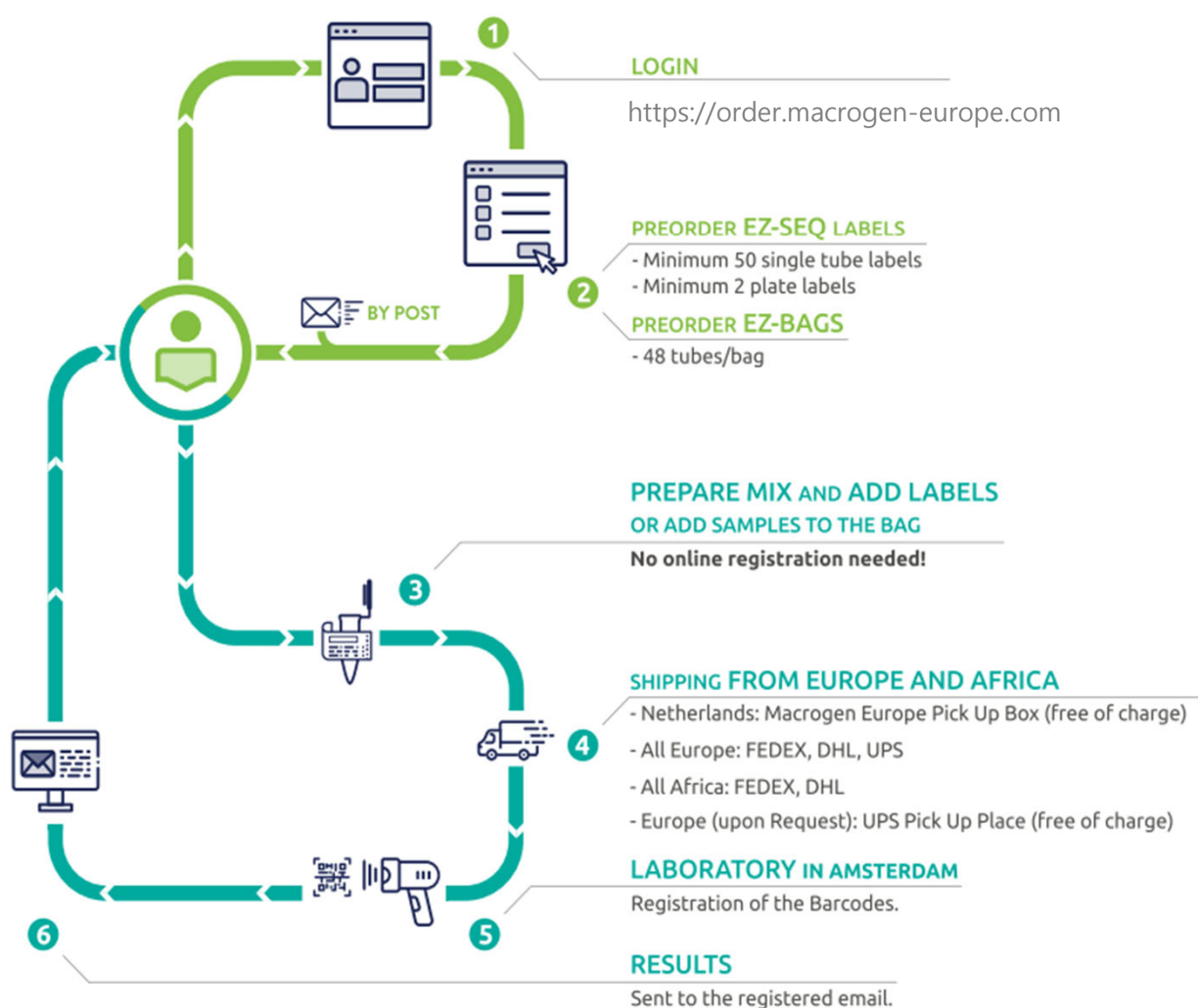


# User Guide

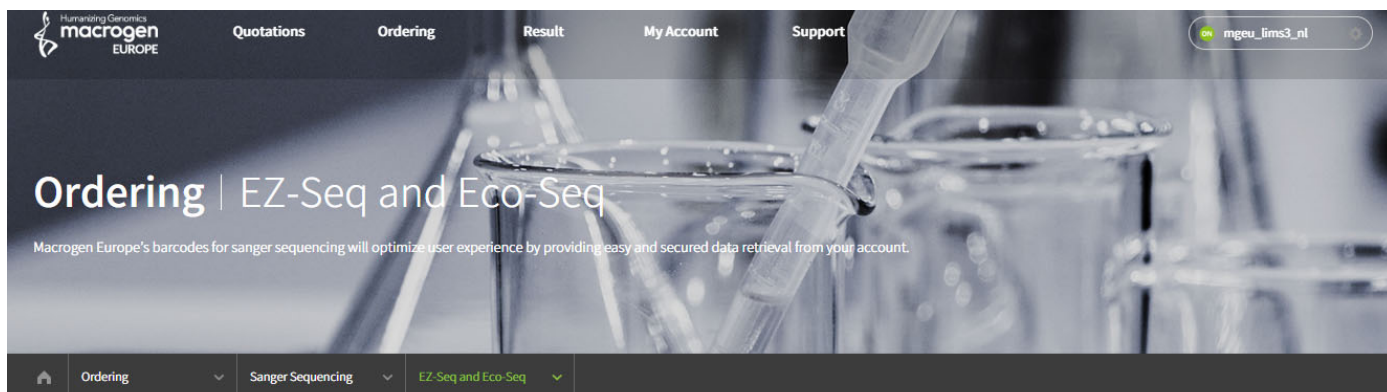
## EZ-Seq

Ver\_2.0



EZ-Seq is designed to bring easiness and simplicity to your daily DNA sequencing process. EZ-Seq is a prepaid barcode service in which you order barcodes online, receive them by courier service and use them for sequencing. EZ-Seq reduces the workload of creating orders and invoices, as you will get one invoice for all barcodes. All you need to do is mix the template with the sequencing primer and ship the premixed samples to our laboratory with the EZ-Seq barcode labels attached to each tube or plate. The EZ-seq single direct has a turnaround time of 24h.

