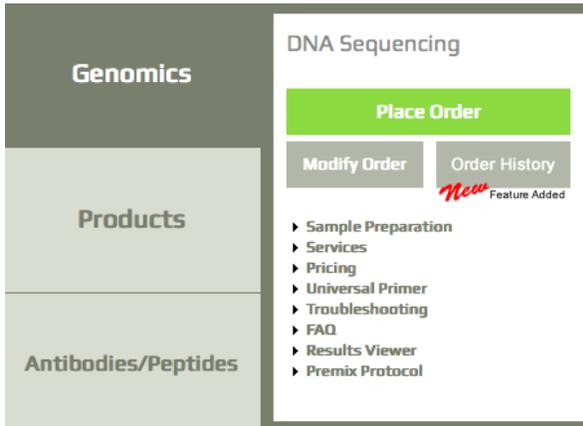




DNA Sequencing Order Instructions



Log into your account at www.etonbio.com

In the Genomics tab, click 'Place Order' in the DNA Sequencing Section

Follow the Steps below to complete your order:

Step 1. Order Information Tab



Choosing your Service Type:

You are given 3 choices for initial service type:

- Regular sequencing: Use for PCR and Plasmid sample types
- Direct Sequencing: Use for colony or culture sample types
- Ready2Load Sequencing: Use for reactions that are premixed with primer and big dye. Eton will do post purification step

Answer questions for DNA/sample type, extra services (special service, PCR purification, or primer walking), vector name and sample quantity (if applicable).

Your answers will determine the service type used for your order.

Choose a Service Below

[Sequencing for Plasmid/PCR products](#) ?

[Direct Sequencing from Colony/Culture](#) ?

[Ready2Load Sequencing](#) ?

Sequencing Order Instructions

- ▶ How to prepare samples and primers
- ▶ How to name samples and primers
- ▶ Download Order Instructions

DNA Type: * Plasmid PCR Both

Do your samples require special sequencing? ? No Yes

Do your samples require primer walking? ? No Yes

Vector Name:

Number of Samples: ?

Mail In Samples: ? No Yes

Is this an express order? ? No Yes

Ready Time: * ?

Discount Code Number:

Select Ready Time (or Mail In):

Choose the day and time your samples will be ready for pick-up. This helps us plan our pickup routes. For customers who ship in their samples, you can choose the day and time in which you will mail your samples.

Express Orders will be picked up in the morning and processed to return results that evening. Extra fee may apply.

Mail In Samples: ? No Yes

Is this an express order? ? No Yes

Ready Time: * ?

Discount Code Number:



Step 2. Results Delivery Tab



Sequencing Results Sending Options

Do you want to name the Results Folder yourself? Yes No

How would you like to receive the results? Email File FTP

Send order confirmation email to yourself? Yes No

Send results to yourself? Yes No

Also send results to others?

[Add More Emails](#)

Sequencing Results Sending Options

Results Folder:

You can place your results into different folders named by yourself.

Email vs. FTP Server:

You may have the results attached to an email sent to you, or download them from the links sent in an email. You can always access your results online to download from the Order History tab even if you don't choose the FTP option.

Sending the Results:

Choose 'no' for self if you don't want the results sent to the email on the account.

You can list additional emails to send to as well.

Step 3. Order Details Tab



2 Options to Auto Fill Order Form (Single Tubes)

Regular Format Method 1:

- Copy and paste the sample information from a Spread Sheet you have created in the box under method 1 (shown to the right). Don't highlight the column names when copying/pasting the information. Download our form or create your own Spread Sheet. It should include the following five columns in this order:

Sample Name	Sample Concentration	Sample Size	Primer Name	Primer Concentration
Required	Optional	Required (you may fill in online)	Required	Optional

Regular Format (Single Tubes)

Method 1 Copy-paste sample information from Excel into field ?

[Fill In](#)

- Click the 'Fill In' box to upload info into table.
- Complete the order form by checking the order primer and premixed boxes (if needed) or choosing the location of your primer from the Primer Source column (if applicable).

Regular Format Method 2:

- Download the Eton Excel form by following the link (shown to the right).
- Once you've filled in the order details and saved your file you can upload this file by clicking 'Browse'. Be sure to click 'Upload File' once the correct file is selected.
- Complete the order form by checking the order primer and premixed boxes (if needed) and choosing the location of your primer from the Primer Source column (if applicable).

Regular Format (Single Tubes)

Method 2 Upload sample/primer info from standard Eton excel order form

No file selected.

[Download Form](#)



3 Options to Auto Fill Order Form (Plates or Large Orders)

96 Well Plate Method 1:

1. Enter the number of plates you are submitting and click 'Create Form'. A well format will appear on the order form.
2. Select whether your samples are premixed.
3. Select the size of your DNA samples. If your samples have varying sizes, select the size that represents the majority and then include the sizes for the remaining samples in the special instructions.
4. You may manually enter your information or you have 3 options for auto filling your sample names. You can fill in your sample and primer names by auto fill using the corresponding well names A1-H12 or using numbers 1-96 or you can enter unique sample names and choose a range of well positions you'd like to apply it to.
5. You also have the option to auto fill your primer names using unique names and choosing a range of well positions to apply it to.

