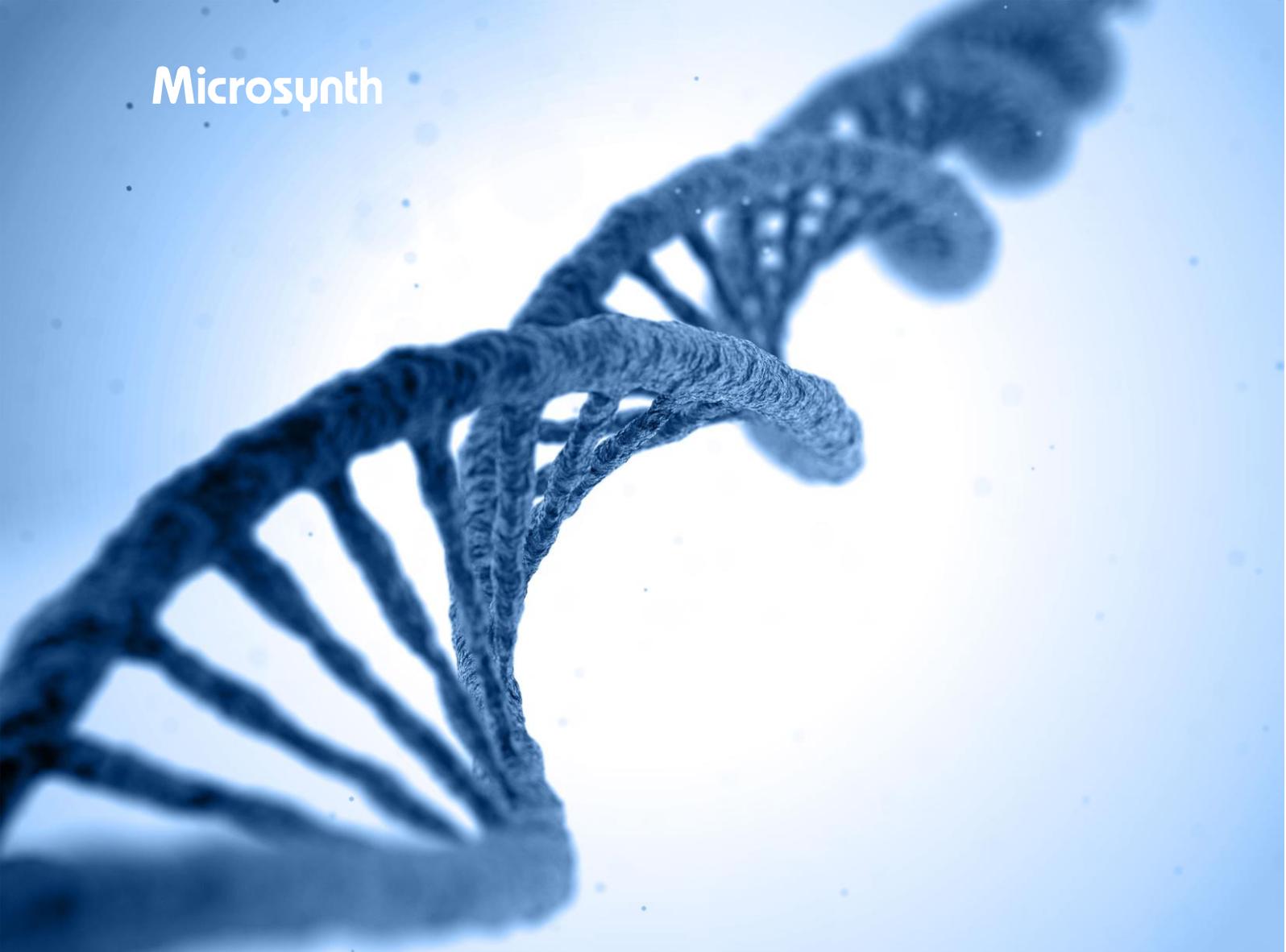


Microsynth



User Guide

MICROSYNTH WEBSHOP

User Guide

Content

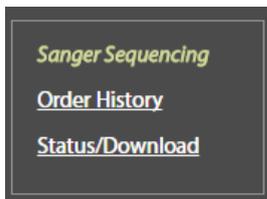
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General Remark: Should you experience any problems with our webshop please use (Ctrl +F5) to refresh your browser cache first. If this is not sufficient please delete pictures and files in your browser data. Should the problem persist please inform us at sales@microsynth.ch.

