



eSupplier User Manual

eSupplier Administration

336-436-2180, option 2

Version 1.0

LabCorp eSupplier User Manual

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Section 1: Login to the LabCorp eSupplier website

The URL is: <https://esupplier.labcorp.com>

Note: Before logging in for the first time, please add esupplier.labcorp.com to the list of Allowed Sites in your Pop-up Blocker.

LabCorp
Laboratory Corporation of America Holdings

Contact Information
Laboratory Corporation of America Holdings
Strategic Sourcing and Procurement
458 S. Main Street
Burlington, NC, 27215
336-436-2180 (Phone)
esupplier@labcorp.com

LabCorp
Welcome to the LabCorp eSupplier website.

User ID

Password

Sign In

By signing in, you agree to comply with the Privacy Statement below

[Forgot your password](#)
[Change your password](#)
[Click here](#) to access an eSupplier User Manual
[Click here](#) to enter security questions and complete registration

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Vendors are set up with one of three different userids. These userids will begin with “es1”, “es2”, or “es3”. The functions of each model are described here (“POA” stands for “Purchase Order Acknowledgement”; “ASN” stands for “Advanced Shipment Notice”):

- Userids beginning with “es1” have access to the eSupplier screens for Customer Service functions (viewing a PDF version of a PO, creating POAs, and creating ASNs)
- Userids beginning with “es2” have access to the eSettlements screens for Accounts Receivable functions. In addition, “es2” userids can view PO lines and create ASNs.
- Userids beginning with “es3” are a combination of all functions available to “es1” AND “es2” userids. They have access to eSupplier screens for Customer Service functions and eSettlements screens for Accounts Receivable functions.

Login with your LabCorp supplied User ID and Password as shown below and click **Sign In**. If this is the first time you are logging in or if you have any problem with your login, see **Section 4: eSupplier Password Self Service** for further assistance with the login process, setting up security questions, changing a password, or forgotten password resets.

Note: You will get locked out of the system due to repeated attempts to login with an incorrect password. If you are locked out, you will need to call the phone number for eSupplier Administration and they will enter a support ticket. It may take an entire business day to have your password reset. By entering security questions, you will be able to reset your own password without having to call LabCorp.

LabCorp
Laboratory Corporation of America Holdings
Strategic Sourcing and Procurement
458 S. Main Street
Burlington, NC, 27215
336-436-2180 (Phone)
esupplier@labcorp.com

LabCorp
Welcome to the LabCorp eSupplier website.

User ID: es1samp
Password: [masked]
Sign In

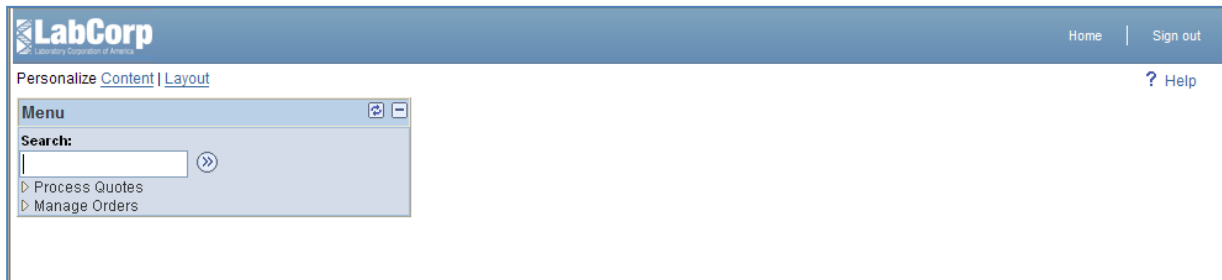
By signing in, you agree to comply with the Privacy Statement below

[Forgot your password](#)
[Change your password](#)
Click [here](#) to access an eSupplier User Manual
Click [here](#) to enter security questions and complete registration

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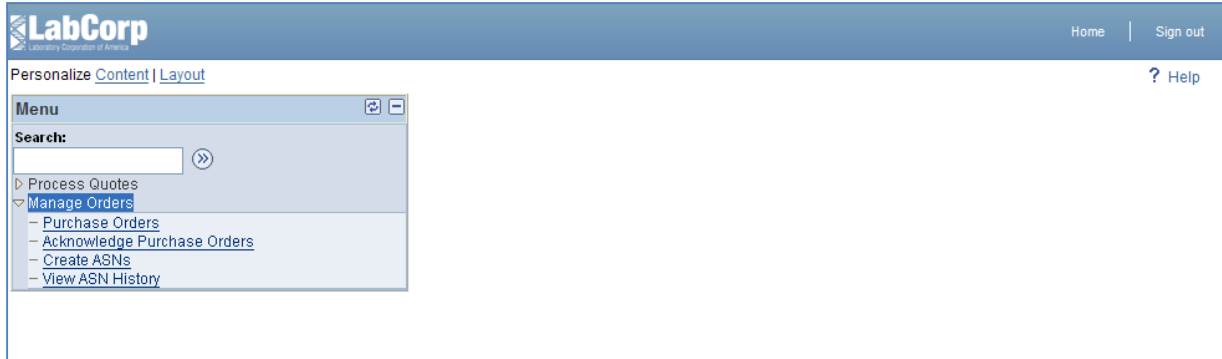
Section 2: Screen Navigation for Customer Service functions (ES1 and ES3 userids)

ES1 userids will see the screen below upon login. ES3 userids will see the screen below along with an additional option for eSettlements. **Note:** In the future, LabCorp will initiate a Request For Quotes process. At that time, this manual will be updated to include information on the RFQ process and the **Process Quotes** option referenced below.

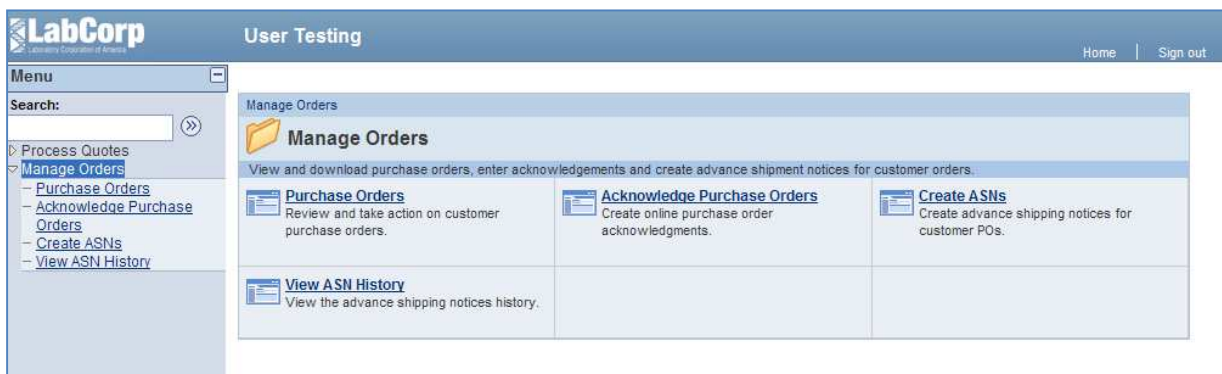


Click on either the  to see a **dropdown menu** or the words **Manage Orders**. Your screen will appear in one of two different ways depending on where you click.

This is the view when clicking the  :



This is the view when clicking the words **Manage Orders**:



Acknowledge a Purchase Order

From the **Main Menu**, select **Manage Orders > Purchase Orders**. The **Purchase Orders** screen is displayed as shown.

Default values are highlighted below. Default values will display a list of POs that you must acknowledge with a date range of the past 30 days.

Click **Search**.

The screenshot shows the LabCorp User Testing interface. The top navigation bar includes the LabCorp logo, "User Testing", and links for "Home" and "Sign out". A "Menu" sidebar on the left contains a search bar and a list of options: "Process Quotes", "Manage Orders", "Purchase Orders" (selected), "Acknowledge Purchase Orders", "Create ASNs", and "View ASN History". The main content area is titled "Purchase Orders" and "Filter Options". It includes a "SAMPLE VENDOR" section with a search instruction. Below this is a "Search Criteria" section with the following fields: "From PO ID:", "To PO ID:", "Item ID:", "Vendor Item ID:", "From Date:" (highlighted with "05/03/2013"), "To Date:" (highlighted with "06/03/2013"), "Buyer:", "Contract ID:", "Contract Version:", and "Release:". A "Search" button is at the bottom. A checkbox labeled "PO's Waiting Acknowledgement" is checked. Utility links at the top right include "New Window", "Help", "Customize Page", and "http".

On the **Purchase Order List** screen, click on the word **New** for the PO you would like to acknowledge as shown below.

User Testing

Home | Sign out

Menu

Search:

Process Quotes

Manage Orders

Purchase Orders

Acknowledge Purchase Orders

Create ASNs

View ASN History

New Window

Help

Customize Page

http

Purchase Orders

Purchase Order List

SAMPLE VENDOR

POs Returned: 4

Default View for Change Orders:

All lines

Orders Per Page

025

First

1 to 4 of 4

Last

Purchase Order List

Customize

Find

View All

PO Details

Header Details

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
☐ SAMPLE0005	Dispatched	06/03/2013 11:29:34AM	3	1,600.00 USD	New	Create ASN	View PDF
☐ SAMPLE0003	Dispatched	06/03/2013 11:26:17AM	2	38.00 USD	New	Create ASN	View PDF
☐ SAMPLE0002	Dispatched	06/03/2013 11:23:44AM	4	163.00 USD	New	Create ASN	View PDF
☐ SAMPLE0001	Dispatched	06/03/2013 11:19:04AM	1	30.00 USD	New	Create ASN	View PDF

☒ Select All
 ☐ Clear All

View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

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You will see the line detail for PO SAMPLE0005.

If you have a printed copy of the PO or are viewing it from the PDF dispatched to you, you will know if any changes are needed. If there are no changes to be made to this PO click the **Save & Send Acknowledgement** button and a POA is automatically sent back to LabCorp.

For demonstration purposes, let's see what you can change/update. Click on the **line number** to be viewed or changed:

LabCorp User Testing

Home | Sign out

Menu

Search: []

Process Quotes

Manage Orders

Purchase Orders

Acknowledge Purchase Orders

Create ASNs

View ASN History

Acknowledge Purchase Orders

Acknowledgement Summary

SAMPLE VENDOR

PO Number: SAMPLE0005

Acknowledgement Status: New

POA Response: Accepted

PO Date: 06/03/2013

Acknowledge Date: 06/03/2013

Reset to PO Values

Reject All

PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines

Line Details | Extension | []

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	DV061783	DV061783 .TEST ITEM 5 FOR ESUPPLIER CA=1000	2.0000	2.0000	CA	Accepted
2	AD121359	AD121359 .TEST ITEM 2 FOR ESUPPLIER	5.0000	5.0000	GAL	Accepted
3	JD091365	JD091365 .TEST ITEM 1 FOR ESUPPLIER CT=2500	190.0000	190.0000	PK	Accepted

Comments

Save

Save & Send Acknowledgement

Return to Purchase Order List

Send E-mail

Below is the detail for line 3 of this PO. Notice that you are able to change the **Acknowledge Date** and **Quantity** on this screen. You can also split the line for a **backorder**.

