



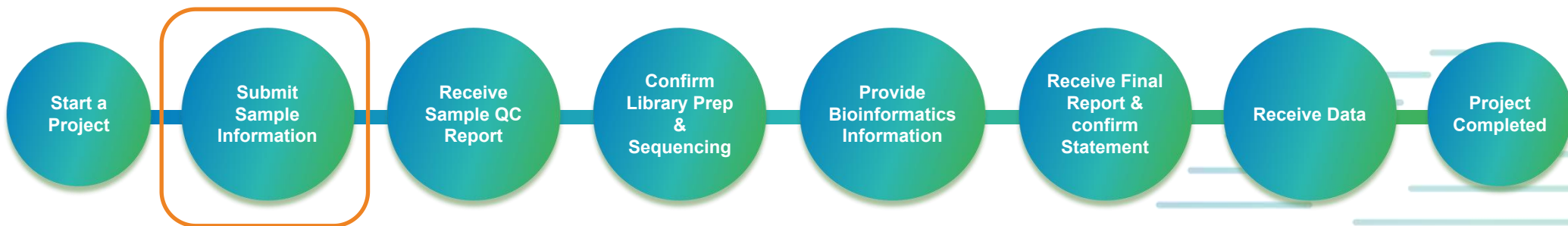
# **How to submit Sample Information Form (Premade Libraries)**

**Novogene Customer Service System (CSS) Instruction Guide**

**June 2024**

# CSS Overview

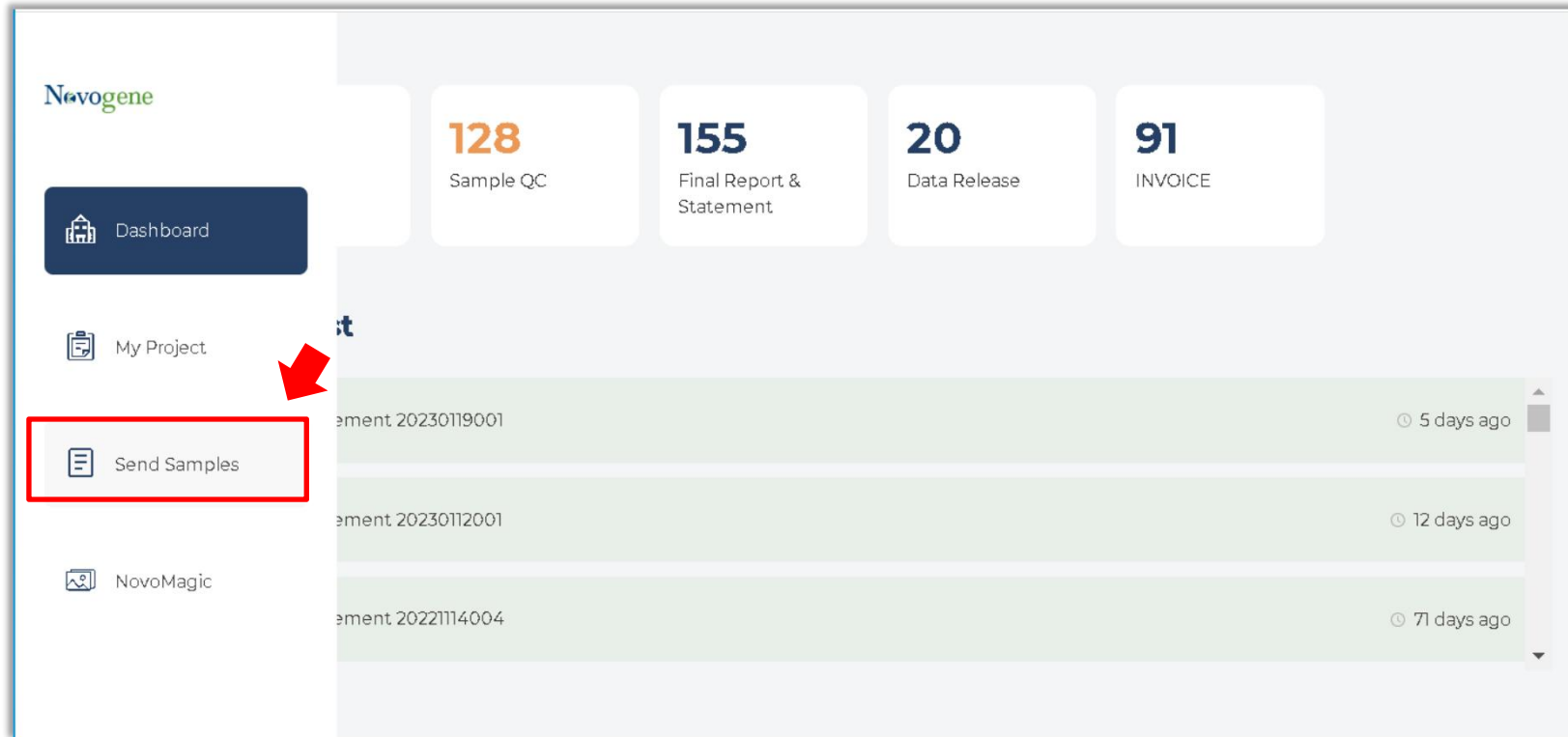
In Novogene, you can manage the sequencing project(s) on CSS through these simple steps.



