

## The Centre for Applied Genomics DNA Sequencing Facility

## **Placing an Order**

- Go to tcag-2.ccb.sickkids.ca/Finch and login using your username and password.
- Follow the instructions for sample preparation and submission on the Finch Server homepage.
- Under "Orders" on the left hand tool bar, click "New Order".
- Choose the Primary Service you require
- If you are submitting 20 or more samples, please submit DNA in 8-strip PCR tubes or 96 well PCR plate format, see "<u>Submitting Samples in a 96-well Plate</u>" handout.
- Include both the sample name and the primer name in the "Sample Label" field if you want the primer name to appear in the name of the sequence file returned to you. Do not use spaces or any characters other than dashes or underscores in any entered field.
- Once all samples are entered, click "Save and Continue". Once an order has been saved, you will be able to edit sample information, add or delete samples and edit purchasing information. You will not be able to change the primary service.
- Click "Edit Purchasing Information".
- Fill out your address for billing purposes. Under "Select Billing Address", click "Add Address".
- Enter mailing information for your Principal Investigator and click "Save".
- Under "Select Billing Address", pull down menu to choose billing address.
- If you are outside The Hospital for Sick Children, choose "Pay with Purchase Order Number" and follow instructions to the side of the box.
- If you are within The Hospital for Sick Children, choose "Pay with Cost Centre" and enter the 10 digit cost centre in the box.
- Your purchasing information (ie. Cost centre, last 4 digits of the credit card, or PIs last name), needs to be included with each order. Your sequencing cannot be processed if this information is incomplete.
- Click "Save and Continue". Once an order has been saved, you will be able to edit sample information, add or delete samples and edit purchasing information. You will not be able to change the primary service.
- Review order submission and if all is correct, click "Submit Order". Once an order has been submitted, you can not delete the order, samples or purchasing information