



Instructions for entering an order on the MacroGen website



1

How to Enter an Order

Sign in with your Macrogen account and click "Sanger Sequencing" to begin your new order.

Click here

The screenshot shows the Macrogen Europe website interface. At the top, there is a navigation bar with the Macrogen Europe logo and menu items: Quotations, Ordering, Result, My Account, and Support. A search bar contains the number 123456789. A notification banner reads: "For the most optimized user experience, please use Google Chrome as your browser." The main content area features a large image of children playing in a forest, with the headline "Committed to Sequencing Excellence" and a sub-headline: "Macrogen Europe leads the global market for genomic sequencing services based on outstanding technology." On the right side, a green sidebar contains a "QUICK ORDER" menu with options for Sanger Sequencing, Oligo, and Contact Us. The "Sanger Sequencing" option is circled in red, and a blue arrow points from the "Click here" text above to this option. Below the menu are "FAQ" and "Download" buttons. A notice banner at the bottom of the main content area says: "Notice Our new portal is now live. Click here for more information." The footer contains the company name "Macrogen Europe", address "Meibergdreef 57 1105 BA, Amsterdam, The Netherlands", and links for "Contact Us", "Terms of Use", "Privacy Policy", "Site Map", and a "FAMILY SITE" button.

2

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

1. Select Sample Type :
 - * Plasmid
 - * PCR product
 - * Premix : Plasmid or PCR product with primer
2. Select additional service if you need
3. Select your product size.
4. Tube Type: Select whether you put samples in tube or in 96- well plate.
5. Run Type: Syntezza customers get Express Service at no additional fee. **Always Click Express**

Standard Sequencing

STEP 1 Basic Info > STEP 2 Reaction Info > STEP 3 Sample Info > STEP 4 Primer Condition > STEP 5 Billing Info > STEP 6 Complete

STEP 1 Enter Basic Information. (* All fields are required)

1	Sample Type *	<input type="text" value="PCR Product"/>
2	Add. Service	<input type="text" value="Purification"/>
3	Product Size(bp) *	<input type="radio"/> Over 600bp <input checked="" type="radio"/> Less 600bp
4	Tube Type *	<input checked="" type="radio"/> Tube <input type="radio"/> 96 Well Plate
5	Run Type *	<input checked="" type="radio"/> Express <input type="radio"/> Regular

Always Click Express

Next

Click here

3

Keep on filling out the form:

1. If you have an Excel Order Sheet ready, Upload it. If not, click Ord. Sheet and open the template.
2. Enter Sample and Primer names: Click Q to see a list of universal and stored primers.
3. Click "Next".

STEP 2 Enter Reaction Information. (* This is a required entry)

Excel File Upload

[1 / 1] Filtered Row : 1

No.	Sample Name*	Primer*
1		

Previous **Next**

Primer input

Primer Selection Universal Primer Stored primer

Please **[double click]** the primer.

[11 / 88] Filtered Row : 88

Primer	Length
785F	18
907R	20
Bluescript_SK	20
EBV-RP	20
KAN2-FP	25
KAN2-RP	25
M13-FP	18
pBacPAC-RP	19
pBAD-FP	20
pDONOR-FP	19
pEGFP_N	17

* M13F & M13R : Universal primer located about 90 to 100 bp from the closing site of the TA (Blunt) vector.
* We recommend that you try to use the synthesized primer within 6 months.

4

1. Input concentration of the samples
2. Click “Next”

STEP 3 Enter Sample Information. (* This is a required entry.)

