

AZENTA
LIFE SCIENCES

Azenta CLIMS User Guide

November 2021

Enjoy the benefits of our online ordering system:



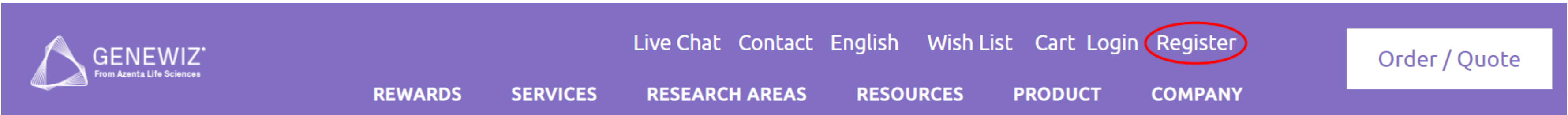
- Place orders for all Azenta services in one convenient location
- Save drafts and quote requests
- Easily submit quote revisions
- Track the progress of your quotes and projects

Creating an Account



IF YOU DO NOT HAVE AN ACCOUNT, CREATING ONE IS AS EASY AS 1-2-3!

1. On the Azenta homepage, click “Register at the top right



2. Complete the registration form

Home / Registration

Basic Information

Email*

First Name*

Last Name*

Create Password*

Institution Name*

Institution Type*

Confirm Password*

Please Select

Address

Country/Area*

City *

State/Province

Phone*

Extension

* Password can contain letter,numeral and special character(#@_!~%^&*), must contain at least one letter and one numeral

3. You are ready to order!

Requesting a Quote



AZENTA NEXT GENERATION SEQUENCING OFFERS POWERFUL, COST-EFFECTIVE SOLUTIONS FOR BIOLOGICAL QUESTIONS.

To place an order for NGS, please click on “Next Generation Sequencing:

Next, select a service from the bubbles shown. Please note, some bubbles contain multiple options. Simply hover over it and select from the list.

PLACE AN ORDER

Quick Links

Sanger Sequencing

Gene Synthesis

NEXT GENERATION SEQUENCING

Oligo Synthesis

Plasmid DNA Preparation

Cloning and Mutagenesis

GLP-Compliant Services


Molecular Genetics (PCR+Sanger)

Clinical Services


Cell and Gene Therapy Services

Biofluid Processing


Search Services ...




RNA Sequencing




Whole Genome Sequencing




Exome Sequencing




Targeted Sequencing




Amplicon Sequencing




Sequencing Only




Single-Cell Services




PacBio Services




Metagenomics




Immunogenomics




Epigenomics



Spatial Genomics



CLIA NGS



Custom

Requesting a Quote (cont.)



This will lead you to a quote request form. Please follow the following steps:

- 1 Please fill out all required fields marked with an asterisk (*)
- 2 Click “Next: Review Inquiry”

If you are not quite sure about the project details, you can come back to the request later by clicking “Save as Draft”
Please note, if you save the inquiry as a draft, it will not be officially submitted. To complete the inquiry, submit your request by clicking “Next: Review Inquiry” and follow the next steps.

1

Order Name

Order Comments

Special ID

Promotion Code

Coupon Code

Samples/Data already at Azenta

When do you expect to submit samples?

Do you need a technical consultation with your quote?

Genus of Organism*

Species of Organism*

Size of Genome in Mbp*

Number of Samples*

Number of Cells Targeted per Sample*

Reads Targeted per Cell*

To prevent quoting delays, please only enter comments that require manual review by the Next Generation Sequencing team.

x

Please Select...

Additional Document(s)

for example human genome = 3000 Mbp

3,000 - Recommended

50,000 - Recommended

FREQUENTLY ASKED QUESTIONS (FAQ)

1. How do I use GENEWIZ/Azenta's online system?

Check out our quick [video](#) and [pdf tutorials](#) to learn how to request a quote, confirm a quote, submit detailed sample information, and track your order.

2. What is Single-Cell RNA-Seq?

Single-Cell RNA-Seq provide transcriptional profiling of thousands of individual cells. This level of throughput analysis allows researchers to understand at the single-cell level what genes are expressed, in what quantities, and how they differ across thousands of cells within a heterogeneous sample(s).

