

How to submit samples at the ZfP

- 1.- Create an account at the PPMS ZfP https://ppms.eu/Imu/login/?pf=2
- 2.- Create a project with your account.

3.- Request a service to analyse samples belonging to an existing project related to your account.

- 4.- Describe the samples in a "Manifest".
- 5.- Upload images, pdf, doc, xls or other files.

LUDWIG- MAXIMILIANS- UNIVERSITÄT MÜNCHEN Home Account creation request Sc	PPMS FOR THE ZENTRALLABOR FÜR PROTEINANALYTIK - ZfP 💠	
Login		
Enter your username: To find your username: Iist of PPMS account		
Enter your password:		
Login		

• If you do not remember your password, you can follow these instructions



- If you do not have an account yet, you can fill in an account creation request
- If you cannot login or have any trouble please contact: ZfP facility, email:imhof@lmu.de, phone:+4989218075775
- This core facility management system is also used by other core facilities. Change core facility.



PPMS account creation form

PPMS accounts on this system are used by the following facilities: Zentrallabor für Proteinanalytik (ZfP), Core Facility Bioimaging (CFBim), BioPhysics Core Facility (BPCF), Flow Cytometry (FlowCyt), Core Facility Animal Models (CAM).

Important:

If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: ZfP facility, email:imhof@lmu.de, phone:+4989218075775.

If you do not remember your password, you can follow these instructions.

Please choose one of the following options:



lease enter	your	details	below	(* : required fields)
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First name:	
	*
Last name:	
	*
Phone:	
	*

Email:

@ med.uni-muenchen.de

If your email exists in both a short and a long form, please use the short form

(Use username@med.uni-muenchen.de instead of firstname.lastname@med.uni-muenchen.de)

*

Account number:

Password you want to use:

	•
Retype password:	
	*

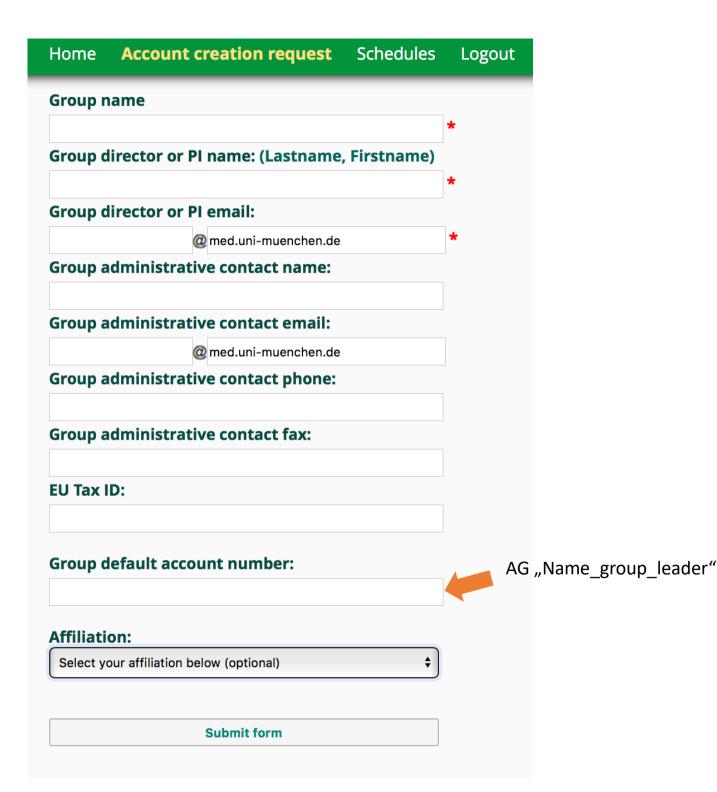
- Do not use a dictionary based word, or a name
- Do not use series like 1234 or qwerty or abcd

• 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		
Select a group	ŧ)*
My group is NOT in the list		





My Documents

Document title:

User Guidelines ZfP

Document content:

User Guidelines Protein Analysis
Unit/Zentrallabor für Proteinanalytik
(ZfP)
Decided on 20.09.2002 as internal guidelines. 1st Revision on 15.01.2014; 2nd Revision 15.03.2017; 3rd revision 10.10.2018
1. The guidelines of the ZfP regulate:
1. a) the organization of service and research within the Protein
Analysis Unit/Zentrallabor für Proteinanalytik (ZfP), and the
workflows (routines, processes) within the unit.

