



## Welcome to Sigma-Genosys Online Ordering and OligoTrack™ Tutorial

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### Login and Registration

You require a 10-digit customer number and a 4-digit PIN (personal identification number) to enter the ordering site. If you are not an existing customer of Sigma-Genosys please fill out the online registration form.

First time user? Register for online ordering: 

You should receive a customer number and PIN from us within one working day. If you do not receive a reply within this time please contact the sales support department at telephone number +44 (0) 1223 839 000, or e-mail [info@sigma-genosys.co.uk](mailto:info@sigma-genosys.co.uk).

If you have used the previous Sigma-Genosys web-ordering site you may already have your personal customer number and PIN. The customer number should always start with "55". If your customer number does not start with "55" please contact the sales support department for your new customer number and PIN at telephone number +44 (0) 1223 839 000, or e-mail [info@sigma-genosys.co.uk](mailto:info@sigma-genosys.co.uk); please quote your Sigma-Genosys account number and/or your delivery and invoice address details.

### Online Ordering Homepage

Your personal Homepage allows you to view the status of previous orders. Orders for the past week are displayed automatically. You can select specific dates to see other orders by clicking on

View More:

Or click to start ordering oligos.

Order Oligos:

### Ordering Standard Oligos

Oligos - DNA backbone, modified & unmodified enter individual sequences:

- Oligo Name: 35 characters will fit on the oligo tube label.
- Scale of Synthesis: select from the drop-down menu.  
*Oligos ordered at the 0.025 umol scale (also known as 3 OD Select, or 0.03 umol) must be between 12 and 35 bases in length, unmodified, with no redundancies or degenerate bases, and are desalted (other purification is not available for this scale).*
- 5' Modification: use the drop-down menu to select your 5' modification of choice. If you cannot find the modification you require enter [Special] and write a description of the required modification in the Notes/Special Instructions field at the bottom of the page.
- Bases: click on A, C, T or G to enter your sequence (to use this feature Java Script must be enabled), or type in manually in upper case letters.
- Internal Modifications: To add an internal modification place your cursor at the position in the sequence that you want to add the modification, then click on the relevant modification below the sequence entry box. Alternatively type in the code for the modification manually.
- 3' Modification: use the drop-down menu to select your 3' modification of choice. If you cannot find the modification you require enter [Special] and write a description of the required modification in the Notes/Special Instructions field at the bottom of the page.
- Purification: select from the drop-down menu. Some purifications are not allowed with certain modifications, e.g.  
*Oligos with 5' phosphorylation may be desalt or PAGE purification only*
- Notes/Special Instructions: if you have selected [Special] as your 5', 3' or internal modification enter the description of the modification required in this Notes box.

Calculate Price: 

A summary of your oligo details will appear with a price. Further details about your oligo sequence are shown below the price. In some cases your price may not be indicated. POA = Price On Application. Please contact your local Sigma-Aldrich office for the price of this item, or e-mail [info@sigma-genosys.co.uk](mailto:info@sigma-genosys.co.uk).

### Ordering Other Types of Oligo

#### Dual labelled fluorogenic probe:

Enter the oligo name, scale of synthesis and sequence using the same method as for standard oligos. Note that the range of modifications you may select is limited to those available for Dual Labeled Fluorogenic Probes and there is a sequence limit of 35 bases. The price per probe includes up to 35 bases, 5' and 3' dye labels and two-step HPLC purification.

#### Molecular Beacon:

Enter the oligo name, scale of synthesis and sequence using the same method as for standard oligos. Note that the range of modifications you may select is limited to those available for Molecular Beacon oligos and there is a sequence limit of 40 bases. The price per probe includes up to 40 bases, 5' and 3' dye labels and two-step HPLC purification.

#### Phosphorothioate (S-Oligo):

Enter the oligo name and scale of synthesis using the same method as for standard oligos. Phosphorothioate bases should be written in lower case. To order an oligo with a mixture of standard (phosphodiester) and phosphorothioate bases write the standard bases in upper case letters and the phosphorothioate bases in lower case letters. In the following example, gtagTTTCGAGATGAcgat, the first four and last four base linkages are phosphorothioate, and the middle 11 bases are standard phosphodiester bases.