In this guide, we will show you how to submit Sample Information Form for your Premade Libraries using CSS.

# Opening the Send Samples menu

To submit sample information, please locate the [Send Samples] menu on the sidebar your screen.



# Selecting a Project to Send Samples

Send Samples

Project Name

No.	Project Name	Creation Date	Contract No.	Quotation No.	Regional Sales	Technical Support
▶ 01	CSS-UAT-10 PCR cloud-AMEA2023010409	2023-01-04	H401SC23010038	AMEA2023010409	F	L
▶ 02	CSS-UAT-10 PCR cloud-AMEA2023010408	2023-01-04	H401SC23010037	AMEA2023010408	F	L
▶ 03	CSS-UAT-2 In 1-AMEA2023010414	2023-01-04	H401SC23010029	AMEA2023010414	F	L
▶ 04	CSS-UAT-USD-AMEA2023010413	2023-01-04	H401SC23010028	AMEA2023010413	F	L
▶ 05	CSS-UAT-JPY-AMEA2023010412	2023-01-04	H207SC23010027	AMEA2023010412	F	L
▶ 06	CSS-UAT-HKD-AMEA2023010411	2023-01-04	H201SC23010026	AMEA2023010411	F	L
▶ 07	CSS-UAT-10 DNA HDD-AMEA2023010410	2023-01-04	H401SC23010025	AMEA2023010410	F	L
▶ 08	CSS-UAT-10 mRNA cloud-AMEA2023010405	2023-01-04	H401SC23010024	AMEA2023010405	F	L
▶ 09	CSS-UAT-10 PML Cloud-AMEA2023010406	2023-01-04	H401SC23010023	AMEA2023010406	F	L

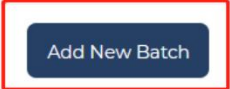
< 1 2 3 4 5 ... 22 > 10 items/page

Click on the [Project Name] to expand the project and submit samples.

Hover your cursor over the [name icon] to view the email addresses of the Novogene Representatives for your project. You can contact them if you have any queries.

# Creating a New Sample Information Form

Click [**Add New Batch**] to start a new batch.

09	CSS-UAT-10 PML Cloud-AMEA2023010406	2023-01-04	H401SC23010023	AMEA2023010406	F	L	
	Product Name	2023-01-04					
	Pre-made libraries sequencing (NovaSeq PE150)						
	<ul style="list-style-type: none"> <li>Z230113024(1)</li> <li>SAM20230108001(11)</li> <li><a href="#">SAM20230105022(11)</a></li> <li>SAM20230105014(10)</li> </ul>	Created Date	Created by	*Sample Status			
		2023-01-12	C Novogene	Approved			
		2023-01-08	C AMEA UAT Customer	Approved			
		2023-01-05	C AMEA UAT Customer	Approved			
		2023-01-05	C AMEA UAT Customer	Approved			

Here is a list of Sample Information Forms (SIF) that you have created previously.  
The number in the bracket indicates the number of samples you have on the SIF.

Sample Status:

- **[Editing]** means that the SIF has not been submitted.
- **[Submitted]** means that the SIF has been submitted.
- **[Approved]** means that the SIF has been checked and accepted by the Novogene Representative.

# Understanding the send samples Policy and Procedure

## Start a New Batch

Please read the instructions below before you start the new batch. To avoid any issues/delays, please ensure you follow all the points that are important. If you have any questions, please check out our [FAQ](#) section in the Help Center.



### Sample Name

Library/Sub-library Name must begin with a letter of the alphabet and contain a maximum of 17 alphanumeric characters or underscores.



### Tube Size

Send samples in 1.5 ml or 2.0 ml microcentrifuge tubes. 96-well plates and other tubes will risk processing delays and handling fees.



### Sample Requirement

Please refer to your quotation for the sample requirements. Any sample failing to follow the sample requirements may risk processing delays.



### Biosafety Level

Novogene does not currently accept blood-borne pathogens or purified viral genomes, as well as other agents classified at Biosafety Level 2 or above ("Infectious Sample"). Please notify your Novogene Sales and obtain Novogene's written approval before submitting any such infectious sample(s). Novogene reserves the right to accept or reject the submission of any infectious sample at its sole discretion. Any infectious sample(s) submitted without prior written approval shall be immediately destroyed or returned.



### Tube Labelling

Sample names on the tube must match with the Sample Information Form. Please do not include other information on the tube to avoid any discrepancy.



### Sample Protection

Seal each tube with parafilm before packaging. We highly recommend placing the sample tubes in a container such as a 50ml tube or cryobox to prevent sample tubes from being crushed by dry ice or other packing materials. Cotton or absorbent papers can be used to prevent tubes from being jostled inside the container.



### Shipment and Delivery

Novogene highly recommends that you choose FedEx overnight or international express shipping with dry ice, and to avoid weekend delivery.

I confirm that I have read, understand and agree to the above policy and procedure.

Cancel

These are useful tips and instructions for sample preparation.

The Library Name has a maximum of **17 alphanumeric characters** and **MUST** begin with an alphabet.

Please **read and follow** the instructions carefully to ensure that there will be no discrepancies when your samples reach our lab.

Click [**I confirm**] to continue.

