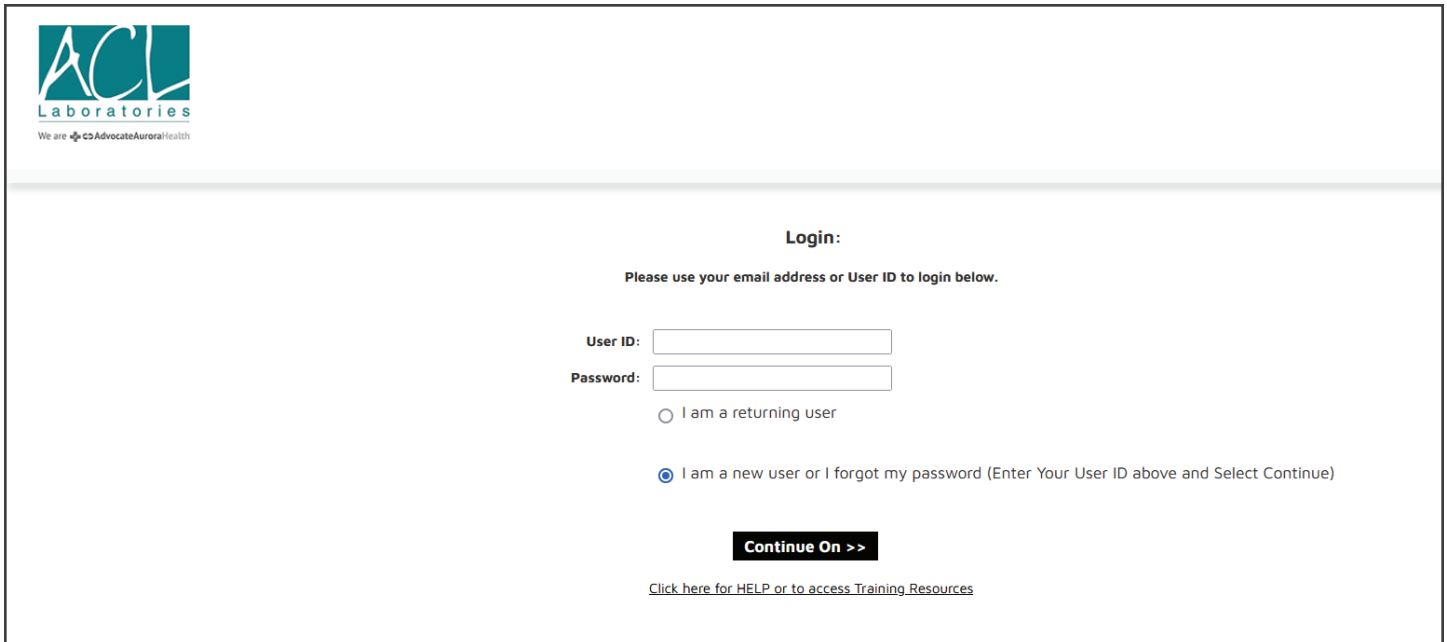


Logging into the ACL Supply Site

Your User ID will be your email address unless you order for multiple sites. If you order for multiple sites, please contact your Business Development Rep for further instructions setting up your account. The first time you log into the system ACL landing page url: <https://acllaboratories.com/order-supplies/>, you will need to create a new password. Click on "I am a new user or I forgot my password" button as identified in the screenshot below.

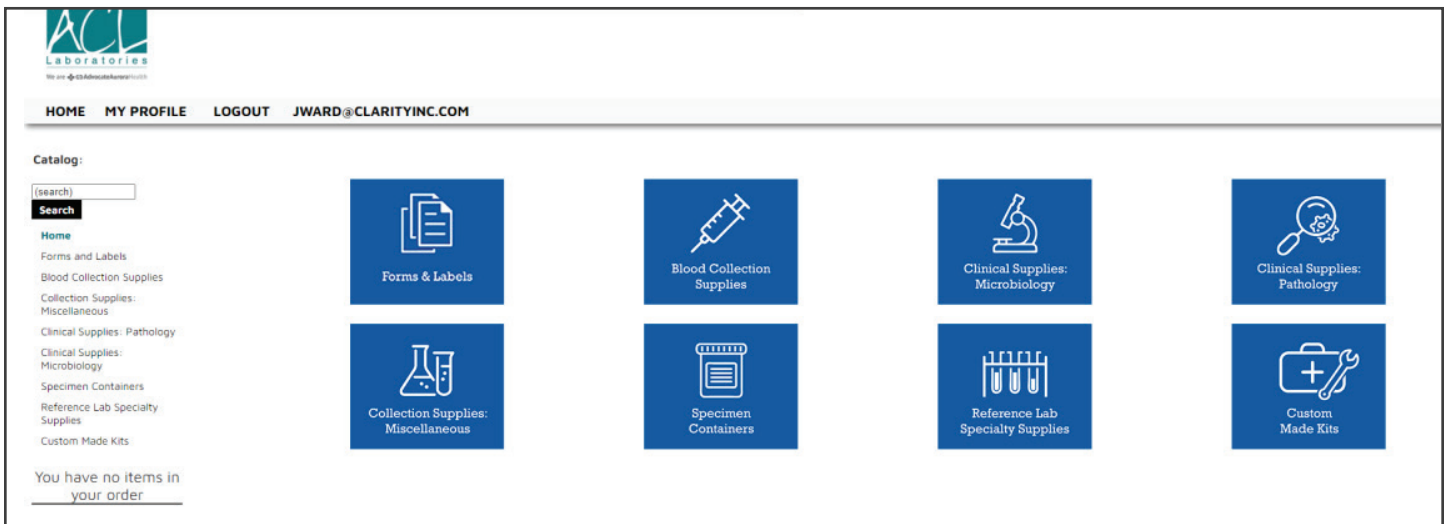
If you forget your password, select "I forgot my Password" and you will receive an email with instructions to update your password.



