

# 1st BASE DNA Sequencing Service Quick Guide

## A. Online Submission of Orders

- Step 1 Log in to <https://order.base-asia.com> with User ID & Password  
 Step 2 Key in Template / Primer data  
 Step 3 Print system-generated Order Form  
 Step 4 Attach Order Form to the 1st BASE Sample Collection Card

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

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

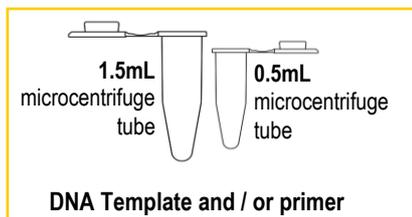
## B. Sample Preparation Requirements

DNA Template	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 20 μL <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 ng/μL, min 40 μL <b>per reaction</b> in dH <sub>2</sub> O

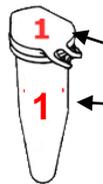
Primer	Required Concentration & Volume
Sequencing Primer	10 pmol/μL or 10 μM, min 10 μL <b>per reaction</b> in dH <sub>2</sub> O
	30 pmol/μL or 30 μM, min 10 μL <b>per reaction</b> in dH <sub>2</sub> O (Applicable for Direct Genomic Sequencing only)
OTHERS	Required Concentration & Volume
Primer Walking [≤ 3 kb]	100 ng/μL, min 50 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 50 μL <b>per sample</b> in dH <sub>2</sub> O

## C. Packing of DNA Template and/or primers

### (i) Tube Submission



Close lid and seal with parafilm



Label side and lid of the tube with a permanent marker

- Arrange tubes using the 1st BASE Samples Collection Card, in the same order as indicated on the Order Form
- Attach print-out of Order Form
- Seal in a zip lock bag.
- Notify 1st BASE Distributor for collection.

### (ii) Plate Submission

**Strip-capped plates are highly recommended.** Do not seal plate with sealing film, sealing mat, flat cover / lid as these do not provide adequate seal for each well and might result in cross-contamination or leakage. As a result, the quality of sequencing results might be compromised.



Place samples properly into 96-well plate, seal tightly with strip cap

- Attach print-out of Order Form to plate
- Seal in a zip lock bag
- Notify 1st BASE Distributor for collection.

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

For tube submission, make sure the label of the tubes matching the order form to avoid delay process of order.

If gel photo is provided, indicate:  
 - **lane no.** of DNA template and DNA ladder  
 - **name** of DNA template and marker [e.g. 1kb / 100bp ladder]  
 - **volume** of DNA template and DNA ladder loaded per lane

If 1st BASE collection card is not available, please wrap plate or tubes with bubble wrap before shipping. For bulk shipment, pack plates in a closed container.