

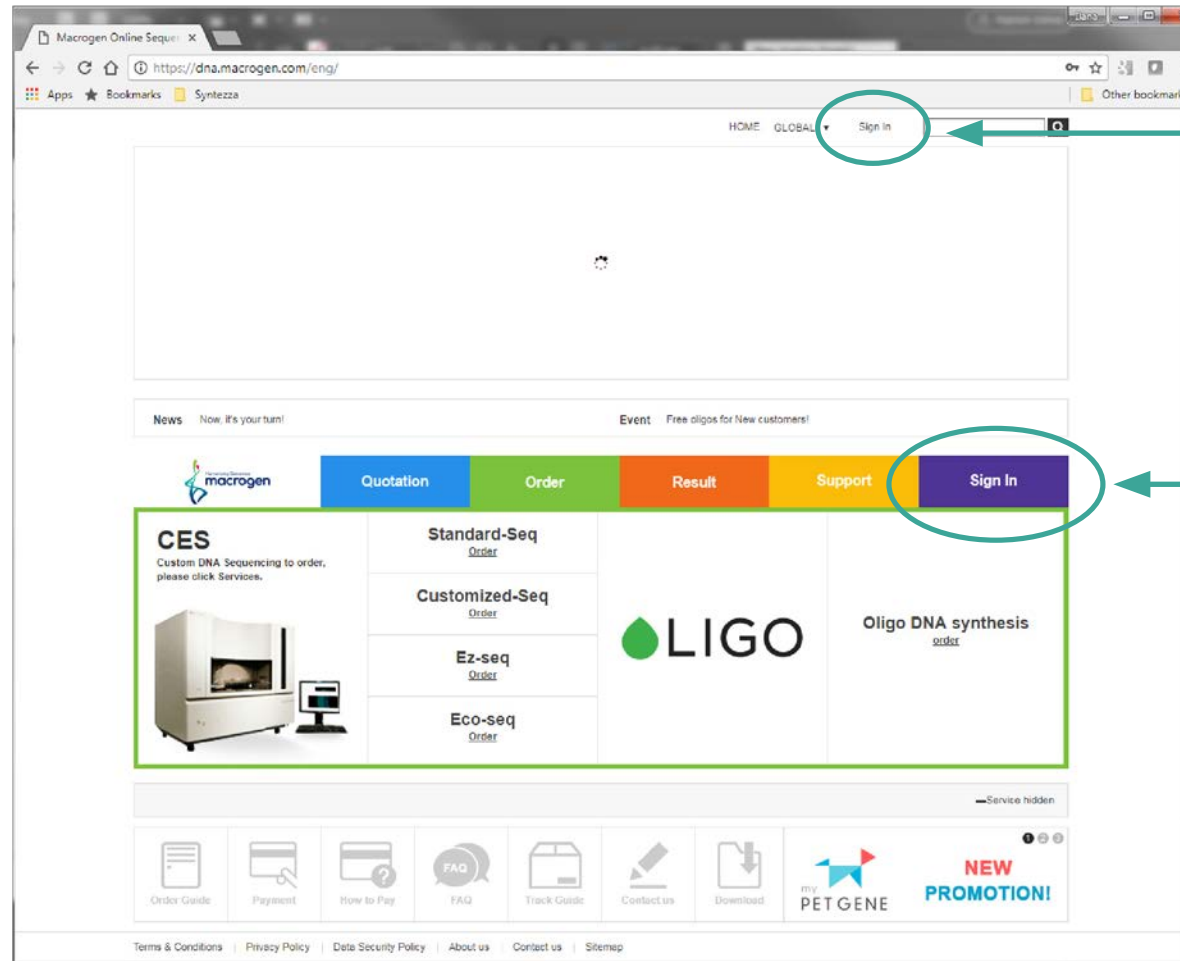


**Instructions for creating a
new customer account
and entering an order
on the MacroGen website**

1

Open Macrogen website at dna.macrogen-europe.com and create a new account.

Click "Sign in".

