

Inspection & Laboratory e-Services Online Help (Last Updated: 15 April 2019)

Copy Lab Application

This function allows you to copy a previously submitted lab application and submit it as a new application.

Pre-Requisites

- You must login to Inspection & Laboratory e-Services using either your SingPass ID or Personal Account.
- You must have successfully saved a draft lab application or submitted a lab application.

How to Copy a Lab Application

- Go to **My Applications** → **Copy Lab Application** on the navigation menu bar. The following screen will be displayed.

Figure 1: Copy Lab Application Search Screen

- Search for the Lab Applications using the following information as search criteria. (Note: Wild card search using “%” can be performed).
 - Service Type
 - Application No
 - Applicant’s Ref No
- Click on **Search** to retrieve the application(s) to copy.

Copy Lab Application

This request is for* Myself
 Authorised Company ANIMAL & PLANT HEALTH CENTRE ▼

Service Type
 Food Testing and Export Health Certification (Veterinary Health Certificate for Meat, Fish & Dairy Products)
 Testing of Animal Pathogens & Veterinary Biologics
 Plant Health Diagnosis Services

Application No.

Applicant's Ref. No.

Search Result(s):
 9 item(s)

S/N	Lab Application/Svc Ack No	Applicant's Ref. No	Requestor Name	Company Name	Received Date
1	/ELLA19D000017		tester	tester	
2	/ELLA19D000016		tester	tester	
3	/ELLA19D000015		tester	tester	
4	/ELLA19D000014		tester	tester	
5	/ELLA19D000012		tester	tester	
6	/ELLA19D000005		tester	tester	
7	/ELLA19D000004		tester	tester	
8	/ELLA19D000003		tester	tester	
9	/ELLA19C000018		tester	tester	

Figure 2: Copy Lab Application – Search Results

4. Click on **Lab Application No/Svc Ack No** hyperlink to view the application.
5. Amend the application (i.e. sample details, test requests etc) and click on **Save Draft** to create new Lab Application as Draft or complete all mandatory information and click on **Proceed to Preview Page** to submit the application.
6. Refer to **Save Draft, Cost Estimation and Confirmation** in the help file for Laboratory Services.