LabCorp User Testing Home | Sign out

Menu Search: []

- Process Quotes
- Manage Orders
 - Purchase Orders
 - Acknowledge Purchase Orders
 - Create ASNs
 - View ASN History

Acknowledge Purchase Orders

Acknowledgement Details

SAMPLE VENDOR

Item Detail Find | View All First 3 of 3 Last

Line Number: 3 Reset Item to PO values Reject Item

Unit of Measure: PACKAGE Item Response: Accepted

Item ID: 000000000000100936 Vendor Item ID: JD091365

Extension:

Description: JD091365 .TEST ITEM 1 FOR ESUPPLIER CT=2500

More Item Details

Schedules Customize | Find | View All First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status	Split Line
1	1	06/13/2013		190.0000	06/13/2013	190.0000		

Return

Here is where you would change the **price**. We will make no changes to this PO so just click **Return** on the **Acknowledgment Details** screen.

LabCorp User Testing Home | Sign out

Menu Search: []

- Process Quotes
- Manage Orders
 - Purchase Orders
 - Acknowledge Purchase Orders
 - Create ASNs
 - View ASN History

Acknowledge Purchase Orders

Acknowledgement Details

SAMPLE VENDOR

Item Detail Find | View All First 3 of 3 Last

Line Number: 3 Reset Item to PO values Reject Item

Unit of Measure: PACKAGE Item Response: Accepted

Item ID: 000000000000100936 Vendor Item ID: JD091365

Extension:

Description: JD091365 .TEST ITEM 1 FOR ESUPPLIER CT=2500

More Item Details

Schedules Customize | Find | View All First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Price	Order Ship Method	Acknowledge Price	Acknowledge Ship Method
1	1	06/13/2013	8.00000	NO FREIGHT	8.00000	NO FREIGHT

Return

Since there are no changes that are needed, simply click **Save & Send Acknowledgement** from the **Acknowledgement Summary** screen.

LabCorp User Testing Home | Sign out

Menu Search: []

- Process Quotes
- Manage Orders
 - Purchase Orders**
 - Acknowledge Purchase Orders
 - Create ASNs
 - View ASN History

Acknowledge Purchase Orders
Acknowledgement Summary

SAMPLE VENDOR

PO Number: SAMPLE0005 PO Date: 08/03/2013
Acknowledgement Status: New Acknowledgement Date: []
POA Response: Accepted [Reset to PO Values] [Reject All]

PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines Customize | Find | View All | First 1-3 of 3 Last

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	DV061783	DV061783 .TEST ITEM 5 FOR ESUPPLIER CA=1000	2.0000	2.0000	CA	Accepted
2	AD121359	AD121359 .TEST ITEM 2 FOR ESUPPLIER	5.0000	5.0000	GAL	Accepted
3	JD091365	JD091365 .TEST ITEM 1 FOR ESUPPLIER CT=2500	190.0000	190.0000	PK	Accepted

Comments

[Save] [Save & Send Acknowledgement]

[Return to Purchase Order List](#) Send E-mail

You will receive a confirmation screen as shown below (this screen will no longer be shown throughout this user manual but will be referred to as the Confirmation Screen).

Click **OK** to continue.

LabCorp User Testing

Menu Search: []

- Process Quotes
- Manage Orders
 - Purchase Orders**
 - Acknowledge Purchase Orders
 - Create ASNs
 - View ASN History

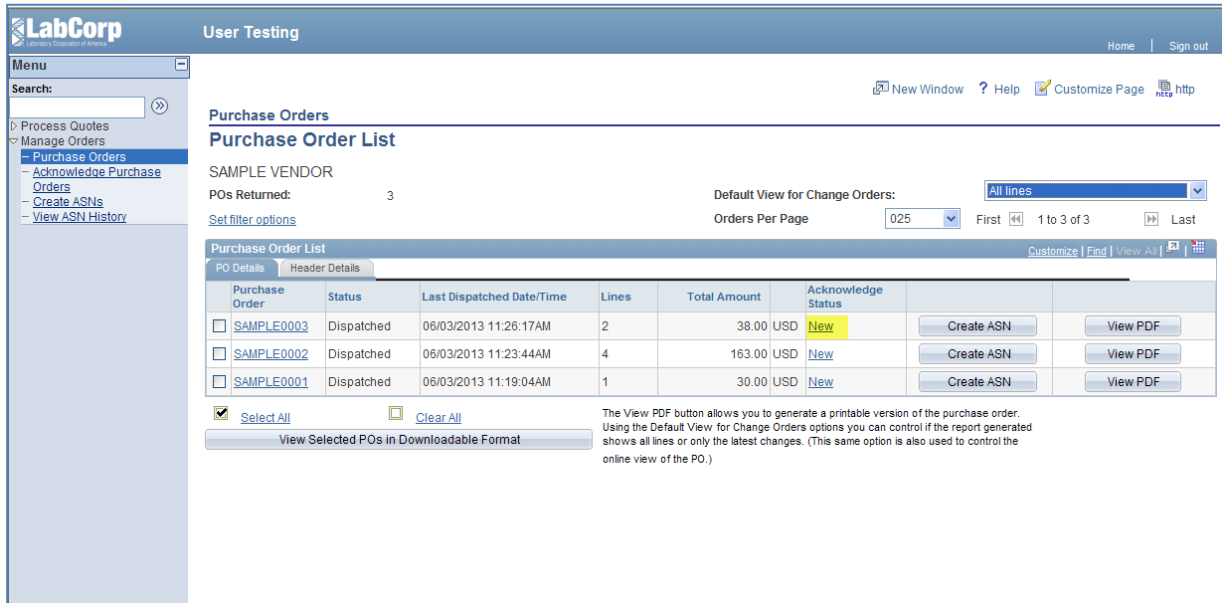
Advance Shipment Notification
Save Confirmation

✓ The Save was successful.

[OK]

You will be returned to the **Purchase Order List** where you will see that the SAMPLE0005 PO is no longer on the list. The status was changed to “**Buyer Accepted**,” meaning there were no changes and it has fallen off of the list of POs to acknowledge.

Click on the word **New** to acknowledge the next PO in the list.



LabCorp User Testing

Menu: Search: []

Process Quotes
Manage Orders
Purchase Orders
Acknowledge Purchase Orders
Create ASNs
View ASN History

Purchase Orders
Purchase Order List

SAMPLE VENDOR
POs Returned: 3
Default View for Change Orders: All lines
Orders Per Page: 025
First 1 to 3 of 3 Last

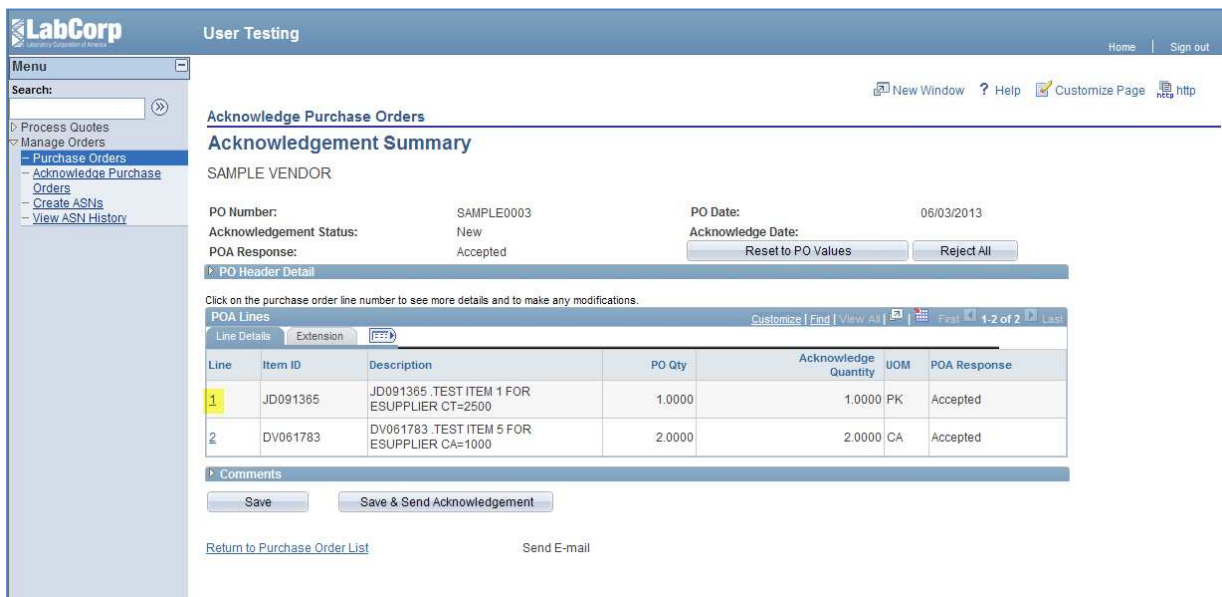
Purchase Order List

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
☐ SAMPLE0003	Dispatched	06/03/2013 11:26:17AM	2	38.00 USD	New	Create ASN	View PDF
☐ SAMPLE0002	Dispatched	06/03/2013 11:23:44AM	4	163.00 USD	New	Create ASN	View PDF
☐ SAMPLE0001	Dispatched	06/03/2013 11:19:04AM	1	30.00 USD	New	Create ASN	View PDF

☒ Select All ☐ Clear All
View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

Below is the line detail for PO SAMPLE0003. For demonstration purposes, we will make a price change on this PO. Click on **line 1** as highlighted:



LabCorp User Testing

Menu: Search: []

Process Quotes
Manage Orders
Purchase Orders
Acknowledge Purchase Orders
Create ASNs
View ASN History

Acknowledge Purchase Orders
Acknowledgement Summary

SAMPLE VENDOR
PO Number: SAMPLE0003
PO Date: 06/03/2013
Acknowledgement Status: New
POA Response: Accepted
Reset to PO Values Rejected All

PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	JD091365	JD091365 TEST ITEM 1 FOR ESUPPLIER CT=2500	1.0000	1.0000	PK	Accepted
2	DV061783	DV061783 TEST ITEM 5 FOR ESUPPLIER CA=1000	2.0000	2.0000	CA	Accepted

Comments
Save Save & Send Acknowledgement

Return to Purchase Order List Send E-mail

To change the price for this line, click on the **Price** tab as highlighted below.