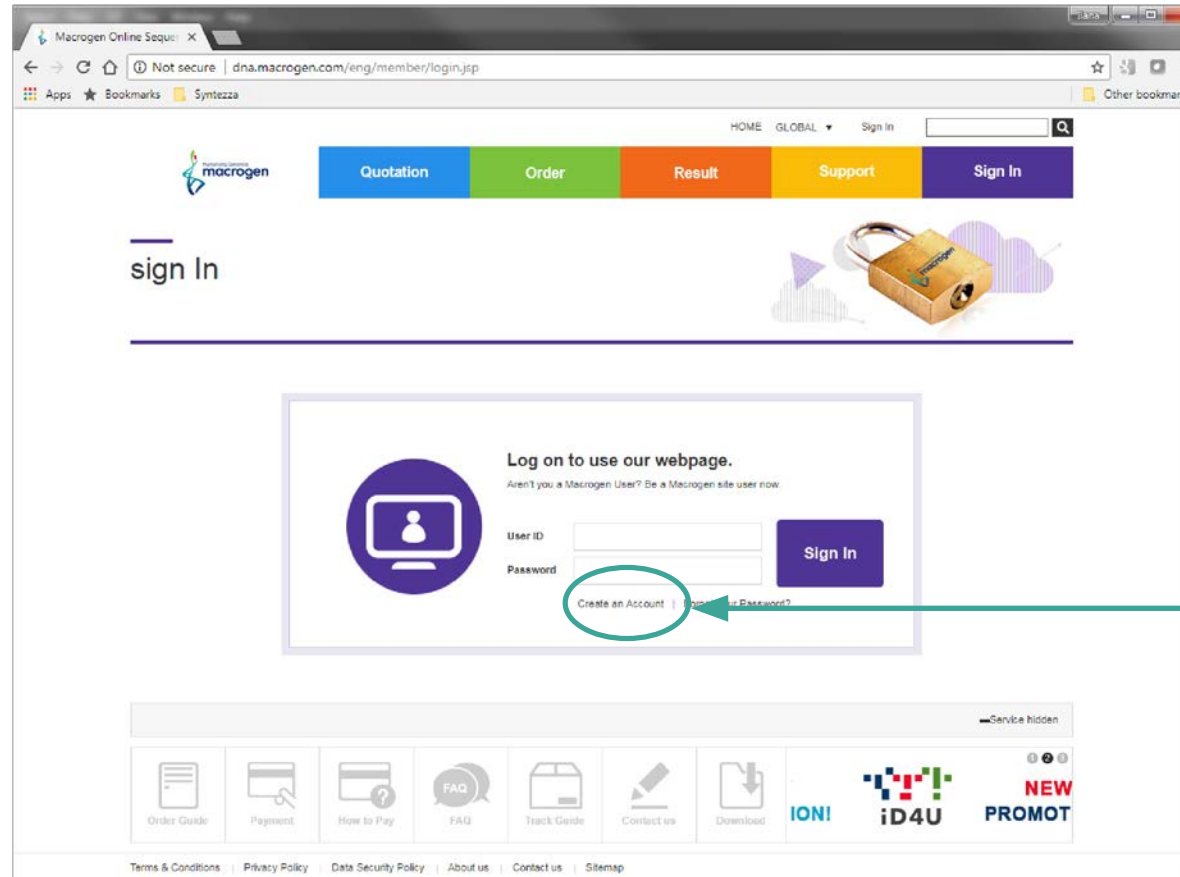


Click here

Or here

2

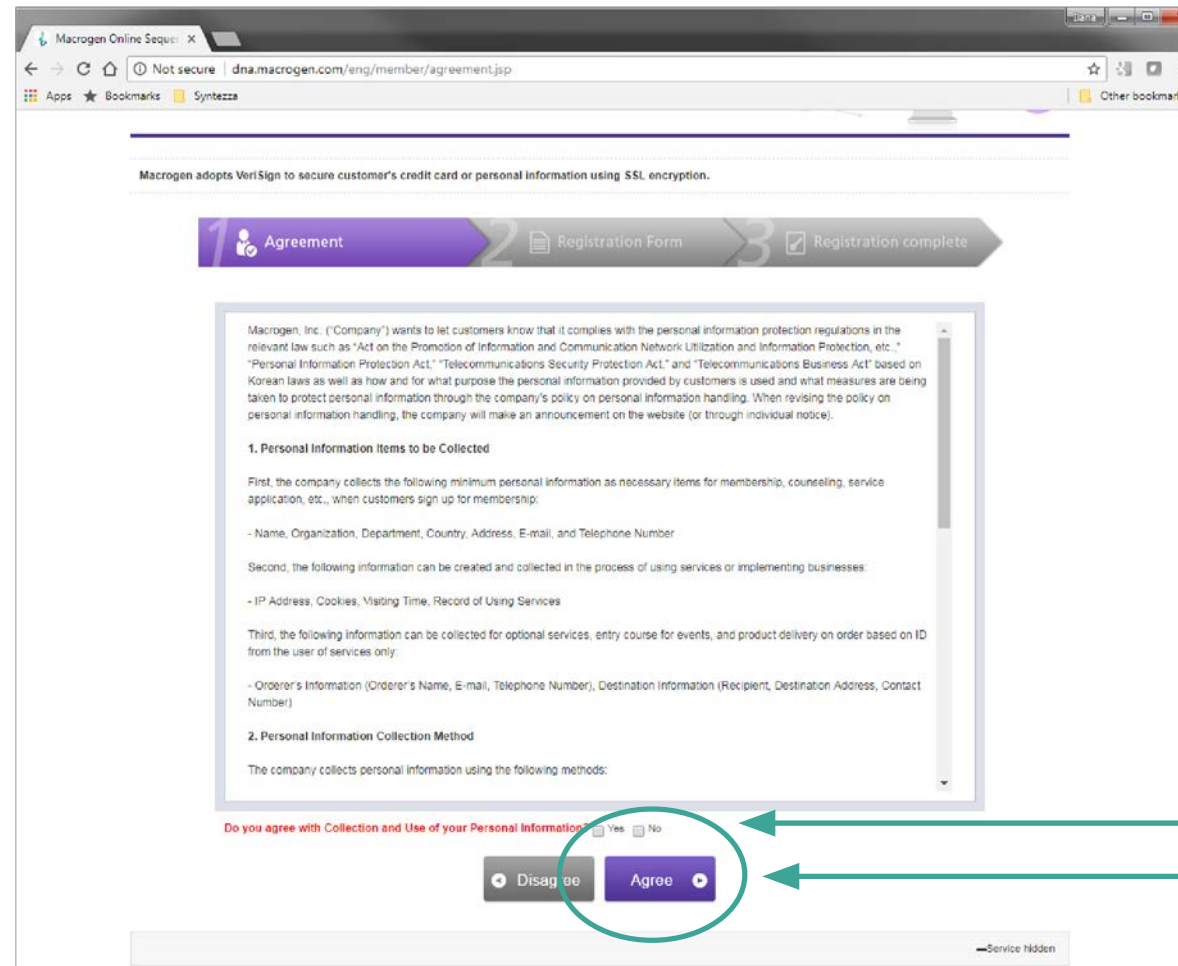
Create an account.



Click here

3

Read the agreement.

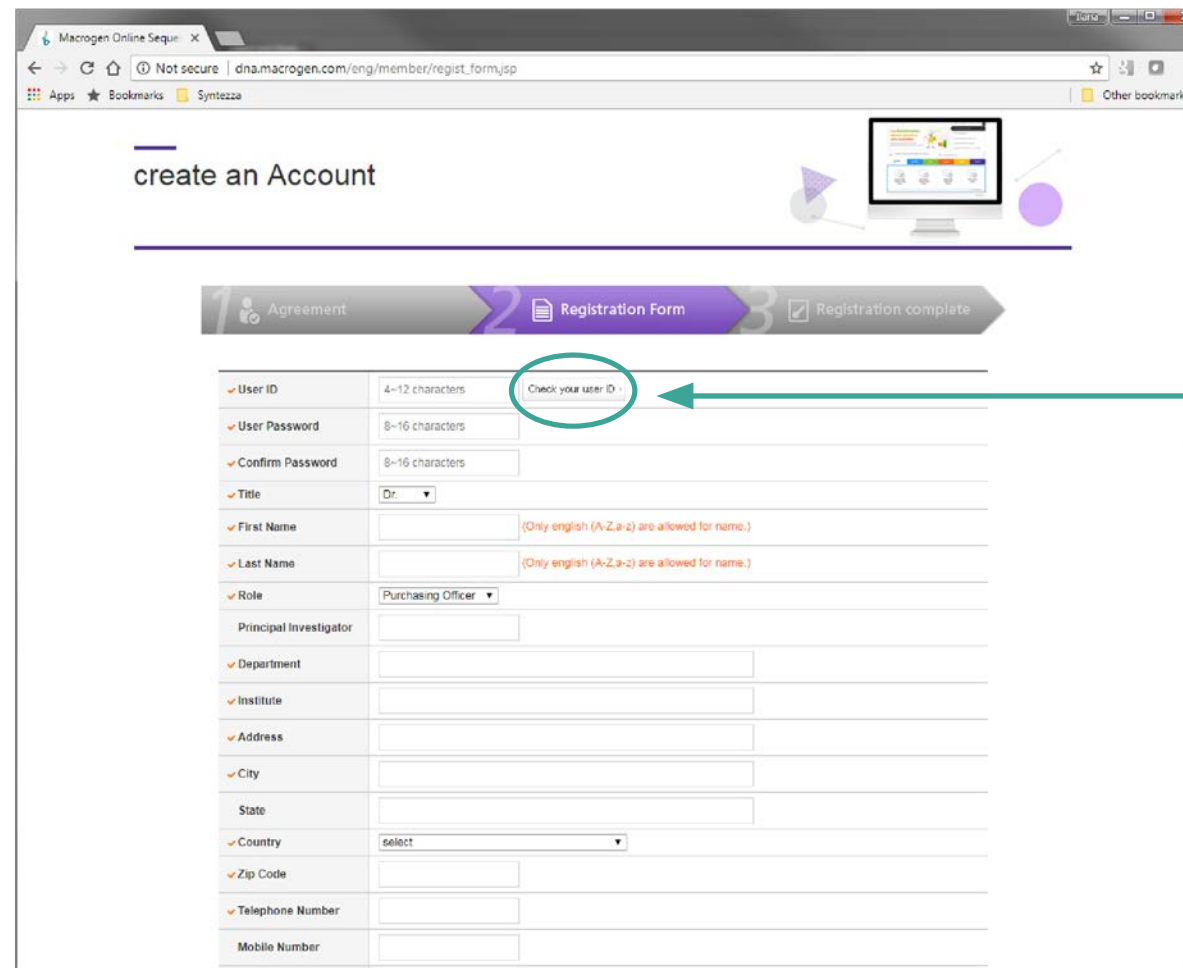


Click "Yes" and then "Agree"

4

Enter user ID and click “check your user ID” to see if ID is available.

Fill out the form, if some things are not working, it will highlight your mistake in red text.



The screenshot shows a web browser window with the URL `dna.macrogen.com/eng/member/regist_form.jsp`. The page title is "create an Account". A progress bar at the top indicates three steps: 1. Agreement, 2. Registration Form (current step), and 3. Registration complete. The registration form contains the following fields:

