

How to create an order?



How to create an order using products

To create an order using existing Products on Europortal
On the menu, click on **"Orders"** and **"Create"**

Create Order

Create OrderView OrdersTemplatesShelf Life Protocols

Europortal Demo

TEST QUOTE

Testing Schedule

Weekly

Download Barcodes

£0.00

PO Number

Optional PO Number

Dispatch Date

Optional Dispatch Date

✕

Order Name

Optional Order Name

Step 1

Step 2

Add Samples

Add Analyses

Scan Product Barcode

Non-default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

Id	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Product Code
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A box will appear to allow you to select the:

Client - this is your company

Quotation - this is where your test suites are located such as Microbiology or Chemistry

Please select

Quotation

Please select Client & Quotation

Fill in the appropriate fields such as PO Number, Dispatch date and Order Name if required. Click on **"Select Products"**

A pop-up box will appear. Select the category to find your samples - this will load your samples/products on the left

Add products into your Basket by selecting **"Add to Basket"** - this will load the product onto the right, where you are able to Remove or change the quantity.

Filters on the left are optional if you require to search a particular item

To add these products to your order, click on **"Add to Order"**

Select Products

Category

Finished Product Micro

Area

Please Select...

Batch Code

Please Select...

Customer

Please Select...

Kill Date

Please Select...

Manufacture Date

Please Select...

Pack Size

Please Select...

Search by Product Code

Search...

Search by description

Search...

Add To Order

Products (27)

Add All

Product Code

Description

Supplier

Add To Basket	12345	chocolate cake	
Add To Basket	12	Chocolate Pig	
Add To Basket	123	Demo	
Add To Basket	1234	Demo Alex	
Add To Basket	FP1	English Pork Demo	Catellanos (CalleHQ)
Add To Basket	Example 1	Finished Product Fig Roll	
Add To Basket	FPS	Free Range Eggs	Happy Eggs (Hen Road)
Add To Basket	432	free range large eggs	
Add To Basket	111	MP	
Add To Basket	1231	OrgNIC TOFU	
Add To Basket	11212	Pasteurised 5.31kg Lunch Tongue	

Basket (2)

Remove All

Product Code

Description

Supplier

Quantity

Remove	123	beef 100g		1
Remove	FP7	Cheesecake Strawberry	Happy Eggs (Hen Road)	1



How to create an order using products

Products will appear in the order. Fill in the appropriate additional fields to the right. If the addition field information is the same throughout your products, click on the arrows next to this field to copy up/down.

If barcodes and a scanner is provided to you, click into **"Eurofins Barcode"** empty field and scan the product with a barcode.

If you do not have a barcode and scanner, click onto **"Generate Barcodes"** to fill these fields with a unique identifier for each sample. To print these barcodes to stick onto your samples, click on **"Download Barcodes"** which will provide you a PDF document to download and print.

Click **"Next"** to proceed onto Step 2.

Europortal Demo

TEST QUOTE

Testing ScheduleWeekly

Download Barcodes

£0.00

PO Number

Optional PO Number

Dispatch Date

Optional Dispatch Date

Order Name

Optional Order Name

Step 1Add Samples

Step 2Add Analyses

Step 3Submit

Scan Product Barcode

Non-default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

ID	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Product Code	Area	Customer	Kill Date	Manufacture Date	Batch Code	Pack Size
001	Finished Produ	beef 100g			Weekly	123	select ...	select ...				select ...
002	Finished Produ	Cheesecake Strawberry	Happy Eggs (Hen Road)		Weekly	FP7	select ...	Asda				5kg

To add test suites to your samples, click onto the drop-down list under **"Package"**. If you have specifications, these can be chosen under **"Limit Set"**.

