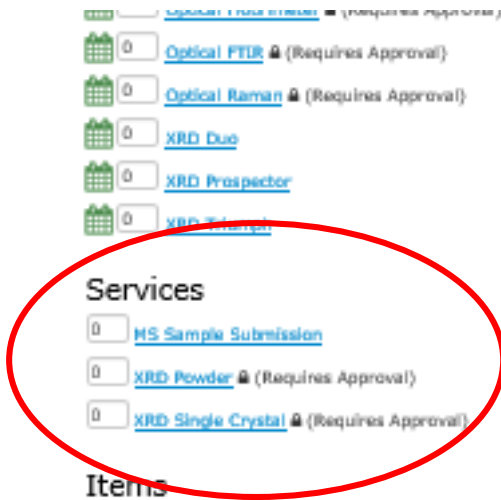
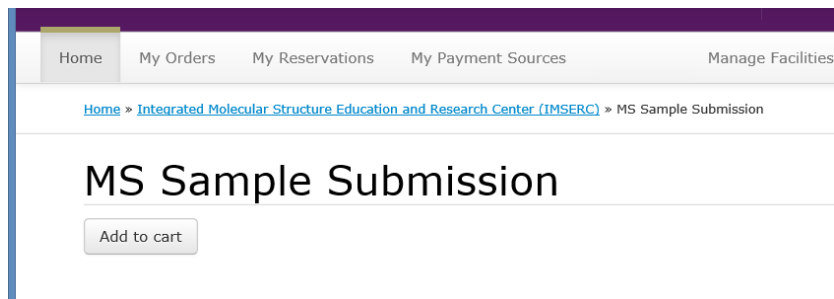


How to Submit Samples in NUCore

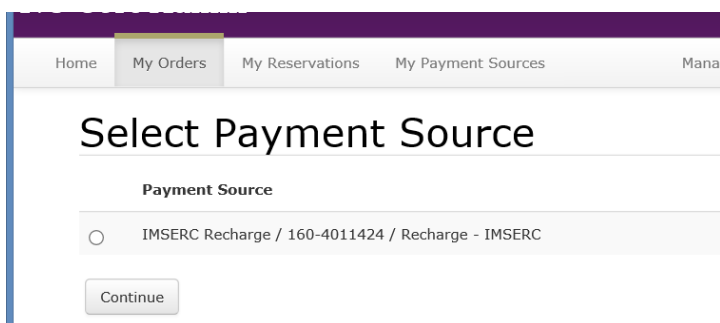
- Log onto NUCore. From the Home screen click the appropriate Service:



- The next screen will show the service you collected. Click “Add to Cart”



- Select the correct payment source on the following screen, and click “Continue”



- The next screen will show your Cart. Click “Complete Online Order Form” to enter sample information.

NOTE: Always leave the Quantity as 1.

The screenshot shows a web browser window with the URL <https://nucore.northwestern.edu/orders/182876>. The page title is "NU Core Admin" and the user is logged in as "Andrew Ott (awo546)". The cart contains one item: "MS Sample Submission" with a quantity of 1. The estimated price and total are both \$0.00. A button labeled "Complete Online Order Form" is visible below the item. The page also includes a navigation menu, a search bar, and a footer with an "Update" button.

Payment Source
 IMSERC Recharge / 160-4011424 / Recharge - IMSERC
[Change Payment Source](#)

Product	Quantity	Estimated Price	Estimated Total
Remove Please complete the online order form MS Sample Submission <input type="button" value="Complete Online Order Form"/>	1	\$0.00	\$0.00
Estimated Totals		\$0.00	\$0.00

All prices are estimates. Actual cost is assigned when the order is complete.

- The next screen will show an on-line form with various required fields.
- For Single Crystal XRD submissions, you must supply a valid chemical formula. Abbreviations (such as ACAC, EtOH, CD-MOF) will fail.
- For MS and SCXRD forms you must also supply a Chemical Structure figure. **Valid figure formats are jpg, png and pdf ONLY.** The PDF file will not appear on the form, but will be available to IMSERC staff in NUCore.

SPEXLAB AND RESEARCH LIBRARY

Mass Spectrometry Submission Form

Project Information

Measurement*

Ionization Technique*

Polarity*

Previous Low Res Data File Name

Source*

Sample Information

Please consult staff before submitting biological hazards. Radioactive materials are NOT accepted.
Bulk Rate applies for 4 or more samples using the same solvent and ionization conditions and protocol agreed to before samples are submitted.

Location* Bulk approver

Required if submitting more than one sample.

Sample* Formula*

Molecular Weight* Solvent*

If DMF, DMSO, THF, or other "non-MS friendly" solvent, please contact staff.

Concentration A* Concentration B*

[mg/ml] (1 mg/ml recommended) [ug/ml] (50 ug/ml recommended)

Chemical structure*

Sensitivities and Safeties

At least one Sensitivity and one Safety must be selected.
If sample decomposes quickly, print and submit form, but contact staff to coordinate analysis before bringing sample to IMSERC.

Sensitivities* None
 Air
 Water
 Light
 Temperature
 Other

Safeties* Non-Toxic
 Toxic
 Noxious
 Flammable
 Corrosive

Submitter Comments

- Click "Create ..." to enter your information.

