First Time User Guide to PPMS Account Creation and Ordering

Functional Genomics Resources from the DRSC

Our reagents services can be requested at https://ppms.us/hms-drsc/. A list of all available reagents and specific instructions for ordering and PO creation can be found at the end of this document.

Account Creation Requests

The first time you access our PPMS system, you will need to submit an **account creation request**. Once is it approved by an administrator, you will be able to place a request.

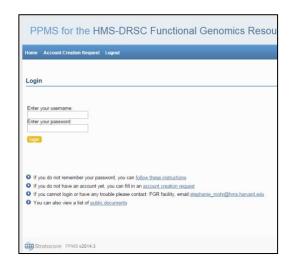
How to create an account:

Click "account creation request" on the PPMS home page (i.e. the second option below sign-in). You will then be able to see a list of all the currently available reagents and services.

To complete registration so you can place request, click "continue" to advance to the next screen.

Select your affiliation, "Harvard Medical School" or "NOT Harvard Medical School".

Harvard-affiliated hospitals, please select "NOT Harvard Medical School" (Harvard-affiliate pricing will be applied based on "institution" or "group" information captured later in the registration process).



If your institution is HMS, please read on.

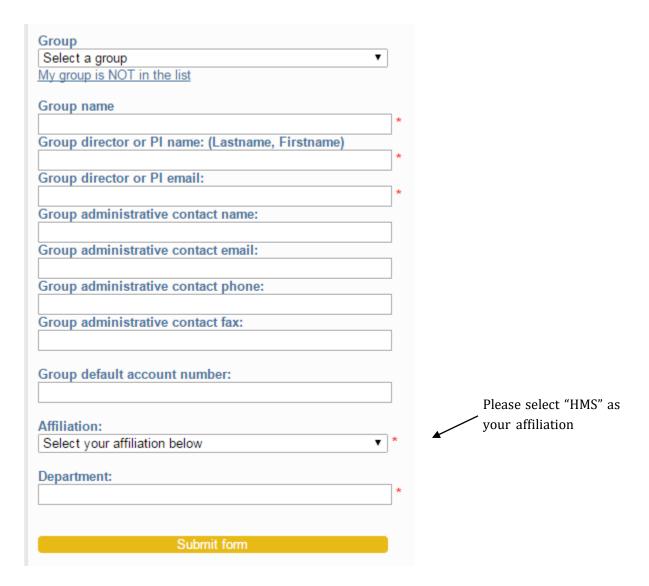
If your institution is NOT HMS, please go to page 4 for more relevant instructions.

| PMS account creation for | n |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| acility, email: stephanie_mohr@hms | es not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: FGR harvard edu. rd, you can follow these instructions. |
| Please choose one of the fo | Illowing options: |
| Your institution is Harvard Medic Your institution is NOT Harvard | |

HMS researchers: please fill in the required information.

| · | | |
|------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------|
| Please choose one of the following options: | | |
| Your institution is Harvard Medical School Your institution is NOT Harvard Medical School | | |
| Please enter your details below (*: required fields) First name: | * | |
| Last name: | | |
| Phone: | | |
| | * | This will become your login |
| Email: | | (login=full email address) |
| If your email exists in both a short and a long form, please use the short f | * | |
| (Use jsmith@ instead of john.smith@) | omi | Please enter a 33digit |
| Account number: | | internal billing code (if known) |
| | (optional) | Miowing |
| Password you want to use: | * | |
| Retype password: | | |
| | * | |
| Do not use a dictionary based word, or a name | | |
| Do not use series like 1234 or qwerty or abod | | |
| Try to use combinations of lowercase (a-z), uppercase letters (A-Z), nu and non-alphanumeric characters | mbers (0-9) | |
| The non alphanumeric characters allowed are: ! "#\$ % & '() * + , / : ; < = > ? @ [\]^_ `{ }~ and the space charact | er | |
| | | Group= laboratory |
| Group | ** | If your lab is not in the group |
| Select a group My group is NOT in the list | * | dropdown menu, click "my |
| | | group is NOT in the list" and follow the instructions to |
| Submit form | | create a new group |
| | | |

Please use your Pl's full name as the group name, i.e. Albert Einstein's laboratory



Click "submit" to complete the account creation request.