# Sender Information & Sample Summary

- **Sender Information** will be used by our Novogene Representative related to this SIF.
- You can **customize** the name your batch up (max: 8 characters).
- Please fill in the number of **physical** tubes you will be sending, including the back-up samples.
- Select the **library preparation kit** you've used from the dropdown list. If you choose Others, please specify it.
- Select “**Yes**” if you are using customised primers. Please specify your requirements for sequencing.
- You can write note for requirement for library QC stage .
- Click [**Save & Continue**] to proceed

**Step 1. Basic Information**

① Basic Information — ② Add Sample Information — ③ Preview & Submit Package

You will receive an email notification upon successful submission.

**Sender Information**

\* Sender 1 Name  
Zhihui Wang

\* Sender 1 Email  
nd1lwzh@163.com

\* Sender 1 Phone ②  
1

Sender 2 Name

Sender 2 Email

Sender 2 Phone ②

\* Country  
UNITED KINGDOM

Address  
Address

**Sample Summary**

SIF Batch Name

How many tubes will you be sending?  
5

\* Library preparation kit  
Multiplexing adapter 5 Universal adapter

\* Does your library require a custom sequencing primer?  
No

Library QC remarks  
We are committed to handling your samples with the utmost care and fast processing. Please note that entering any remarks will result in extra review time.

**Extra Service**

If you have selected any of the extra services, please contact your Novogene Sales/TS [Han Gao](#) for more details.

My nucleic acid or library samples are not in 1.5ml or 2ml microcentrifuge tubes and I am willing to pay extra for tube transfer.

Previous Step

Save & Continue

# Adding Sample Information

## Step 2. Add Sample Information

✓ Basic Information — ② Add Sample Information — ③ Preview & Submit Package

### Import from File

Please upload the **Excel & CSV** format for validation. **Please download the latest excel template (version 1.2 updated on 2023-10-16).** You can then upload the file in Excel & CSV format via the box below for validation.

After uploading the file, you may still amend it in the next step or re-upload an amended file.

You can always check out our video tutorials in our [Help Centre for more information.](#)

**Upload your file**  
Choose or Drag and Drop file (.xlsx, .csv). Please use the correct Novogene template.

Download Excel Template

Download Sample Info Guide



Please check the latest update date for upload template here.

**Step 3:** When upload is completed, click **[Continue]** to proceed.

**Your file is uploaded**

✓ Your file has successfully uploaded. You can click Continue to process the template now.

**LIB\_Upload Template\_20230815\_EU (3).xlsx** ✕

Download Excel Template

Download Sample Info Guide



Previous Step

Continue

**Step 2:** Click **[Upload your file]** or drag and drop to upload your sample information form.

**Step 1:** Click **[Download Excel Template]** to download the sample information form.



# Instruction for i5 and i7 Index

## Import from File

Please upload the **Excel & CSV** format for validation. **Please download the latest excel template (version 1.2 updated on 2023-10-16)**. You can then upload the file in Excel & CSV format via the box below for validation.

After uploading the file, you may still amend it in the next step or re-upload an amended file.

You can always check out our video tutorials in our [Help Centre for more information](#).



### Your file is uploaded

Your file has successfully uploaded. You can click Continue to process the template now.

Click **x** to re-upload



Download Excel Template



Download Sample Info Guide



Previous Step

Continue

## Pre-made SIF Instruction

The correct orientation of the indexes in your sample information form should be as per the arrows shown in the picture below.

This instruction applies to both **NovaSeq** and **HiSeq** samples.

For i7 indexes, please refer to "**i7 Bases For Sample Sheet**" in the library preparation guide. For i5 indexes, please select "**i5 Bases for Sample Sheet NovaSeq 6000 with v1.0 reagent kits**" as our demultiplexing software requires the index sequence to be in V1.0 orientation (workflow A/forward).

You can click the icon to check these instructions again while you are editing your sample information.



Close Window

Click on the green icon [ ] to bring up the **premade library instruction guide**.

# Filling up a Sample Information Template

	A	B	C	D	E	F	G	H	I	J	K	L
	Library Type (Required)	Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	Data Delivery Method (Required)	i7 Index Sequences (Required when data need be multiplexing)	i5 Index Sequences	Insert Size(bp) (Required)	Library Status (Required)	Total Data Amount (Required)	Data Unit (Required)	Concentration(ng/ul)	Volume(ul)
1												
2	Premade-WES Library	PML-A	PML_Test_1	Partial lane sequencing-With Demultiplexing	TGCAATGTTC	GCTTGTGCGAA	300	Others	12 G raw data			
3	Premade-WES Library	PML-A	PML_Test_2	Partial lane sequencing-With Demultiplexing	TTAATACGCG	CACCTCGGGT	300	Others	12 G raw data			
4	Premade-WES Library	PML-A	PML_Test_3	Partial lane sequencing-With Demultiplexing	CCTTCTAGAG	AATACAACGA	300	Others	12 G raw data			
5	Premade-WES Library	PML-A	PML_Test_4	Partial lane sequencing-With Demultiplexing	GCAGTATAGG	TTCCGTGCAC	300	Others	12 G raw data			
6	Premade-WES Library	PML-A	PML_Test_5	Partial lane sequencing-With Demultiplexing	TGCAATGTTC	GCTTGTGCGAA	300	Others	12 G raw data			
7	Premade-WES Library	PML-B	PML_Test_6	Partial lane sequencing-With Demultiplexing	TTAATACGCG	CACCTCGGGT	300	Others	20 G raw data			
8	Premade-WES Library	PML-B	PML_Test_7	Partial lane sequencing-With Demultiplexing	TGCAATGTTC	GCTTGTGCGAA	300	Others	20 G raw data			
9	Premade-WES Library	PML-B	PML_Test_8	Partial lane sequencing-With Demultiplexing	TTAATACGCG	CACCTCGGGT	300	Others	20 G raw data			
10	Premade-WES Library	PML-B	PML_Test_9	Partial lane sequencing-With Demultiplexing	CCTTCTAGAG	AATACAACGA	300	Others	20 G raw data			
11	Premade-WES Library	PML-B	PML_Test_10	Partial lane sequencing-With Demultiplexing	GCAGTATAGG	TTCCGTGCAC	300	Others	20 G raw data			
12	Premade-WES Library	PML-B	PML_Test_11	Partial lane sequencing-With Demultiplexing	AATTCCGGTT	AAAAAATTCC	300	Others	20 G raw data			

