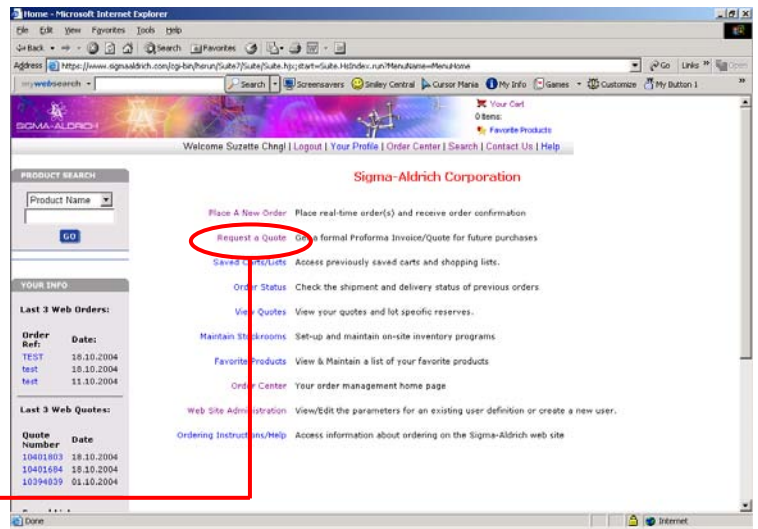


## Requesting quotations via the Sigma-Aldrich Web-Site

1. Visit [www.sigmaldrich.com](http://www.sigmaldrich.com) (Singapore)
2. Click on 'Login' on the Homepage.

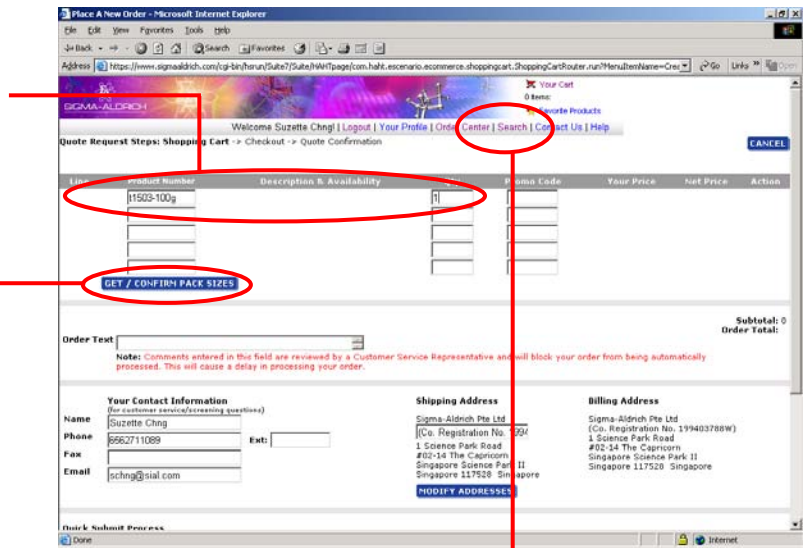
**NOTE:** To obtain quote online, you must have received an email from Sigma-Aldrich confirming authorisation to do so.

3. Click | [Order Center](#) | on Homepage.
4. Click [Request a Quote](#) .



*If product no. is known:*

5. Enter the Sigma-Aldrich product no. with package size and Qty.
6. Click [GET / CONFIRM PACK SIZES](#) see local selling price.



**Hint:** If you do not know the package size, click [GET / CONFIRM PACK SIZES](#) after the product no. is entered and the various sizes will be shown for your selection.

*If product no. is not known:*

- 5a. Click | [Search](#) | to go to the Search Center.




**SIGMA-ALDRICH**

## Requesting quotations via the Sigma-Aldrich Web-Site

5b. Perform the search using the desired search criteria.