## Order Instructions



### EZ-Seq/Eco-Seq

[Download Ez-Seq Guide](#)[Download Eco-Seq Guide](#)[Request Barcode](#)[Invoice History](#)[Barcode Usage History](#)

Printing shipping label from [UPS](#)

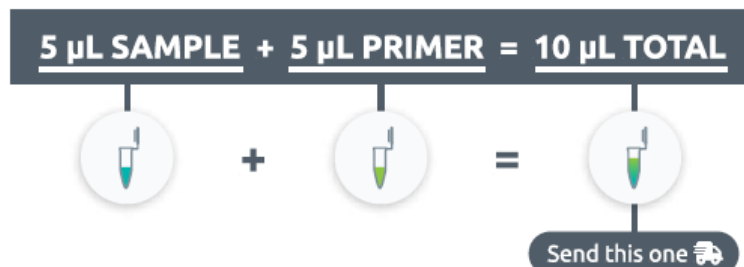
### Select Prepayment Group

[Barcode](#)[NL barcode test\(MGEU\\_Prof\\_NL\)](#)

- Go to [order.macrogen-europe.com](https://order.macrogen-europe.com)
- Login to your macrogen account
- Choose EZ-Seq under the Ordering menu with either tube or plate.
- Add the number of labels (Min. Tube: 50 labels, Plate/EZ-Bag: 2 labels) and press **SUBMIT** button.

## Sample Preparation

- Mix DNA sample and primer in each tube or well (total volume 10µl):



Sample type	Product Size (bp)	Sample Conc. (ng/µL)
Purified PCR	>700	>50
	300-700	25-50
	<300	10-15
Plasmid DNA	2 - 4kb*	At least 100

