



**Animal &  
Plant Health  
Agency**



## PT LIMS - Online Editing/Ordering

(Proficiency Testing Laboratory Information Management System)

### Online ordering - How to order your PT online

Login in to PT Lims using your usual login username and password. You will notice on PT Lims homepage that there are up to four options to choose from:

1. Request to update customer/invoice details
2. Request to update participant details
3. Request creation of new order for current year
4. Request creation of new order for next year

**1. To update customer and/or invoice details –** click **Edit Customer/Invoice Details**. This takes you through to the Edit Customer Details page

**2. To update your participant details –** click **Edit Participant Details**. This takes you through to the Edit Participant Details page

For both of the above pages you can edit each line as necessary and click **Save** to save your changes. Once all editing is completed click **Submit**. The VETQAS team will then review your changes. You will receive an email notification to confirm that the changes have been processed.

If all the details are correct and no amendments are required - click **Cancel** to exit the page.

Under the Participant Details page you can now register a primary email address, and an optional, secondary email address. Both addresses will receive email notifications e.g. samples have been issued, reports are available and contact details have been edited. Only the primary email will receive password reset emails.

### For eligible customers -

**3. Request creation of new order for current year -** click **Create New Order for current year**. This takes you to the Pending Order Page for the current contract year. Use this if you are ordering after 1st April for the same contract year.

**4. Request creation of new order for next year -** click **Create New Order for next year** this takes you to the Pending Order Page for the next contract year.

Proficiency Testing  
Pending Order

For price-lists, including distribution dates, please refer to our website.

QAL Number: QAL/0003  
LAB Code: 3250

[To participate in a scheme click on the Select Checkbox]

Schemes that you are currently participating in year 2016/17:

Select	Scheme	Scheme Name	Annual Price	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Import Permit Required	Postage	Scheme Price	Total
<input checked="" type="checkbox"/>	PT0053	Infectious Bovine Rhinotr...	370.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	£0	£0
<input type="checkbox"/>	PT0093	Scrapie blood genotyping ...	116.00	Please select															

Current year's commercially available Schemes:

Select	Scheme	Scheme Name	Annual Price	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Import Permit Required	Postage	Scheme Price	Total
<input type="checkbox"/>	PT0163	Acid alcohol-fast Bacilli...	170.00	Please select															
<input type="checkbox"/>	PT0001	African Horse Sickness (A...	640.00	Please select															
<input type="checkbox"/>	PT0137	African Swine Fever (ASF)...	480.00	Please select															
<input type="checkbox"/>	PT0005	Antisera to disease agents...	850.00	Please select															

Before placing an order for PT schemes please check that we have your correct contact details on file by following the instructions above.

Schemes that you are already participating in will appear at the top of the page. All other available schemes are listed below.

Tick the **Select** box against the PT scheme/s you want to participate in.

Once selected, the available months for that particular scheme will appear. **Tick** the months you want to participate in.

The postage, scheme price and total will update according to your selections.

If you need to supply us with an import permit please **tick** the box.

Once you have selected all the schemes you require click **Next** at the bottom of the page which takes you to the Pending Order summary page.

All the schemes you have selected will be listed.

Enter a **purchase order number** (if one is required) this is not mandatory.

The system will combine postage costs and update automatically. (Distributions that are issued on the same date and by the same delivery method that can be shipped together.)

If you want to make any changes click **Previous**.

If you want to return to your order at a later date click **Save**.

We recommend that you **Print** the page before you click **Submit** so that you have a copy for your own record.

You will need to view and tick the box to accept our Terms and Conditions before you can submit your order.

Once your order is completed please click **Submit**.

Your pending order will be reviewed by the VETQAS team. When the team have approved the order you will receive an email notification as confirmation.

**If you would like to know more information about our PT schemes such as prices, distributions dates and any news on schemes please [visit this page](#). If you have any questions please contact [vetqas@apha.gov.uk](mailto:vetqas@apha.gov.uk)**

**Next year's commercially available Schemes:**

Select	Scheme	Scheme Name	Annual Price	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Import Permit Required	Postage	Scheme Price	Total	
<input checked="" type="checkbox"/>	PT0033	ABPR Enterobacteriaceae -...	330.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£216	£330.00	£546.00	
<input type="checkbox"/>	PT0034	ABPR Salmonella culture &...	280.00	Please select																

Proficiency Testing Expert science, excellent service

**Pending Order**

For price lists, including distribution dates, please refer to our [website](#).

QAL Number: QAL/0002  
LAB Code: 1124

Schemes you have selected:  
(List of pending schemes on this order)

Scheme Name	Annual Price	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Import Permit Required	Postage	Scheme Price	Total
PT0003: Aujeszky's disease...	570.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£160	£730.00	£730.00
PT0002: Bacillus anthracis...	465.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£40	£325.00	£365.00
PT0065: Gamma interferon ...	700.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£135	£350.00	£485.00
PT0125: Scrapie Rapid Test...	470.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£70	£329.00	£399.00

**Order details:**

Contract year: 2017/18

Purchase Order Number:

Scheme Price (€): 1,574.50

Combined Postage (€): 405.00  
(Courier, Dry Freeze and Dry Ice)

Total Amount (€): 1,979.50

I have read and agreed to the Terms and Conditions  View terms and conditions