

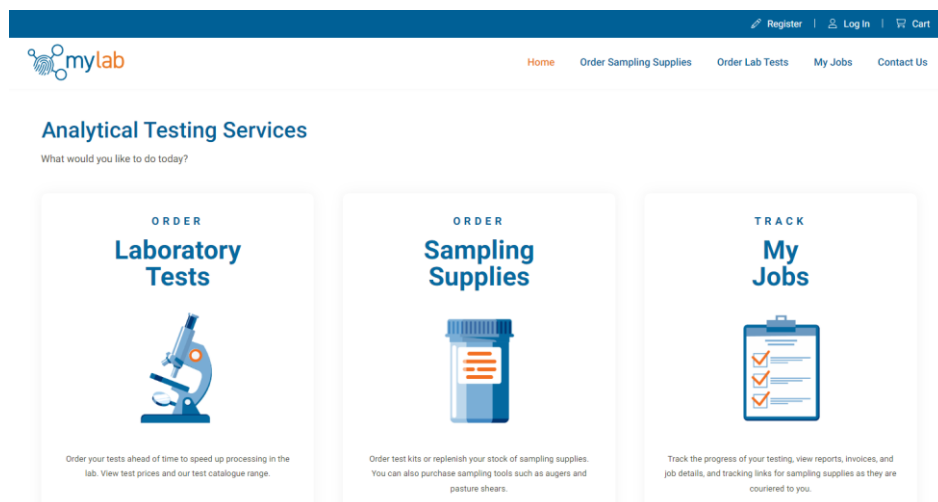
Submitting a mylab Order for Lab Tests

Visit the Hill Labs' website

- Open your web browser and go to the Hill Labs home page: <https://www.hill-labs.co.nz/>.

Access the mylab portal

- On the home page, look for the button that mentions "MyLab Login" (located at the top right corner of the page). Click on this link.
1. To submit an order in mylab you first need to make sure you are logged in. Check this by looking in the top right hand corner of the mylab homepage.

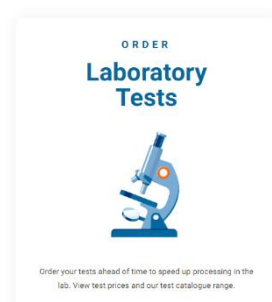


If the words "Log In" are still present you need to log in.

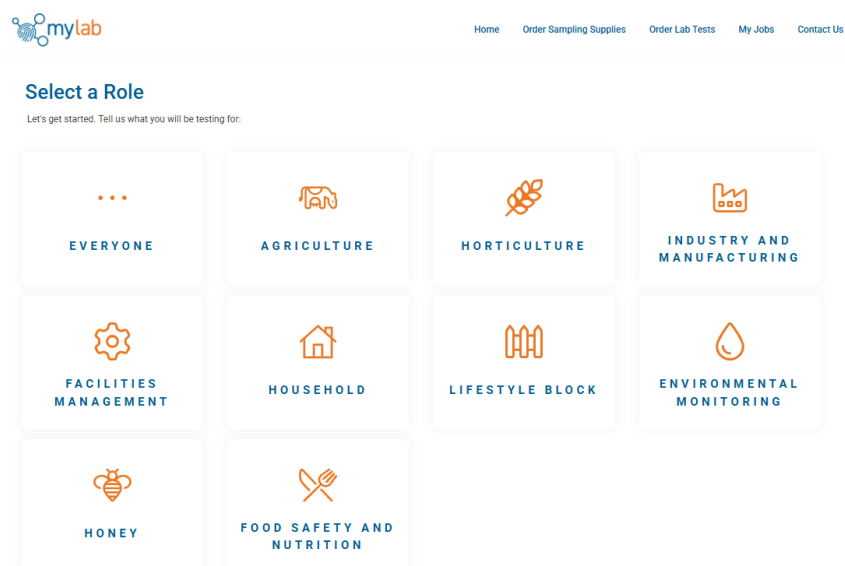
When your name is shown where "Log in" once was you are logged in.



