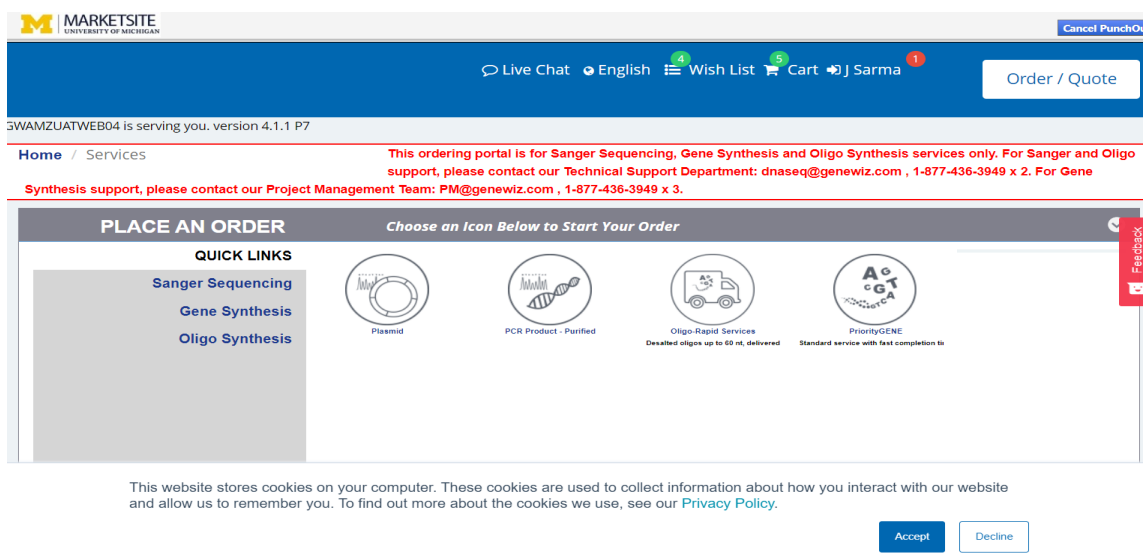
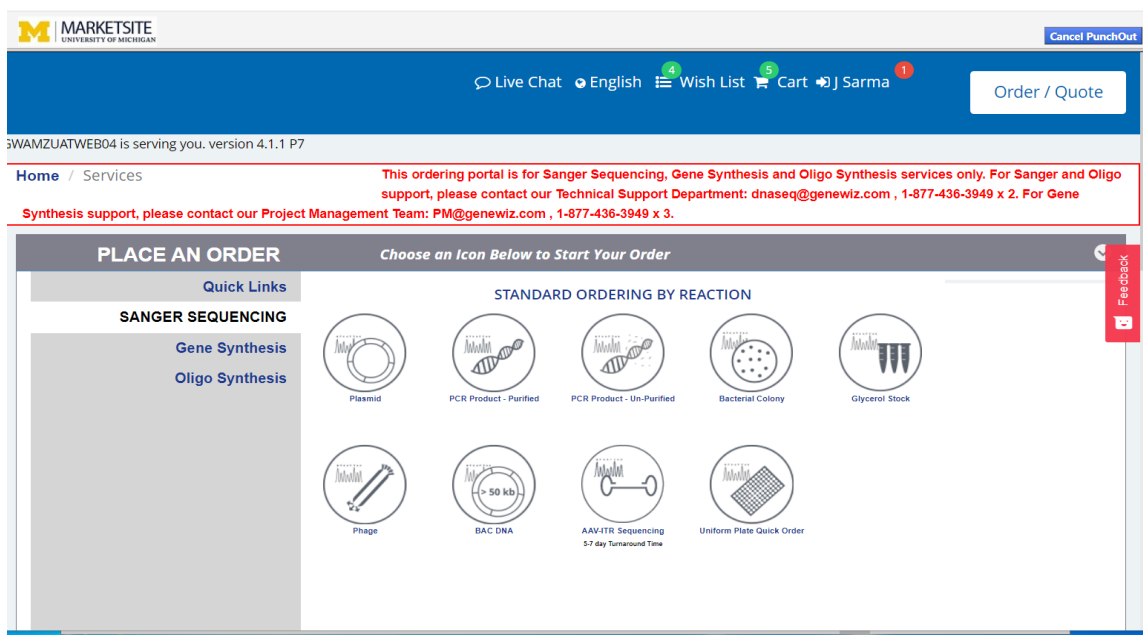


