



Online Submission Instructions

To start the order process, click **SUBMIT ORDER** in the upper right side of the page.

ABOUT US

TESTING SERVICES

TEST LIBRARY

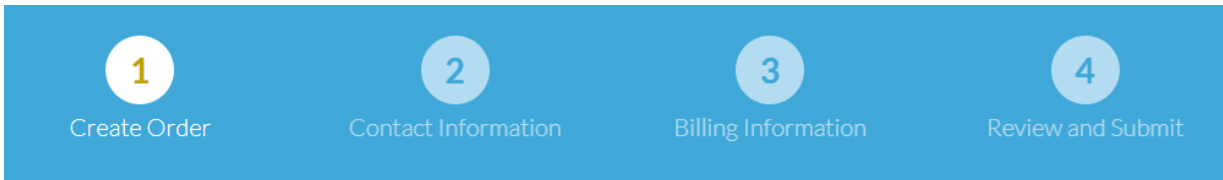
BLOG

CONTACT US



SUBMIT ORDER

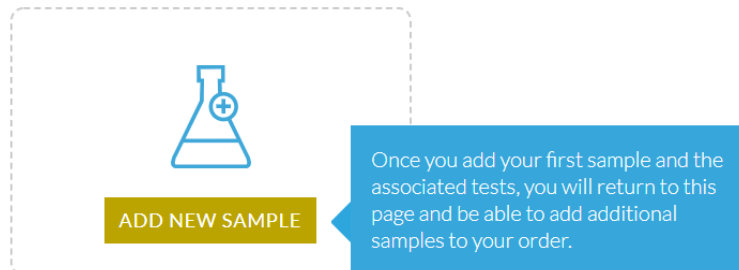
STEP 1: Create Order



Add your first sample by clicking the **ADD NEW SAMPLE** button.

After you have finished selecting the tests for the first sample, you will have the option to return to this page to duplicate your sample or add a new sample with different tests.

Click to add samples and tests.



Enter a unique Sample Name and Sample Description.

The information in these fields will appear on the results report.

Sample Name

Sample Description

VIEW TESTS REVIEW AND CONTINUE

Select tests to add to your sample.

Browsing for Tests: See Page 2 for two options on browsing for tests.

Adding Tests: See Page 3 for options on adding tests to your sample.



Online Submission Instructions

Browsing for Tests

Browse all tests alphabetically. Type or scroll to see tests available in the catalog.

All Tests

BROWSE BY SOLUTION

ash



Type here to search

CLEAR

Ash Test

+ SHOW DETAILS



Click the '+' to see method details and pricing

Browse for tests by Solution.

For nutritional label testing, navigate to the “2020 NLEA Nutritional Label” solution for a list of FDA required tests.

All Tests

BROWSE BY SOLUTION



Click to filter tests by category

by Nutritional Labels

Select a Solution to filter tests by category.

1990 NLEA (Current) Nutritional Label

2020 NLEA Nutritional Label

2020 NLEA Nutritional Label

BF

Search Tests



CLEAR

Type here to filter tests under the solution

Ash Test

+ SHOW DETAILS



Click the '+' to see method details and pricing

Calories by Calculation Test



Online Submission Instructions

Adding Tests

The same process is used to add tests, regardless of the method used to browse for testing.

Add tests individually

Select the ADD TO SAMPLE button next to the name of each individual test

Click to add test, box will turn yellow when selected  **ADD TO SAMPLE**

Add a group of tests

If you have filtered the alphabetical list or are browsing by solution and would like to select all the tests displayed in your filtered view, select ADD ALL TO CART.

Click ADD ALL TO CART to add all tests displayed in your filtered view

Vitamins

BROWSE BY SOLUTION



Search Tests **CLEAR**

ADD ALL TO CART

Vitamin A (Beta-Carotene) Test **ADD TO SAMPLE**
+ SHOW DETAILS

We need some additional information about your sample.


This additional information is requested since you added "Vitamin D Test" to your sample.

Select the source of Vitamin D in your sample.

Vitamin D3 Animal Based
Vitamin D2 Plant Based
Vitamin D2 & D3 Animal and Plant Based
I am unsure I would like assistance from Medallion Labs' staff

Some tests will prompt for additional information about your sample to ensure the appropriate test method is used for your sample matrix and to increase speed of getting your sample to the lab upon arrival.

