

## User Story

Requestor delivers appropriate DNA plasmid and confirm its delivery by filling out the drop-off form.

## Pre-condition

- TPP request, which contains the DNA VEC ID(s), was submitted
- This is applicable for Cambridge Transient Request only.

## How to fill out DNA drop-off form

- 1 Access: <https://gdbio.pfizer.com:8092/gdbxt/dnaDropoff/index>
- 2 Find appropriate plasmid ID(s) under **DNA To Be Delivered** (Figure 1).

Figure 1

Request Set	Request	TPP Name	Plasmid ID's	Status
RS-25580	RQ-121745	04/23/2024	GBT-CD63-0020	VEC-60762 New
RS-25580	RQ-121745	04/23/2024	GBT-CD63-0020	VEC-63838 New
RS-25584	RQ-121692	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25584	RQ-121692	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25583	RQ-121690	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25583	RQ-121690	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25582	RQ-121688	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25582	RQ-121688	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25580	RQ-121684	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25580	RQ-121684	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25549	RQ-121682	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25549	RQ-121682	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25542	RQ-121669	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25542	RQ-121669	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25532	RQ-121646	09/08/2023	GBT-GPRGLP1R-0035	VEC-45597 New
RS-25532	RQ-121647	09/08/2023	GBT-GPRGLP1R-0014	VEC-51823 New
RS-25532	RQ-121647	09/08/2023	GBT-GPRGLP1R-0014	VEC-85621 New
RS-25532	RQ-121646	09/08/2023	GBT-GPRGLP1R-0035	VEC-87644 New
RS-25531	RQ-121645	09/08/2023	GBT-GPRGLP1R-0002	VEC-59429 New

- 3 In Plasmid column, find the plasmid(s), which has been delivered, and select its checkbox(es) (Figure 2).

Figure 2

Request Set	Request	TPP Name	Plasmid ID's	Status
RS-25580	RQ-121745	04/23/2024	GBT-CD63-0020	VEC-60762 New
RS-25580	RQ-121745	04/23/2024	GBT-CD63-0020	VEC-63838 New
RS-25584	RQ-121692	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25584	RQ-121692	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25583	RQ-121690	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25583	RQ-121690	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25582	RQ-121688	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25582	RQ-121688	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25580	RQ-121684	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25580	RQ-121684	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25549	RQ-121682	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25549	RQ-121682	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25542	RQ-121669	09/21/2023	GBT-FN14-3501	VEC-45597 New
RS-25542	RQ-121669	09/21/2023	GBT-FN14-3501	VEC-73120 New
RS-25532	RQ-121646	09/08/2023	GBT-GPRGLP1R-0035	VEC-45597 New
RS-25532	RQ-121647	09/08/2023	GBT-GPRGLP1R-0014	VEC-51823 New
RS-25532	RQ-121647	09/08/2023	GBT-GPRGLP1R-0014	VEC-85621 New
RS-25532	RQ-121646	09/08/2023	GBT-GPRGLP1R-0035	VEC-87644 New
RS-25531	RQ-121645	09/08/2023	GBT-GPRGLP1R-0002	VEC-59429 New

- 4 Select "Submit". A dialog called **DNA Delivery Submission** will appear (Figure 3).

Figure 3

- 5 In **DNA Delivery Submission**:
  - Provide User's NT ID and select either "Bacterial Culture" or "DNA".
  - Select "Submit" (Figure 4)

Figure 4

- 6 Upon successful submission, the confirmation page will appear (Figure 5). A confirmation email will also be sent to all stakeholders (Figure 6).

Figure 5

Request Set	Date Submitted	Request	TPP Name	Plasmid ID's	Status
RS-25580	04/23/2024	RQ-121745	GBT-CD63-0020	VEC-63838, VEC-60762	DNA Delivered

## Plasmids Delivery Successful

gdbxt@pfizer.com  
To: Oak, Seachol  
Cc: Oak, Seachol

1 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Message from GDBxT

Request submission(s) have been successfully delivered:

Request Set	Date Submitted	Request	TPP Name	Plasmid ID's	Status
RS-25580	04/23/2024	RQ-121745	GBT-CD63-0020	VEC-63838, VEC-60762	DNA Delivered

Plasmid submission(s) successfully delivered:

Plasmid	Date Delivered	Request Set	Request	TPP Name	Plasmid DNA Format	Status	Delivered By
VEC-60762	04/23/2024	RS-25580	RQ-121745	GBT-CD63-0020	DNA	DNA Delivered	oaks01
VEC-63838	04/23/2024	RS-25580	RQ-121745	GBT-CD63-0020	DNA	DNA Delivered	oaks01

## WHAT'S NEXT

- DNA Production Team will prep DNA for Expression Team.