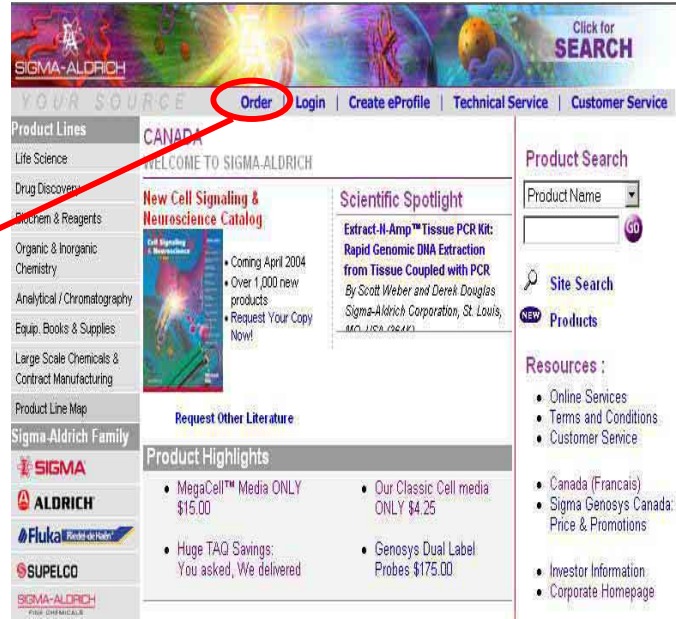


Placing Orders via the Order Centre at the Sigma-Aldrich web site

1. www.sigma-aldrich.com/canada

Note: To place an online order, you must:

- Be logged on.
- Had your profile enabled to allow online ordering.



2. Click **Order**

3. From the Order Centre Click 'Create Order'

Create Order Place real-time order(s) and receive order confirmation

Material No. - enter the catalogue number and size of each product. Separate the size from the catalogue number with a hyphen. Ex: 185442-5g
If you are unsure how to enter the size, type the catalogue number only.

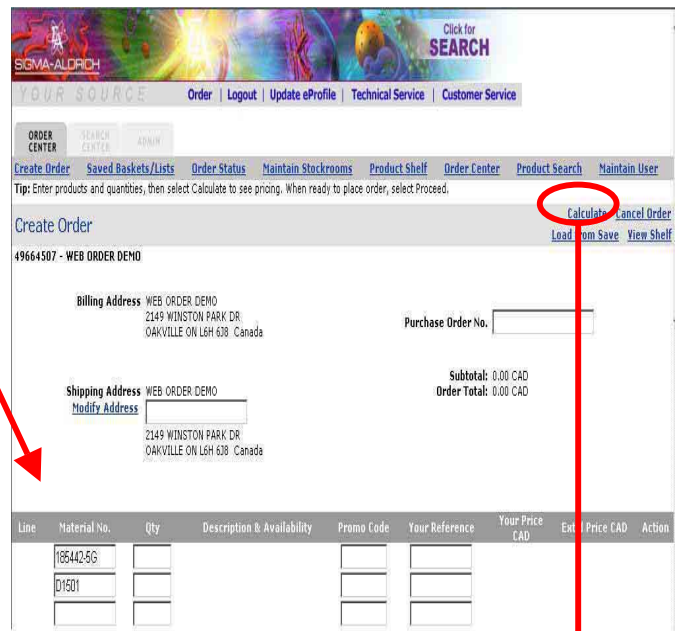
Note: Do not include any commas or dashes found in the catalogue number.

Qty - allows you to enter the number of items required.

Promo Code – enter a 3 digit number corresponding to a current Canadian promotion if it applies to this item.

Your Reference – any text you would like to appear adjacent to the product on the packing slip.

Click '**Calculate**' to continue.



Placing Orders via the Order Centre at the Sigma-Aldrich web site

4. Had you entered any products without a size, the page will reload and offer a dropdown menu displaying all sizes and corresponding prices for that item.

ORDER CENTER SEARCH CENTER ADMIN

Create Order Saved Baskets/Lists Order Status Maintain Stockrooms Product Shelf Order Center Product Search Maintain User

Tip: Enter products and quantities, then select Calculate to see pricing. When ready to place order, select Proceed.

Create Order

49664507 - WEB ORDER DEMO

Billing Address WEB ORDER DEMO
2149 WINSTON PARK DR
OAKVILLE ON L6H 6J8 Canada

Purchase Order No.

Subtotal: 23.60 CAD
Output Tax: 5.34 CAD
Transportation/Handling: 12.00 CAD
Order Total: 40.94 CAD

Shipping Address WEB ORDER DEMO
2149 WINSTON PARK DR
OAKVILLE ON L6H 6J8 Canada

Line	Material No.	Qty	Description & Availability	Promo Code	Your Reference	Your Price CAD	Ext'd Price CAD	Action
000010	185442-5G	1	HEXACHLOROETHANE, 99% 1 available on 02/11/2004			23.60	23.60	Remove
Choose One								
	D1501-50MG		23.30 CAD					
	D1501-100MG		38.40 CAD					
	D1501-500MG		122.50 CAD					
900040	D1501-1G		224.90 CAD					Remove
	D1501-5G		963.00 CAD					
Choose One								
				Tariff Code:2903.19 UN:			Routing: CA - PUROLATOR GRD	
				Tariff Code: UN:			Routing:	

5. Click 'Calculate' once you have selected the appropriate pack size.

Note: When the page reloads each item will display a description, availability, price, and shipping method.