In order to add the test to your sample, you are required to make a selection at the prompt before clicking CONTINUE.

Click to add this test to your sample after selection has been made  **CONTINUE**



Online Submission Instructions

Test Review and Sample Completion.

Click to continue to the review screen



Sample Name

Lot13A452

16 TESTS

REVIEW AND CONTINUE

Sample Description ?

Brown Rice Flour

Review the following:

1. Test
2. Rush Test (click the flask icon to request rush if desired, icon will turn yellow)

Rush Test Rush Test

CHECK ALL UNCHECK ALL

→

3. Prelim Report (click the report icon to request preliminary results if desired, icon will turn yellow)

Prelim Report ? Prelim Report ?

CHECK ALL CHECK ALL

→

4. Expected Levels (include units)

Click COMPLETE SAMPLE to proceed with the submission process.

Click to proceed. This will bring you to the page where you can duplicate or add additional samples, if needed.



Review Tests in "Lot13A452"

GO BACK TO SAMPLE

COMPLETE SAMPLE



Brown Rice Flour

Click to go back to the previous page to edit tests

Rush Test Information

Turnaround time is 4-5 business days. Pricing for rush service is double. All times are based on when the sample has been received and logged into the system.

Test	Rush Test	Prelim Report ?	Expected Levels (include units)
	CHECK ALL	CHECK ALL	
Vitamin D Test Vitamin D3			500 mcg/100g



Online Submission Instructions

Add additional samples and special instructions to your order.

You have the option to Edit, Duplicate, or Delete your first sample.

Duplicate is a great option for additional samples that require the same testing.

You might elect to ADD NEW SAMPLE if your sample requires different testing.

Click to add samples and tests. [Click to add new sample with different tests](#)

The screenshot shows a sample card on the left with the text "Lot13A452" and "16 Tests". Below the card are three buttons: "EDIT", "DUPLICATE", and "DELETE". To the right is a dashed box containing a blue icon of a flask with a plus sign and a downward arrow, with a yellow button labeled "ADD NEW SAMPLE" below it.

Add any Special Instructions you would like us to be aware of about your samples. This includes any requests for special handling or results reporting.

Special Instructions

Please provide any special sample handling or reporting instructions here. If requesting results reported in liquid units, please provide the known density for each sample. If the density is unknown, please add Specific Gravity to your order.

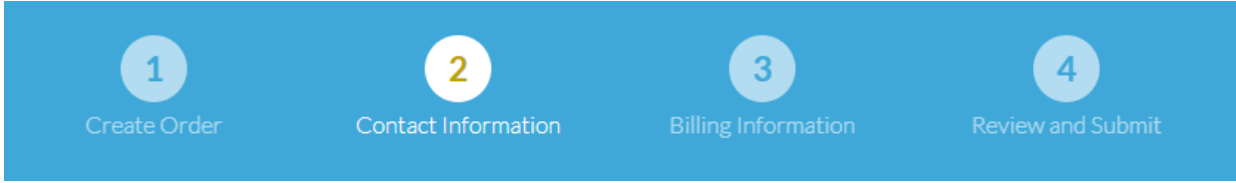
Upon completion of all samples and tests, click CONTINUE TO CONTACT INFORMATION.

A yellow button with the text "CONTINUE TO CONTACT INFORMATION" is shown. To its right, a blue arrow points left towards the button, followed by the text "Click to proceed with the order process."



Online Submission Instructions

STEP 2: CONTACT INFORMATION



Complete the Company Contact and Personal Contact Information.

This information is used to ensure we have the most current information for you and your company in our system.

Contact Information

Company Contact Information

Company Name *	Country *
<input type="text" value="Sample Company"/>	<input style="border-bottom: 1px solid black;" type="text" value="United States"/>
Address *	Address Line 2
<input type="text" value="9000 Plymouth Ave North"/>	<input type="text"/>
City *	State *
<input type="text" value="Minneapolis"/>	<input style="border-bottom: 1px solid black;" type="text" value="Minnesota"/>
Zip / Postal Code *	
<input type="text" value="55427"/>	

Personal Contact Information

First Name *	Last Name *
<input type="text" value="Samantha"/>	<input type="text" value="Sample"/>
Title	Email *
<input type="text" value="Quality Specialist"/>	<input type="text" value="s.sample@sampleco.com"/>
Phone *	Fax:
<input type="text" value="123-456-7890"/>	<input type="text"/>

Add additional results recipients, if needed.