1 FAQ

Q: Where can I find my Sanger Sequencing Status and where can I download my sequencing results?

A:



This function has been moved to the header of the page. In the square named *Sanger Sequencing* you will find the link Status/Download.

2 Login to Shop

Enter the webshop through our website

(www.microsynth.ch, www.microsynth.seqlab.de, www.microsynth.at).

Type in your Username and Password on the top of the page and press Login



If you have forgotten your password click on Forgot Password to reset and set a new password.

If you aren't registered yet, please click on Registration to register on our webshop. (more info under Registration).

3 Ordering of an Oligonucleotide (Normal Entry)

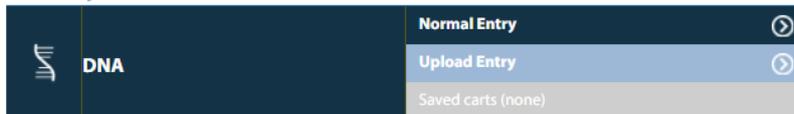
To order a DNA oligonucleotide click on DNA in the blue DNA/RNA Synthesis area

DNA/RNA Synthesis



To order just one or a few oligonucleotides click on Normal Entry

DNA Synthesis



Normal Entry

Click here if you have just a few oligonucleotides to order.
For larger amount of sequence we recommend to use out Upload Entry.

Now you are on the Define Order window. Here you have different options to enter your oligonucleotide(s).

DNA Synthesis

Add Favorites **Add**  **Copy/Paste from Excel** **Copy/Paste** 

Fill in the Table Below + available at extra charge

Oligo Name * ¹⁾	DNA Sequence (5'-3') *	Modifications	Scale * 	Purification * 	Physical Condition	CoA * 	Aliquots * ⁺	
<input type="text"/>	<input type="text"/>	<input type="button" value="Select"/>	Genomics 	Desalted 	Dried 	Standar... 	No 	Save Favorite Delete
Length: -- GC: --% Tm: --°C								ADD NEXT OLIGO

COPY COPY COPY COPY COPY

Option A

Enter your oligonucleotide the conventional way by typing in the oligonucleotide name, DNA sequence, etc. By clicking on Add Next Oligo you can add further oligonucleotides to your order list.

Option B

You can copy/paste the oligonucleotide name and the DNA sequence from your excel file directly into your order list. The oligonucleotides will be imported by default in genomics scale, desalted and dried. All parameters can be adjusted after importing.

Option C

If you have already added some oligonucleotides to your favorites list, you can add them directly into your order list. Choose the desired oligonucleotide in the drop-down menu and add them by clicking on Add on the right side of the drop-down menu.

Once you have added your oligonucleotides to your order list you can check and change all specifications to your needs.

Modifications:

[Add modification to \(TestOligo\)](#)

DNA Sequence

ATGCSTGCATGCATGCATGC

Length: 24 GC: 52% Tm: 61.4°C

Modification at 5'	FAM (Fluorescein) ▼
Inner Modification (5=...)	2-Aminopurin ▼
Inner Modification (6=...)	None ▼
Inner Modification (7=...)	None ▼
Inner Modification (8=...)	None ▼
Modification at 3'	None ▼

Cancel

Save

Click on the blue [Select Modification](#) button to add modifications to your oligonucleotide.

In the pop-up window you can choose 5', 3' and 4 different internal modifications.

The DNA sequence in the window can be modified to include internal modifications using the figures 5,6,7 and 8.

With [Save](#) you can save the modifications and close the pop-up window.

Scale

Using the drop-down menu, you can choose of the available synthesis scales (Genomics, 0.04 µmol, 0.2 µmol, 1.0 µmol and 15 µmol).

Purification

Using the drop-down menu, you can choose of the available purification methods (Desalted, HPLC, HPLC and Dialysis, PAGE).

Physical Condition

Using the drop-down menu, you can choose of the available formulations (Dried, 100 nmol/ml solution).

Please be aware that the hydration of the oligonucleotide generates extra costs.

