

## A52. Procedure for Sanger DNA Sequencing Services by AZENTA Life Sciences

### MOLab Online Order Steps:

- 1). Prepare Plasmid and Purified PCR Products as Instructed (see below):
  - a). **Pre-Mixed Service: Plasmid & Purified PCR (Preferred):** Provide **your template** and **your primer mixed** in the **SAME TUBE**. Refer to table for recommended concentrations and volumes (see next page).
  - b). **Pre-Defined Service: Plasmid & Purified PCR (Optional):** Submit your template(s) and primer(s) in SEPARATE TUBES or submit your template(s) and select AZENTA UNIVERSAL PRIMERS. Refer to table for recommended concentrations and volumes per reaction (see next page).
- 2). Ask TC to create a ONE-TIME Purchase Order (PO) number or Standing Purchase Order (PO) number through the BuySite system.
- 3). Create your account at <https://clims4.genewiz.com/> or use the MOLab login account ([tche@uchicago.edu](mailto:tche@uchicago.edu) // UCmolab@2024).
- 4). Complete the online submission process (see pages 4 to 7).
- 5). Drop your samples in GCIS W403M in the box with a printed copy of your order receipt before the 4PM cutoff time.

### Azenta turnaround time

- Standard orders: noon the day following order delivery at Azenta
- \*Same day: the day the order is received (by 10am) at Azenta

### Pricing Information (as of May 1, 2024)

*Please see pricing below. You can also coupon code **GA20-NEW50** at checkout for \$50.00 towards your first Sanger sequencing order.*

- **Pre-mixed: \$4.41 per rxn**
- Pre-defined: \$5.51 per rxn
- Custom: \$8.82 per rxn
- PCR clean-up: \$3.31 per rxn
- Same-day processing: FREE

**FAQ:** <https://www.genewiz.com/en/Public/Resources/FAQs/FAQs-DNA-Sequencing>

### Account Contact:

Emily Fish, MS

Account Manager – Genomic Services

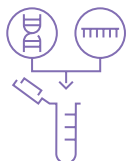
+1 763.923.1267

[Emily.Fish@azenta.com](mailto:Emily.Fish@azenta.com)

[azenta.com](http://azenta.com)



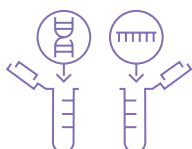
# Sample Submission Guidelines



## Pre-Mixed Service: Plasmid & Purified PCR

Provide your template and your primer mixed in the **SAME TUBE**

Refer to table for recommended concentrations and volumes.



## Pre-Defined Service: Plasmid & Purified PCR

Submit your template(s) and primer(s) in **SEPERATE TUBES** or submit your template(s) and select **AZENTA UNIVERSAL PRIMERS**.

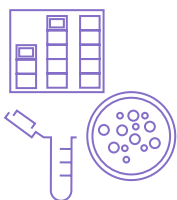
Refer to table for recommended concentrations and volumes per reaction.

### Pre-Mixed and Pre-Defined Samples

DNA Type	DNA Length (include vector)	Template Concentration in 10 $\mu$ l	Template Total Mass	Your Primer Total Picomoles	Pre-Mixed Volume (Template + Your Primer)
Plasmids	<6 kb	~50 ng / $\mu$ l	~500 ng	25 pmol	15 $\mu$ l
	6 - 10 kb	~80 ng / $\mu$ l	~800 ng		
	>10 kb	~100 ng / $\mu$ l	~1000 ng		
Purified PCR Products	<500 bp	~1 ng / $\mu$ l	~10 ng	25 pmol	15 $\mu$ l
	500 - 1000 bp	~2 ng / $\mu$ l	~20 ng		
	1000 - 2000 bp	~4 ng / $\mu$ l	~40 ng		
	2000 - 4000 bp	~6 ng / $\mu$ l	~60 ng		
	>4000 bp	Treat as plasmid	Treat as plasmid		



# Sample Submission Guidelines



## Custom Service: Plasmid, Unpurified PCR & More

Azenta will determine template concentration, optimize for sequencing, and mix with primer.

Refer to table for recommended concentrations and volumes.