2. b) the integration of the ZfP in the Biomedical Center, BMC).

3. c) the relations between the ZfP staff, users, clients and collaborative partners.

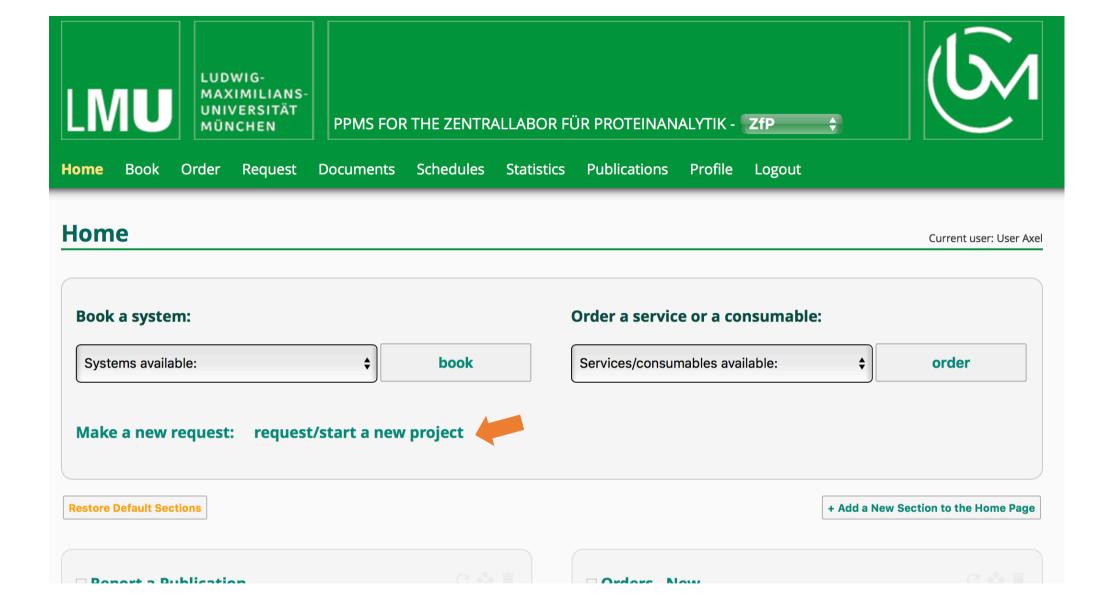
2. Internal policies are decided by the Advisory Board of the ZfP in meetings or by circulation and possibly revised. The current version is published on the Internet (https://www.proteinanalytik.abi.med.uni-muenchen.de/about-us/user-guidelines-zfp-english.pdf).