### Bulk Upload of Sequences

#### Oligos - paste multiple sequences:

Several hundred oligos may be loaded at once using this feature. Your sequence file may be prepared in any format as long as the oligo details are separated by TAB, e.g. excel spreadsheet, text or Word document, or other. Start each new oligo on a separate row using the following format:

oligo name[TAB]oligo sequence[TAB] scale of synthesis[TAB]purification[TAB]notes

#### ***Oligo Sequence***

Write standard DNA phosphodiester bases in upper case. This feature may not be used for bulk upload of phosphorothioate (S-Oligo) sequences. Do not leave spaces between bases or between base triplets. Add the correct modification code to the sequence (see below for codes).

### ***Scales of synthesis***

See the table below for the code corresponding to the scale of synthesis required. The scale of synthesis refers of the amount of starting material and not the final yield. For guaranteed minimum yields please refer to Appendix 1.

Scale of Synthesis	Code
0.025 $\mu\text{mol}$ (3 OD Select scale)	0.025
0.05 $\mu\text{mol}$	0.05
0.2 $\mu\text{mol}$	0.2
1.0 $\mu\text{mol}$	1.0
10.0 $\mu\text{mol}$	10.0
15.0 $\mu\text{mol}$	15.0

### ***Purification Method***

See the table below for the code corresponding to the purification required.

Purification Method	Code
Desalt (standard for all oligos, no extra charge)	DST
Reverse Phase Cartridge	RP1
HPLC	HPLC
PAGE	PAGE

Reverse Phase Cartridge purification will typically produce between 80-95% purity, HPLC 90-97% purity and PAGE up to 95-99% purity. HPLC and Reverse Phase Cartridge purification are not recommended for oligonucleotides longer than 50 bases. Purification requirements can be application dependent. Please refer to the "Oligonucleotide Purification" tech sheet EFN for more information.

### ***Oligo Modifications***

The following table shows the codes corresponding to the most frequently ordered modifications. The relevant code(s) should be placed at the position in the sequence that the modification is required. See Appendix 2 for a comprehensive list of oligo modification codes. There are a few rules to follow regarding purifications for some modifications:

5' Phosphorylation	Desalt (DST) and PAGE only
Digoxygenin	HPLC only
ROX	HPLC only
TAMRA	HPLC only
Texas Red	HPLC only

Most Frequently Ordered Modifications	Code
5' C6 Amine MMT (standard)	2
5' Amine C12	[AC12]
3' Amine C7 (standard)	[3AC7]
5' Thiol C6 S-S	4
3' Thiol C3 S-S	4
Biotin (5', 3', internal)	7
Fluorescein (5', 3', internal)	F
5' Cy5	?
5' CY3	&
Phosphorylation (5', 3', internal)	3
5' 6-FAM	6
5' HEX	8
5' TET	9
Digoxygenin	5
TAMRA	0
Inosine	I
Uracil	U
Dabcyl	[Dabc]
A+G	R
C+T	Y
A+C	M
G+T	K
G+C	S
A+T	W
A+T+C	H
G+T+C	B
G+A+T	D
A+G+C+T	N
G+A+C	V

***Oligo Notes***

If you have requested [Special] as your 5', 3' or internal modification write a description of the modification in the Oligo Notes section.

If you require your oligos to be supplied in solution in 96-well or 384-well plates or in solution in tubes write [ALIUOT] in the notes section. Please contact us in advance of ordering to discuss the format for your aliquot order as extra charges may apply. Standard orders are supplied dry in screw-cap tubes.

**Validating Your Order**

Once you have uploaded your sequences or added them individually you will be shown the oligo price according to the price arrangement you have with Sigma-Genosys. Next chose one of the following:

Proceed / Add To Cart: 

Decline / Modify Oligo: 

Each time you add an oligo to your shopping cart you will have the opportunity to review all oligos in the order and remove or modify them, checkout (finish your order), order another oligo or empty the cart (delete the order).

### Checkout

Check and confirm your Shipping Details  
Check and confirm your Billing Details  
Enter your Purchase Order number  
Select your VAT status (UK customers only)  
Click “Complete Order”

The shipping and billing details may not be edited directly at this point.