**A) Library Type:** The type of library that you are sending

**B) Library Name:** This name should match what is written on the tube. Maximum of 17 characters begin with an alphabet. If you are sending pooled library, fill in the pooled library name and on the physical tube.

**C) Sub-library Name:** The name of the individual libraries in the pooled library. In this example, there are 2 pooled libraries, PML\_A and PML\_B.

**D) Data Delivery Method:** This will be the method of sequencing e.g., Lane sequencing with demultiplexing or Partial lane sequencing with demultiplexing.

**E) i7 and i5 Index Sequences:** Please select i5 indexes under v1.0 reagent kits, Sample sheet v2 regardless of sequencing platform. **\*\*It is recommended to use dual indexes (i5 and i7) as single index libraries will result in longer turnaround times.**

**G) Insert Size:** The size of the insert sequence.

**H) Library Status:** Select Others unless your libraries are in dry powder form

**I) Total Data Amount:** The amount of data output required. If you are sending a pooled library, the amount of data for each line will be the total data amount in terms of “G raw data” e.g., the data output for PML-A is 12G raw data. **For PE150, only unit G is allowed.**

**Please see more examples on the next few pages**

# Reviewing Uploaded Information

**Important!** Please ensure all sample information are uploaded successfully.


For **[Failed]** items, please review the error message and reupload the SIF.

To reupload, click **[Previous Step]**

To proceed, click **[Save & Continue]**

### Step 2. Add Sample Information

✓ Basic Information — 
 2 Add Sample Information — 
 3 Preview & Submit Package


 You have uploaded from **LIB\_Upload Template\_20230815\_EU (4).xlsx**. Total **2** items. Successful **1** item. Failed **1** item.

Previous Step

Save & Continue

Data Status	Error Message	Library Type	Library Name	Sub library Name (for pooled library)	Data Delivery Method
✓ Success		Premade-Methylation Libr...	AI	AI	Lane sequencing-BCL File
✗ Failed	SampleName AI is exist in Librar...	Premade-DNA Small Inser...	AI	AI	Partial lane sequencing-W...

Note: After you click **[Save & Continue]** ,we can only save the success items.

# More information

Step 2. Edit Sample Information

✓ Basic Information

2 Add Sample Information

3 Preview & Submit Package

SEU20231013018 / H204SC23040789 / NVUK2023042801-novaXpremade散样测试

Previous Step

Sequence Selected in the Same Lane

Save My Process

Save & Continue

×

Sample Information

Sequence Selected in the Same Lane

	*Data Delivery Method	i7 Index Sequences ?	i5 Index Sequences ?	*Insert Size(bp) ?	*Library Status ?	*Total Data
+ Lane sequencing-BCL File	AAAAAAA			200	Dry Powder	200


+ Add New Item

Export to Excel & CSV file

Replace from Excel & CSV file

Tips

Help Center

You can find **more options** by clicking 

- **Add New Item:** add one more sample
- **Export to Excel & CSV File:** Exports current data to an excel file
- **Replace from Excel & CSV File:** brings you back to the template upload page
- **Tips&Help Center:** useful tips and FAQs

# Filling up Library Name and Total Data Amount

## Example 1: Partial Lane Sequencing Non-pooled

### Library

When you are sending individual libraries.

- Fill in the data amount needed for each individual library.
- Partial lane sequencing-With Demultiplexing: requires i5 and i7 index
- Partial lane sequencing-Without Demultiplexing: we don't provide this service anymore.

B	C	I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	Total Data Amount (Required)
S1	S1	6
S2	S2	6
S3	S3	6

## Example 2: Partial Lane Sequencing Pooled Library

When you are sending 1 tube of pooled library (please make sure the pooled library is in the correct ratio).

- Fill in the total data amount for the pooled library. E.g., 18G for pooled library S.
- Partial lane sequencing-With Demultiplexing: requires i5 and i7 index.Do not mix libraries with the same index in the same library, otherwise they cannot be distinguished.

B	C	I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	Total Data Amount (Required)
S	S1	18
S	S2	18
S	S3	18

# Filling up Library Name and Total Data Amount

## Example 3: Whole Lane Sequencing Non-pooled Library(without phix)

When you are sending individual library for lane sequencing.

- Fill in the data amount per individual library. The sum of total data amount must not be more than the Total Lane Data Amount. e.g. 800G for one NovaSeq lane for PE150, or 375G for Novaseq Xplus-10B lane, or 1000G for Novaseq Xplus-25B.

