

# AT A GLANCE: Placing an Order

Welcome to the improved GENEWIZ Laboratory Information Management System (CLIMS). This At-A-Glance will walk you through placing a Sanger Sequencing order.

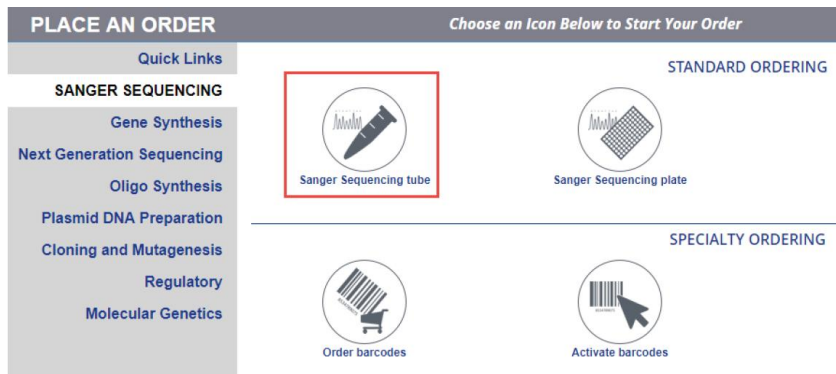
## Step 1: Getting Started

Go to <https://clims4.genewiz.com>

If you have not logged into your account before, your username will be your email address. Use the 'Forgot Password' function to reset your password. A link will be sent to email address to enable you to reset it.

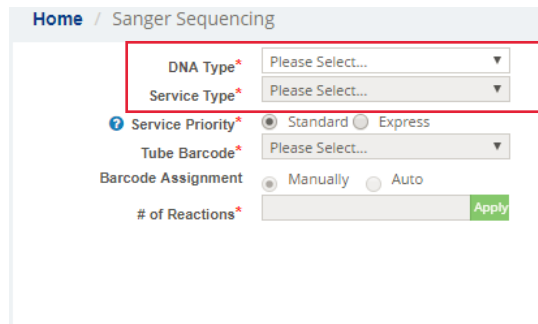
After you have logged into your CLIMS account you will be directed to the homepage.

Select "Sanger Sequencing" on the left-hand tab, then select whether you will be submitting your samples in tubes or plates.



## Step 2: Select Service Type

- Please choose the DNA type and Service type from the drop-down menus



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- Choose the service priority: Standard (or Express if available at your location)
- Select the type of barcodes you wish to use – Prepaid or Non-Prepaid  
(Please note: **Barcodes must be available in your account to use - see separate guide on ordering, activating and assigning barcodes**)
- Select whether the barcodes labels will be assigned manually or automatically
- Fill out the ‘# of reactions’ (not the number of samples) and click ‘apply’ and an order template will load.

**Premixed:** You submit your primer and sample mixed in the **SAME TUBE** to GENEWIZ



**Predefined:** You submit primer and sample in **SEPARATE TUBES** according to our Sample Submission Guidelines, or you wish to use a GENEWIZ Universal Primer\*

\*Select your GENEWIZ Universal Primer from our [website](#), and the primer and sample will be mixed in the GENEWIZ lab.

## Step 3: Complete Sample and Primer Details

Order	#	Reaction Barcode	Reaction Name 	Primer Barcode	My Primer 	library	GENEWIZ Primer Selection Tool 
1	1		EXAMPLE		ex:Mine		ex:T7
1	1	00021476	GENEWIZ1	00020577	Myprimer1		
1	2	00021477	GENEWIZ2				CMV-Forward

Select barcodes for each sample and primer and fill in the sample and primer names. Each line represents a reaction.

Please note that if you have a large number of samples, to save you rewriting, you can click on  to fill sequentially or on  to fill all values.

Once all the details are correctly entered, click on ‘Save and review’





use. To edit your primer details click on the “Edit Primer Details” button below.

Auto Repair

Available Primer Barcode:40

Order Primers

Edit Primer Details

Order	#	Reaction Barcode	Sample Name 	Primer Barcode	My Primer 	library	GENEWIZ Primer Selection Tool 	Notes 
1	1		EXAMPLE		ex:Mine		ex:T7	
1	1	00018907	GENEWIZ1	00020575	MyPrimer1			
1	2	00018908	GENEWIZ2				CMV-Forward	
1	3							
1	4							
1	5							
1	6							
1	7							
1	8							
1	9							
1	10							

Cancel

Save As Draft

Save and Review

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A primer review page will then appear. If correct, click on 'confirm'

Confirm Primer Details

**Note:** PreDefined primers must be submitted at 5uM concentration.  
If GENEWIZ is storing the primer for you, 5uM is also appropriate.

Primer Name	Primer Source	Stored At GWZ	Conc. (uM)	Library	Add to Library	Order Primer	Sequence	Scale (nmol)
CMV-Forward	GENEWIZ Primer							
MyPrimer1	My Primer	<input type="checkbox"/>	5		<input type="checkbox"/>	<input type="checkbox"/>		

Cancel

Confirm

Following this, a summary of your order will be displayed with the number of Samples Submitted, and the resulting reactions; if the details are correct, click on "Add to Cart".