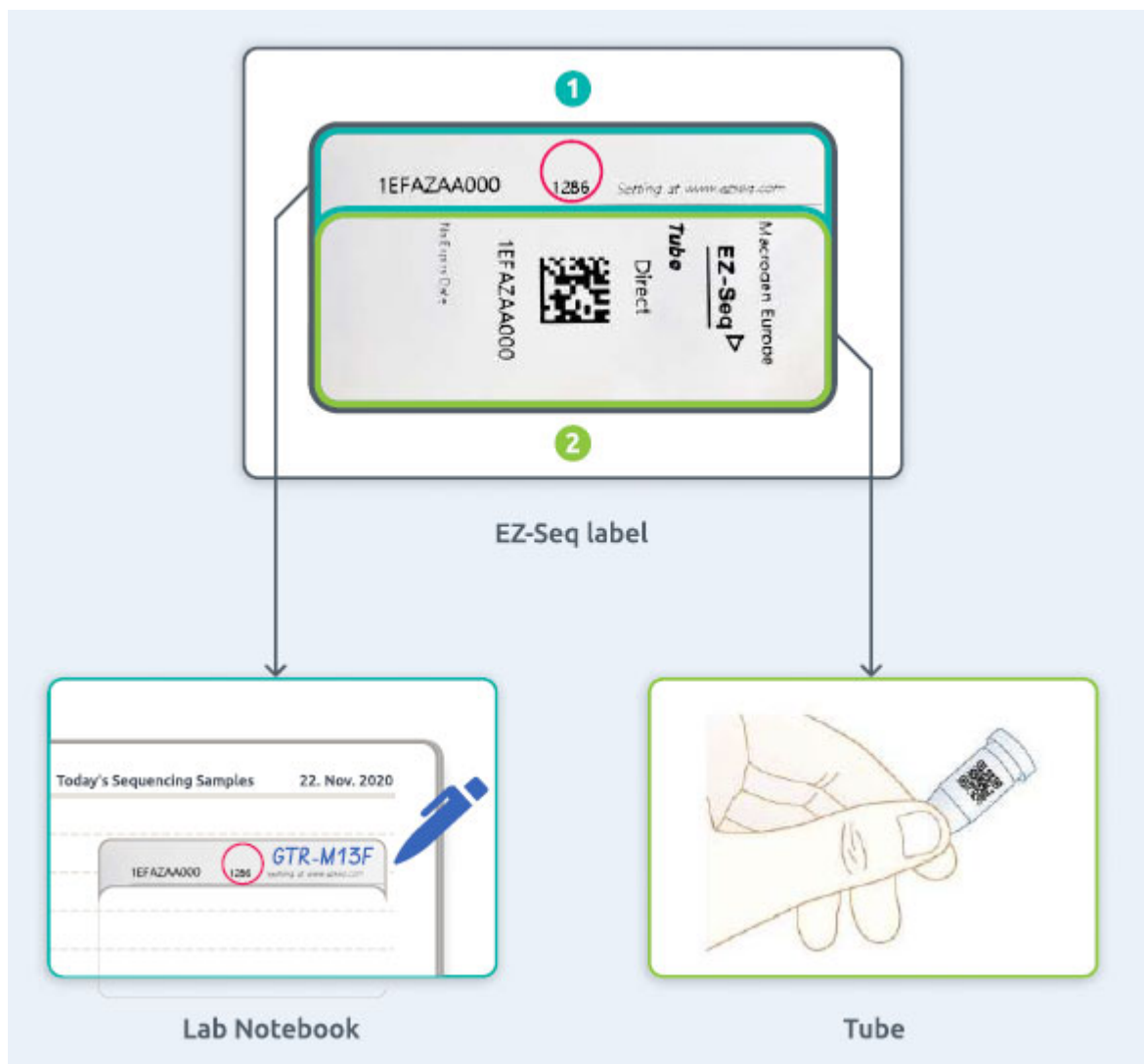
\* If plasmids are longer, please increase concentration accordingly.