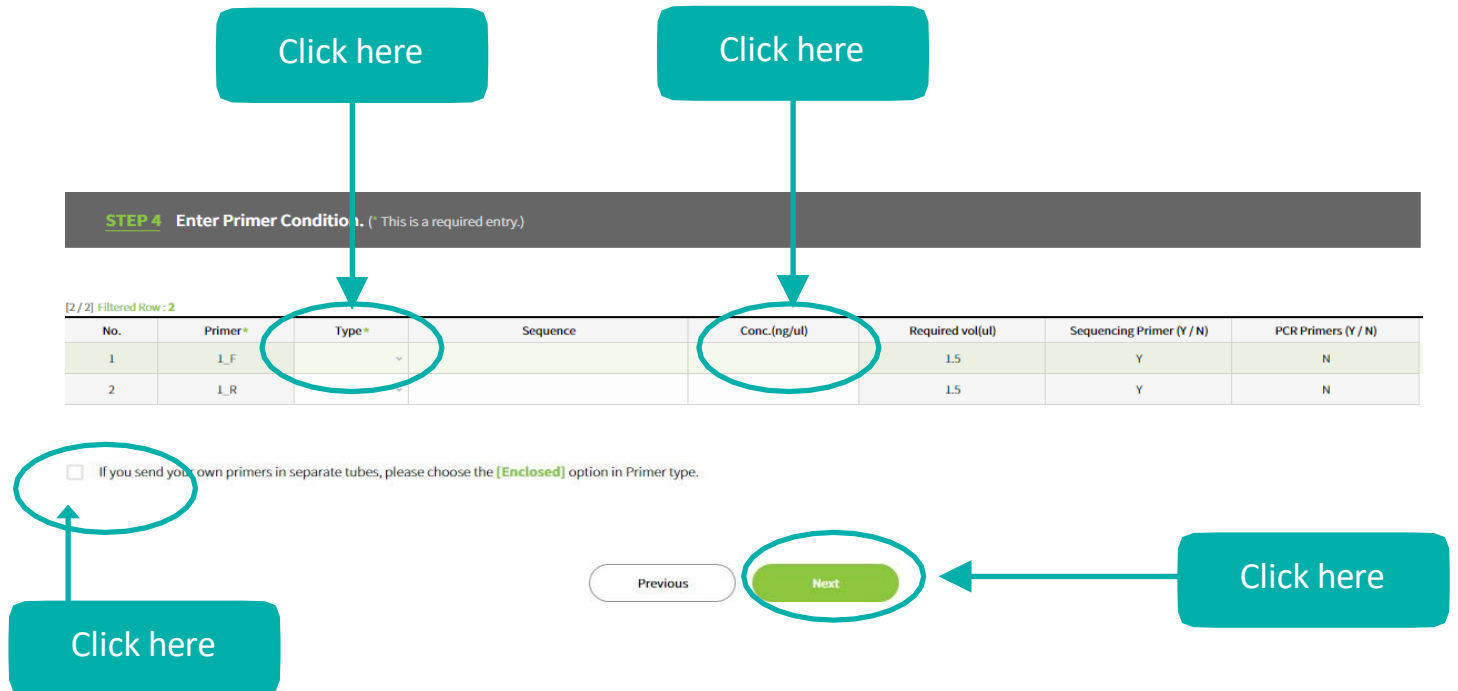
[1 / 1] Filtered Row: 1 Add + | Delete -

No.	Sample Name*	Reaction Count*	Conc.(ng/ul)	Plate Name	Well	Product Size(bp)*	Target Size(bp)
1	A	2				Less than 600bp	

Previous **Next** ← Click here

5

1. Enter Primer Condition
2. Select your primer type:
 - * Universal primers- in-house
 - * Enclosed-your own primers (indicate concentration)
 - * Synthesis-Macrogen synthesize your own primers
 - * Stored-same primer in previous orders
3. Input concentration of primer only in case of Enclosed primers.
4. Agree with "If you send your own primers in a separate tube, please choose the [Enclosed] option in primer type.
5. Click Next



STEP 4 Enter Primer Condition 1. (* This is a required entry.)

[2 / 2] Filtered Row: 2

No.	Primer*	Type*	Sequence	Conc.(ng/ul)	Required vol(ul)	Sequencing Primer (Y / N)	PCR Primers (Y / N)
1	I_F				1.5	Y	N
2	I_R				1.5	Y	N

If you send your own primers in separate tubes, please choose the [Enclosed] option in Primer type.

Previous Next

6

Keep on filling out the form.

When finished, click "Next".

