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# Easy Repeat Orders

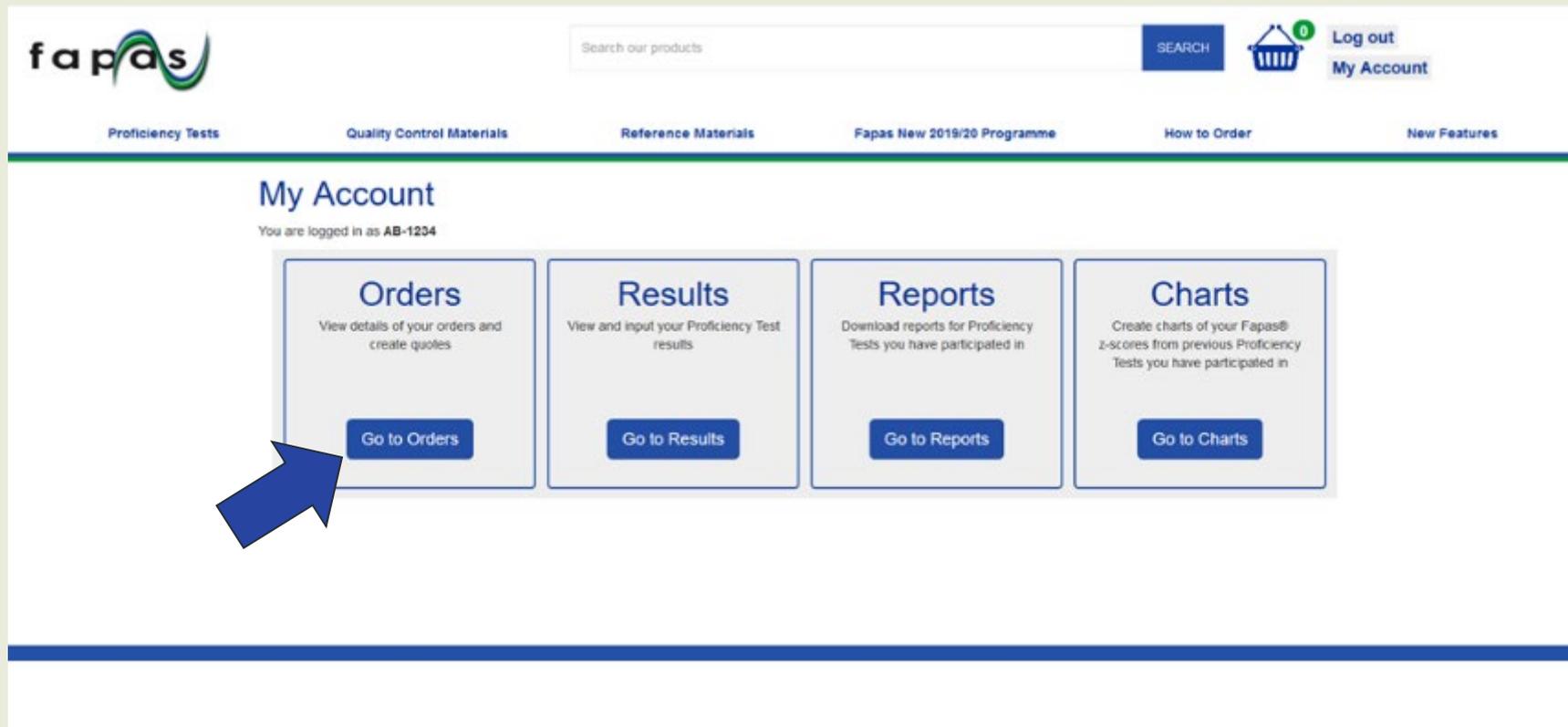
fera

Original thinking... applied



# Easy Repeat Orders

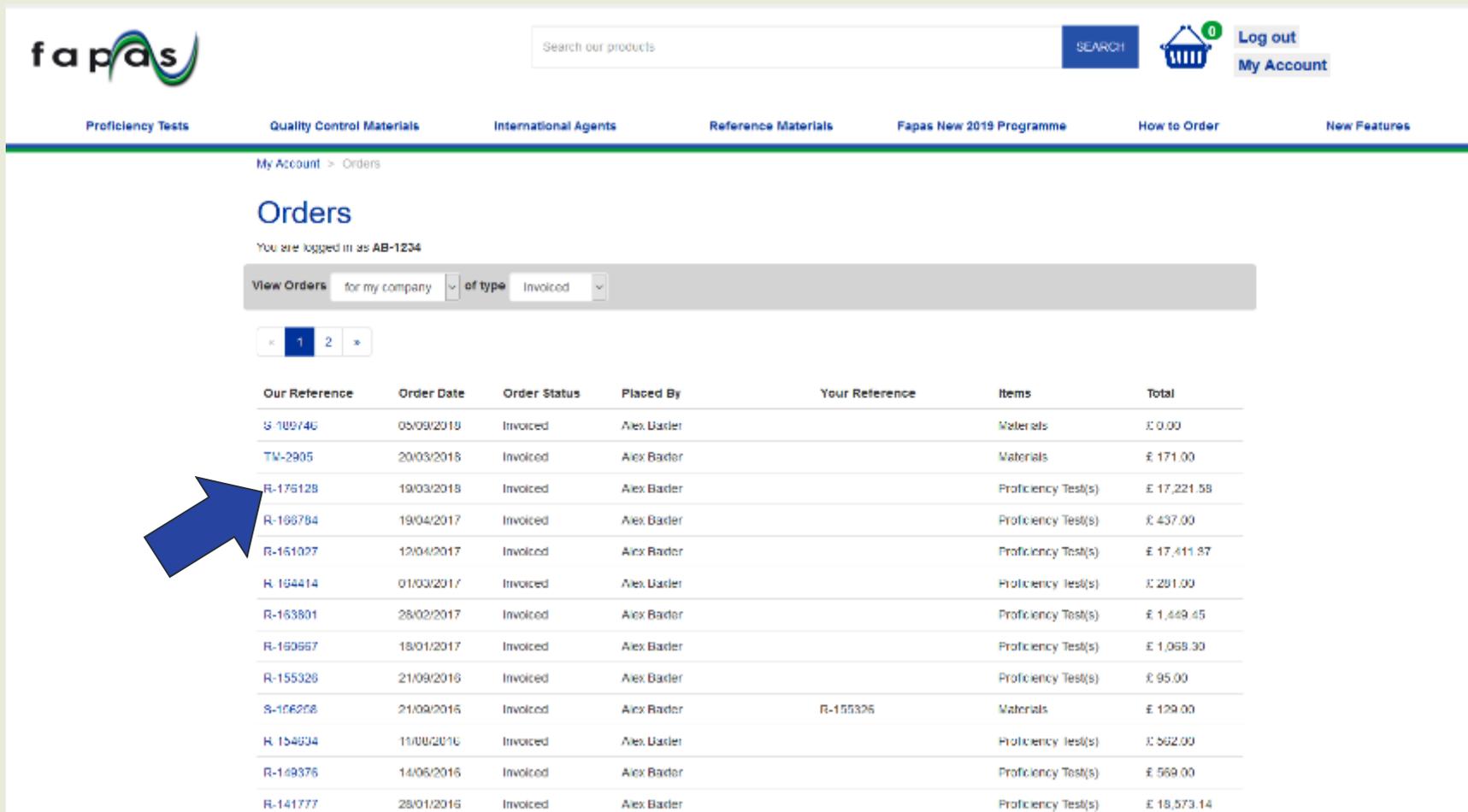
- Log in to your Fapas account, and click the 'Go to Order' button in the 'Orders' box



The screenshot shows the Fapas website interface. At the top left is the Fapas logo. To its right is a search bar with the placeholder text "Search our products" and a blue "SEARCH" button. Further right is a shopping cart icon with a green notification bubble containing the number "0", and a "Log out My Account" link. Below the search bar is a horizontal navigation menu with links for "Proficiency Tests", "Quality Control Materials", "Reference Materials", "Fapas New 2019/20 Programme", "How to Order", and "New Features". The main content area is titled "My Account" and indicates the user is logged in as "AB-1234". Below this title are four large, light-gray rectangular boxes, each representing a different account function: "Orders", "Results", "Reports", and "Charts". Each box contains a brief description of the function and a blue button labeled "Go to [Function Name]". A large blue arrow points to the "Go to Orders" button in the first box.