Instructions for Placing a Sanger Sequencing Order with Genewiz

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

Note: Sameday only due to an institutional upgrade

<ol style="list-style-type: none"> 1 DNA Type* <input type="text" value="Plasmid"/> 2 Service Type* <input type="text" value="Please Select..."/> 3 Service Priority* <input type="text" value="Same Day"/> 4 # of Samples* <input type="text" value=""/> <input type="button" value="Apply"/> <input type="button" value="Upload Excel"/> 	<div>Order Name <input type="text"/></div> <div>Order Comments <input type="text"/></div> <div>Special ID <input type="text"/></div> <div>Promotion Code <input type="text"/></div> <div>Coupon Code <input type="text"/></div> <div>Samples at GENEWIZ <input type="checkbox"/></div>	Sample Submission Tool
--	--	--

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

Note: Sameday only due to an institutional upgrade

DNA Type*
Service Type*
Service Priority*
of Samples*

5 Order Name
6 Order Comments
7 Special ID
Promotion Code
8 Coupon Code
☐ Samples at GENEWIZ
9 Tracking #

[Sample Submission Tool](#)

Click to view Submission Guidelines

- Order Name: Optional identification field that is searchable within your GENEWIZ account.
- Enter any communication you have for the GENEWIZ scientist processing your order.
- You will be instructed directly from your institution if this field is needed.
- Promotion/Coupon Code: Fields to enter either Promotion or Coupon codes
- Samples at GENEWIZ: Check this box to use samples submitted in a previous order. Enter previous Tracking #
 - Samples and primers are stored for 1 week
 - 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

Fill All Columns			Auto Repeat			Clear All Samples			Export Samples to Excel			Spreadsheet Functionality Key		
Sample			Primer			Difficult Template			Notes					
Plate	Tube	Sample #	DNA Name	Length (bp)	My Primer	GENEWIZ Primer	Selection Tool	Difficult Template	Notes					
1	A-1	1	EXAMPLE	6001-8000	ex:Your_Primer_Name	ex:T7	ex:Haarpin							
1	J01	1	Test_1	6001-8000	Primer1									
1	J02	2	Test_2	6001-8000	Primer1									
1	J03	3	Test_3	6001-8000		3GEX								
1	J04	4	Test_4	6001-8000		5GEX		Difficult Template						

- DNA Name: Enter DNA template name for each reaction
- Length: Select from the dropdown the total length of your construct (Vector + Insert) or amplicon in base pairs
- Primer Columns: **Note, for Premix each reaction must have a unique DNA Name + Primer combination**
 - My Primer: Enter the name of your custom primer(s)
 - GENEWIZ Primer: Choose from a list of available Universal primers, for no additional cost
 - 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.
- 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)
- Notes: Field to enter reaction specific notes
- Save and Review

Sanger Sequencing Order: Body – Pre-Defined

If primer details are not specified the system will require customers to submit a primer for sequencing, automatically sets the primer concentration to 5uM, and does not add primers to your library for future use. To edit your primer details click on the "Order/Edit Primers" button below.