Datasheet

By default, this is set to our Standard Datasheet (cost free).

Should you need further documentation for your oligonucleotide you can choose of a variety of certificates of analysis.

Please be aware that other documentation than the Standard Datasheet leads to additional costs.

Aliquots

By default, aliquots is set to "No".

Using the drop-down menu, you can choose of the available aliquotations (2 nmol and 5 nmol).

Please be aware that aliquots generate extra costs.

Other important functions

A with Save Favorite you can already here add an oligonucleotide to your Favorites list to facilitate reordering in the future.

B with COPY you can copy the value of the selected row to all cells in the rows below

C with Delete you can delete the whole row. Please be aware that if you have only one row and you delete it, you need to click on Add Next Oligo to be able to enter the information of a new oligonucleotide

DNA Synthesis

Add Favorites		Add 		Copy/Paste from Excel		Copy/Paste 	
Fill in the Table Below + available at extra charge							
Oligo Name * ¹⁾	DNA Sequence (5'-3') *	Modifications	Scale * 	Purification * 	Physical Condition +	Data-sheet 	Aliquots +
<input type="text"/>	<input type="text"/> Length: -- GC: --% Tm: --°C	<input type="button" value="Select"/>	Genomics 	Desalted 	Dried 	Standard 	No 
			COPY	COPY	COPY	COPY	COPY

A  Save Favorite

C  Delete

B  **COPY**

Add Next Oligo 

Once you have entered your oligonucleotides with all needed information you can press Next to get to the shopping cart. In the shopping cart you will get an overview of your current order.

1. Define Order	2. Shopping Cart	
Customer Order Data	Purchase Order Number: <input type="text"/>	Microsynth Offer Number: <input type="text"/>
Delivered in	Single tubes	
Address	<input checked="" type="radio"/> Delivery Address <input type="radio"/> Keep primer for sequencing	
Payment	<input checked="" type="radio"/> Bill <input type="radio"/> PayPal	

Oligo Shopping Cart



Switch between detailed view and list view.

Oligo Name	DNA Sequence(5'-3')	Modifications	Scale	Purification	Physical Condition	CoA	Aliquots
aaaaa	ATG CAT GCA TGC ATG CAT GC		Genomics	Desalted	Dried	Standard Datasheet only	

Delete
Save Favorite
Price in CHF
6.40

Download this cart as pdf or excel file or in the upload form for later ordering.

Save the cart for later ordering.

Get a detailed list on what contributes to the price.

Order Summary

		Total / CHF
Total excl. VAT		6,40
<input type="button" value="Back"/>	<input type="button" value="Cancel"/>	<input type="button" value="Send Order"/>

Total price of the order.

Shopping Cart

If you need your own PO number to be added to your order enter it at Purchase Order Number:

Enter your offer number at Microsynth Offer Number.

Should you order primer(s) for Sanger sequencing at Microsynth choose Keep primer for sequencing.

If you want to pay by credit card you can choose PayPal, please be aware that extra charges will apply.

Check your order in the below shopping cart.

Download Cart ▼
as Excel File
as Pdf
as Upload Excel

For your documentation you can download the shopping cart:

A: as an excel file

B: as a pdf file

Or you can download the shopping cart as an upload excel for future ordering or adaption

You can save the cart online by clicking Save Cart for future ordering.

With Price Details you get a detailed list on what contributes to the price of the goods.

When everything is OK, you submit your order by clicking on Send Order.

A confirmation window will open.

Confirmation Window



Thank You for Your Order

WebOrderId:3500625

Order overview and delivery status of ordered products

Please click on «Show Order» to see the status of your order.

Start page

Show Order

On the confirmation window you will find the WebOrderID of your order.

With Show Order you will go directly to this order in the Order History.

With Start Page you get on the main page of the webshop to start another order.

4 Ordering of an Oligonucleotide (Upload Entry)

If you want to order many oligonucleotides at a time the upload entry is a convenient way to do so.

Click on [Upload Entry](#)

DNA Synthesis



Upload Entry

Click here to upload multiple sequences via Microsynth's convenient Excel upload form.

A pop-up window (see on page 10) will open which guides you through following 6 steps:

Step 1: Download the upload form (excel) for your oligonucleotides.

