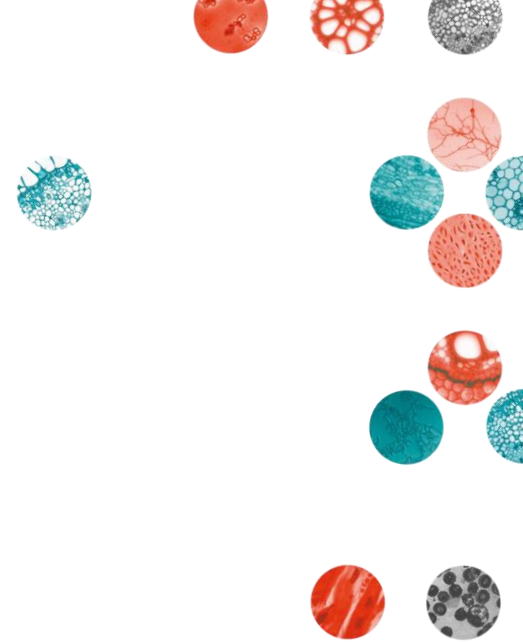
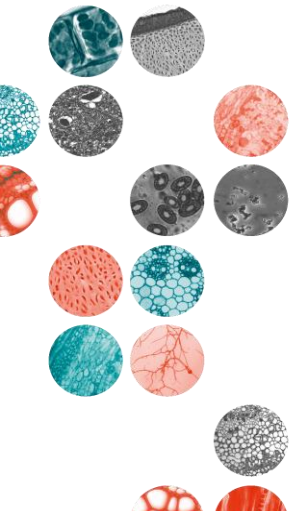
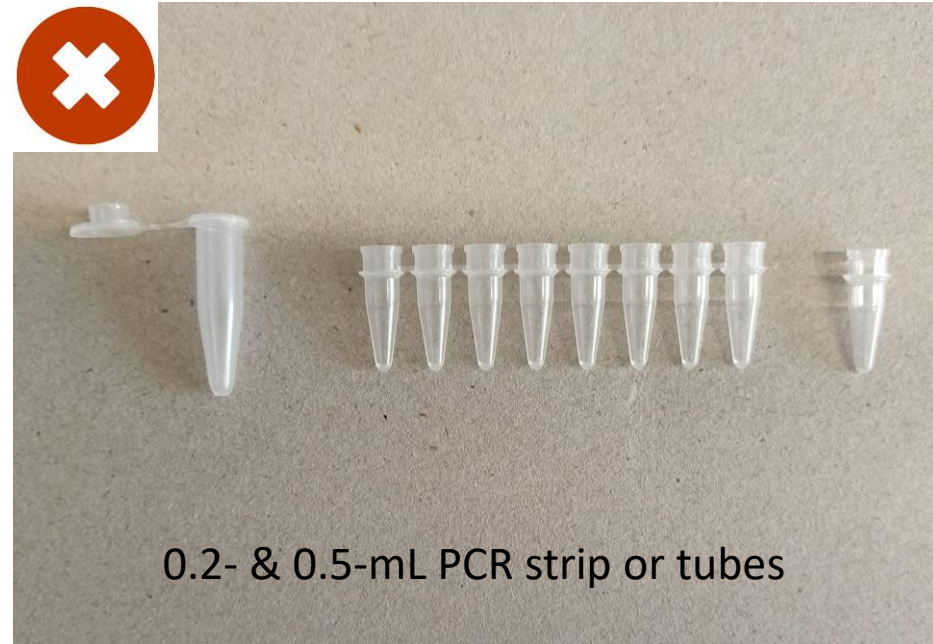




