



Instrumental Analysis Service 【User Guide】

Instrumental Analysis and Open Facility Unit,
Global Research Facility Alliance Center,
Office for Integrated Technical Core Hub,
Hokkaido University



*We are the best partners for researchers!
We are the best supporters for education and research!*

Global Research Facility Alliance Center, Hokkaido University

Jul. 1st, 2025

1.	Introduction	3
1-1.	ID/Authority Types	4
1-2.	Functions	5
2.	Usage Flow	6
3.	Registration	6
3-1.	User Manager Registration	8
3-2.	Assistant User Manager Registration	10
3-3.	User Registration	10
4.	Request Analysis	11
4-1.	Select Analysis Types	11
4-2.	Application Form	12
4-3.	Complete Application	16
4-4.	Issue Application No. & Print Application Form	16
5.	Submit Application Form & Sample	17
6.	Analysis Completion, Receive Results & Samples	18
7.	Application History & Edit/Cancel Application	24
8.	Payments	25
9.	Acknowledgement	28
10.	Forgot Password	29
11.	Contacts	29

1. Introduction

Instrumental Analysis we offer is the service that you can request our technical staff for desired analyses such as structural analysis of organic compounds.

Available analysis types and target users are listed below. To use our services, you need a user registration.

Types of Analysis

- Trace Element Analysis (CHN, S, Halogen)
- Mass Spectrometry
- Amino Acid Composition Analysis
- Protein Sequencing

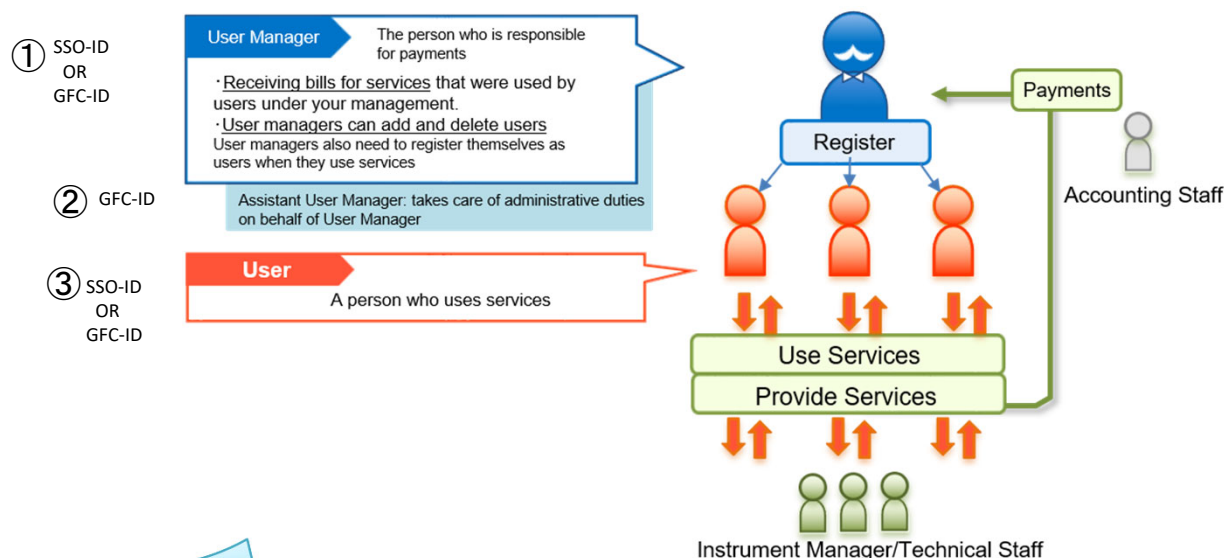
Target Users

- Faculty members, students, researchers within campus
- People outside the campus who belong to universities, technical colleges, public research institutions, and engage in research and development
- Researchers who belong to private companies or facilities and engage in research and development that fits the purpose of our center

1-1. ID/Authority Types

- If you're a first-time user, please go through a registration process and get an ID
- The same ID can be used for 3 services that GFC offers; Instrumental Analysis Service, Open Facility Service, and Equipment Market Service
- Each service can be used from the GFC website
- There are 2 ID types (SSO-ID or GFC-ID) and 3 authority types (fig-1. ①-③)

★Please refer to the following figure



【Fig-1.】

To on-campus users

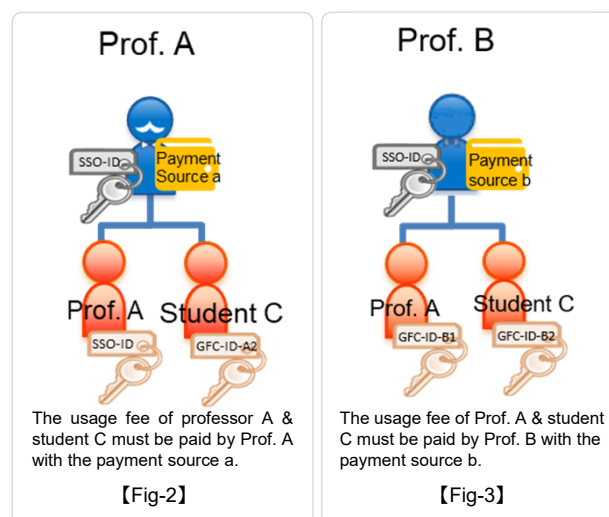
SSO-ID & Source of Payment

The payment source that you use for your usage fee is linked with our university's financial & accounting service.

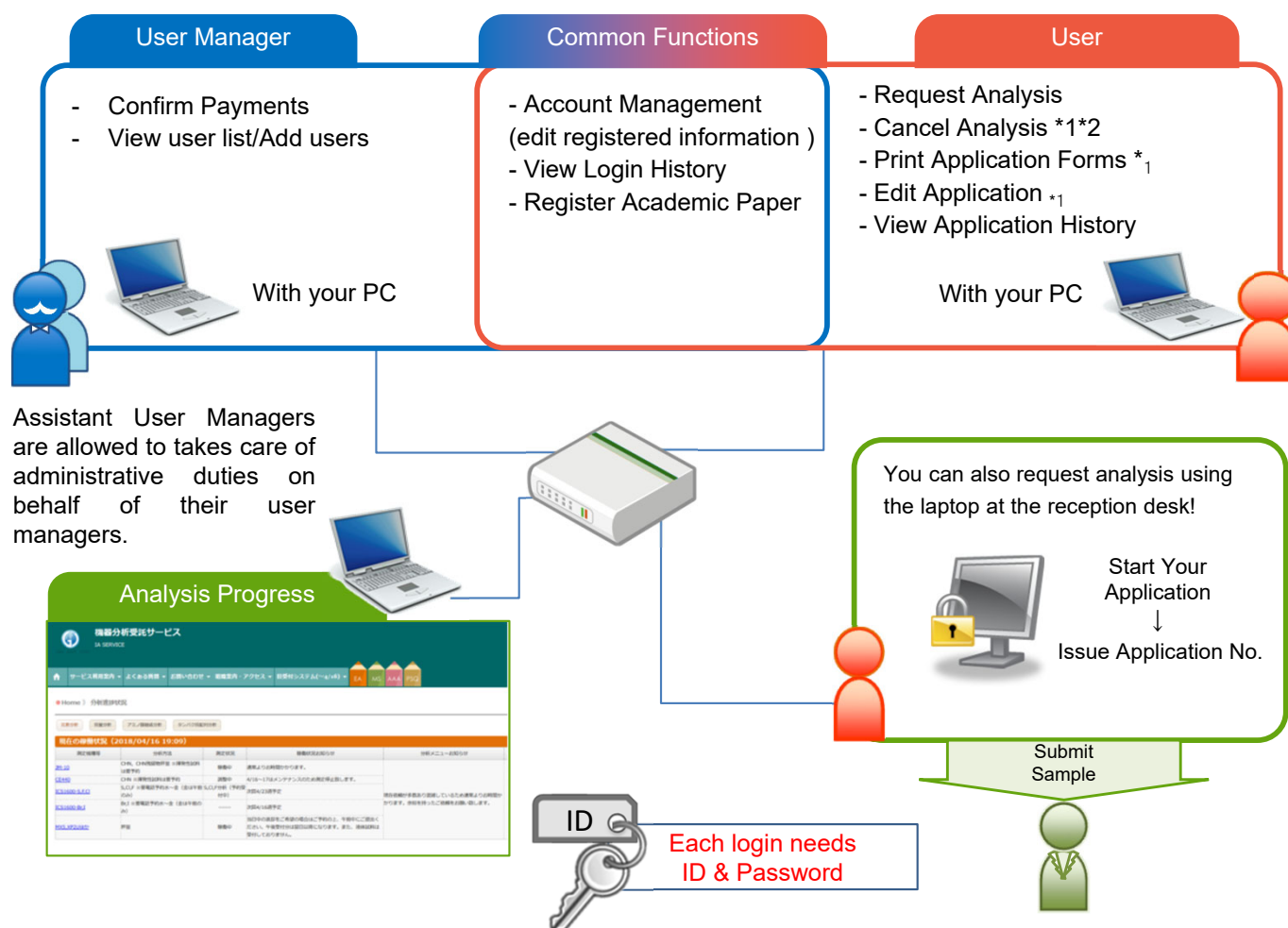
Payment source that users can select is limited to the ones that their user manager is authorized to use.

