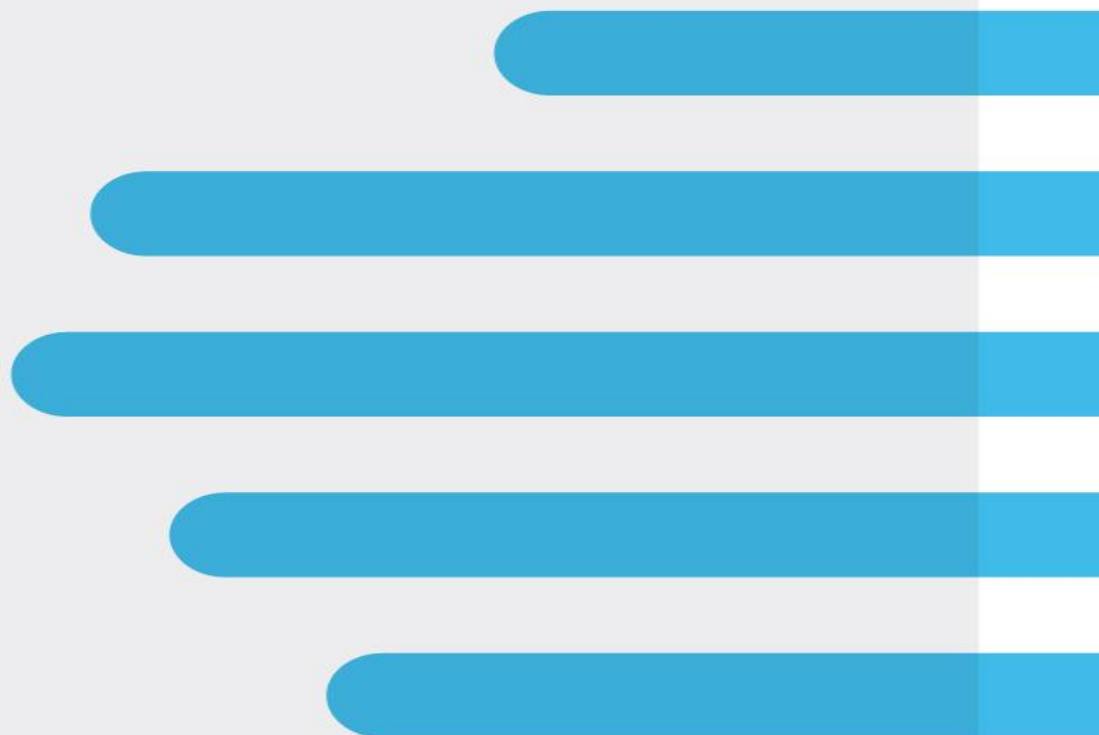


# **IQVIA Laboratories**

## **“How To” Guide**

*How To Manage Kits and Supplies*

*August 2025*



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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:

- 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.

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## 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.

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LTMS Portal

 Nicolas Jara

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### Lab Supplies

Search Order

PM DEMO

Review recent orders before placing new orders.

Select Site: 555

VIEW ORDER STATUS

VIEW INVENTORY

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.

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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

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

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# 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.

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Search Order

PM DEMO

Review recent orders before placing new orders.

Select Site: 555

VIEW ORDER STATUS

VIEW INVENTORY

MATERIAL NAME	VISITS	ESTIMATED QUANTITY	EXPIRING FLAG
Kit C - V2	V2	5	
Kit B - V1	V1	0	
Kit A - Screen	Screen	6	
Kit D - EOT	EOT	0	

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

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.

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Select Site: 555

VIEW ORDER STATUS

VIEW INVENTORY

Newly created orders

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
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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 Date27-Jun-2025

Requested Deliver...

Add Materials

Material Name: Qty:

Total Kits:0

SUBMIT

DISCARD

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- 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.

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# Lab Supplies

PM DEMO

Review recent orders before placing new orders.

Select Site: 555

VIEW ORDER STATUS

VIEW INVENTORY

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>	

Newly created orders ?

## 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...  
11-Jul-2025

11-JUL-2025

Su Mo Tu We Th Fr Sa

JUL

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

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 yellow banner reads 'Review recent orders before placing new orders.' Below this is a 'Select Site:' dropdown menu set to '555'. Two buttons are visible: 'VIEW ORDER STATUS' and 'VIEW INVENTORY'. A table lists recent orders with columns for ORDERED DATE, ORDERED BY, ORDER #, and SHIP DATE.

Ordered Supplies Table:

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	

An 'Available Materials' modal window is open on the right, featuring a search bar and a table of materials. The modal has a green border and an 'X' button in the top right corner. The materials table includes columns for Material Name, Visit Name, and Estimated Stock. Several items are checked for selection.

Available Materials Table:

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		

An 'ADD TO ORDER' button is located at the bottom of the modal. A blue chat icon is visible in the bottom right corner of the main interface.

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

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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:

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.

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# 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.

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## USEFUL LINKS

IQVIA Laboratories will supply all instructions for collection and processing of laboratory samples as part of study specific instructions. Instructions for usage of each item are also supplied via manufacturer websites with manufacturer IFU (Instructions for Use) links given below for our most supplied items.

<https://eifu.bd.com/>

<https://www.gbo.com/en-gb/download-center>

<https://www.sarstedt.com/en/download/instructions-for-use/>

<https://www.streck.com/ifu/>

<https://eifu.thermofisher.com>

Please note the above links are current and active at the time of generation of this document and may be subject to change by the manufacturer. If you are unable to access the above links or a material being used in your trial is not captured via the above links please contact IQVIA Laboratories at [Investigatorsitesupport@iqvia.com](mailto:Investigatorsitesupport@iqvia.com) or via the telephone numbers outlined in the Contact Us section of the Manual.

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# REVISION LOG

Date/Version	Page(s)	Revision	Notes
V01 August 2025	N/A	N/A – first version	