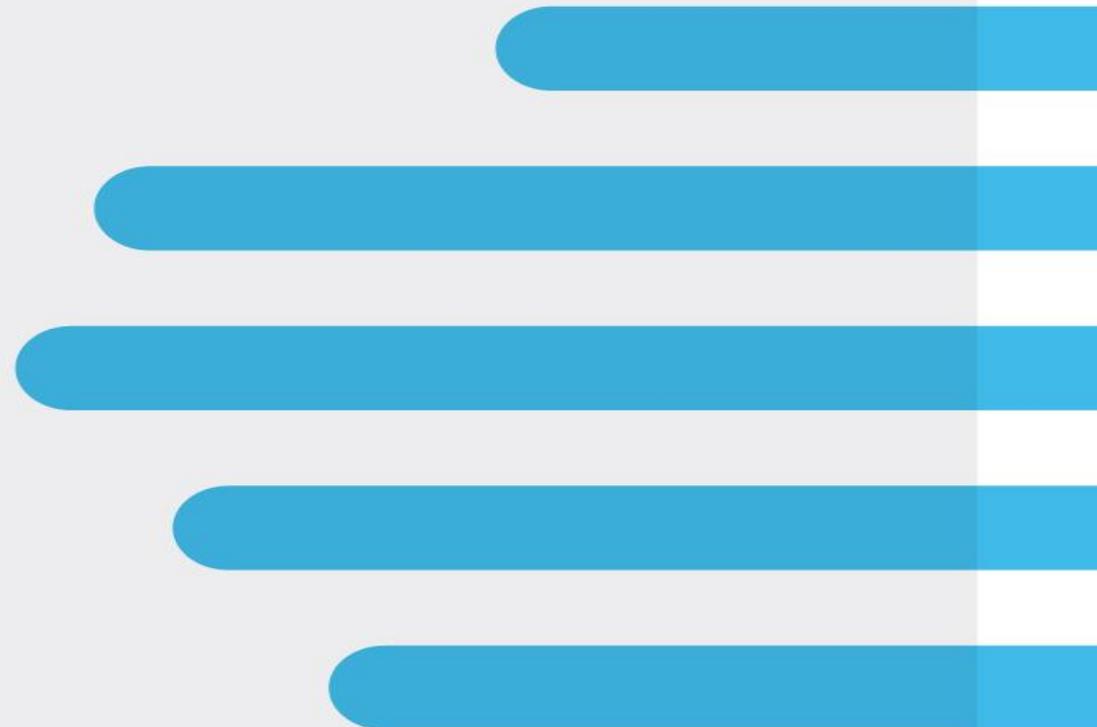# IQVIA Laboratories "How To" Guide

How To Manage Kits and Supplies

February 2026

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INITIAL SHIPMENTS

IQVIA Laboratories will provide a supply of **kits** and **additional supplemental supplies** through an Initial Shipment to the site in advance of the Site Initiation Visit.

The number of kits and additional supplemental supplies that are included in the initial shipment will be agreed with the Customer as part of the study Set Up activities.

The required quantities for each individual site will be calculated based on the following criteria:

- o Site recruitment expectations.
- o Expected screen failure rate.
- o Kits expiry timelines.
- o Overall patient duration.
- o Country import restrictions.

- The average shelf-life for a kit is 4-6 months, although this can be longer or shorter depending on the contents of the kits.

- It is the responsibility of the site to review the kit inventory regularly, considering expiry dates of kits and upcoming patient visits.

- Ensure kits and tubes are used before the day of expiry and discarded if beyond the expiry date.

- Resupply orders should be placed as required by the site.

RESUPPLY ORDERS

Resupply orders of Kits and Additional Supplemental Supplies can be placed online via the Portal by site users.

Note: Delivery times will be longer for countries where supplies are subject to customs clearance procedures.

Before placing any order, available supplies should be checked and kits and additional supplemental supplies that have expired should be discarded.

In addition to the Portal, information on the resupplies available to be ordered can be found in the study-specific documentation found in the Document Center area of the Portal.

If supplies are urgently required, please contact IQVIA Laboratories using the contact information provided in the study-specific documentation.

HOW TO VIEW AND ORDER SUPPLIES IN THE PORTAL

Kits and Supplies can be managed through the Lab Supplies section of the Portal:

- View estimated kit inventory (note that this is only an estimate, and sites should periodically check their supply).
- Place Kit orders.
- Track Kit orders.

View Order Status tab

Once you submit your order, you can view, modify, or cancel it by clicking on 'View order status'. Tracking information will be provided once the order has shipped. If supplies are urgently required, please contact IQVIA Laboratories using the contact information provided in the Manual.

Site Inventory tab

Provides an overview of how many kits are available at site, in conjunction with an Expiring Flag column that it is triggered once a kit is a month ahead of being expired.

Placing a resupply order through the Portal

To request a Kit shipment, you must do the following:

1) If you are Site Contact participating in multiple protocols and/or sites you must:
    a. First select your protocol from the options at the top of the page
    b. Select the site number where you want kits to be shipped.

2) After you have selected the Protocol and Site, select a requested order date under "Create Order" in the right-hand pane, and then click on "Add Materials" and a second screen will be displayed.

3) Select the Kits and Additional Supplemental Supplies you want to include in the order and then click "Add to Order".

4) The items in the order will be displayed in the right-hand pane. Quantities of items can be changed using the (–) and (+) symbols.

5) Once item quantities have been entered, you should be now selecting the address where the kit order needs to be shipped to. The address will be displayed based on the information available in the study database. Click on the dropdown, select the address, and submit the order.

6) Once you submit your order, you can **view, modify, or cancel** it by clicking on **'View order status'**. Tracking information will be provided once the order has shipped. If supplies are urgently required, please contact IQVIA Laboratories using the contact information provided in the Manual.

POINT OF CARE – INSTRUCTIONS FOR USE (EUROPE)

IQVIA Laboratories will supply office use Point of Care devices where applicable for your study.

The following link includes Instructions for Use in all mandatory European Union languages, in addition to the languages originally supplied by the device manufacturer. This is in addition to any hard copies that may be provided with the device supplies.

IQVIA Laboratories Point of Care Instructions For Use

REVISION LOG

Date/Version	Page(s)	Revision	Notes
V01 August 2025	N/A	N/A – first version	
V02 February 2026	12	Replaced title "Useful Links" with "Point of Care – Instructions for Use (Europe)". Added new text and link to website.	Process change and new link.