If you have a SSO-ID and would like to pay from your own payment source, please register yourself as a user. 【Fig-2】

Even if you have a SSO-ID, if you'd like to use other user manager's payment source, please register yourself as a user under the user manager who has the payment source you wish to use for your payment. 【Fig-3】



1-2. Functions

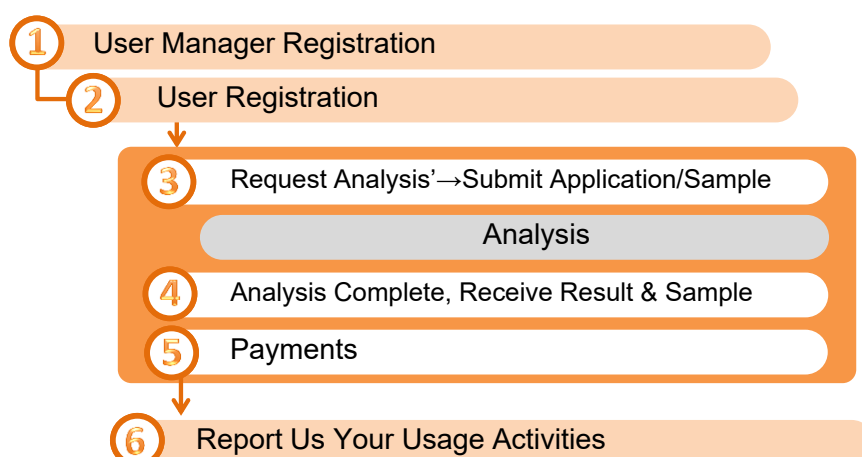


	Functions	Details
Common Functions	Account Management	View current & past applications
	Login History	View registered information & partial editing
	Register Academic Paper	Register your academic paper you published using our services
User Manager	User List/Add Users	View user list & add/delete users under your management
	Confirm Payments	View your users' application history
User	Request Analysis	Request Analysis/obtain an application No. & print an application form
	Cancel Analysis	Cancel analysis requests * ₁ * ₂
	Print Application	Print past application forms * ₁
	Edit Application	Edit application content in the past * ₁
	Application History	View current & past applications

*1 limited to the analysis progress that is 'Application approved' or 'Waiting'

*2 Analysis will be canceled when we don't receive an application and samples after 3 business days. Please issue a new application no. again if you'd like to request an analysis.

2. Usage Flow



3. Registration

3-1. User Manager Registration

- For the User Manager Registration, please go to 'Service Login' > 'New User' on the GFC website

✓ When you register yourself as a user manager, you must register **at least one user** (including yourself).

3-1-①. On-campus faculty members with SSO-ID

- If you have a SSO-ID, you can register/login with the SSO-ID
- However, you need an initial registration such as setting your email address, please move to 'Service Login' > 'New User' and click the blue button '**User Manager Registration with SSO-ID**'

Registration Flow

User manager registration with SSO-ID		
1	On our website, open 'Our Services' > 'How to Use'	Click ' User Manager Registration with SSO-ID '
2	SSO-ID login screen	Enter ID and password
3	Registration steps will be displayed	Enter information according to the directions on the screen
	↳	
4	Complete Application screen	
5	You'll receive an automated email	Email title [Please confirm your email address]
6	Enter authentication key	Open the link in the email mentioned on the step 5, and enter the authentication key written in the email
7	Comply with 'Terms and Conditions'	Proceed according to the directions on the screen
8	You'll receive another automated email	Email title [Your email address was confirmed] *GFC-ID is included in the email, but cannot login yet
9	You'll receive last automated email	Email title [Your service registration has been approved - GFC-9999-999999]

Click 'New User'



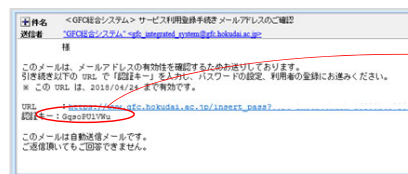
1. Click the blue button 'User Manager registration with SSO-ID'



2. Enter ID and Password

3. [Registration Steps] screen
Please follow directions on the screen and enter information

4. [Complete Application]screen

5. You'll receive automated email.
Email title; [Please confirm your email address]6. Please open the link in the email mentioned on the step 5,
and enter the authentication key
written in the email

7. Comply with the terms and Conditions

8. You'll receive second automated email.
Email title; [Your email address was confirmed]

*GFC-ID is included in the email, but cannot login yet

9. You'll receive the last automated email.
Email title; [Your service registration has been approved - GFC-9999-999999]

*Once you receive the above email, your account should be activated, and you can start using our services.

3-1-②. Off-campus user managers

- If you register from off-campus, you need to get a GFC-ID.
- Please move to 'Service Login' > 'New User' and click the red button 'New User Manger registration'.

Registration Flow

User manager registration with GFC-ID		
1	On our website, open 'Our Services' > 'How to Use'	Click 'New User Manger registration'
2	Registration steps will be displayed	Enter information according to the directions on the screen
3	Complete Application	
4	You'll receive an automated email	Email Title [Please confirm your email address]
5	Enter authentication key	Open the link in the email mentioned on the step 4, and enter the authentication key written in the email
6	Set your password	Please enter a password (more than 8 characters & letters including numbers & capital/small letters)
7	Comply with Terms and Conditions	Enter information according to the directions on the screen
8	You'll receive an automated email	Email title [Your email address was confirmed] *GFC-ID is included in the email, but cannot login yet
Your application needs to be approved by our administrators. It may take about 2 weeks. If you're in hurry, please let us know.		
9	You'll receive an automated email	Email title [Your service registration has been approved - GFC-9999-999999]

Click 'New User'



1. Click 'New User Registration'



2. Registration steps will be displayed.
Enter information according to the directions on the screen

3. Complete Application

To be continued...

3-2. Assistant User Manager Registration

- User managers can register an assistant user manager to the system who has the authority to take care of administrative duties on behalf of the user manager.
- Please login and go to 'Mypage' > 'Account Management' to add an assistant user manager



3-3. User Registration (Add Users)

- To request an analysis, user registration (adding users) is required. The user registration is the procedure that can be completed by a user manager or an assistant user manager
- Please login and go to 'Mypage' > 'User List/Add User' to add users
- When a user manager also wants to be a user to request analysis, please click the button 'Register Myself as User'



- Email confirmation with an authentication key is also required when user are added. There is an expiration date for the authentication key. Please let your users know this and encourage them to process early.

4. Request Analysis

- Please visit Instrumental Analysis Service Website
- When you login, you'll see 'Request Analysis/Mypage,' then select 'Request Analysis' and apply for your desired analysis type, and get a application no. (Please fill out an application on the website)

*If you select 'Turn on Notification Email,' you'll receive a confirmation email regarding the application no.

Application No. issuance page

Select 'Request Analysis'

4-1. Select Analysis Type

4-2. Fill out application

4-3. Confirm Application

4-4. Issue Application No.

Detailed explanations for each step are listed below from 4-1. to 4-4.