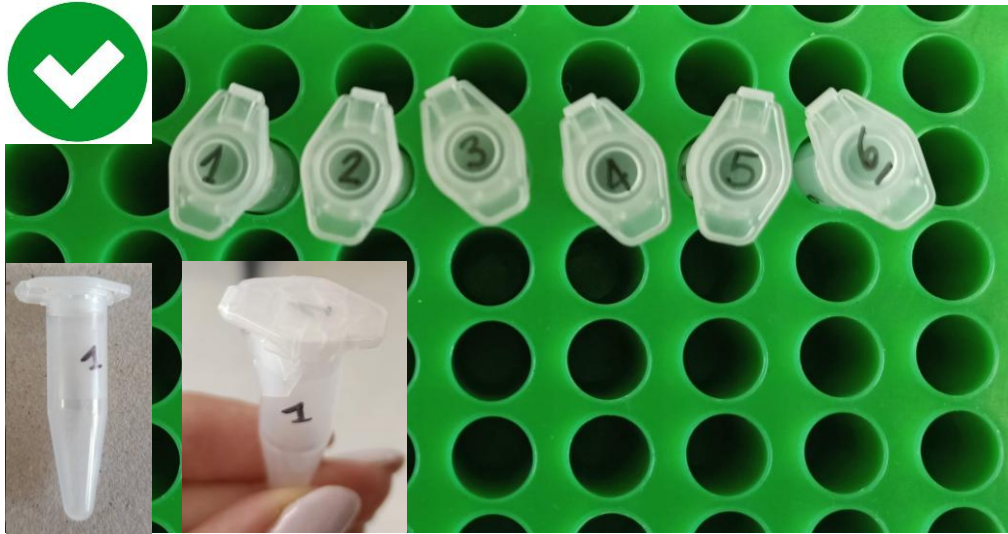
GUIDANCE ON SAMPLES SHIPMENT



Projects with fewer than 24 samples



Projects with fewer than 24 samples



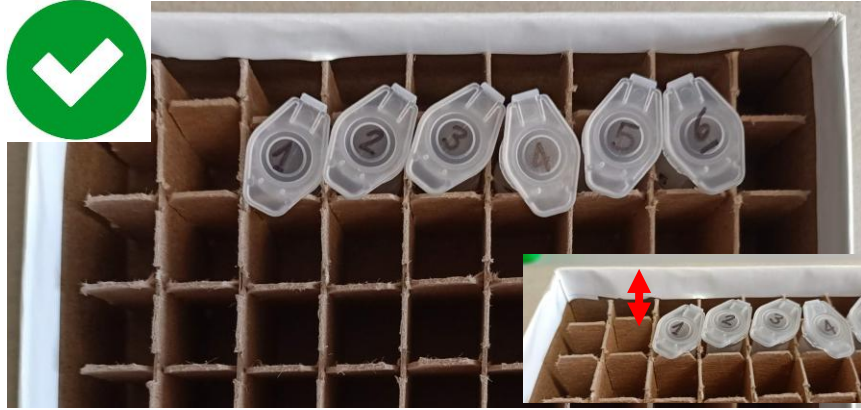
- Label tubes simply with progressive numbers using a waterproof marker pen
- Pay attention that the tube is perfectly closed (i.e., safe-lock lids, parafilm)



- Avoid hardly visible marker pen (better black and blue, rather than orange or pink)
- Avoid extra information in the label (e.g., sample name, date, extraction kit)

