

## Saving a Shopping Cart or List at the Sigma-Aldrich Web-Site

1. **NOTE:** To save a Shopping Cart or List, 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.

Line	Product Number	Description & Availability	Qty	Promo Code	Your Price

GET / CONFIRM PACK SIZES

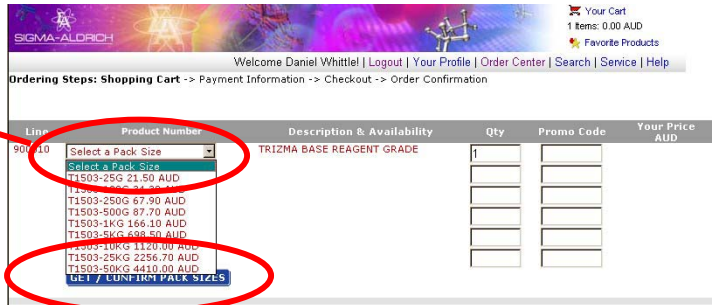
5. Click **GET / CONFIRM PACK SIZES** to continue.

Line	Product Number	Description & Availability	Qty	Promo Code	Your Price
	11503				

GET / CONFIRM PACK SIZES

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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

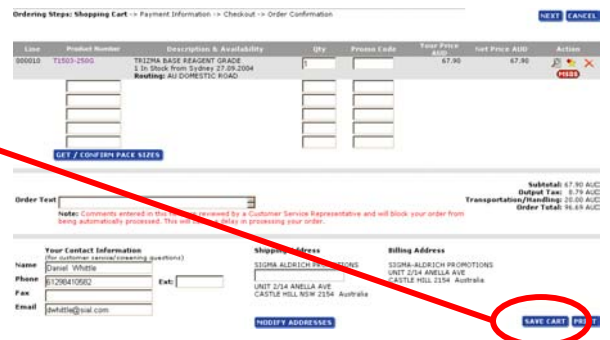


Click to Remove Product from cart



Saving the items as a Saved Cart or Saved List will **NOT** commit the items for sale. A product that appears in stock when saving items may not be available when ordering. Items are only committed once they are submitted in an order.

8. Click **SAVE CART** to save the items as a Saved Cart or Saved List



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**NOTE:** The Save Order Form or List section will be displayed, where you can access previously saved Carts or Lists and save your current Shopping Cart

9. Enter a Name for the List or Cart (required) and if applicable, enter comments (optional)

Line	Product Number	Description & Availability	Qty	Primo Code	Your Price AUD	Net Price AUD	Actions
000010	T1503-250G	TRIZMA BASE REAGENT GRADE 1 in Stock from Sydney 27.09.2004 Reagents: AU DOMESTIC ROAD	1		67.90	67.90	

10. Select Save as Your Cart (temporarily saved work-in-progress) or Save as Shopping List (template containing materials and quantities)

**What To Save:**  Save as Your Cart (temporarily save work-in-progress)  
 Save as Shopping List (template containing materials and quantities)

**NOTE:** A shopping Cart will be removed once it is loaded while a Shopping List will remain saved until it is manually deleted.

11. If applicable, select the 'Display on Portal' option to display the List or Cart in the left-hand side pane ('Portal') in the Order Centre

12. Click **SUBMIT** to save the items



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 some items ready to save for an over the phone demonstration/tutorial.



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