Home / Order Form / Order(s) Review

Order(s) Information

DNA Type	PCR Product - Purified	Order Name	Samples	2
Service Type	Predefined	Order Comments	Submitted	
Service Priority	Standard		Number of	2
Purification Type	Column		Reactions	

Estimated Price Information

Service	Unit Price	Quantity	Itemized Subtotal
Pre-Defined Sanger DNA sequencing	€8.46	2	€16.93
		Order Subtotal:	€16.93
		Shipping/Handling:	€0.00
		Tax:	€3.39
		Estimated Total:	€20.31

\*Pricing is estimated. Actual charges will reflect work done. In cases where tax is applicable but not estimated, it will be applied on the invoice

Resulting Reactions

Tracking Number [50-99299059]

Reaction	Sample #	Reaction Barcode	DNA Name	Primer Barcode	Primer		
AW01	1	00018907	GENEWIZ1	00020575	MyPrimer1 [5uM]	Cancel	Back to Edit
						Print Price	Add to Cart

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You will be re-directed onto another page, which will ask you to confirm your shipping option, addresses and payment method.

2: Sample Submission/Pickup

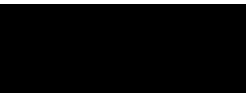
Sample Submission/Pickup method: Ship Samples to GENEWIZ Lab

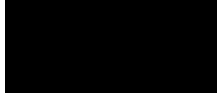
Please ship your samples to:  
GENEWIZ, UK  
Attn: GA  
Hope End, Takeley  
Essex CM22 6TA  
United Kingdom  
44 01279 873837

Save as default method: ☐




3: Customer Shipping Address Billing Address

 [Edit](#) [+ Add New Address](#)



4: Payment Type


☒ GeneGroup ☐ Credit Card ☐ PO [Upload PO/VAT Certificate](#) ×


 ☒ Save this PO for Future Use

If you use Purchase orders as your method of payment, please select “PO” and enter your “purchase order number” in the box; if you are using a prepaid account as your method of payment, please select “PO” and enter your “prepaid account number” in the box.

## Step 4: Submit Order

Once all details are entered, click on “Submit Order”. This will display another window with your “Order Receipt” along with your “Tracking #”. Please print the Order Receipt and attach it to your samples (please note that pop-ups need to be enabled on your browser to allow this window to be displayed).

 **Order Receipt - Tracking # 50-99299059**  
Service Type - Predetined



**Thank you for your order**

**INSTRUCTIONS:** Please print this form and include a copy with any submitted samples. For NGS orders, also include the Sample Submission Excel sheet. Please click on link below to access the form:  
[https://www.genewiz.com/OrderSummary/DownloadSampleSubmissionTemplate?Template=GENEWIZ%20NGS%20Sample%20Submission%20Form\\_US.xlsx](https://www.genewiz.com/OrderSummary/DownloadSampleSubmissionTemplate?Template=GENEWIZ%20NGS%20Sample%20Submission%20Form_US.xlsx)  
For Regulatory orders, also include the Sample Registration Excel sheet.

Ship Samples to (if applicable)	Customer Information	Payment Details	Customer Shipping Address
GENEWIZ, UK Attn: GA Hope End, Takeley Essex CM22 6TA United Kingdom 44 01279 873837	Name Phone PI Company Email	Payment Type PO Number Submitted Time Account Manager	

**Order Summary**

Order type	Service Priority	Service Type	DNA Type	Number of Reactions	Layout	Order Name
Sanger Sequencing	Standard	Predetined	PCR Product - Purified	2	Vertical View	

Reaction #	Reaction Barcode	DNA Name	Primer Barcode	Primer	Primer Details	Notes
AW01	1	00018907	GENEWIZ1	00020575	MyPrimer1 (5pM)	I will Provide

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## Step 5: Track Your Order Status


To review the status of your order, this can be accessed from your dashboard/home page:


Home / Services


**PLACE AN ORDER**  
Choose an Icon Below to Start Your Order

**Quick Links**  
**SANGER SEQUENCING**  
Gene Synthesis  
Next Generation Sequencing  
Oligo Synthesis  
Plasmid DNA Preparation  
Cloning and Mutagenesis  
Regulatory  
Molecular Genetics

  
Sanger Sequencing tube

  
Sanger Sequencing plate

  
Order barcodes

  
Activate barcodes

**STANDARD ORDERING**

**SPECIALTY ORDERING**

**MY ORDERS** | **My Shared Projects** | **GeneGroup®** | **My Tools**

Search  [Show Advanced Filter](#) [Edit](#) [View Results](#) [Print Receipt](#) [Download](#) [Add to Project](#) [Delete](#) [Bulk Download](#)

	Tracking #	Order Name	Project Name	Service Line	Service Type	Priority	Qty	Action	
Order Date	Tracking #	Order Name	Project Name	Service Line	Service Type	Priority	Qty	Order Status	Action
7/26/2018 3:20 PM	<a href="#">50-99299059</a>			Sanger Sequencing	PCR Product - Purified	Standard	2	Waiting for Sample	<a href="#">Summary</a>

You can also opt in to receive 3 different emails at different stages of the order: Order Placed, Order Received, Delivery of Results