

## Conditions for laboratory registration and operation at the website of SEQme s.r.o.

The present conditions are issued in various language versions. In case of doubt, the English version hereof shall prevail. Other language versions of these conditions shall serve for informative purposes only.

### LABORATORY REGISTRATION

#### Who can register a lab?

Anyone who is registered on the website.

#### When can I register a lab?

Any time.

#### How can I register a lab?

Sign in at the user section of the website and select Lab Registration.

#### Who is the lab administrator?

The administrator is one of the lab staff authorised to decide on who will or will not be a member of a registered lab. The administrator controls the access to the prepayment on the lab account.

#### How do I become lab administrator?

You become lab administrator automatically, when you register a lab. The first administrator will then decide on who of the lab staff will also be administrator. The laboratory can have as many administrators at you want.

#### How do I become a member of lab staff?

You need your own registration (in your name) on our website and know the name of the lab, under which it is registered. You will learn it from its administrator who can send you an invitation to the lab to your E-mail.

### LAB OPERATION

#### Do I have to sign in the lab?

Only the first time (see How do I become a member of lab staff) Your application to a lab will be approved by its administrator. Once this one-time process has been carried out, you can log into your user account on our website any time and you are automatically logged in the lab as well.

#### Is the process of ordering analyses or delivering results different, depending on whether I am a member of a lab or not?

No.

#### Can I subscribe sequencing or fragment analysis as a lab member?

Yes, prepayment can be made by any member, but the prepaid amount will be always fully available to all lab members.

#### Does the lab have its own billing address?

No. Order confirmations, tax and any other documents, including prepayments are issued with the billing address of the lab member who performed the transaction. The billing address may be changed by each member as required.

#### Can I be a member of two labs?

Yes, but you need two registrations on the website, each with a different username/E-mail.

#### Can I be a lab member and draw on its credit and order on my account at the same?

Yes, but you need two registrations on the website, each with a different username/E-mail.

#### When ordering, the system now requires my order number, although previously I did not have to enter anything. Why?

Because the lab administrator requires it.

### SIGNING OUT AND CANCELLATION OF LAB

#### Can a member of a lab permanently sign out?

Yes, if the following conditions are met:

- ❖ All orders filed in the member's name are closed.
- ❖ All invoices and prepayments in the member's name have been paid.

Please note: After signing out, any amounts prepaid by the member will remain on the lab account!

#### Will I see my results and invoices after signing out of the lab?

Yes.

#### Will I see transactions on my account after signing out of the lab?

No. Your account balance will be reset as in case of new registration, i.e. you will not see any transactions before signing out, you will only see new transactions.

#### I have signed out of the lab, can I sign in again?

Yes.

#### Can the lab administrator sign out permanently?

No. If you are the lab administrator, you can only sign out of the lab, if another member takes over the role of administrator or if you cancel the lab registration completely.

#### Can I cancel the lab completely?

Yes, if the following conditions are met:

- ❖ All lab orders are closed.
- ❖ All invoices and prepayments have been paid.
- ❖ All the lab members have signed out; only the last member-administrator remains who will cancel the lab. Any balance in the lab account will be transferred to the user account of the last member.
- ❖ Please contact us, if you want to cancel the lab altogether, and if the above conditions have been met.

#### Can I recover a cancelled lab?

No.

### FEES

#### How much does the lab registration cost?

The entire system is completely free.

The present conditions shall come into effect on 13 February 2022 and shall replace all previous versions.

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