Projects with fewer than 24 samples

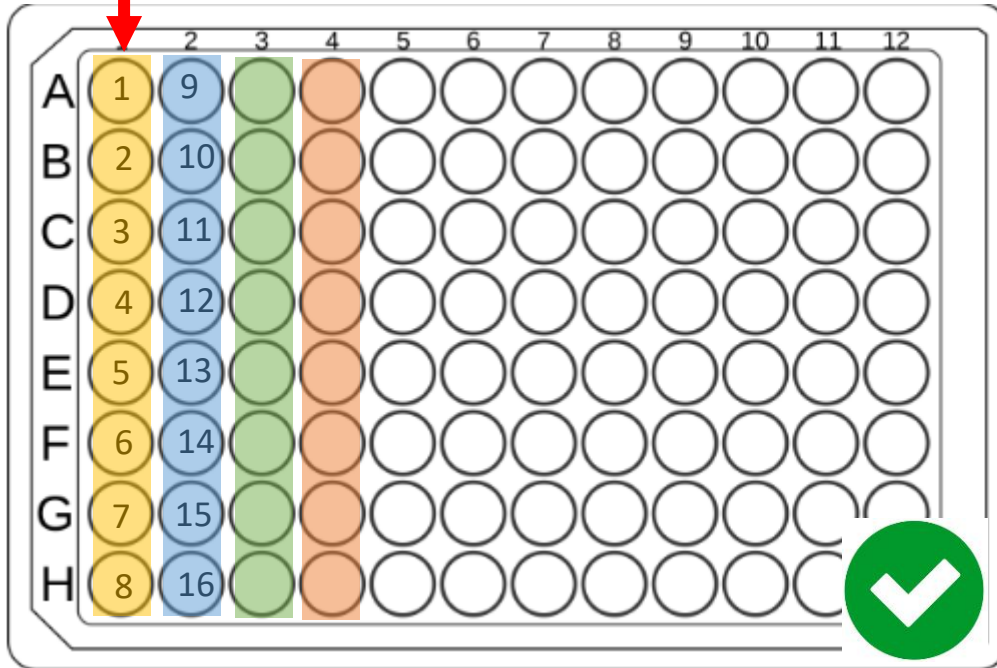
Protection from damage by use of right size boxes, bubble wrap or similar.



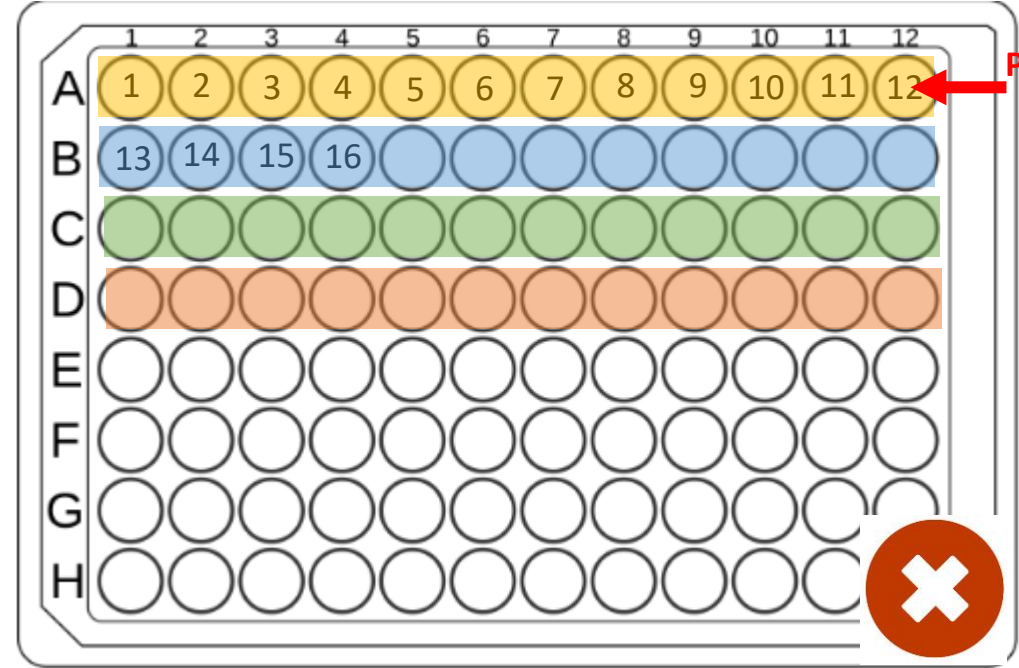
Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**

