

USER GUIDE



2 IN 1: ONE portal, TWO functions

- ✓ Access to your analysis results online
- **☑** Order supplies



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About Biovet

Biovet a division of Antech Diagnostics, part of Mars Petcare, operates a CFIA certified laboratory offering a full array of innovative diagnostic services for veterinarians. More than a reference in veterinary diagnostics, our laboratory is accredited by SCC and MELCCFP for microbiological analysis on food and drinking water and non-drinking water.

In addition, Biovet is the only Canadian company to develop, manufacture and market high performance Multiplex serology, ELISA animal diagnostic kits and qPCR product line. The head office is located in Saint-Hyacinthe, within the city of biotechnology.

A new function available on Bionet

Biovet is proud to be able to offer the **online ordering function on the Bionet portal**, in addition to allowing **access to your results** via the Internet.

This guide contains all the information needed to use Bionet but our team remains available to support you in learning this tool.

If you have any questions or suggestions for improvement, feel free to email bionet@biovet-inc.com or contact your Sales Representative.

The Biovet Team

Limitations

Please note that Bionet is not available for of results.

At this time, the following results are not available on Bionet:

Accredited analyses by the CFIA (EIA, Brucellosis APAT, Official Bovin Leukosis)*

This service is only available for analyses performed in our laboratories located in Canada.

Only customers whose business is located in Quebec and who use Biovet's testing services can order supplies online.

Biovet diagnostic kits and Neogen products are not available on the Bionet portal, you must contact customer service to order them at order@biovet-inc.com or 1-888-824-6838, option 3.

Minimum Technical Requirements:

- High-Speed Internet
- Adobe Reader (latest version)
- Recommended browser:
 - Windows 10: Edge, Firefox and Chrome
 - Windows 7: Firefox, Chrome and Explorer 11
 - o Apple (IOS): Safari, Firefox and Chrome
 - Android: Chrome and Firefox

* CFIA: Canadian Food Inspection Agency;

EIA: Equine Infectious Anaemia; SCC: Standards Council of Canada;

MELCCFP: ministère de l'Environnement, et de la lutte contre les changements climatiques, Faune et

Parcs;

Access to the Bionet portal

If you do NOT have Bionet access, go to the www.biovet.ca/en/bionet, download and return the authorization form, after completing and signing it, in order to receive your username and password.

To access the Bionet portal, go to the Biovet website at **www.biovet.ca** and click on the Bionet button: **Log in**.

Enter your Username, then your Password and click on the Log in button.

Then, click the **Online Order** button to order supplies or the **My Orders** button to access your results.

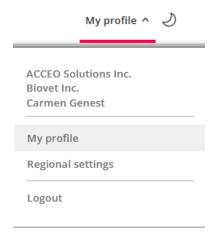




Changing your password

To change your password

1. Click on "My Profile" and select My profile in the top right menu



2. Click on Change password



- 3. Enter the old password
- 4. Enter the new password twice *
- 5. Click on Save



* The password must contain a minimum of 8 characters, a maximum of 10 characters and include both letters and numbers. It will need to be every 90 days.

Don't forget to inform all of the people in your company who will need access to Bionet of the new password you will have chosen. **Each company will be issued only one password**.

Online order

Note that the Bionet portal allows you not only to order supplies for veterinary analysis, **but also** reagents for Heska analyzers.* **And you can also** order material for water and food analysis.

Terms and conditions

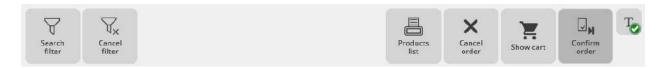
* For Heska or other analyzers products, as well as for agri-food analysis equipment, a shipping charge is applicable for orders of material under a certain amount (see the note on the portal).

In the case of free supplies, a fee per shipment will be charged to your account for deliveries by carrier (GLS, Purolator or other - see the note on the portal).

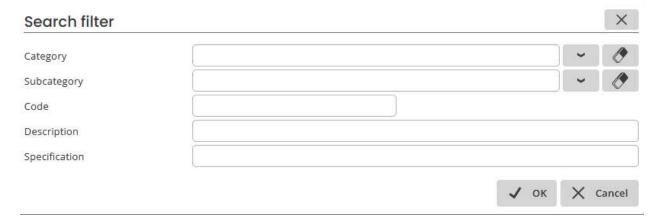
This is not a transactional web site and no payment will be required when you place an order, but you will receive the invoice for items that are not free and for shipping costs, if applicable.

Please note that the prices on this web site are for information purposes only and are subject to change without notice.

Search filter



Click the **Search Filter** button to search for an item.



You can search by Product **Code** (e.g. TRD-328), **Description** (e.g. "bag") or Subcategory (e.g. Supplies - Water Testing). The supply sub-categories are: Water analysis, Agri-food material, Heska Reagents, Request Forms, Tubes and Others. The last three are mainly related to veterinary analyses.

