

UNVALIDATED ORDER NUMBERS ON PRINTED REQUISITION FORMS

Order numbers on printed requisition forms will not appear in NUCORE when clients fail to press the **PURCHASE** button to complete their NUCORE transaction. *MHPL cannot process service request(s) or release completed cases without a valid NUCORE Order number.* Downloading the form is not a guarantee that an NUCORE transaction is complete.

Please follow the detailed instructions on NUCORE to place your MHPL orders:

<https://nucore.northwestern.edu/facilities/mhpl>

VALIDATING AN ORDER NUMBER NOT FOUND IN NUCORE

Please revisit your NUCORE/MHPL account through the following link:

<https://nucore.northwestern.edu/facilities/mhpl>

- (1) Once logged in please click on the **Cart** tab at the top right-hand side of the window to return to your pending submissions.
- (2) Edit/complete the online form
- (3) Press **DOWNLOAD PDF** and drag and drop the downloaded PDF form into the bottom part of the online query form together with any files for special instructions on how to process your specimens.
- (4) Press **"After you download the PDF, click this button to go back to NUCORE to purchase the cart."**

Additional Documentation (10 MB Max) ?

File Name	Size
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Please be sure to "Purchase" your Cart after pressing the blue button below. Unpurchased orders will not be processed by the facility.

Please click the blue buttons below to download the required MHPL Sample ID Form and purchase the cart in NUcore. Carefully review your form before delivering it to MHPL intake staff. Please correct any errors.

Download PDF

After you download the PDF, click this button to go back to NUcore to purchase the cart.

- (5) Press **PURCHASE**.

[Change Payment Source](#)

	Product	Quantity	Estimated Price	Estimated Total
Remove	Histology Services-Online Requisition	1	\$0.00	\$0.00
	Edit Online Order Form			
Estimated Totals			\$0.00	\$0.00

All prices are estimates. Actual charges assigned when the order is complete.

Update

Purchase

- (6) An automated e-mail notification is sent to the user's e-mail once the PURCHASE button is pressed indicating completion of the NUCORE transaction.

Please act promptly so there will be no delay in the processing of your specimens. Completed cases will not be released until the order number is validated in NUCORE.