# Easy Repeat Orders

- You can now see your orders and quotations. To choose items in an order to register them again in the new programme, click on the relevant order number (Our Reference)



The screenshot shows the Fapas website interface. At the top, there is a search bar and navigation links. Below the navigation bar, the 'Orders' page is displayed. The page includes a filter for 'View Orders' and a table of order records. A blue arrow points to the 'Our Reference' column of the table.

Our Reference	Order Date	Order Status	Placed By	Your Reference	Items	Total
<a href="#">S-109746</a>	05/09/2019	Invoiced	Alex Bader		Materials	£ 0.00
<a href="#">TM-2905</a>	20/03/2018	Invoiced	Alex Bader		Materials	£ 171.00
<a href="#">R-175128</a>	19/03/2018	Invoiced	Alex Bader		Proficiency Test(s)	£ 17,221.58
<a href="#">R-186784</a>	19/04/2017	Invoiced	Alex Bader		Proficiency Test(s)	£ 437.00
<a href="#">R-161027</a>	12/04/2017	Invoiced	Alex Bader		Proficiency Test(s)	£ 17,411.87
<a href="#">R-164414</a>	01/03/2017	Invoiced	Alex Bader		Proficiency Test(s)	£ 291.00
<a href="#">R-163801</a>	28/02/2017	Invoiced	Alex Bader		Proficiency Test(s)	£ 1,449.45
<a href="#">R-160667</a>	18/01/2017	Invoiced	Alex Bader		Proficiency Test(s)	£ 1,068.30
<a href="#">R-155326</a>	21/09/2016	Invoiced	Alex Bader		Proficiency Test(s)	£ 95.00
<a href="#">S-106206</a>	21/09/2016	Invoiced	Alex Bader	<a href="#">R-155326</a>	Materials	£ 129.00
<a href="#">R-154634</a>	11/08/2016	Invoiced	Alex Bader		Proficiency Test(s)	£ 562.00
<a href="#">R-149376</a>	14/06/2016	Invoiced	Alex Bader		Proficiency Test(s)	£ 569.00
<a href="#">R-141777</a>	28/01/2016	Invoiced	Alex Bader		Proficiency Test(s)	£ 18,573.14

# Easy Repeat Orders

- The order details are visible and to find equivalent tests in the new programme, click the 'Find equivalent tests that are available to order' button. For Quotations click the 'Proceed or modify quotation for these tests' button

## Order Details

You are logged in as AB-1234

[Find equivalent tests that are available to order](#)



Ordered on 19/03/2018 - Order Reference R-176128

Order placed by	Your Reference	Status	Cost Summary	
Alex Baxter Address Line 1 Address Line 2 City Postcode UNITED KINGDOM		Invoiced	Proficiency Tests	£16,025.00
			Extra Materials	£51.00
			Carriage	£663.00
			Quantity Discount	-£2,159.70
			<b>Total</b>	<b>£17,221.50</b>

## Items

FCVD15-SEA13 - Fish Muscle [view](#)

Item Code	Qty	Sample Contact	Delivery	Customs Documents	Phytosanitary Certificate	Items Cost	
02347	1	Alex Baxter	Alex Baxter Address Line 1 Address Line 2 City Postcode UNITED KINGDOM	No	No	Proficiency Test	£243.00
						Carriage	£17.00
						Quantity Discount	-£24.30
						<b>Total</b>	<b>£277.70</b>

DHL Courier

[Track Delivery](#)

# Easy Repeat Orders

- The details of the available equivalent tests will then be displayed. To order again, tick the box next to the items you want, or tick the box at the top to select all the items listed. Then click 'Add Selected Items to Basket'

## Order Details

You are logged in as **AB-1234**

Available equivalent Proficiency Tests from order R-176128 are shown below along with detail of any unavailable items

