

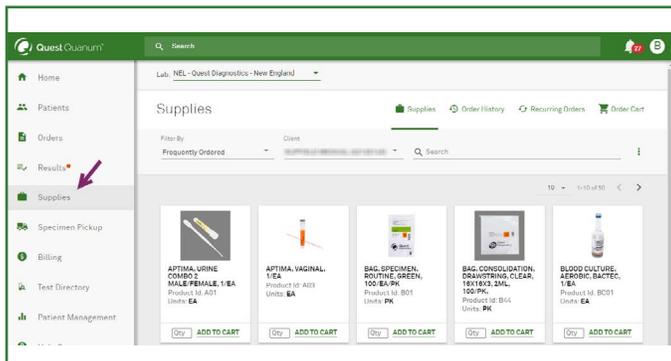
# Ordering Supplies

## Ordering Supplies Using Qunam® Lab Services Manager

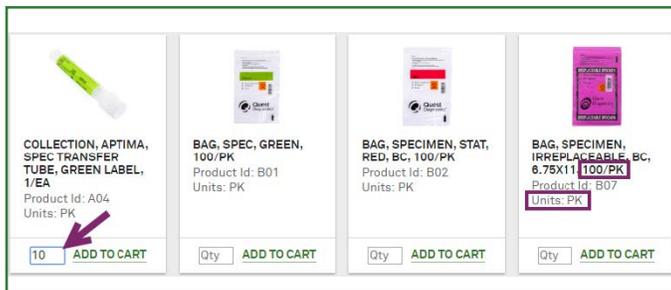
### Ordering Supplies using Qunam®

1. Within Qunam Lab Services Manager, click *Supplies* in the left navigation pane. The most frequently ordered supplies for your default lab and client account appear.

**Note:** Supplies are to be used exclusively for tests performed by Quest Diagnostics or with Quest Diagnostics equipment.

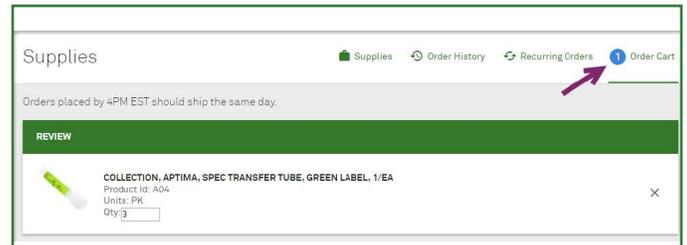


2. Locate the desired supplies in the list shown, or select a different Lab (if available), *Filter By* list, or *Client*, or type a few characters of the desired supply name or ID number in the Search field. When you find the desired item, type the requested quantity in the corresponding *Qty* box and click *Add To Cart*. (The quantity you can order may be restricted by your lab ordering history.)



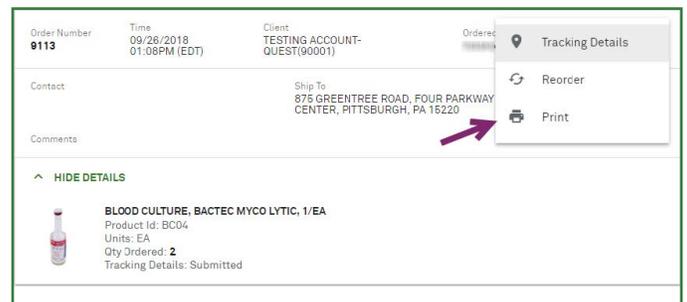
**Tip:** To avoid ordering too many or too few items, note the Units value for each (for example, a PK may include 1, 25, or 100 items).

3. To complete your order, click *Order Cart*, select the *Shipping Address*, and click *Place Order*. Optionally, you can save the current order as a *Recurring Order*, enter a new *Shipping Address*, enter an *Email* to receive shipping updates, or type any comments to include with the order.



**Tip:** To view or update recurring orders that you saved previously, click *Recurring Orders*.

4. To view your orders from the past 30 days, click *Order History*. (To change the date range, select it from the *Orders placed* in list.) From the *Order History* page, you can also click the more icon (⋮) to track the shipping status of an order, quickly reorder the same items, or print order details.