**PER-COLUMN
ORDER**

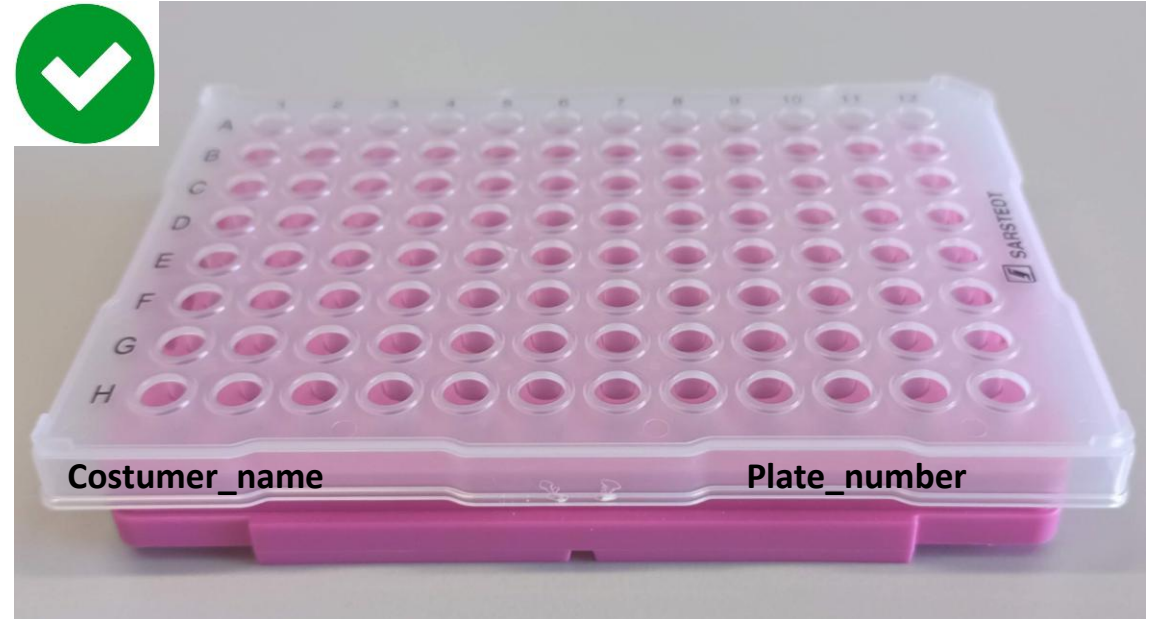
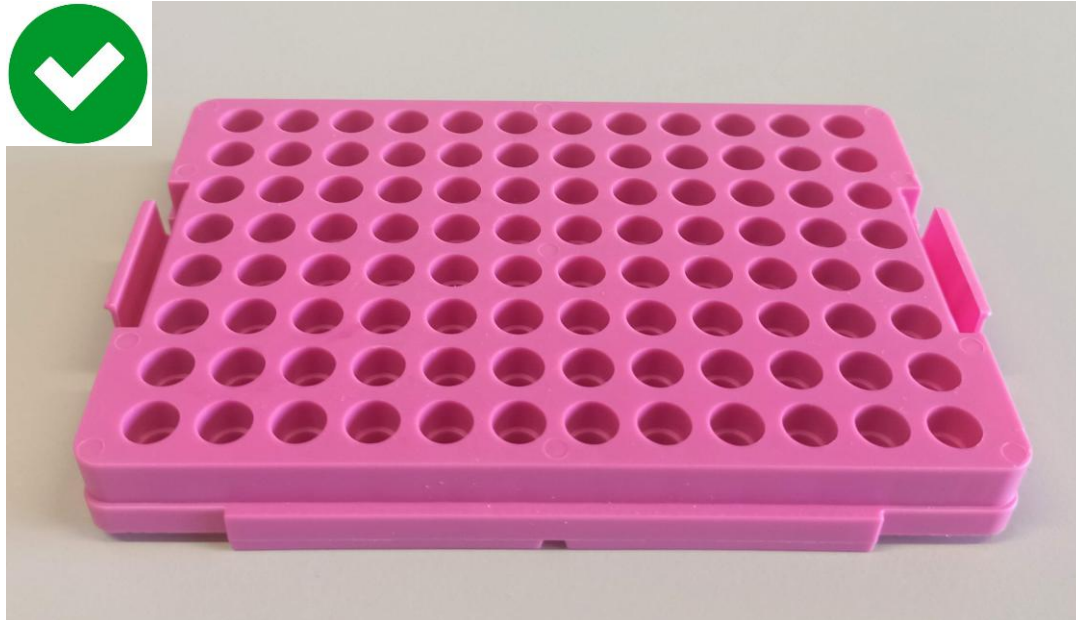