## Primer Concentration

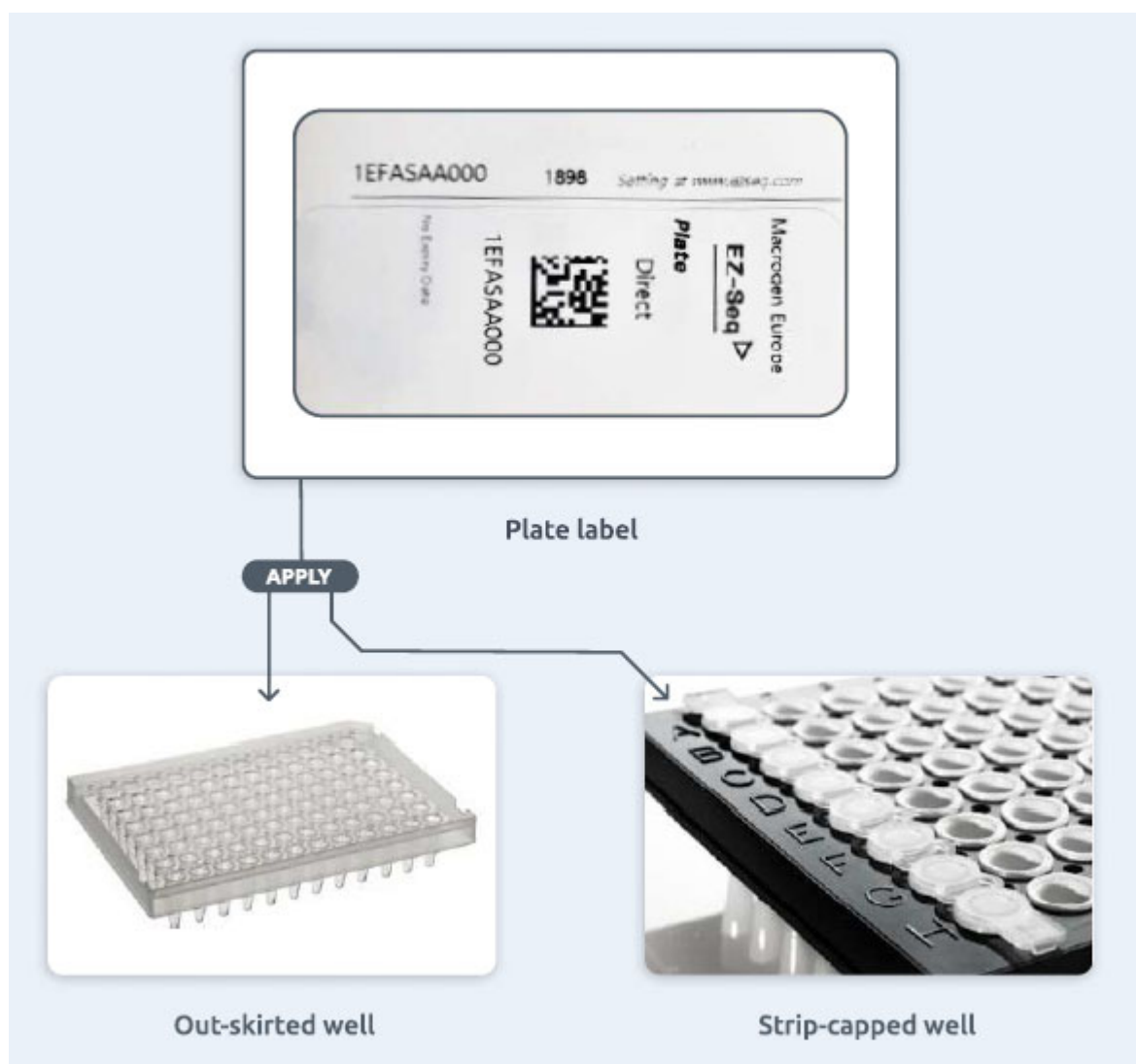
5~10 pmole/µL (=60ng/ µL) in deionized water.

## Sample Submission

- **For Tubes:** use the 1.5 mL microcentrifuge tubes. (Please do not use PCR tubes 0.2 mL).
- The EZ-Seq label is made up of two parts, a small upper part **[1]** and a large lower part **[2]** (check the image on the right). Both pieces have the same serial number on them. Moreover, the smaller part has an additional 4-digit number, which can be used to customize the labels. (see instruction page 21: Customization of Labels).
- The small part goes to your lab note **[1]**. The right side of this part is intentionally left empty so that you can freely make any notes on it, such as the names of samples or primers. If this is not necessary, you can discard this part of the labels.
- The large part **[2]** goes on the body of tubes. You can attach it TOTALLY around the 1.5ml tube, with the barcode surface and number visible.
- Template size smaller than 500bp? Please mark the label with an extra RED spot ( ● ).
- Do not prepare these samples with too high concentration. It will help us to optimize the sequencing protocol.



- **For Plates:** Strip-capped and out-skirted well plate is highly recommended to avoid leakage in transit. Use bubble wrap for the packaging. If you need, you can order the plate with a cap strip during the EZ-Seq plate labels' order.
- You will receive one label per plate. Please apply it to the top of the plate. The samples need to be applied to the plate in the vertical direction (A1, B1, C1, etc).



