

## **IDOH ORDER ENTRY PORTAL GUIDE INSTRUCTIONS**

Link to access portal: Sign In | Langham Portal (elangham.com)

If you are a first time user, you will need to click "Register" and fill out the required information to be granted access. The registration key is ISDH21.

Lan	IS LOGISTICS
	Sign In
	Vour Username
	Your Password
	SIGN IN
	New to the Langham Portal? Register Forgot Passwoh? Reset

Once you log in, you will be on the Home Page or Dashboard. In the Documents section you will notice there is a link to a portal guide (this document) and a product listing. The product listing should be reviewed or downloaded for reference on what items you can order and in what increments the item needs to be ordered in.

	Home Order 🕶	Track Ship 🕶 Analytics	S ▼ ISDH ◆
1		Announcements	δ
Hospitals. If you have	issues logging on, please email helpdesk@elangham.com, if you I. Your order will require approvals and allocation limits are in pl	u need assistance with using the portal lace. BinaxNOW test kits are <b>NOT</b> appr	Action. You will note that some items are FEMA, these items are approved only for LHDs and it to place an order, please call 317-471-5049 for assistance. Thanks! BINAXNOW is currently roved for redistribution to any LTC, hospital, EMS, EMA or any other entity. Please ensure you LA certificate, you must enter that as well.
1	Links	1	Documents
			IDOH Product Listing Portal Guide



Once you are ready to place you order you will go to "ship" and choose "Create New Shipment"

Ar       Create New Quote         Welcome to the ISDH ordering portal! We have now added a product listing and updated portal of Hospitals. If you have issues logging on, please email helpdesk/elengham com, if you need assis available on the portal. Your order will require approvals and allocation limits are in place. Binark enter the sites you support in the special instru-       Q. Search Shipments       note that some items are FEMA, these items are approved only for LHDs and ride please cell all 71-471-5049 for assistance. Thanks! BINAXNOW is current tribution to any LTC, hospital, EMS, EMA or any other entity. Please ensure you must enter that as well.         Item Master       Item Master         Links       Add Item       Documents         Q. Search Items       Search Items	Ar	liana artment alth	Home Order 🕶 Track		н +
Hospitals. If you have issues logging on, please email helpdesk@elangham.com, if you need assis available on the portal. Your order will require approals and allocation limits are in place. Binaxi enter the sites you support in the special instru- term Master Links Links A Search Quotes Item Master C A Search Items C A Search	Hospitals. If you have issues loging on, please email helpdeskielelangham com, if you need assis available on the portal. Your order will require approvals and allocation limits are in place. Binaxt enter the sites you support in the special instri Links  Links  Search Quotes  refer the sites on support in the special instri term Master  Links  Search Items urt Listion	1	Ar	Create New Shipment	
Links & Add Item Documents Q Search Items	Links Carlo Comments Comments	Hospitals	Is. If you have issues logging on, please email helpdesk@elangham.com, if you need assis e on the portal. Your order will require approvals and allocation limits are in place. BinaxN		note that some items are FEMA, these items are approved only for LHDs and rder, please call 317-471-5049 for assistance. Thankst BINAXNOW is current tribution to any LTC, hospital, EMS, EMA or any other entity. Please ensure yo you must enter that as well.
Q Search Items	Q Search Items			Item Master	
	urt Listing		Links	📽 Add Item	Documents
	Lupload Items				urt Listing
Portal Guide					

On the next screen, you will see Pickup & Delivery. On the pickup side, select the magnifying glass and search "Langham". Choose the Langham Plainfield location. Before clicking "Select", choose, "Make this my default pickup location". Once you do that, the pickup side will always be filled in after you log into the portal

Sele	ct Address					×
La	ngham					
	Name	Address	City	State	Postal Code	Country
(e	LANGHAM PLAINFIELD	650 South Perry Road	PLAINFIELD	IN	46168	USA
0	Langham Logistics	650 S Perry Rd	Plainfield	IN	46168	USA
0	Langham Logistics	650 S Perry Rd Ste100	Plainfield	IN	46168	USA
	N		Make this my defau	It pickup locat	ion CANCEL	SELECT
	46168	•	46168			
	JSA	\$	USA			\$
	Brian Weaver		Brian Weaver			
	317-290-0227		317-691-5563			
	Shipping Email		brianweaver@elar			
	Shipping Dock Information		Receiving Dock In	formation		



Then, on the delivery side, you will enter where you want the shipment to be delivered to. You do not need to select or change the delivery date. Name, phone & email are required. You do not need to choose any of the accessorials as all orders come via a courier.

