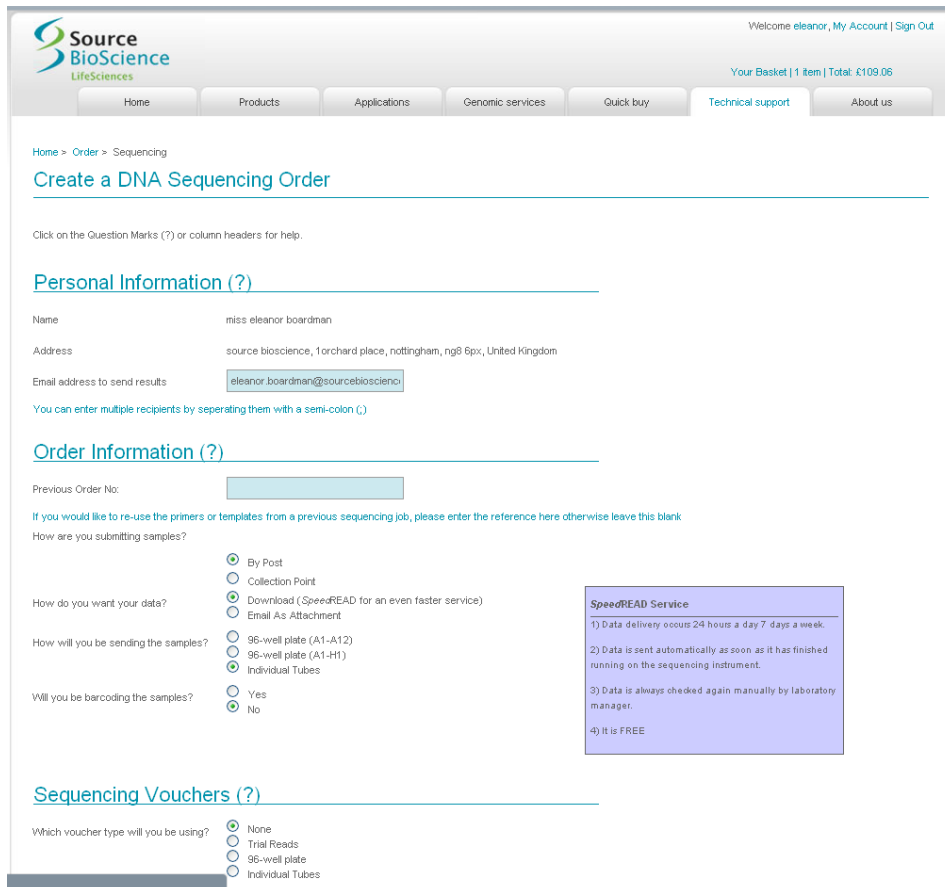


Sanger sequencing ordering guide

To order sequencing from Source BioScience LifeSciences, you need to first [register](#) with us. Once you have created an account, you can then place your order.

The [sequencing order pages](#) are reached through the Sanger sequencing options in the Genomic Services tab, or through any of the Quick Buy options throughout the site.

First page



Welcome eleanor, My Account | Sign Out

Your Basket | 1 item | Total: £109.06

Home Products Applications Genomic services Quick buy Technical support About us

Home > Order > Sequencing

Create a DNA Sequencing Order

Click on the Question Marks (?) or column headers for help.

Personal Information (?)

Name: miss eleanor boardman
 Address: source bioscience, 1 orchard place, nottingham, ng8 6px, United Kingdom
 Email address to send results: eleanor.boardman@sourcebioscience.com
 You can enter multiple recipients by separating them with a semi-colon (;)

Order Information (?)

Previous Order No:

If you would like to re-use the primers or templates from a previous sequencing job, please enter the reference here otherwise leave this blank

How are you submitting samples?

How do you want your data?

How will you be sending the samples?

Will you be barcoding the samples?

Sequencing Vouchers (?)

Which voucher type will you be using?

SpeedREAD Service

- 1) Data delivery occurs 24 hours a day 7 days a week.
- 2) Data is sent automatically as soon as it has finished running on the sequencing instrument.
- 3) Data is always checked again manually by laboratory manager.
- 4) It is FREE

The LifeSciences product range



Source BioScience LifeSciences

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 1 Orchard Place
 Nottingham Business Park
 Nottingham
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 Robert-Rössle-Str. 10
 Erwin-Negelein-Haus (Building 79)
 13125 Berlin
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 Email: lifescience@sourcebioscience.com



The **question marks (?)** on each heading link to help pages. The headings help to break down the ordering into each section.