Please make sure that the Institute for billing is Syntezza bioscience LTD and that the address is filled in as in the screenshot

STEP 5 Enter Billing information. (Required field)

BLAST Service *	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>This is a service that searches for a sequence that is highly similar to the sequence of DNA obtained in The Basic Local Alignment Search Tool and NCBI database. We will provide you with data files retrieved from NCBI and no analysis services will be provided.</small>
Storage Period *	<input checked="" type="radio"/> Immediate Disposal <input type="radio"/> 1 Month <input type="radio"/> 3 Month <small>If immediate disposal is selected, additional orders and re-sequencing cannot be ordered as the sample is immediately discarded after the primary experiment.</small>
Ordered by * @	Gildong Hong
Actual Orderer Contact	01012341234
Primary E-mail	moonkun86@macrogen.com
Additional E-mail for Result *	moonkun86@macrogen.com
Comment	
Institution for Billing	Syntezza Bioscience Ltd <input type="button" value="Find"/>
Mobile Number *	01012341234
Country *	Israel
Address *	Jerusalem Gamatronic Building, 17 Hartom Street Har Hotzvim Technology Israel jerusalem 9145101
PO Number	
ATTN	Macrogen
Coupon	Choose <input type="button" value="Apply"/>
Promotion Code	Please Enter. <input type="button" value="Promotion Code Apply"/>
Request on payment	

Billing Institution *

Syntezza Bioscience Ltd

Special characters are not allowed in the parameters except for . , () & -

Results

Syntezza Bioscience Ltd
Israel

7

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

Then click "Submit".

STEP 6 Order Confirmation (* In the [Order completed] step, you cannot modify it.)

Order Information

Order Number	EC00000579	Customer Name	nl test
Service	Standard Sequencing	Sample Type	Plasmid
Tube Type	96 Well Plate	Run Type	Regular

Order History

Sample History	Rxn.	1	Sample	1
	Number of additional service sample	0	DNA Extraction	0
	Primer Synth.	0	PCR Amplification	0
Primer History	Universal	0	Enclosed	1
	Synthesis	0	Stored	0



8

Click "Print Order Barcode"



Your order has been placed **successfully**.

Order Number | EC00000579

Please double check your order information then send your samples accordingly.

Print your order barcode to send Amsterdam laboratory

DHL

Fedex

UPS

Print Order Barcode

Click here

- * Click DHL/FedEx/UPS Invoice button to download shipping documents.
- * Print all shipping documents and call DHL/FedEx/UPS to pick up your samples.
- * You will be notified of the status of your order by email.
- * For other inquiries, please use [\[Support > Contact us\]](#).

9

Please Print Order Barcode 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.

To order again using a different primer, see slide 10 below

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



Humanizing Genomics
macrogen
EUROPE

To. **Macrogen Europe B.V**
Meibergdreef 57
1105 BA, Amsterdam the Netherland
31-20-333-7563

[Order Details]
Customer Information : Tgst Levi(229568282)
Sequencing : 2 Rxn(s) / 2 Sample(s) / 1 Enclosed primer(s)



EC00000914

10

How to order again using a different primer

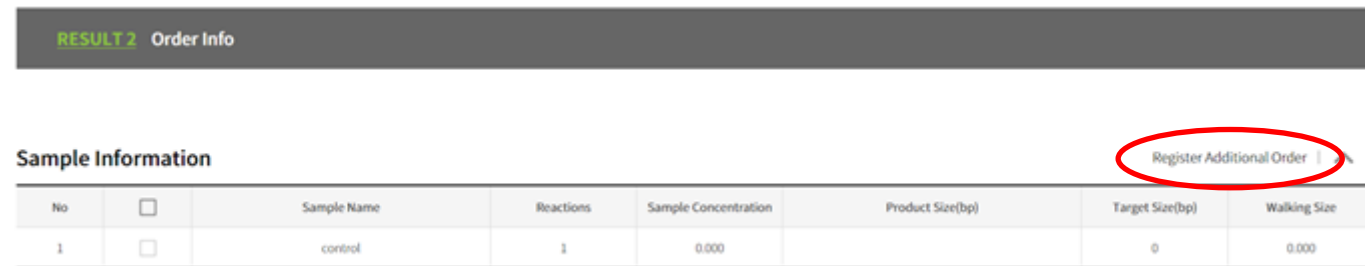
“Additional Order Option”

Click on My Account > My order >

Click on the relevant EC order number > details > Result ->

This will open the page RESULT2 Order Info Sample Information

Click the box “Register Additional Orders”.



RESULT 2 Order Info

Sample Information [Register Additional Order](#)

No	<input type="checkbox"/>	Sample Name	Reactions	Sample Concentration	Product Size(bp)	Target Size(bp)	Walking Size
1	<input type="checkbox"/>	control	1	0.000		0	0.000