Department Health	Home	e Order ▼ Track	Ship 🔻	Analytics - ISDH	\$
	⊘ Addresses	References		@#ems	© Finish
	Pickup	٩		Delivery	
	Pickup Date Ready 01/18/2021  08:00   LANGHAM PLAINFIELD 650 South Perry Road Building, Suite Number PLAINFIELD IN 46168 USA Brian Weaver 317-290-0227 Shipping Email Shipping Dock Information	Close	•	Delivery Date Open 01/18/2021  08:00 • Langham Logistics 650 S Perry Rd Building, Suite Number Plainfield IN 46168 USA Brian Weaver 317-691-5563 brianweaver@elangham.com Receiving Dock Information	Deliver By 17:00 \$



The next step is to answer the required references. First choose your site type, second reference is to answer yes or no as to whether you have a CLIA waiver # (required for Binax orders) and then third reference is to state yes or no if you are reporting in RedCap. Examples of how this looks is posted below. If you have a CLIA Waiver, the number, starting with 15D, should be entered in the "Additional Reference" section.

Indiana Dependent Health		Home Orde	r ▼ Track Ship ▼	<ul> <li>Analytics •</li> </ul>	ISDH	\$	
	🛇 Addresses		References		🖉 Items		🖉 Finish
	References						
	*Choose a Require	ed Reference	÷	Customer Refe	rence		\$
	*Choose a Require		\$	Customer Refe			+
	*Choose a Require	ed Reference	\$	Customer Refe	rence		\$
	Additional Referen	ce		CLIA Waiver #			\$
	Additional Referen	ce		CLIA Waiver #			\$
	Additional Referen	ce		CLIA Waiver #			\$
	Additional Referen	се		CLIA Waiver #			\$
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*Choose a Required Reference	÷	*Choose a Require	d Reference		÷	BACK	NEXT
*Choose a Required Reference FQHC CHC		*Choose a Require	d Reference		¢		
Other - Drug Rehab Facilities		*Choose a Require	d Reference				
lails .HD Test Site		CLIA Waiver - Yes					
-lospital Testing .TC Site		CLIA Waiver - No Additional Reference	ce				
Auditional Neterence							

"Choose a Required Reference	÷
*Choose a Required Reference	\$
*Choose a Required Reference	\$
*Choose a Required Reference	
RedCap Reporting - Yes	
RedCap Reporting - No	
Additional Reference	



The "Items" screen, which is next, is where you order your materials. Please reference the product listing from the Home page. Once you begin entering the item code, you will see it as an option on your screen to select.

	Addresses	⊘ References	🕲 Items	Sinish
	Your Shipping Items			
	Item 1		٩	
	Details Hazardous T	Femp Control		
	Details Hazardous 1 Item	Description		
	Item 19		Class	
	Item	Description Description	Class 50 ÷	
	Item 19	Description Description Package Type Pallets +	50 €	
(	Item 19 195-000 195-080	Description Description Package Type Pallets • Pounds •	50   Total	
(	Item 19 <i>195-000</i>	Description Description Package Type Pallets +	50 €	

One item is selected, hit the tab key and all the cells will populate, except for the quantity cell. Enter in your desired amount.

Item	Description			
195-000	BinaxNOWTM Card	s (FEMA) 1	EA = 40 Card Kits	
Quantity	Package Type		Class	
Quantity	Eaches	\$	50	÷
Weight				
1.81	Pounds	\$	Total	÷
Length	Width		Height	
1.4	1		1.3	
Actual Cost (USD)				

0



If you want to order more than one item, click the plus sign at the bottom of this screen and then a secondary location to enter your next item will appear.