3. How does Single-Cell RNA-Seq differ from Standard and Ultra-Low Input RNA-Seq?

Standard RNA-Seq produces a representative snapshot of the transcriptional state averaged across all cells. The caveat with traditional RNA-Seq is the resolution of individual cells and cellular subpopulations are lost. Single-Cell RNA-Seq allows researchers to not only identify cellular subpopulations, but to fully interrogate them at the single-cell level within a heterogeneous sample.. Similar to Standard RNA-Seq, Ultra-Low Input RNA-Seq provides bulk expression analysis of the entire cell population; however, as the name im

2

Help

Feedback

CANCEL

SAVE AS DRAFT

NEXT: REVIEW INQUIRY

Requesting a Quote (cont.)



- 3 After clicking “Next: Review Inquiry”, you will be presented with the following page. This page allows you to review your inquiry once more before requesting the quote
- 4 If you are ready to submit, simply click “Submit Quote Request” and our team will be officially notified of your inquiry! You should receive an automated confirmation email after this step.

IMPORTANT: PLEASE REVIEW YOUR REQUEST, THEN CLICK "SUBMIT" TO PROCEED.

Order Information (Tracking Number[30-610306424])

Order Name

Order Comments

Samples/Data already at Azenta

When do you expect to submit samples?

Do you need a technical consultation with your quote?

Preferred Date and Time

Additional Date/Time for consultation, if applicable

Attached file(s)

Genus of Organism

Species of Organism

Size of Genome in Mbp

Number of Samples

Number of Cells Targeted per Sample

Reads Targeted per Cell

Do you authorize sample processing according to our workflow (see FAQ #4)?

Do any of your samples contain virus/infectious material?

Special Comments

☐

No

test

test

400

4

3,000 - Recommended

50,000 - Recommended

Yes

No

CANCEL

BACK TO EDIT

SUBMIT QUOTE REQUEST

Reviewing Your Quote



Once a quote is posted, you will receive an email notification.

PLACE AN ORDER

Quick Links

Sanger Sequencing

Gene Synthesis

NEXT GENERATION SEQUENCING

Oligo Synthesis

Plasmid DNA Preparation

Cloning and Mutagenesis

GLP-Compliant Services

Molecular Genetics (PCR+Sanger)

Clinical Services

Cell and Gene Therapy Services

Biofluid Processing

Products

Search Services ...

RNA Sequencing

Whole Genome Sequencing

Exome Sequencing

Targeted Sequencing

Amplicon Sequencing

Sequencing Only

Single-Cell Services

PacBio Services

Metagenomics

Immunogenomics

Epigenomics

Spatial Genomics

CLIA NGS

Custom

GENEWIZ will become Azenta Life Sciences

www.genewiz.com

Feedback

MY ORDERS

My Shared Projects

My Tools

Search

Show Advanced Filter

Edit

View Results

Print Receipt

Download

Add to Project

Delete

Bulk Download

Order Date	Tracking #	Order Name	Project Name	Service Line	Service Type	Priority	Qty	Action
11/5/2021 4:39 PM	30-592050753			Next Gen. Sequencing	Single-Cell RNA-Seq	Standard	4	Ready To Order

10 records per page

Showing 1 to 1 of 1 entries (filtered from 76 total entries)

First

Previous

1

Next

Last

Once a quote has been uploaded to your account, please go to “Review Quote” and click “Download Quote”

☐ * By checking this box, you acknowledge that you have reviewed the quote completely

CANCEL

REVISE

DOWNLOAD QUOTE

ADD TO CART

Azenta Life Sciences | Proprietary and confidential.

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Confirming Your Order



Once you're ready to confirm and place your order, simply add the project to your Cart and Proceed with Check Out.

Order Information (Tracking Number[30-592050753])

Order Name

Order Comments

Estimated Turnaround Time

Samples/Data already at Azenta

When do you expect to submit samples?

Do you need a technical consultation with your quote?

Preferred Date and Time

Additional Date/Time for consultation, if applicable

Attached file(s)

Genus of Organism

Species of Organism

Size of Genome in Mbp

Number of Samples

Number of Cells Targeted per Sample

☐

No

test

test

400

4

3,000 - Recommended

☒ By checking this box, you acknowledge that you have reviewed the quote completely

CANCEL

REVISE

DOWNLOAD QUOTE

ADD TO CART

Home / Edit / Review Order / Check Out

1 Shopping Cart

2 Check Out

3 Confirmed

1: Price Estimate

Tracking Number	Service Line	Service Item	Comment
30-592050753	Next Generation Sequencing	Single-Cell RNA-Seq	

EditReview OrderRemove

2: Sample Submission/Delivery Options

Sample Submission/Pickup method:

Ship Samples to GENEWIZ/Azenta Lab


Note: Please do not put samples for other service lines in packages containing NGS orders.

