

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.

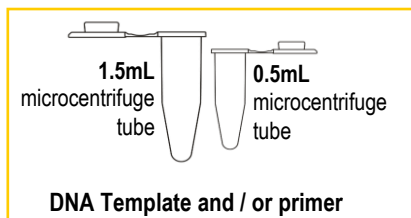
B. Sample Preparation Requirements

DNA Template	Required Concentration & Volume
Purified PCR Product [90-250 bp]	10 ng/μL, min 10 μL per reaction in dH ₂ O
Purified PCR Product [251-500 bp]	20 ng/μL, min 10 μL per reaction in dH ₂ O
Purified PCR Product [>500 bp]	40 ng/μL, min 10 μL per reaction in dH ₂ O
Purified Plasmid	100 ng/μL, min 10 μL per reaction in dH ₂ O
Purified M13 ssDNA	50 ng/μL, min 10 μL per reaction in dH ₂ O
Purified Genomic DNA	400 ng/μL, min 20 μL per reaction in dH ₂ O

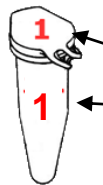
Primer	Required Concentration & Volume
	10 pmol/μL or 10 μM, min 5 μL per reaction in dH ₂ O
Sequencing Primer	30 pmol/μL or 30 μM, min 5 μL per reaction in dH ₂ O (Applicable for Direct Genomic Sequencing only)
OTHERS	Required Concentration & Volume
Primer Walking [≤ 3 kb]	100 ng/μL, min 50 μL per sample in dH ₂ O
Primer Walking [> 3 kb]	Whole bacterial colony OR 100 ng/μL, min 50 μL per sample in dH ₂ 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 for collection
- OR Place in a 1st BASE Sample Collection Box [For outstation customers]

(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 for collection **OR** Place in a 1st BASE Sample Collection Box [For outstation customers]

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

Notify 1st BASE for **sample pick-up** OR provide **courier tracking no.** [For outstation customers]