

|| Myllumina: Unified Online Business

Checkout

Myllumina Customer Ordering

Welcome

We've made improvements to Myllumina! Within your experience, we have now included Order Management, eCommerce, and Dashboard.

With our recent release of Myllumina, we are now able to bring you continued improvements to your online experience. Please be on the lookout for notifications and communications about new enhancements.

Thank you for being a valued customer!

What Should I Know Before I Start?

To access Myllumina, you will need a Myllumina account.



[Sign In](#)



[Create an Account](#)

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Process Overview

The improved Myllumina includes Order Management, eCommerce, and Myllumina Dashboard.

Checkout

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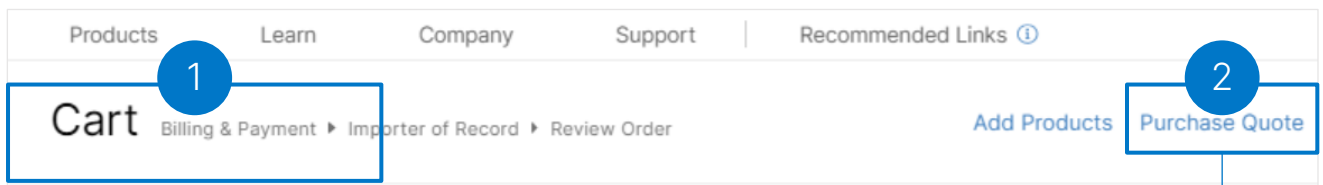


What Should I Know Before I Start?

- Customers can directly add products to cart without navigating away from the cart page through the Add Products widget.
- Customers can add a new shipping address or edit an existing shipping address from the cart page.

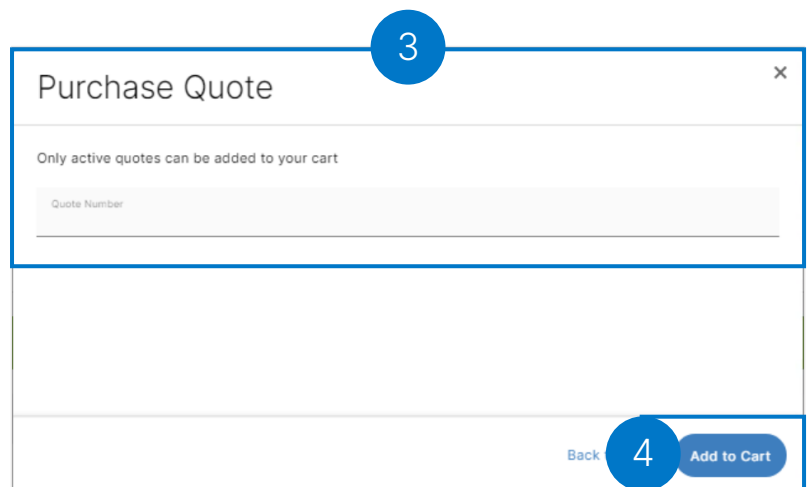
Purchasing Quotes from a Different Department or Lab Within your Organization

1 Navigate to the Cart page.



2 Select **Purchase Quote** widget.

3 Populate the quote number in the **Quote Number** field.



4 Select the **Add to Cart** button.

Purchasing Quotes from the Cart Page and Quick Cart



1

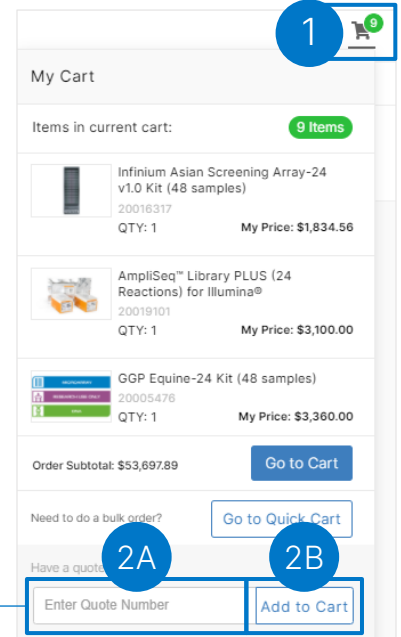
Navigate to the cart page and select the **My Cart** icon.

2

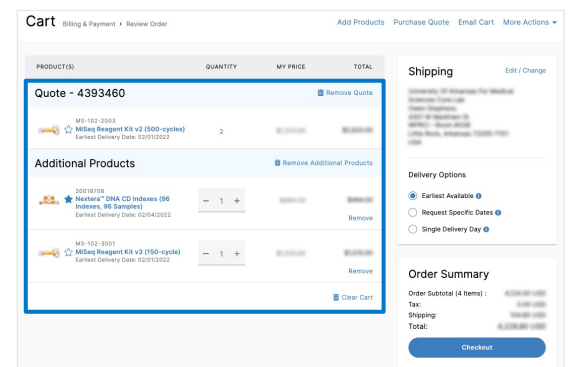
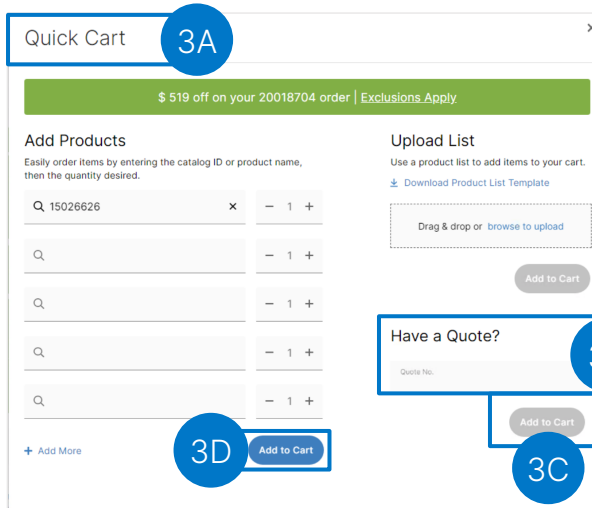
Input your quote number in the **Enter Quote Number** field and select the **Add to Cart** button.

3

Alternatively, you can purchase a quote from the **Quick Cart** functionality by populating the **Have a Quote?** section with the quote number and select the **Add to Cart** button.



By electing to purchase a quote, products from the quote will be displayed in the cart. To purchase additional products, simply add products to the cart and the quote and additional products will be displayed in separate sections.