DNA Type	DNA Length (include vector)	Template Concentration	Template Total Mass (recommended)	Template Volume Per Reaction	Your Primer Concentration $\mu\text{M}$ (pmol/ $\mu\text{l}$ )	Your Primer Volume Per Reaction
Plasmids	Any size	Unknown	At least 500 ng	10 $\mu\text{l}$	5 $\mu\text{M}$	5 $\mu\text{l}$
PCR Products	Any size	Unknown	At least 40 ng	10 $\mu\text{l}$	5 $\mu\text{M}$	5 $\mu\text{l}$

Note: Please send primer in a separate tube.

### Azenta Life Sciences will perform the following depending on your template:

- **Plasmid** - Measure and optimize template concentration for sequencing
- **Unpurified PCR** - Clean up crude PCR products containing single band products with ExoSAP-IT
- **Bacterial Colony / Glycerol Stock / Phage Plaque / Phage Supernatant** - Amplify template from clones
- **BAC DNA** - Perform specialized chemistry reactions to overcome BAC DNA sequencing challenges



### 3 Complete Sample and Primer Details

Order	#	Reaction Barcode	Sample Name <sup>+</sup>	Primer Barcode	My Primer <sup>+</sup>	library	Azenta/GENEWIZ Primer <sup>+</sup> Selection Tool
1	1		EXAMPLE		ex>Your_Primer_Name		ex:T7
1	1	T00000051	AZENTA1	00133957 +	primer-1	+	▼
1	2	T00000052	AZENTA2	+ +		+	CMV-Forward ▼

Select barcodes for each sample and primer and fill in the sample and primer names. Each line represents a reaction.

Please note that if you have a large number of samples, to save you rewriting, you can click on to fill sequentially or on to fill all values.

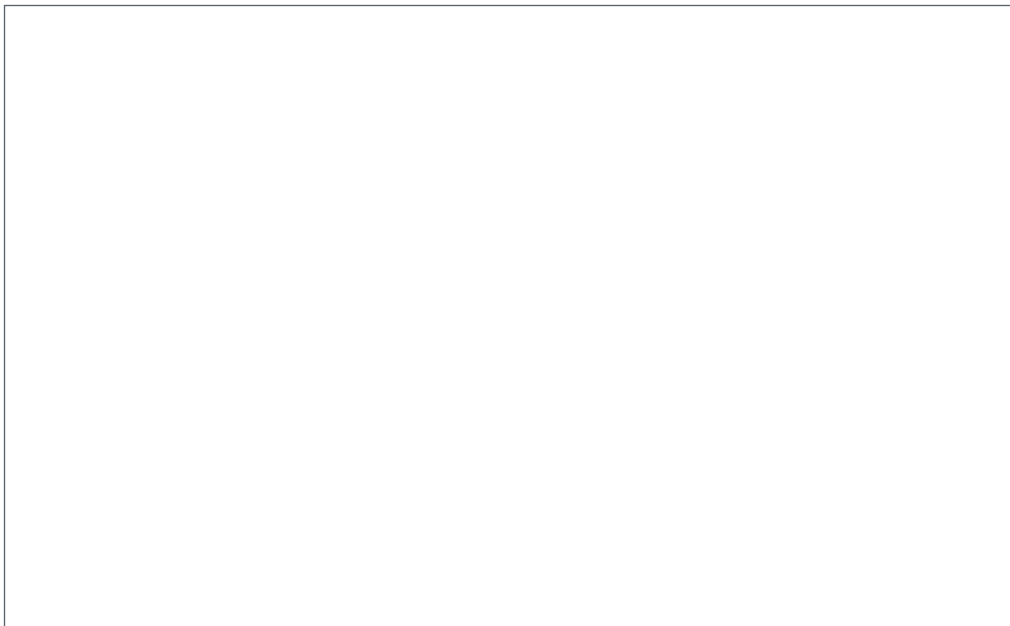
Once all the details are correctly entered, click on “Save and Review.”

Auto Repair
Export Samples to Excel
Available Primer Barcode:259
Order/Edit Primers
Spreadsheet Functionality Key

Order	#	Reaction Barcode	Sample Name <sup>+</sup>	Primer Barcode	My Primer <sup>+</sup>	library	Azenta/GENEWIZ Primer <sup>+</sup> Selection Tool	Notes
1	1		EXAMPLE		ex>Your_Primer_Name		ex:T7	
1	1	T00000051	AZENTA1	00133957 +	primer-1	+	▼	
1	2	T00000052	AZENTA2	+ +		+	CMV-Forward ▼	

CANCEL
SAVE AS DRAFT
SAVE AND REVIEW

A primer review page will then appear. If correct, click on “Confirm.”