The screenshot shows the LabCorp Acknowledgement Details page for a sample vendor. The 'Price' tab is highlighted in the 'Schedules' section. The 'Item Detail' section shows Line Number 1, Unit of Measure PACKAGE, Item Response Accepted, Item ID 000000000000100936, Vendor Item ID JD091365, and Description JD091365 .TEST ITEM 1 FOR ESUPPLIER CT=2500. The 'Schedules' table has one row with Order Sched 1, Sched 1, Order Due Date 06/13/2013, Order Quantity 1.0000, Acknowledge Due Date 06/13/2013, and Acknowledge Quantity 1.0000.

Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status	Split Line
1	1	06/13/2013		1.0000	06/13/2013	1.0000		

Once on the **Price** tab, you'll be able to change the price:

The screenshot shows the LabCorp Acknowledgement Details page with the 'Price' tab selected. A red arrow points to the 'Acknowledge Price' field in the 'Schedules' table, which contains the value 8.00000. The 'Item Detail' section is the same as in the previous screenshot. The 'Schedules' table has one row with Order Sched 1, Sched 1, Order Due Date 06/13/2013, Order Price 8.00000, Order Ship Method NO FREIGHT, Acknowledge Price 8.00000, and Acknowledge Ship Method NO FREIGHT.

Order Sched	Sched	Order Due Date	Order Price	Order Ship Method	Acknowledge Price	Acknowledge Ship Method
1	1	06/13/2013	8.00000	NO FREIGHT	8.00000	NO FREIGHT

Enter a new price as shown below and click **Return**.

LabCorp User Testing Home | Sign out

Menu Search: []

- Process Quotes
- Manage Orders
 - Purchase Orders
 - Acknowledge Purchase Orders
 - Create ASNs
 - View ASN History

Acknowledge Purchase Orders

Acknowledgement Details

SAMPLE VENDOR

Item Detail Find | View All First 1 of 2 Last

Line Number: 1 Reset Item to PO values Reject Item

Unit of Measure: PACKAGE Item Response: Accepted

Item ID: 000000000000100936 Vendor Item ID: JD091365

Extension:

Description: JD091365 .TEST ITEM 1 FOR ESUPPLIER CT=2500

More Item Details

Schedules Customize | Find | View All First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Price	Order Ship Method	Acknowledge Price	Acknowledge Ship Method
1	1	06/13/2013	8.00000	NO FREIGHT	10	NO FREIGHT

Return

The POA response has been marked **Accepted – Changes Made**.

If you would like to add comments about any changes that you made, click on the **triangle next to the word "Comments"** and enter freeform comments for LabCorp to view.

LabCorp User Testing Home | Sign out

Menu Search: []

- Process Quotes
- Manage Orders
 - Purchase Orders
 - Acknowledge Purchase Orders
 - Create ASNs
 - View ASN History

Acknowledge Purchase Orders

Acknowledgement Summary

SAMPLE VENDOR

PO Number: SAMPLE0003 PO Date: 06/03/2013

Acknowledgement Status: New Acknowledge Date:

POA Response: Accepted - Changes Made Reset to PO Values Reject All

PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines Customize | Find | View All First 1-2 of 2 Last

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	JD091365	JD091365 .TEST ITEM 1 FOR ESUPPLIER CT=2500	1.0000	1.0000	PK	Accepted - Changes Made
2	DV061783	DV061783 .TEST ITEM 5 FOR ESUPPLIER CA=1000	2.0000	2.0000	CA	Accepted

Comments

Save Save & Send Acknowledgement

Return to Purchase Order List Send E-mail

Click **Save & Send Acknowledgement**. Click **OK** when the Confirmation Screen appears.

LabCorp User Testing

Home | Sign out

Menu

Search:

Process Quotes

Manage Orders

Purchase Orders

Acknowledge Purchase Orders

Create ASNs

View ASN History

Acknowledge Purchase Orders

Acknowledgement Summary

SAMPLE VENDOR

PO Number: SAMPLE0003

Acknowledgement Status: New

POA Response: Accepted - Changes Made

PO Date: 06/03/2013

Acknowledge Date:

Reset to PO Values

Reject All

PO Header Detail

Click on the purchase order line number to see more details and to make any modifications.

POA Lines

Customize | Find | View All | First | 1-2 of 2 | Last

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	JD091365	TEST ITEM 1 FOR ESUPPLIER CT=2500	1.0000	1.0000	PK	Accepted - Changes Made
2	DV061783	TEST ITEM 5 FOR ESUPPLIER CA=1000	2.0000	2.0000	CA	Accepted

Comments

Price has increased to \$10. Please update your purchase order. Thank you.

Save

Save & Send Acknowledgement

Return to Purchase Order List

Send E-mail

You will be returned to the **Purchase Order List** where you will see that the SAMPLE0003 PO is no longer on the list. The status was changed to **"Supplier Responded,"** meaning that LabCorp must update the PO with the changes you made.

LabCorp User Testing

Home | Sign out

Menu

Search:

Process Quotes

Manage Orders

Purchase Orders

Acknowledge Purchase Orders

Create ASNs

View ASN History

Purchase Orders

Purchase Order List

SAMPLE VENDOR

POs Returned: 2

Default View for Change Orders: All lines

Set filter options

Orders Per Page: 025

First | 1 to 2 of 2 | Last

Purchase Order List

Customize | Find | View All | First | 1-2 of 2 | Last

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	
☐ SAMPLE0002	Dispatched	06/03/2013 11:23:44AM	4	163.00 USD	New	Create ASN View PDF
☐ SAMPLE0001	Dispatched	06/03/2013 11:19:04AM	1	30.00 USD	New	Create ASN View PDF

☒ Select All ☐ Clear All

View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

To view all POs regardless of whether they need to be acknowledged or not, simply **unclick** the **POs Waiting Acknowledgement** box, change the date range if desired, and click **Search**.

LabCorp User Testing

Home | Sign out

Menu

Search: []

Process Quotes

Manage Orders

Purchase Orders

Acknowledge Purchase Orders

Create ASNs

View ASN History

Purchase Orders

Filter Options

SAMPLE VENDOR

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID: []

To PO ID: []

Item ID: []

Vendor Item ID: []

From Date: 05/04/2013 (example: 01/31/2000)

To Date: 06/04/2013 (example: 01/31/2000)

Buyer: []

Contract ID: []

Contract Version: []

Release: []

☒ PO's Waiting Acknowledgement

Search

You will be returned to the **Purchase Order List** screen. Note the different values in the **Acknowledge Status** column:

LabCorp User Testing

Home | Sign out

Menu

Search: []

Process Quotes

Manage Orders

Purchase Orders

Acknowledge Purchase Orders

Create ASNs

View ASN History

Purchase Orders

Purchase Order List

SAMPLE VENDOR

POs Returned: 4

Default View for Change Orders: All lines

Orders Per Page: 025

First 1 to 4 of 4 Last

Purchase Order List

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	Create ASN	View PDF
☐ SAMPLE0005	Dispatched	06/03/2013 11:29:34AM	3	1,600.00 USD	Buyer Accepted	Create ASN	View PDF
☐ SAMPLE0003	Dispatched	06/03/2013 11:26:17AM	2	38.00 USD	Supplier Responded	Create ASN	View PDF
☐ SAMPLE0002	Dispatched	06/03/2013 11:23:44AM	4	163.00 USD	New	Create ASN	View PDF
☐ SAMPLE0001	Dispatched	06/03/2013 11:19:04AM	1	30.00 USD	New	Create ASN	View PDF

☒ Select All ☐ Clear All

View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

Create an Advance Shipment Notice (ES1 or ES3 models)

From the **Main Menu**, select **Manage Orders > Purchase Orders**.

Unclick the **POs Awaiting Acknowledgement** box and click **Search**.

You will be brought to the **Purchase Order List** screen.

Click on **Create ASN** as shown:

LabCorp User Testing Home | Sign out

Menu: Search: []

- Process Quotes
- Manage Orders
 - Purchase Orders**
 - Acknowledge Purchase Orders
 - Create ASNs
 - View ASN History

Purchase Orders

Purchase Order List

SAMPLE VENDOR INC

POs Returned: 8

Default View for Change Orders: All lines

Orders Per Page: 012 First 1 to 8 of 8 Last

Purchase Order List Customize | Find | View All

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
☐ TESTAMY13	Dispatched	01/25/2013 11:16:03PM	1	750.00 USD	New	Create ASN	View PDF
☐ SAMP0000007	Dispatched	01/16/2013 4:13:49PM	5	6,531.08 USD	New	Create ASN	View PDF
☐ SAMP0000006	Dispatched	01/16/2013 4:13:49PM	5	1,328.48 USD	New	Create ASN	View PDF
☐ SAMP0000005	Dispatched	01/16/2013 4:13:49PM	3	210.74 USD	New	Create ASN	View PDF
☐ SAMP0000004	Dispatched	01/16/2013 4:13:49PM	1	225.00 USD	New	Create ASN	View PDF
☐ SAMP0000003	Dispatched	01/16/2013 4:13:49PM	5	4,496.48 USD	Supplier Responded	Create ASN	View PDF
☐ SAMP0000002	Dispatched	01/16/2013 4:13:49PM	5	4,496.48 USD	Supplier Responded	Create ASN	View PDF
☐ SAMP0000001	Dispatched	01/16/2013 4:13:49PM	3	4,270.00 USD	Buyer Accepted	Create ASN	View PDF

☒ Select All ☐ Clear All

View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

Click on **Select All** to put check marks in the boxes for all lines or just click the boxes for the line(s) you want to include on the ASN.

Click **Include/View ASN**.