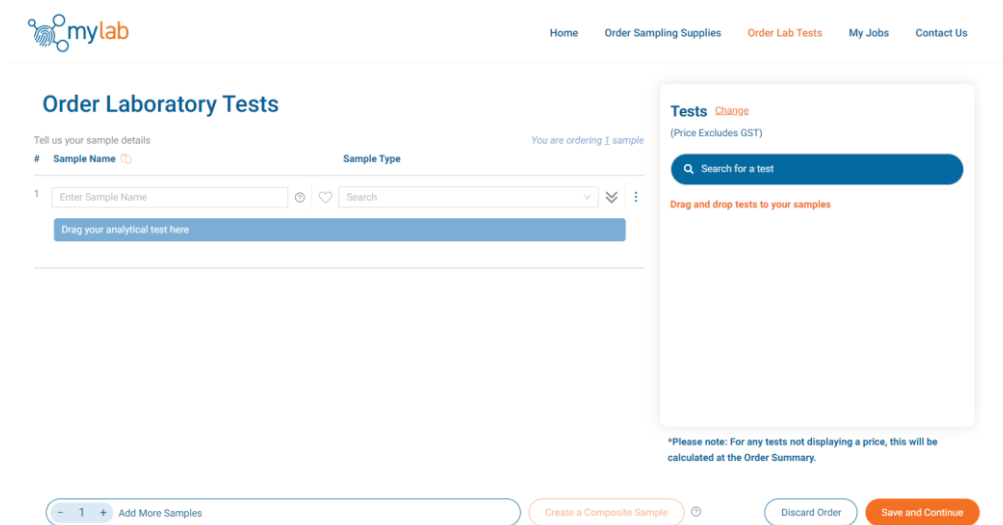
2. Click "Laboratory Test"



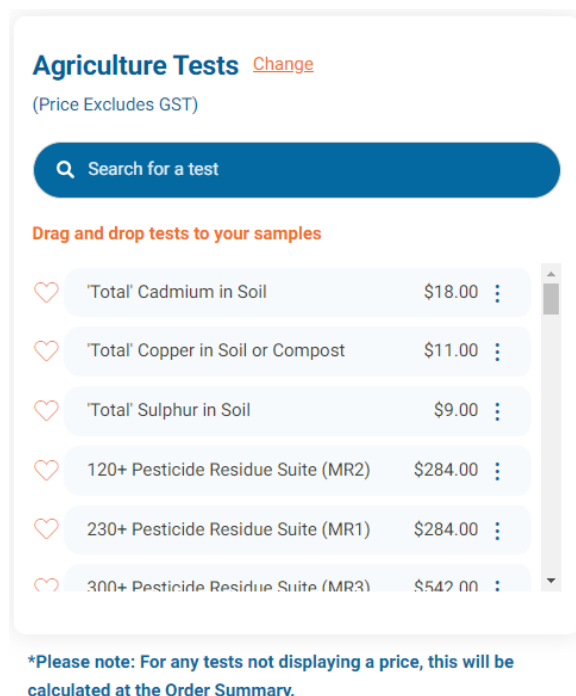
- Click the persona or category where your test type is likely to sit.



- Once on the “Order Laboratory Tests” page start to build your order



- Give your sample a name in the “Enter Sample Name” field.
- Find the test(s) you would like Hill Labs to perform on your sample(s) from the test type box on the right-hand side of the screen and drag these into the blue rectangle field under the “Enter Sample Name” field. *Nb: You can add as many applicable tests to the sample as you need. The prices shown are list prices, any special pricing will be shown on the “Sample Summary” page.*



Agriculture Tests [Change](#)
(Price Excludes GST)

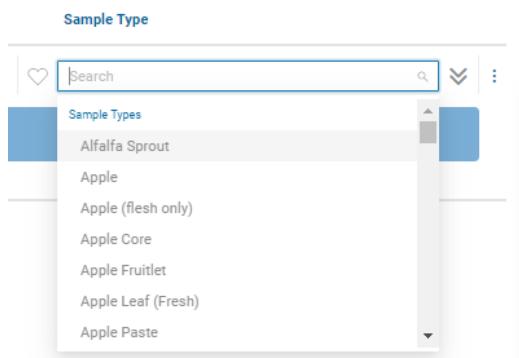
Search for a test

Drag and drop tests to your samples

♥ 'Total' Cadmium in Soil	\$18.00	:
♥ 'Total' Copper in Soil or Compost	\$11.00	:
♥ 'Total' Sulphur in Soil	\$9.00	:
♥ 120+ Pesticide Residue Suite (MR2)	\$284.00	:
♥ 230+ Pesticide Residue Suite (MR1)	\$284.00	:
♥ 300+ Pesticide Residue Suite (MR3)	\$542.00	:

*Please note: For any tests not displaying a price, this will be calculated at the Order Summary.