Product Code	Original Item Code	Item Code	Start Date	Matrix	Analyte(s)	<input type="checkbox"/>
FCVD15-SEA13	02347	02371	08/04/2019	Fish Muscle	quinolones & fluoroquinolones	<input type="checkbox"/>
FCVD1-SEA13	02348	02373	20/05/2019	Fish Muscle	ivermectins	<input checked="" type="checkbox"/>
FCVD10-SEA13	02350	02375	04/06/2019	Fish Muscle	illegal dyes (veterinary drugs)	<input type="checkbox"/>
FCVD21-MRP9	02351	02376	24/06/2019	Bovine Urine	synthetic hormones	<input type="checkbox"/>
FCVD2-MRP7	02356	02381	27/08/2019	Bovine Liver	ivermectins & anthelmintics	<input checked="" type="checkbox"/>
FCVD18-DRY4	02358	02383	23/09/2019	Bovine Milk	Beta-lactams (penicillins & cephalosporins)	<input type="checkbox"/>
FCVD12-SEA20	02359	02384	14/10/2019	Prawns	nitrofurans metabolites	<input checked="" type="checkbox"/>
FCVD3-SEA20	02362	02387	18/11/2019	Prawns	chloramphenicol	<input type="checkbox"/>
FCVD11-SEA13	02366	02390	06/01/2020	Fish Muscle	malachite green, leucomalachite green & total malachite green	<input type="checkbox"/>
FMOD20-INF10	M240d20	M250d20	24/02/2020	Infant Formula	Cronobacter (Enterobacter) sakazakii (Detection)	<input type="checkbox"/>
FMOD7-DRY14	M241d072	M251d072	30/03/2020	Milk Powder	Salmonella spp. (Detection)	<input type="checkbox"/>
FMOD11-VEG61	M241d11	M251d11	30/03/2020	Salad	Escherichia coli O157:H7 (Detection)	<input type="checkbox"/>

Show Order Details

Show / Hide Unavailable Items

Add Selected Items to Basket

# Easy Repeat Orders

- The items will be added, one by one, to your basket

## Order Details

You are logged in as **AB-1234**

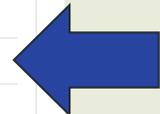
Available equivalent Proficiency Tests from order R-176128 are shown below along with detail of any unavailable items

Product Code	Original Item Code	Item Code	Start Date	Matrix	Analyte(s)	<input type="checkbox"/>
FCVD15-SEA13	02347	02371	08/04/2019	Fish Muscle	quinolones & fluoroquinolones	<input type="checkbox"/>
FCVD1-SEA13	02348	02373	20/05/2019	Fish Muscle	ivermectins	<input checked="" type="checkbox"/> Added to Basket
FCVD10-SEA13	02350	02375	04/06/2019	Fish Muscle	illegal dyes (veterinary drugs)	<input type="checkbox"/>
FCVD21-MRP9	02351	02376	24/06/2019	Bovine Urine	synthetic hormones	<input type="checkbox"/>
FCVD2-MRP7	02356	02381	27/08/2019	Bovine Liver	ivermectins & anthelmintics	<input checked="" type="checkbox"/> Added to Basket
FCVD18-DRY4	02358	02383	23/09/2019	Bovine Milk	Beta-lactams (penicillins & cephalosporins)	<input type="checkbox"/>
FCVD12-SEA20	02359	02384	14/10/2019	Prawns	nitrofurans metabolites	<input checked="" type="checkbox"/> 
FCVD3-SEA20	02362	02387	18/11/2019	Prawns	chloramphenicol	<input type="checkbox"/>
FCVD11-SEA13	02366	02390	06/01/2020	Fish Muscle	malachite green, leuco-malachite green & total malachite green	<input type="checkbox"/>
FMOD20-INF10	M240d20	M250d20	24/02/2020	Infant Formula	Cronobacter (Enterobacter) sakazaki (Detection)	<input type="checkbox"/>
FMOD7-DRY14	M241d072	M251d072	30/03/2020	Milk Powder	Salmonella spp. (Detection)	<input type="checkbox"/>
FMOD11-VEG61	M241d11	M251d11	30/03/2020	Salad	Escherichia coli O157:H7 (Detection)	<input type="checkbox"/>