LabCorp User Testing Home | Sign Out

Menu Search: [] []

Process Quotes Manage Orders Purchase Orders Acknowledge Purchase Orders Create ASNs View ASN History

Advance Shipment Notification

Purchase Order Schedule Selection

SAMPLE VENDOR INC

Location: LABCORP PO Number: SAMP000001 [] [] Exclude Received Schedules

From Date: [] To Date: 02/06/2013 []

Item ID: [] Vendor Item ID: []

Search []

Select Lines for ASN Customize | Find | View All | Page 1-3 of 3 | Last

PO ID	Line	Sched Num	Item ID	Description	Revision	PO Qty	UOM	Due Date	Time Due	Mfg Item ID	
☒	SAMP000001	1	1	AD121359	TEST ITEM 2 FOR ESUPPLIER EA=1GAL		3.0000	EA	01/26/2013		75511
☒	SAMP000001	2	1	DV061783	DV061783 TEST ITEM 5 FOR ESUPPLIER CA=1000		1.0000	CA	01/26/2013		367985
☒	SAMP000001	3	1	DW032328	DW032328 TEST ITEM 4 FOR ESUPPLIER CT=2500		55.0000	CT	01/26/2013		

☒ Select All ☐ Deselect All

Include in ASN Include / View ASN Return to Purchase Order List

On this screen you **MUST** enter the tracking number (**referred to as Ship No**). Use the lookups on the **Ship Via** and/or **Carrier ID** fields (these are optional fields) if you wish to enter the shipping method or carrier.

Other fields are **Pro Number**, **Bill of Lading**, **Invoice No**, and **Order No** – these are all optional fields and entry is freeform.

Update the quantity shipped if necessary and delete the line completely if it's not part of this shipment (**see explanations in the boxes on the screenprint**).

Click **Submit ASN**.

LabCorp User Testing

Menu

Search:

Process Quotes
Manage Orders
Purchase Orders
Acknowledge Purchase Orders
Create ASNs
View ASN History

Advance Shipment Notification

Advance Shipment Creation

SAMPLE VENDOR INC

Ship No: 1Z 123456789012345 Ship Via: Ship Date: 02/11/2013 Arrival Date: 02/11/2013

Carrier ID: Pro Number: Bill of Lading: Invoice No: Order No:

Defaults for All New ASN Lines

ASN Lines

Line	Item ID	Description	Revision	Shipped	Ship Via	Order No
1	AD121359	AD121359 .TEST ITEM 2 FOR ESUPPLIER EA=1GAL		3.0000	EA	
2	DV061783	DV061783 .TEST ITEM 5 FOR ESUPPLIER CA=1000		1.0000	CA	
3	DW032328	DW032328 .TEST ITEM 4 FOR ESUPPLIER CT=2500		55.0000	CT	

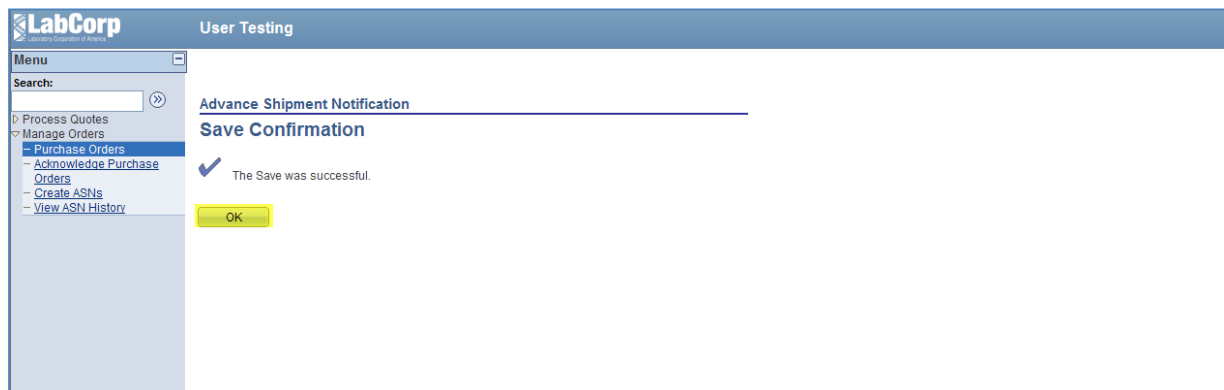
Select Lot/Serial

Submit ASN Add Lines Return to Purchase Order List

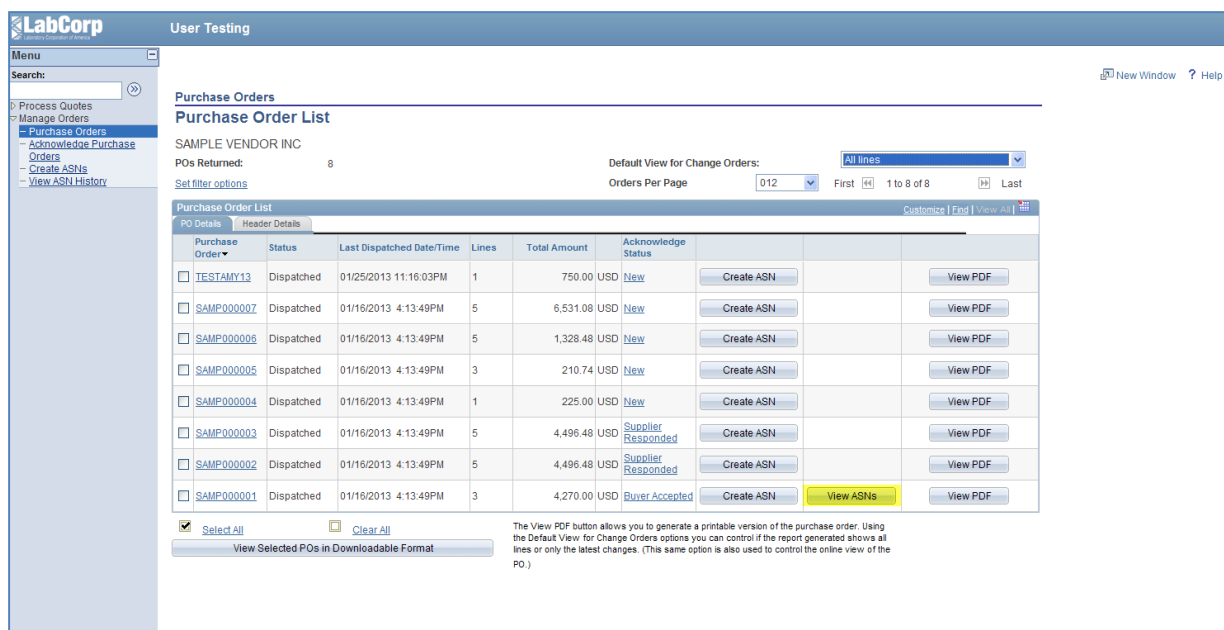
change quantity here if it is different than what appears

use the "-" to remove this line completely if it won't be part of this shipment

Click **OK** when the **confirmation screen** appears.

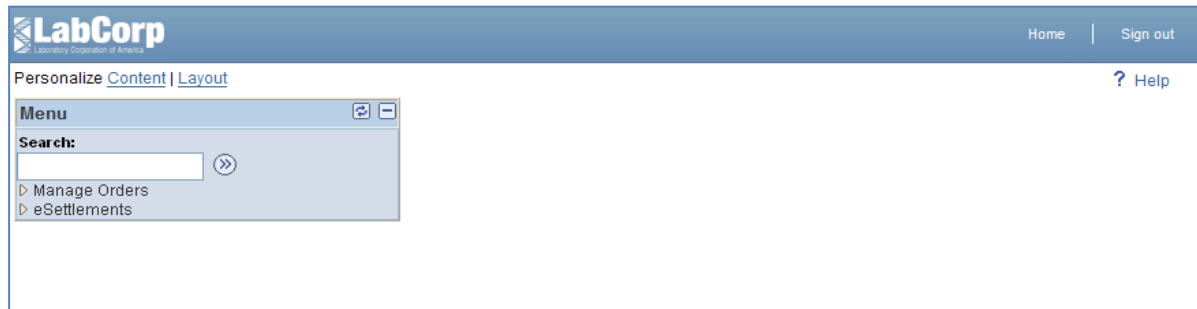


You will be returned to the **Purchase Order List** screen and you will be able to see that an ASN has been created by the insertion of the **View ASN** button as shown below:



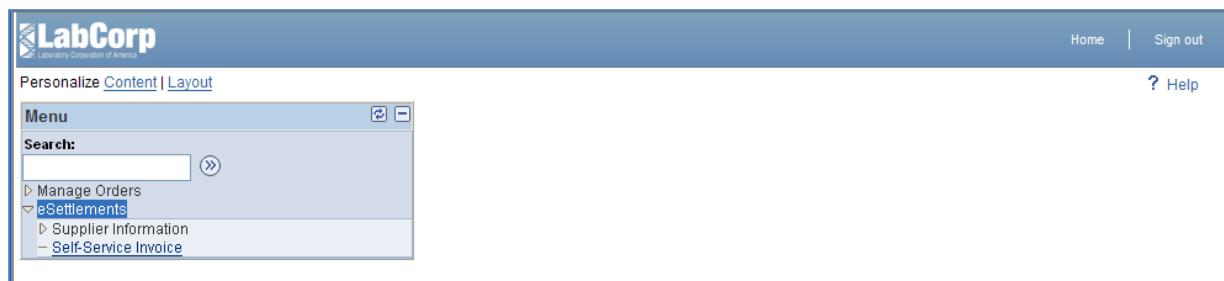
Section 3: Screen Navigation for Accounts Receivable functions (ES2 and ES3 userids)

ES2 userids will see the screen below upon login. (ES3 userids will see a combination of the ES1 and ES2 screens. ES3 userids will have the functionality of both the ES1 userid and the ES2 userid.)

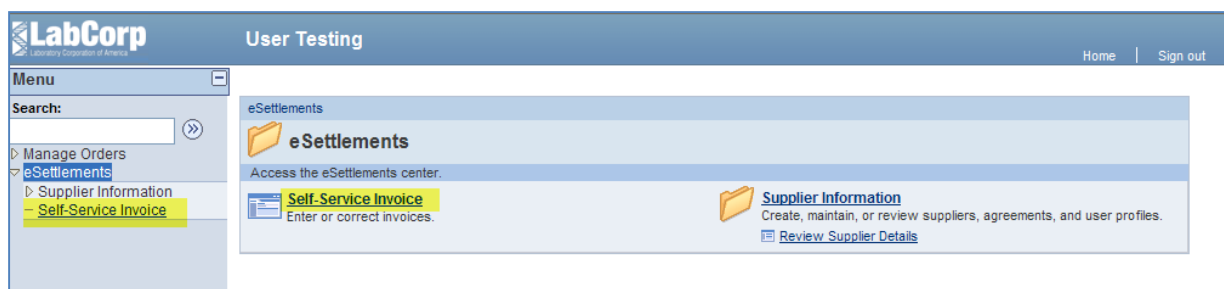


Click on either the  to see a **dropdown menu** or the words **eSettlements**. Your screen will appear in one of two different ways depending on where you click.