Once you have typed what you are looking for in one of the search fields, click **OK** to get the search result.

Click Cancel Filter to access the full list of supplies.

Order supplies

To order, click in the **Quantity** box to the right of the item and type the quantity you wish to order.



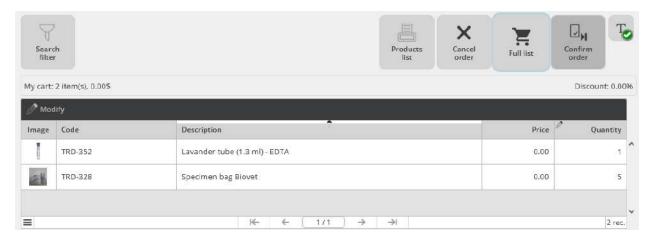
Show cart

At any time, you can click on **Show cart**, to see the items that are already in your cart.



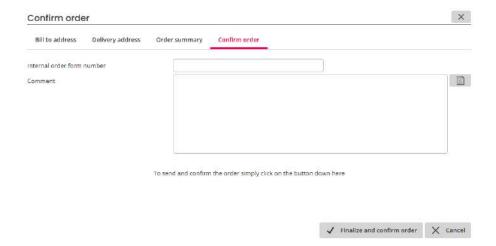
To remove an item from the cart, click in the **Quantity** box to the right of the item and delete the quantity you specified. You can also review the quantity of items in your cart.

You can click on **Full List**, to go out and search or continue adding more items.



If necessary, you can click on **Cancel Order**, to remove all items from your cart. A message will appear to confirm: "Do you really want to cancel the current order? Yes, no".

Confirm order



On the **Delivery Address** tab, you can change the delivery address, if necessary. You can use the **Reset button** to return to the default shipping address.



The **Order Summary** tab allows you to see the items ordered. You can also print your order by clicking on the **Print this list button**.

In the **Confirm order** tab, you can add a purchase order number and a comment, if you wish.

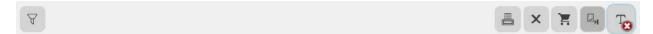
Click on Finalize and Confirm order when you're ready to submit your order.

You can click **Cancel** to exit and search or continue adding more items.

Other options

Display/hide text button

Note that the "T" button on the right allows you to display or hide the text on the buttons.

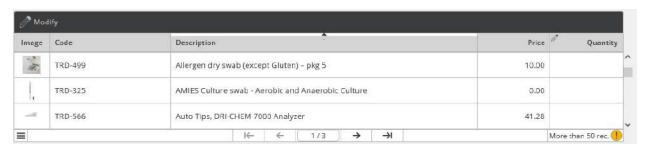


Item sorting order

By default, items are sorted alphabetically in ascending order of Description.

You can change the sort order and click on the column title (e.g. code or price).

If you click a second time on the column title you will change the order from ascending to descending and vice versa if you click another time.

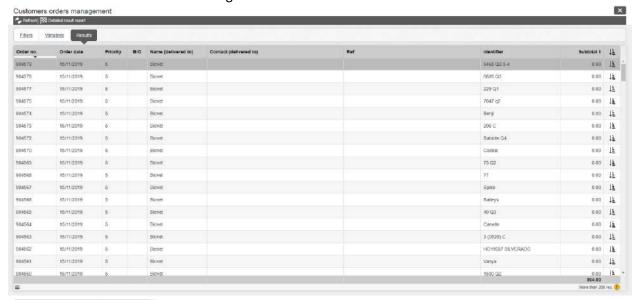


Access to your orders



Click on the "My orders" button

to access the "Customer order management" screen.

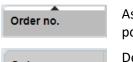




The exclamation mark inside the yellow circle indicates that this screen can display 200 orders at a time. To see the other orders you will need to launch a search (i.e. using dates as the criteria) – Consult the section: Searching your file.

Sorting

By default, orders are sorted by descending Order number. Just click on the header of a column to apply a sort and click a second time to reverse the sort order.



Ascending sort – triangle pointing up

Order no.

Descending sort - triangle pointing down

The different columns

Order number: number of your order

Order date: date when the order was entered in the system

P: not used

B/O: not used

Name (delivered to): name of the veterinarian

or contact person

Contact (delivered to): name of the owner (or identification of your customer) or Sampling Location

Ref: your file number or any other identification you have indicated on your request form.

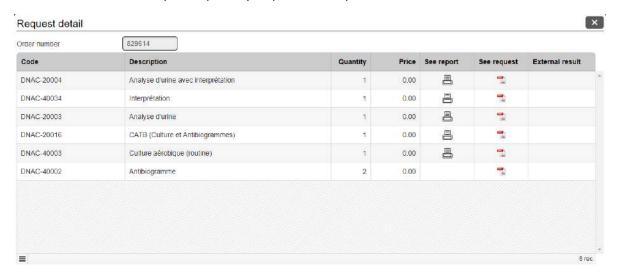
Identifier: Animal name or sample identifier. if there are several animals/samples only the first ID will appear on the list

Sub-total1: the amount of the order before taxes

The order in detail

By clicking on $\stackrel{\bot}{\blacksquare}$ (in the last column of Customer order management), you will be able to view the contents of the order including:

Item code, description, quantity requested and price

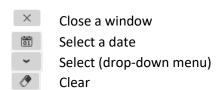


The button 🖶 in the "See report" column allows you to see the analysis report.