Fill All Columns		Auto Repair	Clear All Samples	Export Samples to Excel	Order/Edit Primers	Spreadsheet Functionality Key						
Plate	Tube	Sample #	Sample	DNA Name	Length (bp)	Conc. (ng/ul)	My Primer	Library	GENEWIZ Primer	Selection Tool	Difficult Template	Notes
1	A:1	1	EXAMPLE	Test_1	6001-8000	80	Primer1; Primer2	+	3GEX/5GEX	ex:TT	ex:Haarpm	
1	B:2	2		Test_2	6001-8000	80	Primer1; Primer2	+	3GEX/5GEX		GC-rich	
1	B:3	3		Test_3	6001-8000	80	Primer1; Primer2	+	3GEX/5GEX			
1	B:4	4		Test_4	6001-8000	80	Primer1; Primer2	+	3GEX/5GEX		Haarpm	

Cancel Save As Draft Save and Review

- DNA Name: Enter DNA template name for each reaction
- Length: Select from the dropdown the total length of your construct (Vector + Insert) or amplicon in base pairs
- Conc.: Indicate the concentration of your DNA Template. In column header shows recommended concentrations based on Length.
- Primer Columns:
 - 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 (;)
 - Library: Select Primers saved to your E-Library here.
 - GENEWIZ Primer: Choose from a list of available Universal primers, for no additional cost
 - 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.
- 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)
- Notes: Field to enter reaction specific notes
- Save and Review

Sanger Sequencing Order: Body – Custom

If primer details are not specified the system will require customers to submit a primer for sequencing, automatically sets the primer concentration to 5uM, and does not add primers to your library for future use. To edit your primer details click on the "Order/Edit Primers" button below.

Fill All Columns		Auto Repair	Clear All Samples	Export Samples to Excel	Order/Edit Primers	Spreadsheet Functionality Key					
Plate	Tube	Sample #	Sample	DNA Name	Length (bp)	My Primer	Library	GENEWIZ Primer	Selection Tool	Difficult Template	Notes
1	A:1	1	EXAMPLE	Test_1	6001-8000	Primer1; Primer2	+	3GEX/5GEX	ex:TT	ex:Haarpm	
1	B:2	2		Test_2	6001-8000	Primer1; Primer2	+	3GEX/5GEX		GC-rich	
1	B:3	3		Test_3	6001-8000	Primer1; Primer2	+	3GEX/5GEX			
1	B:4	4		Test_4	6001-8000	Primer1; Primer2	+	3GEX/5GEX		Haarpm	

Cancel Save As Draft Save and Review

- DNA Name: Enter DNA template name for each reaction
- Length: Select from the dropdown the total length of your construct (Vector + Insert) or amplicon in base pairs
- Primer Columns:
 - 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 (;)
 - Library: Select Primers saved to your E-Library here.
 - GENEWIZ Primer: Choose from a list of available Universal primers, for no additional cost
 - 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.
- 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)
- Notes: Field to enter reaction specific notes
- Save and Review

Cancel PunchOut

Live Chat
English
Wish List
Cart
J Sarma
Order / Quote

SWAMZUATWEB04 is serving you. version 4.1.1 P7

Home / Order Form / Order(s) Review

Order(s) Information

DNA Type	PCR Product - Purified	Order Name	Samples	2
Service Type	Premix	Order	Submitted	
Service Priority	Sameday	Comments	Number of	2
Purification Type	Column		Reactions	

Estimated Price Information

Service	Unit Price	Quantity	Itemized Subtotal
Sanger DNA sequencing	\$4.00	2	\$8.00
Same-day processing, additional	\$0.00	2	\$0.00
		Order Subtotal:	\$8.00
		Shipping/Handling:	\$0.00
		Estimated Total*:	\$8.00

*Pricing is estimated. Actual charges will reflect work done. In cases where tax is applicable but not estimated, it will be applied on the invoice

Resulting Reactions

☒ Tracking Number[30-393145643] (C5L2F-forward - C5I2R-reverse)

Cancel
Back to Edit
Print Price
Add to Cart

Include the assigned tracking number in the envelope with your samples prior to placing your samples in the Genewiz drop box.

