

Displaying Order Status at the Sigma-Aldrich Web-Site

1. **NOTE:** To display Order Status, you must:

- ✓ Be logged on
- ✓ Have received an email from Sigma-Aldrich confirming authorisation to display Order Status or place an order online.



2. 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.

3. Click **Order Status**

Order Status

Check the shipment and delivery status of previous orders

NOTE: The Order Status section allows you to check the status of ALL previous orders placed with Sigma-Aldrich, not just orders placed on the website.



Product No.:	Enter a Sigma-Aldrich Product Number
PO No.:	Enter your Purchase Order Number
From:	Enter a From date
To:	Enter a To date
Status:	Select a Document status of Any, Open or Complete
Sales Document No.:	Enter the Sigma-Aldrich Reference Number
SEARCH	Search for orders based on criteria entered in the Sales Document Search section
VIEW	Display the document entered in the Sales Document No. field

Displaying Order Status at the Sigma-Aldrich Web-Site

4. If applicable, select the Order Reference Number from the list to go to the Sales Document Overview.

Sales Document List

Customer: 49613992 From 28.08.2004 To 27.09.2004

Document No.	Doc. No.	Date	Ordered By	Order Total	Status
32016405	ESTEST-PARTIAL-0121	11.08.2004	KATHRYN A CAREY	0.00 AUD	Complete
32016405	ESTEST-STOCK-0121	11.08.2004	KATHRYN A CAREY	0.00 AUD	Complete
32016405	ESTEST-WOSTOCK-0221	21.08.2004	KATHRYN A CAREY	0.00 AUD	Complete
32016405	ESTEST-STOCK-0221	31.08.2004	KATHRYN A CAREY	0.00 AUD	Complete
32009005	ESTOCK-TEST-0721WEB	29.08.2004	KATHRYN A CAREY	30.74 AUD	In process
32009006	ESTEST-BO-0721WEB	29.08.2004	KATHRYN A CAREY	0.00 AUD	Complete
60200096	ES TEST -STOCK-Z1WEB	29.08.2004	KATHRYN A CAREY	21.90 AUD	Complete

NOTE: You can check the Status of the order in the status column. You can also sort each column by clicking the underlined column heading.

5. Click **Details** to display Item details such as Shipping Date and Invoice Number.

Sigma-Aldrich Order Number: 31994940

Purchase Order: ES TEST -STOCK-Z1WEB

Payment Terms:

Ordered By: KATHRYN A CAREY
Order Date: 26.08.2004
Order Text: ***EXCESS STOCK TEST ***

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 Items	Product Number	Description	Qty	List Price	Your Price	Net Price	Ship Status	Details
1	000010	BEST NITRI SOLVE NITRILE GLOVES, UNLINED	1	1.90 AUD	1.90 AUD	1.90 AUD	Shipped	Details

Subtotal: 1.90 AUD
Output Tax: 2.39 AUD
Transportation/Handling: 20.00 AUD
Order Total: 24.09 AUD

REORDER

NOTE: You can Re-order products from the order by clicking **REORDER**. The items will then be copied to your Shopping Cart

6. The Item Detail section will show information relating to the item.

Sigma-Aldrich Order Number: 31994940

Purchase Order: ES TEST -STOCK-Z1WEB
Order Date: 26.08.2004

Invoice Number(s): 0504623684

Line Item: 000010
Product Number: 2405009-1PAK
Product Description: BEST NITRI SOLVE NITRILE GLOVES, UNLINED

Related Information: **MSDS** Material Safety Data Sheets (MSDS)
Additional Item Information

Qty	Lot Number	DHL Doc. No.	Status	Routing	Planned/Actual Ship Date
1		817153462	Shipped From Sydney	AU DOMESTIC ROAD	26.08.2004

Invoice Number(s): Displays the Invoice Number for the item



Click to display Additional Product Information including Shipping Instructions



Click to display a MSDS for the product



Item Status, such as Open, Processing or Shipped



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.



SIGMA-ALDRICH