



Actionable Insights for
Better Health[™]

Q² Solutions How Do I...? Guides for Site Coordinators

How Do I Manage Kits and Supplies?

Version 2.0 16 Nov 2022

Initial Shipments

- Q² Solutions 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 6 month, 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, taking into account expiry dates of kits and upcoming patient visits.
- Resupply order should be placed as required.

Resupply Orders

- Resupply orders of Kits and Additional Supplemental Supplies can be placed online via the LTMS Portal.
- Please allow at least 7-10 business days for receipt of supplies.

Note: This 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 LTMS Portal, information on the Resupplies available to be ordered can be found in the Laboratory Manual.
- If supplies are urgently required, please contact Q² Solutions using the contact information provided in the Laboratory Manual. Please note that there will be additional charges for expedited orders.

Resupply Orders

- Kits and Supplies can be managed through the Lab Supplies section of the LTMS Portal.

The screenshot shows the 'Lab Supplies' section of the LTMS Portal. The user is logged in as Robyn Harris. The main content area displays a table of materials with columns for Material Name, Visits, Estimated Quantity, and Expiring Flag. The table lists four kits: Kit D (Cohort A: Unscheduled), Kit B (Cohort A: Week 1, Cohort A: Week 3), Kit C (Cohort A: Week 5), and Kit F (Cohort B: Unscheduled). All estimated quantities are 0. The interface also includes a 'Create Order' sidebar on the right with fields for Order Date (30-Jun-2020) and Requested Delivery date, and a 'SUBMIT' button.

MATERIAL NAME	VISITS	ESTIMATED QUANTITY	EXPIRING FLAG
Kit D: Unscheduled AMEND	Cohort A: Unscheduled	0	
Kit B: Wk 1, Wk 3 AMEND	Cohort A: Week 1, Cohort A: Week 3	0	
Kit C: Week 5 AMEND	Cohort A: Week 5	0	
Kit F: Unscheduled AMEND	Cohort B: Unscheduled	0	

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The Lab Supplies section allows you to:

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

Resupply Orders

- Kits and Supplies can be managed through the Lab Supplies section of the LTMS Portal.

Lab Supplies

R6.0 UAT SCENARIO

VIEW INVENTORY | VIEW ORDER STATUS

MATERIAL NAME	VISITS	ESTIMATED QUANTITY	EXPIRING FLAG
Kit D: Unscheduled AMEND	Cohort A: Unscheduled	0	
Kit B: Wk 1, Wk 3 AMEND	Cohort A: Week 1 , Cohort A: Week 3	0	
Kit C: Week 5 AMEND	Cohort A: Week 5	0	
Kit F: Unscheduled AMEND	Cohort B: Unscheduled	0	

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Create Order
Order Date: 30-Jun-2020 | Requested Delivery...
Add Materials
Material Name: | Qty:
SUBMIT

- To order kits, first select your protocol from the options at the top of the page.
- Select the requested order date under 'Create Order' in the right hand pane, then click 'Add Materials'.

Resupply Orders

- Kits and Supplies can be managed through the Lab Supplies section of the LTMS Portal.

Lab Supplies

• Select which kits and ancillaries you want to add to the order by clicking on the tick box next to the item, then select 'Add to order'.

Material Name	Visit Name	Estimated Stock
<input checked="" type="checkbox"/> Kit D: Unscheduled AMEND	Cohort A: Unscheduled	0
<input checked="" type="checkbox"/> Kit B: Wk 1, Wk 3 AMEND	Cohort A: Week 1, Cohort A: Week 3	0
<input checked="" type="checkbox"/> Kit C: Week 5 AMEND	Cohort A: Week 5	0
<input type="checkbox"/> Kit F: Unscheduled AMEND	Cohort B: Unscheduled	0
<input type="checkbox"/> Kit E: Wk 1, Wk 3, Wk 5 AMEND	Cohort B: Week 1, Cohort B: Week 3, Cohort B: Week 5	0
<input checked="" type="checkbox"/> Kit A: Screening AMEND	Screening	0
<input checked="" type="checkbox"/> Diagnostic Frozen Shipper - Dry Ice - 4PK		
<input checked="" type="checkbox"/> Ambient Diagnostic Protected Shipper, 5/PK		
<input checked="" type="checkbox"/> GEL WRAP		
<input type="checkbox"/> NEEDLE, ADAPTER DEVICE LUER-LOK		
<input type="checkbox"/> Diagnostic Frozen Shipper - Dry Ice - 4PK		
<input type="checkbox"/> Ambient Diagnostic Protected Shipper, 5/PK		
<input type="checkbox"/> GEL WRAP		
<input type="checkbox"/> NEEDLE, ADAPTER DEVICE LUER-LOK		

ADD TO ORDER

Resupply Orders

- Kits and Supplies can be managed through the Lab Supplies section of the LTMS Portal.

Lab Supplies

R6.0 UAT SCENARIO

VIEW INVENTORY

MATERIAL NAME	VISITS
Kit D: Unscheduled AMEND	Cohort A: Unscheduled
Kit B: Wk 1, Wk 3 AMEND	Cohort A: Week 1, Cohort
Kit C: Week 5 AMEND	Cohort A: Week 5 0
Kit F: Unscheduled AMEND	Cohort B: Unscheduled 0

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Kit B: [Wk 1, Wk 3 AMEND](#) - 1 + ×

Kit C: [Week 5 AMEND](#) - 1 + ×

Kit A: [Screening AMEND](#) - 1 + ×

Diagnostic Frozen Shipper - Dry Ice - 4PK - 1 + ×

Ambient Diagnostic Protected Shipper, 5/PK - 1 + ×

GEL WRAP - 1 + ×

Ship to: [1600 Terrell Mill Road](#)

1600 Terrell Mill Road
Marietta
Georgia, United States
30067

SUBMIT

- The items in the order will be displayed in the right hand pane. Quantities of items can be changed using the – and + symbols.
- To place the order, click ‘Submit’.

Resupply Orders

- Kits and Supplies can be managed through the Lab Supplies section of the LTMS Portal.

Lab Supplies

R6.0 UAT SCENARIO

VIEW INVENTORY | VIEW ORDER STATUS

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
24-Jun-2020	tershel.batchelor@q2labsol	KP2020060000006	
24-Jun-2020	tershel.batchelor@q2labsol	KP20200	
24-Jun-2020	tershel.batchelor@q2labsol	KP202	

Create Order

Order Date: 30-Jun-2020 | Requested Delivery...

Add Materials

Material Name: | Qty:

SUBMIT

Robyn Harris

- 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 Q² Solutions using the contact information provided in the Laboratory Manual.

Resupply Orders

- Kits and Supplies can be managed through the Lab Supplies section of the LTMS Portal.

Lab Supplies

R6.0 UAT SCENARIO

VIEW INVENTORY | VIEW ORDER STATUS

ORDERED DATE	ORDERED BY	ORDER #	SHIP DATE
24-Jun-2020	tershel.batchelor@q2labsol	KP2020060000006	
24-Jun-2020	tershel.batchelor@q2labsol	KP20200	
24-Jun-2020	tershel.batchelor@q2labsol	KP202	

Callout:

- 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 Q² Solutions using the contact information provided in the Laboratory Manual.

Useful Links

Q² Solutions 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 commonly 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 laboratory manual 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 Q² Solutions at Investigatorsitesupport@Q2labsolutions.com or via the telephone numbers outlined in the Contact Us section of the LTMS Portal or Laboratory Manual.