**PER-ROW
ORDER**



Projects with more than 24 samples

Please place the plate in the insert from a tip box to prevent disruption and/or distortion

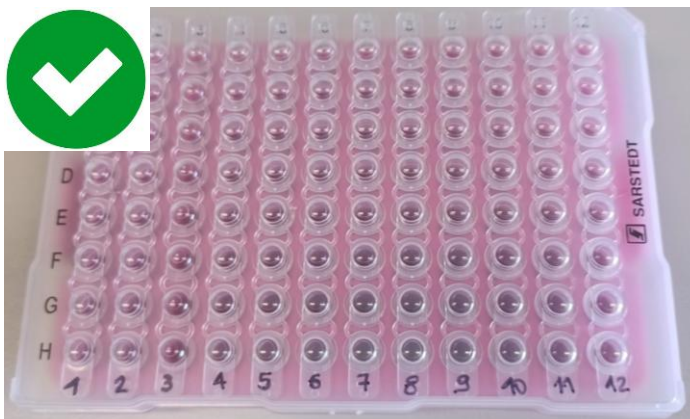


Projects with more than 24 samples

Please submit your samples in a **well-sealed and labelled 96-well plate**



PCR Plate Sealing Mat



PCR strip caps, closing perfectly each well.
Protect your plate wrapping it in **parafilm**

WITHOUT HEATSEALER



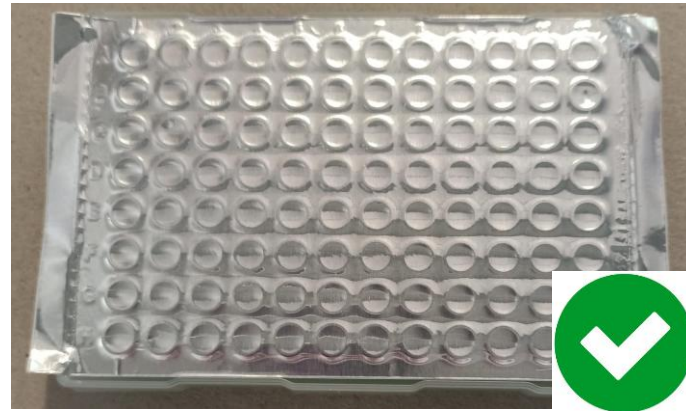
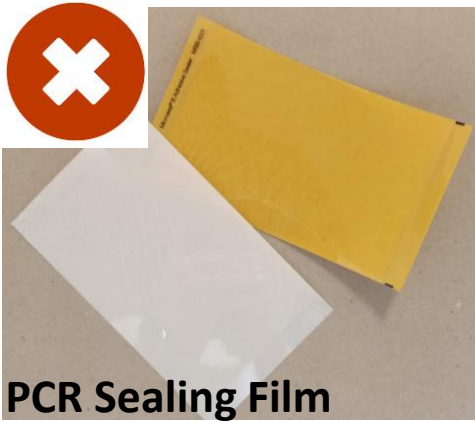
PCR Sealing Film



Aluminum Foil

Projects with more than 24 samples

In absence of a heatsealer, ensure the seal is completely attached along the four sides and around each well to prevent contamination of and between samples as well as evaporation.



Sample Spreadsheet preparation

Fill-in all the contact information
In particular the quotation number

| | |
|---|---------------------------|
| Quote* | PLEASE INSERT - MANDATORY |
| Reference Person* | PLEASE INSERT - MANDATORY |
| Contact Person* | PLEASE INSERT - MANDATORY |
| Contact e-mail* (recipient of work in progress reports) | PLEASE INSERT - MANDATORY |
| University/Department | PLEASE INSERT |
| Company/Institute | PLEASE INSERT |
| Telephone | PLEASE INSERT |



