

Requesting a Quotation at the Sigma-Aldrich Web-Site

- **NOTE:** To request a quotation online, you must:

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



1. Click [Order Center](#)

NOTE: You will be taken to the Sigma-Aldrich Online Order Centre where you can place an order online and check the status of current orders.

2. Click 'Request a Quote' [Request a Quote](#) Get a formal Proforma Invoice/Quote for future purchases

3. Enter the product numbers and quantities of each product on the order.

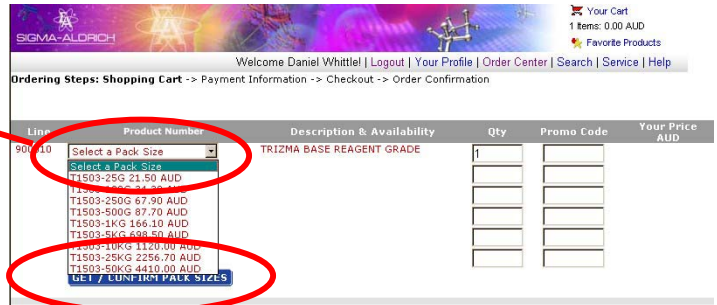


4. Click [GET / CONFIRM PACK SIZES](#) to continue.



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5. If applicable, select the pack size from the dropdown.



6. Click **GET / CONFIRM PACK SIZES** when each pack-size for all the products has been entered.

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



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



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 when ordering online without having to progress to the Payment Information section. When requesting a Quote you do **NOT** have to enter any information in this section. However, you can click the 'Request Quote' button to be automatically taken to the Quote Request Confirmation or Confirmation Reviewed screen

Quick Submit Process

Once all the items in your cart have been validated, the "Request Quote" button is displayed. This allows you to enter (optional) payment information and skip the next steps.

Purchase Order No.

Requisition No.

REQUEST QUOTE



SIGMA-ALDRICH