Note: Please contact Customer Care if your quote is not displaying

Purchasing Quote from the Order Management Page



1 Navigate to Order Management page.

Order Management

Overview Orders Quotes Saved Carts Address Book

Recent Orders [View All Orders](#)

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
Pending	Open	-	3456789	Mar 9, 2021	1	441.73 EUR
1984502	Open	-	1234	Mar 5, 2021	1	3,852.50 EUR

Recent Quotes [View All Quotes](#)

Quote Number [Add to Cart](#)

No quotes are currently available.

2 Populate the quote number in the **Quote Number** field in the Recent Quotes section.

3 Select the **Add to Cart** button.

4 Alternatively, the customer can add a quote by populating the **Quote Number** field on the **Quotes** tab.

Order Management

Overview Orders Quotes Saved Carts Address Book

Quote Number [Add to Cart](#)

Quotes [View All Quotes](#)

No quotes are currently available.

Creating a New Shipping Address/Billing Address

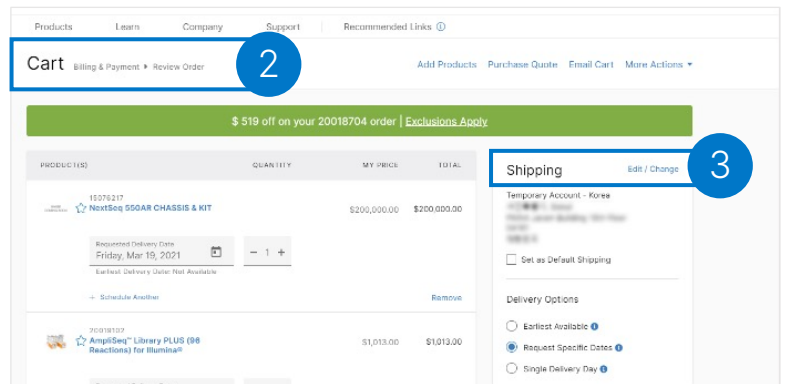
(1 of 4)



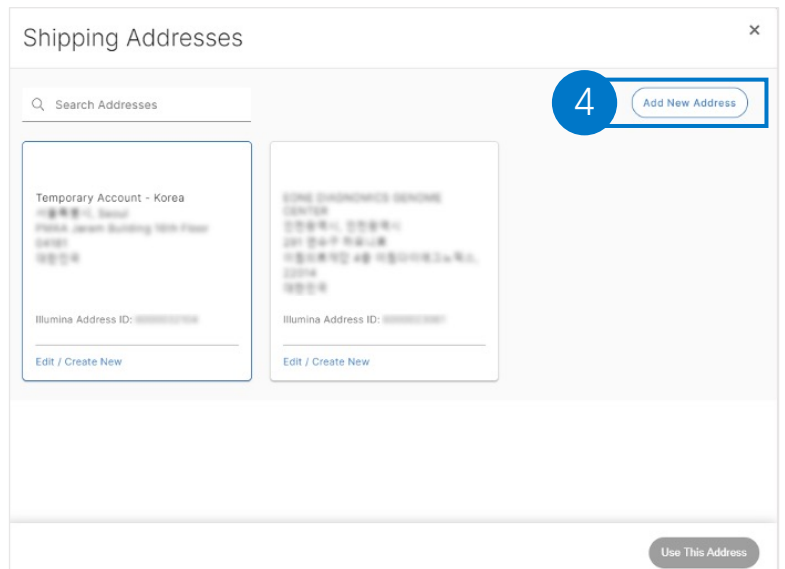
1 Log into **Myillumina**.

2 Navigate to the cart.

3 In the **Shipping** section, select the **Edit/Change** button.



4 Select the **Add New Address** button.



Creating a New Shipping Address/Billing Address

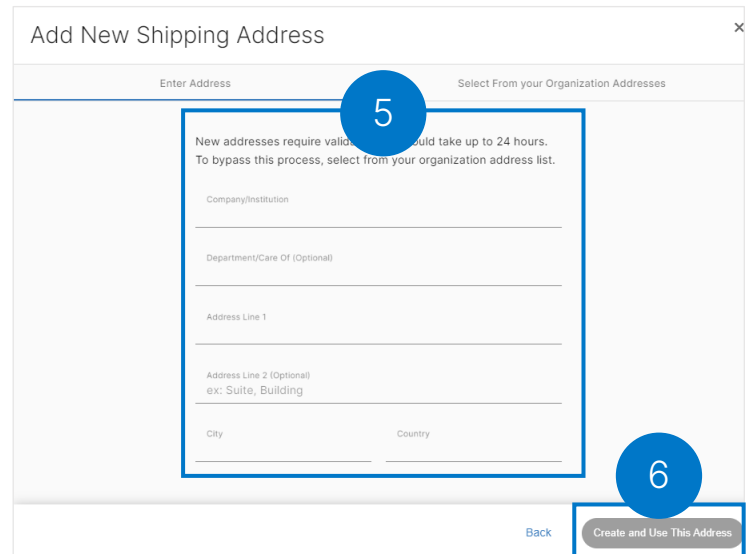
(2 of 4)



5

Populate the following fields:

- **Company / Institution**
- **Department / Care Of (Optional)**
- **Address Line 1**
- **Address Line 2**
- **City**
- **Country**

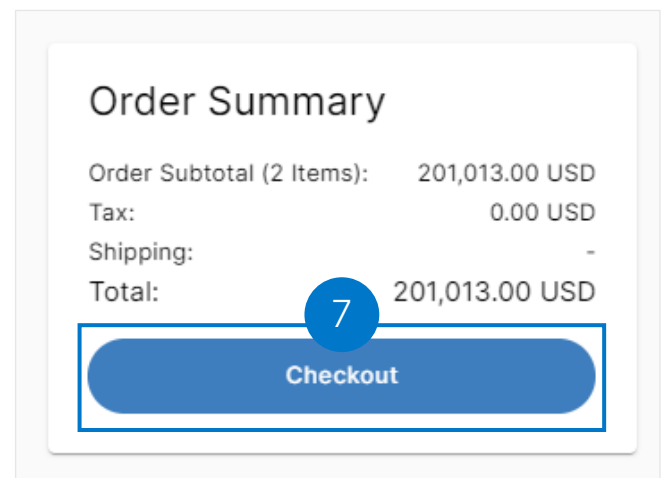


6

Select the **Create and Use This Address** button.

7

Select the **Checkout** button.