4-1. Select Analysis Type

- Select a desired analysis type

機器分析受託サービス
IA SERVICE

利用責任者: 様 ログイン中 ログアウト

サービス利用案内 ▾ 分析申込・マイページ ▾ よくあるご質問 ▾ お問い合わせ ▾ 組織案内・アクセス ▾ 分析受付(4/16までこちら) ▾ EA MS AAA PSQ

● Home ▾ 分析申込・マイページ ▾ 分析申込

分析項目選択
下記の分析申込メニューからご希望の分析を選択してください。

HOME ^

分析項目	
元素分析	C・H・N分析, IC(S・O・F・Br・I)分析
質量分析	【一般】EI, ESI, APCL, FD/FI 【特約】LC/MS, GC/MS, MS/MS, LC/MS/MS, タンパク質測定
アミノ酸組成分析	標準アミノ酸分析, 高感度分析
タンパク質配列分析	標準アミノ酸分析, 高感度分析

必ず確認してください

感染性・放射性のサンプルや、危険有害性のため特別な取り扱いが必要なサンプルは分析できません。
危険有害性が疑われる物質の分析を委託されるときは、危険有害性の概要、取り扱い及び保管上の注意、廃棄時の措置を確認されたうえで、事前に分析スタッフまでご相談ください。

4-2. Application Form

- Fill out an application on the website
 - When you fill out the application, following functions are available
- ① **Register Application Content**
Click 'Start Application' and open editing screen. After filling out required contents, click 'Reflect to Application List'
 - ② **Importing Application History**
Past applications are saved in the application history, and you can import/copy them to your new application (Considering the confidentiality of your data, some information such as sample information aren't saved on the database)
 - ③ **Application for Multiple Samples**
Enter the number of your samples and click 'Add'
 - ④ **Copy & Paste**
You can copy & paste contents to one another. Blue button turns Pink after the content is copied
 - ⑤ **Delete Function**
You can delete unnecessary applications. Please note that once you click 'Delete,' you cannot restore the data
 - ⑥ **Checking Function for Required Fields**
Fields marked with asterisks (*) are required. Required fields you missed will be highlighted with RED if you proceed to the 'Confirmation' without filling them out

【Application Screen】

The screenshot shows the 'Application Screen' with a sidebar on the left and a main content area. The main content area has a section titled 'Application Steps' with a list of steps. Below this is a table titled 'Application List' with columns for Application ID, Application Name, and Application Status. The table contains several rows of data, with some cells highlighted in pink.

Application Steps are listed.

Application List

You can check the current application.
Required fields you missed will be highlighted with PINK.

履歴からコピー Copy form my history	You can copy past application contents to your new application
<input type="text" value="件 sample(s)"/> 追加する Add	When you have multiple samples, please add with this button
Start Application	Application screen will be displayed
Delete	You can delete unnecessary applications
Copy	You can copy each row
Paste	You can paste the content you copied

4-2-① Register Application Content

Click 'Start Application' and open the editing screen. After filling out required contents, click 'Reflect to Application List.'

[illegible]

★Fields marked with asterisks (*) are required.
Required fields you missed will be highlighted with PINK.

4-2-② Importing Application History

- Past applications are saved in the application history, and you can import/copy them to your new application (Considering the confidentiality of your data, some information such as sample information aren't saved on the database)
 - Please select 'Copy from 'History' > click 'Copy' next to your desired application No.
- Go back to Application List > click 'Paste' next to the field you'd like to paste

4-2-③ Application for Multiple Samples

- Enter the number of your samples in the box and click 'Add'

Ex.) Entered 4 in the box and click 'Add'

履歴からコピー
Copy from my history

4 件 sample(s) 追加する Add

1 / 1

申込内容一覧 Application list		申込1件目 Application#1	申込2件目 Application#2	申込3件目 Application#3	申込4件目 Application#4	申込5件目 Application#5
		Start Application	Delete	Start Application	Delete	Start Application
		Copy	Paste	Copy	Paste	Copy
試料名	Sample1					
分析項目等	CHN分析項目及び戻数選択	固体-お任せ、スクリーニング分析				
	CHN分析回数 n=					
	データ加工など					
	S・F・C分析項目選択	S (定量下限 0.30%)				
	S・F・C分析回数 n=					
	S・F・C分析 前処理					
	S・F・C分析 前処理回数 n=					
	Br・12分析項目選択					
Br・12分析回数 n=						
Br・12分析 前処理						
Br・12分析 前処理回数 n=						
データ加工など						
分析式						

4-2-④ Copy & Paste

- You can copy & paste contents to one another
- Blue button turns Pink after the content was copied

履歴からコピー
Copy from my history

4 件 sample(s) 追加する Add

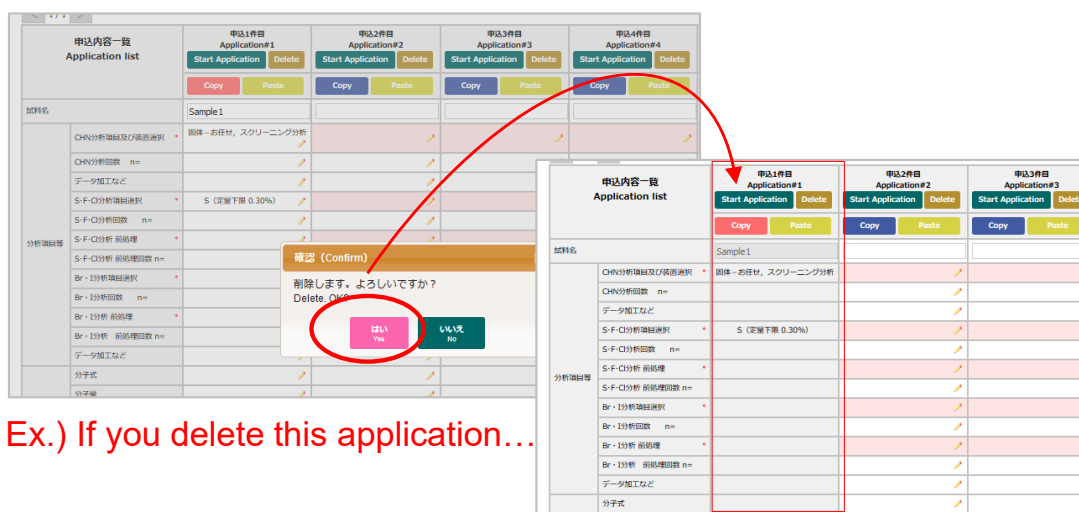
1 / 1

申込内容一覧 Application list		申込1件目 Application#1	申込2件目 Application#2	申込3件目 Application#3
		Start Application	Delete	Start Application
		Copy	Paste	Copy
試料名	Sample1			
分析項目等	CHN分析項目及び戻数選択	固体-お任せ、スクリーニング分析		
	CHN分析回数 n=			
	データ加工など			
	S・F・C分析項目選択	S (定量下限 0.30%)		
	S・F・C分析回数 n=			
	S・F・C分析 前処理			
	S・F・C分析 前処理回数 n=			
	Br・12分析項目選択			
Br・12分析回数 n=				
Br・12分析 前処理				
Br・12分析 前処理回数 n=				
データ加工など				
分析式				

The first Application was copied.

4-2-⑤ Delete Function

- You can delete unnecessary applications
- Please note that once you click 'Delete,' you cannot restore the data



The background turned gray and Copy & Paste button became unavailable. The row itself is still displayed.