Show Order Details

Show / Hide Unavailable Items

View Basket



# Easy Repeat Orders

- Samples with no direct match in the new programme will at the bottom of the list. To search for similar samples click the ‘Search Shop’ button for each sample and add to your basket in the normal way. You can hide these by using the ‘Show / Hide Unavailable Items’ button

FCVD5-DRY4	02357	Bovine Milk	chloramphenicol, thiamphenicol & florfenicol	Equivalent Item Not Available	<a href="#">Search Shop</a>
FCVD24-MRP7	02364	Bovine Liver	non-steroidal anti-inflammatory drugs (NSAIDs)	Equivalent Item Not Available	<a href="#">Search Shop</a>
FCVD20-SEA13	02365	Fish Muscle	sulfonamides	Equivalent Item Not Available	<a href="#">Search Shop</a>
FCVD15-EGG2	02367	Chicken (Hens) Eggs	quinolones & fluoroquinolones	Equivalent Item Not Available	<a href="#">Search Shop</a>
FCVD25-MRP8	02369	Bovine Muscle	sulfonamides & trimethoprim	Equivalent Item Not Available	<a href="#">Search Shop</a>
FMOD2-DRY18	M232d02	Soft Cheese	Listeria monocytogenes/Listeria spp. (Detection)	Equivalent Item Not Available	<a href="#">Search Shop</a>
FMOD11-DRY18	M235d11	Soft Cheese	Escherichia coli O157:H7 (Detection)	Equivalent Item Not Available	<a href="#">Search Shop</a>

[Show Order Details](#)
[Show / Hide Unavailable Items](#)
[Add Selected Items to Basket](#)

# Easy Repeat Orders

- All your selected items will now be in your basket. To add other repeat orders from your list, click on My Account at the top right of the page and repeat the process (click Go to Orders and select the next order you want to repeat). To proceed, click 'View Basket'

## Order Details

You are logged in as **AB-1234**

Available equivalent Proficiency Tests from order R-176128 are shown below along with detail of any unavailable items

Product Code	Original Item Code	Item Code	Start Date	Matrix	Analyte(s)	<input type="checkbox"/>	
FCVD15-SEA13	02347	02371	08/04/2019	Fish Muscle	quinolones & fluoroquinolones	<input type="checkbox"/>	
FCVD1-SEA13	02348	02373	20/05/2019	Fish Muscle	ivermectins	<input checked="" type="checkbox"/>	Added to Basket
FCVD10-SEA13	02350	02375	04/06/2019	Fish Muscle	illegal dyes (veterinary drugs)	<input type="checkbox"/>	
FCVD21-MRP9	02351	02376	24/06/2019	Bovine Urine	synthetic hormones	<input type="checkbox"/>	
FCVD2-MRP7	02356	02381	27/08/2019	Bovine Liver	ivermectins & anthelmintics	<input type="checkbox"/>	Added to Basket
FCVD18-DRY4	02358	02383	23/09/2019	Bovine Milk	Beta-lactams (penicillins & cephalosporins)	<input checked="" type="checkbox"/>	Added to Basket
FCVD12-SEA20	02359	02384	14/10/2019	Prawns	nitrofurans metabolites	<input checked="" type="checkbox"/>	Added to Basket
FCVD3-SEA20	02362	02387	18/11/2019	Prawns	chloramphenicol	<input checked="" type="checkbox"/>	Added to Basket
FCVD11-SEA13	02366	02390	06/01/2020	Fish Muscle	malachite green, leuco-malachite green & total malachite green	<input type="checkbox"/>	
FMOD20-INF10	M240d20	M250d20	24/02/2020	Infant Formula	Cronobacter (Enterobacter) sakazakii (Detection)	<input type="checkbox"/>	
FMOD7-DRY14	M241d072	M251d072	30/03/2020	Milk Powder	Salmonella spp. (Detection)	<input type="checkbox"/>	
FMOD11-VEG61	M241d11	M251d11	30/03/2020	Salad	Escherichia coli O157:H7 (Detection)	<input type="checkbox"/>	

Show Order Details

Show / Hide Unavailable Items

View Basket



# Easy Repeat Orders

- If all is correct, click 'Proceed to checkout'