This is the view when clicking the  :

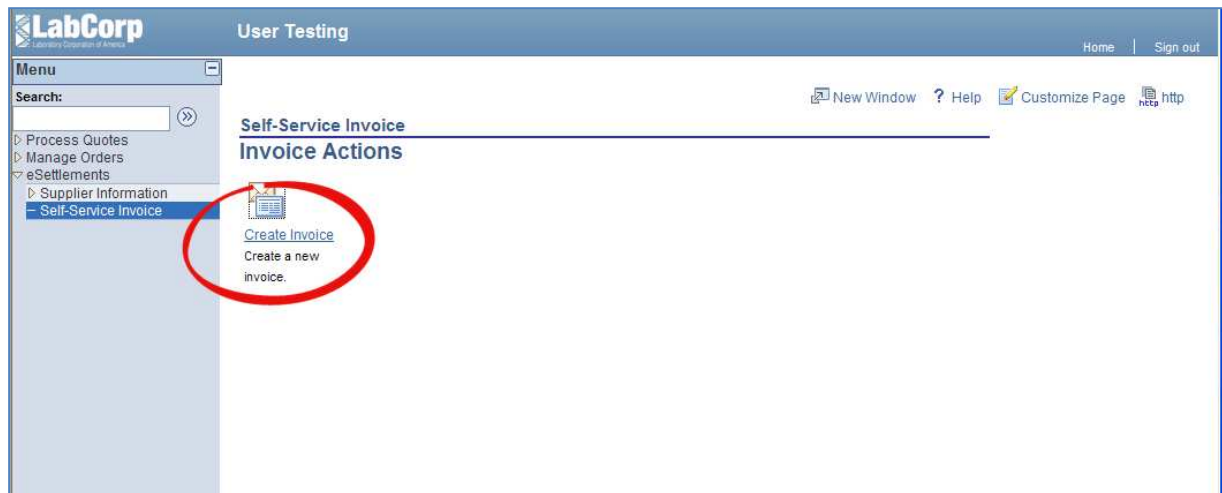


This is the view when clicking the words **eSettlements**. Click on the **Self-Service Invoice** option in either the dropdown on the left-hand side of the page or in the main part of the screen.



Create an Invoice

Click on the **Create Invoice** icon:



You will be on the **Invoice Entry** screen:

The screenshot shows the 'Create Invoice Invoice Entry' screen. The form is divided into several sections:

- Invoice Header Information:** Fields for *Supplier (SAMPLE VENDOR), Location (LABCORP), *Voucher ID (NEXT), *Buyer (LAB CORP OF AMERICA HOLDINGS), *Invoice ID, *Invoice Date (06/04/2013), Currency (USD), and Requester.
- Copy from a Purchase Order:** A button to copy data from a purchase order.
- Invoice Details:** A table with columns: Item ID, Description, Quantity, UOM, Unit Price, Merchandise Amt, and Curr. The table is currently empty.
- Settlement Information:** Fields for Payment Terms, Payment Method, Total Amount (0.00 USD), Sales Tax Amount (0.00 USD), Shipping Amount (0.00 USD), Misc. Charge Amount (0.00 USD), and Gross Amount (0.00 USD).

At the bottom, there is a 'Save and Submit' button and a link to 'Return to Self-Service Invoice'.

Enter your invoice number in the **Invoice ID** field. **If necessary**, change the date in the **Invoice Date** field to accurately reflect your invoice date.

Notice the word “**NEXT**” in the **Voucher ID** field. This will be explained in more detail in a few screens.

Click **Copy from a Purchase Order**.

LabCorp User Testing

Menu Search: Manage Orders eSettlements Supplier Information Self-Service Invoice

Create Invoice Invoice Entry

Invoice Header Information

*Supplier: SAMPLE VENDOR INC Voucher ID: NEXT

Location: LABCORP *Buyer: LAB CORP OF AMERICA HOLDINGS

1000 ANYWHERE ST P.O. BOX 2280

Burlington, NC 27215 USA Burlington, NC 27216 USA

*Invoice ID: SAMPLE INV# 123456 Currency: USD US Dollar

*Invoice Date: 01/29/2013 Requester:

Copy from a Purchase Order

Invoice Details

Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt	Curr
						USD

Settlement Information

Payment Terms: NET 30 Total Amount: 0.00 USD

Payment Method: System Check Sales Tax Amount: 0.00 USD

Shipping Amount: 0.00 USD

Misc. Charge Amount: 0.00 USD

Gross Amount: 0.00 USD

Save and Submit

[Return to Self-Service Invoice](#)

When the following screen appears, click **Search**.

LabCorp User Testing

Menu Search: Manage Orders eSettlements Supplier Information Self-Service Invoice

Create Invoice Look Up A Purchase Order

Search Criteria

Buyer: US001 LAB CORP OF AMERICA HOLDINGS

Supplier: 0000087764 SAMPLE VENDOR INC

PO Unit:

PO Number:

*PO Date: No Date

PO Buyer:

Item ID:

Description:

Search Results Display: Header Detail

Search Clear

[Return to Invoice Details](#)

When the list of Purchase Orders appears, select the box next to the one you would like to invoice and click **Copy to Invoice**:

LabCorp
Leading Corporation of America

User Testing

Menu

Search:

Manage Orders

eSettlements

Supplier Information

Self-Service Invoice

CREATE INVOICE

Look Up A Purchase Order

Search Criteria

Buyer:

US001

LAB CORP OF AMERICA HOLDINGS

Supplier:

0000087764

SAMPLE VENDOR INC

PO Unit:

PO Number:

*PO Date:

No Date

PO Buyer:

Item ID:

Description:

Search Results Display:

☒ Header
 ☐ Detail

Search

Clear

Search Results

Customize | Find | View All | First | 1-8 of 8 | Last

Select	PO Business Unit	Purchase Order	PO Date	Supplier	Supplier Name	Gross Invoice Amount	Curr
☐	BUR01	SAMP000001	01/16/2013	0000087764	SAMPLE VENDOR INC	4,270.00	USD
☐	BUR01	SAMP000002	01/16/2013	0000087764	SAMPLE VENDOR INC	4,496.48	USD
☒	BUR01	SAMP000003	01/16/2013	0000087764	SAMPLE VENDOR INC	4,496.48	USD
☐	BUR01	SAMP000004	01/16/2013	0000087764	SAMPLE VENDOR INC	225.00	USD
☐	BUR01	SAMP000005	01/16/2013	0000087764	SAMPLE VENDOR INC	210.74	USD
☐	BUR01	SAMP000006	01/16/2013	0000087764	SAMPLE VENDOR INC	1,328.48	USD
☐	BUR01	SAMP000007	01/16/2013	0000087764	SAMPLE VENDOR INC	6,531.08	USD
☐	BUR01	TESTAMY13	01/25/2013	0000087764	SAMPLE VENDOR INC	750.00	USD

☒ [Select All](#)
☐ [Clear All](#)

Copy To Invoice

The Invoice Entry screen will appear.

If the entire quantity on a line isn't being invoiced, you can update the **Quantity** box.

Important: If a line is not on the invoice, **do not enter a quantity of 0**. Click the **"-"** icon on a line to completely remove that line from the invoice.

You may enter **sales tax, shipping, or miscellaneous charges** on this screen.

Note the **refresh** icon next to the total amount. You may use this to recalculate the amounts if you have changed quantities, entered tax, etc, but it is not necessary. The invoice will calculate correctly without clicking refresh.

Click **Save and Submit**.

LabCorp User Testing

Create Invoice Invoice Entry

Invoice Header Information

*Supplier: SAMPLE VENDOR INC Voucher ID: NEXT
Location: LABCORP *Buyer: LAB CORP OF AMERICA HOLDINGS
1000 ANYWHERE ST
Burlington, NC 27215 USA
*Invoice ID: SAMPLE INV# 123456 Currency: USD US Dollar
*Invoice Date: 01/29/2013 Requester:

Copy from a Purchase Order

Invoice Details

Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt	Curr
000000000000039725	AD121359 .TEST ITEM 2 FOR ESUP	3.0000	EA	75.00000	225.00	USD
000000000000040057	DV061783 .TEST ITEM 5 FOR ESUP	1.0000	CA	85.00000	85.00	USD
000000000000052496	DW032328 .TEST ITEM 4 FOR ESUP	55.0000	CT	72.00000	3,960.00	USD
000000000000025496	JD091365 .TEST ITEM 1 FOR ESUP	5.0000	PK	25.00000	125.00	USD
000000000000058865	SD042397 .TEST ITEM 3 FOR ESUP	2.0000	BX	50.74000	101.48	USD

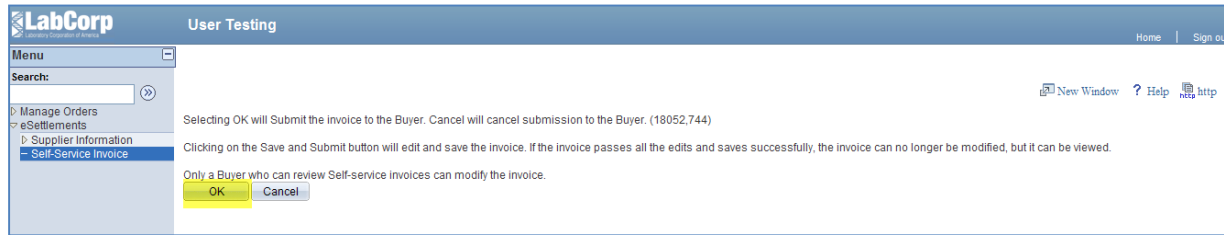
Settlement Information

Payment Terms: NET 30 Total Amount: 4,496.48 USD
Payment Method: System Check Sales Tax Amount: 0.00 USD
Shipping Amount: 0.00 USD
Misc. Charge Amount: 0.00 USD
Gross Amount: 4,496.48 USD

Save and Submit
[Return to Self-Service Invoice](#)

Note: if the line item you want to invoice is blank, this is a new item and the PO was ordered manually. The item will be available to be invoiced when LabCorp's system has been updated with a new item number. Please email POCustServ@labcorp.com and ask them to check to see when entry will be done for this PO.