### 3 Complete Sample and Primer Details (Continued)

Following this, a summary of your order will be displayed with the number of Samples Submitted, and the resulting reactions; if the details are correct, click on "Add to Cart."

Home / Order Form / Order(s) Review

Order(s) Information			
DNA Type	PCR Product - Purified	Order Name	Samples Submitted 2
Service Type	Predefined	Order Comments	Number of Reactions 2
Service Priority	Standard		
Purification Type	Column		

Estimated Price Information			
<b>Service</b>	<b>Unit Price</b>	<b>Quantity</b>	
Tube Sanger DNA sequencing, Prepaid	Prepaid	2	
			Order Subtotal:
			Shipping/Handling:
			Estimated Total*:
*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 [50-668409924]							
Reaction	Sample #	Reaction Barcode	DNA Name	Primer Barcode	Primer	Primer Details	Notes
IF01	1	T00000051	AZENTA1	00133957	primer-1 [10µM]	I will Provide	
IF02	2	T00000052	AZENTA2		CMV-Forward	Universal	

You will be re-directed onto another page, which will ask you to confirm your shipping option, addresses and payment method.

2: Sample Submission/Delivery Options


Sample Submission/Pickup method:

General Dropbox FAQs

Please ship your samples to:

GENEWIZ Europe  
Attn: CA  
Bahnhofstraße 86  
04158 Leipzig  
Germany  
877-(436-3949)

Save as default method:



3: Shipping Address

4: Payment Type

Credit Card  PO  Multiple POs

PO Number


Save this PO for Future Use

Please note: must provide valid PO


If you use Purchase orders as your method of payment, please select "PO" and enter your "purchase order number" in the box; if you are using a prepaid account as your method of payment, please select "PO" and enter your "prepaid account number" in the box.

## 4 Submit Order

Once all details are entered, click on “Submit Order.” This will display another window with your “Order Receipt” along with your “Tracking #.” Please print the Order Receipt and attach it to your samples (please note that pop-ups need to be enabled on your browser to allow this window to be displayed.)



**Order Receipt - Tracking # 50-667717407**  
 Service Type - Premix



Thank you for your order

INSTRUCTIONS: Please print this form and include a copy with any submitted samples. For NGS orders EXCEPT EZ services, please submit a Sample Form through your online account. For Regulatory orders, also include the Sample Registration PDF.

Ship Samples to (# applicable)	Customer Information	Payment Details	Customer Shipping Address
GENEWIZ Europe Attn: GA Bahnhofstraße 86 04158 Leipzig Germany 877-(436-3949)	Name Phone PI Company Email	Payment Type PO Number Submitted Time Account Manager Account Manager Email	

Order Summary	
Order type	Sanger Sequencing
Service Priority	Standard
Service Type	Premix
DNA Type	PCR Product - Purified
Purification Type	Enzymatic
Number of Reactions	1
Layout	Vertical View

Reaction	#	Barcode	DNA Name	Notes
IF01	1	T00000252	001	

## 5 Track Your Order Status


To review the status of your order, this can be accessed from your dashboard/home page:


PLACE AN ORDER


Choose an Icon Below to Start Your Order


QUICK LINKS


- Sanger Sequencing
- Gene Synthesis
- Next Generation Sequencing
- Oligo Synthesis
- Plasmid DNA Preparation
- Cloning and Mutagenesis
- GLP-Compliant Services
- Molecular Genetics (PCR+Sanger)
- Clinical Services
- Cell and Gene Therapy Services
- Biofluid Processing
- Sample Sourcing Service


  
My barcodes  
Activate, manage and share barcodes


  
Order barcodes


  
Sanger Sequencing tube  
Reaction-based invoicing

  
Sanger Sequencing plate  
Plate-based invoicing

  
Mutation/SNP Analysis

  
Custom

  
Standard Prep  
Per run service for all plasmids

  
Oligo-flex Services  
Modified and purified oligos up to 150 nt, delivered

MY ORDERS
My Shared Projects
GeneGroup@
My Tools


Feedback

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
Order Data	Tracking #	Order Name	Project Name	Service Line	Service Type	Priority	Qty	Order Status
	50-668409924			Sanger Sequencing	PCR Product - Purified	Standard	2	Waiting for Sample

You can also opt in to receive 3 different emails at different stages of the order: Order Placed, Order Received, Delivery of Results.



azenta.com

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