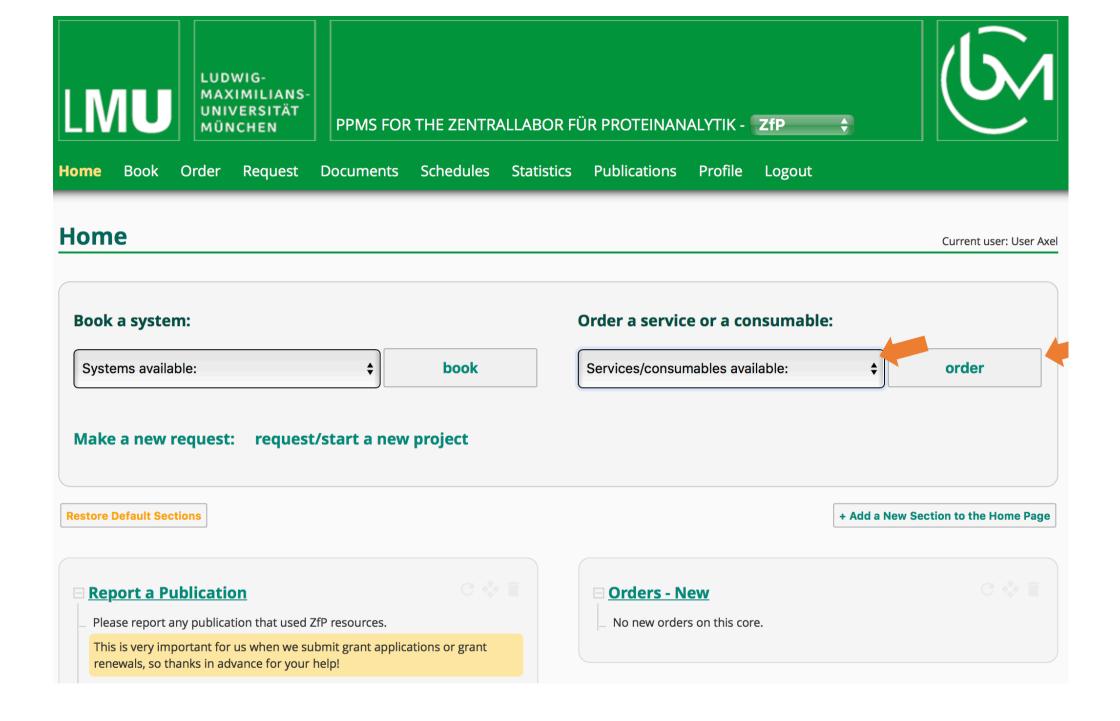
3. The guidelines are mandatory for all ZfP users.

Please check the check box below and the submit button.

I agree

submit







Order service or consumable

Attach this order to this project:

Test Dummy prepaid (default)



Select the project under which the order will be placed

A compatible project is required to order some services/consumables Request/start a new project

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

(Some services and consumables will not be visible until you select a compatible project above)

\$

🗄 Other					
CF FlowCyt Service					
🗄 Microscopy equipment					
🖽 MS Analysis					
TOTAL				Quantity	Price
				0	0.00

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

Home Book **Order** Request Documents Schedules Statistics Publications Profile Logout

(Some services and consumables will not be visible until you select a compatible project above)

🗄 Other							
 CF FlowCyt Service Microscopy equipment doubt contact 							
MS Analysis ZfP staff	Min	Мах	Incr.	Unit price	Unit price (subsidized)	Quantity	Price
#020074 Barcoding show description add a comment	1	20	1	12.00	0.00	8	0.00
#020004 MALDI Analysis show description add a comment	1	20	1	15.00	0.00	0	0.00
#020075 PreOmics sample prep show description add a comment	1	96	1	27.00	0.00	0	0.00
#020009 Protein Digest with LC MS/MS Analysis (Short Gradient) TTOF <pre>show description</pre> add a comment	1	20	1	0.00		0	0.00
#020006 Protein digestion plus LC MS/MS analysis (extended gradient) show description add a comment	1	50	1	100.00	0.00	ź	0.00
#020005 Protein digestion plus LC MS/MS analysis (short gradient) <pre>show description</pre> add a comment	1	30	1	85.00	0.00	0	0.00
TOTAL		I				Quantity	Price
						8	0.00

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

Order

Save quote



Order completed

Thanks for creating this order!

The reference number for your order.

Order ref. #1852

Please use for all other requests

Order ref. #1852

Order for User Axel, email: axelimhof@me.com, phone: 4989218075420 (Zentrallabor für Proteinanalytik)

Order made the 09/10/2018 at 11:27 by User Axel

Account number to use: Internal

Affiliation: BMC

This order is subsidized. Total subsidy for this order: 296.00

This order is attached to project "Test Dummy prepaid". Change project

Assigned to: nobody

MS Analy	sis	Ur	nit price	Unit price (subsidized)	Quantity	Price					
#020074	Barcoding show	w description	12.00	0.00	8	0.00					
#020006	Protein digestion plus LC MS/MS analysis (extended gradient) show	w description	100.00	0.00	2	0.00					
TOTAL Quantity											
10											

