# 1st BASE DNA Sequencing Service Quick Guide



#### A. Online Submission of Orders

Step 1 Log in to <a href="https://order.base-asia.com">https://order.base-asia.com</a> with User ID & Password

Step 2 Key in Template / Primer data & select sample pick-up time

Step 3 Print system-generated Order Form

Step 4 Attach Order Form to the 1st BASE clamshell

#### B. Sample Preparation Requirements

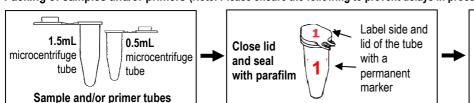
Sample	Required Concentration & Volume
Purified PCR Product [90-250 bp]	10 ng/μL, min 20 μL <b>per reaction</b> in dH <sub>2</sub> O
Purified PCR Product [251-500 bp]	20 ng/μL, min 20 μL <b>per reaction</b> in dH <sub>2</sub> O
Purified PCR Product [>500 bp]	40 ng/μL, min 20 μL <b>per reaction</b> in dH <sub>2</sub> O
Purified Plasmid	100 ng/μL, min 20μL <b>per reaction</b> in dH <sub>2</sub> O
Purified M13 ssDNA	50 ng/μL, min 20 μL <b>per reaction</b> in dH <sub>2</sub> O
Purified Genomic DNA	$400 \text{ ng/}\mu\text{L}, \text{min } 30 \mu\text{L}  \text{per reaction in } \text{dH}_2\text{O}$

### Register a new user account on 1st BASE Online Ordering:-

- ★ Log in to <a href="https://order.base-asia.com">https://order.base-asia.com</a>
- ★ Click "New User" & register contact details. A User ID & system generated password will be sent via email.

Primer	Required Concentration & Volume
Sequencing Primer	10 pmol/μL or 10 μM, min 10 μL <b>per reaction</b> in dH <sub>2</sub> O
	30 pmol/μL or 30 μM, min 10 μL <b>per reaction</b> in dH <sub>2</sub> O (Applicable for Direct Genomic Sequencing only)
OTHERS	Required Concentration & Volume
Primer Walking [≤ 3 kb]	100 ng/μL, min 60 μL <b>per sample</b> in dH <sub>2</sub> O
Primer Walking [> 3 kb]	Whole bacterial colony <b>OR</b> 100 ng/μL, min 60 μL <b>per</b> sample in dH <sub>2</sub> O

## C. Packing of samples and/or primers (Note: Please ensure the following to prevent delays in processing orders)



- Arrange tubes using the 1st BASE clamshell (10-cavity), in the same order as indicated on the Order Form
- Attach print-out of Order Form
- Seal in a zip lock bag for collection

## D. Sending Orders (Note: Please ensure the following to prevent delays in processing of orders)

Provide **concentration** of purified samples in ng/uL and/or **labeled gel photo** (after purification)

If gel photo is provided, indicate:

- lane no. of sample and DNA ladder
- name of sample and marker e.g. 1kb ladder, 100bp ladder]
- volume of sample and DNA ladder loaded per lane

Notify 1st BASE Distributor for sample pick-up OR provide courier tracking no.

For enquires, please email: <a href="mailto:sequencing@base-asia.com">sequencing@base-asia.com</a>

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