How to adjust your kit inventory

Labcorp Central Laboratory Services uses an automatic resupply system for kits, which is triggered through monitoring kit inventory

at your site. The system does not monitor kit expiration automatically. Use these instructions to notify us of expired kits. You can also notify Labcorp Investigator support by telephone or inform the Study Monitor and they will liaise with Labcorp. We will adjust the automatic resupply system to reflect your current inventory. If the adjusted inventory is below the minimum value, kit resupply will be triggered.

Materials and Equipment Required to Order Kits

PC or laptop with internet access | Paper or electronic lab manual | Requisition form for the study

Completing Section A – Study Details

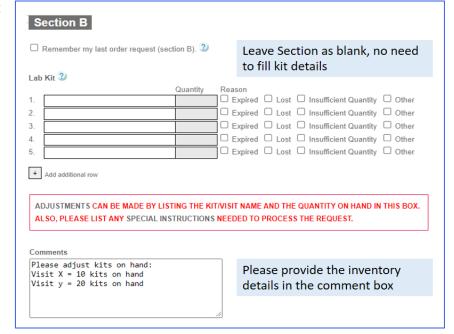
Use the instructions from "How to order kits online" to complete Section A of the kit ordering form. You do not need to complete the Delivery Type portion of Section A.

Completing Section B – Comment Box

Use the comment section of the kit ordering form to notify us of expired, damaged, misplaced, transferred and discarded kits.

You may use a single form to adjust your kit inventory and to manually order new kits. Complete the Lab Kit portion of section B if you are also ordering kits.

There is no need to complete the Lab Kit portion of section B if you are only requesting an inventory adjustment.





 Provide the quantity of kits that should be removed from inventory, including the accession number

Comments

Please remove the expired kits from the inventory: 6XXXXXXXXXXX

• List the number of kits currently in inventory

Please adjust kits on hand: Visit X = 10 kits on hand Visit Y = 20 kits on hand

Comments

 Provide the accession numbers for kits transferred from one site to another site Comments

Lab kit transfer from Site A to Site B

Acc. 6XXXXXXXXXX

Acc. 6YYYYYYYYYY