The icon in the "See request" column allows you to see the original request form submitted. Note that requests remain available for consultation, for a period of 5 to 6 years.

If the result is external, it will be available in the "External result" column.

The icons (buttons)





Searching

Customer orders management

The Results are displayed by default, so to run a search, you must click on the Filters option. You can then search according to one or more search criteria.

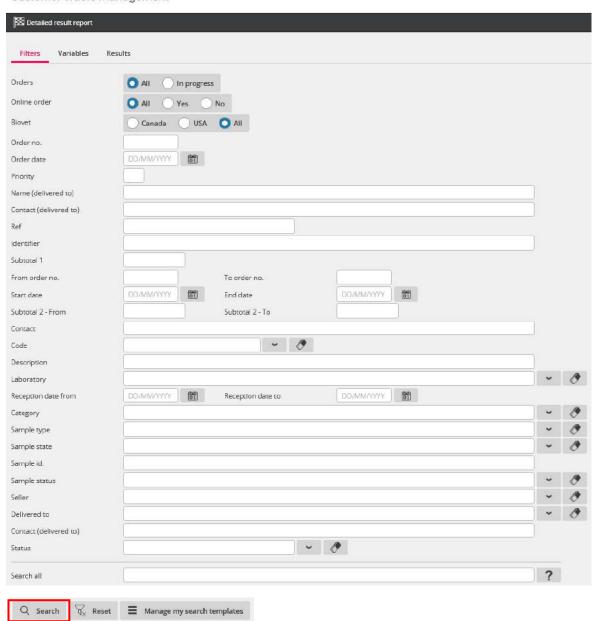


Transaction state O All

All: allows you to see all orders since February 2010. In progress: allows you to see orders that are pending or not yet billed.

Customer orders management

In progress



Once you have entered the criteria, click **Search** at the bottom of the screen.

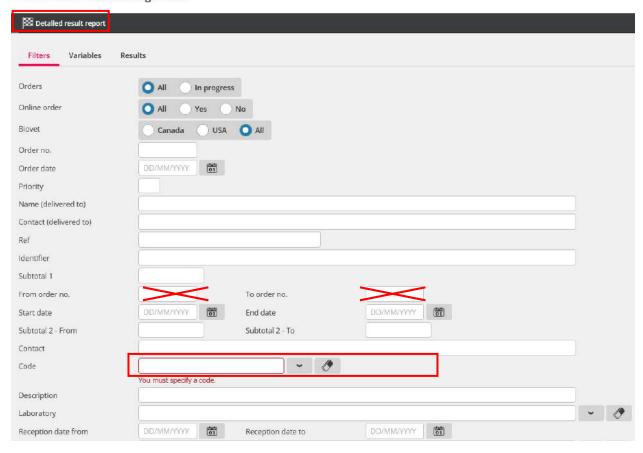
The "Search among results" option is not available at this time.

Detailed result report

A **new option** is now available for those who wish to obtain a **Detailed result report**. This option provides statistics for a specified test.

Customer order management Refresh Detailed result report

Customer orders management

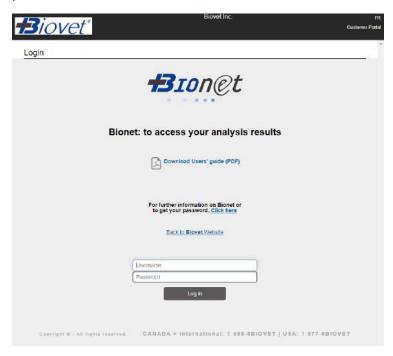


- 1. To obtain a Detailed result report, you must specify an analysis code (e.g. DEAU-20012).
- 2. Enter the Reception Dates from ... to, for the period you wish to cover. CAUTION: DO NOT confuse with "Start date" and "End date", which are NOT used.
- 3. Click the **Detailed result report** button at the top of the window.
- 4. A new window opens with your "Detailed result report". You can select any (CTRL + A) and copy / paste (CTRL + C / CTRL + V) data into an Excel spreadsheet to keep this information as needed.



Log out from Bionet/Closing

After 10 minutes of inactivity, the system will log out automatically and you will have to log in with your password to access Bionet.



To log out from Bionet, simply close the tab or the Web Browser.

To contact us



1-888-824-6838

sales@biovet-inc.com

4375 Beaudry, Saint-Hyacinthe QC J2S 8W2

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