4-2-⑥ Checking Functions for Required Fields

- Required fields you missed will be highlighted with PINK if you proceed to 'Confirmation' without filling them out

画面からコピー

4 列 追加する

申込内容一覧		申込1件目	申込2件目	申込3件目	申込4件目
		内容を入力する	内容を入力する	内容を入力する	内容を入力する
		コピー	ペースト	コピー	ペースト
試料名		Sample1			
分析項目等	EI	(直接導入) スペクトル+精密質量			
	ESI	(通常) スペクトル+精密質量			
	APCI				
	FD, FI				
必要項目にチェック					
試料情報-1	試料量 (μg, μg/μL) *	μg, μg/μL	200μg	μg, μg/μL	μg, μg/μL
	溶剤/溶出時の使用溶媒				
	精製方法 *		シリカゲルカラム		
	測定使用可能溶媒 *		MeOH, CHCl ₃		
	測定使用不可溶媒		使用可能溶媒と同じ		
	試料の性状等-1 *		固体		
	試料の性状等-2 *		特記事項なし		
	取り扱い上の注意 *		特記事項なし		
試料情報-3	試料提出場所 *		冷蔵 (5℃程度)		
	化学式 *				
	測定溶媒・溶倍				
測定範囲 m/z 値		~	35~800	~	

Fields marked with asterisks (*) are required

Required fields, but the entry was completed, thus, it is white

Required fields, and the entry hasn't been completed, thus, it is pink

4-3. Confirmation

- If you have no place to edit, please click 'Submit'

The screenshot shows the 'Request Analysis/Message' page. At the top, there's a navigation bar with 'Home', 'Request Analysis/Message', 'Application List', and 'Application Confirmation'. The main content area has a section for 'Application Confirmation' with a 'Submit' button. Below this is a table with columns for 'Application No.', 'Sample Name', and 'Analysis Type'. A confirmation dialog box is open, asking 'この申込内容で申込します。よろしいですか?' (Do you want to submit this application?). It has 'Submit this application?' and 'Close' buttons.

4-4. Issue Application No.

- Application No. will be displayed on the top of the screen.
- Printed application form is "not" required.

The screenshot shows the 'Request Analysis/Message' page. The 'Application No.' is displayed at the top. Below it, there's a section for 'Issue Application No.' with a 'Submit' button. A red arrow points from the 'Submit' button to the 'Issue Application No.' section. The table below shows application details.

Application No.	Sample Name	Analysis Type
M200248	TEST	



Confirmation Email Regarding the Application No.

After you, 'Issue Application No., you will receive a notification email if you selected receiving those when you registered.

Application No.
Sample name
Analysis type

The screenshot shows a confirmation email. It contains the following information:

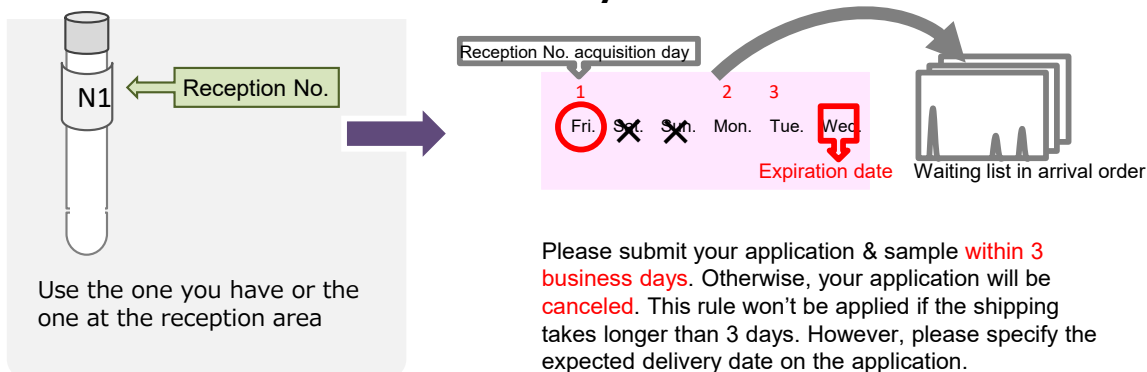
- Application No. (発行No.): E190013
- Sample Name (試料名): TEST
- Analysis Type (分析種別): TEST

The email also includes a table of application details and a list of application numbers and sample names.

5. Submit Application Form & Sample

- After you prepare an application form and sample, please check the following points in the green box and submit them to the reception desk (Room #04-118, CRIS, Hokkaido University)

✓ Please attach a reception No. sticker on the sample bottle and submit it within 3 business days.

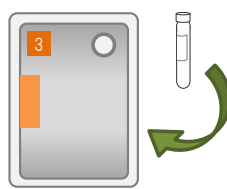


✓ Ways to Submit

- ① Submit to a technical staff in person ② Submit to the reception desk ③ Mail with the suitable methods for samples



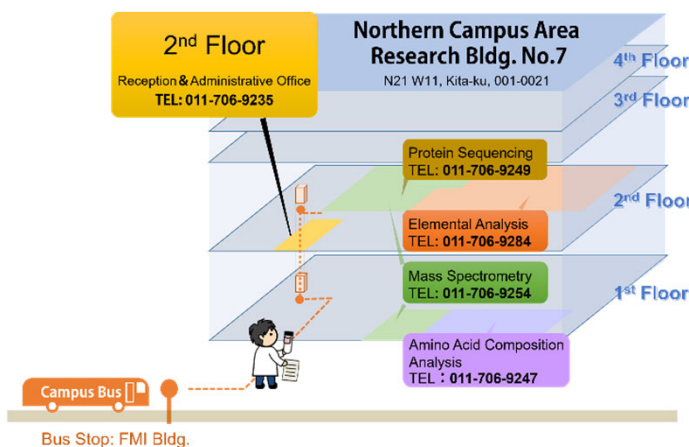
Office Hours:
Mon.-Fri. 9AM-4:30PM



Office Hours:
Mon.-Fri. 9AM-9PM



【Place to Submit】



Office #02-213, Instrumental Analysis and Open Facility Unit, Global Research Facility Alliance Center, Office for Integrated Technical Core Hub, Hokkaido University N21 W11, Kita-ku, Sapporo, Hokkaido, 001-0021

[Campus Mail : 62]

Please submit your application & sample within 3 business days. Otherwise, your application will be canceled. This rule won't be applied if the shipping takes longer than 3 days. However, please specify the expected delivery date on the application.

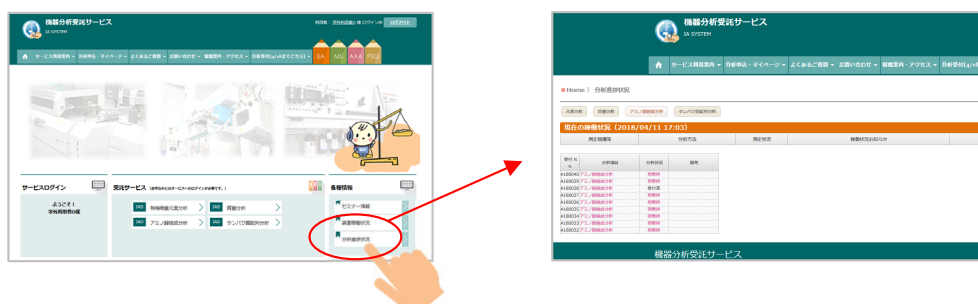
- If you request multiple analyses, you can send applications and samples all together
- For more details about sample submission, please refer to each analysis page



Infectious, radioactive samples are hazardous to analyze and we cannot accept them. Upon request, we can analyze in the presence of users. Analysis room tour is also available. Please contact us in advance.

6. Analysis Completion, Receive Results & Samples

- If you selected 'Turn on Notification Email,' you'll receive an Analysis Completion Email
- Also, please visit 'Analysis Progress' page on the Instrumental Analysis Website to see if your analysis is complete. If your Application No. isn't displayed, your analysis is complete



- You can see your Analysis Progress on the Application History page as well. Please login > Request Analysis/My page > Application History



Due to COVID-19, we changed the basic delivery method for your results from pick up to download from GFC's Portal Site.

- If you selected 'Hand Delivery' on your application, please contact a technical staff in charge of the analysis before arrival.
- If you selected 'Need to return your samples' on your application, please come to pick up your samples during the facility open hours (Weekdays;8AM-6PM) if you are a Sapporo campus user. If you are a off-campus user, we will mail your samples as soon as it's ready. The shipping fee will be charged to each user.

■ How to get your data from GFC's Portal Site

1. Open the window with your analysis application history

At first, please login GFC's Portal Site.

From the “My Page” menu of Instrumental Analysis Services or GFC Portal Site, select “Analysis Application History.”

<Instrumental Analysis Services>



<GFC Comprehensive System Portal Site>



Instrumental Analysis Service

User: 杉田 雄 Logged in Logout

Home Request Analysis/My Page Information Contact About Us/Access EA MS AAA PSQ

● Home > Request Analysis/My Page > 分析申込履歴 (支払履歴を含む)

分析申込履歴 (支払履歴を含む)
Application History

これまでの申込履歴を確認いただける他、以下のような機能をご利用いただけます
You can view your application history as well as using the following functions.

