

# Ordering Supplies

---

## With DLO, you're good to GO

Easily maintain practice inventory by submitting this user-friendly order form, with ample space for special instructions. Your DLO representative can provide you with easy-to-complete supply order forms.

### About this section

This section will acquaint you with the specimen collection supply form.

- Online Supply Catalog
- DLO Supply Order Form

### Important Compliance Reminder

**Specimen collection devices, supplies, and equipment issued by DLO are to be used ONLY for the collection of specimens sent to DLO.** Supplies and equipment provided by DLO may not be used for any testing or screening performed by you (including urine cups or swabs used for pre-screening), or for testing you send to any laboratory other than DLO. Supplies and equipment include, but are not limited to, swabs, urine cups, needles, tubes, and centrifuges.

# Ordering Supplies



## Ordering Client Supplies

### Order Supplies

3a

2

3b

3c

4

5

6

7

Category	Item #	Description	Units	Qty
Catalog & History	116784	Bipsey Container(Ma) 30 ML	Each = 2	
Catalog & History	116784	Bipsey Container 30 ML	Each = 2	
Catalog & History	11852	Thin prep kit A1 Diatom	Pk = 25	
Catalog & History	55791	Spotcheck(Paper) Preps	Pk = 25	
Catalog & History	180217	Brownie Only(Paper) Preps	Pk = 25	
Catalog & History	28176	Flag Pak (Single Slide)	Pk = 25	
Catalog & History	129711	Spotcheck Alcohol Encapsulate	Pkg = 25	
Catalog & History	129952	Spotcheck Alcohol Encap & Spotcheck	Pkg = 25	
Catalog & History	128111	Brushes For Spotcheck	Pkg = 25	
Catalog & History	128412	Brushes & Spotcheck (For Spotcheck)	Pkg = 25	

Category	Item #	Description	Units	Qty
Tubes	28417	4.5 ML Lt. Blue Top	Each = 1	25
Urine Containers	30990	Collection Cup, Non-sterile (No Top)	Each = 1	50

- Navigate to the page for ordering client supplies.
- To change the client for which the supplies are being ordered, click the appropriate one in the *Client* list.
- Do one or more of the following:
  - To show a category of supplies, at *Category*, click the type of supplies to order. The page displays only items in that category.
  - To search for a supply, at *Search*, type a few characters of the supply name, and then click *Search*. The page displays all items that contain that text.
  - To browse through the supply list, click the arrows to go to the next, last, previous, or first page of the supply list.
- To include any comments with your order, type them in the *Comments* box.  
You can optionally send comments without ordering any supplies (for example, to inquire about a supply that does not appear on the list).
- In the *Qty* column, type the quantity of each item to order.  
Be sure to note the units in the *Units* column. For example, alcohol preps are packaged 200 per box. If you want 200 alcohol preps, you should type 1 in the *Qty* column rather than 200; otherwise, you would receive 200 boxes of 200 each.
- Click *Submit*.
- Do one or more of the following:
  - To add or remove items or comments, click *Back* and repeat steps 3–6.
  - To submit the order, click *Order Now*.

### View or Print Previously Placed Supply Orders

2

3

4

5

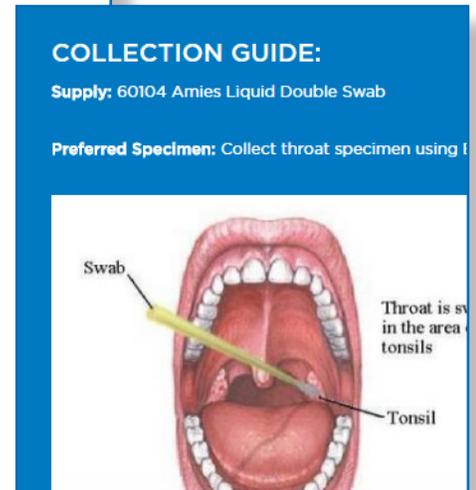
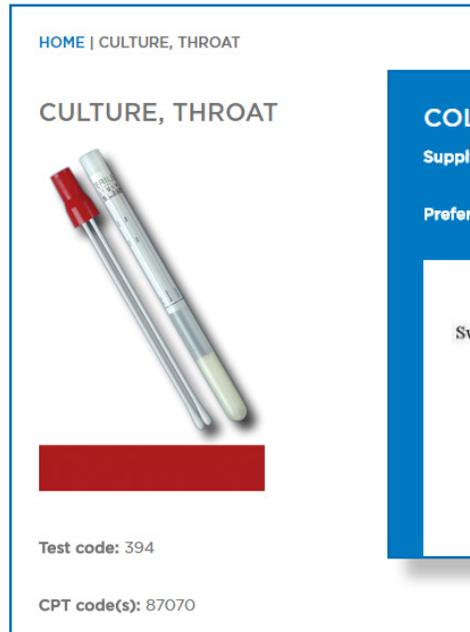
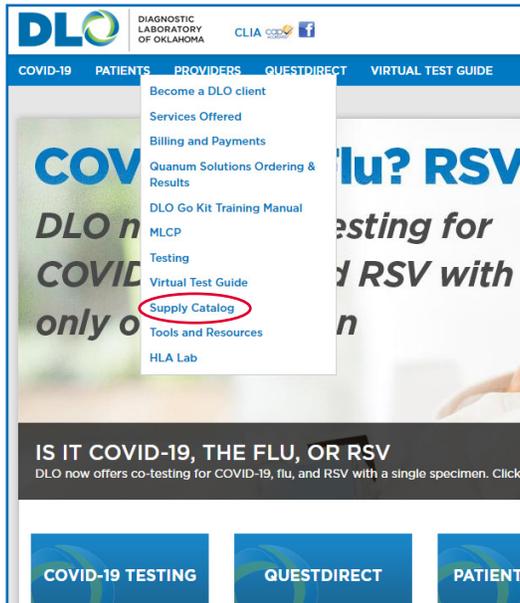
Order #	Date/Time	Client	Ordered By
02012023007104	02/02/20 02:14PM	Medical Associates East (271)	Physician, A (user)

