

SENDING SAMPLES FOR SEQUENCING

STEP 1 – DOCUMENTS

You will need the following documents to send the shipment:

SEQme ORDER CONFIRMATION

You have ordered our sequencing services. An Order Confirmation was automatically issued to you after ordering. This document is always available at [this address](#) and has also been sent to you by email.

Print:

- 1× SEQme Order confirmation

TNT SHIPPING DOCUMENTS

You will receive an email with documents from TNT, which will then come for your samples

Print:

- 1× Routing label
- 2× Shipment confirmation (manifests)

Insert the routing label into the transparent foil (packaging pockets, transparent plates, etc.). The label should be protected from moisture or damage.

Notice:

If you do not receive an email from TNT no later than one day before the scheduled pick-up, please check the Spam folder or contact our office at office@seqme.eu (no later than one day before the scheduled pick-up)!

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STEP 2 – PACKAGING OF THE SHIPMENT

WITHOUT DRY ICE

1. Pack the samples (tubes or plates) and the SEQme Order confirmation, for example, in a bubble wrap or at least a plastic bag.
2. Insert **freezing / cooling pads and samples** into the polystyrene box.
3. Fix the contents of the box with, for example, air fillers, paper, etc. to prevent it from moving. Freezing / cooling pads can crush the tubes!
4. Close the box with the lid and cover it with adhesive tape. We recommend sticking the tape both vertically and horizontally in a place where there is a visible gap between the lid and the box.
5. Stick the shipping label, placed in a transparent foil, on the box. It is important that the entire shipping label, including the barcode, is visible.

ON DRY ICE

CAUTION: Dry ice is a dangerous good. The shipment with dry ice must be marked correctly. The sender (= you) is responsible for the marking! If you do not mark the shipment according to the instructions below, it is possible that the carrier will refuse to accept it or return it to you!

1. Pack the samples (tubes or plates) and the SEQme Order confirmation, for example, in a bubble wrap or at least a plastic bag.
2. Insert dry ice and samples into the polystyrene box.
3. Optional: Depending on the volume of dry ice, fix the contents of the box with, for example, air fillers, paper, etc. to prevent it from moving.
4. Close the box with the lid and cover it with adhesive tape. Do not stick the tape where the lid ends so that the box can "breathe" a little.
5. Stick the shipping label, placed in a transparent foil, on the box. It is important that the entire shipping label, including the barcode, is visible.
6. Label the box with the Class 9 Dangerous Goods (UN1845) sticker. A sample sticker is shown below. The box must also be marked with orientation arrows on two opposite sides.

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STEP 3 – HANDING OVER OF THE SHIPMENT TO THE COURIER

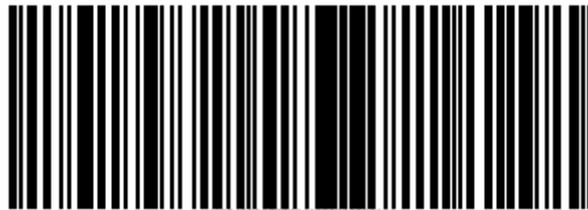
Please give the shipment itself and the Shipment confirmations (manifests) to the courier. He will confirm one copy and you will keep it as proof of handover, the other copy goes with the shipment.

The weight of the shipment should not exceed 5 kg.
We recommend a box with maximum dimensions of approx. 35 × 35 × 35 cm.

Pack the shipment and prepare the documents before the TNT courier arrives!

TNT Routing label – example. You will receive your routing label by email.

		DOM/ROAD		C	1
Con No. 108605558			Service Express Options		
Piece 1 of 1		Weight 3.00kg			
Customer Reference test			Origin PRG Pickup Date 02 Nov 2021		
S/R Account No 000108102					
Sender SEQme s.r.o. U Slovanky 2067 naproti domu č.p. 917 Dobris 26301 CZ			Routing		
Receiver Kamila Holá +420721759207 SEQme s.r.o. U Slovanky 2067 naproti domu č.p. 917 Dobris 26301 CZ			Sort		
Postcode / Cluster Code		50		Dest Depot PRG 3	
Delivery instructions: novostavba					



TNT Shipment confirmation (manifests) - example.
 You will receive your manifests by email