Once all of your products have test suites assigned, preview your order by clicking on **"Submit"** (N.B. the order is not complete)

Package

none

none

Customer Package (10d)

Customer Package (5d)

Test

Waters

Please find below details of the order to be submitted

Submit

Cancel

GetPdf

1 / 1

82%

eurofins

OrderDetails

Order ID

Created On

Created By

Quotation

Client

Reception Partner

PO Number

Est. Total Price

1573861

28/11/2022 16:00

XU6T

ESORUK22000602

Europortal Demo

Eurofins Food Testing UK Ltd (Wolverhampton)

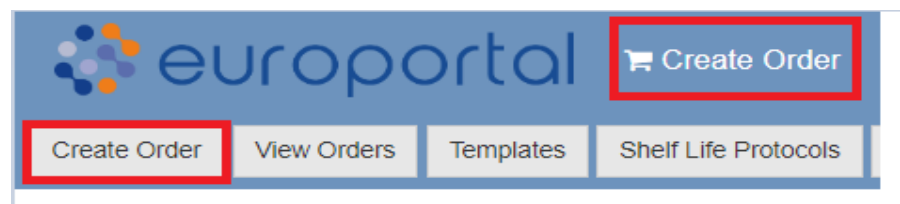
£128.40

A pop-up will allow you to preview, save and print this order form. To finalise this order, click on **"Submit"**



How to create an order without using a product list

If you do not have products in your Product List, submit an order manually



Select the Client and Quotation (this will be where test suites are located)

Please select

Quotation

Please select Client & Quotation

An order form will appear.
Click on **"Add Sample"** at the bottom left of the form.
This will add rows onto the order form.
Fill in the relevant fields of the sample such as Category and Sample Description

Id	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Product Code
☐ 001	select...				Weekly	
☐ 002	select...				Weekly	

Add Sample

Delete Selected

Copy Selected

Add Composite

Save

Next

The right side of the form are the additional fields to fill-in. Once these are filled, click **"Next"**
Add the tests to the samples, this can be chosen from the Package, or a Pick List by selecting **"Add Tests"**
When finished, click **"Submit"**

Scan Product Barcode

Non-default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

Id	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Package	Limit Set	Add Tests
☐ 001	Finished Produ	Test Sample 1		22-ARA-523	Weekly	Customer Package (10d)	none	Exp. Values
☐ 002	Finished Produ	Test Sample 2		22-ARA-524	Weekly	Customer Package (5d)	none	Exp. Values

Please find below details of the order to be submitted

Submit

Cancel

A pop-up box will appear to allow you to preview the order, save and print.
Click **"Submit"** to finish the order

GetPdf

1 / 1

82%



Order ID

Created On

Created By

Quotation

Client

Reception Partner

PO Number

Est. Total Price

1574846

29/11/2022 10:32

XU6T

ESORUK22000602

Europortal Demo

Eurofins Food Testing UK Ltd (Wolverhampton)

£192.60



How to create an order without barcodes

Generate barcodes if you do not have a reel of barcodes and a scanner.

Create an order

Click onto **"Generate Barcodes"** - this will populate the samples with a unique identifier

Europortal Demo

TEST QUOTE

Testing ScheduleWeekly

Download Barcodes

£0.00

PO Number

Optional PO Number

Dispatch Date

Optional Dispatch Date

Order Name

Optional Order Name

Step 1

Step 2

Step 3

Add Samples

Add Analyses

Submit

Scan Product Barcode

Non-default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

Id	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Product Code	Area	Customer	Kill Date	Manufacture Date	Batch Code	Pack Size
☐ 001	Finished Produ	Sample 1		22-ARA-358	Weekly		select ...	select ...				select ...
☐ 002	Finished Produ	Sample 1		22-ARA-359	Weekly		select ...	select ...				select ...

"Download Barcodes" will download a PDF sheet of the barcodes ready to print. These can be printed onto paper or blank labels

Testing Client

Demo Micro

Testing ScheduleDaily

Download Barcodes

£0.00

PO Number

Optional PO Number

Dispatch Date

Dispatch Date

Order Name

Optional Order Name



How to order a test from Pick List

To add an individual test (either in addition of a test suite or alone), you can choose a test from a Pick List

When creating an order, fill in the relevant fields (on how to create an order click [here](#))

If relevant, assign your sample to a package. Otherwise, click on **"Add Tests"**

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Europortal Demo

TEST QUOTE

Testing Schedule

Weekly

Download Barcodes

£0.00

PO Number

Optional PO Number

Dispatch Date

Optional Dispatch Date

Order Name

Optional Order Name

Step 1

Step 2

Step 3

Add Samples

Add Analyses

Submit

Scan Product Barcode

Non-default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

Id	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Package	Limit Set	Add Tests
☐ 001	select ...				Weekly	none	none	Exp. Values

