

## Placing orders via the Order Centre at the Sigma-Aldrich Web-Site

1. **NOTE:** To place an order online, you must:

- ✓ Be logged on
- ✓ Have received an email from Sigma-Aldrich confirming authorisation to 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 **Place A New Order**

**Place A New Order**

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

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

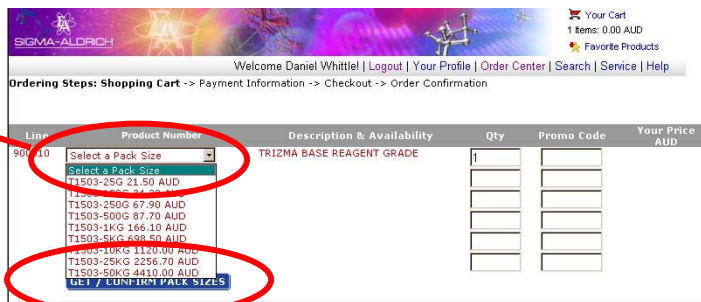


5. Click **GET / CONFIRM PACK SIZES** to continue.



## Placing orders via the Order Centre at the Sigma-Aldrich Web-Site

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



7. 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 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.

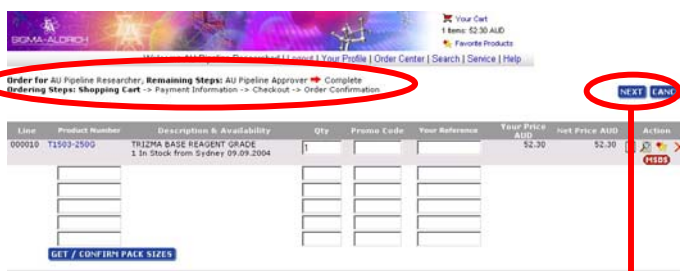
**SUBMIT ORDER**



SIGMA-ALDRICH

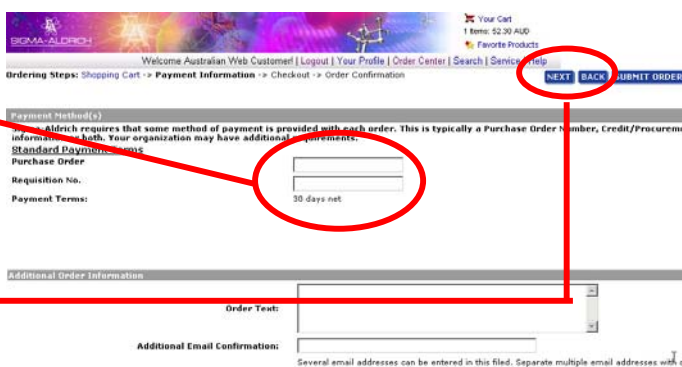
## Placing orders via the Order Centre at the Sigma-Aldrich Web-Site

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



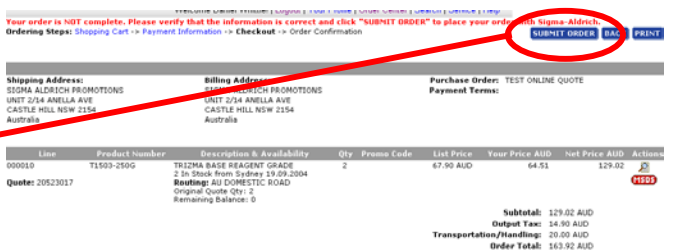
8. Click **NEXT** to go to the Payment Information screen

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

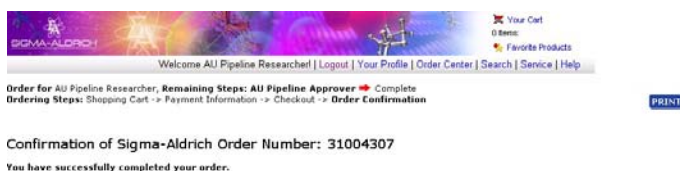


10. Click **NEXT** to progress to the Checkout

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



12. 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](mailto:ausmail@sial.com) for help from our eCommerce team. If possible please have an order ready for processing for an over the phone demonstration/tutorial.



SIGMA-ALDRICH