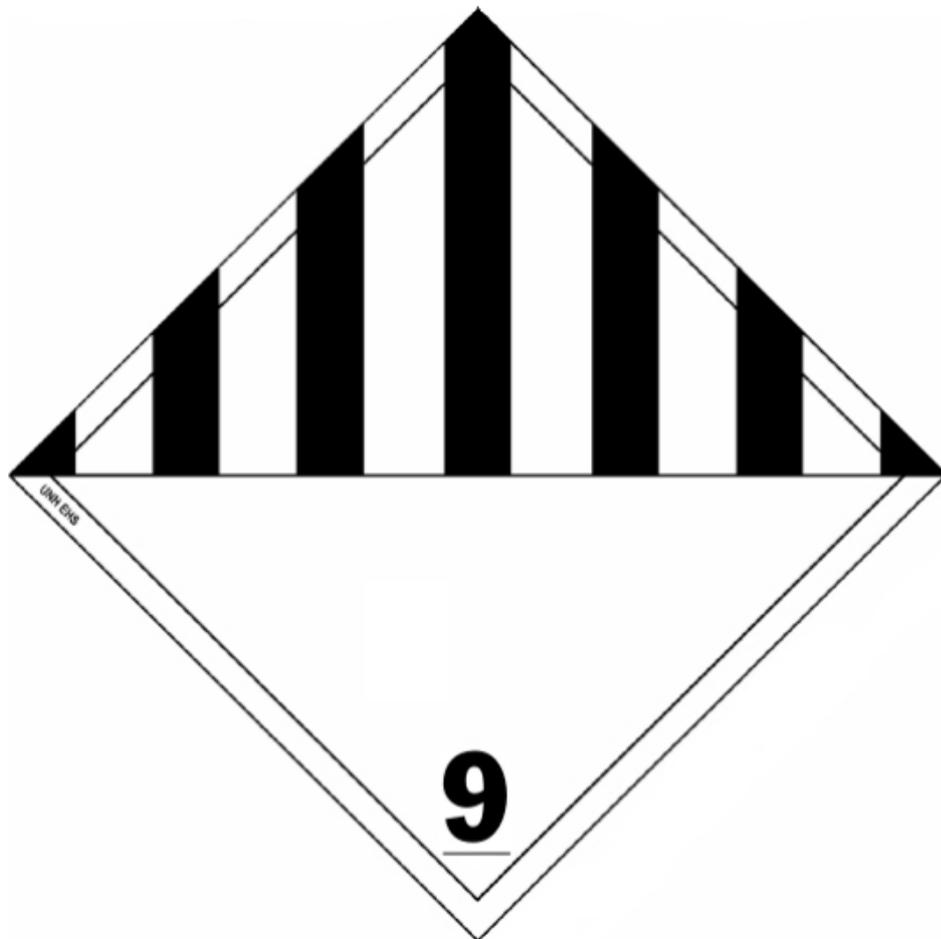
DETAILED MANIFEST RECEIVER PAYS Pickup Id: Web Channel Printed on: 01 Nov 2021 Shipment Date: 02 Nov 2021		  * 1 0 8 6 0 5 5 5 8 *	
Service D (15N) Express Options	NON DANGEROUS GOODS		
Special Instructions novostarba	Shipment reference test		
Sender SEQme s.r.o. U Slovanky 2067 Dobris 26301 CZECH REPUBLIC Contact: Kamila Holá Tel: +420721759207	Receiver SEQme s.r.o. U Slovanky 2067 Dobris 26301 CZECH REPUBLIC Contact: Kamila Holá Tel: +420721759207 VAT Nr.: CZ24312819	Account: 000108102	
Collection Name SEQme s.r.o. Collection Address U Slovanky 2067 Dobris, 26301, CZECH REPUBLIC Delivery Name SEQme s.r.o. Delivery Address U Slovanky 2067 Dobris, 26301, CZECH REPUBLIC Goods Description test			
No Pieces: 1 Weight: 3.000 kg Volume: 0.021 m ³		Insurance Value: Invoice Value:	
Package Description BOX		Dimensions (L x W x H) 0.3m x 0.24m x 0.28m	

Marking of dangerous goods for transport on dry ice.
Print, cut out and stick on the box if you are sending samples on dry ice.
The diamond must have at least 10 cm long edges.
Give the approximate weight of the dry ice.

DRY ICE

UN 1845

NET QTY kg



Arrows to mark the top of the box with dry ice.
Print, cut out and stick on the box if you are sending samples on dry ice.