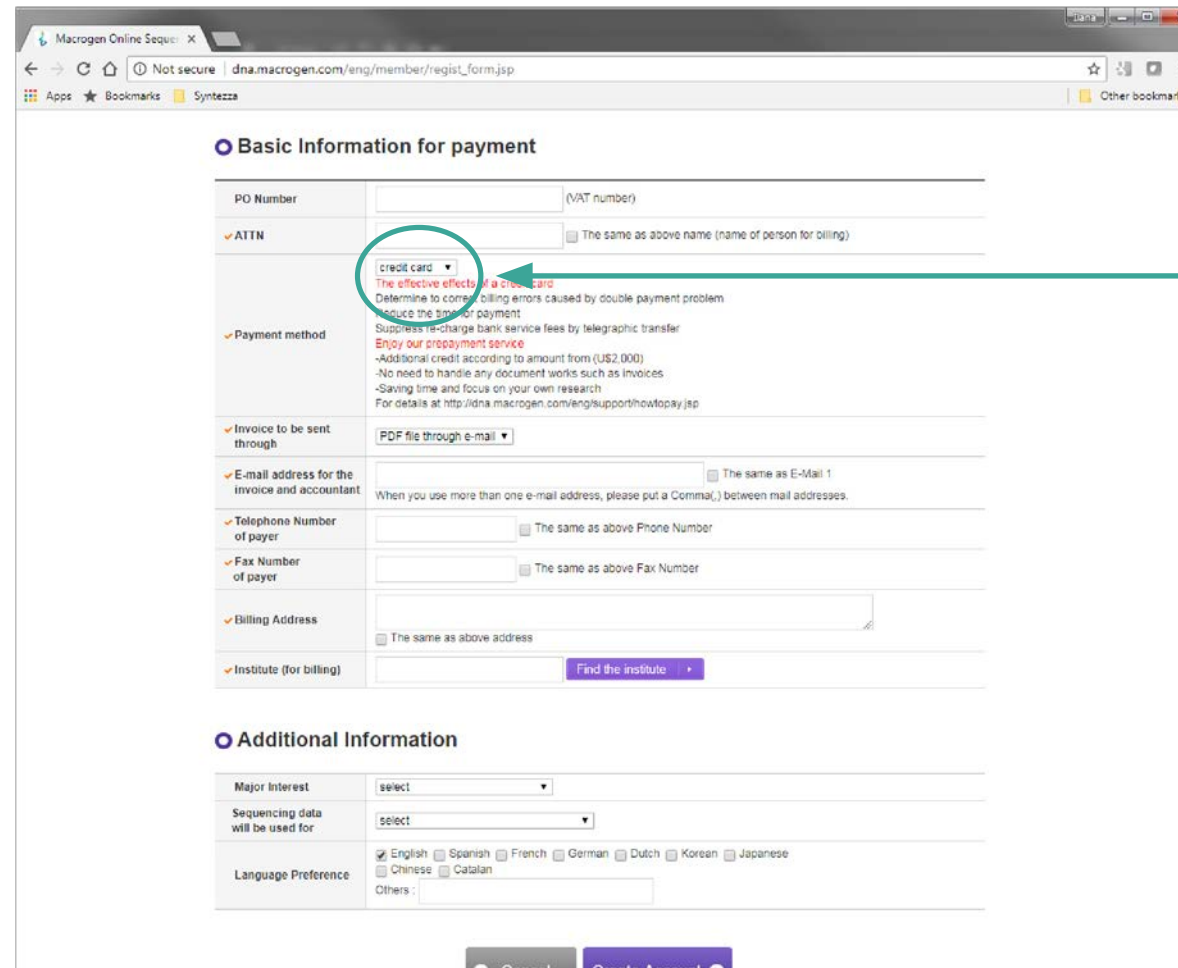
- User ID: 4-12 characters. A button labeled "Check your user ID" is located to the right of this field.
- User Password: 8-16 characters
- Confirm Password: 8-16 characters
- Title: Dr. (dropdown menu)
- First Name: (text input) with a red error message: "(Only english (A-Z,a-z) are allowed for name.)"
- Last Name: (text input) with a red error message: "(Only english (A-Z,a-z) are allowed for name.)"
- Role: Purchasing Officer (dropdown menu)
- Principal Investigator: (text input)
- Department: (text input)
- Institute: (text input)
- Address: (text input)
- City: (text input)
- State: (text input)
- Country: select (dropdown menu)
- Zip Code: (text input)
- Telephone Number: (text input)
- Mobile Number: (text input)

Click here

5

Select “Wire Transfer” as the payment method.

Syntezza will invoice your institution at the end of the month.



Macrogen Online Sequencing

Not secure | dna.macrogen.com/eng/member/regist_form.jsp

Basic Information for payment

PO Number	<input type="text"/>	(VAT number)
✓ ATTN	<input type="text"/>	<input type="checkbox"/> The same as above name (name of person for billing)
✓ Payment method	credit card <small>The effective effects of a credit card Determine to correct billing errors caused by double payment problem Reduce the time for payment Suppress recharge bank service fees by telegraphic transfer Enjoy our procurement service -Additional credit according to amount from (US\$2,000) -No need to handle any document works such as invoices -Saving time and focus on your own research For details at http://dna.macrogen.com/eng/support/howtopay.jsp</small>	
✓ Invoice to be sent through	PDF file through e-mail	
✓ E-mail address for the invoice and accountant	<input type="text"/>	<input type="checkbox"/> The same as E-Mail 1 <small>When you use more than one e-mail address, please put a Comma(,) between mail addresses.</small>
✓ Telephone Number of payer	<input type="text"/>	<input type="checkbox"/> The same as above Phone Number
✓ Fax Number of payer	<input type="text"/>	<input type="checkbox"/> The same as above Fax Number
✓ Billing Address	<input type="text"/> <input type="checkbox"/> The same as above address	
✓ Institute (for billing)	<input type="text"/>	<input type="button" value="Find the institute"/>

Additional Information

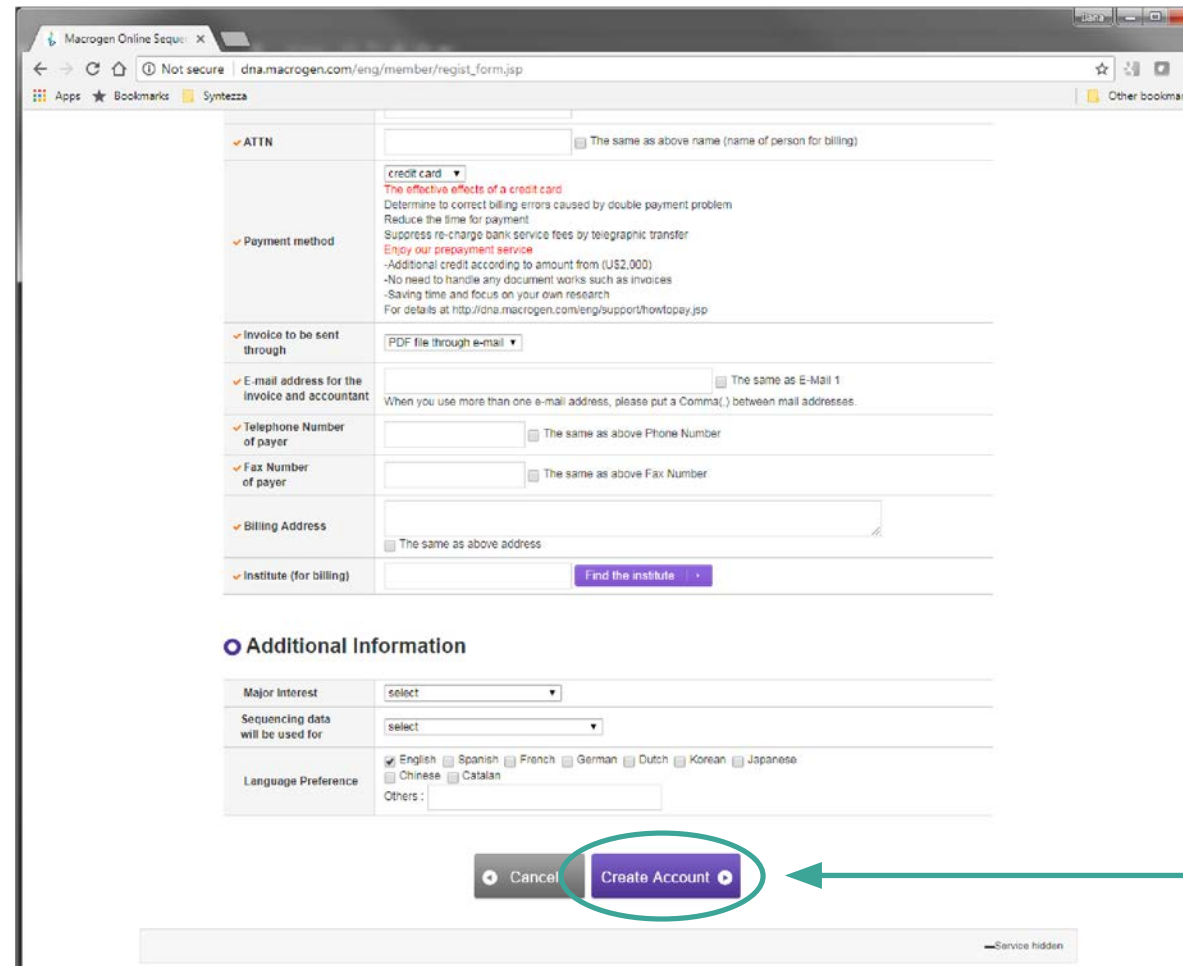
Major Interest	<input type="text" value="select"/>
Sequencing data will be used for	<input type="text" value="select"/>
Language Preference	<input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Dutch <input type="checkbox"/> Korean <input type="checkbox"/> Japanese <input type="checkbox"/> Chinese <input type="checkbox"/> Catalan Others: <input type="text"/>

Select Wire Transfer

6

Click "Create account".

