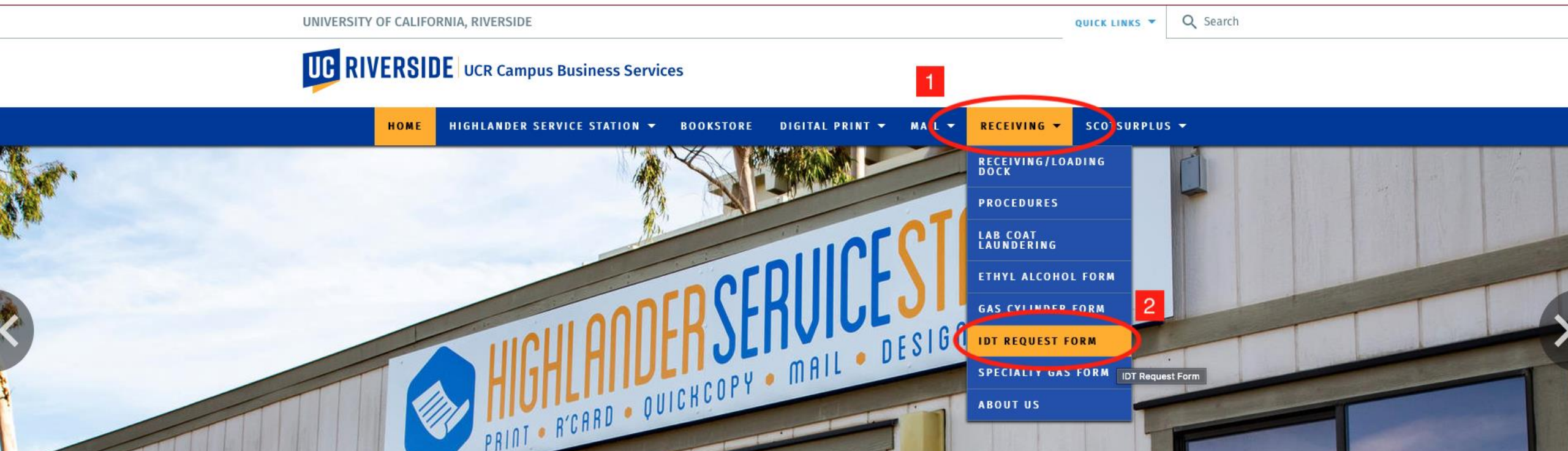


1. To start, please request order numbers (referred to as REQ#).

- Go to <https://cbs.ucr.edu/> to place an IDT order
- Under the “**Receiving**” tab, select “**IDT Request Form**”

To make health and safety a priority, while maintaining essential campus services, CBS has modified our hours and operations. [View the CBS measures here.](#)  
General UCR COVID-19 campus updates can be [seen here.](#)



# 2. Fill out the request form

IDT Request Form | UCR Campus Business Services

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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UCR Campus Business Services

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IDT REQUEST FORM

IDT Request Form

\* Indicates required field

First \*

Last \*

Phone \*

Email \*

Approving Transactor Information

First \*

Last \*

Phone \*

Email \*

Principal Investigator Information (PI)

First \*

Last \*

Phone \*

Email \*

Delivery Information

Building \*

Room \*

Stock Number

43502888

FAU Account Number

720280

Activity \*

Fund \*

Function \*

Cost Center

Project Code

REQ Number assigned to department from Receiving Staff

Use the last 6 digits of the number to place your IDT order with.

1

2

3

4

5

Principal Investigator Information (PI)

First \*

Last \*

Phone \*

Email \*

Delivery Information

Building \*

Room \*

Stock Number

43502888

FAU Account Number

720280

Activity \*

Fund \*

Function \*

Cost Center

Project Code

REQ Number assigned to department from Receiving Staff

Use the last 6 digits of the number to place your IDT order with.

