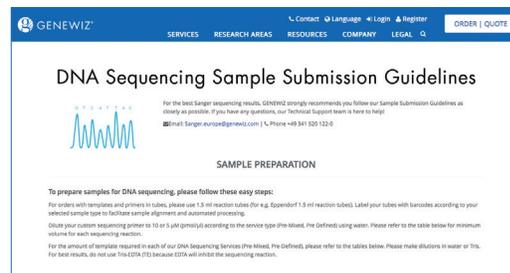


## Now you have received your barcodes, please follow these steps

### Preparing Samples and Primers

For the best Sanger sequencing results and to ensure your samples are submitted correctly to the lab, we strongly recommend you follow our **Sample Submission Guidelines** at:

[www.genewiz.com/eu/sanger/sample-submission-guidelines](http://www.genewiz.com/eu/sanger/sample-submission-guidelines)



### Ready for Sequencing? Assign and Label Samples & Primers with Barcodes

- Please login to your CLIMS account and place your Sanger Sequencing order by choosing your service type and filling out every required field.
- The dropdown menu will display your available barcodes in CLIMS.
- Assign listed barcodes in CLIMS to your sample/sequencing reaction or primer.
- Label your corresponding tubes or plates with the barcodes assigned in the CLIMS system.

**Please note:** If you would like to send your template(s) to be sequenced with **multiple primers**, simply prepare **one tube/one plate** with an appropriate volume of your template(s) and label that tube/plate with the first barcode. Please then discard the remaining 'physical barcodes'.

### Shipping: GENEWIZ Spot – Pick Up Free of Charge

You can locate your nearest GENEWIZ Spot once you are logged into your CLIMS account. Feel free to request a GENEWIZ Spot if no Spot is available at your location yet.

Together with your Sanger Sequencing Barcodes, GENEWIZ will provide you shortly with a DHL Shipping Kit free of charge\*. You will receive a sufficient number of DHL Flyers and return labels according to your order volume.

#### Kits include:

**GENEWIZ Cases** for safe packing of your tubes or plates,

**DHL Express Flyers** (yellow bags)

**DHL Express prepaid return** labels.



\*According to reactions ordered, you will be provided enough shipping supplies to send your samples to our Leipzig facilities. Further shipping supplies can be ordered with extra charge directly with our Customer Support team.

If you have any questions, GENEWIZ Customer Support team is here to help.

Phone +49 341 520 122-0 • [sanger.europe@genewiz.com](mailto:sanger.europe@genewiz.com)

### As soon as your samples are ready for sequencing follow these 3 easy steps

1. Use a GENEWIZ Case to safely pack your samples submitted in 1.5 ml flip cap reaction tubes (no screw caps) or plates, and labelled with Sanger Sequencing Barcodes, along with the printed order sheet from CLIMS. (max. 30 flip cap tubes or 2 plates per GENEWIZ Case, plus the printed order).

**Tubes**



**Plates**



2. Pack your GENEWIZ Case(s) into the yellow DHL Express Flyer. One DHL Flyer can fit up to four GENEWIZ Cases.

**Please note:** Customers from Switzerland, Norway and Island will also need to add a proforma invoice into the transparent pocket outside the flyer. Please contact Customer Support for further indications.



Now fold the DHL Flyer in half to reduce wrinkling and seal it properly.



Then label the flyer with DHL Express prepaid return labels.



3. Locate your nearest GENEWIZ Spot and insert your samples safely packed into the GENEWIZ cases within a closed and labeled DHL Express Flyer, into the branded blue GENEWIZ letterboxes or other GENEWIZ branded container at your institute. You will find the pick-up times for your GENEWIZ Spot written directly on the letterbox.

Your samples will be picked-up by DHL Express and transported quickly to our GENEWIZ European Headquarter for Sequencing.