B	C	I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	Total Data Amount (Required)
S1	S1	40
S2	S2	40
S3	S3	30

## Example 4: Whole Lane Sequencing Non-pooled Library(with phix)

- Fill in the data amount per individual library **with phix**. The sum of total data amount must not be more than the Total Lane Data Amount.e.g. 800G for one NovaSeq lane for PE150, or 375G for Novaseq Xplus-10B lane, or 1000G for Novaseq Xplus-25B.
- e.g. If you need 10% phix for the lane, and you want 40G for the sample, then you need to fill in 44G as the total data amount for the sample.

B	C		I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	Data amount needed	Total Data Amount (Required)
S1	S1	40	44
S2	S2	40	44
S3	S3	40	44

# Filling up Library Name and Total Data Amount

## Example 5: Whole Lane Sequencing Pooled Library

When you are sending 1 tube of pooled library for lane sequencing.

- The Total data amount corresponds to the pooled library, not the sub-library.
- Hence, if the pooled Library S needs to be sequenced in 1 NovaSeq lane, S1, S2, S3 needs to indicate as 800G on every row.

B	C	I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	Total Data Amount (Required)
S	S1	800
S	S2	800
S	S3	800

# Filling up Library Name and Total Data Amount

## Example 6: 10x Premade Library-(Single index-Non-pooled library)

- For certain 10x libraries, if there are **four i7 indexes per library**, fill in 4 lines of the same library and one i7 index for each library as shown below.

B	C	E	I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	i7 Index Sequences (Required when data need be multiplexing)	Total Data Amount (Required)
S10X	Sublibrary1	CGCTATGT	6
S10X	Sublibrary1	GCTGTCCA	6
S10X	Sublibrary1	TTGAGATC	6
S10X	Sublibrary1	CCTATCCT	6



# Filling up Library Name and Total Data Amount

## Example 7: 10x Premade Library-(Single index-Pooled library)

- When you are sending 1 tube of pooled 10X library for sequencing. The Total data amount corresponds to the pooled library, not the sub-library. *For example: Sublibrary1 need 6G, Sublibrary2 need 6G, so you need to fill in 12G for the Total Data Amount.*
- If there are four i7 index per sub-library, fill in 4 lines of the same sub-library and one i7 index for each sub-library as shown below.

B	C	E	I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	i7 Index Sequences (Required when data need be multiplexing)	Total Data Amount (Required)
S10X	Sublibrary1	CGCTATGT	12
S10X	Sublibrary1	GCTGTCCA	12
S10X	Sublibrary1	TTGAGATC	12
S10X	Sublibrary1	CCTATCCT	12
S10X	Sublibrary2	CCTTAAGG	12
S10X	Sublibrary2	GGGCTTAA	12
S10X	Sublibrary2	AAGGTTCC	12
S10X	Sublibrary2	CTTAAGTG	12

# Filling up Library Name and Total Data Amount

## Example 8: 10x Premade Library (Dual-index library-Non-pooled library)

- For certain 10x libraries, if there is **only one i7&i5 index**, fill in 1 line for the library will be fine. Usually for dual-index plate, there will be only one unique i7 and one unique i5 sample index per well.

B	C	E		I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	i7 Index Sequences (Required when data need be multiplexing)	i5 Index Sequences	Total Data Amount (Required)
S10X	SS001	<b>TAGGGTCAAA</b>	<b>CTTCTAATGT</b>	6

## Example 9: 10x Premade Library (Dual-index library-pooled library)

- When you are sending 1 tube of pooled 10X library for sequencing. The Total data amount corresponds to the pooled library, not the sub-library.

B	C	E		I
Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	i7 Index Sequences (Required when data need be multiplexing)	i5 Index Sequences	Total Data Amount (Required)
S10X	SS001	<b>TAGGGTCAAA</b>	<b>CTTCTAATGT</b>	12
S10X	SS002	<b>TAGGCAATAA</b>	<b>AGTGCGCACT</b>	12

# Indicating Lane Sequencing

**Step 1:** click [1]  to add a lane. Only lane sequencing project will show this item.

**Step 2:** click [2]  to select samples;

▼

Sample Information

Total Samples: 5

No.	Product Name ⓘ	*Library Type	*Library Name (name on tube)	*Sub-library Name (for pooled library)	*Data Delivery Method	i7 Index Sequences ⓘ ...
<input type="checkbox"/> 01	Pre-made libraries lane sequenc	Premade-10X 5 prime Single Cell Tran	A1	A1	+ Lane sequencing-With Demult	AACCTTTC
<input type="checkbox"/> 02	Pre-made libraries lane sequenc	Premade-10X 5 prime Single Cell Tran	A2	A2	+ Lane sequencing-With Demult	AACCTAAG
<input type="checkbox"/> 03	Pre-made libraries lane sequenc	Premade-10X 5 prime Single Cell Tran	A3	A3	+ Lane sequencing-With Demult	AACCTCCG
<input type="checkbox"/> 04	Pre-made libraries lane sequenc	Premade-10X 5 prime Single Cell Tran	A4	A4	+ Lane sequencing-With Demult	AACCCCGG
<input type="checkbox"/> 05	Pre-made libraries lane sequenc	Premade-10X 5 prime Single Cell Tran	A5	A5	+ Lane sequencing-With Demult	AACCTTCC

▼

lane sequencing assignment

[1] -

Lane#	*Library Name	*Total Data Amount	Phix%	Phix Suggestion
<input type="checkbox"/> 01	<input type="text" value=""/>		<input type="text" value=""/>	

[2]

Next step please see next page

# Indicating Lane Sequencing

**Step 3:**After choosing libraries and filling in data amount in the lane, click [3] ‘Continue’ to next step.

**Step 4:**Filling in [4]Phix%;if you don’t need any, you can leave it or fill in 0.

**Step 5:** If everything is OK, Click [5] Save and continue to next step.

# System check reminders

The system will check for indexes information, and you may see a prompt to double check the index information.

