

HOW DO I ORDER ADDITIONAL SUPPLIES?

Note: Logistics is not available for Respiratory studies.

1. Click the **Devices & Supplies** Navigation Tab

 **Devices & Supplies** in the Navigation Panel to access Logistics.

Note: Your Portal Administrator may rename the tab; for example, Logistics.

The **Supply Ordering** window displays.

2. Click the **New Order** button



3. The **New Order** popup window displays.

Follow the Wizard steps 1 through 3:

1: Site Selection

Select a Site and click the **Next** button 

2: Order Items

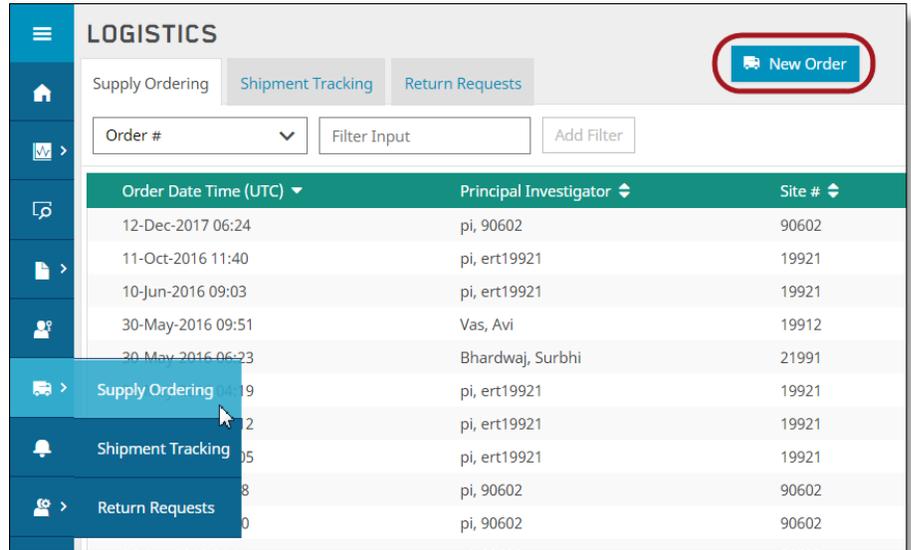
Review the *Shipping Address* and the *Information* boxes for pertinent items you may need to know.

Select the row(s) with the item(s) you want to order. Enter a Quantity in the field.

Note: Sponsors determine maximum order quantities. If you receive an error message that the quantity you need cannot be ordered on the Portal, please call Customer Care.

Enter comments, special instructions, shipping addresses, etc., if necessary, in the field. The limit is 1800 characters.

Click the **Next** button 



LOGISTICS

Supply Ordering | Shipment Tracking | Return Requests

New Order

Order #	Filter Input	Add Filter
Order Date Time (UTC)	Principal Investigator	Site #
12-Dec-2017 06:24	pi, 90602	90602
11-Oct-2016 11:40	pi, ert19921	19921
10-Jun-2016 09:03	pi, ert19921	19921
30-May-2016 09:51	Vas, Avi	19912
20-May-2016 06:23	Bhardwaj, Surbhi	21991
19	pi, ert19921	19921
2	pi, ert19921	19921
05	pi, ert19921	19921
8	pi, 90602	90602
0	pi, 90602	90602

Supply Ordering | Shipment Tracking | Return Requests



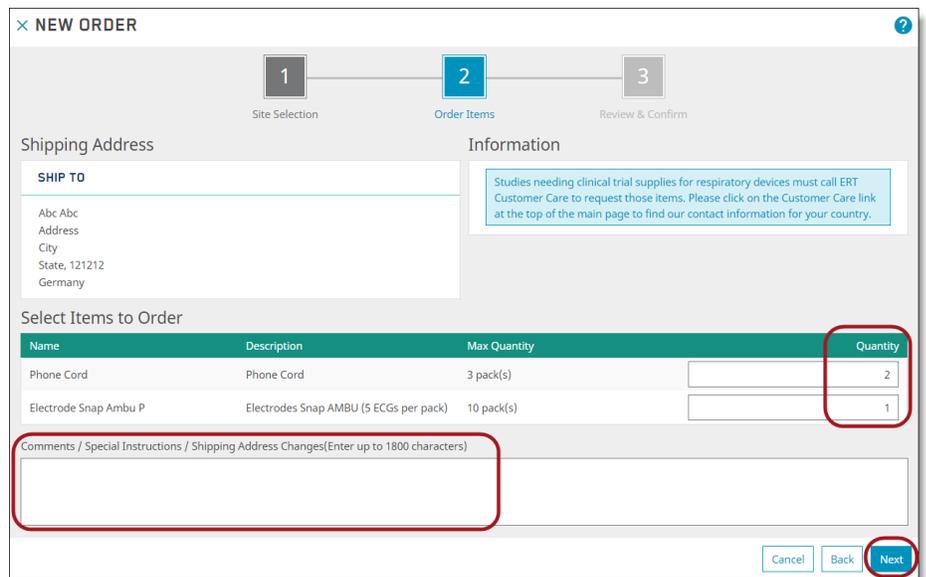
NEW ORDER

1 Site Selection | 2 Order Items | 3 Review & Confirm

Site # 18316 Clear

Site #	Principal Investigator Name
18316	Abc, Abc

Cancel Back **Next**



NEW ORDER

1 Site Selection | 2 Order Items | 3 Review & Confirm

Shipping Address

SHIP TO

Abc Abc
Address
City
State, 121212
Germany

Information

Studies needing clinical trial supplies for respiratory devices must call ERT Customer Care to request those items. Please click on the Customer Care link at the top of the main page to find our contact information for your country.

