



UHN Microarray Centre

Account Set-Up and Order Placing Checklist

- ✓ Signed Microarray Transfer Agreement
 - We need 2 original, signed copies MAILED TO US
 - One copy will be returned to you for your own files
 - If you already have an MTA on file with us, you do not need to submit another one
- ✓ Name of PI/Senior Scientist who is listed as the “Recipient Scientist” on the MTA. All accounts are set up under the PI name.
- ✓ PI email address and/or email contact for an individual using our arrays under the PI
- ✓ Shipping Address (must be a street address, not a P.O. Box number)
- ✓ Contact Telephone Number
- ✓ Invoicing Address
 - Invoices are sent out under the name of the University Health Network and are generated by: Accounts Receivable Department at the University Health Network.
 - There is a space at the bottom of the invoice for customers to complete if they wish to pay by credit card.
- ✓ Purchase Order Number if required by your institution in order to have invoices paid.