If you are sure that the index sequence information is correct, please click [**Ignore and Continue**]

If you would like to re-check the information, click [**Check Again**] to go back to the previous page.

Duplicated index are not allowed in the same library or the same lane. You have to [**Check Again**] if it is in this situation.

### Checking Reminder

Database Not Found

Your i7 index sequence(s) of the sample(s) below are not found in our index database. Please check to confirm whether your index information is accurate:

PML\_Test\_11

Your i5 index sequence(s) of the sample(s) below are not found in our index database. Please check to confirm whether your index information is accurate:

PML\_Test\_11

Ignore and Continue

Check Again

**Attention**

1) Duplicated index in the same lane is not allowed.

Library Name	Sub-library Name	i7 Index Sequences	i5 Index Sequences
A3	A13	ACCCGGG	
A4	A14	ACCCGGG	
A1	A11	ACCCGGG	
A2	A12	ACCCGGG	

Check Again

# About the Samples Shipping Information

**Step 2. Edit Sample Information**

1 Basic Information — 2 Add Sample Information — 3 Preview & Submit Package

① You will receive an email notification upon successful submission.

**Novogene Lab Address (Please note, if this address differs from the one provided by your Account Manager or Technical Support, please disregard the following address and follow the guidance directly provided to you.) :**

**NOVOGENE (UK) COMPANY LIMITED**  
 Second Floor, 25 Cambridge Science Park Milton Road Cambridge CB4 0FW, United Kingdom  
 +44 (0)1223628750

Courier Provider:  Tracking No. (if available):

If you already have the tracking number, please help fill in this part. Which could help us login in your samples.

On the **Pre-shipment Checklist**, these items correspond to the send samples policy and instructions. All 5 items **must be followed and selected “Yes”** to proceed to the next step.

**Pre-shipment Checklist**

Please kindly remember to ensure that you have included all items on the checklist in your shipment to avoid any delays in processing your samples. Please check the list while you are preparing your sample(s), otherwise the **Save & Continue** button will remain disabled and you will not be able to proceed to the next step.

Samples classified as Biosafety **Level 2 (BSL-2)** or above (“infectious samples”) will not be accepted unless they have a written approval from Novogene. If you have samples that are classified above BSL-2, please contact your sales manager for more details.

- Samples are in 1.5 or 2.0ml flip cap Eppendorf tubes, and are labelled in black permanent marker at the top and side of each tube matching the sample name submitted. Samples are properly sealed with parafilm and cushioned enough to avoid damage. OR Samples are in the appropriate tube/slide/other formats required for extraction and are labelled in black permanent marker accordingly. OR Samples are not in 1.5 or 2.0ml flip cap Eppendorf tubes, and I am aware that additional charges may apply. ☒ Yes
- Samples are packed with appropriate shipping conditions such as ambient temperature, gel pack or dry ice. For dry ice, we recommend packing in 10 lb/5 kg for overnight shipping or two-day shipping depending on your local shipment options. ☒ Yes
- Shipment will be delivered on weekdays. We recommend shipping with overnight or international express. ☒ Yes
- Samples do not contain any potential or known infectious material such as pathogens, infectious genetic materials etc. OR Prior written approval from Novogene was obtained for samples that may contain any potential or known infectious material. ☒ Yes
- Please put the hard copy of the Sample Information Form (SIF) in the parcel. ☒ Yes

# Preview and Submit Package

Step 3. Preview & Submit Package

Sender Information

Sender Name

Sender Email

Phone

Sender

Sender@novogene.com

02345678

John

john@hotmail.com

99944222

Extra Service

Sample Summary

SP Batch Name

Number of Lanes

Extension Method

Preparation of samples

Select specific instructions for library QC (if any)

None

Notes

Sample Information

Sample Information

Backup Samples

No.	Product Name (ID)	Sample Name	Library Type (ID)	Sample Type	Novogene Over Type	PCR Products/Prep Time	Species/Lane Name	Novogene	Sample Status	Date Received	Date Used	Sequencing Strategy	Consentation/ID (ID)	Volume (L)	Test Amount (mg)	Remarks (ID)
01	Microbial PCR product Whole Gt...	PCR_Test_1	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
02	Microbial PCR product Whole Gt...	PCR_Test_2	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
03	Microbial PCR product Whole Gt...	PCR_Test_3	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
04	Microbial PCR product Whole Gt...	PCR_Test_4	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
05	Microbial PCR product Whole Gt...	PCR_Test_5	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
06	Microbial PCR product Whole Gt...	PCR_Test_6	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
07	Microbial PCR product Whole Gt...	PCR_Test_7	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
08	Microbial PCR product Whole Gt...	PCR_Test_8	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
09	Microbial PCR product Whole Gt...	PCR_Test_9	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				
10	Microbial PCR product Whole Gt...	PCR_Test_10	PCR Free library preparation for R...	DNAs	PCR Products		Human	Human	Discovered in db/20	1	1/ raw reads	Novogene PR250				

Previous Step

Submit

This page **summarizes** the information for this batch of samples. You can do one final check before proceeding.

