

Starting January 1, 2017, MHPL will be implementing a new process requiring all MHPL customers to create an order in the NUCORE system prior to delivering the samples to the Core. This new process will improve the ordering process and will ensure that a valid payment source has been selected for the order.

Please follow the instructions below to place an order:

- Fill out a Requisition Form <http://mhpl.facilities.northwestern.edu/ordering/request-forms/>
- Access the NUCORE system <https://nucore.northwestern.edu/facilities>
- Log into the NUCORE system (NU Network ID and password is the same for NUCORE). Please contact NUCORE Support nucore@northwestern.edu if you do not have a NUCORE account or if you are unable to log in.
- Locate and click the MHPL link on the HOME tab
- Select and click the HISTOLOGY SERVICES line from the SERVICES section
- Click the ADD to CART button
- Select an appropriate payment source when prompted
- The CART screen will display. Click the PURCHASE button
- Click the OK button when prompted to confirm the order
- The NUCORE system will generate an Order Receipt that contains a 12 digit order number. Print the Order Receipt page or make note of the order number
- Provide the Order Receipt (or the NUCORE Order Number) and the Requisition Form to the MHPL staff when the samples are delivered to the Core

Please note that the MPHL staff will not accept the samples nor initiate the order unless a NUCORE Order Receipt or Order Number is provided at the time of delivery.