Personal Information (?)

Name miss eleanor boardman
Address source bioscience, 1 orchard place, nottingham, ng8 6px, United Kingdom
Email address to send results

You can enter multiple recipients by separating them with a semi-colon (;)

Personal information – results are sent by email to all email addresses in the blue box.

Order information – Previous order settings can be imported by entering a previous order number in the blue box.

- Samples can be submitted by post (freepost in the UK) or dropped off at one of our numerous collection boxes
- If you select “**download**” data delivery you will automatically get our SpeedRead facility where the data is available to be downloaded as soon as it’s finished processing, or, we can attach it to an email
- Samples can be delivered in either individual tubes, or in 96 well format. The option that is selected here will determine the order in which reaction details are entered in the next step
- You will be asked to provide the template/primer names to the associated barcodes in the next section

Sequencing Vouchers – Here you can enter your trial read or whether you have [prepaid DNA sequencing vouchers](#) for single reads and for 96 well plates.

- If you select the trial read vouchers, you will have to enter a promotional code when checking out your purchase.
- If the individual tubes option is selected, you can enter the number of vouchers you are going to use with your current order and your pricing will be adjusted accordingly at the checkout.

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- Vouchers cannot be used for presequenced reactions, additional chemistry and primer orders. Vouchers used must be included with your samples and dispatch note

Analysis settings – this lets you set your quality value limit, your mixed base identification and quality clipping to improve and refine your results

- **Quality Value Limits (QVs)** are assigned to base calls and give a measure of base calling confidence. Base calls are called as "N" when the Quality Value of the base call is below a particular threshold. You can choose the Quality Value threshold at which the software will call "N" instead of a specific base. Calling "N" when the $QV < 20$ is generally considered acceptable. The higher the QV threshold, the more accurate the base calling. The negative to this is that more bases will be called as N when the confidence is low.
- **Mixed Base Identification** Please select this option if you would like to call a mixed base code for any peak that is 25% greater than that of the highest peak. The IUPAC code table is available on the help section.
- **Quality Clipping** Please select this option if you require us to clip the beginning and ends of the reads where base calling confidence is low. This is useful when performing assemblies. If you are unsure, we recommend leaving this option unselected.

Primer synthesis – Source BioScience can either use one of our stock primers, or if you would like for us to arrange synthesis of a specific primer, you can write the name of the primer and its sequence in the appropriate fields. The ordered primer can be selected in the primer drop down box in the next part of the ordering process.

Notes – free text box, the user can give us useful notes on their order – this is fed through to SWORD

Once this page is complete, click **NEXT**.

The LifeSciences product range



Source BioScience LifeSciences

United Kingdom

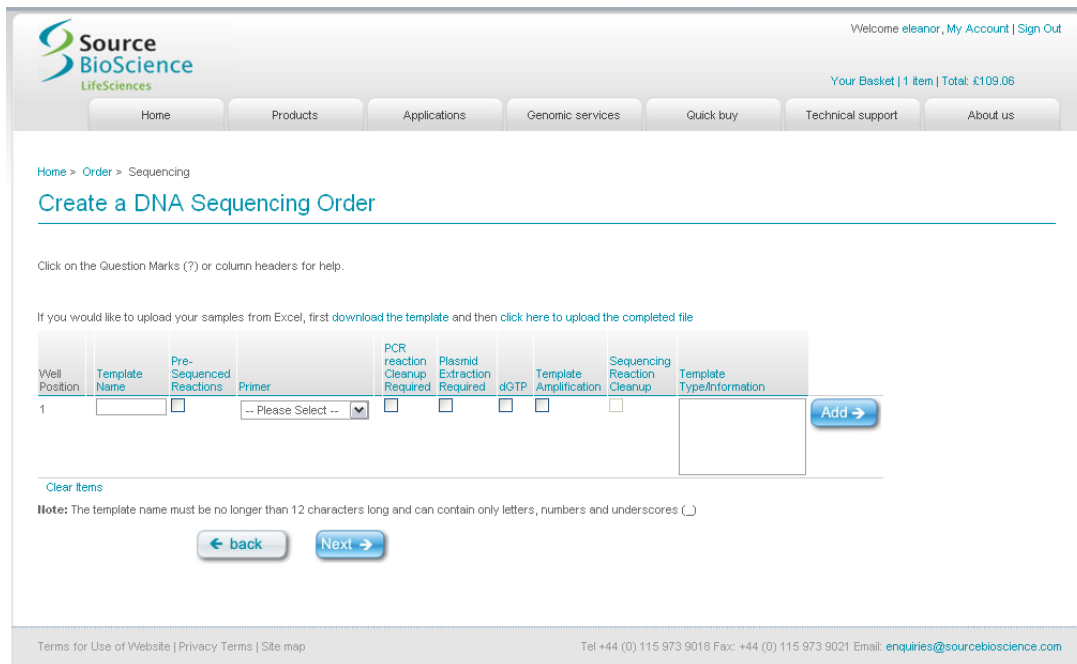
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Second Page