If all information are correct, click [**Submit**] to proceed.



# Print Sample Information Form

With this, your sample information form is complete! Click [**Print SIF**] to proceed.



**Your submission is successful!**

Your Novogene Representative will review the sample information form.

Print SIF

Please **place a hardcopy** of this form with your samples and before sending out your package.

Click [**Print SIF**].

**Novogene**

✓ Basic Information — ✓ Add Sample Information — ✓ Preview & Submit Package

**NVUK2023050901-testBIF-WBI-SIF**

⚠ Attention: Please click the "Print SIF" button and include this hard copy SIF in your package when sending samples to Novogene to avoid sample login delays.

Back to Send Samples

**Print SIF**

**Novogene**

Barcode: SEU20231016013 Tubes No 1

ATTN: Sample Receiving Department  
25 Cambridge Science Park, Milton Road  
Cambridge CB4 0FW  
United Kingdom  
Tel: 44(0)1223 628750

Project Name: NVUK2023050901-testBIF-WBI-SIF  
Contract No: H204SC23050204 SIF Batch No: SEU20231016013  
Institute: University of Oxford  
Client Name: Zhihui Wang  
Email: nd1lwzh@163.com  
Telephone: 1  
Shipper Location: EUROPE / UNITED KINGDOM /

**Han Dai**  
Sales Manager  
xtcs@novogene.com

**Han Dai**  
TS Manager  
xtcs@novogene.com



# Print Sample Information Form

You can also Print SIF accoding to ic [=] [Print] on [Send Sample]page.

▼ 02	NVUK2023032205-UKI-Nucleome-Lane-PE150-2111	2023-03-22	H204SC23030713	NVUK2023032205	H	
	Product Name					
▼	Mouse Whole Exome Sequencing (WBI)	2023-03-22				
		Submitted By	Created Date	Sample Status	Submitted Date	
•	Z230403003(3)	N Novogene	2023-04-03	✓ Approved	2023-04-03	×
		Submitted By	Created Date	Sample Status	Submitted Date	
•	Z230403002(3)	N Novogene	2023-04-03	✓ Approved	2023-04-03	[Print]

Review

Copy

Print



# Print Sample Information Form

You can also Print SIF accoding to [Batch Print]button on [Send Sample]page.

Project Name

Batch Print

No.	Project Name	Creation Date	Contract No.	Quotation No.	Regional Sales	Technical Sup...
▶ 01	NVUK2023092202-amplicon-test-discount	2023-09-22	H204SC23090255	NVUK2023092202		
▶ 02	NVUK2023090504-test-amplicon-discount	2023-09-22	H204SC23090250	NVUK2023090504		

Batch Print

2.search  
corresponding batch  
here

Project Name

SIF Batch No.	Project Name	Contract No.	Product Name	Tubes No
SEU20231016013	NVUK2023050901-testBIF-WBI...	H204SC23050204	Human mRNA Sequencing (W...	1

SEU20230522004

NVUK2023050901-testBIF-WBI...

H204SC23050204

Human mRNA Sequencing (W... 1

< 1 2 3 >

10 items /page

Cancel

Batch Print

1.click the  
button

2.click 'Batch  
Print' to print

# Print Sample Information Form



**NOVOGENE (UK) COMPANY LIMITED**  
Second Floor, 25 Cambridge Science Park Milton Road  
Cambridge CB4 0FW, United Kingdom  
+44 (0)1223628750

Project Name **HU\_SOB\_PEI50\_Ianeseq\_WOBI**  
Contract No. **H204SC21091223**    SIF Batch No. **SEU20210909004**  
Institute: **SeqOmics Biotechnológia Ltd**  
Client Name: **István Nagy**  
Email: **nagyi@seqomics.hu** 失效失效  
Telephone: **36304276152**  
Shipper Location: **EUROPE / HUNGARY /**  
Tracking No. (if available): **774707311011**  
Transportation Condition: **Ice Pack**

**Tibor Szekere**  
Sales Manager  
xtcs@novogene.com

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**Li Li**  
TS Manager  
xtcs@novogene.com

This is the SIF style we printed out and needs to be shipped to us along with the package.

On this SIF, we can see the batch NO., Tube NO. and sample detail information. All of the information are important for us to claim your samples. So please make sure to print this file instead of excel upload template.

Sample Information

No.	Library Name (name on tube)	Library Type	Library Status	Remark
01	MEOESZ1	Premade-DNA Small Insert Size Library (Animal or Plant)	Others	
02	MEOESZ2	Premade-DNA Small Insert Size Library (Animal or Plant)	Others	

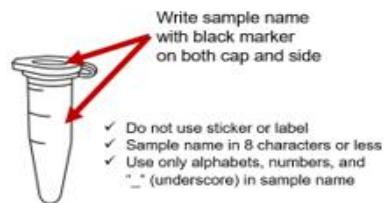
— END —

## Sample Preparation Instruction

### A. Sample Preparation

#### ☐ 1. Sample Name

Sample name must begin with alphabet and in maximum of 8 characters. Naming in alphanumeric and underscore are acceptable. Non-standard names will be amended following this naming requirements.