A pop-up box will appear called **"Test Picker"** which will display all of the packages (dark blue) and the Pick Lists (light blue). Select the relevant Pick List to drop-down

Test Picker

Filter: Subgroup Name

Filter: Test Name or Salespart Code

Packages/Picklists

Clear Selected

Customer Package (100) (AAA) Price £64.20

Customer Package (50) (AAC) Price £128.40

Sub group/Picklist

Test (AAD) Price £919.85

Waters (AAE) Price £162.12

Select a Pick List test by ticking the box and clicking **"Apply"**

Test Picker

Filter: Subgroup Name

Filter: Test Name or Salespart Code

Packages/Picklists

Clear Selected

Sub group/Picklist (2 Items Selected)

Sales Part	Test Apply On	Parameter Name	Optimal Sample Amount	Minimum Sample Amount	Accreditation	Price	Turnaround (Calendar Days)	Partner Lab	
UD001	Crude Protein (N _{in} 2.5) (Dumas)	Crude Protein (N _{in} 2.5) (Dumas), Crude Protein (N _{in} 2.5) (Dumas)	100g	50g	(Accreditation depends on matrices)	£0.85	12	EUDLW0 Eurofins Food Testing UK Ltd (Wolverhampton)	☒
UD003	Total Fat	Total fat	100g	50g	BS EN ISO/IEC 17025:2017 UKAS 0342	£10.27	14	EUDLW0 Eurofins Food Testing UK Ltd (Wolverhampton)	☒
UD003	Total Fat	Total fat	100g	50g	BS EN ISO/IEC 17025:2017 UKAS 0342	£17.12	5	EUDLW0 Eurofins Food Testing UK Ltd (Wolverhampton)	☐

Test (AAD) Price £919.85

Waters (AAE) Price £162.12

The test will appear on the order. Select which sample you require this test to be applicable. If you would like to apply this test to all samples, click on the arrow down next to the tick box.

Scan Product Barcode

Non default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

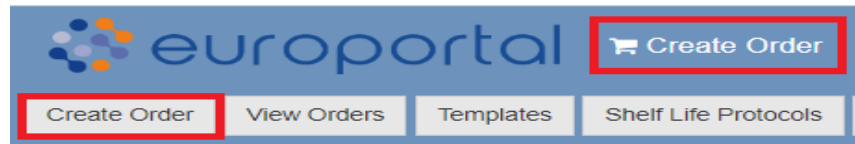
Id	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Package	Limit Set	UD001: Crude...
☐ 001	Misc Swabs	Swab 1			Weekly	none	none	
☐ 002	Misc Swabs	Swab 2			Weekly	none	none	

Continue with your order and finalise the order by pressing **"Submit"**



How to create an order template

Creating an order template is an efficient way of regular sample submission such as daily or weekly schedules.



Enter your Company and Quotation

Select your routine products/samples by **"Select Products"** - this will be from your Product List.

"Add Sample" - this is manual submission of samples, if you do not have a Product List.

Europortal Demo

TEST QUOTE

Testing ScheduleWeekly

Download Barcodes

£0.00

PO Number

Optional PO Number

Dispatch Date

Optional Dispatch Date

✕

Order Name

Optional Order Name

Step 1

Step 2

Step 3

Add Samples

Add Analyses

Submit

Scan Product Barcode

Non-default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

001	Finished Produ	Test Sample 1			Weekly		select ...	select ...					select ...	
002	Finished Produ	Test Sample 2			Weekly		select ...	select ...					select ...	
003	Finished Produ	Test Sample 3			Weekly		select ...	select ...					select ...	

Add Sample

Delete Selected

Copy Selected

Add Composite

Save

Next

Enter the necessary Additional Fields that will be consistent information for the template e.g. Production Line, Swab Point.

Assign the samples to a package or test if necessary.