Auto-fill Sample Names

Use Well Name (A1-H12)

Use Sequential Numbers (1-96)

Enter Sample Name From Well Position: To Well Position:

Enter Sample Name (will fill in well number after Sample Name)

Auto-fill Primer Names
If you have multiple primers, you may use auto-fill more than once for each range of wells.

Enter Primer Name: From Well Position: To Well Position:

Please fill out the plate vertically, not horizontally.

6. On the next page, a list of primers you have entered will be shown. Choose the primer source from the drop down choices. If you need Eton to synthesize any primers in this list, choose synthesize by Eton and then fill in the sequence and select the storage time for your designed primer.

ID	Name	Primer Source	Sequence (5' to 3')	Storage	Comment
1	test	<input type="text" value="Providing Primer"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	test1	<input type="text" value="Providing Primer"/> <input type="text" value="Saved Primer(Eton)"/> <input type="text" value="Eton Universal Primer"/> <input type="text" value="Synthesize by Eton"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	test2	<input type="text" value="Synthesize by Eton"/>	<input type="text"/>	<input type="text" value="Store (2 weeks)"/>	<input type="text"/>

96 Well Plate

Method 1 Enter sample information individually. [?](#)

Number of plates for this order, including partial plate:

96 Well Plate Method 2:

1. Download the Vertical 96 Well Plate Form which lists samples A1, B1, C1.... etc.
2. Fill in the form and save on your computer. You can then Browse for the file and click 'Upload Vertical form' to fill in the data.
3. Select whether your samples are premixed.
4. Select the size of your DNA samples. If your samples have varying sizes, select the size that represents the majority and include the sizes for the remaining samples in the special instructions.
5. On the next page, a list of primers you have entered will be shown. Choose the primer source from the drop down choices. If you need Eton to synthesize any primers in this list, choose synthesize by Eton and then fill in the sequence and select the storage

96 Well Plate

Method 2 Upload sample information in vertical format. [?](#)

No file selected.

[Download Vertical 96 Well Plate Form](#)

96 Well Plate Method 3:

1. Download the 96 Well Plate Form which lists samples A1, A2, A3.... etc.
2. Fill in the form and save on your computer. You can then Browse for the file and click 'Upload Whole Plate Form' to fill in the data.
3. Select whether your samples are premixed.
4. Select the size of your DNA samples. If your samples have varying sizes, select the size that represents the majority and include the sizes for the remaining samples in the special instructions.
5. On the next page, a list of primers you have entered will be shown. Choose the primer source from the drop down choices. If you need Eton to synthesize any primers in this list, choose synthesize by Eton and then fill in the sequence and select the storage time for your designed primer.



Manually Filling in the order form

Auto Fill	ID	*Sample Name	Sample Cntr	*Sample Size (Insert + Vector)	*Primer Name	Order Primer	Primer Cntr	Premixed ? (Check For Yes)	Primer Source
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Please Select
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Please Select
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Providing Primer
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Saved Primer(Eton)
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Eton Universal Primer
<input type="checkbox"/>	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Please Select

1. Manually fill in the Sample Name, Sample Concentration, Sample Size, Primer Name and Primer Concentration.
2. Click the box if your samples are premixed. Click “Check All” to auto check all entries.
3. Choose your primer source: providing primer, Saved Primer(Eton) or Eton Universal Primer.
4. Click the ‘Clear’ button at the top of the columns to clear all the values entered for that column.

Auto Fill Options:

Instead of manually filling out the information you can auto fill into the form.

1. Click the box to the left of the row you’d like to auto fill. You may start an auto-fill at any point on the form and as many times as needed. A pop up window will appear to allow you to auto fill your Sample Name and/or Primer Name with concentrations. The background of the pop up window is semi-transparent so that you can view the process of auto filling. (image shown below)
2. Auto fill the rows for sample and/or primers by name which copies the exact name or sequentially which adds 1, 2, 3..etc at the end of your name. Click the auto fill button next to the option you would like after filling in the information.
3. Once you have completed this step click the X on the top right corner to close the pop window and return to the form.
4. You will still need to fill in your sample and primer concentrations, sample size and choose your primer options.

Ordering a Primer:

1. Check the box in the order primer column to order your primer.
2. Fill in the primer name and sequence, storage period and any notes and click save. (a check mark should appear on your order form next to the box if completed properly)

ID	Name	*Sequence (5' to 3')	*Storage	Comment
1	<input type="text"/>	<input type="text"/>	Please Select	<input type="text"/>

*Ordering primers will add an extra charge
For best results, please design your primer with 18-22bps, 50% GC content and 60C Tm.