Congratulation!
You can now proceed to
enter an order.



Macrogen Online Sequencing

Not secure | dna.macrogen.com/eng/member/regist_form.jsp

Apps ★ Bookmarks Syntezza Other bookmarks

✓ **ATTN** The same as above name (name of person for billing)

✓ **Payment method** The same as above name (name of person for billing)
The effective effects of a credit card
Determine to correct billing errors caused by double payment problem
Reduce the time for payment
Suppress re-charge bank service fees by telegraphic transfer
Enjoy our prepayment service
-Additional credit according to amount from (US\$2,000)
-No need to handle any document works such as invoices
-Saving time and focus on your own research
For details at <http://dna.macrogen.com/eng/support/howtopay.jsp>

✓ **Invoice to be sent through**

✓ **E-mail address for the invoice and accountant** The same as E-Mail 1
When you use more than one e-mail address, please put a Comma(,) between mail addresses.

✓ **Telephone Number of payer** The same as above Phone Number

✓ **Fax Number of payer** The same as above Fax Number

✓ **Billing Address** The same as above address

✓ **Institute (for billing)**

Additional Information

Major Interest

Sequencing data will be used for

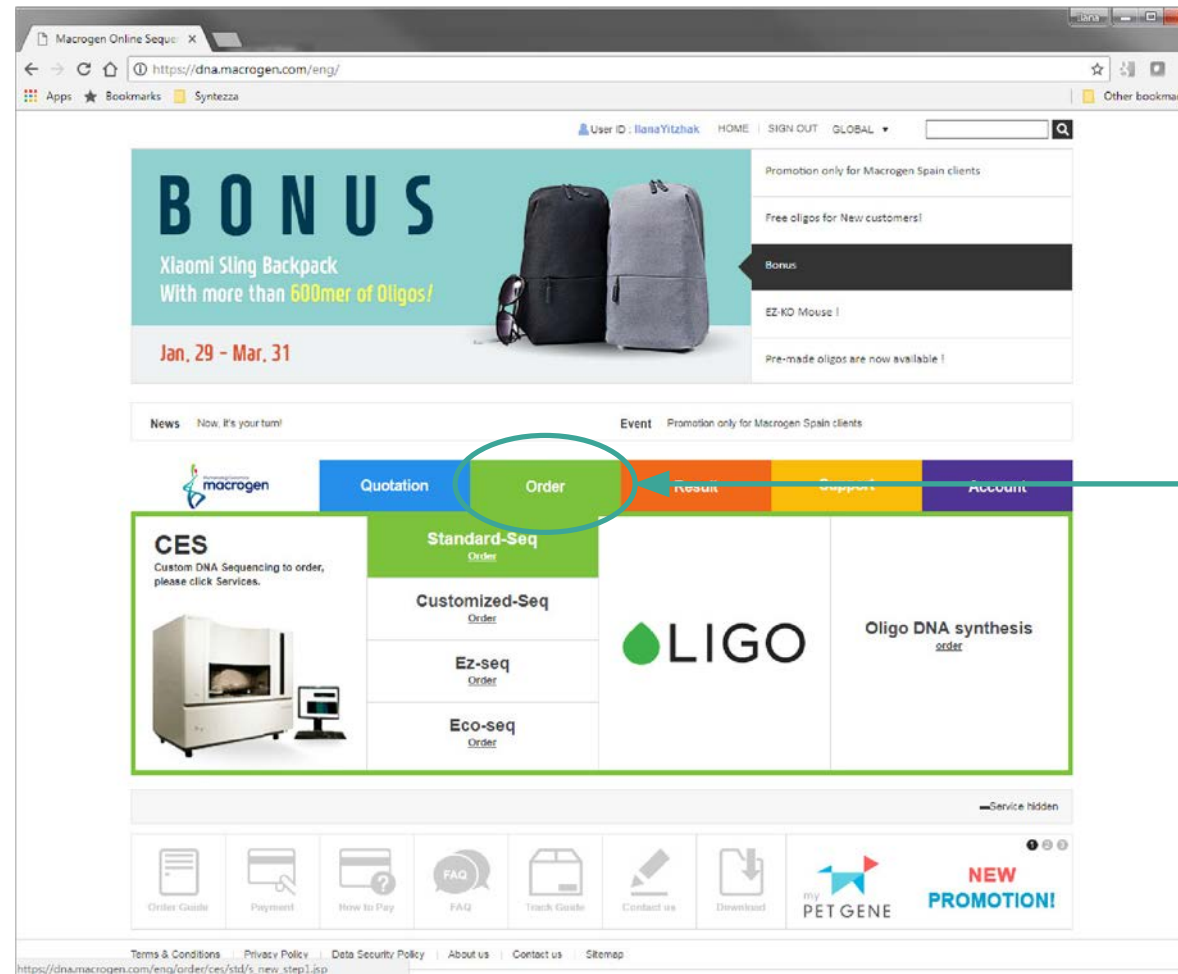
Language Preference English Spanish French German Dutch Korean Japanese
 Chinese Catalan
Others :

Service hidden

Click here

7

How to Enter an Order
Sign in with your new
Macrogen account and click
“Order” to begin your new
order.