Once all necessary fields are filled, click **"Save As Template"**

Scan Product Barcode

Non-default category

Save As Template

Select Products

Generate Barcodes

Attach Documents

001	Finished Produ	Test Sample 1		22-ARA-380	Weekly	none	none	UD001: Crude ...	UD003: Total Fa			Exp. Values		
002	Finished Produ	Test Sample 2		22-ARA-381	Weekly	none	none					Exp. Values		
003	Finished Produ	Test Sample 3		22-ARA-382	Weekly	none	none					Exp. Values		

Add Sample

Delete Selected

Copy Selected

Add Composite

Save

Submit

Back



How to create an order template

A pop-up box will appear to allow you to give the template a name.

Save as New - this will create a new template

Overwrite Existing - select an existing template from the drop-down to overwrite it with this new one

Click **"Save"**

Save As Template

Client: Europortal Demo

☒ Save As New

☐ Overwrite Existing

Template Name *

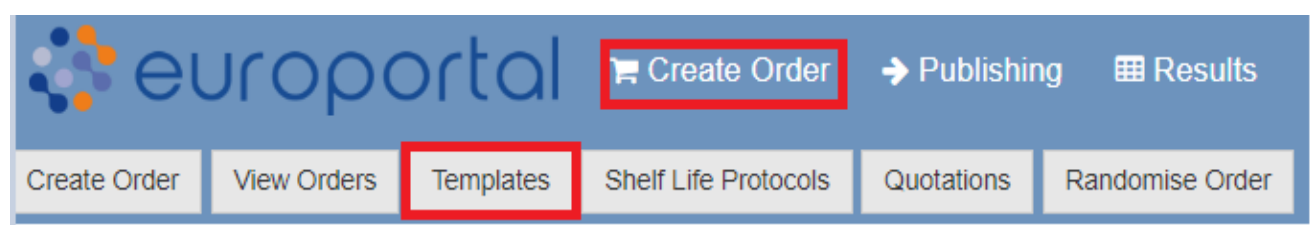
Test Template

Assign To Suppliers (Optional)

Autocomplete...

Save

Access to these templates are found under **"Orders"** and **"Templates"**



The template will appear in the box below. It will display the Name the template, the quotation it is under and how many samples does each template contain.

To create an order from a template, select the icon, this will redirect you to the Orders page.

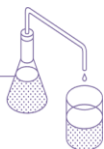
icon indicates that the quotation that this template has been created has been cancelled/expired

to delete this template

Client

Europortal Demo

Name	Quotation	Samples
weekly		
weekly	Quotation for Testing	7
weekly template	Quotation for Testing	3



How to view what tests are in a package

When you are in the process of creating an Order you can view the test that are inside the package by selecting the "Add Tests" button in the top right hand corner of the Order box:

Id	Category	Sample Description	Supplier	Eurofins Barcode	Testing Schedule	Package	Limit Set	Add Tests
☐ 001	Finished Produ	Test Sample 1		22-ARA-523	Weekly	Customer Package (10d)	none	Exp. Values
☐ 002	Finished Produ	Test Sample 2		22-ARA-524	Weekly	Customer Package (5d)	none	Exp. Values

This will open up your quotation and you can search for the package that you would like to know the tests for by using the Filters at the top of the Test Picker pop out menu, alternatively you can scroll through the menu until you find the correct package you are looking for:

Test Picker (Click outside of box to cancel) Apply

Please note: Only a single package can be selected per sample for MLL quotes.

Filter: Subgroup Name

Filter: Test Name or Salespart Code

Packages/Picklists

Clear Selected

Hygiene Swab (Suite 1) Price £0.01

Routine Listeria Swab (ELISA) (Listeria Swab) Price £0.01

Pseud Ent E.coli Yst Mld (Suite 1230) Price £0.01

EC Staph Ps Vib para Sal (Suite 3450) Price £0.01

Once you have found the required package you have to click the name and it will expand to show the tests used in that package:

Test Picker (Click outside of box to cancel) Apply

Please note: Only a single package can be selected per sample for MLL quotes.

Hygiene

Filter: Test Name or Salespart Code

Packages/Picklists

Clear Selected

Hygiene Swab (Suite 1) Price £0.01

Sales Part	Test Apply On	Parameter Name	Partner Lab
FM0014GL	Aerobic colony count @ 30oC	Aerobic colony count @ 30oC	
FM060GL	Presumptive Enterobacteriaceae	Presumptive Enterobacteriaceae	

