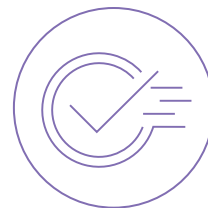
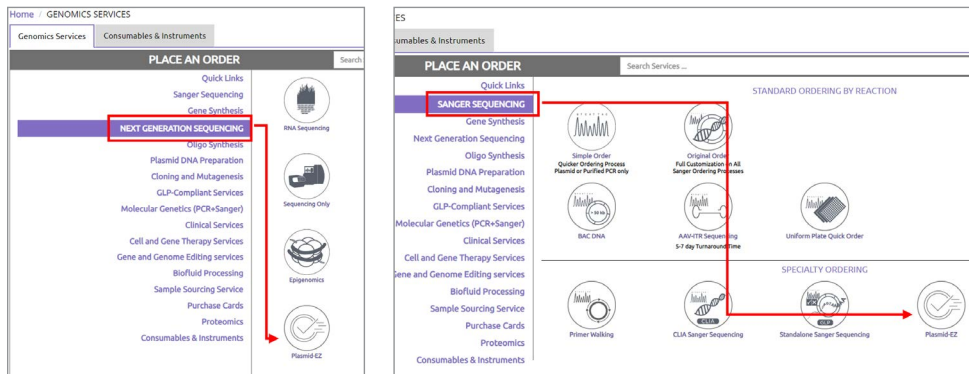


Plasmid-EZ Order Guide



1 Log into your account and select Plasmid-EZ under Next Generation Sequencing or Sanger Sequencing.



2 Enter general information about your order, including sample number, to pre-populate the samples table.

Order Information

DNA Type ?
 Plasmid DNA ▼

Samples at Azenta

I will submit a plasmid DNA preparation order with these samples ?

of Samples Apply

OR

Upload Excel:
 Download/Upload


3 Complete sample tube/plate information.

Sample Placement Visual

View ?
 Tube View ▼

Plate Number ?
 1 ▼

1 To 2 samples of total 2 samples Preview ?



● Filled ● Valid ● Invalid ⊗ Empty



Plasmid-EZ Order Guide

4 Enter sample information in the table. Required fields are marked with asterisks (*).

Plate	Tube	Sample #	Sample Name	Sample Buffer	Method of DNA Measurement	Normalized 50 ng/μL	DNA Conc. (ng/μL)	Sample Vol. (μL)	Total DNA Amount(ng)	Host	Plasmid Size	Reference Sequence	Comments
1	A1	1	EXAMPLE	Tri/Eb	Qubit	Yes	50	25	500	Z.mobilis, E. Coll	<25 kb	ATCTAG...	
1	T11	1											+
1	T12	2											+
1	T13	3											+
1	T14	4											+
1	T15	5											+

5 Click **SAVE AND REVIEW**

6 Review the order information and click **ADD TO CART**

7 Click **PROCEED WITH CHECKOUT**

8 Select sample submission method; you can choose to submit your samples at your local dropbox location or ship to us directly at the provided address.

2: Sample Submission/Delivery Options

Sample Submission/Pickup method:

*Note: Please do not put samples for other service lines in packages containing NGS orders.

[General Dropbox FAQs](#)

Locate a box: [0 dropboxes found for your institution \(click here to select\)](#)

9 Complete payment information and checkout your order. Make sure to print out your order receipt and include it with your samples when submitting at your local dropbox or shipping directly to us.