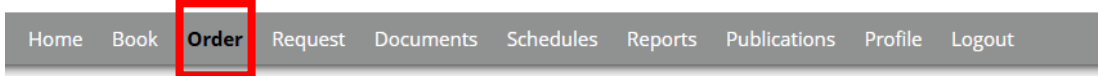


FlowJo Portal License Application Workflow

1. Click “Order” from PPMS.



2. Select the “Financial account” you wish to bill to.

Order service or consumable

Project:

Financial account #:

3. First, select “FlowJo Portal License” from the Service and Consumables available for order list. Then, choose the desired license duration (either a 1-year or 3-year license). Enter the “Quantity” of licenses you wish to order and click "Order".

Services and consumables available for order (select and enter the quantity values)

(open all sections below) (hide all sections below)


				Min	Max	Incr.	Unit price	Quantity	Price
Bioresearch Support Consumables				Min	Max	Incr.	Unit price	Quantity	Price
CCMR Administration Charges				Min	Max	Incr.	Unit price	Quantity	Price
Flow Cytometry Consumables				Min	Max	Incr.	Unit price	Quantity	Price
FlowJo Portal License				Min	Max	Incr.	Unit price	Quantity	Price
#060151	FlowJo Portal 1-year License (2026-2027)	hide description	add a comment	1	-	1	4000.00	0	0
Description: Subscription period: 7/8/2026 - 6/8/2027									
#060152	FlowJo Portal 3-year License (2026-2029)	hide description	add a comment	1	-	1	11000.00	1	11000.00
Description: Subscription period: 7/8/2026 - 6/8/2029									
Imaging consumables				Min	Max	Incr.	Unit price	Quantity	Price
Mycoplasma Screening Service				Min	Max	Incr.	Unit price	Quantity	Price
NMR Service				Min	Max	Incr.	Unit price	Quantity	Price
Technical Support				Min	Max	Incr.	Unit price	Quantity	Price
TOTAL								1	11000.00

If you have a PO number for this order, please enter it here:

4. Click **“Print/create PDF”** to print out the Order Form.

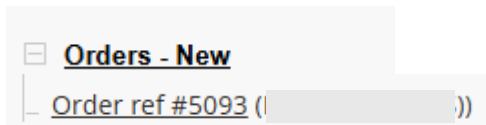
Order ref. #8378

Order ref. #8378		
Order for		
Order made on		
Account number to use: it invoicing. Change account		
Affiliation: HKU_Med		
This order is not attached to a project. Change project		
Order phase: Order Phase 1 change		
Assigned to: nobody change		
FlowJo Portal License	Unit price	Quantity Price
#060152 FlowJo Portal 3-year License (2026-2029) oid:8378	11000.00	edit 1 11000.00
	show description add comment change phase change assignment	
TOTAL	Quantity	Price
	1.00	11000.00



Export as a spreadsheet **Print / create PDF** PDF with comments

5. The order can be found on the PPMS home page under **“Orders - New”**.



6. The Principal Investigator will sign the order form for endorsement. Please include the following on your printout form.

Signature of Principal Investigator: _____ Date: _____

7. Please send an email with the subject: **“E-mail for FlowJo Portal License Registration”** to flow.cpos@hku.hk. Attach the endorsed **Order Form** and include the email address you wish to register for the FlowJo Portal License **by 14 July 2026 for a 3-year license or by 29 July 2026 for a 1-year license.**