On this new page, you can enter all your sample details.



Source BioScience LifeSciences

Welcome eleanor, My Account | Sign Out

Your Basket | 1 item | Total: £109.06

Home Products Applications Genomic services Quick buy Technical support About us

Home > Order > Sequencing

Create a DNA Sequencing Order

Click on the Question Marks (?) or column headers for help.

If you would like to upload your samples from Excel, first [download the template](#) and then click [here to upload the completed file](#)

Well Position	Template Name	Pre-Sequenced Reactions	Primer	PCR reaction Cleanup Required	Plasmid Extraction Required	dGTP	Template Amplification	Sequencing Reaction Cleanup	Template Type/Information
1	<input type="text"/>	<input type="checkbox"/>	-- Please Select --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

[Clear items](#)

Note: The template name must be no longer than 12 characters long and can contain only letters, numbers and underscores (_)

[← back](#) [Next →](#)

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Tel +44 (0) 115 973 9018 Fax: +44 (0) 115 973 9021 Email: enquiries@sourcebioscience.com

You can either use the table provided to create your order or you can download an excel spreadsheet, enter the details and upload it on the same page.

The **field headings** are linked to help pages. There are a few things to watch out for on this page:

- **Template name** – if the same name is used twice, the system assumes this is a read pair and charges appropriately
- The ticking of these boxes can lead to extra costs which aren't immediately obvious at this stage, but are described in our main [Sanger sequencing](#) page.
- The **Add** button adds a new line
- The **Next** button adds the order to the basket – once an order has been added to the basket, you cannot go back and edit it, you can only remove the order and submit a new one

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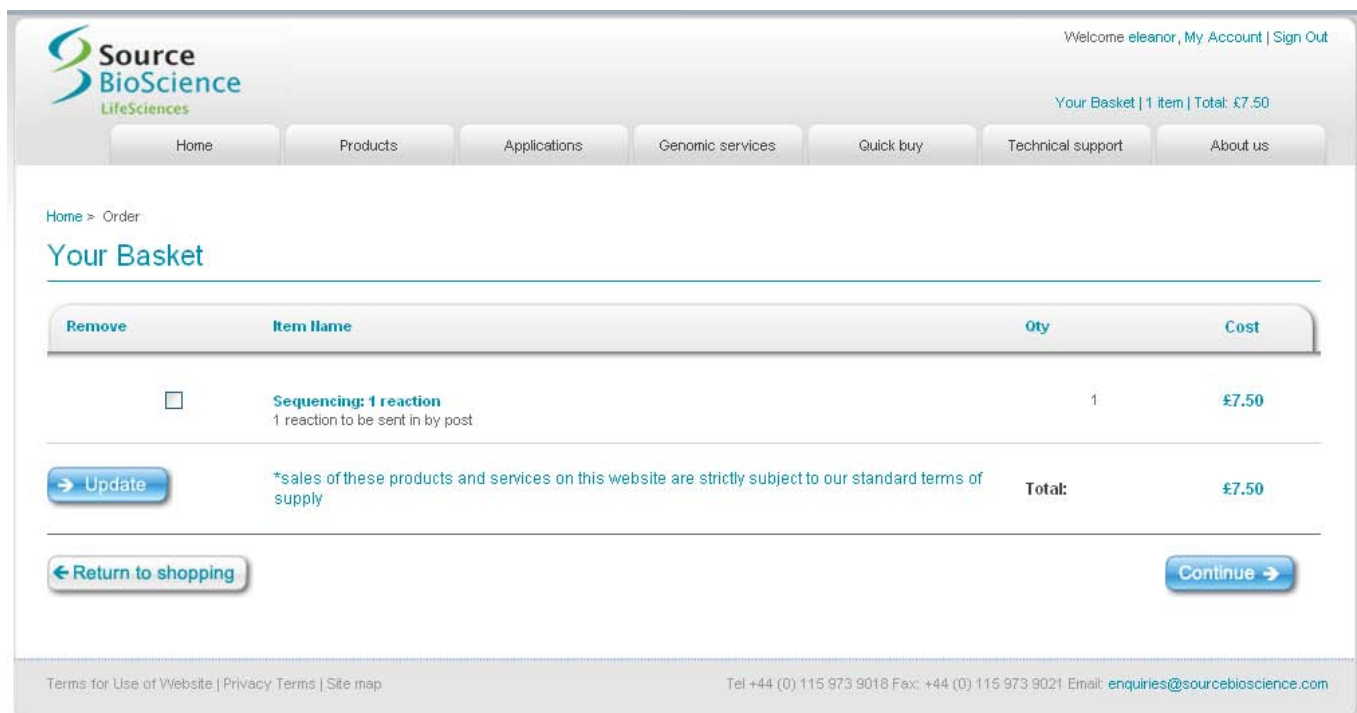
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Note: When you make your first order, your account will not have been assigned to an organisation or institution. What institution you belong to will determine the pricing structure applied to your order. Therefore, your first order will appear to be charged at our standard prices. However, the order is not processed until we have determined your institution and so you will be invoiced (or charged on your credit card) at the correct price.