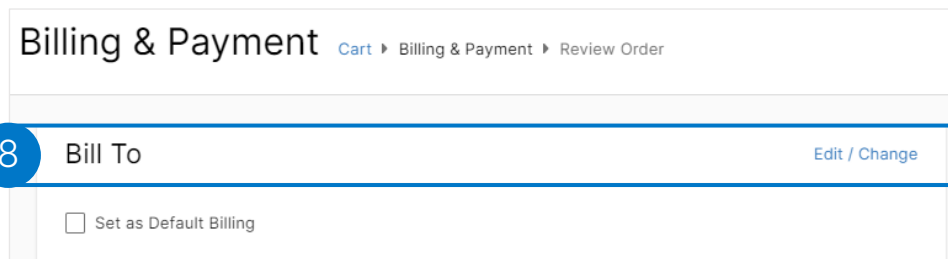
Creating a New Shipping Address/Billing Address

(3 of 4)



8

Select **Edit/Change** button on the top right-corner of the Bill To section.

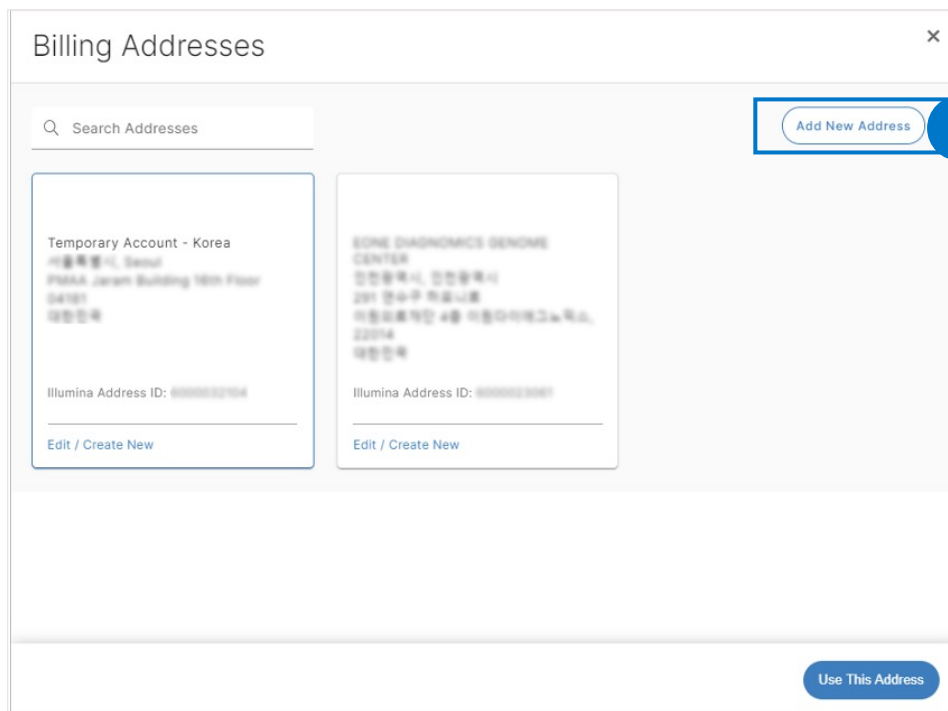


Billing & Payment [Cart](#) ▶ [Billing & Payment](#) ▶ [Review Order](#)

8 Bill To [Edit / Change](#)

Set as Default Billing

Billing Addresses



Search Addresses

9 Add New Address

Temporary Account - Korea
서울특별시, Seoul
PUSA Jaram Building 16th Floor
04181
대한민국
Illumina Address ID: 000002104
[Edit / Create New](#)

SONE DIAGNOMICS GENOME
CENTER
인천광역시, 인천광역시
221 연수구 차유나로
이동식물원 4층 이동식물원2호관, 2214
대한민국
Illumina Address ID: 000002101
[Edit / Create New](#)

[Use This Address](#)

9

Select the **Add New Address** button.



Creating a New Shipping Address/Billing Address

(4 of 4)

10

Populate the following fields:

- Company/Institution
- Department/Care Of (Optional)
- Address Line 1
- Address Line 2
- City
- Country
- State/Province
- ZIP/Postal Code

Add New Billing Address

Company/Institution	weddw	×
Department/Care Of (Optional)	wdsxx	×
Address Line 1	iujbkcs	×
Address Line 2 (Optional)	qatuwvhsxb	×
City	abg	×
Country	Australia	×
State/Province	Northern Territory	×
ZIP/Postal Code	90987	×

Back **Create and Use This Address** 11

11

Select the **Create and Use this Address** button.

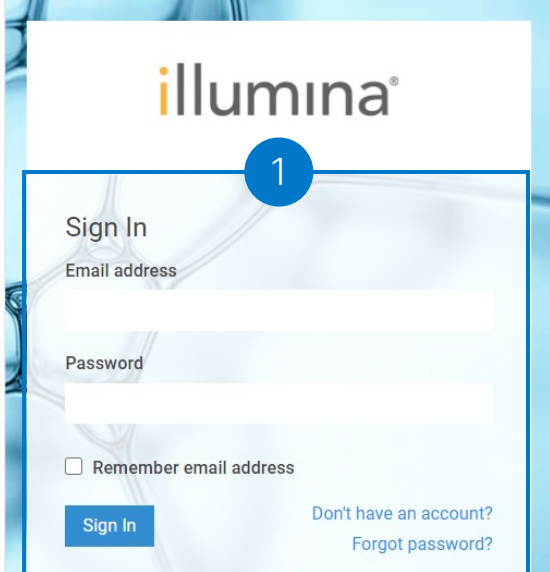
Note: Alternatively, the user can select an existing address.

Selecting the Shipping Address

(1 of 2)



