

Instructions for ordering Sanger Projects and Primer Walking

The following describes how you can place an order via a quote request for at Eurofins Genomics via <https://eurofinsgenomics.eu>.

1. Entry of Sequencing Projects and Primer Walking



- To go directly to the order page, open the "**Quick Order**" button (at the top right of the homepage) and select your Sanger sequencing service.
- Alternatively, you can access the order page via Products -> Sanger Sequencing -> Additional Services -> Sequencing Projects by clicking on the corresponding button.
- On the order pages for sequencing projects and primer walking, the information and documents required are explained under "**INTRO & INFO**".
- **For Sequencing Projects** <https://eurofinsgenomics.eu/en/ecom/sequencing/sequencing-project/> (e.g. Re-Sequencing):
 1. Download and fill out the questionnaire (from the INTRO & INFO box).
 2. As project name, please use the sample or batch name.
 3. Enter additional information in the project description (e.g. number of samples, GLP (2fold/4fold)).
 4. Please upload the completed questionnaire as a document. If additional information, e.g. references, plate assignments, etc. is required for the order, all information can be uploaded in a zipped folder (up to 3 MB).
 5. Please note: sample names should not be longer than 15 characters.
 6. The request is saved in your shopping cart by clicking the "Add to Cart" button.
- **For Primer Walking requests** <https://eurofinsgenomics.eu/de/ecom/sequencing/primer-walking/>:
 1. Select Single Strand - or Double Strand Sequencing under "Type of service".
 2. Under "Define Your Samples" all sample specifications should be defined in addition to the sample type:
 - a. Additional services such as DNA preparation or PCR purification (for DNA preparation, the **GMO form** must be downloaded and filled out and sent with the sample).
 - b. The size of the construct and the length of the region to be sequenced must be specified. After this information, the order will be invoiced. It must be at least 500 bp.
 - c. If you know the characteristics of the sequence, please enter them here.
 - d. If a report on the sample is required, "Report on material, method and results" can be selected.
 3. Define Your Reactions:
 - a. The sample name is used to identify the sample.
 - b. Please note: A known starting motive must be specified. Either a concrete starting primer or a sequence motif.
 - c. A reference sequence, if known, should be provided for processing.
 - d. If additional information is relevant for the order, documents (up to 3 MB) can be uploaded.
 - e. The Personal Note is for you only and will not be transmitted to the lab.
 - f. The request is saved in your shopping cart by clicking the "Add to Cart" button.

2. Request for Quotation, Accept Quotation or Direct Ordering

- A Primer Walking service without GLP or other additional requirements can be ordered directly from the shopping cart using the "Order Now" button (orange). You will receive an email from the system with the order confirmation and order number.
- As soon as a Sequencing Project (price is shown as N/A) or a Primer Walking service under GLP is required, a **quote must be requested**. This works via the "Get a Quote" button (blue) on the cart page. (see screenshot)
- **Important:** In the case of quote requests, additional information such as GLP compliant, 2fold/4fold coverage must be given in the 2nd step under **production comment**.
- In the last step, on the overview page, the request can be completed via "Request a Quote".
 - The requested quote receives a quote number, which is the identical order number when the quote is accepted, and under which the project is then also processed.
 - You will receive an email from the system confirming your quote request.
 - The quote request is processed internally by an expert who evaluates and writes the quote. Please give us some time to make you an attractive offer.
 - The manual created quote is getting uploaded to your customer account.
 - You will receive an email as soon as the quote is available in your account.
- Under "My Quotes" you can view both your quote requests and the quotes that have already been processed. These can be downloaded and checked as PDF.
- To accept the offer and thus place an order, click on the green "Accept" button.
- If you wish to change the offer, you can always email the person who wrote the quote. So you don't have to decline the quote.
- If the offer is not required for any reason, it can be rejected by using the "Decline" button.

Cart

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	Type	Product	Options	Amount	Price	
		Re-Sequencing Projects demo Re-Sequencing Projects	Edit More Details Personal Note	1	N/A	<input type="checkbox"/>
		Primer Walking Double Strand Sequencing Plasmid test Gal4BD, EuVH	Edit More Details Personal Note	1	650,00 €	<input type="checkbox"/>
Net Subtotal:					N/A	

Net subtotal does not include tax and [shipping costs](#).
Tax and shipping costs will be considered during checkout process. Promo Codes can be entered in step 3 "Summary & Payment".

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