The screenshot shows the login interface. At the top left is the ACL Laboratories logo. The main heading is "Login:". Below it, a message says "Please use your email address or User ID to login below." There are two input fields: "User ID:" and "Password:". Below the fields are two radio button options: "I am a returning user" and "I am a new user or I forgot my password (Enter Your User ID above and Select Continue)". The second option is selected. A "Continue On >>" button is located below the options. At the bottom, there is a link: "Click here for HELP or to access Training Resources".

Once you enter your User ID and your Password, select "Continue On" and you will be logged into the ACL Supply Ordering System.

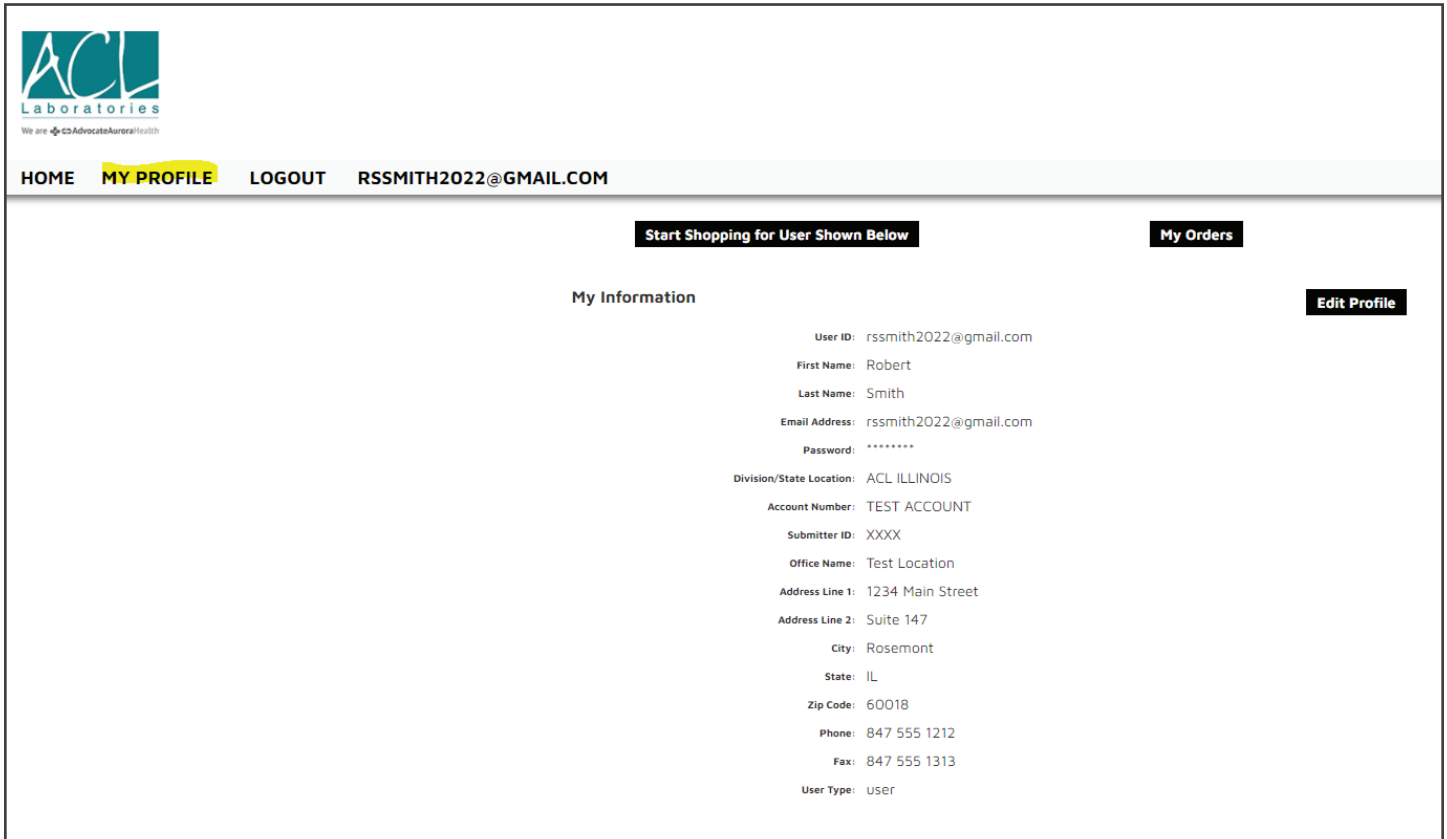
Your home page will look like this:



The screenshot shows the home page of the ACL Supply Ordering System. At the top left is the ACL Laboratories logo. Below the logo is a navigation bar with links: "HOME", "MY PROFILE", "LOGOUT", and "JWARD@CLARITYINC.COM". The main content area is titled "Catalog:" and features a search bar with a "Search" button. Below the search bar is a list of categories: "Home", "Forms and Labels", "Blood Collection Supplies", "Collection Supplies: Miscellaneous", "Clinical Supplies: Pathology", "Clinical Supplies: Microbiology", "Specimen Containers", "Reference Lab Specialty Supplies", and "Custom Made Kits". At the bottom, it says "You have no items in your order". The main content area is divided into a grid of eight blue boxes, each with an icon and a label: "Forms & Labels", "Blood Collection Supplies", "Clinical Supplies: Microbiology", "Clinical Supplies: Pathology", "Collection Supplies: Miscellaneous", "Specimen Containers", "Reference Lab Specialty Supplies", and "Custom Made Kits".