1 Log into Myillumina.



illumina®

1

Sign In

Email address

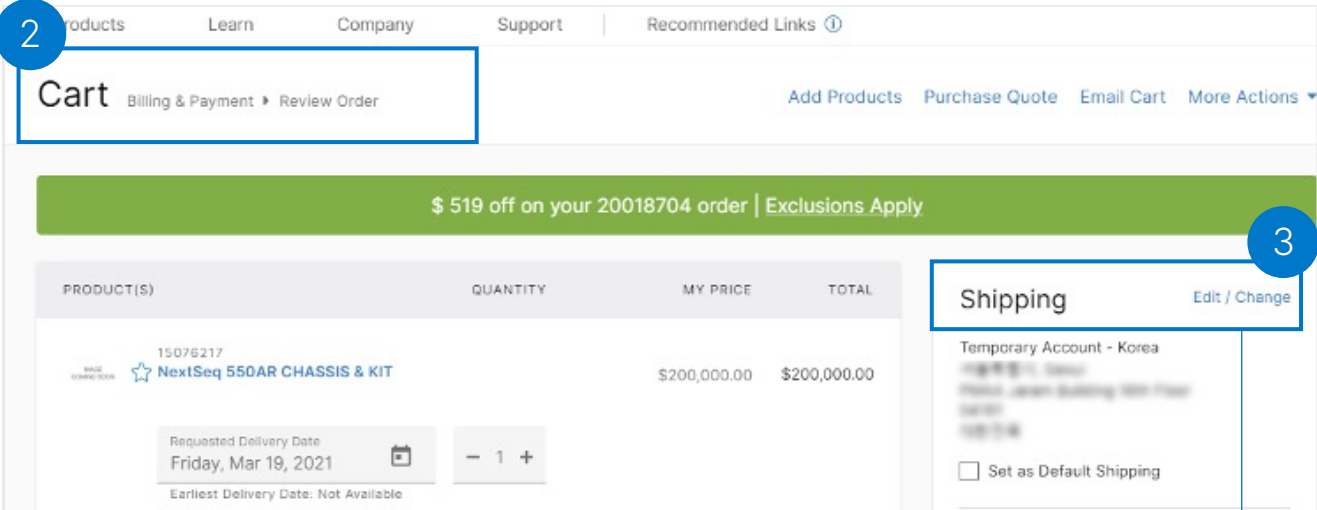
Password

Remember email address

Sign In

Don't have an account?
Forgot password?

2 Navigate to the cart.




2

Products Learn Company Support Recommended Links ⓘ

Cart Billing & Payment ▶ Review Order

Add Products Purchase Quote Email Cart More Actions ▾

\$ 519 off on your 20018704 order | Exclusions Apply

PRODUCT(S)	QUANTITY	MY PRICE	TOTAL
 15076217 NextSeq 550AR CHASSIS & KIT		\$200,000.00	\$200,000.00

Requested Delivery Date
Friday, Mar 19, 2021

Earliest Delivery Date: Not Available

3

Shipping Edit / Change

Temporary Account - Korea

Set as Default Shipping

3 Select the **Edit/Change** button situated on the top-right corner of the **Shipping** section.

Selecting the Shipping Address

(2 of 2)



Home

4

Select the desired address.

Shipping Addresses

Search Addresses

Add New Address

Temporary Account - Korea
이llumina 빌딩 5층
1000, Jamsil Building 5th Floor
01571
15354

illumina Address ID: [redacted]

Edit / Create New

이llumina 빌딩 5층
이llumina 빌딩 5층
201 2017 2017
이llumina 빌딩 5층 이llumina 빌딩 5층
2017
15354

illumina Address ID: [redacted]

Edit / Create New

Use This Address

5

Select the **Use This Address** button.

Note: The address gets displayed in the shipping address section.

Selecting Default Shipping Address/Billing Address as Validated Customer



(1 of 2)

1 Log into MyIllumina.

2 Add products to the cart and navigate to the cart page.

PRODUCT(S)	QUANTITY	MY PRICE	TOTAL
15076217 NextSeq 550AR CHASSIS & KIT	- 1 +	\$200,000.00	\$200,000.00
20019102 AmpliSeq™ Library PLUS (96 Reactions) for Illumina®	- 1 +	\$1,013.00	\$1,013.00

3 Select the validated shipping address.

Shipping Addresses

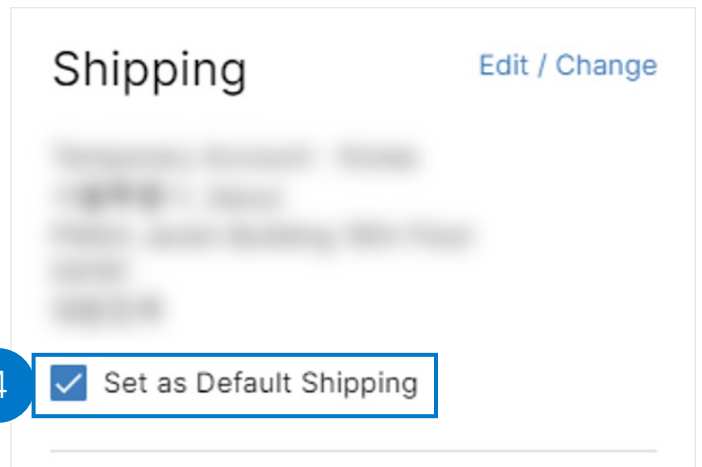
Search Addresses

Temporary Account - Korea 서울특별시 강남구 테헤란로 123 123456 123456 Illumina Address ID: 1234567890 Edit / Create New	서울특별시 강남구 테헤란로 123 1234567890 1234567890 1234567890 1234567890 1234567890 Illumina Address ID: 1234567890 Edit / Create New
---	--

Selecting Default Shipping Address/Billing Address as Validated Customer

(2 of 2)

4 Select the **Set as Default Shipping** checkbox.

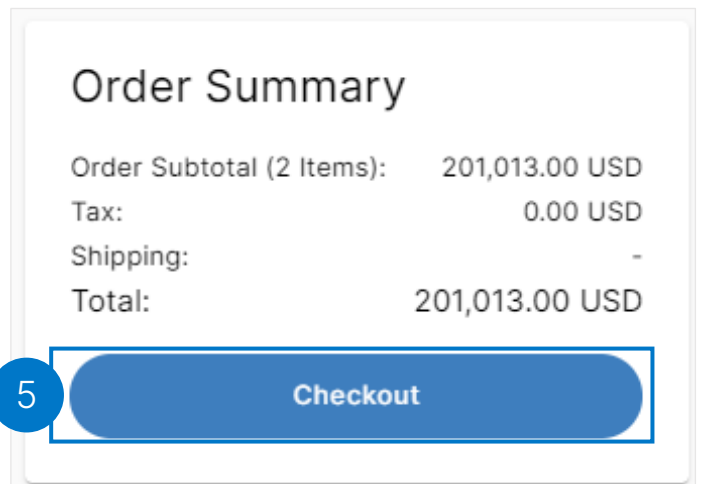


Shipping Edit / Change

4 Set as Default Shipping

The screenshot shows a 'Shipping' section with a blurred address. A blue circle with the number '4' highlights a checkbox labeled 'Set as Default Shipping' which is checked.

5 Select the **Checkout** button under the **Order summary** section.



Order Summary

Order Subtotal (2 Items):	201,013.00 USD
Tax:	0.00 USD
Shipping:	-
Total:	201,013.00 USD

5 **Checkout**

The screenshot shows an 'Order Summary' section with a table of costs. A blue circle with the number '5' highlights a blue 'Checkout' button at the bottom.