Category	Item #	Description	Units	Qty
Tubes	28417	4.5 ML Lt. Blue Top	Each = 1	25
Urine Containers	30990	Collection Cup, Non-sterile (No Top)	Each = 1	50

- Navigate to the page for ordering client supplies.
- Click the *Order History* tab.  
The page displays all supply orders placed for your default client in the past 30 days.
- To modify the list, do one or more of the following, and then click *Search*:
  - At *Start Date* and *End Date*, type the appropriate date range, or click the date on the calendar.
  - At *Client*, click the client whose order history you want to view. You can also click *All Clients* to view orders placed by all clients that you can access.
  - At *Ordered By*, type the user name of the person who placed the order.
- To view details for any listed order, click the order.
- Do either of the following:
  - To print the order, click *Print*, make any appropriate changes on the *Print* dialog box, and then click *Print*.
  - To return to the *Order History* tab, click *Back*.

# Supply Research

DLO has several ways for clients to research the materials needed for testing, then submit an order.



## Online Supply Ordering Sources

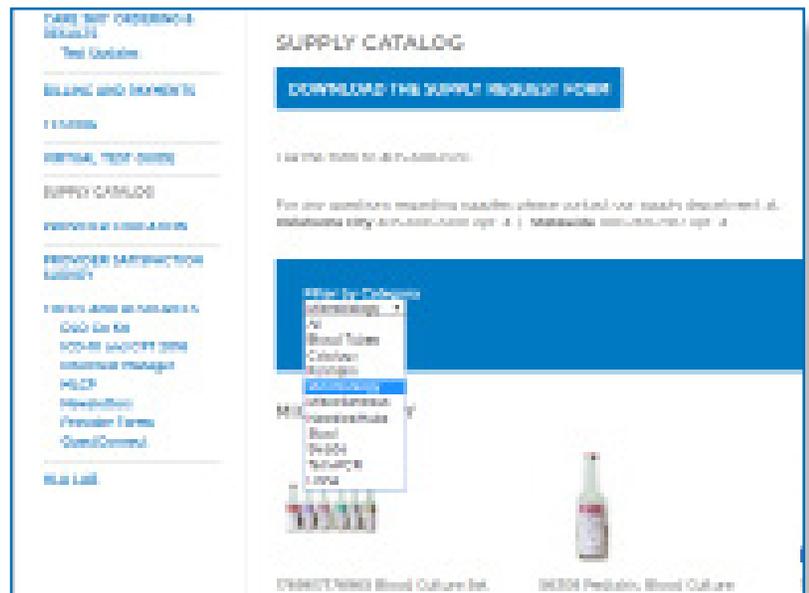
Link to Supply Catalog found on Providers drop down menu on [dlob.com](http://dlob.com)

Supply information listed on a VTG Specimen Collection Guide

Supply Catalog page lists supply categories, a link to the order form, fax number for form submission and contact numbers for client support.

Supply Catalog link in the left navigation menu throughout the Providers section

Category page lists all associated supplies with name, photo and supply number



# Additional Ordering Options

In addition to ordering through Quantum, supplies can be ordered by submitting DLO's user-friendly order form via fax or e-mail. Easily maintain practice inventory by submitting this user-friendly order form.

For the most up-to-date Supply Request Form, please visit the Supply Catalog on [dloab.com/supply-catalog](http://dloab.com/supply-catalog).



DIAGNOSTIC  
LABORATORY  
OF OKLAHOMA

## CLIENT SUPPLY REQUEST

Rev. 08/2021

For Internal Use Only

Lines: \_\_\_\_\_ CSO: \_\_\_\_\_

Client Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Date: \_\_\_\_\_ Ordered by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Supply requests are filled based on specimen containers received and issued to the account.

Orders are adjusted according to tests submitted to DLO.

