

How to Complete an Online Supply Order

Visit <https://www.maclonline.com/clientsupplies>

If you have not registered yet, you must fill out this [form](#).

Within 24 hours of completing the registration form, you will receive an email from hc1.com. You must follow the instructions in this email to create your username and password. This is the username and password you will use to log into the Client Supplies Portal which is located [here](#).

After logging in, you will see the portal home page.

1. From the Home Page, select Click Here to Request More Supplies



The screenshot shows the MACL Client Supplies Portal home page. At the top, there is a teal header with the hc1 CRM logo and navigation links for 'MACL Home' and 'Orders and Activities'. Below the header is the MACL logo, which consists of a circular emblem with four interlocking loops and the text 'MID AMERICA CLINICAL LABORATORIES' and 'MACL'. Underneath the logo, there are two main sections. The first section is titled 'LOW ON SUPPLIES?' and includes a link '> Click Here to Request More' with an icon of three boxes. A large yellow arrow points from the text 'Start Order Here' to this link. The second section is titled 'EXPERIENCE AN ISSUE?' and includes a link '> Click Here to Report an Issue' with an icon of a person and a warning sign. At the bottom of the page, there is a footer with copyright information and links for 'Terms of Use', 'Privacy Policy', and 'About this Application'.

2. Complete each section of the order form. Supplies are organized by Category; if you have any difficulties finding an item choose the "See All Supplies" category. You may also type it into the comments section along with any questions.
3. You will need to complete the information fields for each supply item being requested. Be sure to select the Add Item to Cart at the bottom left after each supply item requested.

hci CRM
 MACL Home | Orders and Activities

T551380
 Client: Demo Clinical Laboratory | Site Code:
 Phone: | Fax:
 Mailing Address:

Request or Inquiry Information (* Data is required)

Request Type	Supply Request
Your Organization: *	Demo Clinical Laboratory
Inquiry or Comments: Please provide additional contact information if necessary	


Enter Supply Line Items Below. If Item is not available in the list, please request the additional item in the comments section above.

Supply Category	Puncture Supplies	
Supply Item	Use Needle Holder	
	25	
	Inventory #: 1022	
	Max Order: 500	
Inventory	1022	
Supply Q	Select Supply Quantity	Required
Unit O	Each	

Add Item to Cart | Reset

- The supplies department is open Monday-Friday from 8:00 a.m. - 4:30 p.m.
- Please allow three business days for delivery.

- Once all supply items have been added to your cart, the final step will be to Save at the top right-hand corner of the page.

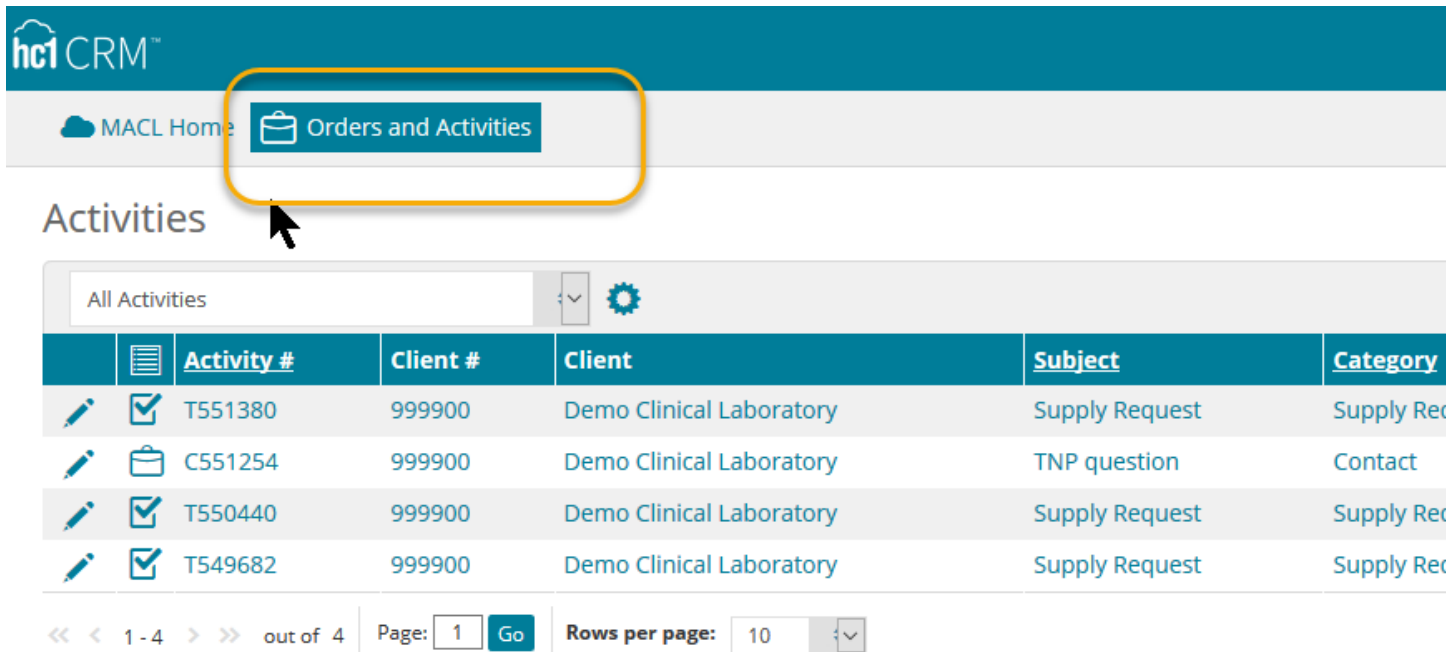


When finished with order, choose Save

Save Save & Back
Cancel Changes

Date Submitted: *	03/07/2018	at	08:39 AM
Status	Open		
Tracking Number Available	No		

You will receive an email confirmation that your order has been placed. You may also log back into the system and select Orders and Activities tab next to MACL Home to see your order history.



hci CRM™

MACL Home Orders and Activities

Activities

All Activities

		Activity #	Client #	Client	Subject	Category
	<input checked="" type="checkbox"/>	T551380	999900	Demo Clinical Laboratory	Supply Request	Supply Request
	<input type="checkbox"/>	C551254	999900	Demo Clinical Laboratory	TNP question	Contact
	<input checked="" type="checkbox"/>	T550440	999900	Demo Clinical Laboratory	Supply Request	Supply Request
	<input checked="" type="checkbox"/>	T549682	999900	Demo Clinical Laboratory	Supply Request	Supply Request

Page: 1 Go Rows per page: 10

If you have any issues or concerns please contact the MACL Supply Chain Department at 317-803-0236