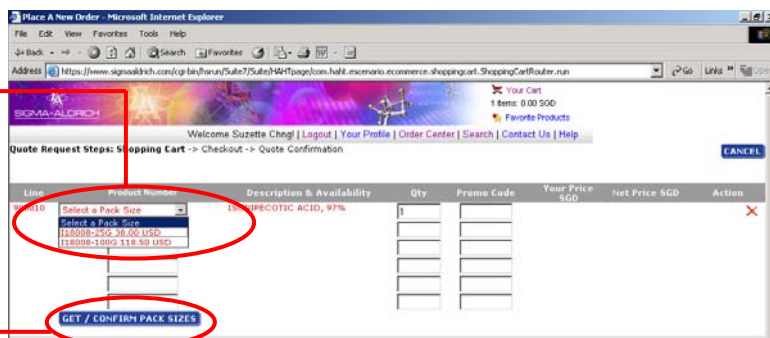
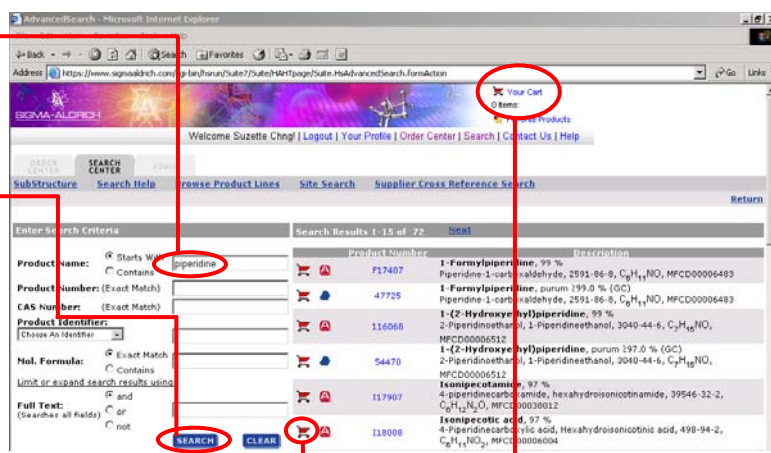
5c. Click **SEARCH**.

5d. Once the result(s) is displayed, click  to add item to the cart. To search for the next item, repeat step 5b.

5e. Click  **Your Cart** when you are ready to return to the quote page.

5f. Select the desired pack size and the required quantity.

6. Click **GET / CONFIRM PACK SIZES** see local selling price.







## Requesting quotations via the Sigma-Aldrich Web-Site

7. Click **MODIFY ADDRESSES** if you need to change your shipping address.



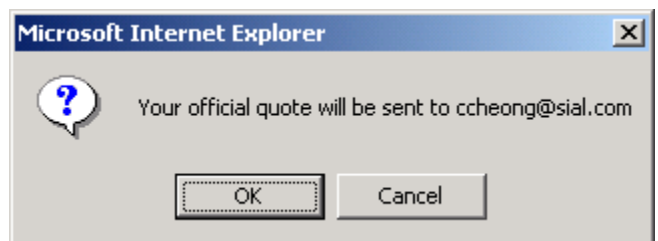
### Meaning:

-  - Link to Material Safety Data Sheet.
-  - Link to Additional information.
-  - Implies that material may be regulated/ subject to import regulations. Should you place an order, our Customer Service Officer will contact you for additional information where necessary.
-  - Remove item.

8. To obtain quote, click **REQUEST QUOTE**.

9. You will see a pop-up message that an official quote will be emailed to you.

Click 'OK'.



