

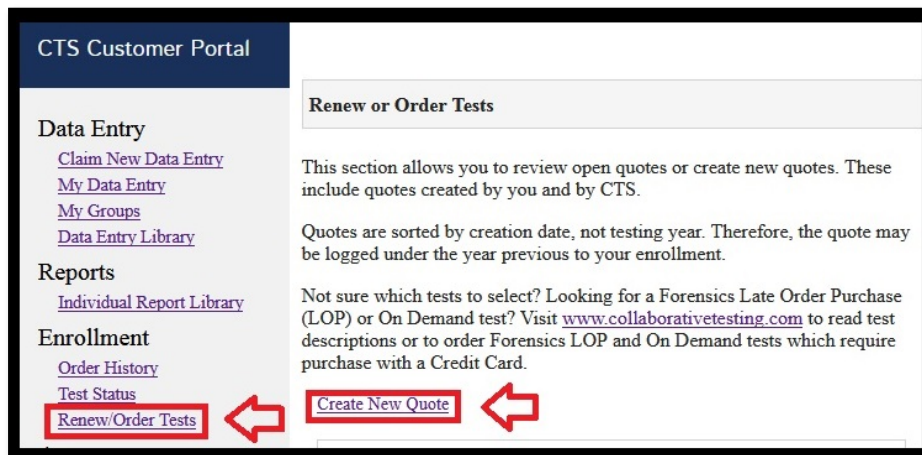
How to Renew and Order Tests

This guide walks the Lab Account Owner (Primary Contact), or authorized user through renewing and ordering tests.

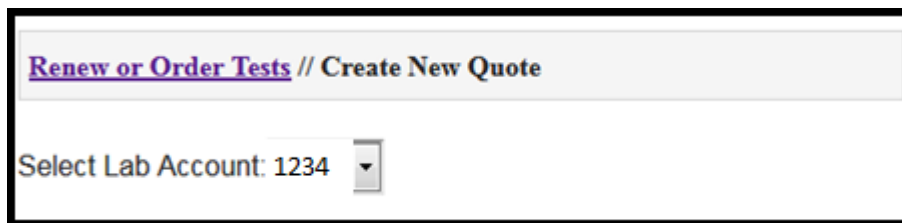
Note 1: *The Lab Account Owner can set permissions for a buyer or purchasing agent so that they may create a quote and order tests on behalf of the company. Refer to the [Enrollment Module Permissions Guide](#) for further details on how to add a user to a lab account and set permissions to renew/order tests.*

Note 2: *Your Current and Past Enrollment can be accessed through the “Order History” link under the “Enrollment” header.*

Click on “Renew/Order Tests”, then click on “Create New Quote”.



Your Lab Account number will automatically populate. If you are an owner or authorized user of multiple accounts, you may select the desired lab account from the drop-down menu.



The shipping address and primary contact information for your lab account will appear.

If any of the information needs to be updated, click on the link to access the form to submit your changes to CTS following the "[How to Update Lab Account Information](#)" walkthrough. **Please Note:** *Allow 2 business days for the changes to be confirmed by CTS. CTS will then alert you that the changes have been made, at which point you may log back into the portal and proceed to create your quote.*

Shipment information not accurate? [Click here](#) to contact CTS to update Shipment or Primary Contact information.

If the shipment and primary contact information is accurate click “Proceed to Test Selections” to start building your quote.

Proceed to Test Selections

The test selection page will open. Clicking the Header for each Program will allow you to view tests that are available for enrollment. If you have any tests that are available for renewal, you may click the “Click here to pre-load your current...” button to populate these tests into your in-progress quote.

Select Tests

- Click on the Program Header to view all available tests for that Program
- Enter quantity desired for each test
- Scroll to the bottom for instructions on how to complete the Quote creation/review

[Click here to pre-load your current test enrollment available for renewal.](#)

Industry Programs

Agriculture
Color
Containerboard
Metals
Paper
Plastics
Rubber
Wine

Forensics Programs

Forensics

Subtotal: \$0.00

Note: CTS test fees include all shipping charges. **TOTAL DUE:** \$0.00

To add a test, click on the desired program and enter the desired quantity for each test by typing or using the up-and-down arrows.

Agriculture				
Enrollment in these tests will start with the next scheduled shipping date and will include shipments for a 12 month period.				
Test No	Test Series Name	Fee Per Test	Quantity	Extended Amount
801L	Soil Analyses Large Container - 1000mL	\$570.00	<input type="text" value="1"/>	\$0.00
801S	Soil Analyses Standard Container - 500mL	\$510.00	<input type="text" value="1"/>	\$0.00
802	Botanicals Analyses	\$231.00	<input type="text" value="1"/>	\$0.00
803	Water Analyses	\$210.00	<input type="text" value="1"/>	\$0.00

Once you have added all of the desired tests, proceed to the bottom of the page.