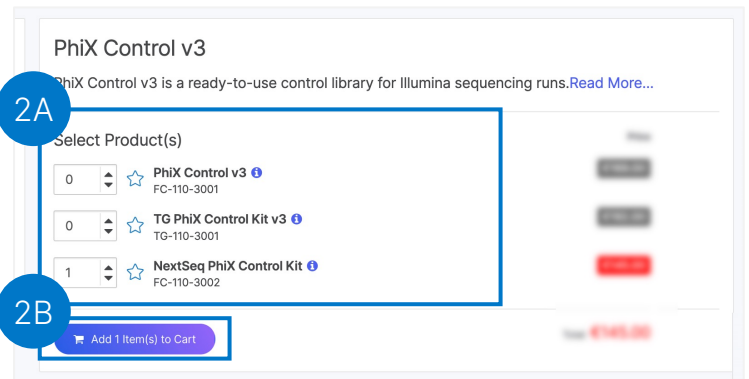
Selecting Delivery Dates



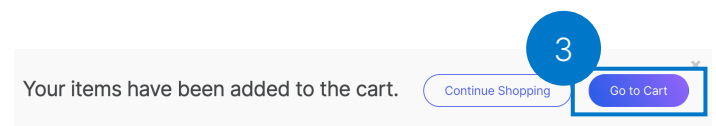
Home

1 Log into **MyIllumina**.

2 Add the desired products to cart and select the **Add Items to Cart** button.

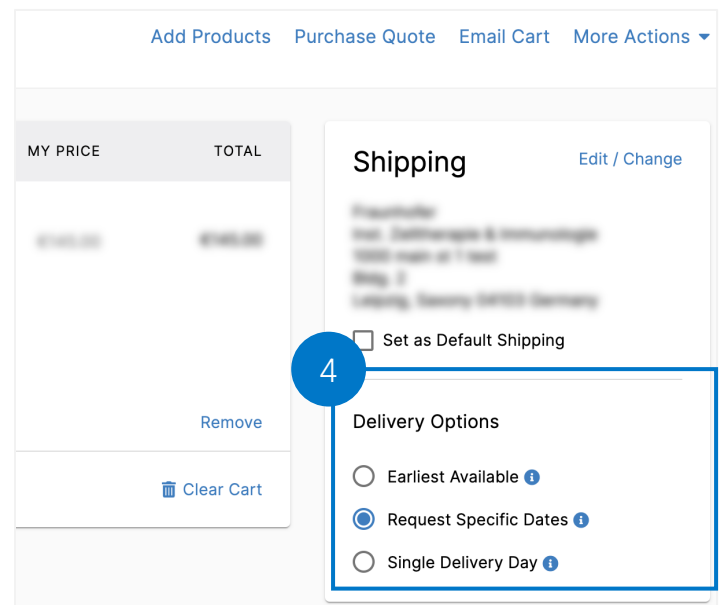


3 Select the **Go to Cart** button once the pop-up message appears.



4 Under the Delivery Options section, select either of the following options from the dropdown menu:

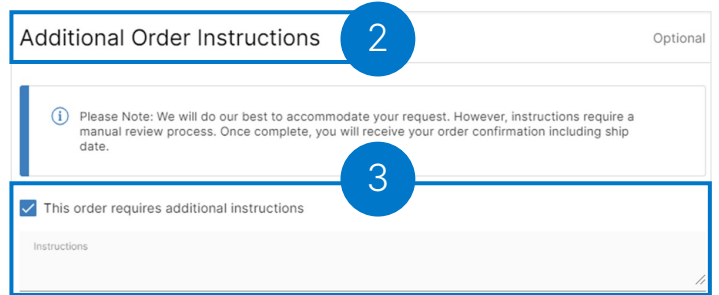
- **Earliest Available**
Product will ship/deliver as soon as it is available.
- **Request Specific Dates**
Product will ship/deliver as soon as possible but no sooner than the dates selected.
- **Single Delivery Day**
Product will ship/deliver as soon as possible, once all products ordered are available, but no sooner than the selected date.



Adding Additional Order Instructions

(1 of 2)

- 1 Log into **Myillumina**.
- 2 Scroll down to the **Additional Order Instructions** section of the Review Order page.
- 3 Select **This order requires additional instructions** checkbox to provide additional instructions.



Additional Order Instructions Optional

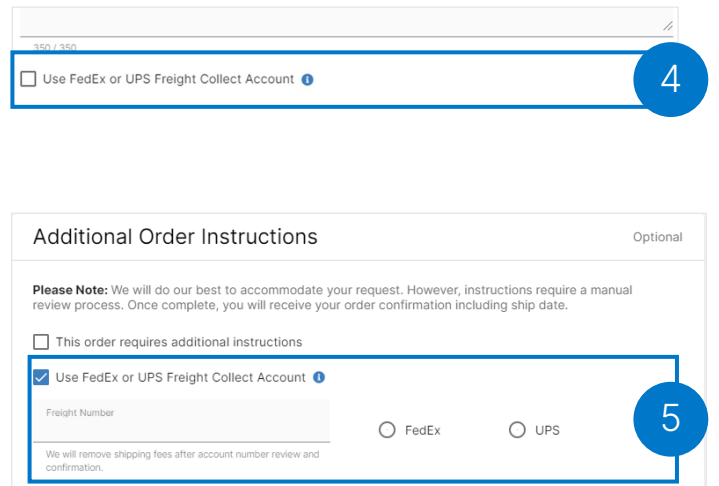
Please Note: We will do our best to accommodate your request. However, instructions require a manual review process. Once complete, you will receive your order confirmation including ship date.

This order requires additional instructions

Instructions

If applicable (US and Canada):

- 4 Select the Use FedEx or UPS Freight Collect Account checkbox.
- 5 Populate the freight number section with the freight number in accordance with any one of the following Freight Collect Account:
 - FedEx
 - UPS



Additional Order Instructions Optional

Please Note: We will do our best to accommodate your request. However, instructions require a manual review process. Once complete, you will receive your order confirmation including ship date.

This order requires additional instructions

Use FedEx or UPS Freight Collect Account

Freight Number

FedEx UPS

We will remove shipping fees after account number review and confirmation.

Adding Additional Order Instructions

(2 of 2)

6 Select the **Place Order** button.

Order Summary

Customer Discount:	-1,041.90 EUR
Order Subtotal (4 Items):	19,796.10 EUR
Tax:	3,761.26 EUR
Shipping:	-
Total:	23,557.36 EUR

6 **Place Order**

By placing this order you accept
[Illumina Terms & Conditions *](#)

Note: The Use FedEx or UPS Freight Collect Account checkbox will be selected by default if the freight number is available.