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## Requesting quotations via the Sigma-Aldrich Web-Site

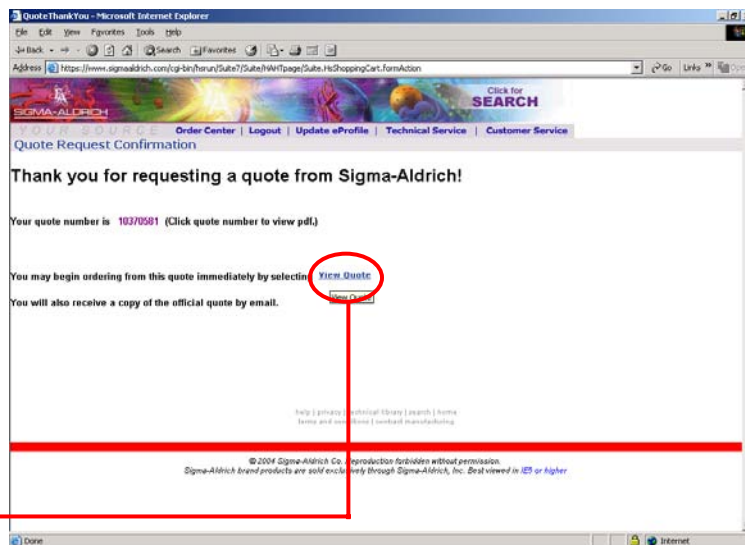
10. You will this screen.

Click on the quotation no. to print a copy of the quote.

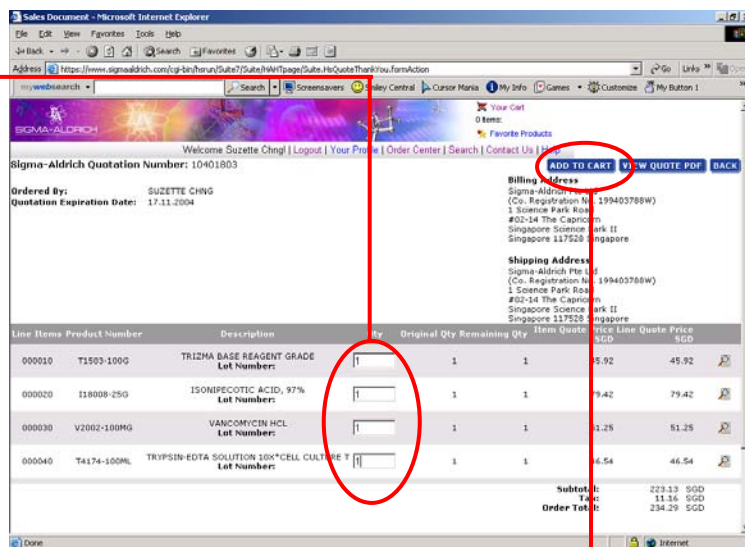


~ End of quotation process ~

11. To place an order directly with the quote, click [View Quote](#).



12. Enter the quantity you wish to order in the 'Qty' field.



13. Click 'Add to Cart'.

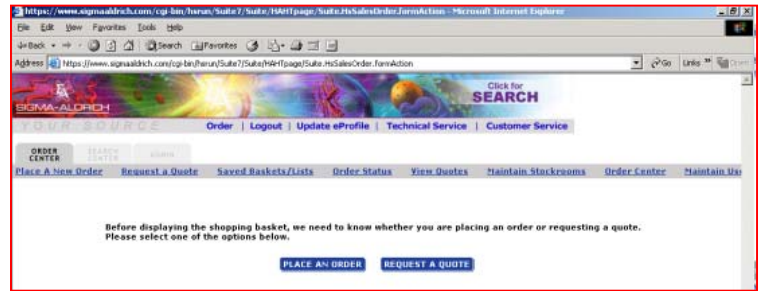


## Requesting quotations via the Sigma-Aldrich Web-Site

14. Click **PLACE AN ORDER** to proceed with ordering (proceed step 16).

OR ;

Click **REQUEST A QUOTE** to create another quote based on the previous one created. (Return to step 5.)