Subtotal:		\$0.00
Your Lab Account has available credits, apply to this quote? <input type="radio"/> Yes <input type="radio"/> No		Credits: \$175.00
Note: CTS test fees include all shipping charges.		TOTAL DUE: \$0.00

If your account has credits available, the option to apply credits will appear. Click “Yes” to apply the credits to your quote or click “No” if you do not want to use the credits.

Please Note: *If you choose to save your Quote In-Progress for future review instead of confirming payment action and submitting the quote to CTS, any credits applied will be removed.*

Select your expected payment action, from the choices listed.

Select payment action to occur after quote is submitted.

- I will forward a copy of the quote to my purchasing department, which will issue a PO.
- I will pay now with a credit card (Upon clicking submit, you will be sent to a secure payment gateway). 
- Please contact me for credit card information.
- My organization will issue a check against the quote.
- My organization will wire funds. Please send an invoice.
- I am unsure what form of payment my organization will use.

Confirm Quote Information and Submit to CTS

Selecting this button will finalize this quote, creating a PDF version to be used for your purchasing requirements. CTS will receive electronic notification of your testing needs and your intended form of payment.

Save In-Progress Quote

Selecting this button will save your progress on this quote creation/review. The deadline for completion will be seen within the Review/Create Quote section of the portal. Credits cannot be saved to In Progress quotes. Any credits applied to this quote will be removed.

- **I will forward a copy of the quote to my purchasing department, which will issue a PO.**
 - Select this option if your organization will issue a PO for the testing included in your quote.
- **I will pay now with a credit card (Upon clicking submit, you will be sent to a secure payment gateway).**
 - Select this option if you would like to check out immediately with credit card via PayPal's secure payment gateway. Note that you do not need a PayPal account in order to check out. You are able to check out as a guest.
- **Please contact me for credit card information.**
 - Select this option if you would like CTS to contact you via phone or email to request the credit card information. Provide the contact information for the credit card holder.
- **My organization will issue a check against the quote.**
 - Select this option if your organization intends to submit a check.
- **My organization will wire funds. Please send an invoice.**
 - Select this option if your organization intends to submit a wire or electronic payment. Provide the company name, billing address, email address for invoice submission and tax identification number if applicable.
- **I am unsure what form of payment my organization will use.**
 - Select this option if your organization has not determined how they will order/make payment. CTS will continue to contact you periodically until a form of payment has been identified.

Click “Confirm Quote Information and Submit to CTS”.

Confirm Quote Information and Submit to CTS

Selecting this button will finalize this quote, creating a PDF version to be used for your purchasing requirements. CTS will receive electronic notification of your testing needs and your intended form of payment.

Submitting your quote to CTS will take you back to the “Renew/Order Tests” page. You will also receive a .pdf copy of the quote via e-mail from CTS.



The following message is from Collaborative Testing Services' online Portal.

Attached is quote #11000149 from the CTS web portal for Lab Code 1234

Collaborative Testing Services
www.cts-portal.com
subscriptions@cts-interlab.com
571-434-1925

If you are not ready to submit your in-progress quote to CTS, you may click “Save In-Progress Quote”. Note that saving a quote as “In-Progress” **does not** submit your quote to CTS and will remove any applied credits.

Save In-Progress Quote

Selecting this button will save your progress on this quote creation/review. The deadline for completion will be seen within the Review/Create Quote section of the portal. Credits cannot be saved to In Progress quotes. Any credits applied to this quote will be removed.

To return to an In-Progress quote click “Renew/Order Tests” on the left-hand rail menu and locate it by clicking on the test year.

CTS Customer Portal

Data Entry
[Claim New Data Entry](#)
[My Data Entry](#)
[My Groups](#)
[Data Entry Library](#)

Reports
[Individual Report Library](#)

Enrollment
[Order History](#)
[Test Status](#)
[Renew/Order Tests](#)

Account
[Update My Profile](#)
[Lab Account Management](#)

Resource Center

Renew or Order Tests

This section allows you to review open quotes or create new quotes. These include quotes created by you and by CTS.

Quotes are sorted by creation date, not testing year. Therefore, the quote may be logged under the year previous to your enrollment.

Not sure which tests to select? Looking for a Forensics Late Order Purchase (LOP) or On Demand test? Visit www.collaborativetesting.com to read test descriptions or to order Forensics LOP and On Demand tests which require purchase with a Credit Card.

[Create New Quote](#)

<u>2019</u>
38 open quote(s)
3 quote(s) in progress
3 processed quote(s)

In-Progress Quotes will be listed underneath the header titled “Quotes You Are Working On”. Click the quote number to re-open your Quote and complete your renewal or order.

Quotes You Are Working On

[Quote #11000160](#)

Lab Code: 1234

MUST COMPLETE BY: May 15, 2019