General Dropbox FAQs

Please ship your samples to:

Azenta US, Inc.
Attn: NGS
111 Corporate Boulevard
Suite H loading dock
South Plainfield, NJ 07080
USA
877-(436-3949)

MapSatellite



3: Shipping Address

Primary 123 test 33

☒ By submitting this order, you agree to the Terms and Conditions.

CONTINUE SHOPPING

CHECK OUT

Submitting the Sample Form (option 1)



DURING CHECK OUT, YOU WILL HAVE THE OPTION TO SUBMIT YOUR SAMPLE INFORMATION IN YOUR SAMPLE FORM.

You can enter this information directly into the cells in the online form, copy/paste into the cells, and use the auto fill/auto clear buttons on each column.

- You can also drag down/across the values of a cell by hovering over the bottom right corner of a cell

Fill out the Sample Form as completely and accurately as possible. To change the number of samples in the form, please contact us at ngs@azenta.com or +1-877-436-3949 ext. 1.

View Sample Submission Guidelines

View Best Practices Checklist

View Sample Form Tutorial

Fill All Columns

Auto Repair

Clear All Samples

Download Excel Form

Upload Excel Form

Spreadsheet

Functionality

Key

⌂ Fill all sequentially

⌂ Fill all values

⌂ Clear all values

⌂ Required value

⌂ Add Details

⌂ Select value from list

⌂ Ctrl+C / Ctrl+V For Copy and Paste

⌂ Double click to edit

⌂ Drag down to fill like in Excel

	General Information				Amount of Material				Miscellaneous				QC Method Used By Customer				
	Sample Name	Sample Type	Species/Strain	Sample Buffer	Total Number of Cells	Volume (µL)	Cellular Viability After Thawing	Total Number of Viable Cells	Did You Perform Any Type of Magnetic Cell Enrichment (e.g., MACS)?	Have the cells been stained? If yes, please explain	Biosafety Level (BSL)	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?	Method Used for Fluorescence	Method Used for Spectrophotometry	Method Used for Electrophoresis
	⌂ ⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂	⌂ ⌂
	Sample Name will be used as file names when delivering data	Cells frozen according to GENEWIZ/Azenta-provided protocol	Homo sapiens	Cryopreservation media	1M	500	90%	0.9M	NO; Yes, will clarify in the special comments		BSL-2	NO; Yes, do not process this sample, it is a duplicate.			Qubit	Nanodrop	Gel
1		▼	Species +			0			▼			▼		▼			
2		▼	Species +			0			▼			▼		▼			
3		▼	Species +			0			▼			▼		▼			
4		▼	Species +			0			▼			▼		▼			

SUBMIT FORM LATER

SUBMIT ONLINE FORM

Submitting the Sample Form (option 2)



Alternatively, you can download an Excel template of the Sample Form, then upload the completed form.

- 1 Click “Download Excel Form” to get the Excel version of the online form. Then fill in all required fields
- 2 Click “Upload Excel Form” and select the completed form from your documents.
- 3 Click “Submit Online Form”

Fill out the Sample Form as completely and accurately as possible. To change the number of samples in the form, please contact us at ngs@azenta.com or +1-877-436-3949 ext. 1.

View Sample Submission Guidelines

View Best Practices Checklist

View Sample Form Tutorial

Spreadsheet

Functionality

Key

⌚ Fill all sequentially

⌚ Fill all values

⌚ Clear all values

⚠ Required value

➕ Add Details

▼ Select value from list

Ctrl+C / Ctrl+V For Copy and Paste

Double click to edit

Drag down to fill like in Excel

Fill All Columns

Auto Repair

Clear All Samples

Download Excel Form

Upload Excel Form

	General Information				Material		Miscellaneous				QC Method Used By Customer						
	Sample Name	Sample Type	Species/Strain	Sample Buffer	Total Number of Cells	Volume (µL)	Cellular Viability After Thawing	Total Number of Viable Cells	Did You Perform Any Type of Magnetic Cell Enrichment (e.g., MACS)?	Have the cells been stained? If yes, please explain	Biosafety Level (BSL)	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?	Method Used for Fluorescence	Method Used for Spectrophotometry	Method Used for Electrophoresis
	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚	⌚
	Sample Name will be used as file names when delivering data	Cells frozen according to GENEWIZ/Azenta-provided protocol	Homo sapiens	Cryopreservation media	1M	500	90%	0.9M	NO;Yes, will clarify in the special comments		BSL-2	NO;Yes, do not process this sample, it is a duplicate.			Qubit	Nanodrop	Gel
1			▼ Species +			0						▼		▼			
2			▼ Species +			0						▼		▼			
3			▼ Species +			0						▼		▼			
4			▼ Species +			0						▼		▼			