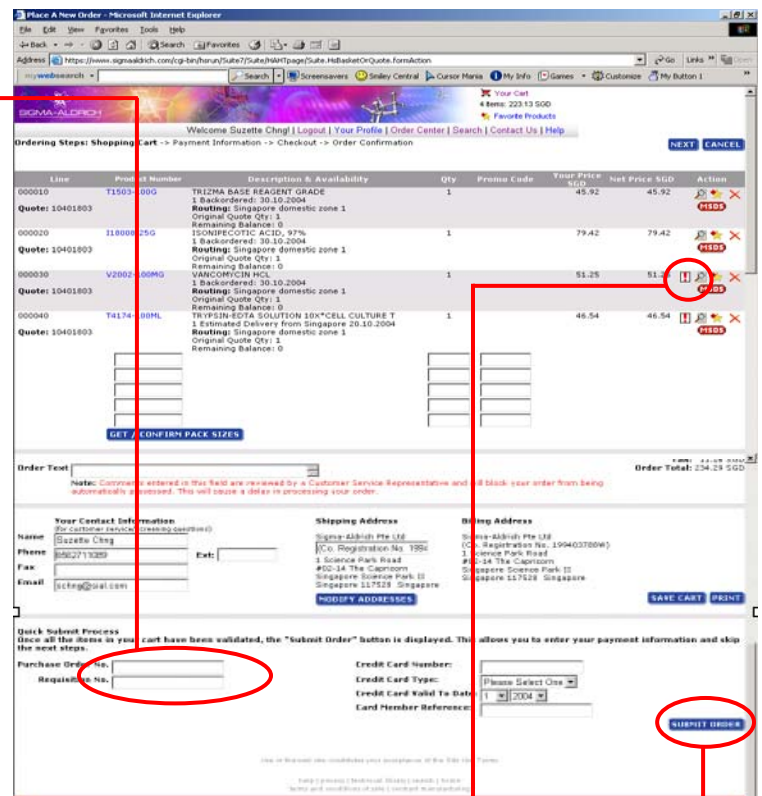
15. You can choose to add items if you wish. Otherwise, enter the Purchase Order (PO) No.



**Hint:** *If you wish to process the order prior to obtaining the PO no., indicate your PO no. with the prefix "KIV" followed by the quotation no. (e.g. KIV-10370581).*

Do note that your order will only be released for delivery once we have your PO no.

*If you are ordering without a PO no. (ie. No PO will be issued), indicate the PO no. as "SVP".*

Our Customer Service Officer will update this with the salesorder (SO) no. when reviewing your order so that the resulting PO no. will be SVP followed by the SO. no (eg. SVP-25344453)



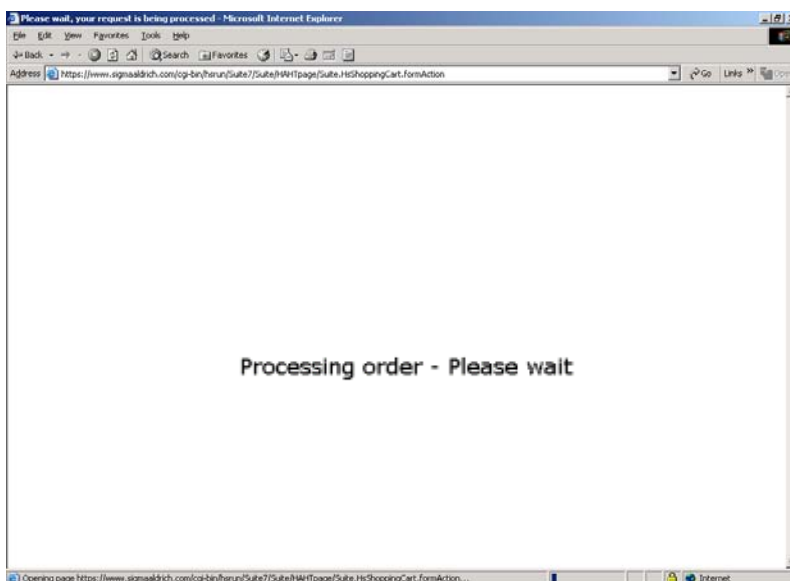
 If you see  on the item line, it means that the material may be regulated or special handling is required. Our Customer Service officer will contact you for additional info. where necessary.