| Samples definition | | | | | | | | | | | | | Bioinformatics & Computational Analysis | | | |
|--|-------------------------------------|--------------------|-------------------------------------|--------------|------------------------------------|---------------|--------------------------|-------------|-----------|-----------|---------------|-----------------------------------|---|-----------|---------------------------|---|
| <p>Human-derived samples must be anonymized. Do not provide sensitive data.</p> <p>For samples storage and return policies, please refer to our Terms and Conditions. https://igatechnology.com/igatech/documents/</p> <p>Please do not paste sample names with space or special characters, use max 12 characters</p> <p>* mandatory field - DO NOT USE SPECIAL CHARACTERS ** mandatory for multi-plates ONLY</p> | | | | | | | | | | | | | <p>Meta data fields for comparison/statistical experiments -- categorical data.</p> <p>Mostly required for Metagenomics, RNA-Seq, ChIP-Seq STANDARD ANALYSIS. Please inquire in case of other applications.</p> | | | |
| Do not use this column | Customer label* (max 12 characters) | Plate identifier** | Well position** in per-column order | Sample type* | SPECIES (<i>latin binomial</i>)* | VOLUME (ul) * | CONCENTRATIO N (ng/ul) * | AMOUNT (ug) | A260 A280 | A260 A230 | R.I.N. D.I.N. | Storage Buffer or Extraction kit* | Do not use this column | Condition | Experimental plan details | |
| do not compile Progressive | | | | | | | | | | | | | IDXXXX | | Pairwise Comparison | |
| 1 | Sample1 | P1 | A01 | RNA | Homo sapiens | 20 | 50 | 1.00 | | | | Tris-Hcl | IDXXXX_1-Sample1-P1-A01 | Group1 | Group1_vs_Group2 | PLEASE PROVIDE ANY DETAIL RELEVANT FOR THE ANALYSIS |
| 2 | Sample2 | P1 | B01 | RNA | Homo sapiens | 20 | 50 | 1.00 | | | | Tris-Hcl | IDXXXX_2-Sample2-P1-B01 | | Group1_vs_Group3 | |
| 3 | Sample3 | P1 | C01 | RNA | Homo sapiens | 20 | 50 | 1.00 | | | | Tris-Hcl | IDXXXX_3-Sample3-P1-C01 | | Group2_vs_Group3 | |
| 4 | Sample4 | P1 | D01 | RNA | Homo sapiens | 20 | 50 | 1.00 | | | | Tris-Hcl | IDXXXX_4-Sample4-P1-D01 | Group2 | | |
| 5 | Sample5 | P1 | E01 | RNA | Homo sapiens | 20 | 50 | 1.00 | | | | Tris-Hcl | IDXXXX_5-Sample5-P1-E01 | | | |
| 6 | Sample6 | P1 | F01 | RNA | Homo sapiens | 20 | 50 | 1.00 | | | | Tris-Hcl | IDXXXX_6-Sample6-P1-F01 | | | |
| 7 | | | | | | | | 0.00 | | | | | IDXXXX_7- | Group3 | | |
| 8 | | | | | | | | 0.00 | | | | | IDXXXX_8- | | | |
| 9 | | | | | | | | 0.00 | | | | | IDXXXX_9- | | | |

Avoid spaces and special characters in the sample name: only use numbers and letter separated by dash "-"

Box preparation guidelines

Prevent damage of individual wells by use of protective wrapping and place the plate in a bag within box. Ensure that sample tubes and plates are protected from damage by use of bubble wrap or similar.



Box preparation guidelines

Specific precautions for **RNA samples**

Send RNA samples in **dry-ice** or **lyophilized** with GenTegraRNA or GENEWIZ RNA Stabilization Tubes.