ORDER CENTER SEARCH CENTER ADMIN

Create Order Saved Baskets/Lists Order Status Maintain Stockrooms Product Shelf Order Center Product Search Maintain User

Tip: Enter products and quantities, then select Calculate to see pricing. When ready to place order, select Proceed.

Create Order

49664507 - WEB ORDER DEMO

Billing Address WEB ORDER DEMO
2149 WINSTON PARK DR
OAKVILLE ON L6H 6J8 Canada

Purchase Order No.

Subtotal: 62.00 CAD
Output Tax: 11.10 CAD
Transportation/Handling: 12.00 CAD
Order Total: 85.10 CAD

Shipping Address WEB ORDER DEMO
2149 WINSTON PARK DR
OAKVILLE ON L6H 6J8 Canada

Line	Material No.	Qty	Description & Availability	Promo Code	Your Reference	Your Price CAD	Ext'd Price CAD	Action
000010	185442-5G	1	HEXACHLOROETHANE, 99% 1 available on 02/11/2004			23.60	23.60	Remove
Choose One								
	D1501-100MG		38.40 CAD					
000020	D1501-100MG	1	DEOXYRIBONUCLEIC ACID TYPE I 1 available on 02/11/2004			38.40	38.40	Remove
Choose One								
				Tariff Code:2903.19 UN:			Routing: CA - PUROLATOR GRD	
				Tariff Code:3822.00 UN:			Routing: CA - PUROLATOR GRD	

6. If you have entered your PO number, or your credit card is saved in your profile, you can view the sales totals and click 'Place Order Now' to complete your order.

If you have not entered a PO number, or credit card information, click 'Proceed' for the Payment Page.

Placing Orders via the Order Centre at the Sigma-Aldrich web site

7. Enter any additional information such as Purchase Order number or Credit Card information.

You can also send a message or enter a quotation number at the bottom of the screen. Either field will cause the order to be reviewed by a representative at Sigma-Aldrich.

8. Click 'Proceed' to view a final verification screen, or if satisfied that all your information is complete, click 'Place Order Now'.

Create Order: Finalize Data [Proceed](#) [Place Order Now](#) [Print](#) [Return to Shopping Basket](#)
49664507 - WEB ORDER DEMO

Payment Method(s)
Sigma-Aldrich requires that some method of payment is provided with each order. This is typically a Purchase Order Number, Credit/Procurement Card information or both. Your organization may have additional requirements.
[Standard Payment Terms](#)

PD No.
Requisition No:
Payment Terms:

Credit/Procurement Card Type
Credit Card No.
Credit Card Type:
Credit Card Valid To Date:
Card Member Reference:

Additional Order Information
Quote/Reserve No.:
Order Text:
Additional Email Confirmation:
Several email addresses can be entered in this field. Separate multiple email addresses with commas.

9. The confirmation page will reference your order number, you will also have the ability to print a hardcopy for your records.

The system will also send a confirmation to the e-mail address you have saved in your profile.

ORDER CENTER [SEARCH CENTER](#) [ADMIN](#)
[Create Order](#) [Saved Baskets/Lists](#) [Order Status](#) [Maintain Stockrooms](#) [Product Shelf](#) [Order Center](#) [Product Search](#) [Maintain User](#)
Tip: View the information on the order that you just placed. Use the Print action and/or note the sales Document Number for future reference.
Create Order: Confirmation [Print](#) [Order Center](#)
49664507 - WEB ORDER DEMO

Document Header

Sigma-Aldrich Sales Order No. **9594299**
Billing Address: WEB ORDER DEMO
2149 WINSTON PARK DR
OAKVILLE ON L6H 6J8
Canada
PO No. TEST ORDER
Shipping Address: WEB ORDER DEMO
2149 WINSTON PARK DR
OAKVILLE ON L6H 6J8
Canada
Payment Terms:
Contact Name: Neil Chew
Contact Phone: 9058299500/340
Contact Email: nchew@siad.com
Order Text: TEST ORDER
Order Date: 02/11/2004
Subtotal: 62.00 CAD
Output Tax: 11.10 CAD
Transportation/Handling: 12.00 CAD
Order Total: 85.10 CAD

Line	Material No.	Qty	Description	Promo Code	Your Reference	Your Price CAD	Est'd Price CAD
000010	185442-5G	1	HEXACHLOROETHANE, 99%			23.60	23.60
			1 Available Tariff Code: 2903.19 UN:				
000020	D1501-100MG	1	DEOXYRIBONUCLEIC ACID TYPE I			38.40	38.40
			1 Available Tariff Code: 3822.00 UN:				

Shipped From: OAKVILLE
Routing: CA - FUROLATOR GRD

If you experience any problems or require assistance please contact us at 1 800 565 1400 or e-mail at net_ah@siad.com