Applying Promo Code

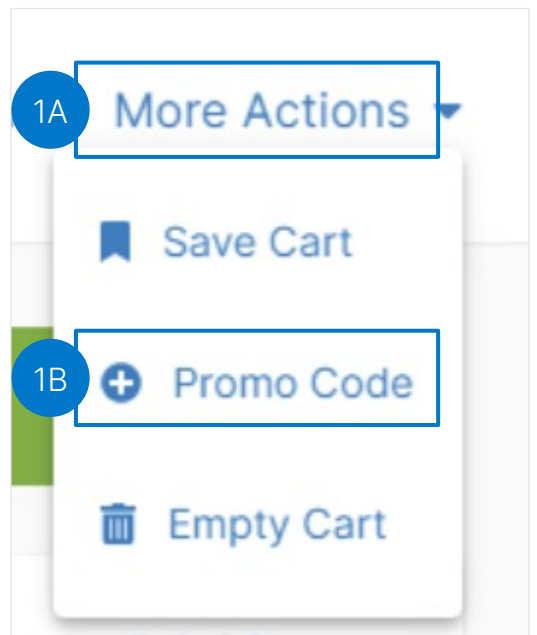


Home

Execute the following steps to apply a promo code to the product:

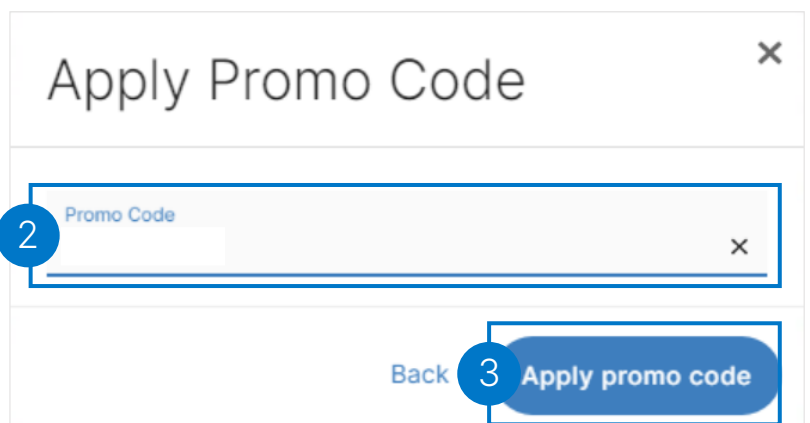
1

Navigate to the cart page to select **Promo Code** from the More Actions dropdown menu.



2

Populate the **Promo Code** field in the **Apply Promocode** pop-up window.



3

Select the **Apply promo code** button.

Review the Order Page

(1 of 3)

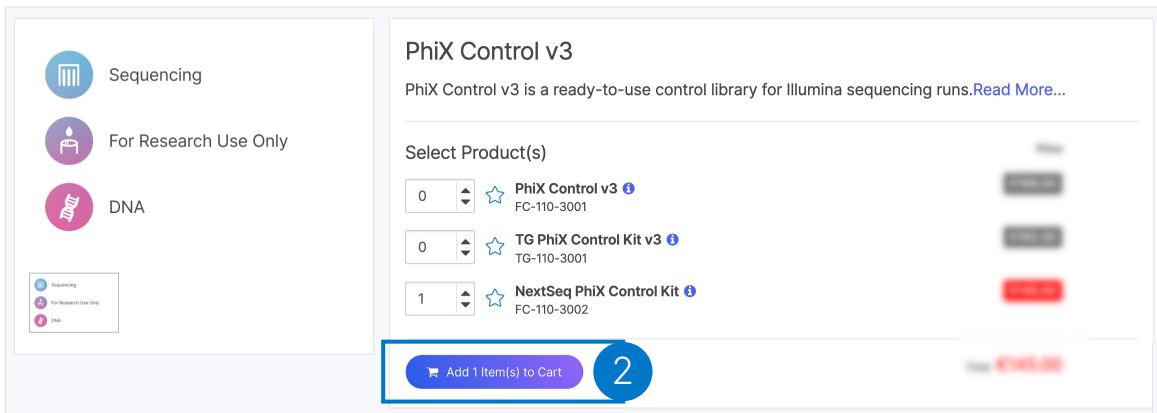


Home

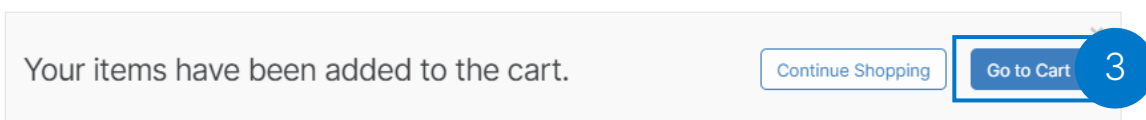
Execute the following steps to review the order page:

1 Log into **MyIllumina**.

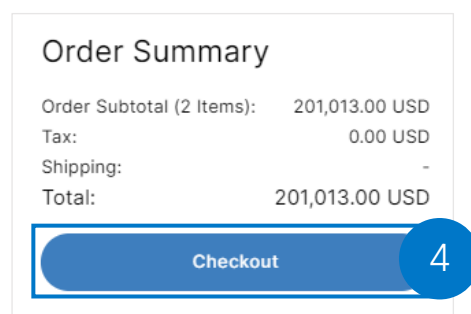
2 Add Product to the cart and select the **Add Items to Cart** button.



3 Select the **Go to Cart** button once the pop-up message appears.



4 Select the **Checkout** button under the **Order Summary** section.



Review the Order Page

(2 of 3)



Home

Continue with the following steps to review the order page:

5 You will be redirected to the **Billing & Payment** section.

5 **Billing & Payment** [Cart](#) ▶ [Billing & Payment](#) ▶ [Review Order](#)

Bill To		Edit / Change	<input checked="" type="checkbox"/> Same as Shipping	Order Summary	
ORGANIZATION Fraunhofer	DEPARTMENT/CARE OF (OPTIONAL) Inst. Zelltherapie & Immunologie			Customer Discount:	-520.95 EUR
ADDRESS LINE 1 Perlickstrasse 1	ADDRESS LINE 2 (OPTIONAL) -			Order Subtotal (2 Items):	9,898.05 EUR
CITY Leipzig	STATE / REGION Saxony			Tax:	1,880.63 EUR
COUNTRY Germany	ZIP / POSTAL CODE 04103			Shipping:	-
ILLUMINA ADDRESS ID Pending	BILLING INFORMATION (OPTIONAL) Adding Street 3			Total:	11,778.68 EUR

6 **Payment Method**

Payment Options Purchase Order	
Purchase Order Number 12345	<input type="text"/> × ⓘ
Enter your Purchase Order number or equivalent (required):	5 / 35

6

6

Populate the **Payment Options** and **Purchase Order Number** under the **Payment Method**.**

(Note: when selecting 'blanket purchase order' as an option, all active blanket purchase orders can be selected from the dropdown, removing the need to manually enter a blanket purchase order number)

7

Select the **Review Order** button under the **Order Summary** section.