日本語ガイド English Guide HOME

キーワード: [Application No., sample name, analysis type etc.]
Keywords

申込日: [] ~ []
Application Date

Search Reset

キャンセル申請 Cancel CSV Export 添付ファイル・ダウンロード

■ 受付済: Application Approved ■ 受付済: Application Received at Satellite Office ■ 待機中: Waiting ■ 検定中: Processing Analysis ■ 再検定中: Processing Analysis ■ 終了: Completed
■ 料金確定依頼中: Usage Fee Confirmation Pending ■ 料金確定: Usage Fee Checked by IA Staff ■ 料金確認依頼中: Requesting Usage Fee Confirmation ■ 料金確認済: Usage Fee Confirmed by User
■ 支払済: Total Fee Confirmed ■ 即下済: Application has been denied ■ CA処理中: Processing Cancellation


申込履歴一覧 (List of applications)

<< 1 2 3 >> ページ (Page): 1 件数 (Number): 10 表示 1 至 10 件 22件 (Display 1 to 10 Total 22)

	PDF	Applied on	No.	Sample name	Name	Analysis Details	Status	Note	Completed on	Return files	Details
<input type="checkbox"/>	JP EN	2020/12/07	P200003	1207psq	利用者	PSQ-Nor PSQ-ad(data)	終了		2021/02/02	testPQ3.pdf	Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200015	1207nanoc	利用者	P50-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200014	1207msms	利用者	MSMS-1 Orbi-ad(HR) ES- L^O(ur-SQ)(ceU)	終了		2021/02/02		Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200013	1207lcm	利用者	LCMS-1 LCMS-2 Orbi- adx4 Orbi-ad(Raw)	取消済				Edit JP Edit EN Detail

2. Downloading Data in the window “Analysis Application History”

If the file name appears in the [Retrieve Files] column, you can download the file.


機器分析受託サービス
 Instrumental Analysis Service

User : 利用者様 Logged in [Logout](#)

[Home](#)
[Request Analysis/Mypage](#)
[Information](#)
[Contact](#)
[About Us/Access](#)
[EA](#)
[MS](#)
[AAA](#)
[PSQ](#)

● Home > Request Analysis/Mypage > 分析申込履歴 (支払履歴を含む)

分析申込履歴 (支払履歴を含む)
 Application History
 これまでの申込履歴を確認いただける他、以下のような機能をご利用いただけます
 You can view your application history as well as using the following functions.

[日本語ガイド](#)
[English Guide](#)
[HOME](#)

キーワード:
Keywords
 申込日: ~
Application Date

[Search](#)
[Reset](#)

[キャンセル申請](#)
[CSV Export](#)
[返却ファイル・ダウンロード](#)

■受付済: Application Approved ■サ受付済: Application Received at Satellite Office ■到着待: Waiting ■検討中: Processing Analysis ■再検討中: Processing Analysis ■終了: Completed
 ■料金確定依頼中: Usage Fee Confirmation Pending ■料金確定: Usage Fee Checked by IA Staff ■料金確認依頼中: Requesting Usage Fee Confirmation ■料金確認済: Usage Fee Confirmed by User
 ■支払確定: Total Fee Confirmed ■却下済: Application has been denied ■CA処理中: Processing Cancellation

申込履歴一覧 (List of applications)

<< < 1 2 3 > >> ページ (Page) : 1 件数 (Number) : 10 表示 1 至 10 件 22件 (Display 1 to 10 Total 22)

	PDF	Applied on	No.	Sample name	Name	Analysis Details	Status	Note	Completed on	Return files	Details
<input type="checkbox"/>	JP EN	2020/12/07	P200003	1207psq	利用者	PSQ-Nor PSQ-ad(data)	終了		2021/02/02	testPDF3.pdf	Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200015	1207nanolc	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200014	1207msms	利用者	MSMS-1 Orbi-ad(HR) ESI-L Orbi-ad(Deco)	終了		2021/02/02		Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200013	1207lcms	利用者	LCMS-1 LCMS2-2 Orbi-ad×4 Orbi-ad(Raw)	到着待				Edit(JP) Edit(EN) Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200012	1207gcms	利用者	GCMS-L1 GCMS-H ad(Table)	到着待				Edit(JP) Edit(EN) Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200011	1207std	利用者	DI-LH ESI-LH APCI-L FD-L ad(Table)	到着待				Edit(JP) Edit(EN) Detail
<input type="checkbox"/>	JP EN	2020/12/07	E200019	1207weight	利用者	Weighting	終了		2021/01/12	ZUM8 testPDF1.pdf testPDF2.pdf	Detail
<input type="checkbox"/>	JP EN	2020/12/07	E200018	1207CHN	利用者	CHN_S_ff_s CHN_ad(data) IC_S IC_PreS_SFIC IC_Br IC_PreS_Br1 IC_ad(data)	到着待				Edit(JP) Edit(EN) Detail
<input type="checkbox"/>	JP EN	2020/12/07	A200008	1207aaa	利用者	Standard(17aa) Standard(extra) Hydrolysis(HCl) AAA_ad(data)	到着待				Edit(JP) Edit(EN) Detail
<input type="checkbox"/>	JP EN	2020/11/25	P200002	Sample1	利用者	PSQ-Nor	到着待				Edit(JP) Edit(EN) Detail

<< < 1 2 3 > >> ページ (Page) : 1 件数 (Number) : 10 表示 1 至 10 件 22件 (Display 1 to 10 Total 22)

機器分析受託サービス
 管理担当:
 北海道大学 創成研究機構
 グローバルファシリティセンター 機器分析受託部門
 〒001-0021 札幌市北区北21条西10丁目
 TEL: (011) 706-9235 (代表)

Instrumental Analysis Service
 Management:
 Instrumental Analysis Div., Global Facility Center, Creative Research Institution, Hokkaido University
 N21, W10, Kita-ku, Sapporo, Hokkaido, Japan, 001-0021
 Phone: +81-11-706-9235

© 2017 - All Rights Reserved - 北海道大学グローバルファシリティセンター

2-1. When downloading one file at a time

Please click the file name

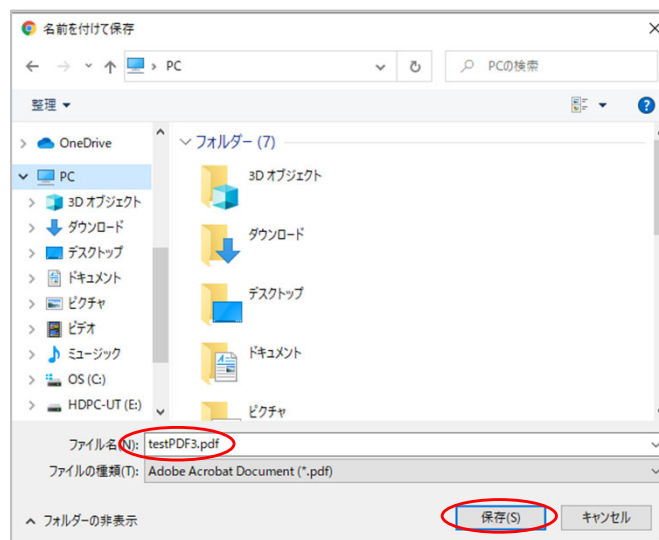
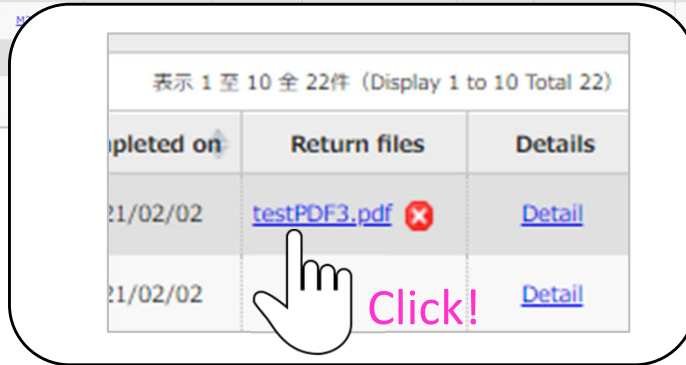
キャンセル申請 Cancel CSV Export 返却ファイル・ダウンロード

