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# **Biotechnology Explorer<sup>TM</sup>**

## **DNA Barcoding Sequencing Module**

**Sequencing Ordering Instructions (U.S. only)**  
**[explorer.bio-rad.com](http://explorer.bio-rad.com)**

Catalog #166-5115EDU

Duplication of any part is permitted for classroom use only.

For technical service, call your local Bio-Rad office or, in the U.S., call 1-800-424-6723.





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## Overview

This module provides PCR cleanup and sequencing for nine samples. Each amplified fish DNA sample will require two sequencing reactions, one forward and one reverse, and will use M13 Forward and M13 Reverse sequencing primers only. The total number of sequencing reactions this module will accommodate is 18.

Your sequencing is provided by Sequetech. If you do not have a user account with them, you will need to create one prior to ordering. There is no cost to set up an account with them.

## To Create an Account

Go to [www.sequetech.com](http://www.sequetech.com).

1. Click **Set up New Account**

The screenshot shows the Sequetech website with a dark background. At the top is a navigation bar with links: Home, Services, Requirements, Testimonials, Order Forms, FAQs, and LINKs. Below the navigation bar is a header section featuring the Sequetech logo on the left, a central login area with fields for 'Email' and 'Password' and a 'Log In' button, and a 'DNA SEQUENCING Service' graphic on the right. A callout box with an arrow points to the 'Set up New Account' link in the navigation bar, with the text 'Click "Set up New Account"'. Another callout box points to the 'Set up New Account' link in the login area. Below the header is a main content area titled 'Efficient, Accurate DNA Sequencing'. It includes an 'OVERVIEW' section with an image of a DNA sequencer and text describing the company's expertise since 1989. Below this is a section with three icons: a clock for 'Quick Turn Around', a clipboard for 'Accurate Sequencing', and a box for 'Easy Download'. At the bottom is a footer with contact information: '935 Sierra Vista Ave. Ste. C | Mountain View | CA | 94043', phone numbers '(800) 697-8685 (toll free)', '(650) 967-8685 (phone)', and '(650) 967-8542 (fax)', and links for 'General Questions', 'Quotation Request', and 'Billing Questions'.

2. Complete required information
3. Click **Submit**

You should receive an email confirming that your account has been created.

The image shows a web form for creating a new account at Sequetech. The form is divided into three main sections: Login Information, Customer/Shipping Information, and Billing Information. Each section has a title bar and a set of input fields. Annotations with arrows point to specific parts of the form: 'Complete this information' points to the Login section, 'Complete this information' points to the Customer/Shipping section, 'Leave blank' points to the Billing section, and 'Click "Submit" when information is complete' points to the Submit button.

**Sequetech**

To Create a New Account, Please Fill Out the Form Below:

**PLEASE ENTER YOUR LOGIN INFORMATION:**

Email Address (This will be your Login)

Email Address (Just double checking)

Password (Case Sensitive)

Re-Type Password (Just In Case)

How did you hear about us?

**PLEASE ENTER YOUR CUSTOMER / SHIPPING INFORMATION:**

(All Fields are required except fax number and Address Line 2)

First Name  Last Name

Company / Institution

Address Line 1

Address Line 2

City  State  Zip

Telephone  Fax

**PLEASE ENTER YOUR BILLING INFORMATION:**

(If Billing is the same as Your Customer Information, you may leave this blank)