Review the Order Page

(3 of 3)



Home

Continue with the following steps to review the order page:

8

Populate the following fields under the **Attention To** section:

- **Name**
- **Phone Number**

8

Review Order [Cart](#) ▶ [Billing & Payment](#) ▶ Review Order

Attention To (Shows on Shipping Label & Documents)

Name Phone Number

Make default Attention To

Order Summary

Customer Discount:	-520.95 EUR
Order Subtotal (2 Items):	9,898.05 EUR
Tax:	1,880.63 EUR
Shipping:	-
Total:	11,778.68 EUR

Place Order

By placing this order you accept [Illumina Terms & Conditions](#) *

9

This order requires additional instructions

9

Select the **This order requires additional instructions** checkbox to enter any additional information.

10

Select the **Place Order** button.

Sharing Order Details



Home

Execute with the following steps to share order details:

1 Log into **Myillumina**.

2 Navigate to the **Review Order** page.

Review Order **2** Billing & Payment ▶ Review Order

Attention To (Shows on Shipping Label & Documents)

Name Phone Number

Make default Attention To

Forms and Documents Optional

Upload files to this order

Order Summary

Customer Discount:	-1,041.90 EUR
Order Subtotal (4 Items):	19,796.10 EUR
Tax:	3,761.26 EUR
Shipping:	-
Total:	23,557.36 EUR

[Place Order](#)

By placing this order you accept [Illumina Terms & Conditions](#) *

3 Populate the **Email Address** field of the recipients under the **Share Details of this Order** section.

Share Details of this Order

We'll email a copy of your order confirmation to these email addresses.

3 Email Address
abc@gmail.com

Separate emails by using semi colons.

Save for next time

TAX Exemptions

(1 of 2)



Home

Execute the following steps to view Tax exemptions:

1 Log into **MyIllumina**.

2 Add the desired products to the cart.

3 Validate the **Order Summary Tax** calculation.

3

Order Summary

Customer Discount:	-520.95 EUR
Order Subtotal (2 Items):	9,898.05 EUR
Tax:	1,880.63 EUR
Shipping:	-
Total:	11,778.68 EUR

4 Select the **Checkout** button.

4

Checkout

Note: This is not applicable for all countries

TAX Exemptions

(2 of 2)



Home

Continue with the following steps to view Tax exemptions:

5 On the **Billing & Payment** page.

5 **Billing & Payment** [Cart](#) ▶ [Billing & Payment](#) ▶ [Importer of Record](#) ▶ [Review Order](#)

Tax Exemption Optional

This order is Tax Exempt (Requires Review)

Upload related documents if applicable.

Drag & drop or [browse to upload](#)

6 Scroll down to select the **Tax Exemption** section and select the checkbox.

Note: Upload tax exempt documents by browsing or dragging and dropping them into the Drag & Drop section.

VAT Exemptions



Home

Execute the following steps to view VAT exemption:

1 Log into **Myillumina**.

2 Add the desired products to the cart.

The screenshot shows the checkout interface with the following elements:

- Cart Item:** A table with columns 'PRODUCT(S)', 'QUANTITY', 'MY PRICE', and 'TOTAL'. It lists 'VeriSeq NIPT Sample Prep Kit (24 Samples)' with a quantity of 1 and a price of €4,504.00. A blue circle '2' highlights this row.
- VAT Exemption:** A section titled 'VAT Exemption Optional' with a checked checkbox 'This order is VAT Exempt (Requires Review)'. It includes instructions to upload a certificate and a 'Drag & drop or browse to upload' button.
- Shipping:** A section for 'Temporary Account - Italy' with delivery options: 'Earliest Available' (selected), 'Request Specific Dates', and 'Single Delivery Day'.
- Order Summary:** A table showing 'Order Subtotal (1 Items): 4,504.00 EUR', 'VAT: 990.88 EUR' (highlighted with a blue circle '3'), 'Shipping: -', and 'Total: 5,494.88 EUR'.
- Checkout:** A blue 'Checkout' button at the bottom right, highlighted with a blue circle '4'.

3

Validate the **Order Summary VAT** calculation.

4

Select the **Checkout** button.

Note: To avail the VAT exemption, the customer needs to select VAT exempted validated shipping address.

Specific to the United Kingdom and Italy only.

Payment Options

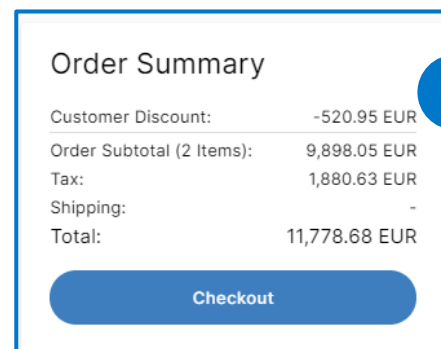
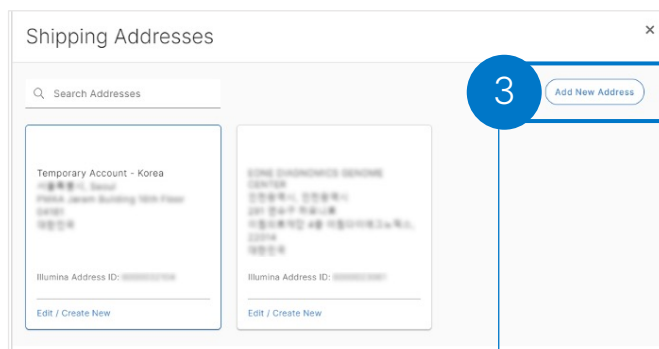
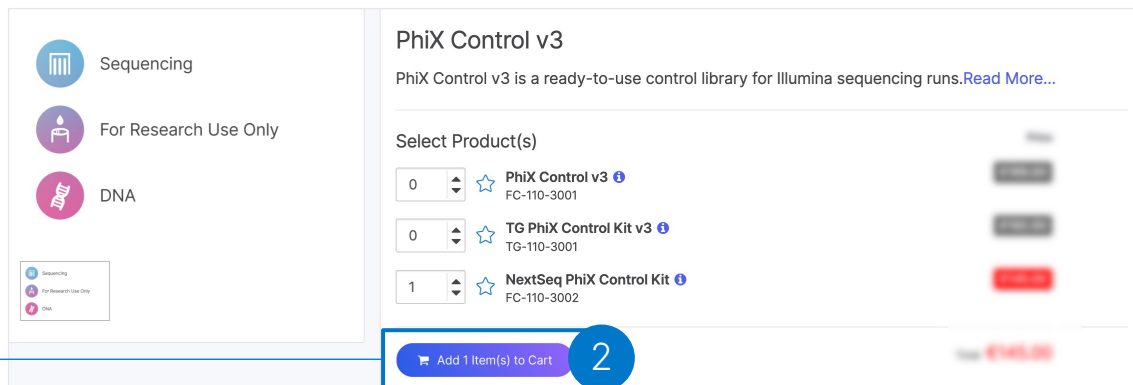
(1 of 2)