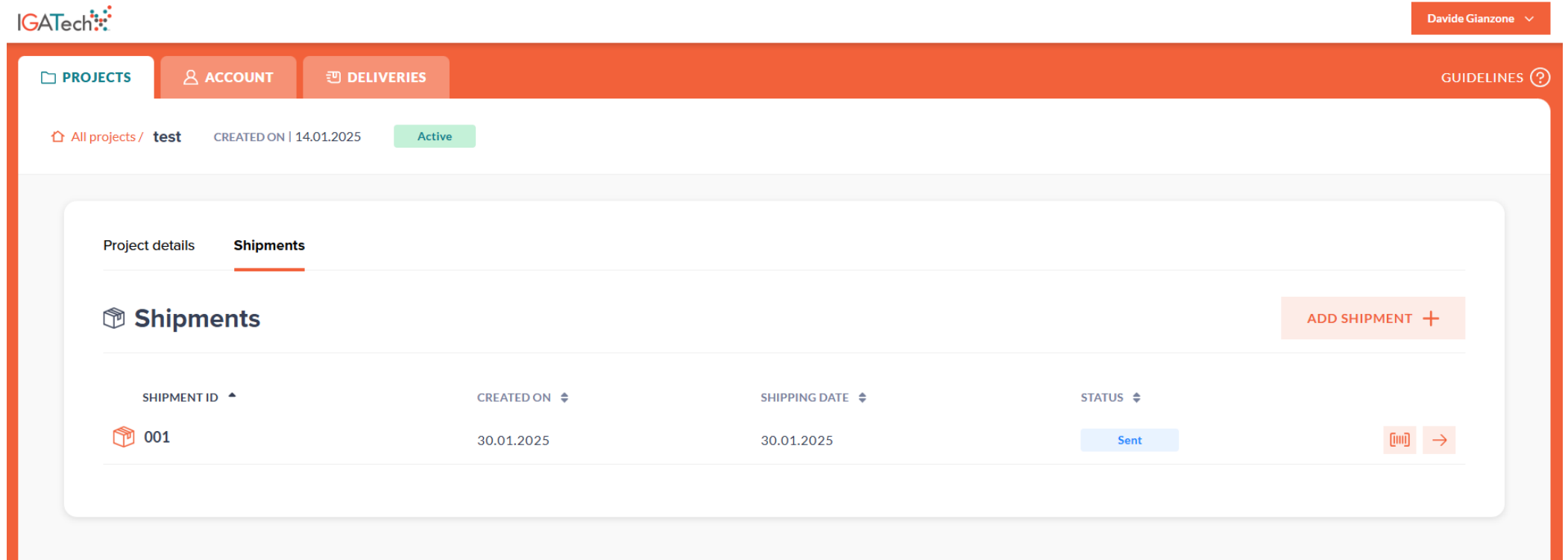
Include plenty of dry ice in the box to avoid complete evaporation



Box preparation guidelines

Access your project on the **CUSTOMER PORTAL** (<https://customer-portal.igatechnology.com/>):

1. **Add a Shipment** (with carrier and tentative date where possible).
2. **Attach Sample Spreadsheet.**
3. **Print the shipment barcode**



The screenshot displays the IGATech Customer Portal interface. At the top left is the IGATech logo. The top right shows the user name 'Davide Gianzone' with a dropdown arrow. Below the logo is a navigation bar with 'PROJECTS', 'ACCOUNT', and 'DELIVERIES' tabs. The 'PROJECTS' tab is active, showing a breadcrumb 'All projects / test' and a 'CREATED ON | 14.01.2025' label with an 'Active' status tag. A 'GUIDELINES' link with a question mark icon is in the top right. The main content area has two tabs: 'Project details' and 'Shipments', with 'Shipments' selected. Below the tabs is a 'Shipments' section header with an 'ADD SHIPMENT +' button. A table lists one shipment with columns for SHIPMENT ID, CREATED ON, SHIPPING DATE, and STATUS. The shipment ID is '001', created on '30.01.2025', shipping date '30.01.2025', and status 'Sent'. There are icons for printing and navigation at the end of the row.

| SHIPMENT ID | CREATED ON | SHIPPING DATE | STATUS |
|-------------|------------|---------------|--------|
| 001 | 30.01.2025 | 30.01.2025 | Sent |

Box preparation guidelines

The item inside the box must be securely in place and not roll around.

Enclose the **Shipment Barcode** generated on the **CUSTOMER PORTAL** and close your box. Ready to go!





Shipping address:

IGA Technology Services srl
c/o Parco Scientifico e Tecnologico Luigi Danieli
via Jacopo Linussio 51
33100 Udine
ITALY

