

Submitting a Sequencing Request:

1. Go to www.functionalbio-ordering.com and enter your login information.
2. Click on “Submit Sequencing Requests”
3. Verify and/or change the profile and payment information.
 - If you are planning to pay by credit card we only need the email address to send the invoice to. Upon your order being completed an invoice will be emailed to this address and it will have instructions for how to pay the invoice securely online using your credit card.
 - If you prefer not to pay online feel free to call us upon receipt of your invoice to provide us with the credit card information.
 - If you plan to use the same credit card for all your orders we can store this information in our accounting system and process your card upon completion of the order.
4. Select the number of Individual Samples or 96 Well plates you will be submitting.
 - **Important:** If you have 5 samples or plates but want 2 reads from each sample still make sure to select “5” from the drop down menu. Total number of reads will be calculated later.
5. Select the type of template type you will be sending. If your samples are not one of our standard types please select other and describe what you will be sending.
6. Click “Go”
 - **Individual Samples:**
 - i. You have two options for entering the information:
 1. Type the information into preset boxes
 - a. To do *multiple reactions on one sample* change the number of primers for that sample.
 - b. If you are sending a custom primer, record the name of the primer in the “Your Primer” box, but do NOT put the sequence in the other box.
 - c. If you *require us to synthesize* the primer, record the name of the primer in the “Your Primer” box and type in the sequence of the primer in the other box.
 - d. Once all the information is entered Click “Submit Orders.”
 - e. Print the summary page and send a copy with your samples.
 2. Copy and paste the information from Excel
 - a. Check the box next to “Click here to import sample information in a batch.”
 - b. Click the “Download Template” link
 - c. Select either the Plasmid or PCR tab on the bottom of the spreadsheet.
 - d. Delete all sample data in the yellow area and then populate the spreadsheet with your information.
 - i. If you have more reactions then listed just keep filling down.
 - ii. If you want *multiple reactions from one sample* you have to list the sample name multiple times with the different primers.

- iii. Highlight columns B through I (yellow region) for all rows that you filled in and copy and past this to the “Batch Sample” information box.
 1. *It is important that you do not copy and paste the sample numbers in Column A or the column headers in row 4.*
 2. *If you added more than 10 rows copy these as well even though they are not yellow.*
- iv. Click “Submit Orders.”
- v. Print the summary page and send a copy with your samples.

- **Full Plates**

1. Fill in the appropriate information about the plate in the boxes.
 - a. If you want multiple reads per plate change the “Number of Primers” box to the number of reads you want.
 - b. If you are sending a primer plate make sure to select the Primer Plate provided button.
 - c. If you need less than 700 bases of sequence please change the required read length. All else being equal customers who have the shortest read lengths will be moves to the front of the queue. By abbreviating their run lengths were able to reduce not only their turnaround time, but the turnaround time of everyone behind them.
2. If you have *specific names for the samples* in each well you can upload a spreadsheet with the names. If you need the plate template click the Download Template link.
 - a. Names should be in Column format (A1,B1.....A2, B2....G12, H12). If they are in row format please use the “Flipper= rows to col” sheet in the spreadsheet to flip the names into column format.
3. Click “Submit Orders”
4. Print the summary page and send a copy with your samples.