### ***Changing your shipping & billing details***

If you wish to make a change to your shipping or billing details you should not send your order. Click on Edit Address Details or logout of the oligo ordering site using the drop-down menu in the top right corner of the screen and proceed to the registration form. Your order will be saved in the shopping cart until the next time you login. Submit the registration form with your new contact details. You will receive an e-mail from Sigma-Genosys to confirm that your details have been changed with a new customer number and PIN if necessary. Login to oligo ordering again and go to your shopping cart using the drop-down menu in the top right corner of the screen. Complete the order as described above in the Checkout section. If we have had to allocate you a new customer number and PIN (because your account details have changed completely) your shopping basket will be empty on login and you will need to enter your order again.

### **Purchase Order number**

Many institutes require the researcher to obtain a purchase order number for each order. This number should be entered here. If an official purchase order is not required please enter your own order reference in this box. This box must be completed before you can send your order.

### **Order Notes**

Enter any special quotation reference number in this box.

### **Empty Cart on Completion**

The default setting is to empty your shopping cart once you have sent your order. This means that none of the oligos you ordered will be retained in the cart. If you wish to retain the oligos you should “un-check” the box. Next time you log in your previous order will be saved in the cart. This allows you to go straight to checkout and to order exactly the same oligo(s) again if you wish.

## **VAT Status**

- VAT (Sales Tax) Status:**
- VAT Paid - UK Customers Only
  - VAT Exempt - UK Customers Only
  - Other EU Country
  - Non EU Country

### **UK Customers:**

You must state whether your order is VAT paid or VAT exempt.

If you state that this order is VAT exempt you must supply an exemption certificate, either by fax or mail, quoting your purchase order number in order to comply with VAT regulations. Alternatively you may supply us with a certificate to cover all orders for a specified date, i.e. one year. You must still indicate that each order is VAT exempt when you order using the web site. The order receipt sent by e-mail has a standard message to this effect. You may ignore the message if you have already supplied us with a certificate to cover the order.

### **Non-UK customers:**

You must indicate whether you are in an EU country or not. No other information is required.

**Complete Order:** 

Your order has been sent to Sigma-Genosys Ltd, UK. You will receive an e-mail receipt within one hour. If you do not receive this message please contact us on +44 (0) 1223 839000, or e-mail <info@sigma-genosys.co.uk>.

Once your order has been confirmed and sent to production you should receive a second e-mail. If you have not received this e-mail within one working day please contact us.

A third e-mail will be sent when your order has shipped.

Appendix One**Guaranteed Minimum Yields\***

<b>For Unmodified Oligos*</b>				
Scale ( $\mu\text{mol}$ )	Desalted (O.D./ $\mu\text{g}$ )	Rev. Phase Cartridge (O.D./ $\mu\text{g}$ )	HPLC (O.D./ $\mu\text{g}$ )	PAGE (O.D./ $\mu\text{g}$ )
3 O.D. Select	3/90	–	–	–
0.05	5/150	1/30	1/30	0.5/15
0.2	12/360	3/90	2.5/75	1/30
1.0	40/1200	12/360	13/390	5/150
10.0	400/12000	–	130/3900	–
Larger	Enquire	–	Enquire	–
<b>For Modified Oligos*</b>				
0.05	2/60	0.4/12	0.4/12	0.2/6
0.2	5/150	1/30	1/30	0.4/12
1	16/480	5/150	5/150	2/60

\*Guarantee is for 20mers or longer; shorter oligomers will have proportionally fewer O.D.s. Minimum yields for S-oligos are 70% of the minimum guaranteed yield. For modified oligos, yield is based on a single modification.

