

# BayCare Laboratories Supply Request Portal

The **BayCare Laboratories Supply Request Portal** is a convenient way for you to submit lab supply order requests and view past order history.

Follow the instructions below to get started.

1. Go to: <https://baycare.org/services/laboratories/specialized-testing/customer-service/ordering-supplies?s={80C51C84-0C3C-481C-A992-2310BFEE879F}>

2. Click the **On-Line Lab Supply Ordering** link at the bottom of the page.



This will take you to a login screen.

3. Enter *Your Name*
4. Enter your assigned BayCare Labs client number in the *Location Code* field.
5. Click the **Submit** button.

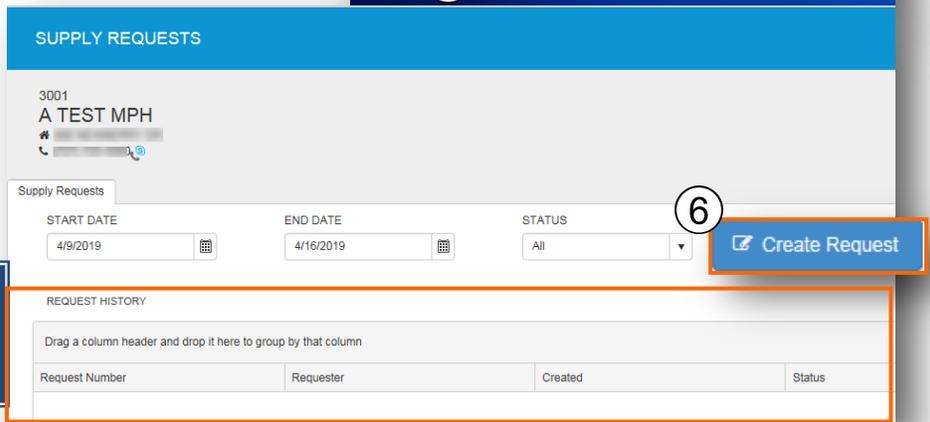
② **On-line Lab Supply Ordering**

**Note:** If you don't know your client number, please call **Lab Customer Service** at (800) 324-7853.



The Supply Requests screen displays.

6. Click the **Create Request** button.



**Note:** Supply Request History displays here.

The Request Screen displays.

To order supplies:

1. Use the **Favorites** tab and **Other** tab to find the supplies for order. **Note:** Supply items are added to your *Favorites list* based on past ordering history.
2. Enter a **Quantity** for each item and click the **Add** button. **Note:** The added items display in the top right box.
3. Enter any special delivery instructions into the *Instructions* field.
4. Click the **Confirm** button.
5. If your order looks correct, click the **Submit** button.

**Note:** The supplies provided are solely to be used for the collection and transportation of specimens being sent to BayCare Laboratories for testing. This limitation is necessary in order to comply with applicable laws and your acceptance of supplies is an acknowledgement of your agreement to this limitation.

### REQUEST SUPPLY

**Requester \***

**Telephone Number**

**Instructions**

Part No	Part Name	UOM	Quantity	
446255	GENITAL AFFIRM	EA	20	Remove
367283	VACUTAINER BUTTERFLY 23GA3/4 1BX	EA	50	Remove
1303	BZK ANTISEP TOWELETTES	EA	100	Remove

**Note:** Added items display here.

**1**

Favorites Other

**4**

Confirm Back

Part No	Part Name	Image	UOM	Quantity	
1303	BZK ANTISEP TOWELETTES		EA	<input type="text" value="100"/>	Add
367283	VACUTAINER BUTTERFLY 23GA3/4 1BX		EA	<input type="text" value="50"/>	Add
446255	GENITAL AFFIRM		EA	<input type="text" value="20"/>	Add

**Note:**

- If you'd like to make a change, click the **Back** button.
- Once you click **Submit**, the ordering home page displays where you can view your order status.
- Your order is sent to our supply warehouse to be fulfilled and couriered to your office.
- Call our **BayCare Labs Supply Warehouse** at **(727) 535-8362** with any questions about your order.