Billing Address Line 1

Billing Address Line 2

City  State  Zip

Accounts Payable Phone

Complete this information

Complete this information

Leave blank

Click "Submit" when information is complete

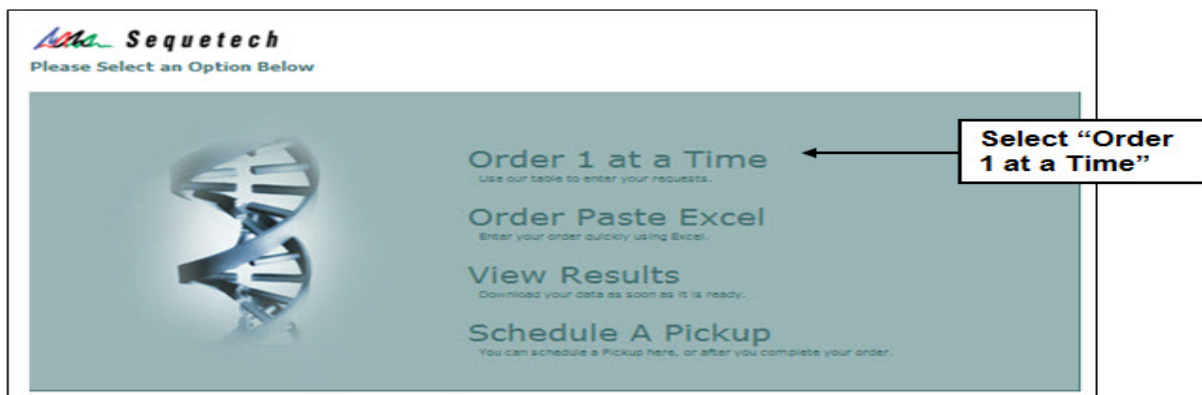
## To Place an Order

1. Enter login information



The screenshot shows the Sequetech website homepage. At the top, there is a navigation bar with links: Home, Services, Requirements, Forms, FAQs, and Links. Below the navigation bar, there is a header section with the Sequetech logo and a DNA sequencing gel image. A callout box labeled "Enter login information" points to a login form that includes fields for "Your Email" and a password (represented by asterisks), and a "Log In" button. Below the login form, there is a section titled "Efficient, Accurate DNA Sequencing" with an "OVERVIEW" icon and a photograph of a DNA sequencer. The text describes the company's expertise and services. Below this, there are three icons representing "Quick Turn Around", "Accurate Sequencing", and "Easy Download". At the bottom, there is contact information for Sequetech, including the address, phone numbers, and links for "General Questions", "Quotation Request", and "Billing Questions".

2. Select **Order 1 at a Time**



The screenshot shows the Sequetech website with the heading "Please Select an Option Below". On the left, there is a 3D model of a DNA double helix. On the right, there are four options listed: "Order 1 at a Time", "Order Paste Excel", "View Results", and "Schedule A Pickup". A callout box labeled "Select 'Order 1 at a Time'" points to the first option. The text for each option is as follows: "Order 1 at a Time" (Use our table to enter your requests...), "Order Paste Excel" (Enter your order quickly using Excel...), "View Results" (Download your data as soon as it is ready...), and "Schedule A Pickup" (You can schedule a Pickup here, or after you complete your order...).

3. Complete sample information:

Template type – PCR

Template size – 650

Primer name – M13For or M13Rev (click on the green box labeled Vector Primers to bring up the primer choices)

Primer Conc – auto completes with choice of M13For or M13Rev

Special handling – none

4. Click **Proceed To Billing**.

The screenshot shows the Sequetech sequencing order form. At the top, there are steps: Step 1 of 3 (Enter Order), Step 2 of 3 (Enter Billable), and Step 3 of 3 (Print & Submit). Below this is a section for adding or subtracting rows. The main table has columns for Template Name, Template Type, Template Size in bp, Primer Name, Primer Conc.(uM), and Special Handling. The table is populated with 18 rows of sample information. Annotations provide instructions on how to fill out the form.

Template Name (One Reaction Per Cell)	Template Type	Template Size in bp	Primer Name (One Primer Per Cell)	Primer Conc.(uM)	Spe Handling
1 Fish1 Forward	PCR	650	M13For	1.6	
2 Fish1 Reverse	PCR	650	M13Rev	1.6	
3 Fish2 Forward	PCR	650	M13For	1.6	
4 Fish2 Reverse	PCR	650	M13Rev	1.6	
5 Fish3 Forward	PCR	650	M13For	1.6	
6 Fish3 Reverse	PCR	650	M13Rev	1.6	
7 Fish4 Forward	PCR	650	M13For	1.6	
8 Fish4 Reverse	PCR	650	M13Rev	1.6	
9 Fish5 Forward	PCR	650	M13For	1.6	
10 Fish5 Reverse	PCR	650	M13Rev	1.6	
11 Fish6 Forward	PCR	650	M13For	1.6	
12 Fish6 Reverse	PCR	650	M13Rev	1.6	
13 Fish7 Forward	PCR	650	M13For	1.6	
14 Fish7 Reverse	PCR	650	M13Rev	1.6	
15 Fish8 Forward	PCR	650	M13For	1.6	
16 Fish8 Reverse	PCR	650	M13Rev	1.6	
17 Pos control Forward	PCR	650	M13For	1.6	
18 Pos control Reverse	PCR	650	M13Rev	1.6	

Annotations:

- Enter number of total sequencing samples and click "+" add to the order form**: Points to the "Need More Rows? Specify the Number of Rows to Add or Subtract from this form:" section.
- Assign 2 Template Names per fish sample since two sequences (forward and reverse) will need to be generated per fish sample**: Points to the first two rows of the table.
- Select "PCR"**: Points to the Template Type dropdown menu.
- Enter "650"**: Points to the Template Size in bp input field.
- Click "Vector Primers" and find "M13For" or "M13Rev"**: Points to the green "Vector Primers" button.
- This automatically fills with primer selection**: Points to the Primer Name input field.
- Leave blank**: Points to the Special Handling dropdown menu.
- Click "Proceed to Billing" when complete**: Points to the "Proceed To Billing" button.



**Note:** Up to nine samples (eight fish, one positive control) can be submitted for each DNA Barcoding Sequencing module. If you have purchased additional DNA Barcoding Sequencing module(s), you will need to submit separate orders for each multiple of nine.

If you are not submitting nine samples, you will not be able to use your leftover sequencing reactions at a later date. Also, sequence requests using primers other than M13For and M13Rev will not be processed.

## Order Confirmation

1. Enter the serial number located on the yellow label of the outer envelope of the DNA Barcoding Sequencing module (see sample image below).