	Description				
195-000		ards (FEMA) 1	EA = 40 Card Kits		
Quantity	Package Type		Class		
Quantity	Eaches	÷	50	÷	
Weight					
1.81	Pounds	÷	Total	÷	
Length	Width		Height		
1.4	1		1.3		
Actual Cost (USD)					
0					
Hazardous	Temp Control				
·					
em 2					
Details Hazardous	Temp Control				

Click Next and the last screen is a summary of what you ordered. Please review prior to clicking "Finish". Once the order is finished, you will receive an order confirmation in your email within 2-3 minutes.

LANGHAM PLAINFIELD     Langham Logistics     Customer     Other - Drug Rehab       650 South Perry Road     650 S Perry Rd     Reference     Facilities       PLAINFIELD, IN 46168 USA     Plainfield, IN 46168 USA     Customer     CLIA Waiver - No       Shipping Contact: Brian Weaver     Phone 317-691-5663     Rederence     Yes       Shipp: 01/18/2021 08:00 - 17:00     Deliver: 01/18/2021 08:00 - 17:00     Deliver: 01/18/2021 08:00 - 17:00     Ustomer	L000017788 LANGHAM PLAINFIELD 560 South Perry Road PLAINFIELD, IN 46168 USA Plainfield, IN 46168 USA Plainfield, IN 46168 USA Phone 317-290-0227 Email Ship: 01/18/2021 08:00 - 17:00 Plainfield Plainfield Strain Weaver Phone 317-290-0227 Email Deliver: 01/18/2021 08:00 - 17:00 Shipping Items Item Description Qty Weight Class Dimensions Temp Control Hazmat 195-000 BinaxNOWTM Cards (FEMA) 1 EA = 40 Card Kits 5 EA 1.81 Total 50 1.4 x 1 x 1.3	Addresses	References	🖉 Items	🛛 Finish
LANGHAM PLAINFIELD 650 South Perry Road     Langham Logistics 650 S Perry Rd     Customer     Other - Drug Rehab       PLAINFIELD, IN 46168 USA     Plainfield, IN 46168 USA     Plainfield, IN 46168 USA     Customer     CLIA Waiver - No       Shipping Contact: Brian Weaver Phone 317-290-0227     Plainfield, IN 46168 USA     Customer     RedCap Reporting - Reference       Shipping Londout: Brian Weaver Phone 317-290-0227     Plainfield, IN 46168 USA     Customer     RedCap Reporting - Reference       Shipping Items     Deliver: 01/18/2021 08:00 - 17:00     Deliver: 01/18/2021 08:00 - 17:00     Langham Logistics       Shipping Items     Qty Weight Class Dimensions Temp Control Hazmat     Hazmat	LANGHAM PLAINFIELD 650 South Perry Road PLAINFIELD, IN 46168 USA Shipping Contact: Brian Weaver Phone 317-290-0227 Email Ship: 01/18/2021 08:00 - 17:00 Shipping Items Item Description Qty Weight Class Dimensions Temp Control Hazmat 195:00 BinaxNOWTM Cards (FEMA) 1 EA = 40 Card Kits 5 EA 1.81 Total 50 1.4 x 1 x 1.3 Special Instructions		Delivery	References	
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Item Description Qty Weight Class Dimensions Temp Control Hazmat	Item         Description         Qty         Weight         Class         Dimensions         Temp Control         Hazmat           195-000         BinaxNOWTM Cards (FEMA) 1 EA = 40 Card Kits         5 EA         1.81 Total         50         1.4 x 1 x 1.3           Special Instructions         East 1         East 1 <theast 1<="" th=""> <the< td=""><td>hip: 01/18/2021 08:00 - 17:00</td><td>Deliver: 01/18/2021 08:00 - 17:00</td><td></td><td></td></the<></theast>	hip: 01/18/2021 08:00 - 17:00	Deliver: 01/18/2021 08:00 - 17:00		
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