Completing your order

Once you have added your sequencing order to your basket, you can checkout your order to complete your purchase.



Welcome eleanor, My Account | Sign Out

Your Basket | 1 item | Total: £7.50

Home | Products | Applications | Genomic services | Quick buy | Technical support | About us

Home > Order

Your Basket

Remove	Item Name	Qty	Cost
<input type="checkbox"/>	Sequencing: 1 reaction 1 reaction to be sent in by post	1	£7.50
Update		Total:	£7.50

*sales of these products and services on this website are strictly subject to our standard terms of supply

[Return to shopping](#) [Continue](#)

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You can remove the order by ticking the **Remove** box and pressing **Update**.

The LifeSciences product range

 Antibodies	 Apoptosis	 Cell culture & transfection	 Clinical research	 Clone libraries
 Gene expression	 Innate immunity	 Non-mammalian products	 Protein expression and detection	

Source BioScience LifeSciences

United Kingdom

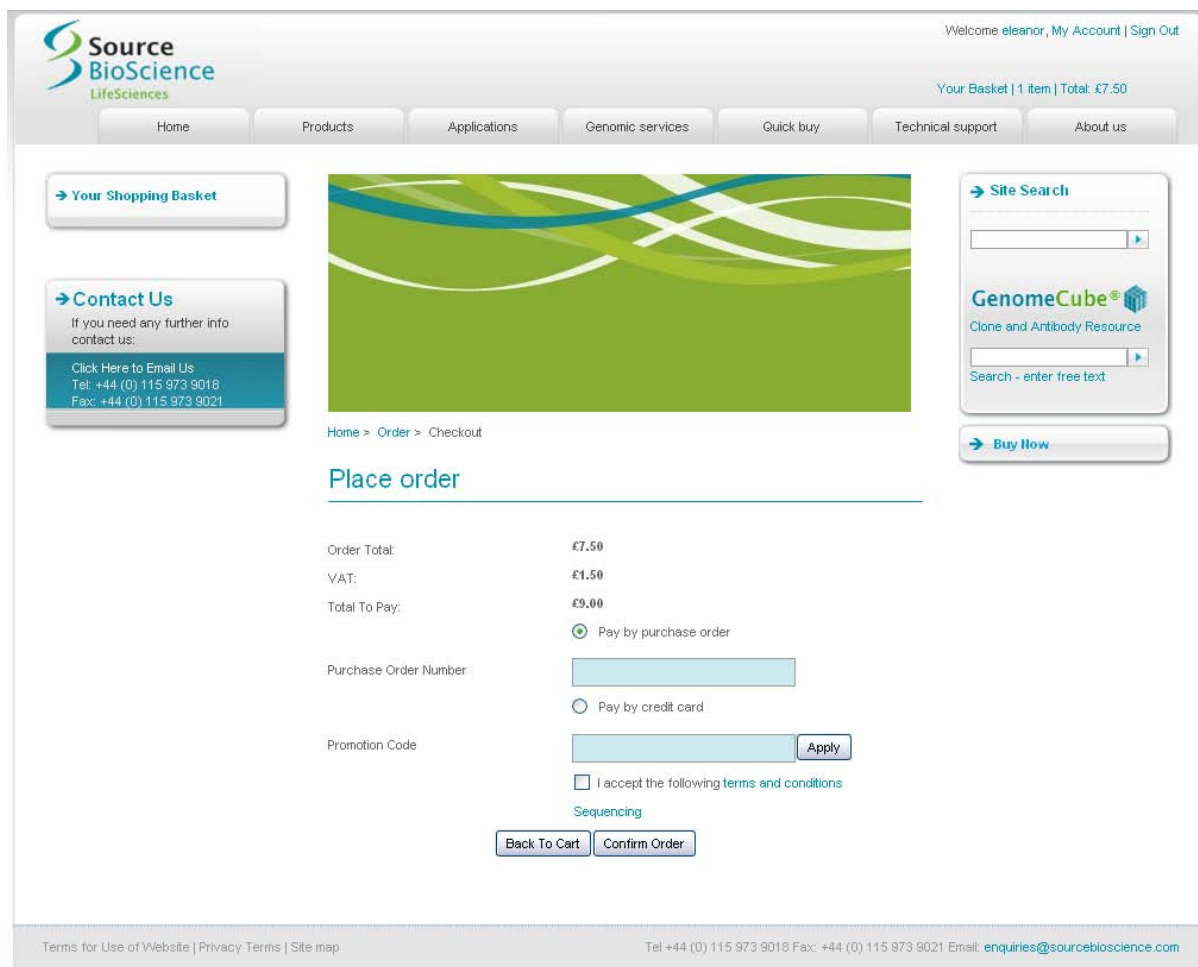
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The **Return to shopping** button allows you to return to the main site and put additional items in your basket. Don't worry though, if you navigate away from the page in other ways, the items in your basket will remain so you can check them out later. You can even log off and back in again.

To proceed with your order, press **Continue** which will take you through to the order completion pages.



The screenshot shows the checkout page of the Source BioScience website. At the top, there is a navigation bar with links for Home, Products, Applications, Genomic services, Quick buy, Technical support, and About us. The user is logged in as 'eleanor' and has a shopping basket with 1 item totaling £7.50. The main content area is titled 'Place order' and displays the following information:

- Order Total: £7.50
