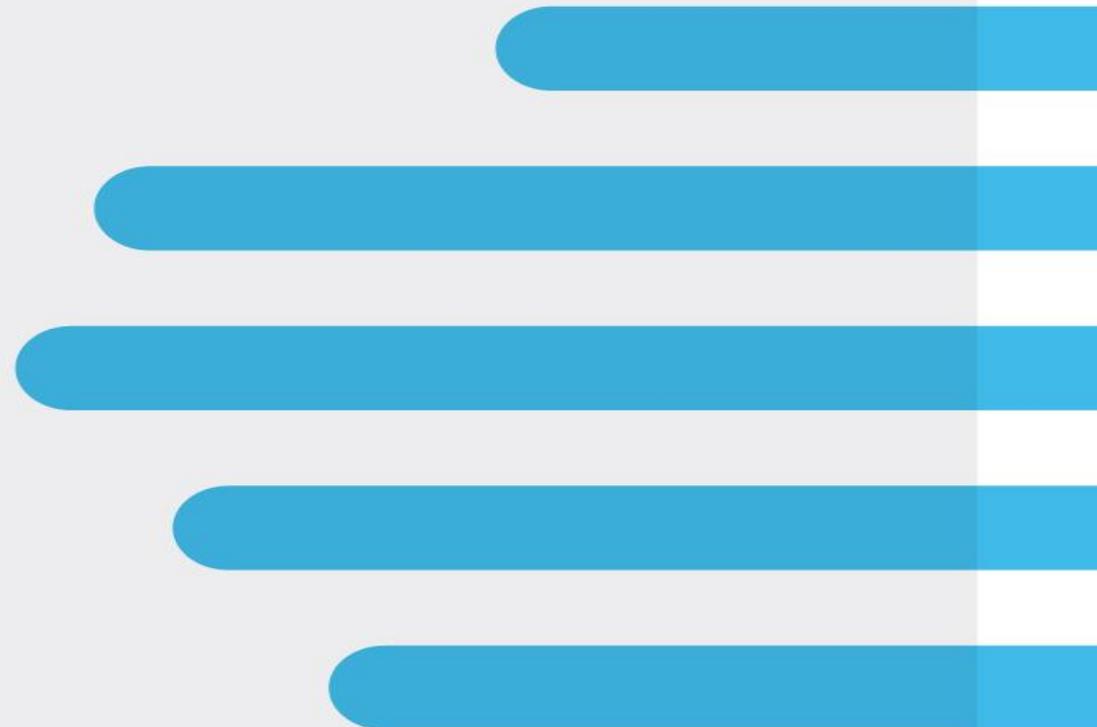


# **IQVIA Laboratories** **“How To” Guide**

*How To Manage Kits and Supplies*

*February 2026*



---

## TABLE OF CONTENTS

INITIAL SHIPMENTS.....	2
RESUPPLY ORDERS .....	3
How to view and order supplies in the Portal .....	4
USEFUL LINKS.....	Error! Bookmark not defined.

---

## 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:

- Site recruitment expectations.
  - Expected screen failure rate.
  - Kits expiry timelines.
  - Overall patient duration.
  - 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.

**Lab Supplies** Search Order

PM DEMO

Review recent orders before placing new orders.

Select Site: 555

VIEW ORDER STATUS VIEW INVENTORY

Newly created orders ?

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
9-Jun-2025	Nicolas Jara	<a href="#">KP25061637</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061506</a>	10-Jun-2025
9-Jun-2025	Nicolas Jara	<a href="#">KP25061478</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061460</a>	

**Create Order**

Please do not create an order for an Expedited Date. Contact Investigator Site Support to create the order.

Order Date: 27-Jun-2025 Requested Deliver...

Add Materials

Material Name: Qty:

Total Kits:0

SUBMIT DISCARD

## 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.

**Lab Supplies** Search Order

PM DEMO

Review recent orders before placing new orders.

Select Site: 555

[VIEW ORDER STATUS](#) [VIEW INVENTORY](#)

Newly created orders ?

