

# COVID-19 Test Order Process via the Health Partner Order Portal (HPoP)

UPDATED: 09/2024

To order and receive shipments, partners must have an active account within HPoP. Click [here](#) to register if you do not have an active HPoP account.

EVERY MONDAY BY  
11:59 PM



## SUBMIT TEST ORDER

Orders must be submitted in HPoP by **Monday at 11:59 PM** to receive a shipment that week

TUESDAY



## ORDER REVIEW

NC DHHS will review, validate and process orders

WEDNESDAY



## ORDER TRANSMISSION

On Wednesdays at 9:30 AM, all orders will be transmitted from ASPR to distribution partners for processing

Orders typically arrive 7-10 days from the shipping date.



## ORDERS DELIVERED

To check delivery status of your order in HPoP, navigate to **Site Orders/Inventory** and click **View** under the Actions column to find the Shipped Date and Tracking Number.

## How to Submit a Test Order:

1. Sign in at <https://hpop.hhs.gov>
2. Navigate to **Site Orders/Inventory**.
3. Make sure you are in the **Orders** tab.
4. Click **Create Order** in the top right corner of the screen.
5. Select **COVID-19/Diagnostic**.
6. Select the **Test Brand** you wish to order.
7. Select the **Quantity**.
8. Review your order.
9. Once you have reviewed your order and are ready to proceed, click **Submit Order**.

## Available COVID-19 Tests:

### CorDx (2 tests/kit)

Min order qty: 2 packages/600 tests

Max order qty: N/A

1 package = 300 tests

1 pallet = 15,00 tests (50 packages)



**NCDHHS**  
COVID-19 Response

If you are experiencing any issues or need further assistance, please email [covid19testingandtreatments@dhhs.nc.gov](mailto:covid19testingandtreatments@dhhs.nc.gov)