Execute the following steps to select your payment option:

1 Log into **MyIllumina**.

2 Add the desired products to the cart.



3 Add **New Shipping Address**.

4 Review the **Order Summary** and select the **Checkout** button.

Payment Options

(2 of 2)



Continue with the following steps to select your payment option:

5

Select the **Blanket Purchase Order, Purchase Order, or Credit Card** as a payment option from **Payment Options** dropdown list.

6

Populate the **Blanket Purchase Order Number or Purchase Order Number** in the text field.*

(*Note: when selecting 'blanket purchase order' as an option, all active blanket purchase orders can be selected from the dropdown, removing the need to manually enter a blanket purchase order number)

7

Alternatively, if you've selected the **Credit Card as the Payment** option populate the **Credit Card** details.

Payment Method

5 Payment Options
Blanket Purchase Order

6 Blanket Purchase Order Number Validate

Enter your Blanket PO number, then validate.

Purchase Order Number
12345

Enter your Purchase Order number or equivalent (required): 5 / 35

Payment Method

5 Payment Options
Purchase Order

6 Purchase Order Number

Enter your Purchase Order number or equivalent (required):

Payment Method

5 Payment Options
Credit Card

7

Credit Card Number	Expiration Date	Security Code CVN
First Name PLOTZD01	Last Name Test	
Email etpval-us10b@gmail.com	Phone Number (Optional)	
Reference Number		

Enter a valid reference number.

Credit Card address is same as billing address.

Note: Payment options may vary by your location. Credit card payments are currently supported in the US, UK, Australia, and Canada.

Selecting Blanket Purchase Orders (1 of 2)



Execute the following steps to select Blanket Purchase Order as a payment option during checkout.

- 1 In Billing & Payment, navigate to the Payment Method section and select Blanket Purchase Order from the Payment Options dropdown.

The screenshot shows the 'Billing & Payment' section of the checkout process. The 'Payment Method' dropdown menu is open, showing 'Blanket Purchase Order' as the selected option. A blue box highlights the dropdown menu, and a blue arrow points from the selected option to the 'Blanket Purchase Order Numbers' modal window.

Blanket Purchase Order Numbers

BPO NUMBER:	EXPIRES:	TOTAL BPO AMOUNT:	REMAINING BALANCE
<input type="radio"/> BPO700K	04/28/2023	\$700,000.00	\$700,000.00
<input type="radio"/> BPO1M	05/01/2023	\$1,000,000.00	\$973,280.25
<input type="radio"/> BPO3000	05/01/2023	\$3,000.00	\$3,000.00
<input type="radio"/> BPO500	05/01/2023	\$500.00	\$0.00
<input type="radio"/> PO70M	05/01/2023	\$70,000,000.00	\$70,000,000.00

Use This Number

- 2 Select your active blanket purchase order from the box the appears and click "Use this Number" (Note: only active blanket purchase orders with a balance greater than zero will be selectable from the dropdown).

Note: Payment options may vary by your location. Credit card payments are currently supported in the US, UK, Australia, and Canada.

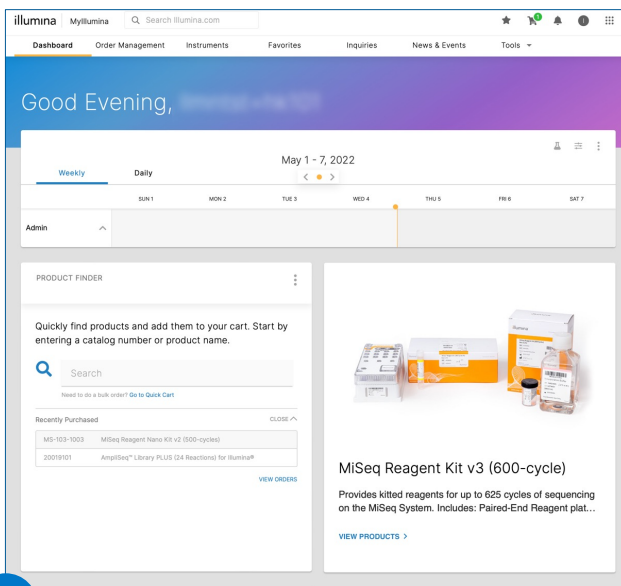
Selecting Blanket Purchase Orders (2 of 2)



Home

Execute the following steps to view or create a request for a Blanket Purchase Orders for your organization from the Myllumina Dashboard.

- 4 Navigate to the Myllumina Dashboard and scroll down to the “Orders & Quotes” widget. The Blanket PO Balance section will display a list of active BPO numbers for your organization.*



***Note:** to create a Blanket Purchase Order, click “Contact Customer Care” in the widget, and submit the request form when the “New Support Inquiry” box appears.

4 ORDERS & QUOTES

BPO NUMBER	EXPIRES	TOTAL BPO AMOUNT	REMAINING BALANCE
BPO700K	Apr 28, 2023	\$700,000.00	\$700,000.00
BPO1M	May 1, 2023	\$1,000,000.00	\$973,280.25
BPO3000	May 1, 2023	\$3,000.00	\$3,000.00
BPO500	May 1, 2023	\$500.00	\$0.00
PO70M	May 1, 2023	\$70,000,000.00	\$70,000,000.00

4A CONTACT CUSTOMER CARE TO CREATE A BLANKET PO

4B New Support Inquiry

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