PPMS will notify us of a new account request. We will review and accept your request.

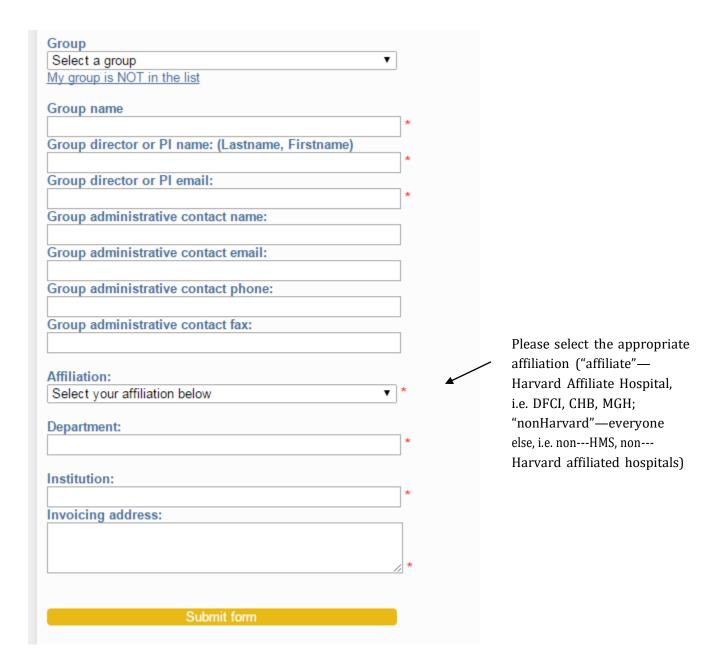
Once your account is approved you can log onto the system using your **e-mail** as your username. At that point, you can place requests. We will sometimes associate one or more request with a project to help define milestones and manage communication with you about the request(s).

Non-Harvard Medical School Users

Please fill in the required information

| Please choose one of the following options: | |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Your institution is Harvard Medical School Your institution is NOT Harvard Medical School | |
| Please enter your details below (*: required fields) | |
| First name: | |
| Last name: | |
| Phone: | |
| * | This will become your login |
| Email: | (login=full email address) |
| If your email exists in both a short and a long form, please use the short form (Use jsmith@ instead of john.smith@) | |
| Password you want to use: | |
| Retype password: | |
| | |
| Do not use a dictionary based word, or a name Do not use series like 1234 or qwerty or abcd | |
| Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters | |
| The non alphanumeric characters allowed are: !"#\$%&'()*+,/:;<=>?@[\]^_`{ }~ and the space character | |
| | Group= laboratory |
| Group Select a group My group is NOT in the list * * * * * * * * * * * * * | If your lab is not in the group dropdown menu, click "my group is NOT in the list" and |
| Submit form | follow the instructions to create a new group |
| | |

Please use your Pl's full name as the group name, i.e. Albert Einstein's laboratory



Click "submit" to complete the account creation request.

PPMS will notify us of a new account request. We will review and accept your request.

Once your account is approved you can log onto the system using your **e-mail** as your username. At that point, you can place requests. We will sometimes associate one or more request with a project to help define milestones and manage communication with you about the request(s).

If you have any problems with PPMS or questions, please contact us.