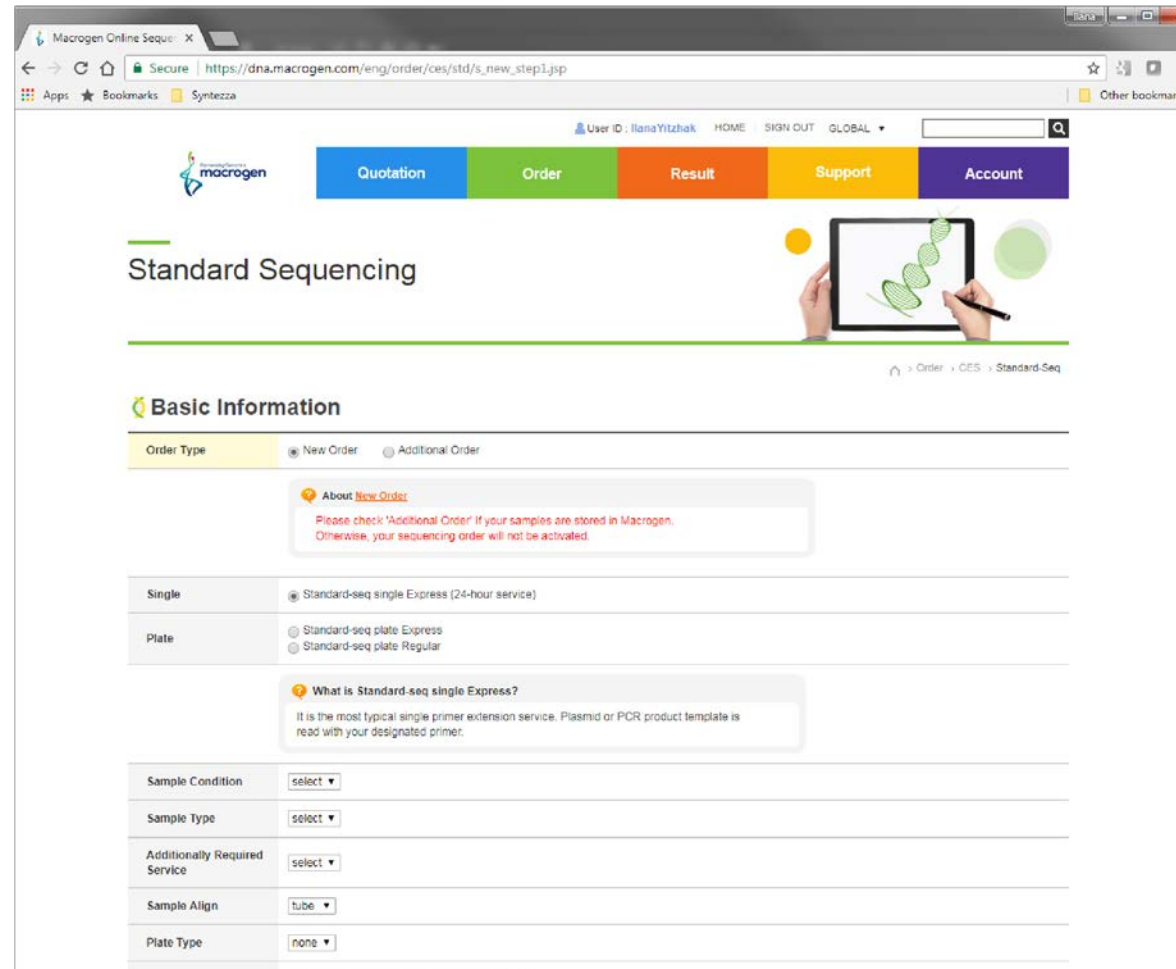


The screenshot shows the Macrogen website interface. At the top, there is a navigation bar with 'User ID: IlanaYitzhak', 'HOME', 'SIGN OUT', and 'GLOBAL'. Below this is a large promotional banner for a 'BONUS' offer: 'Xiaomi Sling Backpack With more than 600mer of Oligos!' running from 'Jan. 29 - Mar. 31'. A secondary navigation bar contains 'Quotation', 'Order', 'Account', and 'My Macrogen'. The 'Order' button is highlighted with a red circle, and a red arrow points from a callout box on the right to it. The callout box contains the text 'Click for new order'. Below the navigation bar, there are several service tiles: 'CES' (Custom DNA Sequencing), 'Standard-Seq', 'Customized-Seq', 'EZ-seq', 'Eco-seq', 'LIGO' (Oligo DNA synthesis), and 'Account'. At the bottom, there is a footer with various links like 'Order Guide', 'Payment', 'How to Pay', 'FAQ', 'Track Guide', 'Contact us', 'Download', and 'my PET GENE NEW PROMOTION!'.

Click for
new order

8

If you want the Standard Sequencing, scroll down and fill out the form.



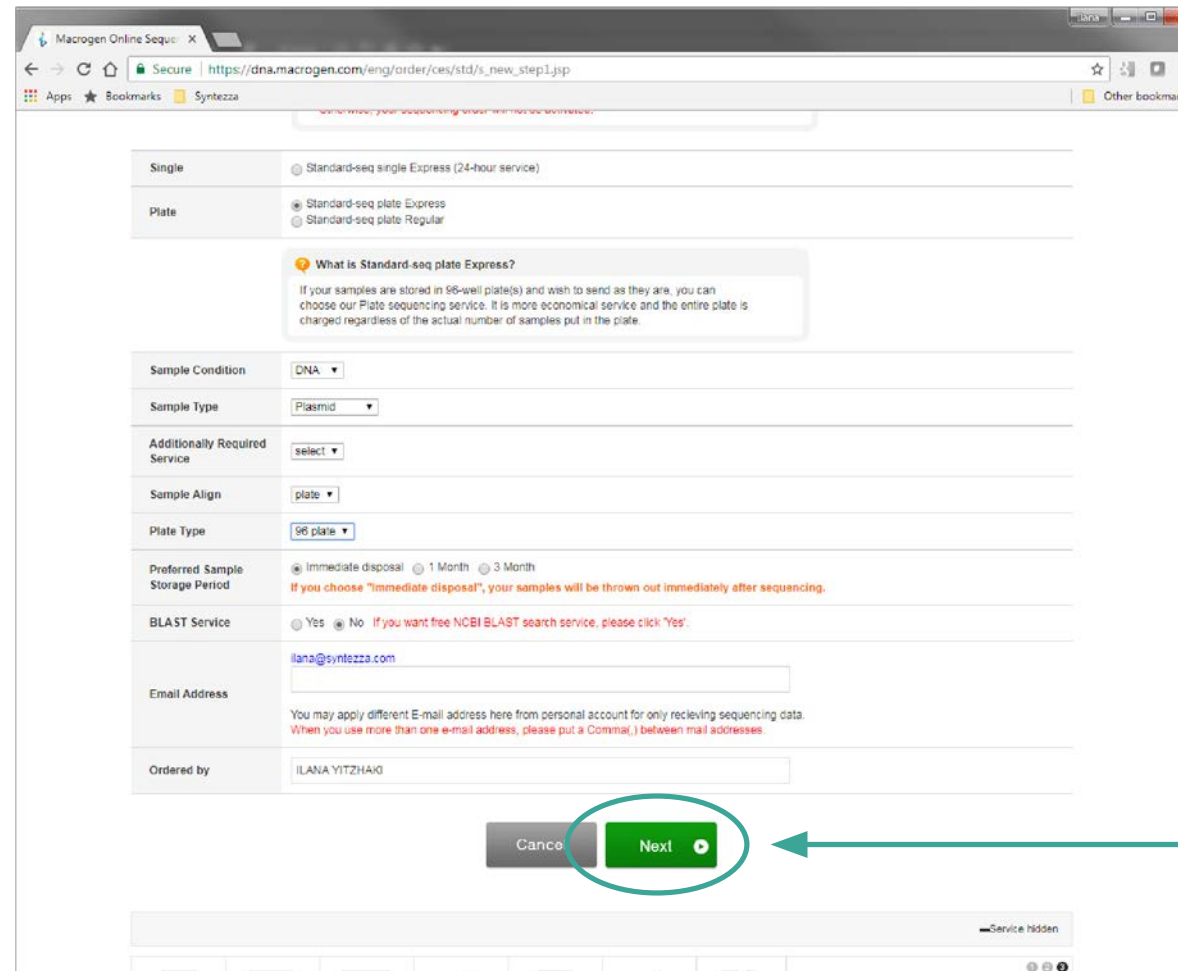
The screenshot shows a web browser window with the URL https://dna.macrogen.com/eng/order/ces/std/s_new_step1.jsp. The page features a navigation bar with buttons for Quotation, Order, Result, Support, and Account. The main heading is "Standard Sequencing". Below this is a "Basic Information" section with the following fields:

- Order Type:** New Order, Additional Order
- Single:** Standard-seq single Express (24-hour service)
- Plate:** Standard-seq plate Express, Standard-seq plate Regular
- Sample Condition:** select
- Sample Type:** select
- Additionally Required Service:** select
- Sample Align:** tube
- Plate Type:** none

There are also two informational callouts: "About New Order" (Please check 'Additional Order' if your samples are stored in Macrogen. Otherwise, your sequencing order will not be activated.) and "What is Standard-seq single Express?" (It is the most typical single primer extension service. Plasmid or PCR product template is read with your designated primer.)

9

Keep on filling out the form.
When finished, click “Next”.