## Basket

Start
Delivery
Payment
Thank You

Item Code	Name	Matrix	Start Date	Quantity	
02371	FCVD15-SEA13	Fish Muscle	08-Apr-19	1	<a href="#">Remove</a>
02375	FCVD10-SEA13	Fish Muscle	04-Jun-19	1	<a href="#">Remove</a>
02376	FCVD21-MRP9	Bovine Urine	24-Jun-19	1	<a href="#">Remove</a>
03152	FCFA7-DRN29	Soft Drink	24-Jul-19	1	<a href="#">Remove</a>
02381	FCVD2-MRP7	Bovine Liver	27-Aug-19	1	<a href="#">Remove</a>
02384	FCVD12-SEA20	Prawns	14-Oct-19	1	<a href="#">Remove</a>
02387	FCVD3-SEA20	Prawns	18-Nov-19	1	<a href="#">Remove</a>

Continue Shopping
Proceed to checkout



# Easy Repeat Orders

- The Sample Contact, Delivery Addresses and Delivery Contacts will be copied from the original order. Please check all the details are correct on all samples

**Checkout**

Start **Delivery** Payment Thank You

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**Proficiency Test: FCVD15-SEA13**

<p><b>Item Code:</b> 02371</p> <p><b>Matrix:</b> Fish Muscle</p> <p><b>Analytes:</b> quinolones &amp; fluoroquinolones</p> <p><b>Start Date:</b> 08 Apr 19</p>	<p><b>Sample Contact:</b> Alex Baxter</p> <p><b>Delivery Address:</b> Primary address - Address Line 1</p> <p><b>Delivery Contact:</b> Alex Baxter</p> <p><b>Carriage:</b> Courier</p> <p><b>Extra Test Materials:</b> 0</p> <p><b>Customs Certificate:</b> <input type="checkbox"/></p> <p>Remove </p> <p style="text-align: right;"><b>265.00 GBP</b></p> <p style="text-align: right;"><a href="#">Copy options to all items</a></p>
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**Proficiency Test: FCVD10-SEA13**

<p><b>Item Code:</b> 02375</p> <p><b>Matrix:</b> Fish Muscle</p> <p><b>Analytes:</b> illegal dyes (veterinary drugs)</p> <p><b>Start Date:</b> 04 Jun 19</p>	<p><b>Sample Contact:</b> Alex Baxter</p> <p><b>Delivery Address:</b> Primary address - Address Line 1</p> <p><b>Delivery Contact:</b> Alex Baxter</p> <p><b>Carriage:</b> Courier</p> <p><b>Extra Test Materials:</b> 0</p> <p><b>Customs Certificate:</b> <input type="checkbox"/></p> <p>Remove </p> <p style="text-align: right;"><b>265.00 GBP</b></p> <p style="text-align: right;"><a href="#">Copy options to all items</a></p>
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# Easy Repeat Orders

- If everything is correct, click 'Review Order / Create Quote' and either save the order as a quotation, or place the order to confirm your participation

**Proficiency Test: FCVD3-SEA20**

<b>Item Code:</b> 02387	<b>Sample Contact:</b> Alex Baxter
<b>Matrix:</b> Prawns	<b>Delivery Address:</b> Primary address - Address Line 1
<b>Analytes:</b> chloramphenicol	<b>Delivery Contact:</b> Alex Baxter
<b>Start Date:</b> 18-Nov-19	<b>Carriage:</b> Courier
	<b>Extra Test Materials:</b> 0
	<b>Customs Certificate:</b> <input type="checkbox"/>

Remove  **265.00 GBP**

[Copy options to all items](#)

<b>Sub Total:</b>	<b>1776.00 GBP</b>
<b>Discounts:</b>	<b>-0.00 GBP</b>
<b>Net Total:</b>	<b>1776.00 GBP</b>
<b>VAT:</b>	<b>355.20 GBP</b>
<b>Grand Total:</b>	<b>2131.20 GBP</b>

If you have a purchase order number, please enter it here:

Got a discount voucher code? Enter it here (only one code per order):

Notes:

[Review Order and Pay / Create Quote](#) 



Thank you for choosing Fapas

Need help?

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Original thinking... applied