- Once you have selected your test(s) you now need to add the sample type. You can scroll or start typing to locate the sample type you require. Nb: If this is a sample type you will select again, you can favourite it by clicking the heart icon to the left of the sample field.



Sample Type

Search

Sample Types

- Alfalfa Sprout
- Apple
- Apple (flesh only)
- Apple Core
- Apple Fruitlet
- Apple Leaf (Fresh)
- Apple Paste

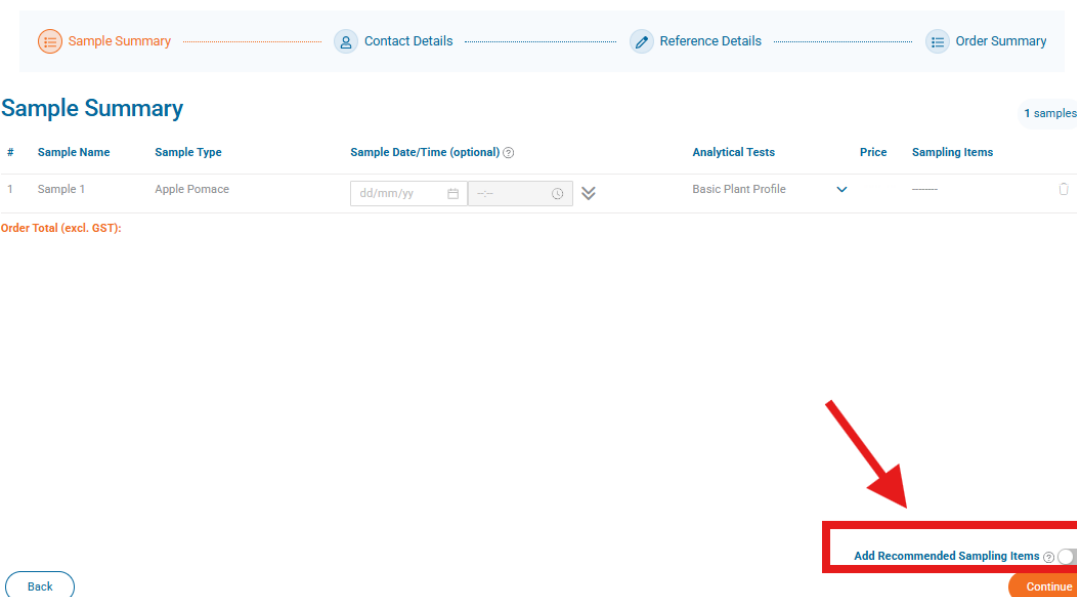
- When you are happy with your selected test(s) and sample(s) you can click “Save and Continue” or “Discard Order” to start again.



Discard Order Save and Continue

- If you would like us to include Hill Labs recommended sampling supplies for the sample(s) and test(s) you have selected, you can select this on the “sample Summary” page.

Order Laboratory Tests



Sample Summary 1 samples

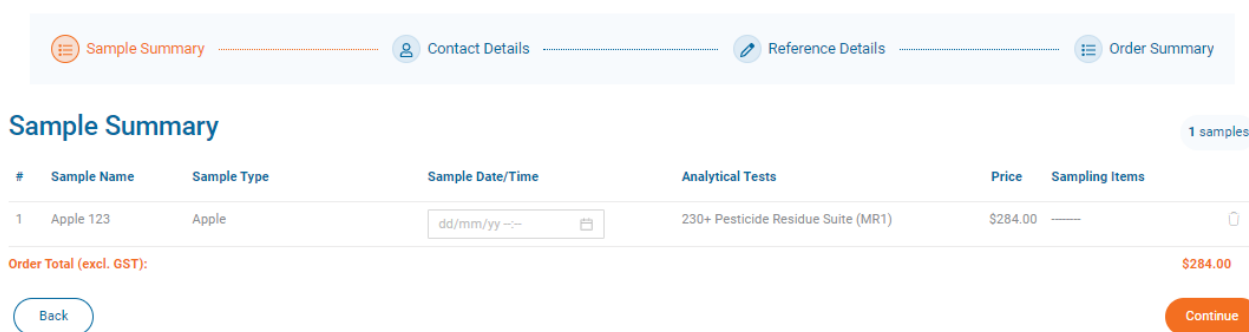
#	Sample Name	Sample Type	Sample Date/Time (optional)	Analytical Tests	Price	Sampling Items
1	Sample 1	Apple Pomace	dd/mm/yy	Basic Plant Profile	▼	🗑️

Order Total (excl. GST):

[Back](#) Add Recommended Sampling Items ☐ [Continue](#)

10. On the “Sample Summary” page please check all credentials are correct. You can give your sample(s) date and time signatures if required. This screen is where your quoted price should be presented. When happy click “Continue”.

