An Introduction to NBSOnline Ordering System (NBSO)

For hospital & health system supply purchasing staff

The web-based application for ordering newborn screening supplies online has received the necessary security approvals from the Department of Treasury and is now available! We strongly recommend trying out the system for your orders during August and September because all hospital orders for NBS supplies will need to be placed through NBSO beginning October 1, 2015.

⇨ **What is needed to place my first order?**

a) For brochures and specimen mailing envelopes available at no charge, only registration in NBSO is required.

b) For NBS cards that need to be purchased, registration in NBSO is also required, along with payment using eCheck or a credit card.* Because NBSO requires immediate payment when an order is placed, check with your accounting office to see which form of payment will work best with your hospital's purchasing policies.

⇨ **Use this URL to access the NBS Orders website: www.michigan.gov/NBSorders**

⇨ **Then follow these steps to get started:**

1. Click NBSOnline Web Store - Order NOW!
2. Click Register
3. If you are purchasing for multiple medical facilities, click on each of the hospitals for which you do purchasing - a check mark will appear.
4. Upon completion of registration process, a link will be sent to the email address used to register. Click the link. This will take you to the online ordering system and you're ready to place your first order.
5. If you are using eCheck to make your purchase, please call 517-335-8887 to get your permanent eCheck verification code, which will need to be used for all future orders.

⇨ **Still have questions?** For more instruction on using NBSO, please refer to the *NBSO Registration and Order Guide*, available at www.michigan.gov/NBSorders, or contact the NBSO Administrator at nbsorders@michigan.gov or 517-335-8887 if you have trouble placing an order.

***NBSO Payment Options:** The NBSO system allows you to enter your hospital's purchase order number and assign it to your order. Payment options include eCheck or credit card. These payments will be processed through the PayPlace, a secure site used by the State of Michigan for financial transactions. (Read the privacy policy at https://uat.thepayplace.com/epayconsumerweb/mi/dch/newbornscreenechk/cpprivacy.aspx)

EChecks are an efficient and secure form of payment. They are used just like a check but the bank routing number and account number will be entered electronically on the web-based order form instead of on a paper check. ECheck is NOT the same as an electronic fund transfer (EFT). An eCheck is processed like a check and the account is not debited until the check clears. To learn more about eChecks, please see http://quickbooks.intuit.com/facts-about-electronic-checks/.

If you are using a credit card, make sure the approved credit limit on the card is sufficient to cover the full cost of cards being purchased, and that the name, billing address and zip code associated with the credit card account match the information you enter in PayPlace.