1

2

3

4

5

Submit

# 2a. Fill out the request form- your information

[HOME](#)[HIGHLANDER SERVICE STATION ▼](#)[BOOKSTORE ☑](#)[DIGITAL PRINT ▼](#)[MAIL ▼](#)[RECEIVING ▼](#)[SCOTSURPLUS ▼](#)[IDT REQUEST FORM](#)

## IDT Request Form

\* Indicates required field

First \*

Last \*

Phone \*

Email \*

# 2b. Fill out the request form- Approved Transactor information

## Approving Transactor Information

First \*

Last \*

Phone \*

Email \*



## Approving Transactor Information

First \*

Last \*

Phone \*

Email \*

## 2c. Fill out the request form- PI information

### Principal Investigator Information (PI)

First \*

Last \*

Phone \*

Email \*

## 2d. Fill out the request form- Delivery information

### Delivery Information

Building \*

Room \*



### Delivery Information

Building \*

Room \*

## 2e. Fill out the request form- FAU information

1

Stock Number  
43502888

FAU Account Number  
720280

Activity \*

Fund \*

Function \*

Cost Center

Project Code

**REQ Number assigned to department from Receiving Staff**  
Use the last 6 digits of the number to place your IDT order with.

1

2

3

4

5

**Leave these blank**

2

Submit

**\*Double check your FAU here.**

### 3. After submitting you will receive an email from Receiving Services containing 5 REQ numbers

- Each REQ# is to be used **ONLY ONCE** per transaction.
- It is up to you to keep track of which of your numbers you have used and save unused numbers for future purchases.
- Example numbers: (these are just sample numbers, do not use these ones)
  - REQ0**111111**
  - REQ0**222222**
  - REQ0**333333**
  - REQ0**444444**
  - REQ0**555555**

**The last 6 numbers will be used at checkout on the IDT site.**



## 4. Navigate to the UCR IDT login portal

- Do **NOT** go directly to the IDT website.
- Instead, head to :  
<https://www.idtdna.com/coreinstitutions/login.aspx?p=UCR>
- Bookmark this page

## 4. Navigate to the UCR IDT login portal

[GET HELP](#)

0 \$0.00 USD

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If you don't see the Scotty logo here, you're at the wrong site. Try again.



Welcome to Integrated DNA Technologies - University of CA-Riverside Storehouse Portal

Next-day turnaround on selected standard desalted DNA orders. Order by 8pm and receive the oligos the following day.

\* For oligos requiring modifications or purifications, delivery time will vary.

FAU is no longer accepted as payment. Please visit the Storehouse website to obtain a ticket number. You may contact [tatlana.stancic@ucr.edu](mailto:tatlana.stancic@ucr.edu) with any questions.

a.

Please Sign In



☐ Keep me signed in. [Details](#)

[Forgot Password](#)

SIGN IN

b.

Set up a new account

If you do not have an IDT web account, please click the button below to set up a new account.

After you set up an account you can make changes to it at any time by selecting the Update Account Information item from the left menu.

SET UP NEW ACCOUNT

Do **NOT** go directly to the IDT website.

- If you already have an IDT web account sign in on the left.
- If not, use this menu on the right to create your account.

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OligoAnalyzer Tool


<https://www.idtdna.com/coreinstitutions/login.aspx?p=UCR>

5. Once you're logged in, you'll be redirected to the IDT page. Place your order, as usual.

[GET HELP](#)  0 ITEMS \$0.00 USD

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- COMPANY ▾

[Order by part number »](#)



### DNA & RNA oligos

Save time and resources with industry-leading oligos manufactured to your specifications to accommodate all your diverse research needs.

<b>Custom DNA oligos</b> <ul style="list-style-type: none"><li><a href="#">DNA oligos</a></li><li><a href="#">oPools Oligo Pools</a></li><li><a href="#">Affinity Plus DNA &amp; RNA Oligonucleotides</a></li><li><a href="#">SameDay Oligos</a></li><li><a href="#">Rapid HPLC Oligos</a></li><li><a href="#">HotPlates Oligo Service</a></li><li><a href="#">Ultramer DNA Oligos</a></li><li><a href="#">Megamer Single-Stranded DNA Fragments</a></li><li><a href="#">TruGrade DNA Oligos</a></li><li><a href="#">DNA origami reagents</a></li></ul>	<b>Custom RNA oligos</b> <ul style="list-style-type: none"><li><a href="#">RNA oligos</a></li><li><a href="#">Ultramer RNA Oligos</a></li></ul>	<b>Large-scale synthesis</b> <ul style="list-style-type: none"><li><a href="#">Large-scale synthesis</a></li></ul>	<b>Inventoried oligos</b> <ul style="list-style-type: none"><li><a href="#">ReadyMade Primers</a></li><li><a href="#">ReadyMade Random Hexamers</a></li></ul>
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## 6. At checkout, select Purchase Order

For “**Purchase Order number**”: enter the last 6 digits of an unused REQ#

**\*\*After this transaction, mark this number as used. It may not be used again.**

[GET HELP](#)

6 ITEMS \$36.30 USD

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### Secure Checkout Web Order #19777568

[Please click here to give us your feedback on your ordering experience.](#)

[Manage Payments](#)

#### Payment Options

**Purchase Order**

Credit Card

Oligocard

#### Payment Details

Choose Payment

Select Saved PO ▾

Saved As

Purchase Order Number

Purchase order fields should reflect the details on the purchase order.