■受付済: Application Approved ■サ受付済: Application Received at Satellite Office ■到精待: Waiting ■検討中: Processing Analysis ■再検討中: Processing Analysis ■終了: Completed
 ■料金確定依頼中: Usage Fee Confirmation Pending ■料金確定: Usage Fee Checked by IA Staff ■料金確認依頼中: Requesting Usage Fee Confirmation ■料金確認済: Usage Fee Confirmed by User
 ■支払確定: Total Fee Confirmed ■却下済: Application has been denied ■CA処理中: Processing Cancellation

申込履歴一覧 (List of applications)

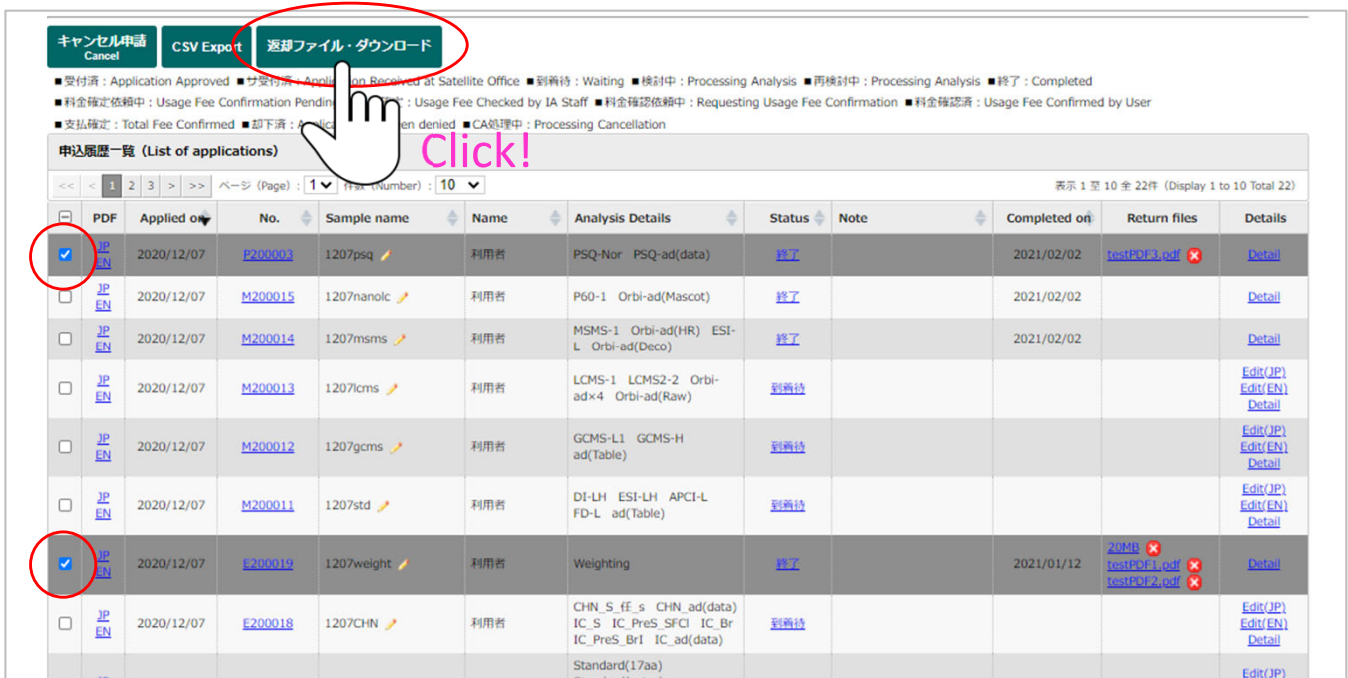
<< 1 2 3 >> ページ (Page): 1 件数 (Number): 10 表示 1 至 10 全 22件 (Display 1 to 10 Total 22)

	PDF	Applied on	No.	Sample name	Name	Analysis Details	Status	Note	Completed on	Return files	Details
<input type="checkbox"/>	JP EN	2020/12/07	P2000003	1207psq	利用者	PSQ-Nor PSQ-ad(data)	終了		2021/02/02	testPDF3.pdf ✖	Detail
<input type="checkbox"/>	JP EN	2020/12/07							2021/02/02		Detail
<input type="checkbox"/>	JP EN	2020/12/07									Detail
<input type="checkbox"/>	JP EN	2020/12/07									Detail



2-2. When downloading multiple files together

By ticking the check box at the beginning of the line (on the left) and clicking the [Retrieve Files] button, you can download them together in zip file format.



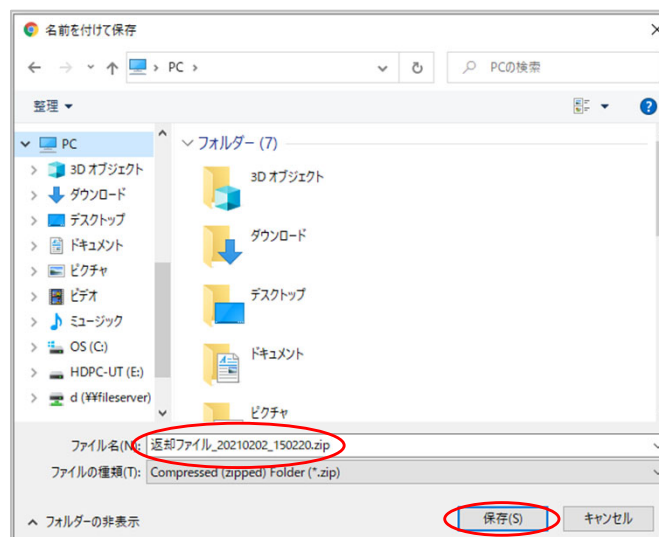
キャンセル申請 Cancel CSV Export 返却ファイル・ダウンロード

■受付済: Application Approved ■サ受付済: Application Received at Satellite Office ■到着待: Waiting ■検討中: Processing Analysis ■再検討中: Processing Analysis ■終了: Completed
 ■料金確定依頼中: Usage Fee Confirmation Pending ■料金確認済: Usage Fee Checked by IA Staff ■料金確認依頼中: Requesting Usage Fee Confirmation ■料金確認済: Usage Fee Confirmed by User
 ■支払確定: Total Fee Confirmed ■却下済: Application Denied ■CA処理中: Processing Cancellation


申込履歴一覧 (List of applications)

ページ (Page): 1 件数 (Number): 10 表示 1 至 10 全 22 件 (Display 1 to 10 Total 22)

	PDF	Applied on	No.	Sample name	Name	Analysis Details	Status	Note	Completed on	Return files	Details
<input checked="" type="checkbox"/>	JP EN	2020/12/07	E200009	1207psq	利用者	PSQ-Nor PSQ-ad(data)	終了		2021/02/02	testPSQ1.pdf	Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200015	1207nanolc	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200014	1207msms	利用者	MSMS-1 Orbi-ad(HR) ESI-L Orbi-ad(Deco)	終了		2021/02/02		Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200013	1207lcms	利用者	LCMS-1 LCMS2-2 Orbi-ad×4 Orbi-ad(Raw)	到着待				Edit(JP) Edit(EN) Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200012	1207gcms	利用者	GCMS-L1 GCMS-H ad(Table)	到着待				Edit(JP) Edit(EN) Detail
<input type="checkbox"/>	JP EN	2020/12/07	M200011	1207std	利用者	DI-LH ESI-LH APCI-L FD-L ad(Table)	到着待				Edit(JP) Edit(EN) Detail
<input checked="" type="checkbox"/>	JP EN	2020/12/07	E200019	1207weight	利用者	Weighting	終了		2021/01/12	testPWF1.pdf testPWF2.pdf	Detail
<input type="checkbox"/>	JP EN	2020/12/07	E200018	1207CHN	利用者	CHN_S_tf_s CHN_ad(data) IC_S IC_PreS_SFCl IC_Br IC_PreS_Br1 IC_ad(data) Standard(17aa) Standard(Low)	到着待				Edit(JP) Edit(EN) Detail



3. Deleting files from the system








The downloaded files remain on the server but can be deleted by clicking the  button next to the file name.