Step 2: In this upload form you can enter all specifications of your oligonucleotides.

Step 3: Save the upload form on your computer.

A	B	C	D	E	F	G	H	I	J	K
DNA Oligo Name	DNA Sequence	Length	DNA Purification	DNA Scale	5' Modification	Inner Modification (5)	Inner Modification (6)	Inner Modification (7)	Inner Modification (8)	3' Modification

Step 4: Click on [Select](#) and choose the filled upload form on your computer.

Step 5: Choose the physical condition of your oligonucleotides with the drop-down menu. Choose the delivery format of your oligonucleotides.

Step 6: Click on [Start](#) to start the upload of your oligonucleotides when everything is correct.

Upload Excel File ×

Upload DNA Oligonucleotides via Excel Sheet

In order to upload DNA oligonucleotides, please execute the following steps:

1. Download the  [Microsynth Excel order form for oligos](#)
2. **Fill in the Excel form.**
Open the Excel file and *read the instructions*. Enter your oligonucleotides with the corresponding specifications on the sheet 'DNA Order' of the Excel file.
3. **Save your data as Excel Workbook (XLS or XLSX).**
Save your Excel file on your computer.

4. Select your saved file: **5. Enter your delivery requirements:**Physical Condition:

Delivery in:*

- Single Tubes
 96 Well Plate, horizontal layout (A1, A2, A3, ...)
 96 Well Plate, vertical layout (A1, B1, C1, ...)
 2D Barcoded Storage Tubes

Delivery in a 384 well plate is available on request (please [contact us](#)).

Special comments:

6. Start the upload.

When the upload of the oligonucleotides is finished a pop-up window will tell you how many oligonucleotides have been uploaded. Press OK to confirm.

You will see now the **Define Order** window. The following steps are the same as for Normal Entry.

Click on Next to get to the **Shopping Cart**.

The oligonucleotides are now checked. Should there be an error you can change your oligonucleotides, otherwise you will move to the **Shopping Cart**.

Continue as described in the [Normal Entry](#) on page 7.

5 Order History

Keep track of your orders with the new order history functionality.

Search (Order No., PO No., Oligo Name, Sequence) Start date End date

Oligo | Order History

Order Number	PO Number	Order Date	Number of Oligos	Shipped in	Status	Shipment Tracking	Datasheet	Request Cancellation
3500632	FAR4539	17.10.2017	33	Single Tubes	Ordered	N/A		Send Request
3500631	23234234	17.10.2017	5	Single Tubes	Ordered	N/A		Send Request
3500630	513483	17.10.2017	7	Single Tubes	Ordered	N/A		Send Request
3500625		17.10.2017	1	Single Tubes	In Production	N/A		Send Request

In the search option you can search for Order No., PO No., oligonucleotide names and sequences. By setting a start and end date you can further confine your search. If you do not change anything with the date all orders will be searched.

When clicking on the [order number](#) you will open the specific order to see the details of this order.

There are three possible status for the oligonucleotide order. Ordered, In Production and Shipped.

Shipment tracking is only available for express shipment. By clicking on the waybill number, a window with the tracking information will open (soon to be implemented).

Once the order is on "Shipped" the corresponding datasheet can be downloaded from here.

Under Request Cancellation you have the possibility to [send a request for cancellation](#) of your recent order (see page 14 for more information).

6 Order View

When clicking on the order number in the Order History you will open the specific order to see the details of this order.

Oligo | Order Number 3500625

PO Number: Order Date: 17.10.2017 11:18:58

Select all oligonucleotides  

<input type="checkbox"/>	Oligo Name	DNA Sequence (5'-3')	Modifications	Scale	Purification	Physical Condition	CoA	Aliquots
<input type="checkbox"/>	aaaaaa	AAA AAA AAA AAA AAA AAA AAA AAA		Genomics	Desalted	Dried	Standard Datasheet only	No

Add Selected Oligos to Cart

Add Selected Oligos to Favorites

 Back to Order History

 DNA Cart

In the Order View you see every oligonucleotide that has been ordered within this order.

You can select certain oligonucleotides or all by selecting the box in the blue header row.

After selecting the oligonucleotide(s) you can add them directly to your cart or to your list of favorites using the corresponding buttons.