- VAT: £1.50
- Total To Pay: £9.00

Payment options include 'Pay by purchase order' (selected) and 'Pay by credit card'. There are input fields for 'Purchase Order Number' and 'Promotion Code' with an 'Apply' button. A checkbox for 'I accept the following terms and conditions' is present, with a link to 'Sequencing'. At the bottom of the form are buttons for 'Back To Cart' and 'Confirm Order'. The footer contains links for 'Terms for Use of Website', 'Privacy Terms', and 'Site map', along with contact information: Tel: +44 (0) 115 973 9018, Fax: +44 (0) 115 973 9021, Email: enquiries@sourcebioscience.com.

The LifeSciences product range



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This screen displays your total amount, including any VAT or delivery costs (not applied to sequencing orders) and lets you choose how to pay for it.

You can pay by **purchase order (PO)** by entering the PO number in the free text box, and we will invoice you for the amount owed.

To pay by **credit card**, select the **Pay by credit card** option, then once the order is confirmed you will be taken to SagePay, our secure payment partner, where you can enter your full details. The card is only debited once we've confirmed the invoice amount. This ensures that the correct pricing is applied to the order.

If you have a **Promotional code**, please enter it in the 2nd text box, and hit **Apply**. Any discount or free reads will be applied to your payment total.

You can only complete your orders if you have agreed to the terms and conditions of sale, so please ensure you tick the appropriate boxes.

To complete your order, hit **Confirm Order**, once the checkout is complete you will be redirected to a **Payment Successful** screen. This will include details of where to send sequencing samples or where to find the collection boxes in your area.

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