Instructions for Placing a Sanger Sequencing Order with Genewiz

1. Log into M-marketsite and click on the Genewiz catalog located in the *Lab and Research Supplies* showcase.
2. Choose Sanger Sequencing from the three available services:
   a. Sanger Sequencing
   b. Gene Synthesis
   c. Oligo Synthesis
3. Follow the steps outlined in the following screenshots.
Sanger Sequencing Service Types

Pre-Mixed
For sequencing plasmids or purified PCR products, this service is the most economical choice.
You provide your template and primer mixed in the same tube according to our Sample Submission Guidelines.
Note: A GENEWIZ Universal Primer can be used in this service at no charge.

Pre-Defined
By choosing our Pre-Defined Service, you submit your template and primer in separate tubes, and a GENEWIZ scientist will mix them when your sample is received. An additional charge applies in most cases.
For sequencing plasmids or purified PCR products, submit your template and primer in separate tubes according to our Sample Submission Guidelines.
Note: A GENEWIZ Universal Primer can be used in this service at no charge.

Custom
This is a full-service option for sequencing of purified plasmids and purified PCR product samples with unknown concentration. For purified plasmids column-based PCR purifications, a GENEWIZ scientist will measure and adjust the concentration of your template to optimize the sequencing reaction.
Note that if you have enzymatically-purified PCR products, we recommend that you submit these samples under the Pre-Mixed or Pre-Defined service levels. An accurate OD cannot be obtained from an enzymatically-purified template.
Submit template and primer separately according to our Sample Submission Guidelines.
Note: A GENEWIZ Universal Primer can be used in this service at no charge.

Sanger Sequencing Order: Header

1. DNA Type: Will populate based on Home Page selection, but can be changed
2. Service Type: Select from Premix, Predefined and Customer service Types
   1. Certain DNA Types will lock this field as Custom
3. Service Priority: Sameday only due to institutional upgrade
4. # of Samples: Indicate the number of samples, and press Apply.
   1. For Premix service, enter the number of unique DNA Template and Oligo combinations
   2. For Predefined and Custom services, enter the number of DNA Templates only
Sanger Sequencing Order: Header

5. Order Name: Optional identification field that is searchable within your GENEWIZ account.
6. Enter any communication you have for the GENEWIZ scientist processing your order.
7. You will be instructed directly from your institution if this field is needed.
8. Promotion/Coupon Code: Fields to enter either Promotion or Coupon codes
9. Samples at GENEWIZ: Check this box to use samples submitted in a previous order. Enter previous Tracking #
   1. Samples and primers are stored for 1 week
   2. Samples can be requested to be placed on hold for future sequencing and GENEWIZ will store for 1 month. Please make this request in the Order Comments section above

Sanger Sequencing Order: Body - Premix

1. DNA Name: Enter DNA template name for each reaction
2. Length: Select from the dropdown the total length of your construct (Vector + Insert) or amplicon in base pairs
3. Primer Columns: **Note, for Premix each reaction must have a unique DNA Name + Primer combination**
   1. My Primer: Enter the name of your custom primer(s)
   2. GENEWIZ Primer: Choose from a list of available Universal primers, for no additional cost
      1. Primer Selection Tool will help determine if your plasmid has a binding site for any of our Universal Primers. Click on the link in the column header and then paste the sequence of your plasmid to determine.
4. Difficult Template: If your template is known to be GC rich, contain a secondary structure, or difficult to sequence in general, select from this dropdown. Lab will process with our Difficult Template protocol (additional charges apply)
5. Notes: Field to enter reaction specific notes
6. Save and Review
Sanger Sequencing Order: Body – Pre-Defined

1. DNA Name: Enter DNA template name for each reaction
2. Length: Select from the dropdown the total length of your construct (Vector + Insert) or amplicon in base pairs
3. Conc.: Indicate the concentration of your DNA Template in column header shows recommended concentrations based on Length.
4. Primer Columns:
   1. My Primer: Enter the name of your custom primer(s). Multiple primers to be used with a DNA template must be separated by a semi-colon (;)
   2. Library: Select Primers saved to your E-Library here.
   3. GENEWIZ Primer: Choose from a list of available Universal primers, for no additional cost
5. Difficult Template: If your template is known to be GC rich, contain a secondary structure, or difficult to sequence in general, select from this dropdown. Lab will process with our Difficult Template protocol (additional charges apply)
6. Notes: Field to enter reaction specific notes
7. Save and Review

Sanger Sequencing Order: Body – Custom

1. DNA Name: Enter DNA template name for each reaction
2. Length: Select from the dropdown the total length of your construct (Vector + Insert) or amplicon in base pairs
3. Primer Columns:
   1. My Primer: Enter the name of your custom primer(s). Multiple primers to be used with a DNA template must be separated by a semi-colon (;)
   2. Library: Select Primers saved to your E-Library here.
   3. GENEWIZ Primer: Choose from a list of available Universal primers, for no additional cost
5. Difficult Template: If your template is known to be GC rich, contain a secondary structure, or difficult to sequence in general, select from this dropdown. Lab will process with our Difficult Template protocol (additional charges apply)
6. Notes: Field to enter reaction specific notes
7. Save and Review
Include the assigned tracking number in the envelope with your samples prior to placing your samples in the Genewiz drop box.
### Customer Information:

- **Name**: J. Sarma
- **Phone**: +1-7347638701
- **University of Michigan Default**
- **Company**: University of Michigan
- **Email**: jsarma@umich.edu

### Submit to Punchout Shopping Cart:

- **Add to Punchout Shopping Cart**

### Order Information:

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Tracking Number</th>
<th>Service Line</th>
<th>Service Item</th>
<th>Comment</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/9/2020 3:35 PM</td>
<td>30-393123247</td>
<td>Sanger Sequencing</td>
<td>Plasmid</td>
<td></td>
<td>$ 4.00</td>
</tr>
<tr>
<td>10/12/2020 11:45 AM</td>
<td>30-393145643</td>
<td>Sanger Sequencing</td>
<td>PCR Product - Purified</td>
<td></td>
<td>$ 8.00</td>
</tr>
</tbody>
</table>

**Subtotal Amount**: $12.00
**Savings**: $0.00
**Total Amount**: $12.00
Complete the Customer Profile Page

- You will be required to complete the **Customer Profile Page** prior to submitting your first order.
- If you are a researcher placing an order for yourself, complete the profile with your own information.
- If you are placing an order on behalf of a researcher, complete the profile with the researcher’s information.
- Click on the **Update Account** button to save the profile.
- When you have completed the profile, this page will not appear again when you place subsequent orders.
Sanger Sequencing: Finishing Order

- Review Order and note Tracking number(s) assigned to order
  - If your order is acceptable click “Add to Cart”, otherwise you can select “Back to Edit” to change your order

- Select the orders from your cart you would like to finish and select “Proceed with Check Out”
To view sequencing results in M-marketsite, click on the View Results button.