When you have added oligonucleotides to your cart then go directly to the cart by clicking DNA cart or go back to the Order History.

7 Request Cancellation

When clicking on [Send Request](#) in the [Order History](#) you will open the order.

Oligo | [Order Number 3500651](#)

PO Number: aaa **Order Date:** 18.10.2017 14:00:29



<input type="checkbox"/>	Oligo Name	DNA Sequence (5'-3')	Modifications	Scale	Purification	Physical Condition	Datasheet	Aliquots
<input type="checkbox"/>	aaaaa	GGG GGG GGG GGG GGG		0.2 µmol	HPLC	Dried	Standard	No
<input type="checkbox"/>	test1	AAA AAA AAA AAA AAA AAA AAA AAA		0.2 µmol	HPLC	Dried	Standard	No
<input type="checkbox"/>	test2	AAA AAA AAA AAA AAA AAA AAA AAA		0.2 µmol	HPLC	Dried	Standard	No

Request Cancellation of selected Oligos

[Back to Order History](#)

Keep in mind

From order to actual production is a very short time, otherwise we couldn't offer you this fast turnaround times. If your oligo(s) are not yet in synthesis we will cancel your order. Oligo(s) that are already being synthesized can't be cancelled. You will be notified by email about your request.

Choose either certain or all oligonucleotides of the order.

By clicking on [Request Cancellation of selected Oligos](#) you will automatically send a request to cancel the order of all selected oligonucleotides.

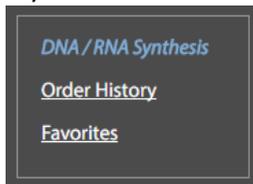
A pop-up window will confirm you that your request has been sent.

Our production will check the status of each oligonucleotide and if possible will cancel the order.

You will receive an email from us telling you if the oligonucleotides have been canceled or not.

8 Favorites

If you have certain oligonucleotides that you are going to reorder in the future you can add them to your Favorites list.



Go to your favorites list by clicking on [Favorites](#) in the header of the page

Oligo | Favorites | DNA ▾ Select the oligonucleotide type

<input type="checkbox"/>	Oligo Name	DNA Sequence (5'-3')	Modifications	Scale	Purification	Physical Condition	CoA	Aliquots	
<input type="checkbox"/>	aaaaa	[Amino]AAA AAA AAA AAA AAA AAA AAA AAA	Modification at 5' Amino	Genomics	Desalted	Dried	Standard Datasheet only	No	Edit Delete
<input type="checkbox"/>	aaaaaaa	AAA AAA AAA AAA AAA AAA AAA		Genomics	Desalted	Dried	Standard Datasheet only	No	Edit Delete
<input type="checkbox"/>	test2	AGA TCA TGA TCA TKM R		0.2 µmol	Desalted	Dried	Standard Datasheet only	No	Edit Delete

Add selected Oligos to Cart

Go to Cart

Cancel

The oligonucleotides are sorted according to the nucleotide type. Select the oligonucleotide type you are looking for.

You can select certain oligonucleotides or all by selecting the box in the blue header row.

After selecting the oligonucleotide(s) you can add them directly to your cart by clicking on [Add selected Oligos to Cart](#).

Go directly to your cart by clicking on [Go to Cart](#).

Important Remark: It is not possible to put different types of oligonucleotides into the same order (e.g. DNA and RNA).

9 Registration

To register on our webshop click on [Registration](#) in the header of the page.



A horizontal navigation bar with a black background. It contains five elements from left to right: a white input field labeled 'Username', a white input field labeled 'Password', a grey button labeled 'Login', a red button labeled 'Registration', and a white link labeled 'Forgot Password?'.

The customer registration will open.

Customer Registration

Username & Password

Username: *	<input type="text" value="Min. 2 characters"/>
Password: *	<input type="password" value="*****"/>
Confirm Password: *	<input type="password" value="*****"/>

Address

All information marked with a red asterisk (*) needs to be filled out.
If your delivery address and invoice address are different please check the corresponding box.

Billing Address

Delivery Address and Invoice Address are different

A second set of address fields will open up.
Click on [Register](#) when all information is correctly filled in.
You will receive a confirmation email from us when you have successfully registered.