

# DHL Packing Instructions



1

Category B Shipping Box



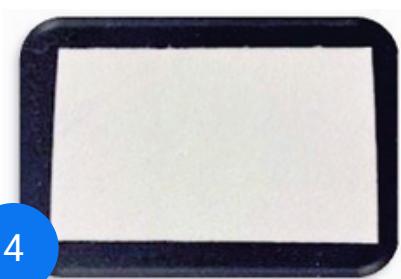
2

Order Form



3

Specimen



4

Plain Pad



5

Pressure Bag



6

IDEXX Overpack Bag



7

DHL Airway Bill

To order supplies, please order online at [www.idexx.co.uk/supplies](http://www.idexx.co.uk/supplies) or from your VetConnect® PLUS account.

If you would like any further information or assistance, please contact a member of our Customer Support team:

0203 788 7508

[customersupportuk@idexx.com](mailto:customersupportuk@idexx.com)

# Step 1 - Packaging the samples

1

- a. Place each Primary receptacle, completed with patient's details, into an individual pressure bag along with 1 absorbent pad. **Please do not use Sellotape on the tubes or on the packing.**
- b. If sending a histology sample, please place the histology sample directly into the pressure bag with **one absorbent pad per pot**.
- c. Then place the printed VetConnect® PLUS/completed requisition form for the samples in the pocket on the reverse side of the pressure bag.

(For samples that are too large for the histology pots (the sample should be able to move while in the pot), please go to [www.idexx.co.uk/supplies](http://www.idexx.co.uk/supplies) or your VetConnect® PLUS account and add a comment in the comment section explaining you have a sample too large for the histology

pots and we will send you large histology packaging. If you would like any further information or assistance, please contact a member of our Customer Service team on [0203 788 7508](tel:02037887508)).

One Patient per bag (if there are multiple histology pots that will not fit into one bag please put them in multiple bags and put all bags for that patient in a box separate from other patients samples).



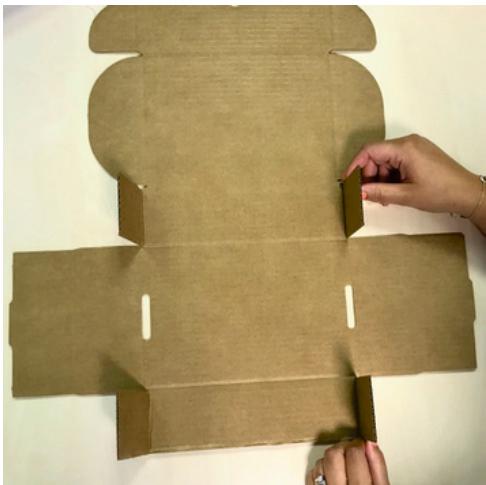
2

Remove paper strip and fold so the star fits into the square and seal by applying pressure all the way across the top of the folded pressure bag.



## Step 2 - Preparing the box

- 3 Fold the small squares in and fold at the box in half as show below.



- 4 Hold one side and fold the side over the small squares fitting the tabs into the small holes on the bottom of the box and repeat on the other side completing the box.



- 5 Place the filled pressure bags into the box.



## Step 3 - Shipping samples

6 Fold all 4 tabs on the upper half in so when you fold this over they go into the box and then the smaller tabs at the top slide into the slots shown below.



7 Place filled box into the courier bag and remove plastic strip and fold over to seal the courier bag.



8 Stick a DHL Airway Bill to the front of the bag, make sure the one you stick the courier bag is the one that says the service in the top left-hand corner and it doesn't say archive doc. Leave the archive doc with the package and give both the package and archive to the courier when they come to collect. The Waybill number is the tracking number so make a note of this and make sure the archive and the Airway Bill stuck to the package match.