Click **OK** when this confirmation screen appears:

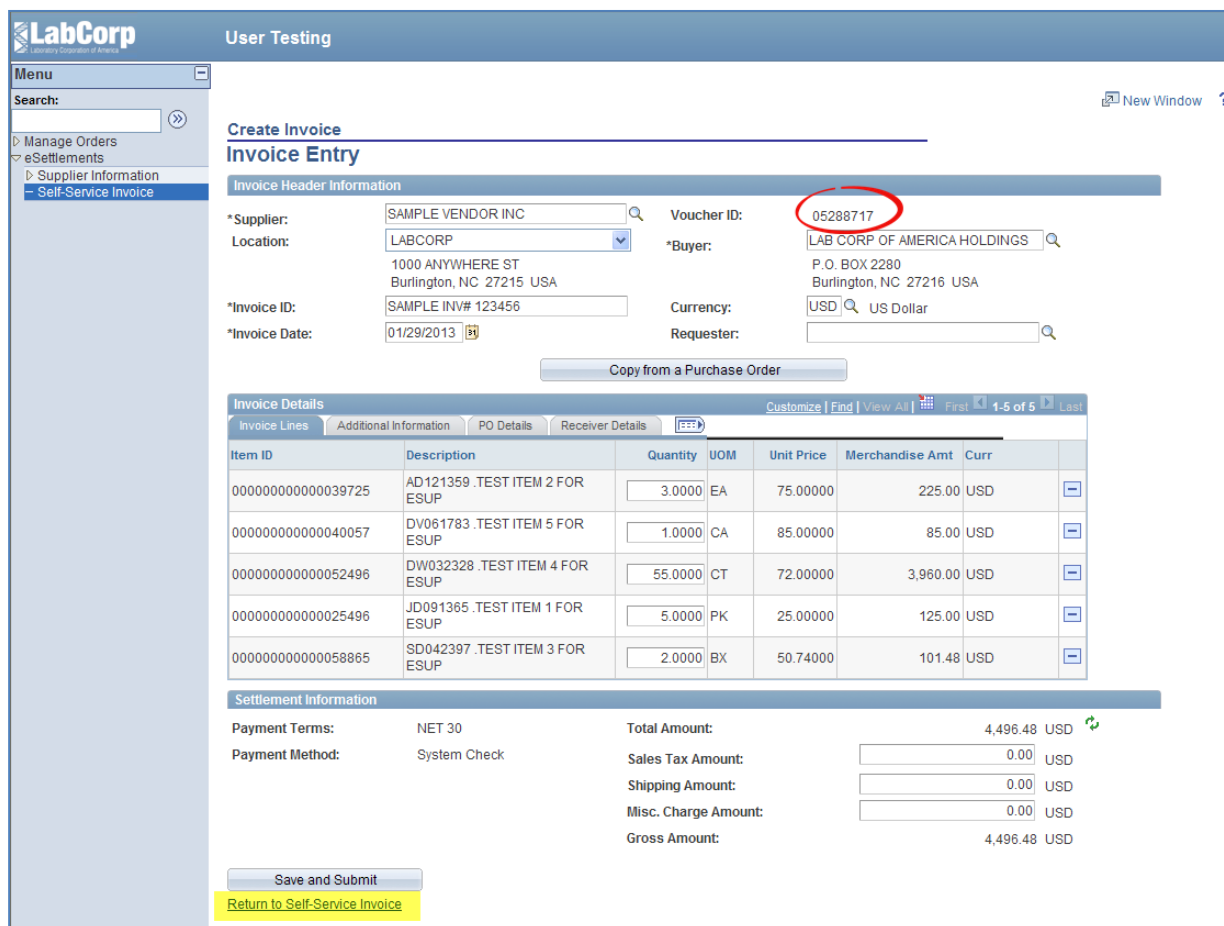


The screenshot shows a confirmation screen in the LabCorp User Testing interface. On the left is a menu with 'Self-Service Invoice' selected. The main area contains instructions: 'Selecting OK will Submit the invoice to the Buyer. Cancel will cancel submission to the Buyer. (18052,744)' and 'Clicking on the Save and Submit button will edit and save the invoice. If the invoice passes all the edits and saves successfully, the invoice can no longer be modified, but it can be viewed.' Below this is a note: 'Only a Buyer who can review Self-service Invoices can modify the invoice.' At the bottom are 'OK' and 'Cancel' buttons.

You will be back at the **Invoice Entry** screen. Notice that a **Voucher ID number** has been created for LabCorp's use. You don't need this number, but it can serve as your confirmation that your invoice was entered in our system.

To create another invoice, click **Return to Self-Service Invoice** at the bottom of the screen or click **Self-Service Invoice** in the dropdown menu on the left-hand side of the screen.

Once you have invoiced a purchase order in its entirety, it will no longer appear in the list of purchase orders available for invoicing.



The screenshot shows the 'Create Invoice Invoice Entry' screen. The 'Invoice Header Information' section includes fields for Supplier (SAMPLE VENDOR INC), Location (LABCORP), Invoice ID (SAMPLE INV# 123456), Invoice Date (01/29/2013), Voucher ID (05288717, circled in red), Buyer (LAB CORP OF AMERICA HOLDINGS), Currency (USD), and Requester. A 'Copy from a Purchase Order' button is present. Below is the 'Invoice Details' table with 5 rows of item data. At the bottom is the 'Settlement Information' section with fields for Payment Terms (NET 30), Payment Method (System Check), and a summary of amounts (Total, Sales Tax, Shipping, Misc. Charge, Gross) all in USD.

Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt	Curr
000000000000039725	AD121359 .TEST ITEM 2 FOR ESUP	3.0000	EA	75.00000	225.00	USD
000000000000040057	DV061783 .TEST ITEM 5 FOR ESUP	1.0000	CA	85.00000	85.00	USD
000000000000052496	DW032328 .TEST ITEM 4 FOR ESUP	55.0000	CT	72.00000	3,960.00	USD
000000000000025496	JD091365 .TEST ITEM 1 FOR ESUP	5.0000	PK	25.00000	125.00	USD
000000000000058865	SD042397 .TEST ITEM 3 FOR ESUP	2.0000	BX	50.74000	101.48	USD

Settlement Information	
Payment Terms:	NET 30
Payment Method:	System Check
Total Amount:	4,496.48 USD
Sales Tax Amount:	0.00 USD
Shipping Amount:	0.00 USD
Misc. Charge Amount:	0.00 USD
Gross Amount:	4,496.48 USD

Create an Advance Shipment Notice (ES2 models only)

The ASN process for ES2 userids differs slightly from ES1 and ES3 userids. From the **Main Menu**, click **Manage Orders > Create ASNs**, and click **Search**.

You will be brought to a screen that looks similar to the one below.

Click on **Add Lines**:

The screenshot shows the LabCorp User Testing interface for 'Advance Shipment Creation'. The left sidebar contains a 'Menu' with options: 'Manage Orders' (expanded), 'Purchase Orders', 'Create ASNs' (highlighted), 'View ASN History', and 'eSettlements'. The main content area is titled 'Advance Shipment Notification' and 'Advance Shipment Creation'. It includes a 'SAMPLE VENDOR' section with input fields for 'Ship No:', 'Carrier ID:', 'Ship Via:', 'Ship Date:', and 'Arrival Date:'. Below this is a 'Defaults for All New ASN Lines' section with fields for 'Pro Number:', 'Invoice No:', 'Bill of Lading:', and 'Order No:'. The 'ASN Lines' section features a table with columns: 'Line', 'Item ID', 'Description', 'Revision', 'Shipped', 'Ship UOM', and 'Order No'. The table is currently empty. At the bottom, there are links for 'Select Lot/Serial' and 'ASN History', and buttons for 'Submit ASN' and 'Add Lines' (highlighted in yellow).

LabCorp User Testing

Home | Sign out

Menu

Search:

Manage Orders

- Purchase Orders
- Create ASNs
- View ASN History

eSettlements

Advance Shipment Notification

Advance Shipment Creation

SAMPLE VENDOR

Ship No: Ship Via:

Carrier ID: Ship Date: Arrival Date:

Defaults for All New ASN Lines

Pro Number: Bill of Lading:

Invoice No: Order No:

ASN Lines

ASN Info PO Info Invoice

Line	Item ID	Description	Revision	Shipped	Ship UOM	Order No

Select Lot/Serial ASN History

Submit ASN Add Lines

Unlike ES1 and ES3 users, ES2 users will be required to know the **PO Number**. Enter it on the screen here or click the **lookup icon** for a list of PO numbers and then select the one you are looking for.

Click **Search**.

LabCorp User Testing

Menu: Manage Orders, Purchase Orders, Create ASNs, View ASN History, eSettlements

Advance Shipment Notification

Purchase Order Schedule Selection

SAMPLE VENDOR

Location: LABCORP PO Number: SAMP000002 ☐ Exclude Received Schedules

From Date: To Date:

Item ID: Vendor Item ID:

Select Lines for ASN

PO ID	Line	Sched Num	Item ID	Description	Revision	PO Qty	UOM	Due Date	Time Due	Mfg Item ID
☐						0.0000				

☒ Select All ☐ Deselect All

Click on **Select All** to put check marks in the boxes for all lines. Or you can just click the boxes for the line(s) you want to include on the ASN.

Click **Include/View ASN**.

LabCorp User Testing

Menu: Manage Orders, Purchase Orders, Create ASNs, View ASN History, eSettlements

Advance Shipment Notification

Purchase Order Schedule Selection

SAMPLE VENDOR INC

Location: LABCORP PO Number: SAMP000002 ☐ Exclude Received Schedules

From Date: To Date:

Item ID: Vendor Item ID:

Select Lines for ASN

PO ID	Line	Sched Num	Item ID	Description	Revision	PO Qty	UOM	Due Date	Time Due	Mfg Item ID
☒	SAMP000002	1	1	AD121359 .TEST ITEM 2 FOR ESUPPLIER EA=1GAL		3.0000	EA	01/26/2013		75511
☒	SAMP000002	2	1	DV061783 .TEST ITEM 5 FOR ESUPPLIER CA=1000		1.0000	CA	01/26/2013		367985
☒	SAMP000002	3	1	DW032328 .TEST ITEM 4 FOR ESUPPLIER CT=2500		55.0000	CT	01/26/2013		
☒	SAMP000002	4	1	JD091365 .TEST ITEM 1 FOR ESUPPLIER PK=200		5.0000	PK	01/26/2013		
☒	SAMP000002	5	1	SD042397 .TEST ITEM 3 FOR ESUPPLIER BX=6 BOTTLES		2.0000	BX	01/26/2013		

☒ Select All ☐ Deselect All

On this screen you **MUST** enter the tracking number (referred to as **Ship No**). Use the lookups on the **Ship Via** and/or **Carrier ID** fields (these are optional fields) if you wish to enter the shipping method or carrier.

Other fields are **Pro Number**, **Bill of Lading**, **Invoice No**, and **Order No** – these are all optional fields and entry is freeform.

Update the quantity shipped if necessary and delete the line completely if it's not part of this shipment (see explanations in the boxes on the screenprint).

Click **Submit ASN**.