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
9-Jun-2025	Nicolas Jara	<a href="#">KP25061637</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061506</a>	10-Jun-2025
9-Jun-2025	Nicolas Jara	<a href="#">KP25061478</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061460</a>	

**Create Order**

**Order Detail**

Study: PM DEMO  
Site Number: 555  
Ordered Date: 9-Jun-2025  
Ordered By: Nicolas Jara  
Order #: KP25061637  
Ship Date:  
Status: ProcessingOrder  
Tracking #:

MATERIAL NAME	Qty
Kit C - V2	1
Kit B - V1	1
Kit A - Screen	10
Kit D - EOT	1

## Site Inventory tab

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

The screenshot displays the 'Lab Supplies' section of the IQVIA LTMS Portal. The interface includes a navigation sidebar on the left with options like 'My Tasks', 'Patient Manager', 'Lab Supplies', 'e-Requisition', and 'Tutorials'. The main content area features a search bar, a 'PM DEMO' button, and a yellow warning banner that reads 'Review recent orders before placing new orders.' Below this, there is a 'Select Site:' dropdown menu currently set to '555'. Two buttons are present: 'VIEW ORDER STATUS' and 'VIEW INVENTORY', with the latter highlighted by a green box. A table lists lab supplies with columns for 'MATERIAL NAME', 'VISITS', 'ESTIMATED QUANTITY', and 'EXPIRING FLAG', where the 'EXPIRING FLAG' column is also highlighted by a green box. The table contains the following data:

MATERIAL NAME	VISITS	ESTIMATED QUANTITY	EXPIRING FLAG
<a href="#">Kit C - V2</a>	V2	5	
<a href="#">Kit B - V1</a>	V1	0	
<a href="#">Kit A - Screen</a>	Screen	6	
<a href="#">Kit D - EOT</a>	EOT	0	

On the right side, the 'Create Order' sidebar is open, showing 'Order Detail' for 'PM DEMO'. The details include Site Number: 555, Ordered Date: 9-Jun-2025, Ordered By: Nicolas Jara, Order #: KP25061637, Ship Date, Status: ProcessingOrder, and Tracking #. A table at the bottom of the sidebar lists the ordered materials and their quantities:

MATERIAL NAME	Qty
Kit C - V2	1
Kit B - V1	1
Kit A - Screen	10
Kit D - EOT	1

## 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.

The screenshot displays the 'Lab Supplies' section of the IQVIA LTMS Portal. The header includes 'IQVIA' and 'LTMS Portal' on the left, and the user's name 'Nicolas Jara' on the right. A navigation sidebar on the left contains icons for 'My Tasks', 'Patient Manager', 'Lab Supplies' (highlighted), 'e-Requisition', and 'Tutorials'. The main content area features a search bar with 'PM DEMO' entered, a yellow warning banner that reads 'Review recent orders before placing new orders.', and a dropdown menu for 'Select Site' with '555' selected. Below these are two buttons: 'VIEW ORDER STATUS' and 'VIEW INVENTORY'. A table titled 'Newly created orders' lists the following data:

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
9-Jun-2025	Nicolas Jara	KP25061637	
9-Jun-2025	nicolas.jara@q2labsolutions.com	KP25061506	10-Jun-2025
9-Jun-2025	Nicolas Jara	KP25061478	
9-Jun-2025	nicolas.jara@q2labsolutions.com	KP25061460	

The right sidebar, titled 'Create Order', contains a yellow warning banner: 'Please do not create an order for an Expedited Date. Contact Investigator Site Support to create the order.' It also shows 'Order Date' as 27-Jun-2025 and 'Requested Deliver...' with a calendar icon. There is an 'Add Materials' link, a 'Material Name: Qty:' label, and 'Total Kits:0'. At the bottom of the sidebar are 'SUBMIT' and 'DISCARD' buttons, and a chat icon.

- 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.

The screenshot displays the IQVIA LTMS Portal interface. The main content area is titled "Lab Supplies" and includes a search bar, a "PM DEMO" button, and a warning banner: "Review recent orders before placing new orders." Below this is a "Select Site:" dropdown menu set to "555". Two buttons, "VIEW ORDER STATUS" and "VIEW INVENTORY", are visible. A table lists newly created orders with columns for ORDERED DATE, ORDERED BY, ORDER #, and SHIP DATE.

The right-hand pane is titled "Create Order" and features a warning banner: "Please do not create an order for an Expedited Date. Contact Investigator Site Support to create the order." Below the banner is a calendar interface. The "Order Date" is set to 27-Jun-2025 and the "Requested Deliver..." date is 11-Jul-2025. The calendar shows the month of JUL with the 11th highlighted in a purple circle. A "Total" row is visible at the bottom of the calendar grid.