キャンセル申請 Cancel CSV Export 返却ファイル・ダウンロード

■受付済: Application Approved ■サ受付済: Application Received at Satellite Office ■到着待: Waiting ■検討中: Processing Analysis ■再検討中: Processing Analysis ■終了: Completed
 ■料金確定依頼中: Usage Fee Confirmation Pending ■料金確定: Usage Fee Checked by IA Staff ■料金確認依頼中: Requesting Usage Fee Confirmation ■料金確認済: Usage Fee Confirmed by User
 ■支払確定: Total Fee Confirmed ■却下済: Application has been denied ■CA処理中: Processing Cancellation

申込履歴一覧 (List of applications)

表示 1 至 10 全 22件 (Display 1 to 10 Total 22)

PDF	Applied on	No.	Sample name	Name	Analysis Details	Status	Note	Completed on	Return files	Details
JP EN	2020/12/07	P200003	1207psq	利用者	PSQ-Nor PSQ-ad(data)	終了		2021/02/02	testPDF3.pdf 	Detail
JP EN	2020/12/07	M200015	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200014	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200013	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200012	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200011	1207std	利用者	DI-LH ESI-LH APCI-L FD-L ad(Table)	到着待		2021/01/12	20MB  testPDF1.pdf  testPDF2.pdf 	Detail
JP EN	2020/12/07	E200019	1207weight	利用者	Weighting	終了		2021/01/12	20MB  testPDF1.pdf  testPDF2.pdf 	Detail

表示 1 至 10 全 22件 (Display 1 to 10 Total 22)

Completed on	Return files	Details
2021/02/02	testPDF3.pdf 	Detail
2021/02/02		Detail








Click!  返却ファイル削除 (Delete return file)



確定: Total Fee Confirmed ■却下済: Application has been denied ■CA処理中: Processing Cancellation

申込履歴一覧 (List of applications)

表示 1 至 10 全 22件 (Display 1 to 10 Total 22)

PDF	Applied on	No.	Sample name	Name	Analysis Details	Status	Note	Completed on	Return files	Details
JP EN	2020/12/07	P200003	1207psq	利用者	PSQ-Nor PSQ-ad(data)	終了		2021/02/02	testPDF3.pdf 	Detail
JP EN	2020/12/07	M200015	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200014	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200013	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200012	1207nanolic	利用者	P60-1 Orbi-ad(Mascot)	終了		2021/02/02		Detail
JP EN	2020/12/07	M200011	1207std	利用者	DI-LH ESI-LH APCI-L FD-L ad(Table)	到着待		2021/01/12	20MB  testPDF1.pdf  testPDF2.pdf 	Detail
JP EN	2020/12/07	E200019	1207weight	利用者	Weighting	終了		2021/01/12	20MB  testPDF1.pdf  testPDF2.pdf 	Detail

削除します。よろしいですか?
Delete OK?

受付番号: P200003
ファイル: testPDF3.pdf

OK キャンセル

Important!

Old data files may occasionally be deleted to maintain server capacity, etc.

Be sure to download your file(s) and store it/them yourself.



7. Application History & Edit/Cancel Application

- You can check application history and the following functions from; Request Analysis/Mypage > Application



① Application History Narrowing-Down Function

If you put application no., sample name, analysis type, user name, or application date in the keyword box, list of results will be displayed. Also, CSV export of the application history is available

② Application Printing Function

You can print past applications

③ Edit Sample Name

You can edit sample names from the sample name icon

④ Edit Application

You can check and edit applications from the application list. You can only edit when the analysis progress is either 'Application approved' or 'Waiting'. You **cannot edit after the progress says 'Under review'**

⑤ Application Progress & Revision History

On the Application Progress page, you can view Application Revision History

⑥ Cancel Application Function

To cancel your application, please check the box on the left and click the 'Cancel Analysis.' However, You can only cancel when the Analysis Progress is either 'Application approved' or 'Waiting.' You **cannot cancel after the progress says 'Under review'**

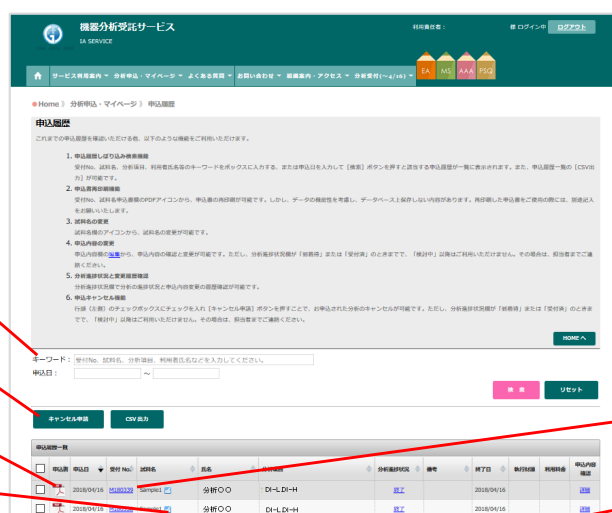
【Application History】

Narrowing-down Function

Cancel Application

Print Application

Edit Sample Name



Each Function is listed

Check Analysis Progress

Edit Application

8. Payments

- Payments will be processed according to the settled schedule.
- Within and outside campus schedules are different

Within Campus

【Payment Schedule】

Analysis request → Analysis → Analysis Complete	Analysis charge is confirmed by GFC	Request user manager to confirm charges/select payment source	Notify each accounting Dep. to transfer their budget	Deduction on the accounting system
Apr.-Jun.	Will be confirmed within few days after your analysis (will be reflected on the system)	Beg. of Jul.	Mid of Aug.	Please contact each accounting Dep. for a specific deduction date.
Jul.-Sep.		Beg. of Oct.	Mid of Nov.	
Oct.-Dec.		Beg. of Jan.	Mid of Feb.	
Jan.		Beg. of Feb.	End of Feb.	
Feb.		Beg. of Mar.	End of Mar.	
Mar.		Beg. of Jul. (Next fiscal year) <small>*same payment period as Apr.- Jun</small>	Mid of Aug. <small>*Next fiscal year</small>	

【Payment Source】

Period Subject to Payment	Budget transfer period	General Management Fund/Donation	External funds
Apr.-Jun.	Mid of Aug.	Available	Available
Jul.-Sep.	Mid of Nov.	Available	Available
Oct.-Dec.	Mid of Feb.	Available	Available
Jan.	End of Feb.	Available	Available
Feb.	End of Mar.	Available	Available
Mar.	Mid of Aug. in next fiscal year	Available *deducted from the next fiscal year's fund	Not available <small>*Except the ones that can be carried forward</small>

- Depending on the month analysis is complete, The payment is every month or every 3 months
- Charges will be finalized within few days after each analysis is complete
- After the charges are finalized by our accounting personnel, a confirmation email will be sent to user managers and assistant user managers. Please confirm from the 'Confirm Payments' page on 'My page' (Need to login)
- Also, The usage fees will be finalized within few days after the analysis. You can check the finalized fees online. You confirm the payments then too.
- Payments for analyses that will be completed after Oct. will be the end of the fiscal year. Please check the administrative deadline for your desired payment source
- For Mar., because of administrative process, only general management fund or donation is available for use. Also, payment will be next fiscal year between Apr.-Jun. (Please contact each department directly for available payment source)

If you have any inquiries on payments, please contact the below.

Research Support Div., Accounting Dep.

Phone (Ext.) : 9570・9316

E-mail : kaikei@research.hokudai.ac.jp

How to check charges and select a payment source

「＜GFC総合システム＞●●●-利用料金の確認をお願いいたします (Please check your charges)」 *only Japanese is available for this email at the moment
Please handle the following once you'll receive this email form our system.