Order Laboratory Tests



Sample Summary 1 samples

#	Sample Name	Sample Type	Sample Date/Time	Analytical Tests	Price	Sampling Items
1	Apple 123	Apple	dd/mm/yy	230+ Pesticide Residue Suite (MR1)	\$284.00	🗑️

Order Total (excl. GST): \$284.00

[Back](#) [Continue](#)

11. On the “Contact Details” page ensure your details are correct. If they are incorrect, please visit the “My Account” page and edit these. If you cannot edit your details, please get in touch with Hill Labs at office@hill-labs.co.nz. Click “Continue”.

 Sample Summary  Contact Details  Reference Details  Order Summary

Contact Details

Name	Tyler Hamlyn
Email	mylabhill@gmail.com
Company	
Report Recipient	Tyler Hamlyn

12. On the “Reference Details” page please enter any special references relating to the job or a purchase order number your organisation may use internally. Click “Continue”.

 Sample Summary  Contact Details  Reference Details  Order Summary

Reference Details

Order Reference ⓘ
Purchase Order Number ⓘ
Other Reference ⓘ

13. On the “Order Summary” page check all details are correct, if anything is incorrect click “Back” and correct. You can enter any “Additional Information” relevant to the sample(s) or test(s) that the lab staff may need to know. If you are happy to place the order first tick the box accepting Hill Labs “Terms of Trade”.

✓ Sample Summary

✓ Contact Details

✓ Reference Details

Order Summary

Contact Details

Name: Tyler Hamlyn
79 Truman Lane
RD 5
Mount Maunganui
3175

Email: mylabhill@gmail.com

Reference Details

Order Reference:

Purchase Order Number:

Additional Reference:

Additional Information

(Not set)

Back

Order Summary

1 Samples

Sampling Items Included:

Apple 123

\$284.00

Order Total (excl. GST)

\$284.00

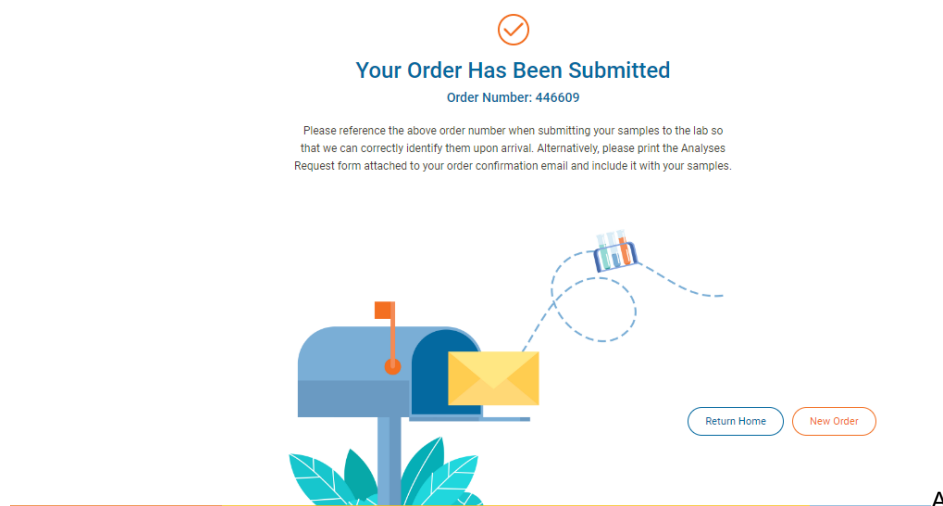
Note: Estimated turnaround time (TAT) is 5 working days from sample receipt

Submit Order

☐ By submitting this order, I accept the Hill Labs [Terms of Trade](#).

14. Your order has been placed, and you will be redirected to the “Order Submitted” page. Take note of the “Order Number”, you will also be emailed a digital copy of the chain of custody form.

Order Laboratory Tests



Support

If you encounter any issues, you can contact Hill Labs for assistance

- Customer Experience Team: cx@hill-labs.co.nz
- Business Support: mail@hill-labs.co.nz or call **0508 44 555 22** (07 858 2000)