Contacts added under Personal Contact Information and Additional Results Recipients will receive a PDF copy of the submission form along with any results reports.

Additional Results Recipients [Click to add results recipients](#)

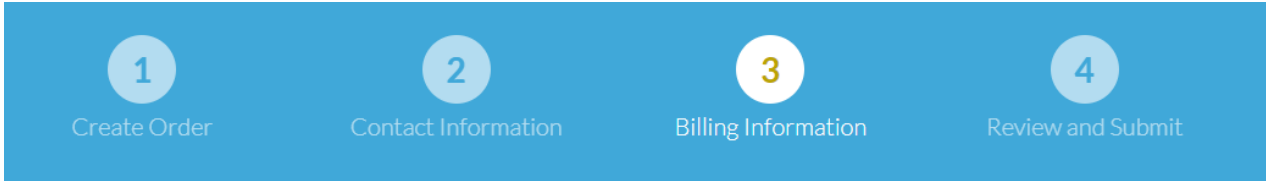
Upon completion of contact information, click CONTINUE TO BILLING.

[Click to proceed with the order process](#)



Online Submission Instructions

STEP 3: BILLING INFORMATION



Select Customer Type and Payment Method.

If paying by Credit Card, testing will be started on your samples upon arrival. You will be contacted for payment information by the Medallion Accounting Team within the business week following the start of testing.

New Customer

Customer Type *

Payment Method *

CREDIT CARD

P.O.

Existing Customer

Customer Type *

Payment Method *

CREDIT CARD

P.O.

WIRE TRANSFER/ACH

CHECK

Enter Promo Code, if applicable.

Promo Code

Enter Shipment Tracking Number, if applicable.

Note, this is not required but is helpful for tracking the status of your shipment.

Shipment Tracking Number

[What is a Shipment Tracking Number?](#)

Enter Billing Contact Information.

Upon completion of contact information, click CONTINUE AND REVIEW ORDER.

CONTINUE AND REVIEW ORDER

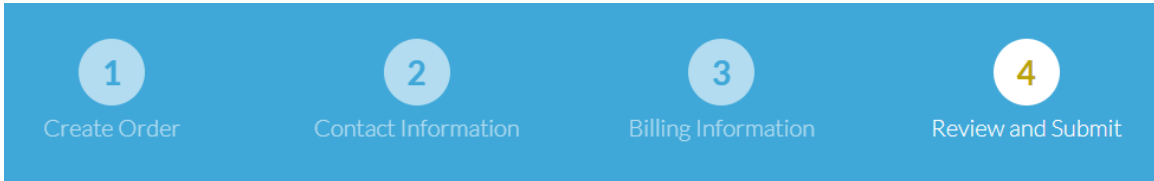


Click to proceed with the order process



Online Submission Instructions

STEP 4: REVIEW AND SUBMIT



Final order review.

Acknowledge Standard Terms and Conditions. Review samples, contact, and payment information.

Terms & Conditions

STANDARD TERMS AND CONDITIONS

All services provided by Medallion Laboratories ("Medallion") are subject to the following terms and conditions. As our customer, you ("Customer") understand and agree that placement of any order for our services constitutes acceptance of these terms and conditions. To the extent that any Customer order contains any terms or conditions that vary from the terms and conditions stated herein, all such additional or varying terms and conditions shall be of no force or effect, and shall not be part of the Customer-Medallion relationship or contract, even if Medallion performs the requested service.

CONFIDENTIALITY: Medallion agrees that, for a period of five (5) years from the submission of each

* I have read and accept the STANDARD TERMS AND CONDITIONS displayed above.

[Click to acknowledge the STANDARD TERMS AND CONDITIONS](#)

Upon completion of review, click SUBMIT ORDER.

[Click to complete the order process.](#)

NEXT STEPS:

Contacts and Additional Result Recipients will receive a confirmation email from info@medlabs.com containing a link to the PDF copy of the submission form. The confirmation email may take up to 10 minutes to arrive in your inbox. To prevent delays in processing, you must include a copy of this form along with your samples.

Please contact info@medlabs.com if you have any questions about the submission process. Thank you for trusting us with your testing!