Viewing Your Profile

Your Profile contains information about you and your office location as well as additional information necessary to process your supply / requisition order. If you order laboratory requisitions, your Profile also includes all the information necessary to customize your Requisitions.

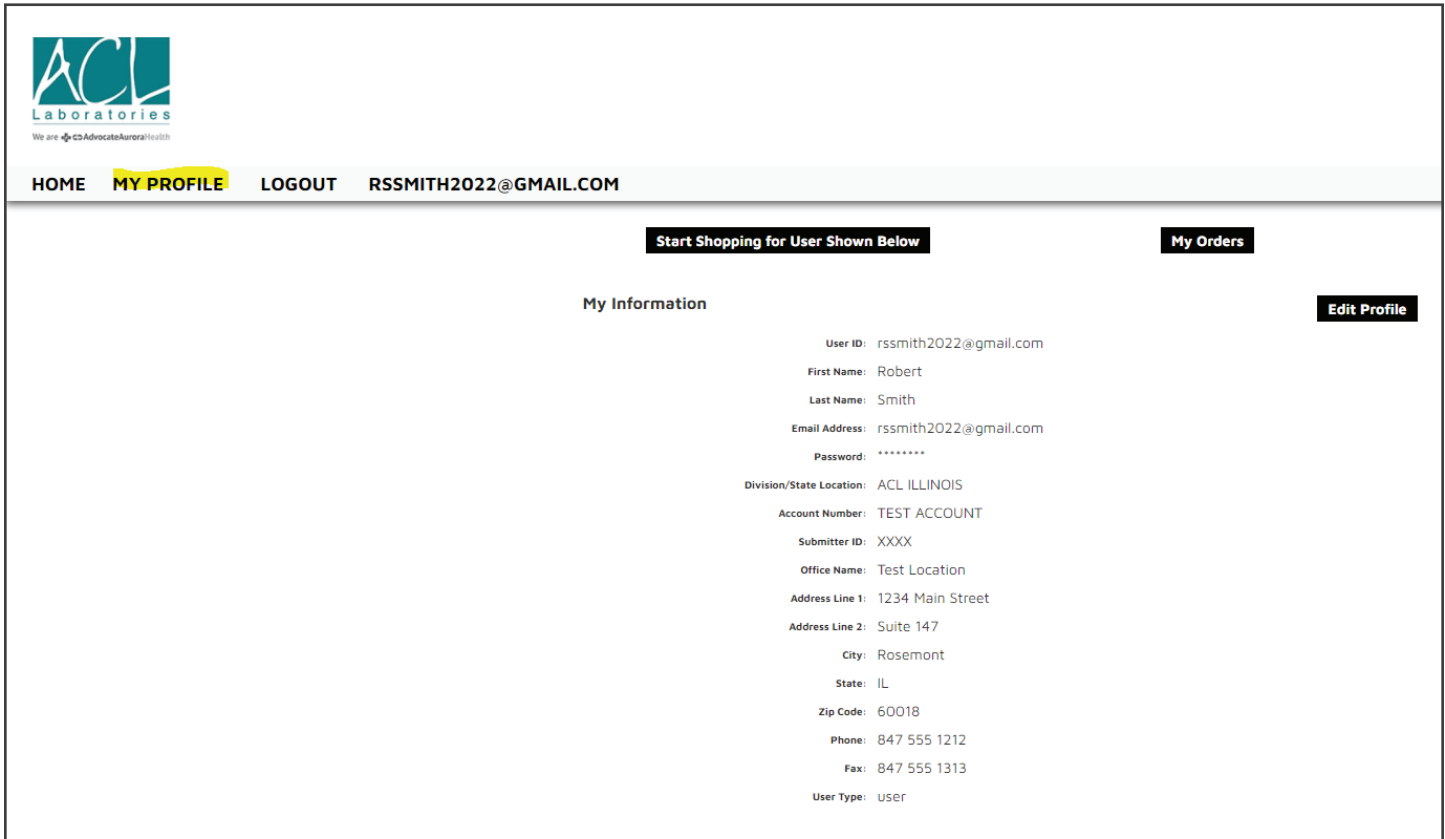


The screenshot shows the ACL user profile page. At the top left is the ACL Laboratories logo. Below it is a navigation bar with links: HOME, MY PROFILE (highlighted in yellow), LOGOUT, and RSMITH2022@GMAIL.COM. The main content area has a header with two buttons: 'Start Shopping for User Shown Below' and 'My Orders'. Below this is the 'My Information' section, which includes an 'Edit Profile' button. The profile details are as follows:

User ID:	rsmith2022@gmail.com
First Name:	Robert
Last Name:	Smith
Email Address:	rsmith2022@gmail.com
Password:	*****
Division/State Location:	ACL ILLINOIS
Account Number:	TEST ACCOUNT
Submitter ID:	XXXX
Office Name:	Test Location
Address Line 1:	1234 Main Street
Address Line 2:	Suite 147
City:	Rosemont
State:	IL
Zip Code:	60018
Phone:	847 555 1212
Fax:	847 555 1313
User Type:	User

The information in your Profile is managed by ACL and is not editable by non-ACL users. If you need to modify any information in the main section of your Profile, please contact your Business Development Representative.