#### ☐ 2. Sample Marking

Write sample names at the top and the side of each tube with black permanent marker. Sample names on the tube must match with sample information form. Please do not include other information on the tube to avoid discrepancy.

#### ☐ 3. Sample Tube

Send samples in 1.5 ml or 2.0 ml microcentrifuge tubes. 96-well plates and PCR tube-strips cannot be accepted at this time. Incorrect tubes may risk processing delays and handlings fees.

#### ☐ 4. Sample Protection

Seal each tube with parafilm before packaging. To avoid crushing, we highly recommend placing the sample tubes in a container such as a 50ml tube or cryobox. Cotton or absorbent papers can be used to prevent tubes from moving inside the container.



#### ☐ 5. Sample Requirements

Please refer to your quotation for the sample requirements. Insufficient sample amount may risk processing delay.

#### ☐ 6. Samples Restriction

In principal, we do not accept blood-borne pathogens, purified viral genomes, and infectious samples classified at biosafety level 2 or above. Please contact us before shipping infectious samples. If you are sending samples derived from animals and plants other than human specimens and experimental animals, you will need to include a confirmation sheet in advance. Details will be provided separately.

### B. Packing and Shipping Samples

#### ☐ 1. Check

Pack the samples according to the Sample Information Form. If you are sending multiple projects, please pack them separately.

#### ☐ 2. Print

Attach a hard copy of Sample Information Form in the sample bag.

#### ☐ 3. Notify

Please email Sample Information Form and the courier tracking number to our Technical Support Representative in-charge prior to shipping samples. Samples shipped without Sample Information will be delayed in processing.

#### ☐ 4. Ship

Ship samples in appropriate shipping condition such as ambient, gel pack or dry ice. For dry ice, we recommend to pack in 10kg for two-day shipping depends on your shipping location. Please avoid weekend shipment or delivery.



## Special note

1. Due to inaccuracies or omissions in the provided index sequences, any re-sequencing costs incurred as a result will be the responsibility of the customer. We kindly request that you verify the correctness of all index information for your sublibraries, ensuring that the correct index sequences are used. In the event of contamination or suboptimal output caused by index-related issues, additional re-sequencing fees may apply.
2. For partial lane sequencing, we will pool different libraries in one lane, so usually there is no need to add phix.

# FAQ

**1.If I get a error to reminder me the number of tubes I have filled are not matched with the samples uploaded, how to treat?**

Check if you have uploaded all the samples successfully, if yes, then you can check if you have filled in the wrong tube numbers on previous step.



## Attention

The number of tubes you have filled are not matched with the samples uploaded. Please modify the tube numbers or revise the SIF to make sure these two numbers are the same, so that you can submit it.

Check Again

# FAQ

## 2.If I get a error to reminder me the intersize is unique in the library,what should I do?

Please make sure to fill in the same number on SIF for all the sub-libraries of the same library.

✖ Failed

Insert Size(bp) is unique in Librar...

Library Type (Required)	Library Name (name on tube) (Required)	Sub-library Name(for pooled library) (Required. If is not pooled library, just keep it the same as Library Name)	Data Delivery Method (Required)	i7 Index Sequences (Required when data need be multiplexing)	i5 Index Sequences	Insert Size(bp) (Required)
Premade-10X 5 prime Singl	A	A1	Lane sequencing-With Dem	AACCTTTC		300
Premade-10X 5 prime Singl	A	A2	Lane sequencing-With Dem	AACCTAAG		300
Premade-10X 5 prime Singl	A	A3	Lane sequencing-With Dem	AACCTCCG		300
Premade-10X 5 prime Singl	A	A4	Lane sequencing-With Dem	AACCCCGG		300
Premade-10X 5 prime Singl	A	A5	Lane sequencing-With Dem	AACCTTCC		300

## 3.If I get an error to reminder me the index have issues, what should I do?

This is just a warning to double check the indexes. If these are correctly written, you can ignore this message.

### Checking Reminder

#### Mixed Complementary Sequence

Please ensure that only the forward i7 index sequence is provided. According to our index database, we have found both forward and reverse complementary index sequences of the following samples:

#### Mixed Complementary Sequence

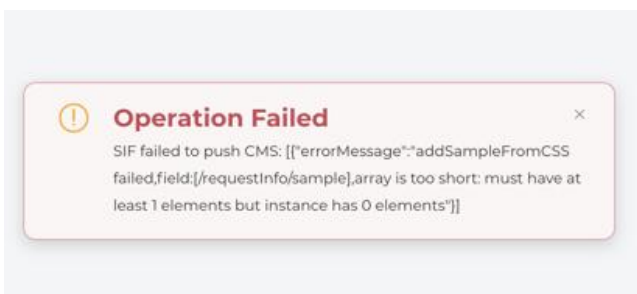
Please ensure that only the forward i5 index sequence is provided. According to our index database, we have found both forward and reverse complementary index sequences of the following samples:



# FAQ

## 4.If I get an error to reminder that the SIF can't push to CMS or Failed to upload, waht should I do?

You may used the wrong excel file. Please download the updated excel template in the step 2.



# Thanks!