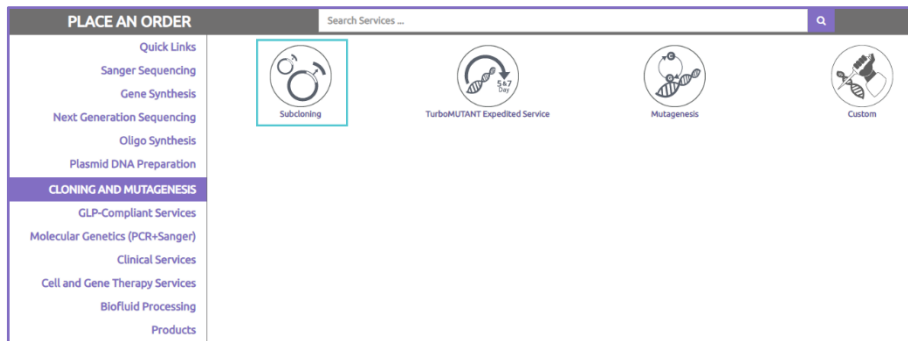




SUBCLONING ORDERING GUIDE

GETTING STARTED

Log into your online GENEWIZ account → Select “Cloning and Mutagenesis” tab on the left side → Select “Subcloning” bubble



ORDER INFORMATION

The top of the form is composed of five optional fields (order name, order comments, promotion code, and coupon code) and one required field (Total # of sequences). Additionally, there is an option to submit any documents with your inquiry.

The screenshot shows the top section of the order form. It includes the following fields and options:

- Order Name:
- Order Comments: (Note: To prevent quoting delays, please only enter comments that require manual review by the Project Management team.)
- Promotion Code:
- Coupon Code: with a dropdown arrow.
- Special ID:
- Total # of sequences*: with 'Apply' and 'Upload Excel' buttons.
- Additional Document(s) (Optional):

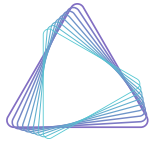
PROJECT DETAILS

Your project details will be entered in the second part of the form. This will include information such as (but not limited to): starting template information, destination vector, cloning strategy, any add-ons (i.e., large-scale DNA preparation, endotoxin-free preparation)

Helpful note: to add sequences to the form, enter the total number of final constructs within the field labeled “total # of sequences” located in the top section of this form and select Apply.

Need help with a specific field?

Click “?” next to the fields for additional information or click “? Help” on the right-hand side for help options.



Step 1: Cloning Vector Information

STEP 1: CLONING VECTOR INFORMATION		Step 2: Starting Template Information	Step 3: Cloning Strategy	Step 4: DNA preparation		
	Final Construct Name ⊕ ⊕ ⊕ EXAMPLE	Cloning Vector Name ⊕ ⊕ ⊕ EXAMPLE	Cloning Vector Sequence ⊕ ⊕ ⊕ AGTGGGGGGA	Antibiotic Selection ⊕ ⊕ Ampicillin	My Cloning Vector is at Azenta ⊕ ⊕ No	Other Antibiotic ⊕ ⊕ My Antibiotic
1			Double click to select... +			

This tab will include all information pertaining to the destination vector.

Cloning Vector Sequence: Please enter the full reference sequence of the destination vector *before cloning*.

My Cloning Vector is at GENEWIZ: Has this vector been used for, or generated in a previous Gene Synthesis, Cloning, or Mutagenesis order?

*Helpful note: we store any starting material provided, or final constructs generated at our facility for up to **two years** to be used for any future orders. To note that these vectors are at our facility, please include the original tracking number for this previous order within the Order Comments of the inquiry. For more information, please find our [Sample Storage Policy here](#).*

Step 2: Starting Template Information

Step 1: Cloning Vector Information	STEP 2: STARTING TEMPLATE INFORMATION		Step 3: Cloning Strategy	Step 4: DNA preparation		
	Final Construct Name ⊕ ⊕ ⊕ EXAMPLE	Starting Template Name ⊕ ⊕ ⊕ EXAMPLE	Starting Template Whole Plasmid Sequence ⊕ ⊕ ⊕ AGTGGGGGGA	Antibiotic Selection ⊕ ⊕ Ampicillin	Starting Template is at Azenta ⊕ ⊕ No	Other Antibiotic ⊕ ⊕ My Antibiotic
1			Double click to select... +			

This tab will include all information pertaining to the Starting Template Plasmid.

Starting Template Whole Plasmid Sequence: Please enter the full reference sequence of the starting template plasmid *before cloning*. Kindly note, this sequence should contain the insert + backbone sequence.

Step 3: Cloning Strategy

Step 1: Cloning Vector Information	Step 2: Starting Template Information	STEP 3: CLONING STRATEGY		Step 4: DNA preparation		
	Final Construct Name ⊕ ⊕ ⊕ EXAMPLE	5' Restriction Site ⊕ ⊕ ⊕ AatII	3' Restriction Site ⊕ ⊕ ⊕ AatII	Insert already flanked by restriction sites required for cloning ⊕ ⊕ ⊕ My Antibiotic	Insert Name ⊕ ⊕ ⊕ EXAMPLE	Insert Sequence ⊕ ⊕ ⊕ AGTGGGGGGA
1		Double click to select... +	Double click to select... +	No		

This tab will include all information pertaining to the Cloning Strategy.

5' and 3' Restriction Site: restriction sites which should be used to clone the insert into the destination vector.

Insert Already Flanked by Restriction Sites Required for Cloning: Is the insert sequence already flanked by the restriction sites needed for cloning? If not, that's okay! These sequences can be added to the flanking regions of the insert.



Step 4: DNA Preparation

Step 1: Cloning Vector Information	Step 2: Starting Template Information	Step 3: Cloning Strategy	STEP 4: DNA PREPARATION
	Final Construct Name ^{⊕ ⊕ ⊕}	Scale ^{⊕ ⊕}	Endotoxin Free (applicable for large scale preps only) ^{⊕ ⊕}
	EXAMPLE	Maxi	Yes
1		Mini Scale, free of charge	No

Would you like any add-ons, such as large-scale DNA preparation? This information will be noted here.

Next Steps?

After you submit your inquiry, a member of our Project Management team will review the details of your project. Typically, we expect to provide a non-obligation quotation to your account within one business day. Should we require any additional information, you will be contacted promptly via email.

Any Questions?

Please feel free to contact a member of our Project Management team by emailing us at GS@Azenta.com, or giving us a call at 1-877-GENEWIZ ext 3 (United States) or +49-341 520 122-41 (Europe/UK).