

Placing an order on UC Stratocore

1. Once your account has been approved, log in to Stratocore using your account information and press “Order” at the top of the screen. From there, you may enter the services you are requesting for your samples.

You may create a project for your order – however, this is for **your record only**. Creating a project is not placing an order. You may have multiple orders within a project but should only have one order per group of samples.

Select the Lab service you would like us to provide and enter the quantity (number of samples). We will add the Pass-through (reagents, consumables, etc.) later to finalize the **total price**, which will match the one we provided to you.

Press “Order” once you have entered all of the information.

Order service or consumable

Make this order on behalf of this user:
Tieke Ellen

Attach this order to this project:
no project selected

Select a financial account for the order:
D600051-6261200000-1 - GESC D6 De

Services and consumables available for order (select and enter the quantity values)

Lab service	Min	Max	Incr.	Unit price	Quantity	Price
#090127 Amplicon-seq/CHIP-seq/DNA-seq (per Sample) add a comment	1	-	1	1+ : 40.00	0	0.00
#090126 DNA/RNA/Library QC (per Sample) show description add a comment	1	-	1	1+ : 25.00	0	0.00
#090128 Exome/Methylation Sequencing service (per Sample) add a comment	1	-	1	1+ : 250.00	0	0.00
#090133 Library Only Sequencing service (per Sample) add a comment	1	-	1	1+ : 25.00	0	0.00
#090129 Methylation EPIC Bead Chip Assay Service add a comment	1	-	1	1+ : 70.00	0	0.00
#090130 RNA/DNA Isolation (per Sample) add a comment	1	-	1	1+ : 40.00	0	0.00
#090198 Sequencing service-miRNA/Small RNA-seq (per Sample) add a comment	1	-	1	1+ : 120.00	0	0.00
#090132 Sequencing service-RNA-seq (per Sample) add a comment	1	-	1	1+ : 120.00	0	0.00
#090199 Sequencing service-Single Cell Sequencing (per Sample) add a comment	1	-	1	1+ : 120.00	0	0.00
#090131 Special RNA/DNA Isolation 2 (per Sample) add a comment	1	-	1	1+ : 25.00	0	0.00
#090134 TaqMan assay (CNV, SNP, qPCR, etc) show description add a comment	1	-	1	1+ : 4.00	0	0.00
TOTAL					0	0.00

If you have a PO number for this order, please enter it here:

A PO number is no longer required to submit an order.

2. After submitting the order, your screen should update (see below). At the bottom of your screen there will be a section titled “Add a manifest” (black box below).

Order completed

Thanks for creating this order!

Order ref. #5330

Order ref. #5330
Order for Tieke Ellen, email: tiekeen@uc.edu, phone: 558-4764 (Zhang (GESC) Lab)
Order made on 10/11/2023 at 10:22 by Tieke Ellen [Change date](#)
Account number to use: D500051-6261200000-1. [Change account](#)
Affiliation: UC
This order is not attached to a project. [Change project](#)
Assigned to: nobody [change](#)

Lab service	Unit price	Quantity	Price
#090126 DNA/RNA/Library QC (per Sample) show description add comments	25.00	edit 1	25.00
TOTAL		Quantity	Price
		1	25.00



Send a notification by email

Add services or consumables to this order

Select service/consumable Quantity:
 Send a notification by email

Add a manifest

From here, please submit a manifest with all sample information.

3. After clicking to submit a manifest, your screen will update (below). Select the “Required GES Sample Form” Template (black box) from the drop-down menu and complete the form (please include your Sample ID, species, sample type, concentration and the volume).

Attach a sample manifest to order ref. 5330 (you can copy/paste from a spreadsheet)

Important: please do not enter any protected information, such as patient related data.

Please enter a name or a reference for this manifest:

Please enter a sample type for this manifest (optional):

 List of previously used types

Select a template:
Required GES Core Sample Form

Sample #	Sample ID	Species	Sample type (Issue, RNA, library, etc)	Concentration (ng/ul)	Volume (ul)	Service 1	Service 2	Service 3	Illumina/BaseSpace account email	PI name	PI email	Submitter name	Submitter email	Additional info
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

4. If you are submitting Library samples, select the “Library index info” template (black box) from the drop-down menu and complete the form.

Important: please do not enter any protected information, such as patient related data.

Please enter a name or a reference for this manifest:

 Name is required.

Please enter a sample type for this manifest (optional):

 List of previously used types

Select a template:
Library index info (library sequencin...

Sample #	Library ID	Index 1 (i7) sequence	Index 2 (i5) FORWARD sequence	Source of index
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name is required and cannot exceed 200 characters.

5. Once this is all completed, we will accept your order and you can bring the samples to the core.