16. Click **SUBMIT ORDER**.

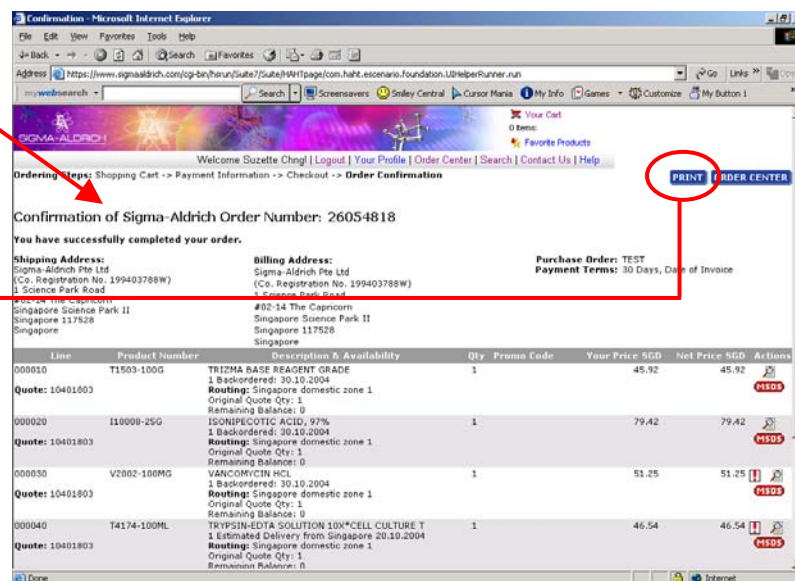


## Requesting quotations via the Sigma-Aldrich Web-Site

You will see this screen...



17. After the order is processed, you will see the screen with Sales Order No.



18. Click **PRINT** to print the Order Confirmation.



**SIGMA-ALDRICH**

## Requesting quotations via the Sigma-Aldrich Web-Site

19. You will see the Order Confirmation in a PDF format. You will also receive an email confirmation of your order (if you have specified this requirement in your profile).

Print a copy for reference if desired.

Note: No changes can be made after the order has been processed online.

If any change is required, please contact our Customer Service Officer at +65-6779 1200.

(Cancellation of order is subjected to the stage of order processing and re-stocking fee.)

**Definition:**

(Assume order is placed on 18.10.2004)

*1 Backordered: 30.10.2004*

Material is *not* in stock in local warehouse. Estimated date of delivery is 30.10.2004\*.

\* Note that delivery time for materials not in stock is 10-12 days (subject to stock availability).

*1 Estimated Delivery from Singapore 20.10.2004*

Material is in stock in local warehouse, with estimated date of delivery on 20.10.2004\*\*.

\*\*Note that delivery time for materials in stock is 1-2 days.

Line	Product Number	Description	Qty	Your Price	Net Price
000010	T1503-100G	TRIZMA BASE REAGENT GRADE <i>1 Backordered: 30.10.2004</i>	1	45.92	45.92
000020	I18008-25G	ISONIPECOTIC ACID, 97% <i>1 Backordered: 30.10.2004</i>	1	79.42	79.42
000030	V2002-100CG	VANCOMYCIN HCL <i>1 Backordered: 30.10.2004</i>	1	51.25	51.25
000040	T4174-100ML	TRYPsin-EDTA SOLUTION 10X <i>1 Estimated Delivery from Singapore 20.10.2004</i>	1	46.54	46.54

Description
TRIZMA BASE REAGENT GRADE <i>1 Backordered: 30.10.2004</i>
ISONIPECOTIC ACID, 97% <i>1 Backordered: 30.10.2004</i>
VANCOMYCIN HCL <i>1 Backordered: 30.10.2004</i>
TRYPsin-EDTA SOLUTION 10X <i>1 Estimated Delivery from Singapore 20.10.2004</i>

If you experience any problems or require assistance, please call +65-6779 1200 or email [webadmin-sapl@sial.com](mailto:webadmin-sapl@sial.com) for help from our Technical Support team.



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