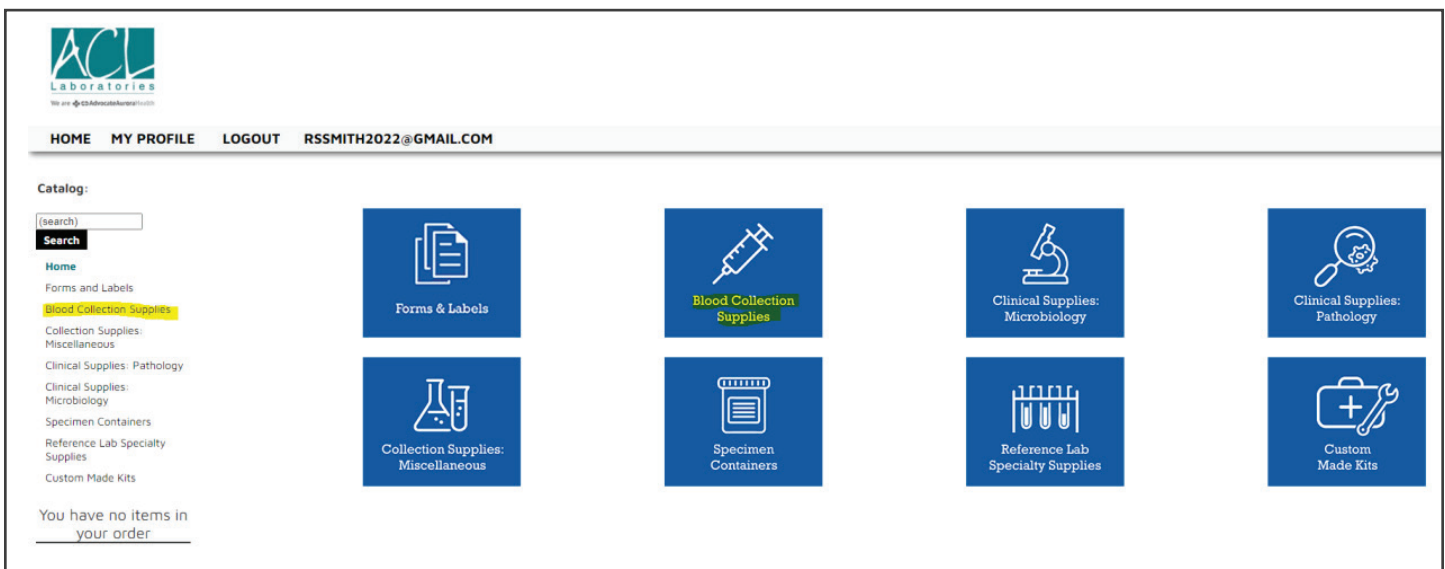
From the "MY PROFILE" screen, select "Start Shopping for User Shown Below". You can also select "HOME" from the top Menu Bar.



The screenshot shows the 'MY PROFILE' page. At the top, there is a navigation bar with 'HOME', 'MY PROFILE' (highlighted in yellow), 'LOGOUT', and 'RSSMITH2022@GMAIL.COM'. Below this, there are two buttons: 'Start Shopping for User Shown Below' and 'My Orders'. The main content area is titled 'My Information' and includes an 'Edit Profile' button. The user information is as follows:

- User ID: rsmith2022@gmail.com
- First Name: Robert
- Last Name: Smith
- Email Address: rsmith2022@gmail.com
- Password: *****
- Division/State Location: ACL ILLINOIS
- Account Number: TEST ACCOUNT
- Submitter ID: XXXX
- Office Name: Test Location
- Address Line 1: 1234 Main Street
- Address Line 2: Suite 147
- City: Rosemont
- State: IL
- Zip Code: 60018
- Phone: 847 555 1212
- Fax: 847 555 1313
- User Type: User

All items in the Supply Ordering Catalog are organized into sub-categories. You can access the items by clicking on the appropriate icon, by selecting the Category Name at the left side of the screen or by using the search field.



The screenshot shows the Supply Ordering Catalog page. At the top, there is a navigation bar with 'HOME', 'MY PROFILE', 'LOGOUT', and 'RSSMITH2022@GMAIL.COM'. Below this, there is a 'Catalog:' section with a search field and a 'Search' button. The catalog is organized into sub-categories, each represented by an icon and a label:

- Forms and Labels
- Blood Collection Supplies
- Collection Supplies: Miscellaneous
- Clinical Supplies: Pathology
- Clinical Supplies: Microbiology
- Specimen Containers
- Reference Lab Specialty Supplies
- Custom Made Kits

At the bottom of the catalog section, it says: "You have no items in your order".

Once you select a category, all the items in that category will be displayed with a picture of the item, a description that includes the item number, and the unit of measure. To place an order, simply fill-in the box with the quantity you want to order and select "ADD". All the boxes are pre-filled with a "1" in the quantity box to make ordering easy. If you are unable to find a supply item, contact ACL Supply Department for further assistance - Wisconsin: 414-328-7519 / Illinois: 847-349-7576.