The screenshot shows the Sequetech order confirmation form. Annotations include:

- Enter your serial number located on the yellow label of your Sequencing Module (see below)**: Points to the PO (Purchase Order) field.
- Keep defaults**: Points to the 'Sequence Low Conc Samples' dropdown menu.
- Add "PCR Cleanup is required" in comments box**: Points to the 'Comments' text area.
- Click when complete**: Points to the 'Finalize Request for 18 Samples' button.

Below the form is a table titled "Make Sure Your Order Is Correct!" with the following data:

Invoice Number	Sample Name	DNA Type	DNA Size	Primer Name	Primer Conc	Special Handling
1	TBD	Fish1_Forward	PCR	650	M13For	1.6
2	TBD	Fish1_Reverse	PCR	650	M13Rev	1.6
3	TBD	Fish2_Forward	PCR	650	M13For	1.6
4	TBD	Fish2_Reverse	PCR	650	M13Rev	1.6
5	TBD	Fish3_Forward	PCR	650	M13For	1.6
6	TBD	Fish3_Reverse	PCR	650	M13Rev	1.6
7	TBD	Fish4_Forward	PCR	650	M13For	1.6
8	TBD	Fish4_Reverse	PCR	650	M13Rev	1.6
9	TBD	Fish5_Forward	PCR	650	M13For	1.6
10	TBD	Fish5_Reverse	PCR	650	M13Rev	1.6
11	TBD	Fish6_Forward	PCR	650	M13For	1.6
12	TBD	Fish6_Reverse	PCR	650	M13Rev	1.6
13	TBD	Fish7_Forward	PCR	650	M13For	1.6
14	TBD	Fish7_Reverse	PCR	650	M13Rev	1.6
15	TBD	Fish8_Forward	PCR	650	M13For	1.6
16	TBD	Fish8_Reverse	PCR	650	M13Rev	1.6
17	TBD	Pos_control_Forward	PCR	650	M13For	1.6
18	TBD	Pos_control_Reverse	PCR	650	M13Rev	1.6



Serial number to be used for PO (purchase order) number

**Note:** Your school will be listed as the default for billing information but a valid serial number will activate billing to Bio-Rad.

Print out two copies of your confirmation. Keep one for your records and include a copy in the FedEx envelope with your samples.

1. Wrap your tubes with Parafilm to prevent leakage.
2. Put samples in a zipper sealed bag.
3. Complete sender information on both sides of the FedEx shipping slip.
4. Separate the shipping slip into two along the perforation and affix the white shipping slip to outside of FedEx envelope.
5. Keep the grey portion of the FedEx slip for tracking purposes.
6. Place samples and Sequetech ordering form into the FedEx envelope and seal shut.
7. Call FedEx at 1.800.GoFedEx (1.800.463.3339) to schedule a pickup or deliver to your nearest FedEx location. You can also schedule a pickup request online at [www.FedEx.com](http://www.FedEx.com).

Sequetech																							
<div> <div> <b>Customer Information</b> <table border="1"> <tr><td>Name</td><td>Your name</td></tr> <tr><td>Company</td><td>Your school</td></tr> <tr><td>Address</td><td>Your address City State Zip</td></tr> <tr><td>Voice</td><td>NNN-NNN-NNNN</td></tr> <tr><td>Fax</td><td></td></tr> <tr><td>Email</td><td>your phone</td></tr> </table> </div> <div> <b>Billing Information</b> <table border="1"> <tr><td>Address</td><td>Your school City State Zip</td></tr> <tr><td>Voice</td><td>NNN-NNN-NNNN</td></tr> <tr><td>Pay Type</td><td>PO</td></tr> <tr><td>Payment#</td><td>Your Bio-Rad Order Number+ Code</td></tr> <tr><td>Exp. Date</td><td></td></tr> </table> </div> </div>		Name	Your name	Company	Your school	Address	Your address City State Zip	Voice	NNN-NNN-NNNN	Fax		Email	your phone	Address	Your school City State Zip	Voice	NNN-NNN-NNNN	Pay Type	PO	Payment#	Your Bio-Rad Order Number+ Code	Exp. Date	
Name	Your name																						
Company	Your school																						
Address	Your address City State Zip																						
Voice	NNN-NNN-NNNN																						
Fax																							
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Dye Removal																							
Ship CD	-																						
Shipping Option	-																						
Print Chromatograms	no																						
<div> <b>Comments:</b> <div> PCR cleanup of samples is required. </div> </div>																							
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935 Sierra Vista Ave Ste C   Mountain View, CA 94043   Phone: (800) 697-8685   Fax: (650) 967-8542																							

Sequetech will send you an email indicating your results are available. You can log into Sequetech's website approximately 24 hours after they receive your samples to obtain your sequencing results.

FedEx is a trademark of Federal Express Corporation. Parafilm is a trademark of Bemis Company, Inc.





**Bio-Rad  
Laboratories, Inc.**



Life Science  
Group

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