



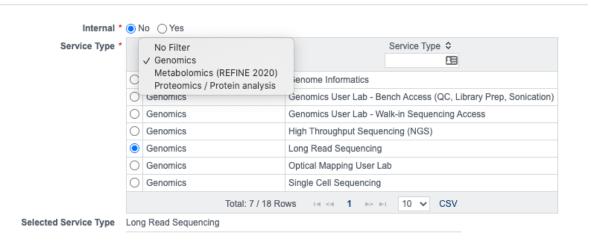
## Creating an order in B-Fabric for Long Read Sequencing

- 1) Please login to your project main page B-Fabric. If you have more than one project @FGCZ, please make sure you are in the correct project page.
- 2) Click on the "Orders" listed on the left part of the screen:



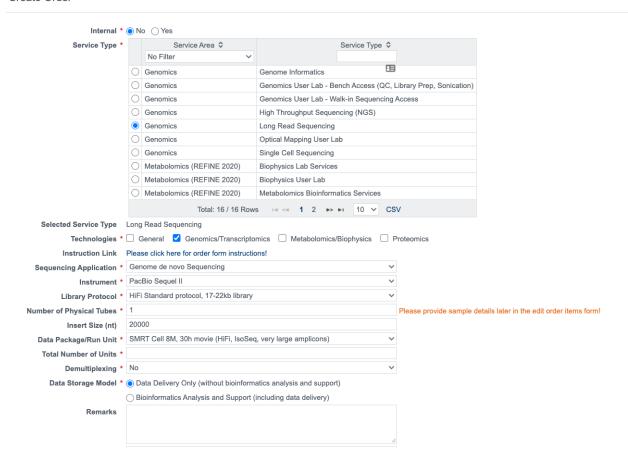
3) Under "Service Area", select "Genomics" from the drop down menu.

## Create Order



4) Under "Service Area", click on "Long Read Sequencing" and fill up the form (select application, instrument, library protocol...). See Example below.

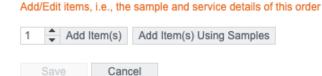
## Create Order



5) Check if the billing address is correct. Please note that ETH/UZH users will be required to enter their <u>fund number for invoicing</u>. If not sure about the fund number please ask your group leader. Click on agree and Save.



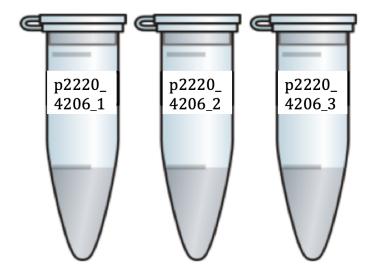
6) Please enter the number of samples you would like to submit. Would you like to add new samples please click on "Add Item(s)" Would you like to add already existing samples from previous orders with in the same project, please click on "Add Item(s) Using Samples.



7) A table will open with fields for the number of samples you have chosen. If you have more samples, add any number of the fields by using the "Add Item(s)" option.



- 8) Enter the information about your samples like Sample Name, Species, Concentration, Extraction Protocol....
- 9) Please leave the Tube Id unchanged and use these numbers (project ID + Order ID) when labeling your tubes.



10) Save

11) Click on "Submit Order" button at the bottom of the page

After order submission, your order will be reviewed by the FGCZ.

You will be notified by email when the order is accepted.

Upon order acceptance, you can then deliver your samples to the FGCZ.

You will be able to monitor the status of your order under the status section on the same page.