Select Items to Order

Name	Description	Max Quantity	Quantity
Phone Cord	Phone Cord	3 pack(s)	2
Electrode Snap Ambu P	Electrodes Snap AMBU (5 ECGs per pack)	10 pack(s)	1

Comments / Special Instructions / Shipping Address Changes(Enter up to 1800 characters)

Cancel Back **Next**

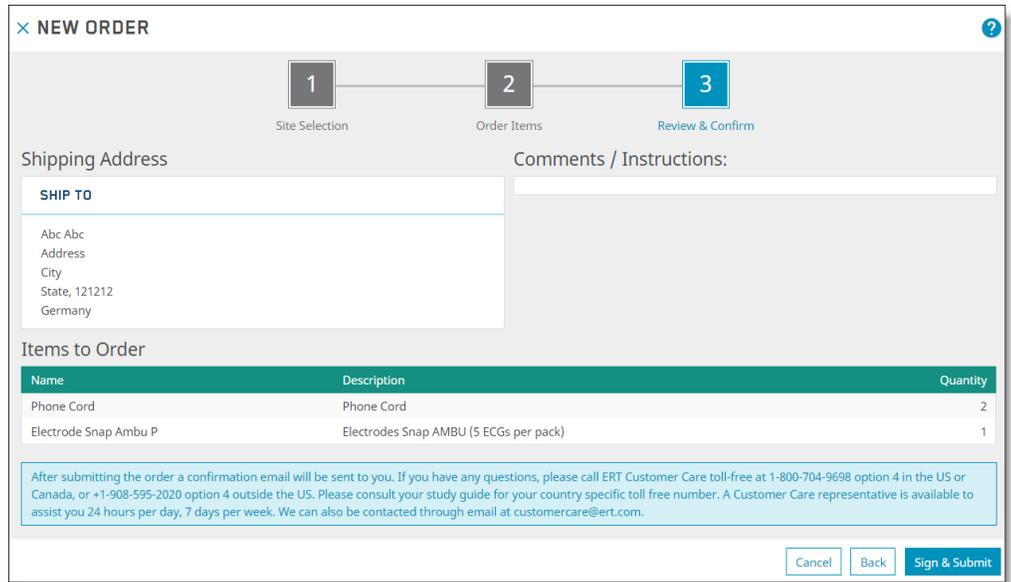
3. Review & Confirm

The **Review and Confirm** window displays.

Review your items.

When you are finished, click the **Sign & Submit** button

Sign & Submit



NEW ORDER

1 Site Selection — 2 Order Items — 3 Review & Confirm

Shipping Address

SHIP TO

Abc Abc
Address
City
State, 121212
Germany

Comments / Instructions:

Items to Order

Name	Description	Quantity
Phone Cord	Phone Cord	2
Electrode Snap Ambu P	Electrodes Snap AMBU (5 ECGs per pack)	1

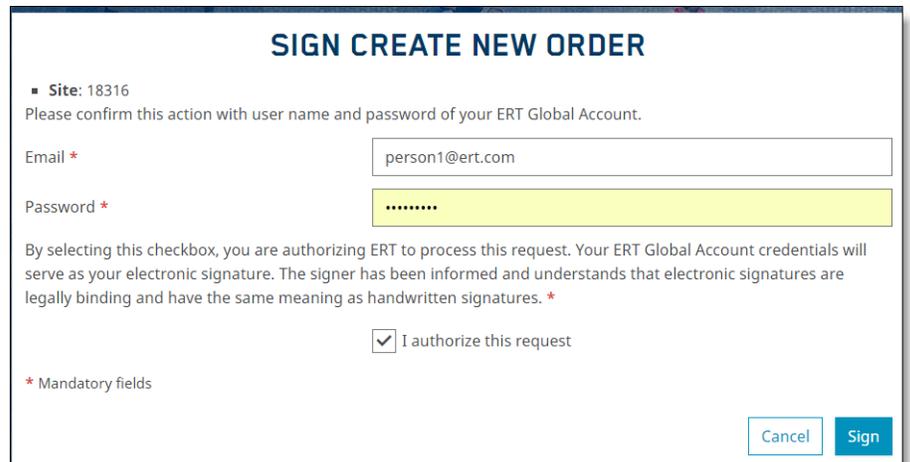
After submitting the order a confirmation email will be sent to you. If you have any questions, please call ERT Customer Care toll-free at 1-800-704-9698 option 4 in the US or Canada, or +1-908-595-2020 option 4 outside the US. Please consult your study guide for your country specific toll free number. A Customer Care representative is available to assist you 24 hours per day, 7 days per week. We can also be contacted through email at customercare@ert.com.

Cancel Back **Sign & Submit**

4. In the **Sign Create New Order** window, check your email and password, and check the checkbox to authorize the order.

5. Click the **Sign** button

Sign



SIGN CREATE NEW ORDER

Site: 18316
Please confirm this action with user name and password of your ERT Global Account.

Email *

Password *

By selecting this checkbox, you are authorizing ERT to process this request. Your ERT Global Account credentials will serve as your electronic signature. The signer has been informed and understands that electronic signatures are legally binding and have the same meaning as handwritten signatures. *

I authorize this request

* Mandatory fields

Cancel **Sign**

You will be returned to the main screen where you see a successfully submitted message at the top right of the screen.



i Your supply order has been successfully submitted. **x**