Step 4. Order Summary Tab



Order Review

Service Type: SeqRegular - Special
 DNA Type: Plasmid
 Ready Time: Friday 2:00 AM

of Reactions: 4

Results will be sent via email to angelica@etonbio.com

Sequencing Information:

Sample ID	Sample Name	Sample Cntr	Sample Size	Primer Name	Primer made by Eton	Primer Cntr	Premixed	Primer Source
1	Sample-Name1		5-6 kb	Primer-Name	No		N	Saved Primer(Eton)
2	Sample-Name2		5-6 kb	Primer-Name	No		N	Saved Primer(Eton)
3	Sample-Name3		5-6 kb	Primer-Name	No		N	Saved Primer(Eton)
4	Sample-Name4		5-6 kb	Primer-Name	No		N	Saved Primer(Eton)

Pricing Summary:

Service Type	Quantity	Cost	Total
SeqRegular	4 Reaction(s)	\$1.00/Reaction	\$4.00
Special Sequencing Fee	4 Reaction(s)	\$1.00/Reaction	\$4.00
Estimated Order Total:			\$8.00

Order Review

Please make sure all information was input correctly and the service type is displaying correctly. Double check pricing summary, however these are estimated charges and final charges will not be determined until after order is completed.

If at any time you need to go back to edit or change the information, you can click on the arrow tab for the desired section located at the top or click on the 'Back' button on the bottom of the form to return to the previous section.

Once you've confirmed all the information and pricing is correct, click the 'Next Step' button.

Step 5. Payment Information Tab



Payment Information Section

Choose PO Number. Fill in box with PO Number or choose saved PO from drop down.

-or-

Pay by credit card: chose card from saved dropdown or input the card information. You may save the card information for future orders by clicking the box 'store card for future use'.

If you've ordered both sequencing and oligo services, you have the option to chose the same or different payment method for the oligos.

Payment Information

For Sequencing Order:

Pay using PO Number Pay using Credit Card

Please select a card from the drop down list:

Credit Card#:

- Cards will be retained only until charged, unless "Store Card for Future Use" is selected.
- If you have a credit card that applies to more than one member of your lab, please contact accounting@etonbio.com

* Credit Card Company:

* Credit Card#:

* Expiration Date: /

* Cardholder's Name:

Company:

* Billing Address 1:

Billing Address 2:

* City:

* State:

* Zip:

Email:

Store Card for Future Use:



Step 6. Order Confirmation Tab



Confirmation Sequencing Order Number : 360927

✓ **Your Order has been placed successfully! You will receive a confirmation via email very soon.**

If you have any questions or concerns regarding our services, please contact us at support@etonbio.com or 1-800-758-1630.

We value your business and look forward to serving you again.

[Print Order](#) [My Home](#) [Logout](#)

Order Form Survey
Please let us know how you like the new order form

*Name:
Company:
Email:
Phone:
*Statement:

[Submit](#)

Sequencing Order Confirmation

After submitting the order, an order number will be assigned. An email with order summary with pricing and order confirmation number will be sent as well.

If you ordered primers together with sequencing, you will receive two order numbers in the confirmation email, one for sequencing, the other for your primer order.

This completes your ordering process.

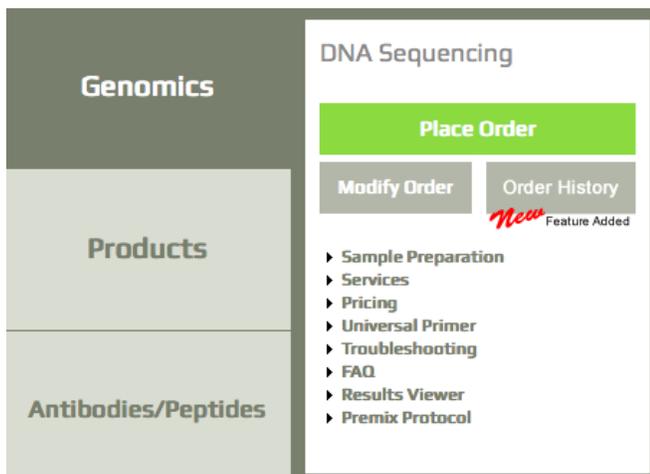
You can print this page as a record or return to the home page to place additional orders.

If you discover an error on your order or need to make changes, please see step 7 below on how to modify your order.

Order Form Survey

Please use this area to provide any feedback regarding our ordering system.

Step 7. Modifying an Existing Sequencing Order



1. Return to the home page and select the 'Modify Order' button under the DNA Sequencing section.
2. This will direct you to a page where you can view all your submitted orders. Click on the order number to select the order you wish to modify.
3. This will bring you to a screen where you will be able to adjust the order information.
4. Once you've confirmed the changes, hit the 'Update Form' button. You will be directed to a confirmation page confirming the update.

NOTE: If the change has occurred after the samples have already been processed, unfortunately a new order will have to be placed and all reactions will be charged for. If modification occurs immediately after the order has been placed, there should be no problems. If modifications occur after 4pm it is best to call in and notify Customer Service or the Receptionist so we can attempt to intercept the samples before they are processed according to the original order.