Cancel PunchOut

Remove

<input checked="" type="checkbox"/>	Tracking Number	Service Line	Service Type	Catalog	Quantity	Comment	Created Date	Total Amount		
<input type="checkbox"/>	30-393001117	Sanger Sequencing	Plasmid				10/1/2020 3:17 PM	\$ 32.00	Edit	Review Order
<input type="checkbox"/>	30-393008706	Sanger Sequencing	Plasmid				10/2/2020 11:17 AM	\$ 4.00	Edit	Review Order
<input type="checkbox"/>	30-393041349	Sanger Sequencing	Plasmid				10/6/2020 9:37 AM	\$ 4.00	Edit	Review Order
<input type="checkbox"/>	30-393066323	Sanger Sequencing	PCR Product - Purified				10/7/2020 1:33 PM	\$ 4.00	Edit	Review Order
<input checked="" type="checkbox"/>	30-393123247	Sanger Sequencing	Plasmid				10/9/2020 3:35 PM	\$ 4.00	Edit	Review Order
<input checked="" type="checkbox"/>	30-393145643	Sanger Sequencing	PCR Product - Purified				10/12/2020 11:45 AM	\$ 8.00	Edit	Review Order
Total items: 2								\$12.00		

Continue shopping
Proceed with Check Out

1 Shopping Cart

2 Confirm Submit

3 Submit to Punchout

1: Price Estimate

Tracking Number	Service Line	Service Type	Catalog	Quantity	Comment	Total Amount
30-393123247	Sanger Sequencing	Plasmid		\$ 4.00		
30-393145643	Sanger Sequencing	PCR Product - Purified		\$ 8.00		
						Subtotal Amount: \$ 12.00
						Tax: \$ 0.00
						Total Amount: \$ 12.00

2: Sample Submission/Pickup

Sample Submission/Pickup method:

I will select a dropbox later

[General Dropbox FAQs](#)

3: Customer Shipping Address

Billing Address

NOTE: GENEWIZ will use the shipping address from the PO.

☒ [Primary] Sarma J , University of Michigan [Edit](#)

+ Add New Address

State Street
Ann Arbor, Michigan 48109
P: +1-7347638701

[Back to Cart](#) [Next](#)

[Home](#) / [Shopping Cart](#) / [Check Out](#)

1 Shopping Cart

2 Confirm Submit

3 Submit to Punchout



CUSTOMER INFORMATION:

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

SUBMIT TO PUNCHOUT SHOPPING CART:

[Add to Punchout Shopping Cart](#)

Order Information

[Print](#)

Created Date	Tracking Number	Service Line	Service Item	Comment	Total Amount
10/9/2020 3:35 PM	30-393123247	Sanger Sequencing	Plasmid		\$ 4.00
10/12/2020 11:45 AM	30-393145643	Sanger Sequencing	PCR Product - Purified		\$ 8.00

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.

Update register information

Welcome to GENEWIZ! Delivering you high-quality data with quick turnaround times and industry-leading customer support is our priority. Please take a moment to review your contact information to ensure we can update you about your project in a timely manner.

Detail Information

First Name*

J.

Last Name*

Sarma

Email*

vsarma@umich.edu

Phone*

+1-7347638701

Ext.

PI/Institution ID

PI/Group Leader Email Address

PI/Group Leader First Name*

University of Michigan

PI/Group Leader Last Name*

Default

Lab Manager Email

Institution Name*

University of Michigan

Department*

Procurement Services

How did you hear about us*

GENEWIZ Sales

Field/Discipline*

Antibody Research

Methodologies Used*

Mutation Analysis

Preferred Contact Method (for order-related questions)

please select...

Request Personal Information Change

Default Shipping Address

Default Billing Address

Default Shipping Address

Contact Name*

Sarma J.

Institution Name*

University of Michigan

Country/Area*

United States

Address line1*

State Street

Address line2

Building or Department

Address line 3

Room #

City*

Ann Arbor

State/Province*

Michigan

Zip/Postal Code*

48109

Receiver Phone*

+1-7347638701

Ext.