HOME MY PROFILE LOGOUT RSSMITH2022@GMAIL.COM

Catalog:

(search)

Search

- Home
- Forms and Labels
- Blood Collection Supplies**
- Collection Supplies:
- Miscellaneous
- Clinical Supplies: Pathology
- Clinical Supplies: Microbiology
- Specimen Containers
- Reference Lab Specialty Supplies
- Custom Made Kits



WHITE 3ML (DISCARD) GREINER (50/PK) (103910-IL)

1
Add



RED NON GEL 6 ML (1659-IL)

1
Add

You have no items in your order



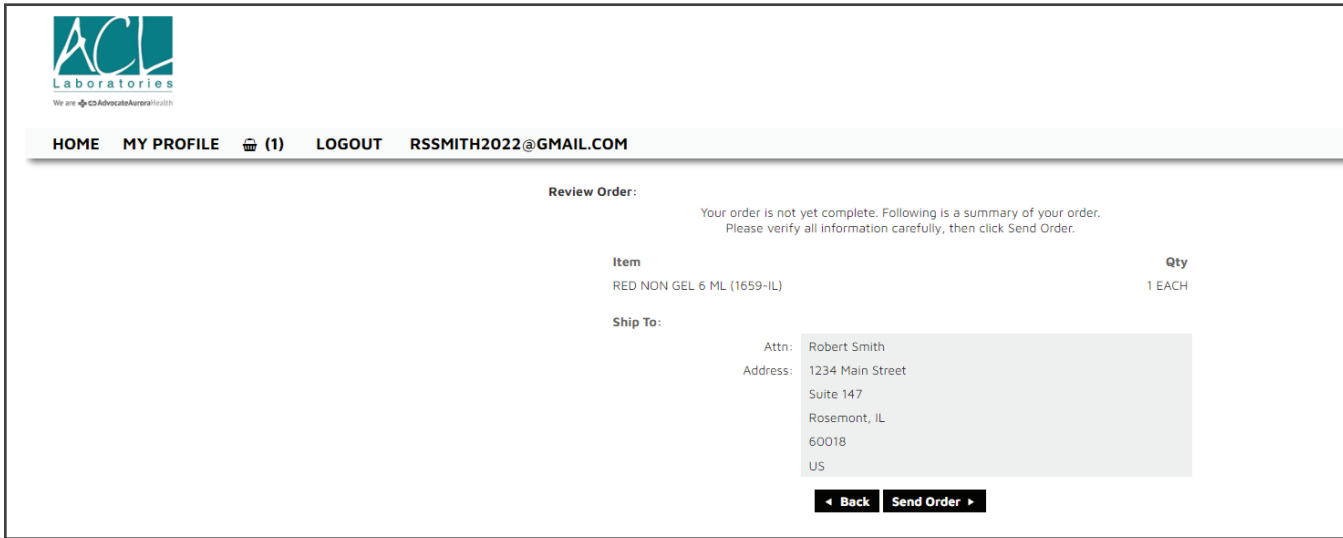
Once you add an item to your cart, you will see it displayed in the "Your Order" panel on the left side of your screen. You can continue to add more items to your cart or select, "Checkout" to continue.

The screenshot shows the ACL Laboratories website interface. At the top, there is a navigation bar with links for HOME, MY PROFILE (with a shopping cart icon and '(1)'), LOGOUT, and the user email RSMITH2022@GMAIL.COM. Below the navigation bar is a 'Catalog' section with a search bar and a 'Search' button. A sidebar on the left lists various categories like 'Blood Collection Supplies', 'Clinical Supplies: Pathology', and 'Specimen Containers'. The main content area displays two product listings. The first is 'WHITE 3ML (DISCARD) GREINER (50/PK) (103910-IL)' with a quantity of 1 and an 'Add' button. The second is 'RED NON GEL 6 ML (1659-IL)' with a quantity of 1 and an 'Add' button. Below the listings, there is a 'Your Order' section showing the selected item 'RED NON GEL 6 ML (1659-IL)' with a quantity of 1 and a 'Checkout' button.

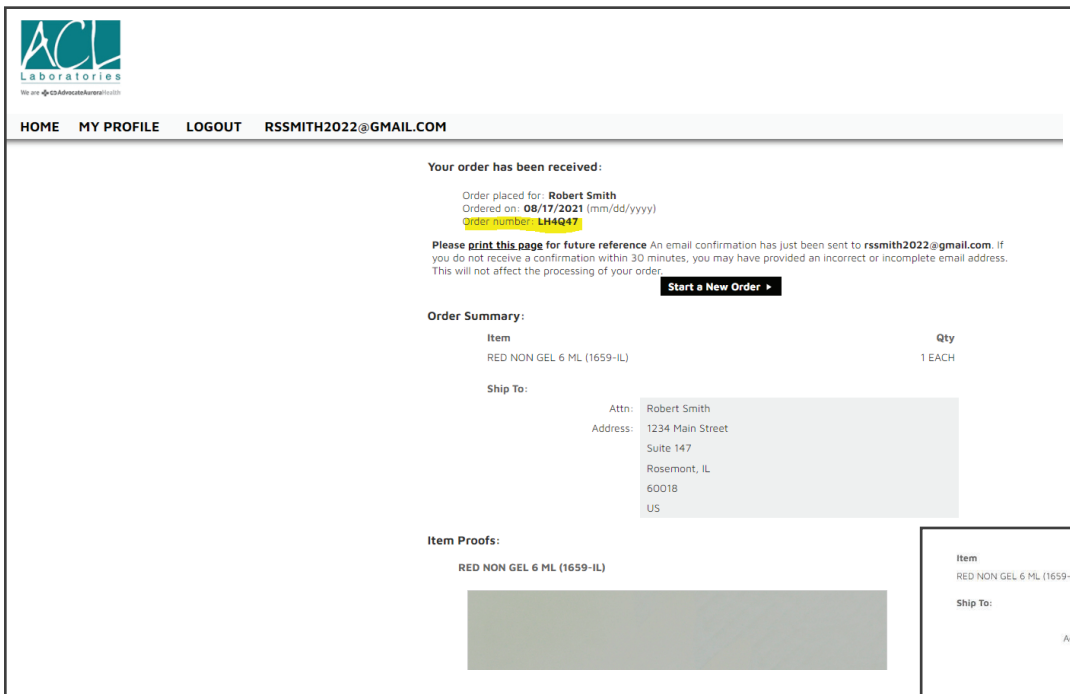
The screenshot shows the 'Review Order' page. At the top, it displays the item 'RED NON GEL 6 ML (1659-IL)' with a quantity of 1 and an 'Add More Products' button. Below this, there are three sections: 'Requestor Information' with fields for 'Your First Name' (Robert), 'Your Last Name' (Smith), and 'Your Email Address' (rsmith2022@gmail.com); 'Account Information' with 'Account Number' (TEST ACCOUNT); and 'Shipping Information' with a note to 'Please check your shipping information to ensure proper delivery.' and fields for 'Ship To' (Attn: Robert Smith, Street 1: 1234 Main Street, Street 2: Suite 147, City, State: Rosemont, IL, Zip: 60018). There is also a 'Comments (optional)' text area and a 'Review Order' button at the bottom.

