

# MSU BIOCHEMISTRY & MOLECULAR BIOLOGY

Store Manager Order Intake Sheet · Twist Bioscience E-Commerce Portal  
Complete one sheet per order · Oligo Pools & Gene Fragments

## 1. RESEARCHER & ORDER INFORMATION

|                        |                       |                                       |                                                  |
|------------------------|-----------------------|---------------------------------------|--------------------------------------------------|
| <b>Requester Name</b>  | <i>Full name</i>      | <b>Department</b>                     | <i>e.g. Biochemistry &amp; Molecular Biology</i> |
| <b>Requester Email</b> | <i>email@msu.edu</i>  | <b>Lab Name</b>                       |                                                  |
| <b>Date of Request</b> | <i>MM / DD / YYYY</i> | <b>Grant Number &amp; Sub-Account</b> |                                                  |

## 2. PRODUCT TYPE

Check which product(s) this order includes — complete the corresponding section(s) below

☐ **Oligo Pools** *(go to Section 3)*

☐ **Gene Fragments** *(go to Section 4)*

## 3. OLIGO POOLS

Complete this section for all Oligo Pool orders — one pool per entry in the table below

 Twist Oligo Pools are synthesized as single-stranded DNA. Maximum oligo length is 350 nt; minimum is 20 nt. Pools ship in 2–4 business days. The researcher must provide a sequence file (.txt, .csv, or .fasta) with one oligo per line.

Attach sequence file(s) labeled to match Pool Name / ID. Accepted formats: .txt, .csv, .fasta

## 4. GENE FRAGMENTS

Complete this section for all Gene Fragment orders — one fragment per row in the table below

 Gene Fragments are linear double-stranded DNA (300 bp – 5 kb). They ship within 2–4 business days. The researcher must provide each sequence in plain text (A/T/G/C only, no spaces or headers). Twist screens all sequences for biosecurity compliance.

\* For >8 fragments attach a .csv or .fasta file. Fragment lengths: min 300 bp, max 5,000 bp.

\*Note this will be for Nucleotides only

\*Default: first option, unless otherwise specified

### Adapters

Twist universal adapters (21–22 nt) are added to both ends of each fragment. Adapter-On fragments are compatible with Restriction Digestion/Ligation, Golden Gate, Gateway, and TOPO cloning. Choose Adapter-Off only if your downstream cloning strategy requires blunt or custom ends.

- ☐ **Adapters ON** — universal adapters added to both ends (compatible with most cloning methods)
- ☐ **Adapters OFF** — no adapters; fragment delivered with exact sequence ends only

### Delivery Container

For orders of fewer than 10 fragments, tubes are included at no extra cost. For 10 or more fragments, tubes are an additional \$50 per order. Plates are the default for larger orders.

- ☐ **2 mL Microcentrifuge Tubes** — default for <10 fragments; \$50 surcharge for ≥10 fragments
- ☐ **96-Well Plate** — default for ≥10 fragments
- ☐ **96-Well PCR Plate**
- ☐ **384-Well Plate** — for large orders

### Additional Materials

- ☐ **Dried Down** — Only option for sequences delivered in tubes

\*Note: below options require shipping to be in plates

- ☐ **Elution buffer** — 2 mM Tris-Cl, pH 8.5
- ☐ **TE buffer** — 10 mM Tris-HCl pH 8.0, 1 mM EDTA
- ☐ **TE buffer low EDTA** — 10 mM Tris-HCl pH 8.0, 0.1 mM EDTA
- ☐ **Water** — Nuclease-free water

### Normalization

- ☐ **Not Normalized** — fragments shipped at synthesis yield; concentrations may vary
- ☐ **Normalized** — 250 ng per fragment, all fragments equalized to the same concentration (recommended for multi-fragment orders)

### Capping

\*Note: Only to be completed if selected “Not Normalized”

- ☐ **Capped at 1 µg per well/tube** — fixed maximum amount per well/tube
- ☐ **Send everything** — (more DNA, but different amounts per well/tube)

### Special Instructions / Notes for Gene Fragments

Questions? Contact your Twist Account Manager · [customersupport@twistbioscience.com](mailto:customersupport@twistbioscience.com)

# MSU BIOCHEMISTRY & MOLECULAR BIOLOGY

Store Manager Order Intake Sheet · Instructions

## HOW TO USE THIS SHEET

Work through each section with the researcher BEFORE logging into the Twist portal. Collect all information here first, then enter it directly into eCommerce. Fields marked **\* required** must be completed before an order can be submitted.

## 5. STORE MANAGER PRE-SUBMISSION CHECKLIST

Verify each item before entering the order into the Twist eCommerce portal. All ☐ boxes should be checked. If any item cannot be checked, resolve with the researcher first.

### BOTH PRODUCT TYPES

- ☐ Researcher name, email, and department collected
- ☐ PO / account number confirmed and valid
- ☐ Sequence file(s) received from researcher
- ☐ All sequences verified as A/T/G/C only (no ambiguous bases except N in oligo pools)

### OLIGO POOLS (if applicable)

- ☐ Sequence file attached and labeled to match Pool Name / ID
- ☐ All fragment lengths between 20 - 350 bp

### GENE FRAGMENTS (if applicable)

- ☐ Adapters ON or OFF confirmed with researcher
- ☐ Delivery container confirmed — tube or plate; \$50 tube surcharge noted if ≥10 fragments
- ☐ Additional materials preference confirmed
- ☐ Normalization preference confirmed
- ☐ Capping requirement noted
- ☐ All fragment lengths between 300 bp and 5,000 bp

Store Manager  
Name

Date Submitted  
to Twist Portal

MM / DD / YYYY

Twist Order Confirmation Number (enter after submitting in portal)

Questions? Contact your Twist Account Manager · [customersupport@twistbioscience.com](mailto:customersupport@twistbioscience.com)