SUBMIT FORM LATER

SUBMIT ONLINE FORM

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Submitting the Sample Form (option 3)



During check out, if you are not ready to submit all of your sample details, click “Submit Form Later” and you will skip to the next step. You will then receive an email upon checking out, with instructions on how to submit the form before you send your samples.

Fill out the Sample Form as completely and accurately as possible. To change the number of samples in the form, please contact us at ngs@azenta.com or +1-877-436-3949 ext. 1.

View Sample Submission Guidelines

View Best Practices Checklist

View Sample Form Tutorial

Spreadsheet

Functionality

Key

Fill all sequentially

Fill all values

Clear all values

Required value

Add Details

Select value from list

Ctrl+C / Ctrl+V for Copy and Paste

Double click to edit

Drag down to fill like in Excel

Fill All Columns

Auto Repair

Clear All Samples

Download Excel Form

Upload Excel Form

	General Information				Amount of Material				Miscellaneous				QC Method Used By Customer					
	Sample Name	Sample Type	Species/Strain	Sample Buffer	Total Number of Cells	Volume (µL)	Cellular Viability After Thawing	Total Number of Viable Cells	Did You Perform Any Type of Magnetic Cell Enrichment (e.g., MACS)?	Have the cells been stained? If yes, please explain	Biosafety Level (BSL)	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?	Method Used for Fluorescence	Method Used for Spectrophotometry	Method Used for Electrophoresis	
	<div>🔍 ⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	<div>⬆ ⬇ ⬅</div>	
	Sample Name will be used as file names when delivering data	Cells frozen according to GENEWIZ/Azenta-provided protocol	Homo sapiens	Cryopreservation media	1M	500	90%	0.9M	NO;Yes, will clarify in the special comments		BSL-2	NO;Yes, do not process this sample, it is a duplicate.				Qubit	Nanodrop	Gel
1		▼	Species ⬆			0			▼			▼		▼				
2		▼	Species ⬆			0			▼			▼		▼				
3		▼	Species ⬆			0			▼			▼		▼				
4		▼	Species ⬆			0			▼			▼		▼				

SUBMIT FORM LATER

SUBMIT ONLINE FORM

Submitting the Sample Form Later



When you are ready to submit your sample information, you can return to the Sample Form page, by:

- 1 Clicking on “Summary” on your home page
- 2 Clicking “Submit Sample Form” at the top of the Order Summary page

MY ORDERS

My Shared Projects

My Tools

Search

Show Advanced Filter

Edit

View Results

Print Receipt

Download

Add to Project

Delete

Bulk Download

		30-592050753	Order Name	Project Name	Service Line	Service Type	Priority	Qty	Action	
	Order Date	Tracking #	Order Name	Project Name	Service Line	Service Type	Priority	Qty	Order Status	Action
<input type="checkbox"/>	11/5/2021 4:39 PM	<div>30-592050753</div>			Next Gen. Sequencing	Single-Cell RNA-Seq	Standard	4	Waiting for Sample and Sample Form	<div>1Summary</div>

Home / Summary



2
Submit Sample Form

Print Receipt

Print Quote

Viewing Your Project Updates



WHILE YOUR PROJECT IS ONGOING, YOUR STUDY MANAGER WILL BE PROVIDING UPDATES THROUGH YOUR ACCOUNT.

You will receive an email notification when the status of your project changes. This email will contain a link where you can follow the progress at any time.

Order Details

View Results

Submit Sample Form

Order Name:

Order Comments:

Order Status:

Processing

Received

Library Preparation

Sequencing

Data Analysis

Data is expected to be delivered the week of 12/13/2021

11/5/2021

11/5/2021

Process Step

Sample QC

Received

Secondary Progress Details

In Queue

Comment