[SUBMIT ORDER >](#)

#### Order Summary

Subtotal	\$36.30 USD
S&H	\$11.25 USD
Tax	\$4.16 USD
<b>Total</b>	<b>\$51.71 USD</b>

- Tax shown here is an estimate. Taxes for your order will be calculated at the time of invoicing when applicable.
- Shipping and Handling (S&H) may not reflect the final amount for non-standard or multi-box shipments.
- By continuing the ordering process, purchaser agrees to IDT's terms and conditions found [here](#)

## 6. Example checkout

[GET HELP](#)

6 ITEMS \$36.30 USD

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### Secure Checkout Web Order #19777568

[Please click here to give us your feedback on your ordering experience.](#)

[Manage Payments](#)

#### Payment Options

**Purchase Order** Credit Card Oligocard

#### Payment Details

Choose Payment

Select Saved PO ▾

Saved As

Purchase Order Number

**111111**

Purchase order fields should reflect the details on the purchase order.

**SUBMIT ORDER** ➔

#### Order Summary

Subtotal	\$36.30 USD
S&H	\$11.25 USD
Tax	\$4.16 USD
<b>Total</b>	<b>\$51.71 USD</b>

- Tax shown here is an estimate. Taxes for your order will be calculated at the time of invoicing when applicable.
- Shipping and Handling (S&H) may not reflect the final amount for non-standard or multi-box shipments.
- By continuing the ordering process, purchaser agrees to IDT's terms and conditions found [here](#)

1. Enter last 6 digits of an active REQ#

## 6. Example checkout

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6 ITEMS \$36.30 USD

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### Secure Checkout Web Order #19777568

Please click here to give us your feedback on your ordering experience.

[Manage Payments](#)

#### Payment Options

**Purchase Order** Credit Card Oligocard

#### Payment Details

Choose Payment

Select Saved PO ▾

Saved As

Purchase Order Number

**111111**

Purchase order fields should reflect the details on the purchase order.

SUBMIT ORDER ➔

#### Order Summary

Subtotal	\$36.30 USD
S&H	\$11.25 USD
Tax	\$4.16 USD
<b>Total</b>	<b>\$51.71 USD</b>

- Tax shown here is an estimate. Taxes for your order will be calculated at the time of invoicing when applicable.
- Shipping and Handling (S&H) may not reflect the final amount for non-standard or multi-box shipments.
- By continuing the ordering process, purchaser agrees to IDT's terms and conditions found [here](#)

2. Submit your order



## 6. Example checkout

[GET HELP](#)

6 ITEMS \$36.30 USD

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### Secure Checkout Web Order #19777568

Please click here to give us your feedback on your ordering experience.

[Manage Payments](#)

#### Payment Options

**Purchase Order** Credit Card Oligocard

#### Payment Details

Choose Payment

Select Saved PO

Saved As

Purchase Order Number

**111111**

Purchase order fields should reflect the details on the purchase order.

SUBMIT ORDER >

#### Order Summary

Subtotal	\$36.30 USD
S&H	\$11.25 USD
Tax	\$4.16 USD
<b>Total</b>	<b>\$51.71 USD</b>

- Tax shown here is an estimate. Taxes for your order will be calculated at the time of invoicing when applicable.
- Shipping and Handling (S&H) may not reflect the final amount for non-standard or multi-box shipments.
- By continuing the ordering process, purchaser agrees to IDT's terms and conditions found [here](#)

~~○ REQ0111111~~  
○ REQ0222222  
○ REQ0333333  
○ REQ0444444  
○ REQ0555555

3. Mark this number as used so that you don't use it again.

## 7. Future orders

~~○ REQ0111111~~

○ REQ0222222

○ REQ0333333

○ REQ0444444

○ REQ0555555

Save these 4 numbers for future transactions. Once these are all used, request new REQ#s as before.