



Integrity – Quality – Professional – Teamwork – Safety

Point your browser to <http://www.purplemountain.e-courier.com>

Order Entry

Enter your Username and Password to log into the system

- Username and password will be provided by WSLH-NBS staff

Once logged in the Order Form will appear

- Enter your name and phone number
- Pickup and Destination addresses will auto populate for your facility

In the Service Items section, enter how many envelopes you have in the 'Pieces' field and enter the number of Newborn Screen Cards you are sending in the 'Description' field

Press the 'Order' button to submit request

***Please note: Any orders placed before 12:00 (noon) will be picked up same day. Orders placed after 12:00 (noon) will be scheduled for pickup on the following day.**

You will receive a Confirmation of Order that will indicate the order number used for tracking. The order # is found under the shipping line on the screen.

Under the confirmation line there is a line marked Labels

- Click on the default to print out a label for each envelope
- Place label on each envelope with barcode facing out
- Seal envelope and place in designated location for pickup

Preparation of the WSLH – Newborn Screening Addressed Envelope

- ONLY WSLH – Newborn Screening envelopes should be used for shipment. These envelopes and the transparent label pouches for the shipping labels are provided to you by contacting Purple Mountain Solution (715-839-9989)
- Using a WSLH - Newborn Screening addressed envelope, add your facility name to the **CLIENT LOCATION** line in the top left-hand corner of the envelope
- Enter Today's date on the **DATE** line in the top left-hand corner of the envelope
- Write the **# Of Cards** Enclosed in the box in the upper left-hand corner of the envelope
- Place the printed default label in the transparent pouch with the barcode facing out
- Affix the transparent pouch on the backside of each envelope so the barcode is visible
- Place the dried Newborn Screening cards in the envelope
- Seal the envelope and place in your facilities designated location for pickup

Please note pickup times can vary day to day. Pickups occur from 12:30 to 18:00

Tracking

- Tracking can be accessed on the 'Order Form' screen on the left-hand side, or from the 'Home Screen' as 'Quick Track'
- Click on 'Tracking' link
- Enter the order number you want to track and click 'Track It' button
- Information will show when item was recovered and any transfers that occurred thru to Delivery



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CLIENT LOCATION Your Facility Name

DATE Today's Date mm/dd/yyyy

OF CARDS ENCLOSED:

XX



WSLH - Newborn Screening

465 Henry Mall

Madison, WI 53706

FOR COURIER ONLY – Condition of envelope at pickup (circle all that apply):

Good

Wet/wet stains

Food/grease stains

Other (describe) _____



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SHIP
DATE: 3/30/2022

Madison
Hub

FROM: Purple Mountain Solutions
11786 15th Ave
Chippewa
Falls, WI 54729 USA

EAU

TO: WSLH - NBS Henry Mall
465 Henry Mall
Madison, WI 53706 USA

MSN

WEIGHT 1
PIECES 1
Reference Submitter #

DELIVER
BY:

DELIVERED
BY:

SERVICE: Contract
ORDER
NUMBER: 627

Madison Hub
7158399989



627