



## DiscoverX Next Steps with Compound Preparation and Shipping Instructions

\*\*\*\*\*Please note: Projects will not be scheduled until receipt of both the compound(s) and P.O.\*\*\*\*\*

### Step 1. Send in Payment Information

- **Purchase Order:** Include Payment information, Bill To mailing address and/or email address; reference DRX quote # (ex. DRX-11100)
- **Fax, or Email,** to DiscoverX:
  - **Fax:** (510) 979-1650 *ATTN: Cassie Bai*
  - **Email:** [orders@discoverx.com](mailto:orders@discoverx.com)

### Step 2. Complete Compound Shipping Document (CSD):

- **Quote #:** Enter Quote Number from work plan (ex. DRX-11100)
- **Compound I.D.:** Enter reference # of each compound
- **Final Concentration to be Tested:** Enter final highest screening concentration to be tested in  $\mu\text{M}$  for each compound
- **Company Originating From:** Enter your company information
- **Customer Name:** Enter your name and email address
- **Report Issued To:** Enter the email addresses to those receiving the data report

**NOTE: Please complete only the columns that apply**

#### For Solids (\*up to 10) Complete:

- **Weight Shipped**
- **Molecular Weight**
- **Recommended Solvent** (DMSO, PBS or water)
- **Recommended Stock Concentration**
- **Recommended Storage Temperature** for Dry and Reconstituted Compound

#### For Liquids Complete:

- **Vehicle:** For Liquids, enter the solvent used to reconstitute each compound
- **Stock Volume:** For Liquids enter Stock Volume ( $\mu\text{L}$ ) for each compound
- **Stock Concentration:** For Liquids enter Stock Concentration for each compound
- **Liquid Storage Temp:** Enter Storage Temperature for each compound

#### For Plated Liquids Complete:

- **\*\*Please inquire regarding optimal plate setup\*\***
- **Well Location:** Enter Well Location of each compound
- **Plate ID #:** Enter Plate ID Number for each compound

### Step 3. Email Excel copy of CSD to: [profiling@discoverx.com](mailto:profiling@discoverx.com)

### Step 4. Include a Hardcopy of CSD with Compound Shipment

#### Compound Preparation and Shipping instructions:

- **Concentration:** Provide compounds in 100% DMSO, PBS or water at 1,000X the desired final top screening concentration for 10-pt dose response curves. For profiling in single point, provide compound at 1,000X the desired final screening concentration.
- **Minimum Amount:**
  - 20 $\mu\text{l}$  for the first target and 2 $\mu\text{l}$  for each additional target
  - **-or-**
  - 1-2mg in labeled vial(s).

### Step 5. Ship compound(s) to the following address:

Dr. Neil W. Charter  
DiscoverX Corp.  
42501 Albrae St.  
Fremont, CA 94538  
Tel: (510) 979-1415 x128

\*\*\*\*\*An email confirmation will be sent upon receipt of compound(s)\*\*\*\*\*

Compounds are shipped at the client's expense and will be destroyed three months following the completion of the project. If other arrangements are required, please contact Neil W. Charter at [profiling@discoverx.com](mailto:profiling@discoverx.com).