①

②

料金確定
利用料金を確認し、料金確定する項目を選択してください。

検索: 機器分析受託サービス

確定するデータを選択し、「執行財源入力へ」
※一番上をチェックすると一括選択ができる

No.	品名	終了日	利用番号	利用者	単価	数量	支払料金
1	1.A受託分析	2018/04/19	E180200	広瀬 知弘	¥25	-	¥2,500
2	1.A受託分析	2018/04/19	E180200	広瀬 知弘	¥2,500	-	¥2,500
3	1.A受託分析	2018/04/19	E180201	広瀬 知弘	¥25	-	¥2,500
4	1.A受託分析	2018/04/19	E180201	広瀬 知弘	¥2,500	-	¥2,500
5	1.A受託分析	2018/04/19	E180202	広瀬 知弘	¥25	-	¥2,500
6	1.A受託分析	2018/04/19	E180202	広瀬 知弘	¥2,500	-	¥2,500
7	1.A受託分析	2018/04/19	E180203	広瀬 知弘	¥25	-	¥2,500
8	1.A受託分析	2018/04/19	E180203	広瀬 知弘	¥2,500	-	¥2,500
合計金額							¥20,000

執行財源入力へ

③

料金確定/執行財源入力
支払を行う財源を選択してください。

利用明細

No.	品名	終了日	利用番号	利用者	単価	数量	予約利用料
1	1.A受託分析	2018/04/19	E180200	広瀬 知弘	¥25	-	¥2,500
2	1.A受託分析	2018/04/19	E180200	広瀬 知弘	¥2,500	-	¥2,500
3	1.A受託分析	2018/04/19	E180201	広瀬 知弘	¥25	-	¥2,500
4	1.A受託分析	2018/04/19	E180201	広瀬 知弘	¥2,500	-	¥2,500
5	1.A受託分析	2018/04/19	E180202	広瀬 知弘	¥25	-	¥2,500
6	1.A受託分析	2018/04/19	E180202	広瀬 知弘	¥2,500	-	¥2,500
7	1.A受託分析	2018/04/19	E180203	広瀬 知弘	¥25	-	¥2,500
8	1.A受託分析	2018/04/19	E180203	広瀬 知弘	¥2,500	-	¥2,500
合計金額							¥20,000

執行財源

所管: 創成GFC機器分析受託部門共通

プロジェクト: なし

財源: なし

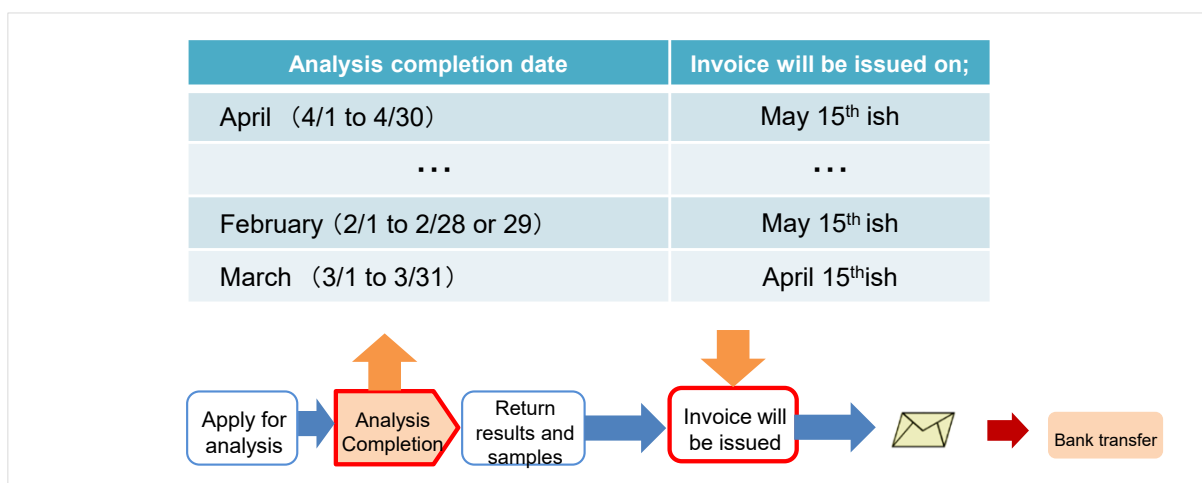
目的: なし

自身の予算情報が紐付いているので、財源を選択し、「確認へ進む」次ページで「料金を確定する」

料金確認へ戻る 確認へ進む

*If you have any inquiries on payments, please contact Research Support Div. (Ext. 9570)

Outside Campus



- Payments will be charged every month.
- Your account will be closed at the end of the month and invoices will be issued on the 15th of the next month. Please be aware that the invoices will be issued based on your analysis completion date
- The analysis completion date is the date you receive your analysis completion email. (We'll ship your results/samples after the email was sent. The shipping date and the completion date could be on a different date.)
- **Beginning of the next month after the analysis completion, the email regarding the fees and confirmation of the billing address will be sent. Once you receive the email, please confirm the charges on your 'Mypage'.**
- Also, the charges will be updated after each analysis, you can check them on your page (you can confirm the charge after each analysis).
- To pay, please transfer the charges to the university with the invoice at the bank.

*Shipping fee will be charged to each user (less than 100yen will be rounded up). Please be aware that the cost varies depending on the weight. Please specify a shipping method when you apply.

If you have any inquires on payments, please contact below.

Research Support Div., Accounting Dep.

Phone (Ext.) : 9570 • 9316

E-mail : kaikei@research.hokudai.ac.jp

9. Acknowledgement

- If you use the data acquired through GFC services on your academic paper, please acknowledge us
- After it's published, please let us know the title of the academic paper
- To register the above information, you can also visit 'Mypage' > 'Register Scholarly Publication'

The screenshot shows the '論文登録' (Paper Registration) page on the GFC Mypage. The page header includes the GFC logo and navigation links: Home, About GFC, Our Services, Information, Access, Contact, and Site map. Below the header, there are links for 'ログアウト' (Logout) and 'マイページ' (Mypage). The main content area is titled '論文登録' and includes a sub-header '論文を登録します。' (Register your paper). The form contains several fields: '利用装置' (Device) with a dropdown menu, '登録方法' (Registration method) with radio buttons for '内容を入力' (Enter content) and 'ファイルで登録' (Register with file), '登録ファイル' (Registration file) with a file selection button, '論文表題' (Paper title), 'DOI', '筆頭著者' (Corresponding author), 'その他著者名' (Other author names), '雑誌名' (Journal name), '巻' (Volume), and '発行年' (Publication year). A '追加' (Add) button is located below the form. At the bottom, there is a table with columns for '論文表題', 'DOI', '利用装置', '筆頭著者', 'その他著者名', '雑誌名', '巻', '発行年', 'ファイル', and '削除'. The table is currently empty, and a message 'データがありません。' (No data) is displayed below it.

Your usage results will encourage us and provide opportunities to learn and shape future activities to enhance our services. Thank you for your cooperation.



10. Forgot Password

- When you login, there is a button 'Forgot Password.' Please reset your password form there

(1) Click 'Forgot Password'



(2) Enter User ID and Email address and click 'Reset.'

Please copy the displayed Authentication key, you will need it later.



(3) Please click the URL in the email and reset your password



11. Contacts

■ For User Registration

E-mail: contact@gfc.hokudai.ac.jp

■ For Payments

Phone: 011-706-9316 8:30AM-5:00PM (Weekdays)

E-mail: seikyu-of-nano@research.hokudai.ac.jp

■ For Analysis Services

Analysis Services

Elemental Analysis(CHN)
Elemental Analysis(ICP)
Mass Spectrometry
Amino Acid Analysis
Protein Sequencing Analysis

Phone

011-706-9284
011-706-9183
011-706-9254
011-706-9247
011-706-9249

E-mail

IAOF_ea@gfc.hokudai.ac.jp
IAOF_icp@gfc.hokudai.ac.jp
IAOF_ms@gfc.hokudai.ac.jp
IAOF_aaa@gfc.hokudai.ac.jp
IAOF_psq@gfc.hokudai.ac.jp

Accept calls between 9:00AM-4:30PM (Weekdays)

Even during weekdays, because of analysis or events, we might not be able to answer your calls. Thank you for your understanding.



Instrumental Analysis and Open Facility Unit,
 Global Research Facility Alliance Center,
 Office for Integrated Technical Core Hub, Hokkaido University
 N21 W11, Kita-ku, Sapporo, Hokkaido, 001-0021

Phone 011-706-9235
 E-mail IAOF_contact@gfc.hokudai.ac.jp