



Arizona State University
Biodesign Institute
DNASU Plasmid Repository
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Ordering Instructions

Thank you for your interest in plasmids from DNASU. To order, you must have an account on our website.

If you do not have an account, follow the steps below to create one:

1. Go to our website to register as a user <https://dnasu.org/DNASU/PrepareRegistration.do>
2. Enter your information as the user
3. Select or enter the Principal investigator information
4. If your PI is not on the drop down list, you can add them by filling in:
 1. Name and email
 2. Institution:
 1. If your institution is a part of our expedited MTA group, the institution's name will be on the list for Expedited MTA Members. If your institution is not an expedited MTA member, select its name from the Non-member list. If your institution is not on either of these two lists, you can enter it in the Other box, and select whether it is a non-profit institution (US, Government, or International) or a company.
 3. Group which the PI belongs to (academic, company, non-profit, PSI, CPD, or ASU)
5. Choose a password

Once you have an account, follow the steps below to place an order:

1. Make sure you are logged in
2. Either search for the clone ID (four letters followed by eight numbers, such as HsCD00303066) in the box at the top right, search for the clone ID on this search page <https://dnasu.org/DNASU/SearchOptions.do?tab=3>, or go to this search page for additional search parameters: <https://dnasu.org/DNASU/SearchOptions.do?tab=1>
3. Add the desired clone to your cart using the "Add to Cart" button on the right

Once all the desired clones have been added to your cart, to check out:

1. Click the "View Cart" link on the top right of the page
2. Review the clones you have added to your cart
3. Click the "Check Out" button at the bottom of the cart (or "Save Cart" for later)
4. **MTA:** If your institution is part of our expedited MTA network, you will be asked to review the standard plasmid transfer agreement at this time. If you agree, choose agree and the click continue. If you do not see this page, an MTA should be emailed to you upon completion of your order for your review.

5. **Shipping Service:** You can choose to have your order sent using our standard rates via Fedex, to provide your own Fedex account (please enter your Fedex number in the shipping account box), or pick up if you are on Tempe, AZ campus.
6. **Shipping and Billing Address:** Please fill in your shipping and billing address. The **Billing Email** should be the email where invoices should be sent to, typically accounts payable.
7. **Information Confirmation:** Please verify the billing and shipping details. If you would like to add DNA prep service to your order, you can enter that selection now.
8. **Payment options:** For payment, you can select credit card and enter your details after placing your order. For check or wire transfers, you can select Purchase Order and the corresponding method of payment. Also, if you have a PO number, please enter it under “Enter Cost Center/Program”.
9. **Submit:** Do not forget to click “submit” to place your order. If you are paying using a credit card, please be sure to have your pop-ups unblocked and click the “click to pay” link after you have placed your order. This opens a new webpage where you can securely enter your credit card information.

Please do not hesitate to contact DNASUHelp@asu.edu or call 480-965-5697 if you have any additional questions.