LabCorp User Testing

Menu

Search:

Process Quotes
Manage Orders
Purchase Orders
Acknowledge Purchase Orders
Create ASNs
View ASN History

Advance Shipment Notification

Advance Shipment Creation

SAMPLE VENDOR INC

Ship No: 1Z 123456789012345 Ship Via: Ship Date: 02/11/2013 Arrival Date: 02/11/2013

Carrier ID: Pro Number: Bill of Lading: Invoice No: Order No:

Defaults for All New ASN Lines

ASN Lines

Line	Item ID	Description	Revision	Shipped	Ship Via	Order No
1	AD121359	AD121359 .TEST ITEM 2 FOR ESUPPLIER EA=1GAL		3.0000	EA	
2	DV061783	DV061783 .TEST ITEM 5 FOR ESUPPLIER CA=1000		1.0000	CA	
3	DW032328	DW032328 .TEST ITEM 4 FOR ESUPPLIER CT=2500		55.0000	CT	

Select Lot/Serial

Submit ASN Add Lines Return to Purchase Order List

change quantity here if it is different than what appears

use the "-" to remove this line completely if it won't be part of this shipment

Click **OK** when the confirmation screen appears.

LabCorp User Testing

Menu

Search:

Process Quotes
Manage Orders
Purchase Orders
Acknowledge Purchase Orders
Create ASNs
View ASN History

Advance Shipment Notification

Save Confirmation

✓ The Save was successful.

OK

Section 4: eSupplier Password Self Service

The first time you login, you will see the following screen containing a message that your account has been validated and you must change your password and enter security questions to complete registration.

Note: You will get locked out of the system due to repeated attempts to login with an incorrect password. If you are locked out, you will need to call the phone number for eSupplier Administration and they will enter a support ticket. It may take an entire business day to have your password reset. By entering security questions, you will be able to reset your own password without having to call LabCorp.

LabCorp
Laboratory Corporation of America

Contact Information
Laboratory Corporation of America Holdings
Strategic Sourcing and Procurement
458 S. Main Street
Burlington, NC, 27215
Phone: 336-436-2180, Option-2
esupplier@labcorp.com

LabCorp
Welcome to the LabCorp eSupplier website.

User ID

Password

Sign In

By signing in, you agree to comply with the Confidentiality and Disclaimer statement below

Your Account is validated successfully. You are the first time user. Use below links to change your password and enter Security questions to complete registration.

[Forgot your password](#)

[Change your password](#)

Click [here](#) to access an eSupplier User Manual

Click [here](#) to enter security questions and complete registration

LabCorp eSupplier only supports browsers IE version 8 or higher and Firefox version 17 or higher.

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Click on any of the links highlighted here to go to the **eSupplier Password Self Service** screen (bottom screen) :

The screenshot shows the LabCorp eSupplier website login page. The header features the LabCorp logo and the text "Laboratory Corporation of America". Below the header, on the left, is the "Contact Information" section with details about Laboratory Corporation of America Holdings, including their address, phone number, and email. The main content area is titled "LabCorp" and "Welcome to the LabCorp eSupplier website." It contains a login form with fields for "User ID" and "Password", and a "Sign In" button. Below the login form, there are links for "Forgot your password", "Change your password", and "Click here to access an eSupplier User Manual". At the bottom, there is a link to "Click here to enter security questions and complete registration" and a note about browser support: "LabCorp eSupplier only supports browsers IE version 8 or higher and Firefox version 17 or higher." The footer contains the copyright notice: "©2013 Laboratory Corporation of America® Holdings. All Rights Reserved. Confidentiality and Disclaimer".

Click on a link highlighted below to change your password, set up security questions, or reset a forgotten password:

The screenshot shows the LabCorp eSupplier Password Self Service page. The header features the LabCorp logo and the text "Laboratory Corporation of America". The main heading is "eSupplier Password Self Service". On the left, there is a "Password Self Service" sidebar with a list of links: "Change Password", "Setup Responses", "Forgotten Password", "History", and "Logout". The main content area contains the following text: "Password Self Service allows you to easily and securely manage your password at LabCorp. By using the Self-Service Web site, you can reset and/or change your password." Below this, it states: "To start using Password Self Service, you must create your personal Questions and Answers profile. Q&A profile is a series of questions that are presented to you later when you reset your forgotten password. To create or update your Q&A profile, you must provide your answers to these questions and make sure that you are the only one who knows the correct answers." It then says: "To begin, click the appropriate link on the left-hand side of this page." Finally, it provides contact information: "If you need assistance, please contact eSupplier Support at 336-436-2180 and select option 2."

Enter Security Questions

To start using **Password Self Service**, you must create your personal **Questions and Answers Profile**. The profile is a series of questions that are presented to you later when you want to reset your forgotten password.

Click on **Setup Responses** on the **eSupplier Password Self Service** page:



The screenshot shows the 'eSupplier Password Self Service' page. On the left, under 'Password Self Service', the 'Setup Responses' link is highlighted in yellow. The main content area contains the following text:

LabCorp
Laboratory Corporation of America

eSupplier Password Self Service

Password Self Service allows you to easily and securely manage your password at LabCorp. By using the Self-Service Web site, you can reset and/or change your password.

To start using Password Self Service, you must create your personal Questions and Answers profile. Q&A profile is a series of questions that are presented to you later when you reset your forgotten password. To create or update your Q&A profile, you must provide your answers to these questions and make sure that you are the only one who knows the correct answers.

To begin, click the appropriate link on the left-hand side of this page.

If you need assistance, please contact eSupplier Support at 336-436-2180 and select option 2.

When prompted, enter your **Username** and **Password**. Click **Login**.



The screenshot shows the 'eSupplier Password Self Service' login page. The 'Setup Responses' link is still highlighted in the left sidebar. The main content area contains the following text:

LabCorp
Laboratory Corporation of America

eSupplier Password Self Service

Please Log In
Password Self Service

Username
es3samp

Password
.....

Login Clear

Idle Timeout: 4 minutes
PWW v1.4.3 b847 | Jun 5, 2013 11:51:38 AM | src: 10.147.144.149

A screen will appear with a series of questions. You are not required to answer all questions, but you must answer at least four of them:

The screenshot shows the LabCorp eSupplier Password Self Service interface. The header features the LabCorp logo and the title "eSupplier Password Self Service". A left sidebar contains a "Password Self Service" menu with links for "Change Password", "Setup Responses", "Forgotten Password", "History", and "Logout". The main content area is titled "Setup Password Responses" and includes instructions on how to recover a password by answering questions. It states that users must answer at least 4 of the following questions. Below this, there are five question prompts, each followed by a text input field and a small "»" icon: "Your favorite color:", "The model of your first car:", "Your favorite sport or hobby:", and "The year your mother was born:". A vertical scrollbar is visible on the right side of the page.

LabCorp
Laboratory Corporation of America

eSupplier Password Self Service

Password Self Service

- Change Password
- Setup Responses
- Forgotten Password
- History
- Logout

Setup Password Responses

Password Self Service

In the event that you forget your password, you can recover your password by answering questions known only to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

You are required to answer at least 4 of the following questions.

Your favorite color:

»

The model of your first car:

»

Your favorite sport or hobby:

»

The year your mother was born:

»

Use the **scrollbar** along the side of the page to see more questions and to create your own questions if you would like. Click **Save Responses**.

The screenshot shows a web interface for 'Password Self Service'. On the left is a sidebar with links: Change Password, Setup Responses, Forgotten Password, History, and Logout. The main area contains several questions with input fields: 'The city of your high school:', 'Your hometown newspaper's name:', 'Your high school mascot:', and two custom questions. The custom questions are labeled 'Question' and 'response'. At the bottom are three buttons: 'Save Responses' (highlighted in yellow), 'Clear', and 'Hide Responses'.

The **Success** screen will appear. Click **Continue**.

The screenshot shows the 'Success' screen of the 'eSupplier Password Self Service'. The top header includes the LabCorp logo and the title 'eSupplier Password Self Service'. The sidebar on the left is identical to the previous screen. The main content area features a dark grey box with the text 'Success Password Self Service'. Below this, a message states 'Your secret questions and answers have been successfully saved.' A yellow 'Continue' button is centered below the message. At the bottom, there is a footer with the text 'Idle Timeout: 4 minutes' and 'PVM v1.4.3 b847 | es3samp | Feb 25, 2013 3:47:30 PM | src: 10.147.144.149'.

Reset Forgotten Password

In order to use the Password Reset function, you must have already entered security questions. Begin by clicking on **Forgotten Password** on the **eSupplier Password Self Service** page (not shown here; see the beginning of **Section 4: eSupplier Password Self Service** to view that page).

The following screen will appear. Enter your **Username** and click **Search**.

The screenshot shows the LabCorp eSupplier Password Self Service interface. The top header features the LabCorp logo and the title 'eSupplier Password Self Service'. On the left, a sidebar titled 'Password Self Service' contains links for 'Change Password', 'Setup Responses', 'Forgotten Password', 'History', and 'Logout'. The main content area is titled 'Forgotten Password Password Self Service'. It includes a warning message: 'If you have forgotten your password, follow the prompts to reset your password. If you have not setup your password responses previously, you will not be able to complete this process.' Below this, it says 'To start, please enter your username.' There is a text input field labeled 'Username' with the value 'es3saml' entered. To the right of the input field are two buttons: 'Search' and 'Clear'. At the bottom of the page, there is a footer with the text: 'Idle Timeout: 4 minutes' and 'PWM v1.4.3 b847 | Feb 25, 2013 4:05:32 PM | src: 10.147.144.149'.

LabCorp
Laboratory Corporation of America

eSupplier Password Self Service

Password Self Service

- [Change Password](#)
- [Setup Responses](#)
- [Forgotten Password](#)
- [History](#)
- [Logout](#)

Forgotten Password

Password Self Service

If you have forgotten your password, follow the prompts to reset your password. If you have not setup your password responses previously, you will not be able to complete this process.

To start, please enter your username.

Username

[Search](#) [Clear](#)

Idle Timeout: 4 minutes
PWM v1.4.3 b847 | Feb 25, 2013 4:05:32 PM | src: 10.147.144.149

Enter the answers to the security questions that appear and click **Check Responses**:

 **LabCorp**
Laboratory Corporation of America

eSupplier Password Self Service

Password Self Service

- [Change Password](#)
- [Setup Responses](#)
- [Forgotten Password](#)
- [History](#)
- [Logout](#)

Forgotten Password

Password Self Service

Please answer the following questions. If you answer these questions correctly, you will then be able to reset your password.

The model of your first car:

.....

The city where you were married:

.....