The screenshot shows a web browser window with the URL https://dna.macrogen.com/eng/order/ces/std/s_new_step1.jsp. The form contains the following fields and options:

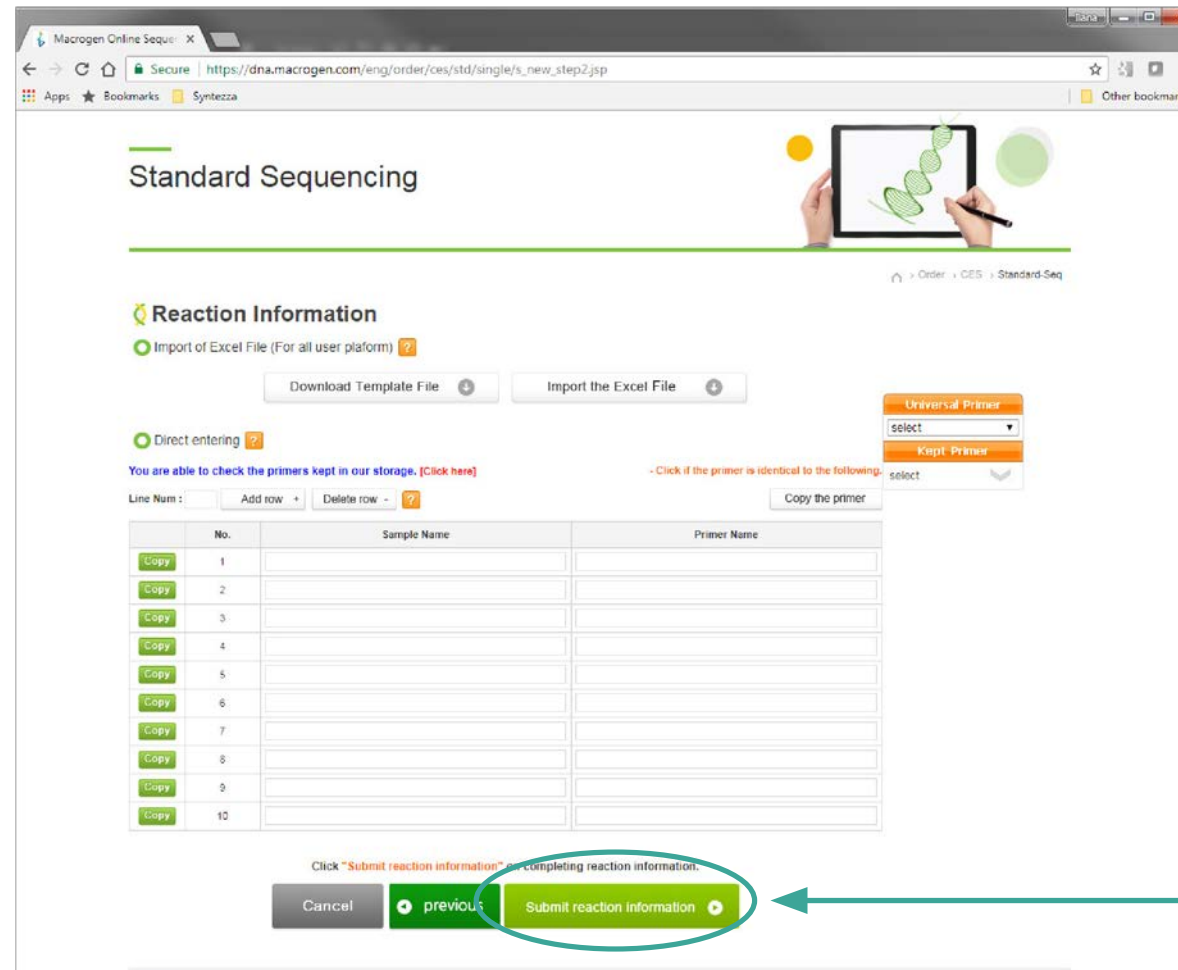
- Single:** Standard-seq single Express (24-hour service)
- Plate:** Standard-seq plate Express
 Standard-seq plate Regular
- What is Standard-seq plate Express?**
If your samples are stored in 96-well plate(s) and wish to send as they are, you can choose our Plate sequencing service. It is more economical service and the entire plate is charged regardless of the actual number of samples put in the plate.
- Sample Condition:** DNA
- Sample Type:** Plasmid
- Additionally Required Service:** select
- Sample Align:** plate
- Plate Type:** 96 plate
- Preferred Sample Storage Period:** Immediate disposal 1 Month 3 Month
If you choose "immediate disposal", your samples will be thrown out immediately after sequencing.
- BLAST Service:** Yes No *If you want free NCBI BLAST search service, please click 'Yes'.*
- Email Address:** ilana@synteza.com
You may apply different E-mail address here from personal account for only receiving sequencing data. When you use more than one e-mail address, please put a Comma (,) between mail addresses.
- Ordered by:** ILANA YITZHAKI

At the bottom of the form, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a green circle and a green arrow pointing to it from a callout box.

Click “Next”

10

Fill in your sequencing information and then click “Submit reaction information”.



Standard Sequencing

Reaction Information

Import of Excel File (For all user platform)

Download Template File Import the Excel File

Direct entering

You are able to check the primers kept in our storage. [Click here](#) -- Click if the primer is identical to the following: --

Line Num : Add row + Delete row - Copy the primer

No.	Sample Name	Primer Name
<input type="button" value="Copy"/>	1	
<input type="button" value="Copy"/>	2	
<input type="button" value="Copy"/>	3	
<input type="button" value="Copy"/>	4	
<input type="button" value="Copy"/>	5	
<input type="button" value="Copy"/>	6	
<input type="button" value="Copy"/>	7	
<input type="button" value="Copy"/>	8	
<input type="button" value="Copy"/>	9	
<input type="button" value="Copy"/>	10	

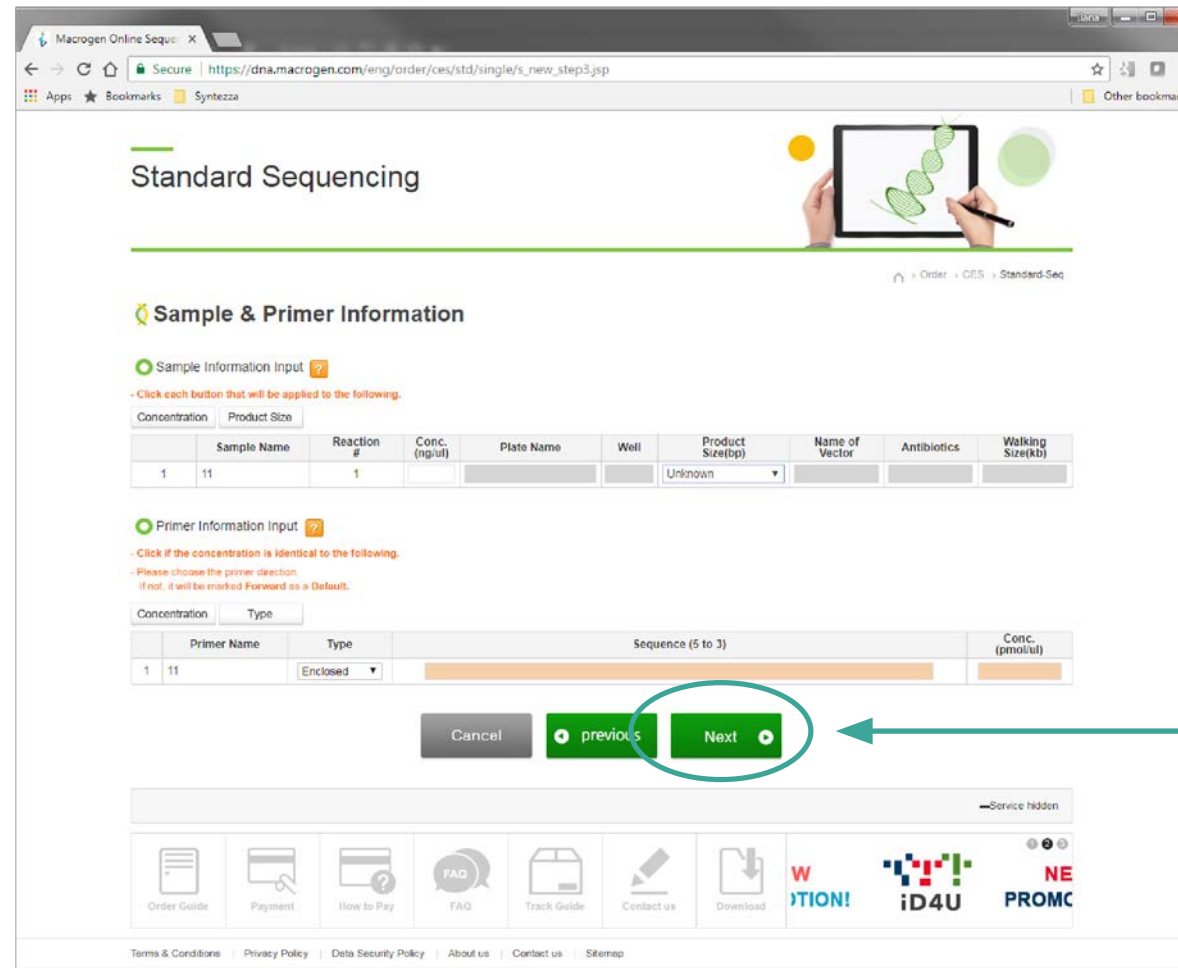
Click "Submit reaction information" on completing reaction information.

