

NGS Sample Form Tutorial

You can submit your Sample Form using one of three options. Please follow the steps below for successful submission.

Option 1: Online Form

1. Fill out the form with your sample details. Be sure to enter information for all required columns (marked with an asterisk).

Fill down all
columns except the
Sample Name

Clear all columns
except the Sample
Name

Fill All Columns

Auto Repair

Clear All Samples

Fix the following issues in the form, if they exist:

- For Sample Name: Replace any invalid characters or spaces with a dash "-"
- For fields that only accept numbers (e.g. Volume, Concentration, and Size of Amplicon): Delete any invalid characters

	General Information				Amount of Material			Miscellaneous	Special Comments
	Sample Name *	Sample Type *	Species/Strain *	Sample Buffer *	Total Amount *	Volume (µL)	Conc. (ng/µL)	Purification Method *	
	⊕ ⊖	⊕ ⊖	⊕ ⊖	⊕ ⊖	⊕ ⊖	⊕ ⊖	⊕ ⊖	⊕ ⊖	
	Examples	DNA, cells	E. coli UMN026	EB, TE, water	500 ng, 10 ⁶ cells			QIAamp DNA Mini Kit, AMPure beads	
1	Enter names that will appear on the sample tubes. Only use numbers, letters, or dashes. NO spaces. Fill down sequentially by clicking the ⊕ icon.	Free text				Numbers only (decimals allowed)		Free text	
2		RNA	Human	water	2 µg	50	40	AMPure beads	
3		Fill down by clicking the ⊕ icon							
4		RNA	Human	Water	2 µg	50	40	AMPure beads	
5		RNA	Human	Water	2 µg	50	40	AMPure beads	
6		RNA	Human	Water	2 µg	50	40	AMPure beads	
7		RNA	Human	Water	2 µg	50	40	AMPure beads	
8		RNA	Human	Water	2 µg	50	40	AMPure beads	
9		RNA	Human	Water	2 µg	50	40	AMPure beads	
10		RNA	Human	Water	2 µg	50	40	AMPure beads	
11		RNA	Human	Water	2 µg	50	40	AMPure beads	
12		RNA	Human	Water	2 µg	50	40	AMPure beads	
13		RNA	Human	Water	2 µg	50	40	AMPure beads	

For Sequencing Only projects, please fill out these extra columns.

Detailed Pre-Made Library Information				
Index #1 Name ⊕ ⊖	Index #1 Sequence ⊕ ⊖	Index #2 Name ⊕ ⊖	Index #2 Sequence ⊕ ⊖	Sample Pooling ⊕ ⊖
N701		N501		Pool 1, Gr...
Free text				
N702	CGTACTAG			Pool 1
N703	AGGCAGAA			Pool 1
N704	TCCTGAGC			Pool 1
N705	GGACTCCT			Pool 1
N706	TAGGCATG			Pool 2
N707	CTCTCTAC			Pool 2
N708	CAGAGAGG			Pool 2
N709	GCTACGCT			Pool 2
N710	CGAGGCTG			Pool 2

For Amplicon Sequencing, please fill out this extra column.

Size (bp)
250
250
250
250
250
250
250
250
250
250

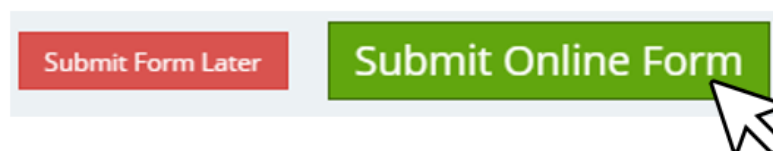
For Single-Cell Sequencing, please fill out these extra columns.

Miscellaneous			
Did You Perform Any Type of Magnetic Cell Enrichment (e.g., MACS)? *	Is This a Duplicate Sample and Not to be Initially Processed? *	Recommended Centrifugation Speed (rcf) and Time (min)	Do you authorize sample processing according to our workflow? *
NO;Yes, will clarify in t...	NO;Yes, do not p...		
Multiple choice: • Yes, will clarify in the special comments • No	Multiple choice: • Yes, do not process this sample • No	Free text 180 rcf, 5 min 180 rcf, 5 min 180 rcf, 5 min 180 rcf, 5 min 180 rcf, 5 min	Multiple choice: • Yes • No Yes Yes
No	No	180 rcf, 5 min	Yes
No	No	180 rcf, 5 min	Yes

For ATAC-Seq, please fill out these extra columns.

Amount of Material				Miscellaneous	
Total Number of Cells *	Volume (µL) *	Cellular Viability After Thawing *	Total Number of Viable Cells *	Is This a Duplicate Sample and Not to be Initially Processed? *	Special Comments
⬆ ⬇	⬆ ⬇	⬆ ⬇	⬆ ⬇	⬆ ⬇	⬆ ⬇
1000000	500	90%	9000000	NO;Yes, do not proces...	
Numbers only		Free text	Numbers only	Multiple choice:	
1000000	500	90%		• Yes	
1000000	500	90%	900000	• No	
1000000	500	90%	900000	No	
1000000	500	90%	900000	No	

2. Click **Submit Online Form** at the bottom of the page when done. Errors will be highlighted in yellow; please fix affected cells and click **Submit Online Form** again. You can use the **Auto Repair** button to fix errors.



Option 2: Upload Excel Form

1. Click **Download Excel Form**.



2. Fill out the spreadsheet with your sample details. See above for guidance on how to fill out each column. Be sure to enter information for all required columns (marked with an asterisk).

3. Save the file.

4. Click **Upload Excel Form** and open the saved Excel file.

5. The data will be uploaded into the Online Form.

6. Fix any errors (highlighted in yellow).

7. Click **Submit Online Form** when done.

Option 3: Submit Form Later

If you select this option, GENEWIZ will send you an email with instructions. Please note that you must provide a completed Sample Submission Form before samples are received; otherwise, your project may be delayed.



Have a question?

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