

Novogene Order Confirmation & shipping SOP

1. Order Confirmation

Contact Novogene representative(asia_hmt@novogene.com) to prepare official quotation with the following information.

- 1) Sample quantity;
- 2) Species' latin name;
- 3) Service to order;
- 4) Sample quantity per sample;
- 5) PO number to cover the order(if there is no PO to cover the order, you can ask a tentative quote from us first and then contact FHS's financial office to generate a PO);
- 6) Other specific requirement if required;
- 7) Send us preQC results if convenient.

2. General Shipping Instruction

-Contact Novogene representative for [sample submission form](#). Fill in related sample information in the form, send an e-copy in excel/word format back to Novogene representative and enclose a hard copy with the samples.

-It is recommended to put above 15kg dry ice with samples since daily dry ice consumption is around 4kg;

-Send [tracking number](#) to Novogene representative after shipping.

-Sequencing centers to choose(please contact Novogene representative about which sequencing center to select.

1) Sequencing center in Tianjin

Contact: 收样组

地址: 天津武清区, 创业总部基地 B07

Address: Building B07, Venture Headquarter Base, Tianjin Wuqing Development Area, China

Phone number: 18526699442, 18502628672

2) Sequencing center in Nanjing

Contact: 南京样本组

地址: 南京浦口区扬子科创中心 A 栋三楼诺禾致源

Phone number: 17701147686, 17701147586

Address: Third floor, Building A, Yangzi Science and Technology Centre, Pukou District, Nanjing

-SF contact people & account number

SF 联系人电话: 13416080509

寄往天津账号: 0224004349;

寄往南京账号: 0255035958