Cancel previous **Submit reaction information** next

Click here

11

Keep on filling out the form.
When finished, click "Next".



Standard Sequencing

Order > CES > Standard-Seq

Sample & Primer Information

Sample Information Input ?

- Click each button that will be applied to the following.

Concentration Product Size

	Sample Name	Reaction #	Conc. (ng/ul)	Plate Name	Well	Product Size(bp)	Name of Vector	Antibiotics	Walking Size(kb)
1	11	1				Unknown			

Primer Information Input ?

- Click if the concentration is identical to the following.
- Please choose the primer direction if not, it will be marked Forward as a Default.

Concentration Type

	Primer Name	Type	Sequence (5 to 3)	Conc. (pmol/ul)
1	11	Enclosed		

Cancel previous **Next**

Order Guide Payment How to Pay FAQ Track Guide Contact us Download

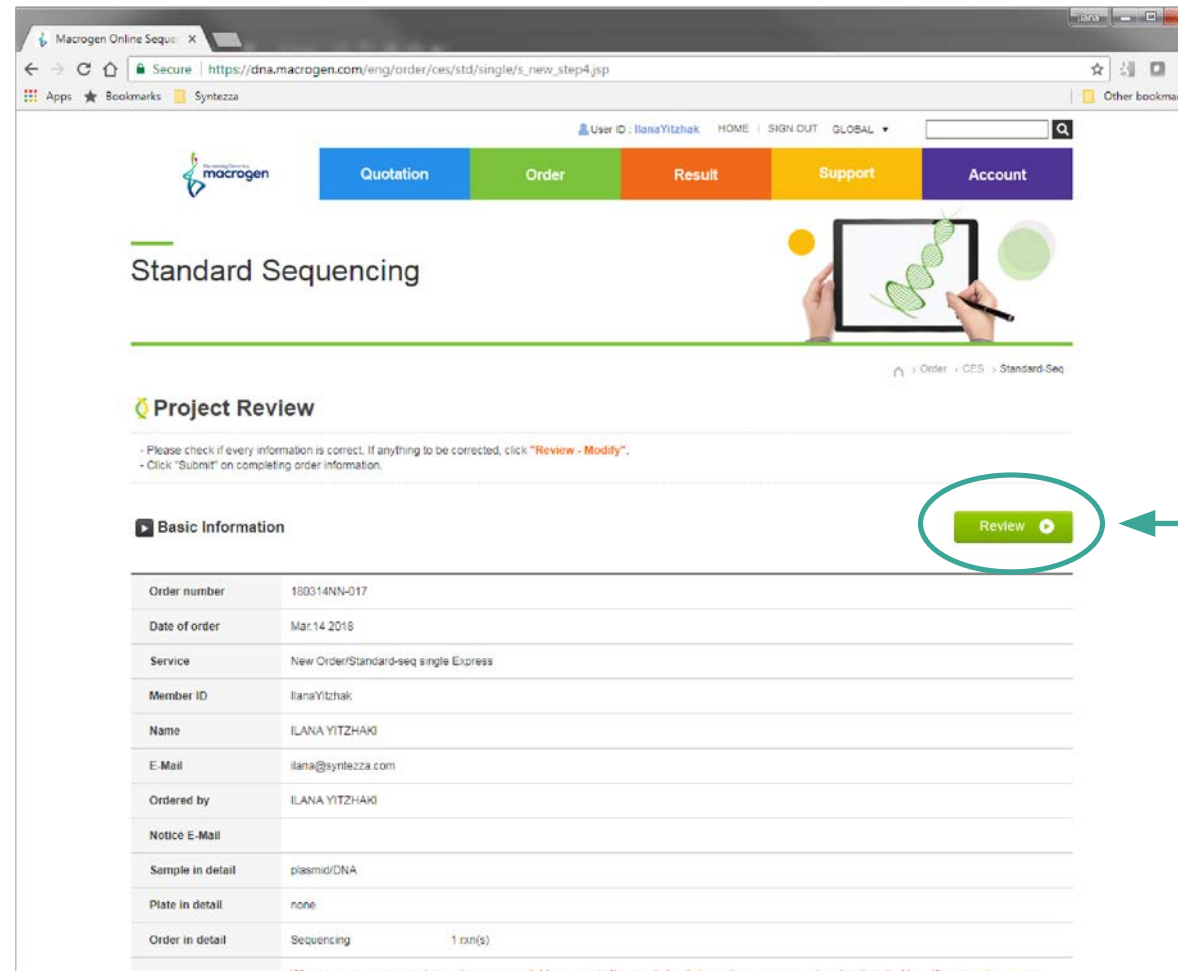
WATION! iD4U NE PROMC

Terms & Conditions Privacy Policy Data Security Policy About us Contact us Sitemap

Click "Next"

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Here you can review the order and see if all is correct.



Macrogen Online Sequencing

Secure | https://dna.macrogen.com/eng/order/ces/std/single/s_new_step4.jsp

User ID: IlanaYitzhak HOME | SIGN OUT GLOBAL

macrogen

Quotation Order Result Support Account

Standard Sequencing

Order > CES > Standard-Seq

Project Review

- Please check if every information is correct. If anything to be corrected, click "Review - Modify".
- Click "Submit" on completing order information.

Basic Information

Order number	180314NN-017
Date of order	Mar.14 2018
Service	New Order/Standard-seq single Express
Member ID	ilanaYitzhak
Name	ILANA YITZHAKI
E-Mail	ilana@synteza.com
Ordered by	ILANA YITZHAKI
Notice E-Mail	
Sample in detail	plasmid/DNA
Plate in detail	none
Order in detail	Sequencing 1 rxn(s)

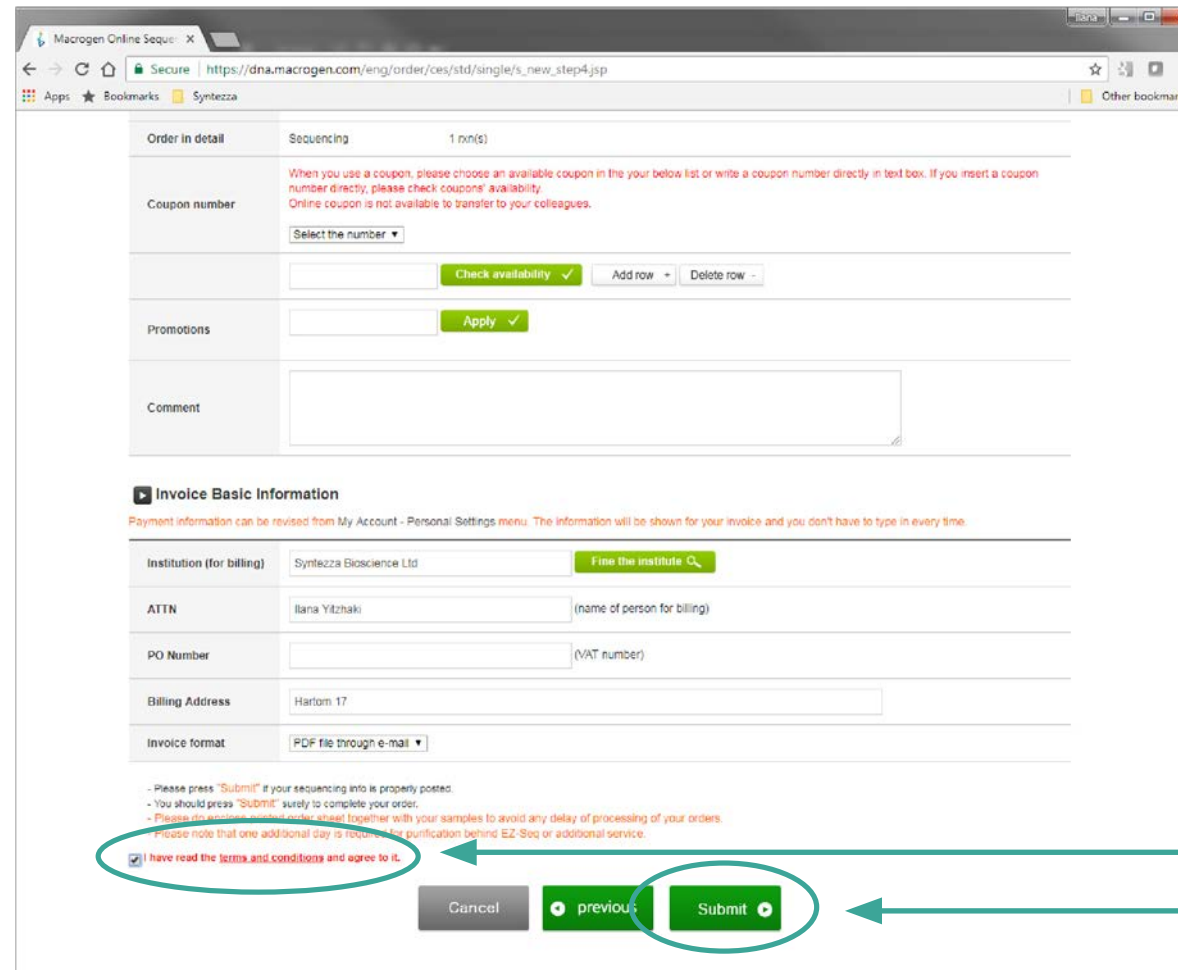
[Review](#)

