

Converting a Quotation at the Sigma-Aldrich Web-Site

1. **NOTE:** To convert a quote online, you must:

- ✓ Be logged on
- ✓ Have received an email from Sigma-Aldrich confirming authorisation to place an online order or convert a quote online.



2. Click **Order Center**

3. Click **'View Quotes'**

View Quotes View your quotes and lot specific reserves.

4. Enter the quote number you wish to convert.

Please Enter Your Quote Number:

NOTE: You can view any quote that was created for your Department.

5. Click **VIEW** to display the Quote

6. Enter a qty for each item you wish to order

Sigma-Aldrich Quotation Number: 20523017

Purchase Order: TEST ONLINE QUOTE

Ordered By: DANIEL WHITTLE
Quotation Expiration Date: 25.09.2004

Billing Address
SIGMA-ALDRICH PROMOTIONS
UNIT 2/24 ANELLA AVE
CASTLE HILL NSW 2154 Australia

Shipping Address
SIGMA ALDRICH PROMOTIONS
UNIT 2/24 ANELLA AVE
CASTLE HILL NSW 2154 Australia

Line Item	Part Number	Description	Original Qty	Remaining Qty	List Price	Item Quote Price	Line Quote Price
000010	T1503-2500	TRIZMA BASE RESIN Lot Number: <input type="text"/>	2	2	67.90	64.51	129.02

Subtotal: 129.02 AUD
Output Tax: 14.90 AUD
Transportation/Handling: 20.00 AUD
Order Total: 163.92 AUD

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SIGMA-ALDRICH

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7. Click **ADD TO CART** to add all the items with quantities to the Shopping Cart

Sigma-Aldrich Quotation Number: 20523017
 Purchase Order: TEST ONLINE QUOTE
 Ordered By: DANIEL WHITFIELD
 Quotation Expiration: 19/09/2004

ADD TO CART **VIEW QUOTE PDF** **BACK**

Billing Address
 SIGMA ALDRICH PROMOTIONS
 UNIT 2/34 ANELLA AVE
 CASTLE HILL NSW 2154 Australia

Shipping Address
 SIGMA ALDRICH PROMOTIONS
 UNIT 2/34 ANELLA AVE
 CASTLE HILL NSW 2154 Australia

Line Items	Product Number	Description	Qty	Original Qty	Remaining Qty	List Price	Item Quote Price	Line Quote Price	AUD
000010	T1503-250G	TRIZMA BASE REAGENT GRADE Lot Number:	<input type="text"/>	2	2	67.90	64.51	129.02	

Subtotal: 129.02 AUD
 Output Tax: 14.90 AUD
 Transportation/Handling: 20.00 AUD
Order Total: 163.92 AUD

8. Click 'Place an Order' to convert the requested quantities to an online order.

Before displaying your cart, we need to know whether you are placing an order or requesting a quote. Please select one of the options below.

PLACE AN ORDER **REQUEST A QUOTE**

NOTE: The availability of each product will also be shown with an estimated Availability date displayed for Products on Backorder

Welcome Daniel Whitfield | Logout | Your Profile | Order Center | Search | Service | Help

Ordering Steps: Shopping Cart -> Payment Information -> Checkout -> Order Confirmation

Line	Product Number	Description & Availability	Qty	Promo Code	List Price	Your Price	Net Price - AUD	Action
000010	T1503-250G	TRIZMA BASE REAGENT GRADE 2 In Stock from Sydney 19/09/2004 Receiving: All DOMESTIC ROAD Original Quote Qty: 2 Remaining Balance: 0	<input type="text"/>		67.90 AUD	64.51	129.02	

GET / CONFIRM PACK SIZES

T1503-250G

Click to display alternate Pack-size information and add to Cart if applicable



Click to display Additional Product Information including Shipping Instructions



Click to add product to Favourites list

MSDS

Click to display a MSDS for the product



Click to display Product Compliance Information if applicable



Click to Remove Product from cart

The Quick Submit section allows you to enter your Payment Information without having to progress to the Payment Information section. Simply enter your Payment Information such as a Purchase Order or Credit Card details and click the Submit Order button. You will then be automatically taken to the Order Confirmation screen

Quick Submit Process

Once all the items in your cart have been validated, the "Submit Order" button is displayed. This allows you to enter your payment information and skip the next steps.

Purchase Order No.

Requisition No.

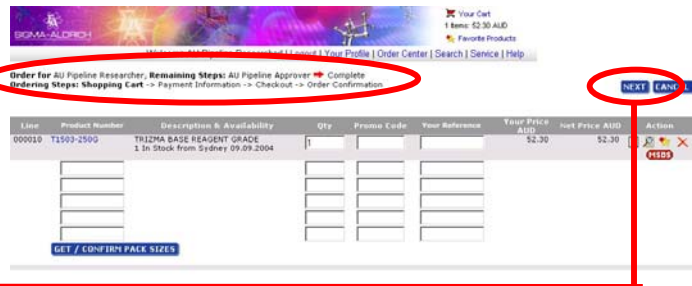
SUBMIT ORDER



SIGMA-ALDRICH

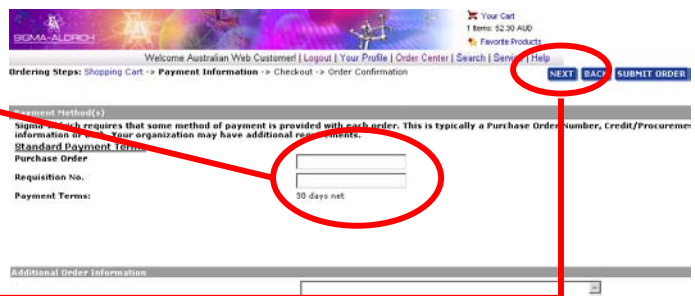
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NOTE: At any time you can check your online ordering progress in the 'Order Centre Navigation' section



9. Click **NEXT** to be taken to the Payment Information screen

10. Enter your Payment Information such as Purchase Order Number or Credit Card information.



11. Click **NEXT** to progress to the Checkout

12. Click **SUBMIT ORDER** once all information has been verified



13. The Order Confirmation screen will be displayed with a Sigma-Aldrich Order Reference number. You will also receive an email indicating that the order has been confirmed.



If you experience any problems or require assistance, please call 1800 800 097 (Australia), 0800 936 666 (New Zealand) or email ausmail@sial.com for help from our eCommerce team. If possible please have a quote ready for processing for an over the phone demonstration/tutorial.