Stephanie Mohr, DRSC Director, stephanie_mohr@hms.harvard.edu

Available Reagents

| Drosop | hila cell-based RNAi reagents | Min | Max | Unit price |
|---------|-----------------------------------------------------------|-----|------|--------------------------|
| #020002 | Custom dsRNA synthesis | 1 | 6 | 1200.00 |
| #020034 | DRSC Test Plate | 2 | 6 | 2 : 62.50 3-6 : 58.33 |
| #020027 | Genome-wide RNAi Library | 2 | 6 | 5000.00 |
| #020001 | PCR template 'cherry-pick' | 1 | 5000 | 8.00 |
| #020019 | Sub-library of Autophagy-related Genes | 2 | 15 | 706.00 |
| #020021 | Sub-library of G protein-coupled Receptors | 2 | 15 | 826.00 |
| #020003 | Sub-library of Kinases and Phosphatases | 2 | 15 | 1006.00 |
| #020025 | Sub-library of Membrane-bound Organelle- related Genes | 2 | 15 | 645.00 |
| #020023 | Sub-library of RNA-binding Genes | 2 | 15 | 766.00 |
| #020013 | Sub-library of TFs, Nuclear & DNA Binders | 2 | 15 | 1066.00 |
| #020012 | Sub-library of Transmembrane Genes | 2 | 15 | 2072.00 |
| #020016 | Sub-library of Ubiquitin-Related Genes | 2 | 15 | 886.00 |

Ordering

Once your account is approved, you will be able to log in and place an order. To do so, simply change the quantity by clicking on that field and entering the appropriate number. PPMS will automatically calculate the final price.

| ■ Dros | ophila cell-based | RNAi reagents | Min | Max | Incr. | Unit price | Quantity | Price |
|-----------------------------------------|----------------------------|----------------|-----|------|-------|----------------------|------------|-------|
| #020002 | Custom dsRNA synthesis | | 1 | 6 | 1 | 1200.00 | 0 | 0.00 |
| | show description | add a comment | | | | | | |
| #020034 | DRSC Test Plate sh | ow description | 2 | 6 | 1 | 2:62.50 3-6:58.33 | 0 | 0.00 |
| | add a comment | | | | | 5.0.50.55 | | |
| AND | Genome-wide RNAi Library | | 2 | 6 | 1 | 5000.00 | 0 | 0.00 |
| | show description | add a comment | | | | | | |
| #020001 | PCR template 'cherry-pick' | | 1 | 5000 | 1 | 8.00 | ≠ 5 | 40.00 |
| | show description | add a comment | | | | | | |

After you click "Order", a request form will pop up where you can enter all the relevant information for your order, i.e. concentrations, amplicon IDs, shipping and billing addresses, and PO number (or 33-digit billing code if you're a Harvard user). You can see a sample form below.

| To complete your order, please answer the questions below: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please indicate the concentration of dsRNA in ng/ul (384-well plates). For details on RNAi protocols see http://www.flyrnai.org/DRSC-PRR.html. |
| |
| I would like 5 ul at 16 ng/ul (recommended for transfection protocols by the DRSC) |
| Do you know what kind of assay plates you want, or would you like us to give you suggestions? The standard plate types we carry are offered below. |
| Corning 3570 384-well white opaque-bottom plates |
| Corning 3712 384-well black clear-bottom plates |
| \odot Cell Carrier 6007558 384-well black clear-bottom plates (for Opera confocal microscopes; additional charges for this plate type will apply) |
| I would like a different plate type than the options above (please indicate the vendor and part number of the plate you would like below. We will charge you for the plates, or you can send them to us directly) |
| |
| Shipping Information |
| ⊚ local pickup |
| please ship my samples to me |
| Billing Information |

As of February 1st, 2016, we require a PO number (or 33-digit billing code) at the time you place your request in PPMS. It is a required field, so your order will not go through unless you enter information in that field. Please use the following address on your PO:

Accounts Receivable Harvard University P.O. Box 4999 Boston, MA 02212

Check to see if Harvard University is set up in your institution's ordering system prior to creating a PO.

If you need to set us up as a vendor or have any other questions regarding ordering or POs, please contact Cathryn at cathryn_king@hms.harvard.edu.