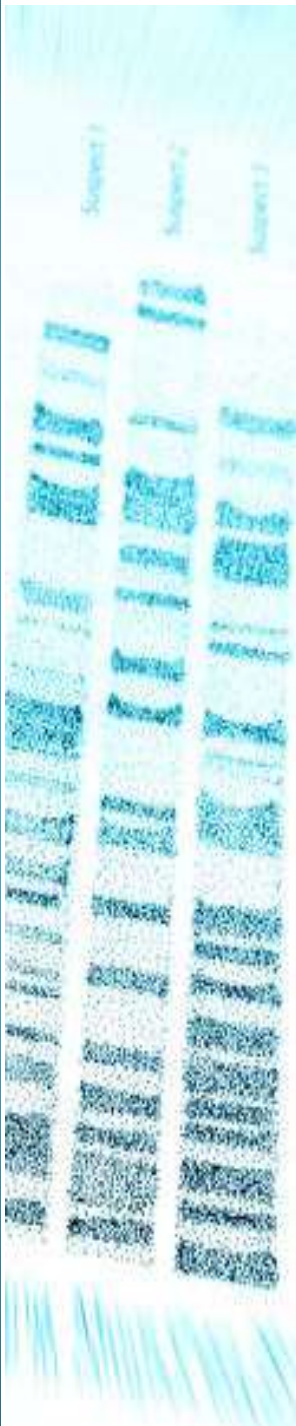


Fall 2010

RUCDR

# STANDARD OPERATING PROCEDURES MANUAL



RUCDR STARLIMS Request for Supplies | KARIMA RAVENELL, MS

The [RUCDR STARLIMS Request for Supplies](#) video will show you how to order collection kits, forms, and additional supplies from the RUCDR. You can access the video by going to <http://rucdr.org>. Click on the **LIMS** link on the top navigation menu, then the **TRAINING VIDEOS** link on the left navigation menu. Then, click on [RUCDR STARLIMS Request for Supplies](#).

If you do not have access to the [RUCDR STARLIMS Request for Supplies](#) video, then follow the following instructions:

1. Under the INVENTORY MANAGEMENT OPTIONS, click on REQUEST FOR SUPPLIES.
2. Enter the PROJECT, SITE, and CONTACT NAME.
3. Your CONTACT EMAIL, PHONE and SHIPPING ADDRESS will automatically populate if registered into the system.
4. In the event there is no email or contact phone number associated with your account, they do need to be filled in for your submission to be completed. Also, if you would like to change the address that these supplies are being shipped to, click on EDIT ADDRESS. Be advised that this change will not become permanent but will only apply to this particular request.
5. If there are any special instructions, enter them in the LETTER/INFORMATION section.
6. In the MATERIALS section, enter the QUANTITY REQUESTED for each material.
7. If you need ten complete mailers and two yellow top tubes, for example, enter in the numbers "10" and "2" in the corresponding rows under QUANTITY REQUESTED.
8. If you do not see the supplies that you need, please contact the STARLIMS Help Desk at the RUCDR.
9. Review your information and click on SUBMIT. A number will be assigned to each of your requests.
10. From the customer dashboard, you can track your supply request, as well as sample preregistration and requests for biomaterials. You will receive email notification after your supplies are sent from the RUCDR.

**Videos for sample preregistration and request for biomaterials are also available. If you need further assistance, please contact the RUCDR STARLIMS helpdesk by phone at 732.445.4429 or email at [starlimshelp@biology.rutgers.edu](mailto:starlimshelp@biology.rutgers.edu).**