Cancel

Update Account

Default Billing Address

☐ Same as Shipping

Request Billing Address Change

Contact Name

Institution Name

Country/Area

please select...

Address line1

Address line2

Address line 3

City

State/Province

Zip/Postal Code

Billing Email Address

Alternative Billing Email Address

Accounts.Payable@umich.edu

Billing Method

PRINT

Billing Cycle

Weekly

Invoice Consolidation (Yes or No)

Yes

[Click to Cart](#) [Next](#)

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

Home Order Form Order(s) Review

Order(s) Information			
DNA Type	Plasmid	Order Name	Samples Submitted
Service Type	Predefined	Order Comments	Number of Reactions
Service Priority	Standard		16

IMPORTANT: Selecting multiple primers per template may impact template/primer grouping required for sample submission. Please review the sample well/tube number assignments below prior to organizing your samples for submission.

Submitted Samples

Sample 1 To 16

Resulting Reactions

Tracking Number(DJ-326008056) (Test, 1 Primer) (Test, 16 Primers)

Cancel Back to Edit Add to Cart

- Select the orders from your cart you would like to finish and select "Proceed with Check Out"

Proceed with Check Out

MARKETSITE UNIVERSITY OF MICHIGAN

All Search (Alt+Q) 12.00 USD

Orders Search Requisitions Codes - 3073232 - Draft Requisition

General Codes Ship To Final Review Assign Cart

Go to Express Checkout Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Shortcode

Requisition PO Preview Comments Attachments History

Summary

Codes

These values apply to all lines unless specified by line item

Codes

Shortcode no value Required field

Dept Ref # no value

edit

For selected line items Add to Favorites Go

GENEWIZ LLC more info...

Fulfillment Address 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Sanger DNA sequencing more info...	SEQ-501B1	EA	4.00	1 EA	4.00 USD

Codes (same as header)

All Search (Alt+Q) 0.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Assigned - Draft Requisition

Cart Assigned

Next Steps
You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the [Search Requisitions](#) page

- [Create new draft cart](#)
- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)

Requisition Summary

Requisition number	3073232
Cart name	2020-10-12 vsarma-browse 01
Requisition total	12.00 USD
Number of line items	4

To view sequencing results in M-marketsite, click on the *View Results* button.

Cancel PunchOut

Search
Show Advanced Filter
Edit View Results Print Receipt Download Add to Project Delete
Bulk Download

	Tracking #	Order Name	Project Name	Service Line	Service Type	Priority	Qty	Action
<input type="checkbox"/>	8/7/2020 8:44 PM	30-392443917		Sanger Sequencing	Plasmid	Sameday	2	Completed View Results
<input type="checkbox"/>	7/31/2020 4:40 PM	30-392307639 TestVS		Gene Synthesis	PriorityGENE	PriorityGENE	0	Draft Complete Draft
<input type="checkbox"/>	7/30/2020 6:54 PM	30-392301928		Sanger Sequencing	PCR Product - Purified	Sameday	2	Waiting for Sample Summary
<input type="checkbox"/>	7/30/2020 6:41 PM	30-392301554		Oligo Synthesis	Oligo-Rapid Services	Standard	1	Completed View Results
<input type="checkbox"/>	7/30/2020 6:15 PM	30-392300965		Sanger Sequencing	PCR Product - Purified	Sameday	3	Completed View Results
<input type="checkbox"/>	7/30/2020 6:06 PM	30-392300743		Sanger Sequencing	PCR Product - Purified	Sameday	3	Waiting for Sample Summary
<input type="checkbox"/>	7/21/2020 6:29 PM	30-392161228		Sanger Sequencing	Plasmid	Sameday	1	Ready To Order Add to Cart
<input type="checkbox"/>	7/21/2020 6:25 PM	30-392161006		Sanger Sequencing	Plasmid	Sameday	1	Waiting for Sample Summary

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Accept
Decline