When you select "Checkout" you will be taken to a Summary screen that will display your contact information, your Account number, and your Shipping Address. There is also a Comments box that allows you to enter a note that will accompany your order to ACL's Supply Department.

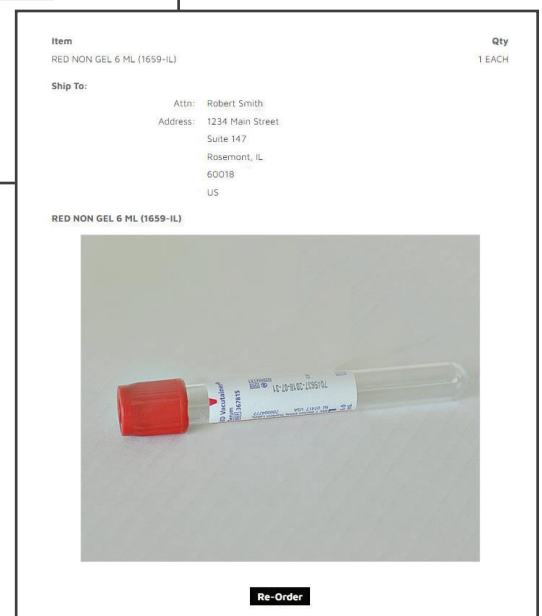
If you are ready to place your order, simply select the "Review Order" button.



After, selecting "Review Order", you will have one final opportunity to review your order. If you need to make a change, you can select "Back". If you are ready to place your order, simply select "Send Order".



If you want to place a re-order, simply select the Order Number or Token for that order.



After your order is placed, you will receive an order confirmation number and have an opportunity to print a copy of your order. Additionally, you will receive an email with the same order information.

ACL Laboratories Order LH4Q47 by Robert Smith



orders@PageDNA.com

To Jerry Ward

If there are problems with how this message is displayed, click here to view it in a web browser.

This is a test order from the ACL Laboratories Supply Ordering.

Order # LH4Q47
 Order Date 08/17/2021 07:57am PDT
 Approved On 08/17/2021 07:57am PDT
 Requestor Robert Smith (rssmith2022@gmail.com)
 Division ACL ILLINOIS

