

Guide to Order Submission in PPMS for DNA Sequencing Facility:

On or after July 1, 2022 go to <http://dnaseq.ucdavis.edu>.

Choose **Sample Submission** —► **Submit Order**

If you **DO NOT** have a PPMS user account, please click **Register** for PPMS account before proceeding.

If you **DO** have a PPMS user account, go to **Submit** button to access PPMS.

Login into PPMS with your credentials.

At the top menu, choose **Order**

Your name and financial account should automatically populate (please skip Projects section).

Under **Services and consumables available for order**, select the service you want by typing the number of reactions (DNA sequencing) or number of plates or partial plates (Fragment Analysis) in **Quantity**.

Click **Order** button then **OK** to confirm

An order reference number will come up. Please keep this for the next step.

IMPORTANT NOTE: Please disregard the Add a Manifest section at the bottom of the page. This manifest does not work for our customers so you will need to download our Excel spreadsheet and email it to us as described in the following step:

Go back to **Home** at the top menu in PPMS --- **OR** --- go back to **Submit Order** on the website to download the appropriate form for DNA Sequencing or Fragment Analysis, fill it out and email to dnaseq@ucdavis.edu.

That's it!

If you experience any issues with PPMS, please email ppms@ucdavis.edu or visit <https://ppms.ucdavis.edu>.