# Ordering Supplies

## Ordering Supplies Using DLO Supply Order Form

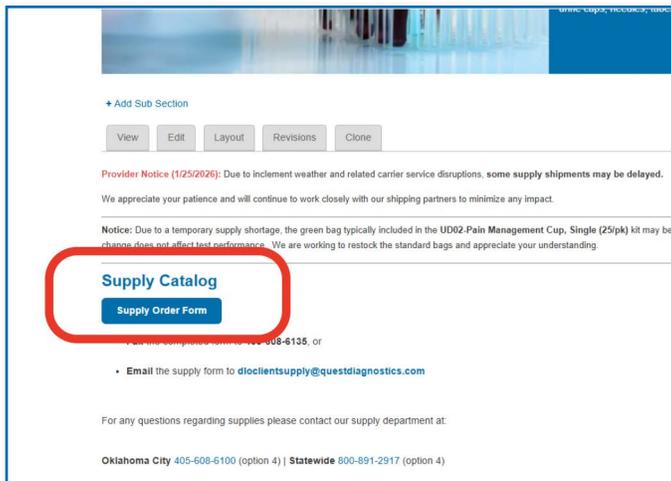
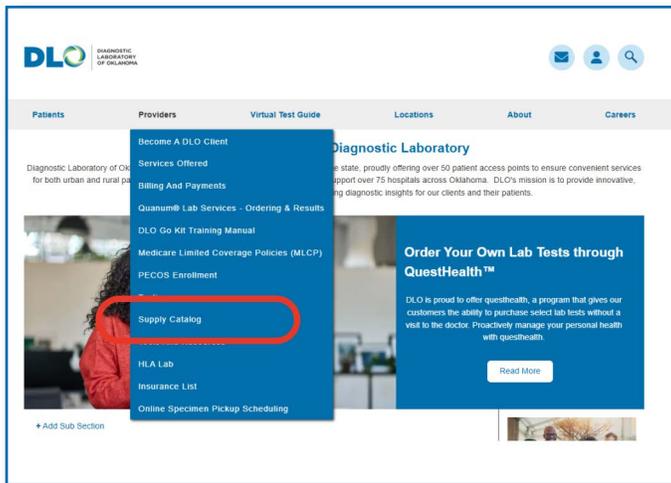
### Ordering Supplies – DLO Supply Order Form

Clients may order routine laboratory supplies using the DLO Supply Order Form, which is available on the DLO website.

#### How to Access the Supply Order Form

1. Visit dlolab.com.
2. In the top navigation menu, select the Provider drop-down.
3. Click Supply Catalog from the menu options.
4. This will take you to the Supply Catalog webpage (www.dlolab.com/supply-catalog).
  - You may also go directly to this webpage by entering the URL into your browser.
5. On the Supply Catalog page, select the blue “Supply Order Form” button to download the form.

(Reference images on this page will show each step and button location.)



#### Submitting the Completed Form

After downloading the Supply Order Form, clients may submit it using one of the following methods:

- **Fax:**  
Print and complete the form, then fax to 405-608-6135
- **Email:**  
Download the form, complete it electronically, save the file, and email it to dloclientsupply@questdiagnostics.com

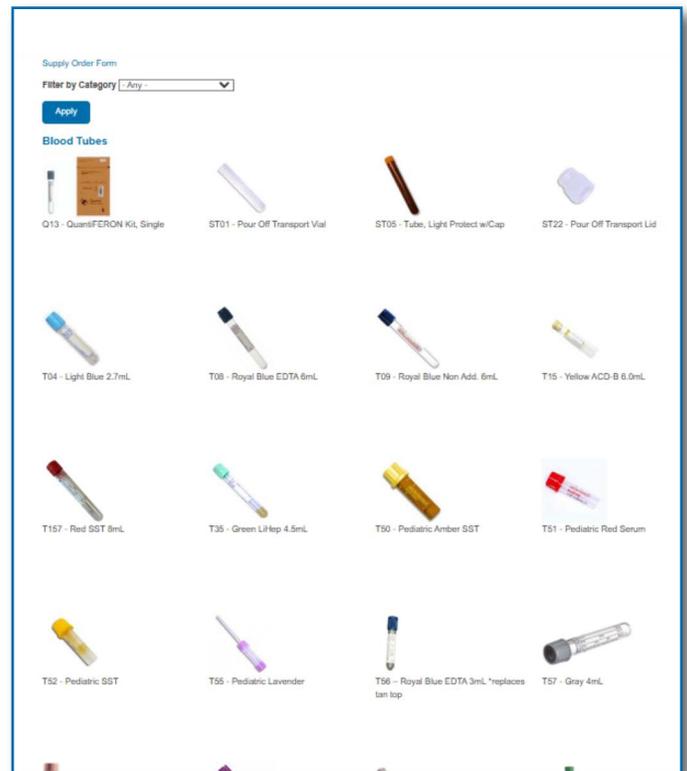
Please ensure all requested fields are completed to avoid processing delays.

### Pathology Supplies

Pathology supplies are not ordered using the standard DLO Supply Order Form. A separate Pathology Supply Order Form will be provided by your Client Solutions Specialist. Please contact your specialist directly for pathology-specific supply needs.

### Using the Supply Catalog

The Supply Catalog webpage also includes visual images of each available supply item along with its corresponding supply number. These visuals are intended to help clients quickly and accurately identify the correct items when completing the order form.



# Ordering Supplies

## *Ordering Supplies Using DLO Supply Order Form*

### **Supply Ordering Assistance**

For questions regarding supplies or assistance with ordering, please contact:

- **Toll-Free:** 1-800-891-2917 (Option 4)
- **Local:** 405-608-6100 (Option 4)

DLO Client Services representatives are available to help with form access, item identification, and order submission.

Follow standard fasting guidelines and refrain from eating or drinking anything other than water for **8–12 hours** (or up to **12–16 hours**, when specified) before specimen collection.