TAG	ITEMS ORDERED	QUANTITY	QUANTITY UNIT	PRICE
1659-IL	RED NON GEL 6 ML (1659-IL)	1	EACH	

Shipping

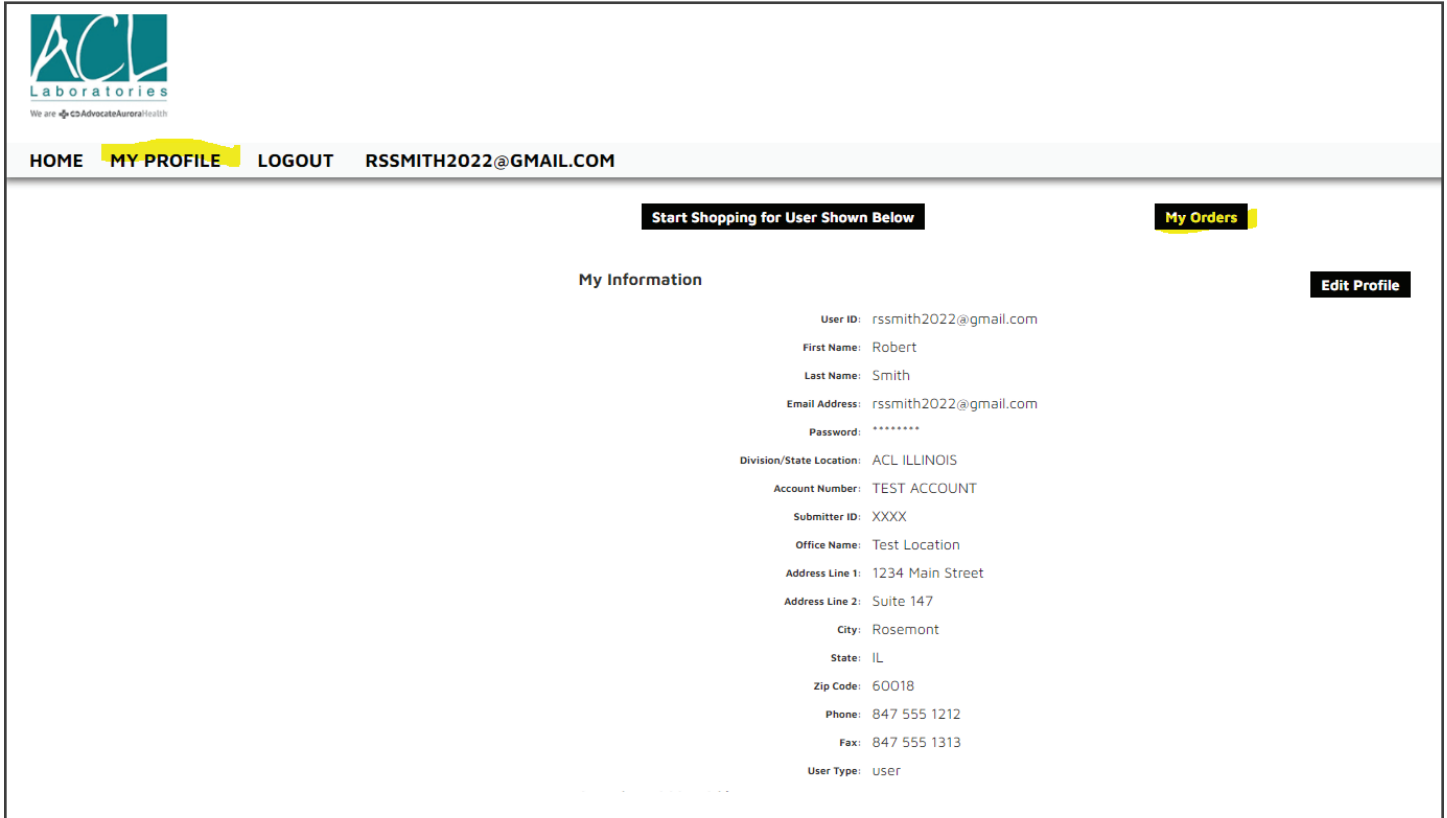
Attn Robert Smith
 Address 1234 Main Street
 Suite 147
 Rosemont, IL 60018
 US

Account Information

Account Number: TEST ACCOUNT
 Bill Code 2 XXXX

Item ID LH4Q47-1
 Item RED NON GEL 6 ML (1659-IL)
 Item Class Static
 Tag 1659-IL
 Qty 1
 Price
 Prodcode

The ACL Supply Ordering System makes it easy for you to re-order your supplies. You can access your recent orders from the My Profile page.



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HOME MY PROFILE LOGOUT RSSMITH2022@GMAIL.COM

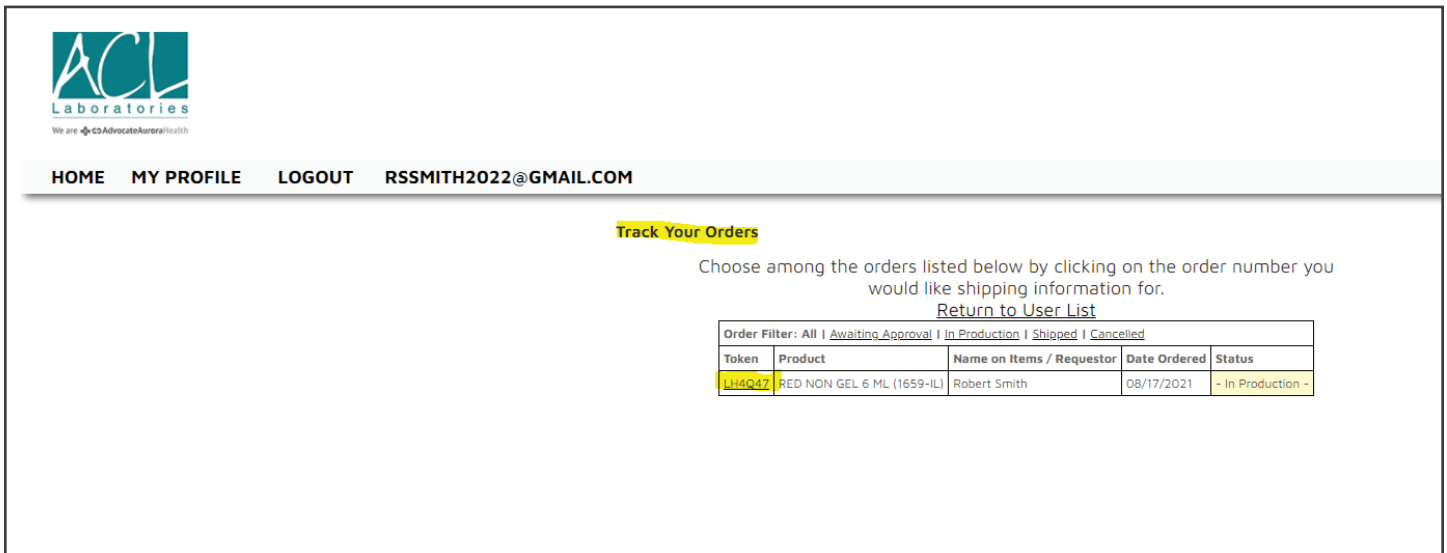
Start Shopping for User Shown Below **My Orders**

My Information **Edit Profile**

User ID: rsmith2022@gmail.com
 First Name: Robert
 Last Name: Smith
 Email Address: rsmith2022@gmail.com
 Password: *****

Division/State Location: ACL ILLINOIS
 Account Number: TEST ACCOUNT
 Submitter ID: XXXX
 Office Name: Test Location
 Address Line 1: 1234 Main Street
 Address Line 2: Suite 147
 City: Rosemont
 State: IL
 Zip Code: 60018
 Phone: 847 555 1212
 Fax: 847 555 1313
 User Type: user

When you select "My Orders", you will be taken to an Order History page.