Item ID	PK	TUBES	Item ID	PK	MICROBIOLOGY	Item ID	PK	GC/CHLAMYDIA
T157		Red/Yellow SST 8mL (50/pk)	BC34 / BC35		Anaerobic/Aerobic Blood Culture Bottles (1 set/pk)	S04		Affirm™ VPIII (10/pk)
T59		Lavender 4mL (50/pk)	BC33		Pediatric Blood Culture (each)	S06		VCM, Cervical/Vaginal (5/pk)
T05		Red 10mL (10/pk)	S02		Blue Culture Swab (10/pk)	S09		VCM, Urethral (5/pk)
T03		Gray 4mL (10/pk)	S11		Yellow Nasal Culture Swab (10/pk)	S05		VCM, Nasal (5/pk)
T62		Red 3mL (10/pk)	S07		Double Red Strep Swab (10/pk)	S03		VCM, Lesion (5/pk)
T04		Light Blue 2.7mL (10/pk)	OF06		Sputum Collection Tube 50mL (25/pk)	A02		APTIMA® Unisex Swab (10/pk)
T08		Royal Blue EDTA 6mL (10/pk)	Item ID	PK	STOOL	A03		APTIMA® Vaginal Swab (10/pk)
T09		Royal Blue No Add. 6mL (10/pk)	F49		InSure ONE (10/pk)	A01		APTIMA® Urine Tube (10/pk)
T69		Lavender K2EDTA 10mL (10/pk)	F57		Stool Container w/ Red Lid (50/pk)	Item ID	PK	MISCELLANEOUS
T56		Tan 3mL (10/pk)	F02		Para-Pak® C&S, Orange (5/pk)	B112		Specimen Bag, Regular (100/pk)
T60		White PPT 5mL (10/pk)	F01		Total Fix® O&P, Black (5/pk)	B113		Specimen Bag, STAT (100/pk)
T61		Green NaHep 10mL (10/pk)	Item ID	PK	URINE	G01		Glucola 50gm, Orange (6/pk)
T68		Green NaHep 6mL (10/pk)	U01		C&S Gray Tube w/Straw (10/pk)	G03		Glucola 75gm, Lemon-Lime (6/pk)
T35		Green LiHep 4.5mL w/gel (10/pk)	U03		UA Tube w/Yellow Cap (25/pk)	G02		Glucola 100gm, Fruit Punch (6/pk)
T58		Pink K2EDTA 6mL (50/pk)	U09/ U06		Routine Urine Cup w/ lid (75/pk)	K165		AN COVID Swab (4/pk)
T15		Yellow ACD-B 6mL (10/pk)	U30		24H Container (each)	V04		Tourniquets, Blue (10/pk)
ST05		Light Protect Tube w/cap (25/pk)	U32		24H Acid-Wash Cont. w/Vial (each)	K01		Breath Tech, UBIT kit
ST01		Pour off Transport Vial (500/pk)	U24		24H Stone Risk Kit (each)	Item ID	PK	REPORTING SUPPLIES
ST22		Pour off Transport Lid (500/pk)	U34		24H w/Sodium Carbonate (each)	FR01		Copy Paper (500 sheets/pk)
T51		Pediatric: Red Serum (50/pk)	ST02		Pipet, Transfer w/Bulb (50/pk)	L219		DLO™ Care 360 Labels (5 rolls/pk)
T52		Pediatric: SST (50/pk)	U40		Castile Soap Towelette (100/pk)	FA12		ABN Form (25/pk)
T50		Pediatric: Amber SST (50/pk)	U10		Collection Hat (for toilet) (5/pk)	FM112		PSC Directory (25/pk)
T89		Pediatric: Green LiHep (50/pk)	UD02		Pain Management Cup, Single (drug screen/monitoring)	Item ID	EA	TONER
T55		Pediatric: Lavender (25/pk)	Item ID	PK	CYTOLOGY	PT15		Toner, M401, HP CF280A
Q04		Quantiferon Kit, Single (25/pk)	C01		ThinPrep® w/Brush/Spatula (25/pk)	PT03		Toner, M402, HP 26X
Item ID	PK	FORMALIN	C02		ThinPrep® w/Broom (25/pk)	PT167		Toner, M404, HP 58X
H29		20mL (32/pk)	C06		SurePath™ w/Brush/Spatula (25/pk)	Item ID	PK	TEST REQUISITIONS
H48		40mL (24/pk)	C05		SurePath™ w/Broom (25/pk)	FQ70		354 Clinical (25/pk)
H32		60mL (27/pk)	Item ID	PK	TEM-PCR	FQ71		355 Semi-Custom (25/pk)
H28		120mL (24/pk)	K144		TEM-PCR Universal Kit (5/pk)	FQ73		374 Cytology (25/pk)
H18		5.3 Gallon (each)	OTHER ITEMS NEEDED, BUT NOT LISTED			FQ74		561 Pathology/Histology (25/pk)
Item ID	PK	NEEDLES/HUBS						
N01		21g Green Safety Needles (48/pk)						
N02		22g Black Safety Needles (48/pk)						
N03		Needle Holder Hubs (50/pk)						

Fax: (405) 608-6135

Email: [DLOClientSupply@questdiagnostics.com](mailto:DLOClientSupply@questdiagnostics.com)

Supply request forms are available to download and print on our website: [www.dloab.com/supply-catalog](http://www.dloab.com/supply-catalog)

Due to federal regulations, supplies are to be used exclusively for collection/transportation of specimens referred to DLO for testing.