

First time order information

The next generation sequencing (NGS) core facility of the CCG provides support to research groups from the University of Cologne and the University Hospital of Cologne. External projects from other research institutions can also be supported on the basis of a scientific collaboration.

This guide is to provide help submitting samples via our new LIMS system. If you need general information about the different services we offer or sample requirements, please visit our homepage at www.ccg.uni-koeln.de or use the sample preparation guide found on the LIMS webpage.

During the ordering process you will be asked for a quotation number. Please contact either ccg-dna@uni-koeln.de or ccg-rna@uni-koeln.de to inquire about cost for a specific experiment or to request a quote (in pdf format). After you got the quotation number from us, you can start your order.

If you have general questions feel free to contact us before starting your order.

- For all DNA based NGS workflows please contact ccg-dna@uni-koeln.de
- For all RNA based NGS workflows please contact ccg-rna@uni-koeln.de
- For all single cell workflows please contact ccg-singlecell@uni-koeln.de

To place an order using our LIMS system please proceed as follows

- Add new addresses
Go to “Ordering process” → “Your addresses”
You have the option to add multiple addresses, if necessary separate addresses can be used for data delivery and billing. Addresses can be reused for any follow up order.
- Creating a new Project
Go to “Ordering process” → “your projects”
Here using the add new row function you can create a new Project. New Projects can also be created during the order submission, in the “select project” field simply click “create new project”. Projects can be reused for any follow up order.
- Start placing your order
Go to “Ordering process” → “Your order submission”
You can either create a new project or submit a new order for a pre-existing project. Once the project has been selected please complete all subsequent input fields, these fields will vary depending on application and sample type. Any additional information can be entered in the comment field.



This Icon will be located to the right of most input fields, please click here for any information regarding the specific field.

- Filling out the sample submission sheet
Once you have completed the ordering process you will be asked to provide details on the samples you wish to submit. For this you can download the Excel template, this template will vary depending on application and sample type. The exact requirements will also vary, although we do ask that you provide at least sample name, required data amount and sample concentration.
- Samples can also be added individually via the Sample Submission Sheet, although this is not advised for any significant amount of tubes. If you deliver your samples in plates, you will have to delete all empty rows from the template before uploading.
- After uploading simply click on “submit order” to confirm. You should receive confirmation and a unique Order ID via email.

Sample submission to CCG

- If there is anything wrong with your order, you will receive a mail that the status of your order has been changed to rejected. In this case you have to go back to “Your order submission” and follow the comments that we left for you.
- Otherwise your order will be approved, and you receive another confirmation mail. Attached will be a sample sheet with the sample/plate IDs with which your tubes/plates need to be labelled. **Important: label your tubes with the sample IDs** provided by us, otherwise your samples will not be accepted.

Once you have finished the ordering process and received the mail that the status of your order has been changed to approved, you can bring your samples to the CCG. This is possible Monday-Friday from 9 am to 1 pm. Make sure that your samples are either in 1.5ml save-lock tubes or 96-well plates and properly labelled. Don't use your sample names for any samples sent to the CCG, use only the IDs we provide. We do not accept PCR stripes.

If you are submitting more than 48 samples, please use a 96 plate and make sure to normalize samples to the same volume and concentration. When using 96 plates, samples must be in the same order as stated on the sample submission sheet. Plates should be properly sealed with foil that does not get detached during transport or freezing/thawing. Plates and foil can be provided by CCG upon request.

Samples can also be sent to the CCG by post. We recommend using a courier. Send RNA samples and all plates on dry ice. Other samples can be sent on RT or with cool pads. Do not use water ice for transport. Do not wrap tubes in parafilm. Make sure to properly pack tubes in small bags or boxes inside the shipping box. Give us a short notice on the day of the actual shipment.

Once your samples have been received you will get a confirmation per mail. Please indicate your order ID in inquiries.

If you have questions during any of these steps always feel free to contact us!