Appendix Two

Ordering codes for oligo modifications:

Modification	Code
2' 3' – dideoxy A	[23dA]
2' 3' – dideoxy C	[23dC]
2' 6' – diaminopurine	[26AP]
2-Aminopurine	=
3 Propyne dC S-oligo	[3PCS]
3 Propyne dU S-oligo	[3PUS]
3' 5Methyl dC	O
3' 5-Nitroindole	[NITI]
3' Amine C3	#
3' Amine C7	[3AC7]
3' Biotin	7
3' Cholesteryl-TEG	[3CHO]
3' Dabcyl	[Dabc]
3' deoxy A	[3d_A]
3' deoxy C	[3d_C]
3' deoxy G	[3d_G]
3' deoxy T	[3d_T]
3' dK (derivative K)	[DerK]



3' dK (derivative P)	[DerP]
3' Fluorescein	F
3' Glyceryl	[Glyc]
3' Nitropyrrole (Universal Base)	[3NIP]
3' Phosphorylation	3
3' Propyne dC	[3PRC]
3' Propyne dU	[3PRU]
3' Spacer C3	[3SP3]
3' Thiol C3 S-S	4
4-Methylindole	[4MeI]
5 6 dihydro-dT	[56DT]
5 6 dihydro-dU	[56DU]
5 Bromo dC	P
5 Bromo dU	Q
5 Fluoro dC (TMP F-dU)	[5FDC]
5 Fluoro dU	^
5 Methyl dC	O
5 PHOS II	[PHII]
5' Amine C12	[AC12]
5' Amine C3	#
5' Amine C6 MMT	2
5' Amine C6 TFA	\$
5' Biotin	7
5' Biotin TEG	!
5' Fluorescein	F
5' Phos	3
5-hydroxy dC	[5HdC]
5-hydroxy dU	[5HdU]
5-Iodo-dC	[5IdC]
5-Iodo-dU	[5IdU]
5-Nitroindole	[NITI]
6-ROX	[6ROX]
7-Deaza-dA	[DEZA]
7-Deaza-dG	[DEZG]
8-Br-dA	[8BRA]
8-Br-dG	[8BRG]
8-Oxo-dA	[OXOA]
8-Oxo-dG	[OXOG]
Acridine	[ACRI]
Acrydite	[ACRT]
Alk Phos	Z
Amino C2 dT	<
Amino C6 dT	[AC6T]
Biotin (internal)	7
Biotin dT	@

Bodipy	%
Carboxy dT	[CBdT]
Carboxy-Rhodamine 6G	[CR6G]
Cholesteryl-TEG	[CHOL]
CY3	&
CY5	?
dA 5' (flipped base)	[dA5F]
Dabcyl	[Dabc]
dC 5' (flipped base)	[dC5F]
dG 5' (flipped base)	[dG5f]
Digoxigenin	5
dK (derivative K)	[DerK]
DNP (dinitrophenyl)	[DNPh]
Doping C+I	X
dP (derivative P)	[DerP]
dSpacer	[DSPC]
dT 5' (flipped base)	[dT5F]
Eosin	[EOSN]
Etheno dA	[EtdA]
FAM	6
Fluorescein (internal)	F
HEX	8
Inosine	I
IRD700 (LICOR)	[IRD7]
IRD800 (LICOR)	[IRD8]
Iso-dG	[ISOG]
JOE	[JOEE]
N6-Me-dA	[N6MA]
Nitropyrrole (Universal Base)	[NITP]
O4-Me-dT	[O4MT]
O6-Me-dG	L
Oregon Green 488	[OG88]
Oregon Green 514	[ORGR]
Propyne dC	[PROC]
Propyne dC S-oligo	[PRCS]
Propyne dU	[PROU]
Propyne dU S-oligo	[PRCU]
Psoralen C2	[PSC2]
Psoralen C6	[PSC6]
Rhodamine	E
ROX	1
Spacer 18	[SP18]
Spacer 3	[SPC3]
Spacer 9	[SPC9]
TAMRA	0

TET	9
Texas Red	J
Thio dT	[ThdT]
Thiol C6 S-S	4
Uracil	U
Other Modification	[Special]

Sigma-Genosys will consider making an oligo with any other modification if Glen Research supplies it. Go to the Glen Research web site or catalogue and then contact our technical support team with your requirement.

Glen Research web site: [www.glenres.com](http://www.glenres.com)

Sigma-Genosys technical support: [tech-support@sigma-genosys.co.uk](mailto:tech-support@sigma-genosys.co.uk)

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