To: Novo Nordisk Inc. Principal Investigator & Site Staff

RE: Web Ordering System Access

Trial:

Dear Principal Investigator & Site Staff:

Novo Nordisk® utilizes a secure website that allows sites participating in our clinical trials to order additional ancillary & print supplies via http://www.sitedirectordering.com. Drug supply is handled via the RTSM system as outlined in the RTSM and Trial Materials Manuals.

Before you can order supplies for this trial, you must complete the registration process.

1. Open your web browser (Microsoft EDGE recommended)

and go to: [Novo Nordisk Web Ordering System (sitedirectordering.com)](https://sitedirectordering.com/Login.aspx?ReturnUrl=%2f)

1. On the Web Ordering System welcome screen
2. Selet “site registration” under user type



1. On the trial registration screen, enter the following

 Country specific access code: This will be provided by the Study Team

**“TO ASSIST YOU, THERE ARE “HELP” BUTTONS IN EACH SCREEN”**

Then, enter your site number and select CONTINUE. You will now need to complete the registration process through the NEW USER or EXISTING USER options.

* If you have used this system before and **do** know your Username, you may enter it and select CONTINUE
* If you are a first-time user, select NEW USER

***Important Note for sites participating in multiple trials: If you are an existing user (you have already been issued a Username) and you wish to register for a second or third trial, please select the Existing User option. DO NOT select New User.***

***Also, if you are a new user and attempting to register for multiple trials at the same time, you must initially register (select New User option) for only one trial and wait for approval. Then, after being approved for the first trial, you may register for the remaining trials (select Existing User option each subsequent time).***

We at Novo Nordisk hope that you find this web-based system convenient and timely.

Sincerely,

Novo Nordisk Inc.

North America Clinical Development