## **New Medline Ordering Instructions**

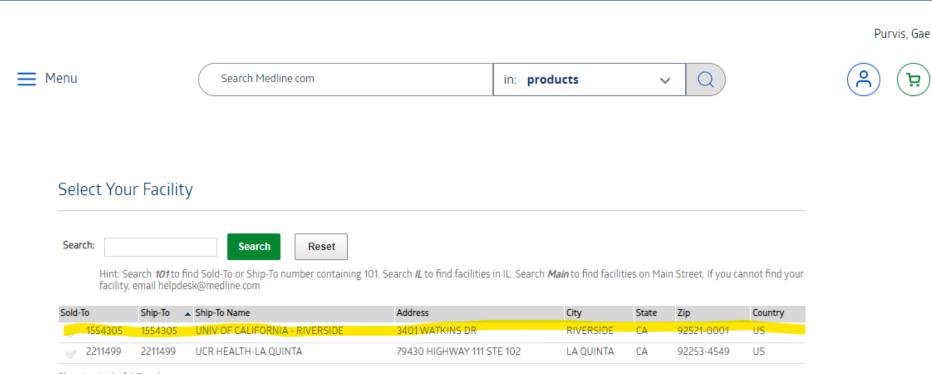
Now when you punchout to Medline, on the landing page you will see 2 account numbers. The top account 1554305, highlighted below, is the account for campus use ONLY.

The second account is only for UCR Health to place orders for their off-site medical clinics (this does not include Campus / Student Health).

Campus / Student Health will continue to use the main campus account). Please note that if the UCR Health second account is used, the order will be rejected by Medline.

Nothing else changes with your Medline ordering, you only need to select the first account and then place your orders as you normally do.

If you have any questions, please reach out to Gae or Katie. Gae.purvis@ucr.edu, Katherine.inglett@ucr.edu



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