How to submit samples at the ZfP

1.- Create an account at the PPMS ZfP
https://ppms.eu/lmu/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.

Home   Account creation request   Schedules   Logout

Login

Enter your username: To find your username:

list of PPMS accounts

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.

Home   **Account creation request**   Schedules   Logout

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:

○ Your institution is Ludwig Maximilians Universität München
○ Your institution is NOT Ludwig Maximilians Universität München

Please enter your details below (* : required fields)

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:

[   ] (optional)

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   ⬍] *

My group is NOT in the list

Group name

[   ] *

Group director or PI name: (Lastname, Firstname)

[   ] *

Group director or PI email:

[   ] @ med.uni-muenchen.de *

Group administrative contact name:

[   ]

Group administrative contact email:

[   ] @ med.uni-muenchen.de

Group administrative contact phone:

[   ]

Group administrative contact fax:

[   ]

EU Tax ID:

[   ]

Group default account number:

[   ] ← AG „Name_group_leader"

Affiliation:

[Select your affiliation below (optional) ▼]

[**Submit form**]

LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

PPMS FOR THE ZENTRALLABOR FÜR PROTEINANALYTIK - ZfP

Home   Book   Order   Request   Documents   Schedules   Statistics   Publications   Profile   Logout

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

You can access again that document at any time with the "My Documents" menu

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

Home

Current user: User Axel

Book a system:

Systems available: ▼   book

Order a service or a consumable:

Services/consumables available: ▼   order

Make a new request: request/start a new project

Restore Default Sections   + Add a New Section to the Home Page

⊟ Report a Publication

Please report any publication that used ZfP resources.

This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!

⊟ Orders - New

No new orders on this core.

LMU
LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

PPMS FOR THE ZENTRALLABOR FÜR PROTEINANALYTIK - ZfP

Home   Book   Order   Request   Documents   Schedules   Statistics   Publications   Profile   Logout

Order service or consumable

Attach this order to this project:

Test Dummy prepaid (default)   filter

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)

	Quantity	Price
⊞ **Other**		
⊞ **CF FlowCyt Service**		
⊞ **Microscopy equipment**		
⊞ **MS Analysis**		
TOTAL		
	0	0.00

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

Order	Save quote

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

⊞ **Other**

⊞ **CF FlowCyt Service**

⊞ **Microscopy equipment**

⊟ **MS Analysis**

When in doubt contact ZfP staff

		Min	Max	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 [show description] [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	2	0.00
#020005	Protein digestion plus LC MS/MS analysis (short gradient) [show description] [add a comment]	1	30	1	85.00	0.00	0	0.00
TOTAL							**Quantity**	**Price**
							8	0.00

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

[Order]   [Save quote]

Home   Book   Order   Request   Documents   Schedules   Statistics   Publications   Profile   Logout

Order completed

Thanks for creating this order!

The reference number for your order.
Please use for all other requests

Order ref. #1852

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 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					**Quantity**	**Price**
					10	0.00

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 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					**Quantity**	**Price**
					10	0.00

Export as a spreadsheet

Cancel order

☐ Send a notification by email

Add a manifest

Submit a manifest of samples to attach to this order ⬅

Please fill the manifest to describe your samples

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.

Please enter a name or a reference for this manifest:

[   ]   ⬅ Fill with sample description and reference number i.e Sample _Ref 1852

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

| 12 desalted samples, dry | List of previously used type ▾ | In case you previously submitted samples you can reload

Select a template:

| Sample Description ZfP ▾ | Use Sample Description ZfP for regular submissions

Sample	
#	Sample Reference	Sample Description
1	[ ]	⬅ Name the samples according to the following rule:
2	[ ]	
3	[ ]	RefNum_UserInitials_YYMMDD_01 ..
4	[ ]	
5	[ ]	
6	[ ]	Tip: You can generate in excel and then copy and paste
7	[ ]	the list
8	[ ]	
9	[ ]	
10	[ ]	

[Add 10 more lines]   [Add 100 more lines]

[Submit manifest]

Attach a text based report or 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				296
Total quantities				10

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)   ⟵   The final sample description can be found here

Submit a manifest of samples to attach to this project

Project files

None

LMU
LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

PPMS FOR THE ZENTRALLABOR FÜR PROTEINANALYTIK - ZfP

Home   Book   Order   Request   Documents   Schedules   Statistics   Publications   Profile   Logout

Order ref. #1852

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

You can upload files within the project page

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					Quantity	Price
					10	0.00

Description/abstract:
none
Project affiliation:
no affiliation
Project active:
yes

Project status

Phase 0 - in use

Project timeline and milestones

⊞ Attach a text based report or message

Upload a file: x

File description:

[   ]

Content:

[Upload a file]
☐ Visible only to project administrators
☐ Send a notification by email
[Submit]

← All file types can be uploaded up to 10Mb

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

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

Home

Current user: User Axel

Book a system:

Systems available: [dropdown]   **book**

Order a service or a consumable:

Services/consumables available: [dropdown]   **order**

Make a new request: request/start a new project

Restore Default Sections

+ Add a New Section to the Home Page

⊟ Report a Publication

Please report any publication that used ZfP resources.

This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!

Report a publication

⊟ Orders - New

Order ref #1852 ⬅ You have registered your samples and are ready to send !

⊞ Orders - Accepted