Home	Book	Order	Request	Docume	nts S	Schedules	Statistics	Publications	Profile	Logout			
				this order: 2									
This order	r is attac	hed to pro	ject "Test Du	mmy prepaic	d". Chan	ge project							
Assigned t		ody									1		
MS Analy	vsis									Unit price	Unit price (subsidized)	Quantity	Price
#020074	Barcodir	ng						show descrip	otion	12.00	0.00	8	0.00
#020006	Protein	digestion p	lus LC MS/M	S analysis (ex	xtended	gradient)		show descrip	otion	100.00	0.00	2	0.00
TOTAL												Quantity	Price
												10	0.00
	ncel orde		ail										
Add a n	nanif	est											
Submit a r	manifest	of samples	to attach to t	his order				nanifest to	descr	ibe			
						your sa	mples						

Attach a sample manifest to order ref. 1852 (you can copy/paste from a spreadsheet)

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

numb			th sample description and reference per i.e Sample _Ref 1852	
Please enter a sample type for this ma			In case you previously submitted samples	you can reload
Select a template:		(<u>·</u>]

Sample Description ZfP

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Use Sample Description ZfP for regular submissions

Sample			
#	Sample Reference		Sample Description
1		Name the samples	according to the following rule:
2		nume the sumples	
3			
4		RefNum_UserInitial	s_YYMMDD_01
5			
6		Tin· You can genera	te in excel and then copy and paste
7			te in exect and then copy and paste
8		the list	
9			
10			

Add 10 more lines Add 100 more lines

Submit manifest

- Allach a lext based report of message

🗄 Upload a file

Resources and usage linked to this project

Services/consumables	Quantity ordered	Subsidies	Charges	Prepaid					
ZfP: MS Analysis Barcoding	8	96	0	0					
ZfP: MS Analysis Protein digestion plus LC MS/MS analysis (extended gradient)	2	200	0	0					
Summary									
Total subsidies									
Total quantities									

Export as a spreadsheet

Quotes, orders linked to this project

• #1852

Create a new order or a new quote

Manifests attached to this project

• Manifest #613 (Submitted with order 1852)

Submit a manifest of samples to attach to this project



The final sample description can be found here

Project files

None



Order ref. #1852

Order re	f. #1852					
Order for	r User Axel, email: axelimhof@me.com, phone: 4989218075420 (Zentral	labor für Proteinanalytik)				
Order ma	ade the 09/10/2018 at 11:27 by User Axel					
Account	number to use: Internal					
Affiliation	n: BMC					
This orde	er is subsidized. Total subsidy for this order: 296.00					
This order is attached to project "Test Dummy prepaid". Change project 🖊 You can upload files within the pro						ze
Assigned	to: nobody] = = = [= = (5-
MS Analysis			Unit price	Unit price (subsidized)	Quantity	Price
#020074	Barcoding	show description	12.00	0.00	8	0.00
#020006	Protein digestion plus LC MS/MS analysis (extended gradient)	show description	100.00	0.00	2	0.00
TOTAL						
					10	0.00
					10	0

Event on a several sharet

Home	Book	Order	Request	Documents	Schedules	Statistics	Publications	Profile	Logout
Descript none Project a no affiliat Project a yes	affiliatio ion								
Projec	t statu	IS							
Phase 0 -	in use								
Projec	t timel	line and	d milestor	nes					
🗄 Attach	a text bas	ed report	or message						
Upload	a file:								X
File des	cription:								
Content	•								
Upload			-	All file	e types ca	an be u	ploaded u	p to 10	0Mb
		project ad ation by en	ministrators nail						
Submit		, , ,							

Resources and usage linked to this project

Services/consumables	Quantity ordered	Subsidies	Charges	Prepaid
ZfP: MS Analysis Barcoding	8	96	0	0
ZfP: MS Analysis Protein digestion plus LC MS/MS analysis (extended gradient)	2	200	0	0