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
9-Jun-2025	Nicolas Jara	<a href="#">KP25061637</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061506</a>	10-Jun-2025
9-Jun-2025	Nicolas Jara	<a href="#">KP25061478</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061460</a>	

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

The screenshot displays the IQVIA Lab Supplies interface. On the left is a navigation sidebar with options: My Tasks, Patient Manager, Lab Supplies (selected), e-Requisition, and Tutorials. The main content area is titled 'Lab Supplies' and includes a 'PM DEMO' button, a warning banner 'Review recent orders before placing new orders.', a 'Select Site: 555' dropdown, and buttons for 'VIEW ORDER STATUS' and 'VIEW INVENTORY'. Below these is a table of ordered items.

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
9-Jun-2025	Nicolas Jara	KP25061637	
9-Jun-2025	nicolas.jara@q2labsolutions.com	KP25061506	10-Jun-2025
9-Jun-2025	Nicolas Jara	KP25061478	
9-Jun-2025	nicolas.jara@q2labsolutions.com	KP25061460	
5-Jun-2025	nicolas.jara@q2labsolutions.com	KP25061094	

The 'Available Materials' modal window is open, showing a search bar and a list of materials. A green box highlights the material selection area. The materials listed are:

Material Name	Visit Name	Estimated Stock
<input checked="" type="checkbox"/> Kit C - V2	V2	5
<input checked="" type="checkbox"/> Kit B - V1	V1	0
<input type="checkbox"/> Kit A - Screen	Screen	6
<input type="checkbox"/> Kit D - EOT	EOT	0
<input checked="" type="checkbox"/> Needle, Eclipse, 21G		
<input checked="" type="checkbox"/> Standard Pipette, Transfer		

Below the list is a blue 'ADD TO ORDER' button. A chat icon is visible in the bottom right corner of the modal.

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

IQVIA LTMS Portal

 Nicolas Jara
 ⋮

My Tasks

---

Patient Manager

---

Lab Supplies

---

Document Center

---

e-Requisition

---

Tutorials

## Lab Supplies

PM DEMO

⚠ Review recent orders before placing new orders.

Select Site: 555

VIEW ORDER STATUS
VIEW INVENTORY

Newly created orders ?

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
9-Jun-2025	Nicolas Jara	<a href="#">KP25061637</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061506</a>	10-Jun-2025
9-Jun-2025	Nicolas Jara	<a href="#">KP25061478</a>	
9-Jun-2025	nicolas.jara@q2labsolutions.com	<a href="#">KP25061460</a>	

### Create Order

⚠ Please do not create an order for an Expedited Date. Contact Investigator Site Support to create the order.

Order Date  
27-Jun-2025

Requested Delivery Dat...  
11-Jul-2025

[Add Materials](#)

Material Name:	Qty:
Kit C - V2	- 1 + ×
Kit B - V1	- 1 + ×
Needle, Eclipse, 21G	- 1 + ×
Standard Pipette, Transfer	- 1 + ×

Ship to: \*

Total Kits:2

SUBMIT

DISCARD

- 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.

**Lab Supplies** Search Order

PM DEMO

Review recent orders before placing new orders.

Select Site: 555

VIEW ORDER STATUS VIEW INVENTORY

Newly created orders ?

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
9-Jun-2025	Nicolas Jara	KP25061637	
9-Jun-2025	nicolas.jara@q2labsolutions.com	KP25061506	10-Jun-2025
9-Jun-2025	Nicolas Jara	KP25061478	
9-Jun-2025	nicolas.jara@q2labsolutions.com	KP25061460	

**Create Order**

Please do not create an order for an Expedited Date. Contact Investigator Site Support to create the order.

Order Date: 27-Jun-2025 Requested Delivery Date: 11-Jul-2025

Add Materials

Material Name:	Qty:
Kit C - V2	- 1 + x
Kit B - V1	- 1 + x
Needle, Eclipse, 21G	- 1 + x
Standard Pipette, Transfer	- 1 + x

Ship to: \* Nicolas Jara Test 1 / ...

Nicolas Jara Test 1  
Empire State Building  
20 West 34th Street  
New York, New York, United States 10001

Total Kits: 2

SUBMIT

- 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.