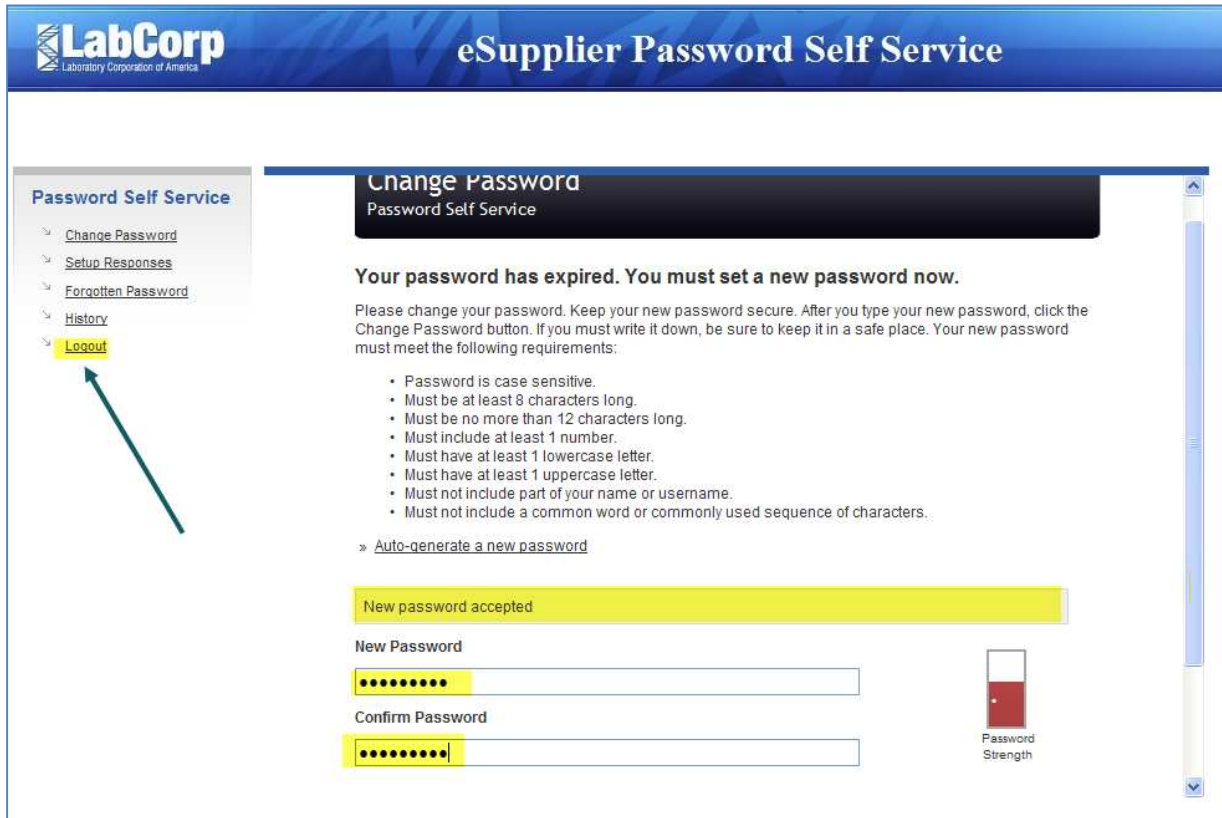
Check Responses

Clear

Show Responses

Idle Timeout: 4 minutes
PWM v1.4.3 b847 | Feb 25, 2013 4:06:49 PM | src: 10.147.144.149

Upon successful answering the questions, the screen below will appear. Enter a **new password** and **confirm password**.



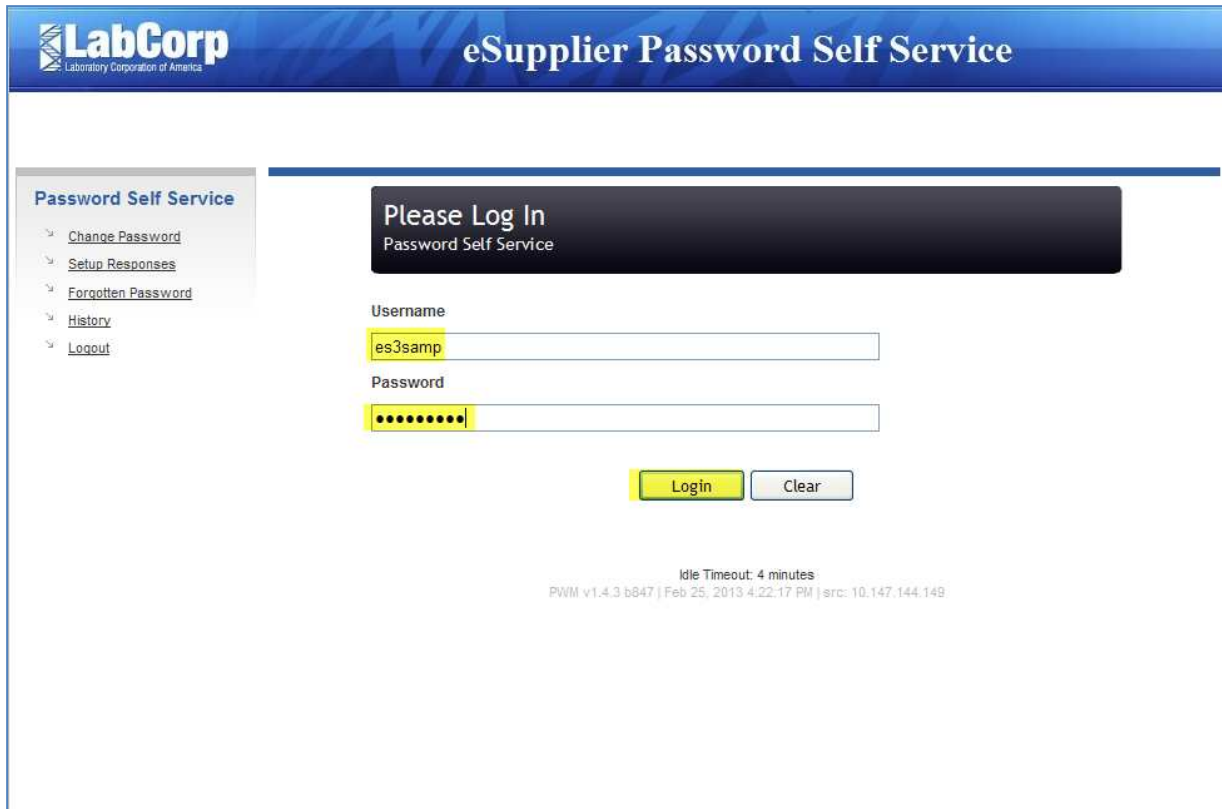
The screenshot shows the LabCorp eSupplier Password Self Service interface. On the left is a navigation menu with links: Change Password, Setup Responses, Forgotten Password, History, and Logout. The Logout link is highlighted with a yellow box and a green arrow. The main content area is titled 'Change Password' and 'Password Self Service'. It displays a message: 'Your password has expired. You must set a new password now.' Below this is a list of password requirements: case sensitive, at least 8 characters long, no more than 12 characters long, at least 1 number, at least 1 lowercase letter, at least 1 uppercase letter, not part of a name or username, and not a common word or sequence. There is a link to 'Auto-generate a new password'. Below the requirements is a yellow bar that says 'New password accepted'. Then there are two input fields: 'New Password' and 'Confirm Password', both containing masked characters (dots). To the right of these fields is a 'Password Strength' indicator, which is a red bar.

If the password reset process is successful, you will receive the message **New Password Accepted**. Click the **Logout** button on the left, clear your cache, close your browser and then bring up a new browser.

Change Password

Click on **Change Password** on the **eSupplier Password Self Service** page (not shown here; see the beginning of **Section 4: eSupplier Password Self Service** to view that page).

When the following screen appears, enter your **Username** and **Password** and click **Login**.



The screenshot shows the 'eSupplier Password Self Service' login page. At the top left is the LabCorp logo with the tagline 'Laboratory Corporation of America'. The page title 'eSupplier Password Self Service' is centered at the top. On the left side, there is a 'Password Self Service' menu with links: 'Change Password', 'Setup Responses', 'Forgotten Password', 'History', and 'Logout'. The main content area has a dark header that says 'Please Log In Password Self Service'. Below this, there are two input fields: 'Username' with the value 'es3samp' and 'Password' with masked characters. At the bottom of the input fields are two buttons: 'Login' and 'Clear'. At the very bottom of the page, there is a footer with the text: 'Idle Timeout: 4 minutes', 'PWM v1.4.3 b847 | Feb 25, 2013 4:22:17 PM | src: 10.147.144.149'.

LabCorp
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eSupplier Password Self Service

Password Self Service

- Change Password
- Setup Responses
- Forgotten Password
- History
- Logout

Please Log In
Password Self Service

Username
es3samp

Password
.....

Login Clear

Idle Timeout: 4 minutes
PWM v1.4.3 b847 | Feb 25, 2013 4:22:17 PM | src: 10.147.144.149

On the screen below, enter a **New Password** and then enter the same password for **Confirm Password**. If the passwords match you will receive the message **New Password Accepted**. Click on **Change Password**.

The screenshot displays the LabCorp eSupplier Password Self Service interface. The header features the LabCorp logo and the title 'eSupplier Password Self Service'. A left-hand navigation menu lists options: Change Password, Setup Responses, Forgotten Password, History, and Logout. The main content area is titled 'Change Password' and includes a sub-header 'Password Self Service'. Below this, a paragraph instructs the user to change their password and lists requirements: case sensitivity, length (8-12 characters), inclusion of numbers, lowercase and uppercase letters, and avoidance of personal information or common sequences. A link for 'Auto-generate a new password' is provided. A yellow message bar states 'New password accepted'. The form contains two input fields, 'New Password' and 'Confirm Password', both masked with dots. To the right of these fields is a 'Password Strength' indicator, which is a vertical bar with a red segment at the bottom. At the bottom of the form are three buttons: 'Change Password' (highlighted in yellow), 'Clear', and 'Show Password'.

LabCorp
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eSupplier Password Self Service

Password Self Service

- Change Password
- Setup Responses
- Forgotten Password
- History
- Logout

Change Password

Password Self Service

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 12 characters long.
- Must include at least 1 number.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.

» [Auto-generate a new password](#)

New password accepted

New Password

Confirm Password

Password Strength

Change Password Clear Show Password

If the password is successfully changed you will get the screen below. Click on **Continue**, click on the **Logout** button on the left, clear your cache, close your browser and then bring up a new browser.

