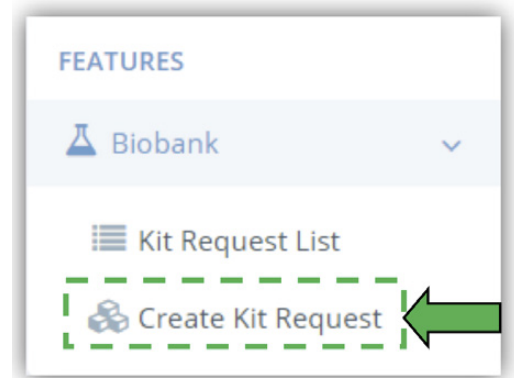
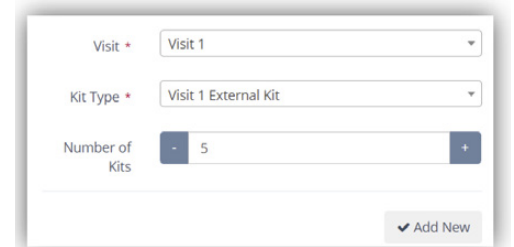


Submitting a Kit Request

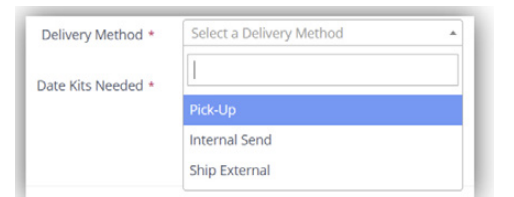
1. Click **Create Kit Request** under the features navigation menu.
2. Complete the request information section on page one.
 - 2a. From the study site drop down select the IRB/Study Name for the kits.
 - 2b. From the Mayo Location Fulfillment Center drop down menu, select the Biorepository lab that builds kits for your study.
 - 2c. Enter a Company/PAU/Activity number (internal Mayo Clinic billing code) or Client ID to indicate how the kits will be charged.



3. Scroll to the bottom of the page to add kits to your order. Select the visit, the kit type and indicate the quantity of the kit. Click **Add New** to add the kits to your order. Once all kits are added, click **Continue** to proceed.



4. Select a method of delivery.
 - Ship External** – Kit can be mailed to a business (international or domestic) and to most home addresses (not PO boxes) via FedEx.
 - Pick-Up** – Available for Mayo Clinic staff members on the Florida and Arizona campuses. Pick up your kit from the specified location.
 - Internal Send** – Available for Mayo Clinic staff members on the Rochester campus. Kits will be delivered to the specified mail location.



5. Specify the date your kits are needed. Each site has a specific lead time to process an order. If the date you wish to select from the calendar is not available, select rush request to proceed.
6. Complete the remaining required fields and click **Continue**. Review your order on page 3 and then click **Submit**. You should receive a confirmation email once the order has been received.

Rather watch a video? [Click Here!](#) Questions? Email MCRCRPSUPPORT@mayo.edu