- Once you click "Create..." the values you supplied will appear in your browser window. Check that everything is correct. Click "Edit" to change anything, and repeat from above. Once you are satisfied, click "Attach to Cart"



Mass Spectrometry was successfully created. x

NUCore Order Information

Account Owner	Andrew Ott a-ott@northwestern.edu
Ordered For	Andrew Ott a-ott@northwestern.edu

Project Information

Job Name:	MS-13
Measurement:	Formula Verification-Accurate Mass
Ionization Technique:	Any
Polarity:	Either
Previous Low Res Data File Name:	
Source:	Synthetic

Sample Information

Sample	Formula	Molecular Weight	Solvent:	Concentration A	Concentration B
IMSERC Test	C ₈ H ₁₀ N ₄ O ₂	194	Methanol	1 mg/mL	10 ug/mL
Location:	Submission Table				
File Name:	Caffeine.jpg				

Sensitivities and Safeties

Sensitivities:	Safeties:
None	Non-Toxic

Submitter Comments

Test

[Attach to Cart](#)

[Edit](#)

[View as PDF](#)

This order is not complete until the cart is purchased.

- You will be returned to the Cart page. **You must click “Purchase” in order to submit the form.**

NU Core Admin Andrew Ott (awo546) Cart (1) Logout

Home My Orders My Reservations My Payment Sources Manage Facilities Search by Order #

[Home](#) > [Integrated Molecular Structure Education and Research Center \(IMSERC\)](#) > Cart

Cart

Your cart will be saved between visits and can be added to, or your order completed at a later time.

Payment Source
IMSERC Recharge / 160-4011424 / Recharge - IMSERC
[Change Payment Source](#)

	Product	Quantity	Estimated Price	Estimated Total
Remove	MS Sample Submission	<input type="text" value="1"/>	\$0.00	\$0.00
		<input type="button" value="Edit Online Order Form"/>		
Estimated Totals			\$0.00	\$0.00

All prices are estimates. Actual cost is assigned when the order is complete.

- Once you have the order receipt, you can print your form and bring it to the lab with your sample.
- NOTE: IMSERC Staff do not receive emails that you have submitted a form.** The only way to ensure that your data are collected is to bring the form to the appropriate lab and leave it in the queue. (Sensitive samples can be kept in your lab if required).

NU Core Admin Andrew Ott (awo546) Cart (0) Logout

Home My Orders My Reservations My Payment Sources Manage Facilities Search by Order #

[My Orders](#) > Order Receipt

Order Receipt

Thank you for your order.

Facility
Integrated Molecular Structure Education and Research Center (IMSERC)

Payment Source
IMSERC Recharge / 160-4011424 / Recharge - IMSERC

Ordered Date
08/26/2014 3:46 PM

Ordered For
Andrew Ott

Ordered By
Andrew Ott

Order #	Quantity/Product	Cost	Total
182876-208084	1 MS Sample Submission	\$0.00	\$0.00

Orange amounts are estimates. Green amounts are final. Pricing will soon be assigned to completed transactions with unassigned amounts.

- From the Order Receipt page, click the order number link. On the next screen, click “View Order Form”.

NU Core Admin Andrew Ott (awo546) Cart (0) Logout

Home My Orders My Reservations My Payment Sources Manage Facilities Search by Order #

My Orders > Order # 182876-208084

Order # 182876-208084

[View Receipt](#)

Facility
Integrated Molecular Structure Education and Research Center (IMSERC)

Payment Source
IMSERC Recharge / 160-4011424 / Recharge - IMSERC

Ordered Date
08/26/2014 3:46 PM

Ordered For
Andrew Ott

Ordered By
Andrew Ott

Action	Quantity/Product	Status	Cost	Total
	1 MS Sample Submission View Order Form	New	\$0.00	\$0.00

Orange amounts are estimates. Green amounts are final. Pricing will soon be assigned to completed transactions with unassigned amounts.

- Click View as PDF

Project Information

Job Name: MS-13

Measurement: Formula Verification-Accurate Mass

Ionization Technique: Any

Polarity: Either

Previous Low Res Data File Name:

Source: Synthetic

Sample Information

Sample	Formula	Molecular Weight	Solvent:	Concentration A	Concentration B
IMSERC Test	C8H10N4O2	194	Methanol	1 mg/mL	10 ug/mL

Location: Submission Table

File Name: Caffeine.jpg

Sensitivities and Safeties

Sensitivities: None

Safeties: Non-Toxic

Submitter Comments

Test

[Attach to Cart](#) [Edit](#) [View as PDF](#)

This order is not complete until the cart is purchased.

- Print the PDF form from your browser, and bring it to the lab with your samples.



Mass Spectrometry Submission Form
 IMSERC, DEPARTMENT OF CHEMISTRY
 NORTHWESTERN UNIVERSITY
SINGLE SAMPLE SUBMISSION



NUCORE ORDER INFORMATION

Account Owner	Ordered For
Andrew Ott a-ott@northwestern.edu	Andrew Ott a-ott@northwestern.edu

PROJECT INFORMATION

Job Name: MS-13

Date: 08/26/2014

SAMPLE INFORMATION

Sample	Formula	Molecular Weight	Solvent:	Concentration A	Concentration B
IMSERC Test	C8H10N4O2	194	Methanol	1 mg/mL	10 ug/mL

Location: Submission Table

Bulk Approver:

SERVICE REQUESTED

Measurement: Formula Verification-Accurate Mass

Ionization Technique: Any

Polarity: Either

Previous Low Res Data File Name:

Source: Synthetic

Sensitivities:

- None

Safeties:

- Non-Toxic

SUBMITTER COMMENTS

Test