ACL Laboratories
We are AdvocateAuroraHealth

HOME MY PROFILE LOGOUT RSSMITH2022@GMAIL.COM

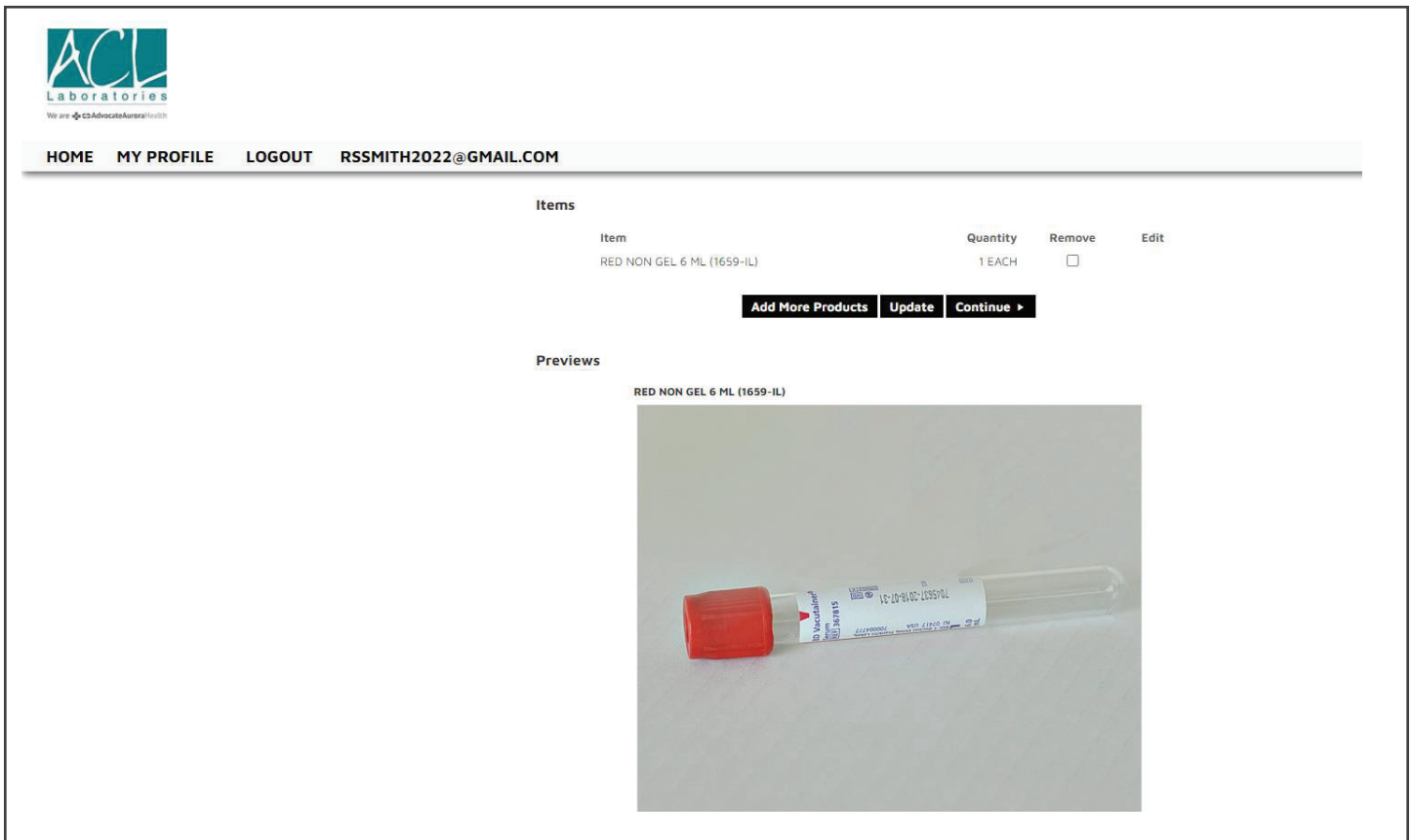
Track Your Orders

Choose among the orders listed below by clicking on the order number you would like shipping information for.
[Return to User List](#)

Order Filter: All | [Awaiting Approval](#) | [In Production](#) | [Shipped](#) | [Cancelled](#)

Token	Product	Name on Items / Requestor	Date Ordered	Status
ILRQ47	RED NON GEL 6 ML (1659-IL)	Robert Smith	08/17/2021	- In Production -

A Re-Order Summary page for your recent order will appear. To place a re-order, simply select "Re-Order". A new Order Summary page will appear where you can add additional products or continue with your re-order as previously placed.



In addition to this training manual, visit our website at <https://acllaboratories.com/order-supplies/> if you would like to view training videos as an additional tool to learn more about our new system.

For additional help:

Setting up your Online Supply account: Call ACL Business Development Support at 1-800-877-7016, option #5 or contact your ACL Business Development Representative

Placing an order: Call ACL Business Development Support at 1-800-877-7016, option #5 or contact your ACL Business Development Representative

Checking/Confirming the Status of your supply/requisition order: Call ACL Supply Department – Wisconsin: 414-328-7519 / Illinois: 847-349-7576