

## Producer/Supplier Not Listed - Quick Reference Guide

To aid **sample record creators**, the Producer/Supplier Not Listed (PSNL) template is available to document an unrecognized producer or supplier. A P/S may be unavailable for myriad reasons, including but not limited to:

- New provider/manufacturer
- Retitled P/S
- Expired P/S

PSNL is intended to allow users to create sample records without impediment. Use of the template is required when the producer/supplier is not available from the existing selection list or when PSNL is the only available option in the P/S selection list.

Below is an *example* of use:

### **Basic Sample Data tab**

P/S Name: Producer/Supplier Not Listed (MSF008)

### **Tests tab**

Tests (SMGR-manager material) or Assign Sample Tests (LIMS-managed material):

Required when “Producer/Supplier Not Listed (MSF008)” is specified on the Basic Sample Data tab or on another template.

### **Producer/Supplier Submission - Field**

Enter/View Test Data:

Following the prompts, the **sample record creator** will complete template.

The **sample record creator** shall set the sample status to “Ready for Review” when completed with their data entry. Sample records shall not be authorized when the P/S is equal to “Producer/Supplier Not Listed (MSF008)”.

Use of the template is reviewed by lab and SMGR staff. P/S will be evaluated for inclusion into SMGR.