- **For EZ-Bag:** It is a plastic bag with a barcode label to add a maximum of 48 tubes (pay per bag), more economical than single tubes.
- Attach the enclosed number labels on top of each tube (if the identity of individual tubes is not concerned, you might not need to attach such labels). Make sure 6 and 9 are well distinguished.
- Use 1.5ml tubes. Please, note the total number of tubes on the label.



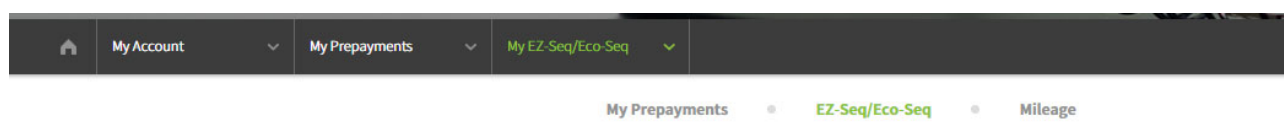
## Customization of Labels

### Labels Batch

When you receive the single labels, they belong to the same batch. Please, do not mix tubes with labels from different batches in the same bag. It can delay the registration and, therefore, the turnaround time for the results.

To customize labels, all you need is the four-digit number right below the barcode number. Using this , you can change the email address for the result and the name of each file regarding the sequencing results.

- Go to <https://order.macrogen-europe.com/>
- Go to My Prepayments under My Account
- Put the label's serial numbers to be customized with its four-digit password, under the EZ-Seq label Log in.
- Put a new email address at the Return email box.
- Add what you want at Remark 1 or Remark 2 box if you want to name each file regarding results.



### My EZ-Seq/Eco-Seq

You can make payments and view your usage history for Ez-Seq and Eco-Seq Barcodes on [the ordering page](#).

You can change the recipient email address from what was provided at the time of order.

Changing the delivery email address will add a new recipient email address for results.

However, we can do this for you upon the confirmation from both parties.

If barcodes are not used, and MacroGen has not received payment for 2 years from the date of the invoice, the invoice and the barcodes will be automatically cancelled.

### EZ-Seq Label Modification

Please enter the barcode number you want to use and the password for that barcode.

<input type="text" value="mgeu_jims3_nl"/>	<input type="text" value="*****"/>	-	<input type="text" value="Barcode To"/>	<input type="text" value="Password"/>	<input type="button" value="Search"/>
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## Shipping Information

To send the samples to our lab in Amsterdam, you may use our free of charge sample pick-up service if available nearby or use a courier shipment.



You can select a courier shipment at the end of your online ordering. Free courier shipment applies when you have a minimum volume of reactions in one package (it can be from multiple orders). For UPS collection is very simple, you can go direct to <https://order.macrogen-europe.com> log in on your account, go to the end of the page where it says:

Schedule Sample Collection by UPS

(UPS option is only available for European countries).

Meibergdreef 57, 1105 BA

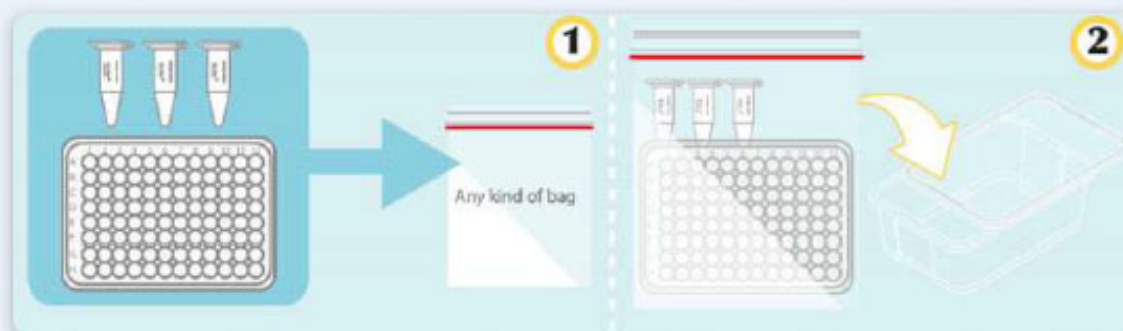
Amsterdam, The Netherlands

[www.macrogen-europe.com](http://www.macrogen-europe.com) [info@macrogen-europe.com](mailto:info@macrogen-europe.com)

+31 (0) 20 333 7563

### Caution

Please do not mark "Medical Service" for shipping type on the airway bill.  
Send samples at room temperature, no ice packs or coolants needed.



Samples packaging