Click here

13

When finished, click that you have read the “terms and conditions” and agree to them.

Then click “Submit”.



Macrogen Online Sequencing

Secure | https://dna.macrogen.com/eng/order/ces/std/single/s_new_step4.jsp

Apps ★ Bookmarks Syntezza Other bookmarks

Order in detail	Sequencing	1 rxn(s)
Coupon number	<p>When you use a coupon, please choose an available coupon in the your below list or write a coupon number directly in text box. If you insert a coupon number directly, please check coupons' availability. Online coupon is not available to transfer to your colleagues.</p> <p>Select the number ▼</p>	
	<input type="text"/>	<p>Check availability ✓ Add row + Delete row -</p>
Promotions	<input type="text"/>	Apply ✓
Comment	<input type="text"/>	

Invoice Basic Information

Payment information can be revised from My Account - Personal Settings menu. The information will be shown for your invoice and you don't have to type in every time.

Institution (for billing)	Syntezza Bioscience Ltd	Find the institute 🔍
ATTN	Ilana Yitzhaki	(name of person for billing)
PO Number	<input type="text"/>	(VAT number)
Billing Address	Hartom 17	
Invoice format	PDF file through e-mail ▼	

- Please press "Submit" if your sequencing info is properly posted.
 - You should press "Submit" surely to complete your order.
 - Please do not press "cancel order" together with your samples to avoid any delay of processing of your orders.
 Please note that one additional day is required for purification behind EZ-Seq or additional service.

I have read the terms and conditions and agree to it.

Cancel previous Submit

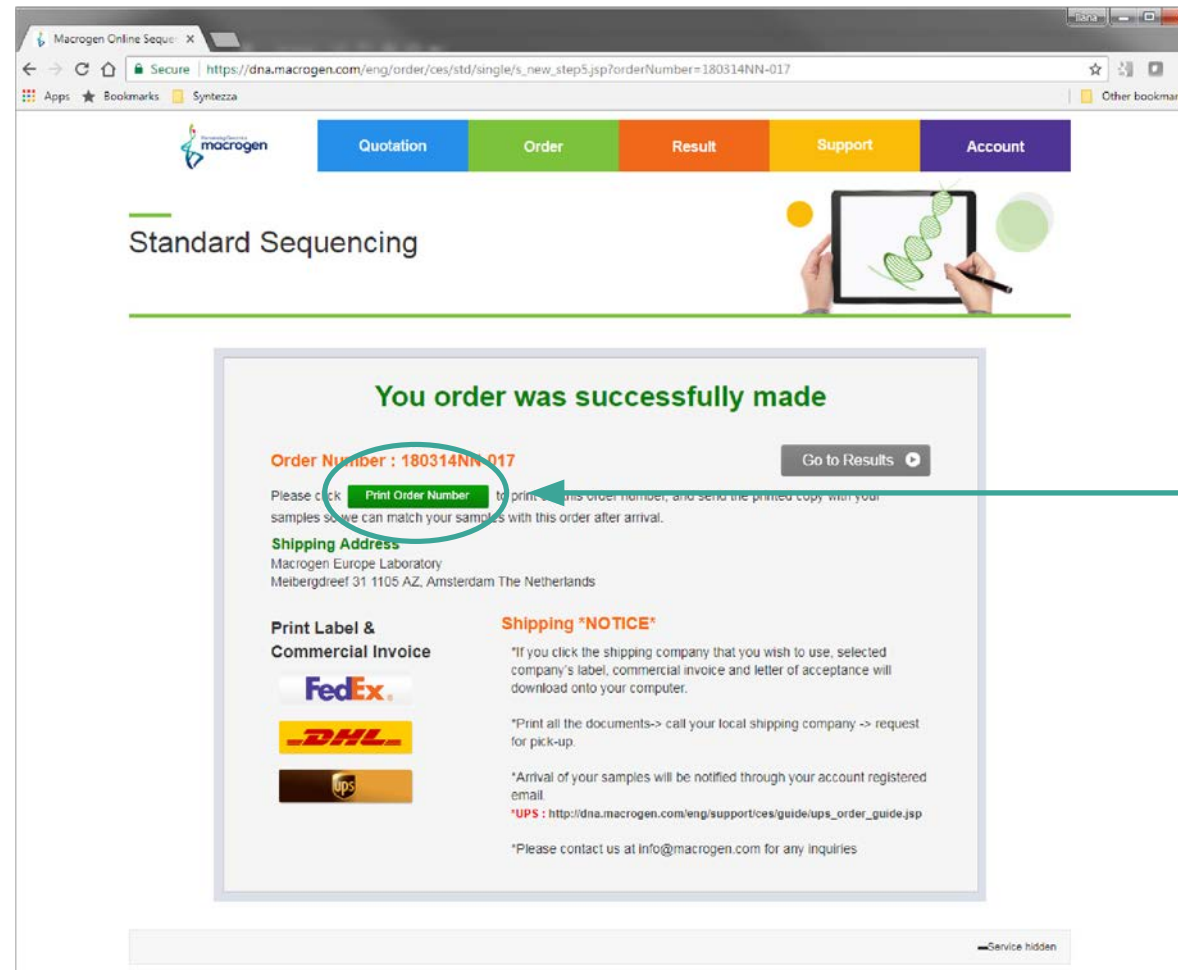
Click once and then click “Submit”

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Click “Print Order Number” and insert the printed form together with your sample into the ziplock bag provided by Syntezza.

Note: If you submit multiple orders, place each order in a separate bag.

If you are a new customer please contact Syntezza at 02-5867138 and ask for sample bags.



Macrogen Online Sequencing

Secure | https://dna.macrogen.com/eng/order/ces/std/single/s_new_step5.jsp?orderNumber=180314NN-017

Quotation Order Result Support Account

Standard Sequencing

You order was successfully made

Order Number : 180314NN-017 [Go to Results](#)

Please click **Print Order Number** to print this order number, and send the printed copy with your samples so we can match your samples with this order after arrival.

Shipping Address
Macrogen Europe Laboratory
Metbergdreef 31 1105 AZ, Amsterdam The Netherlands

Print Label & Commercial Invoice

Shipping *NOTICE*

- *If you click the shipping company that you wish to use, selected company's label, commercial invoice and letter of acceptance will download onto your computer.
- *Print all the documents-> call your local shipping company -> request for pick-up.
- *Arrival of your samples will be notified through your account registered email.
- *UPS : http://dna.macrogen.com/eng/support/ces/guide/ups_order_guide.jsp
- *Please contact us at info@macrogen.com for any inquiries

Service hidden

Click here