

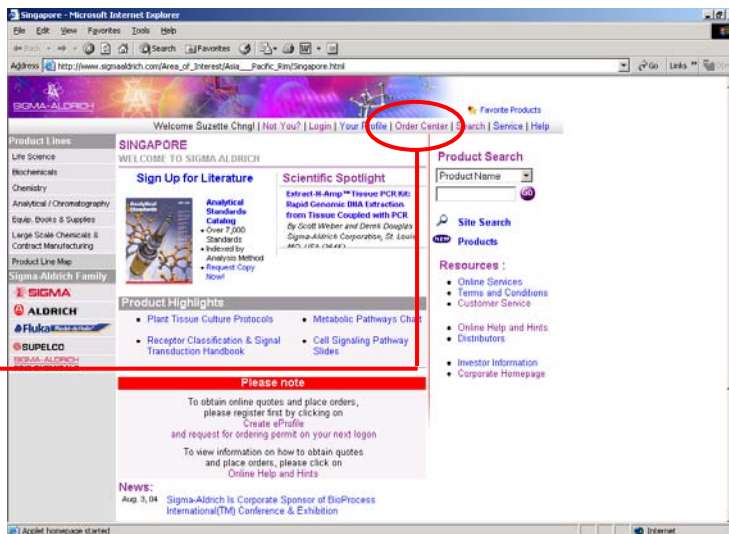
Placing orders via the Order Centre at the Sigma-Aldrich Web-Site

1. Visit www.sigma-aldrich.com (Singapore)

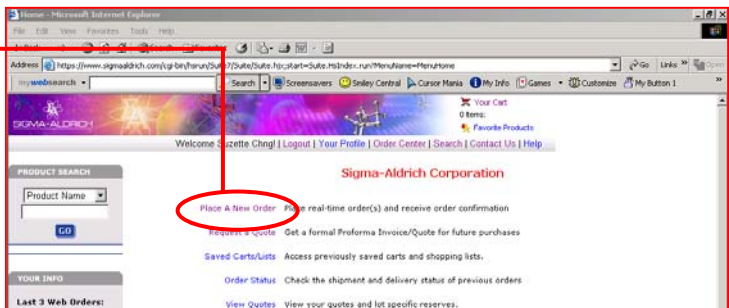
NOTE: To place an online order, you must:

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

2. Click [Order Center](#)



3. Click [Place A New Order](#)

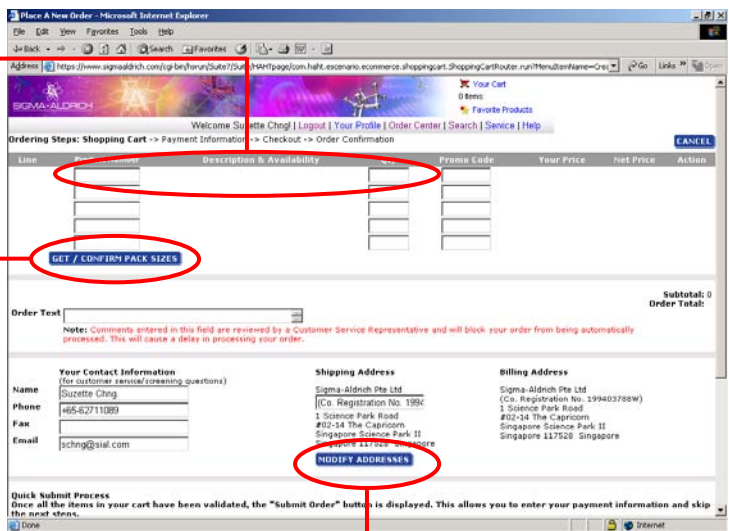


4. Enter the product no. and quantities of each product on the order.

5. Click [GET / CONFIRM PACK SIZES](#) to see local selling price.

Hint: If you do not know the package size, click [GET / CONFIRM PACK SIZES](#) after the product no. is entered and the various sizes will be shown for your selection.

6. Click [MODIFY ADDRESSES](#) if you need to change your shipping address. Otherwise, proceed to step 7.



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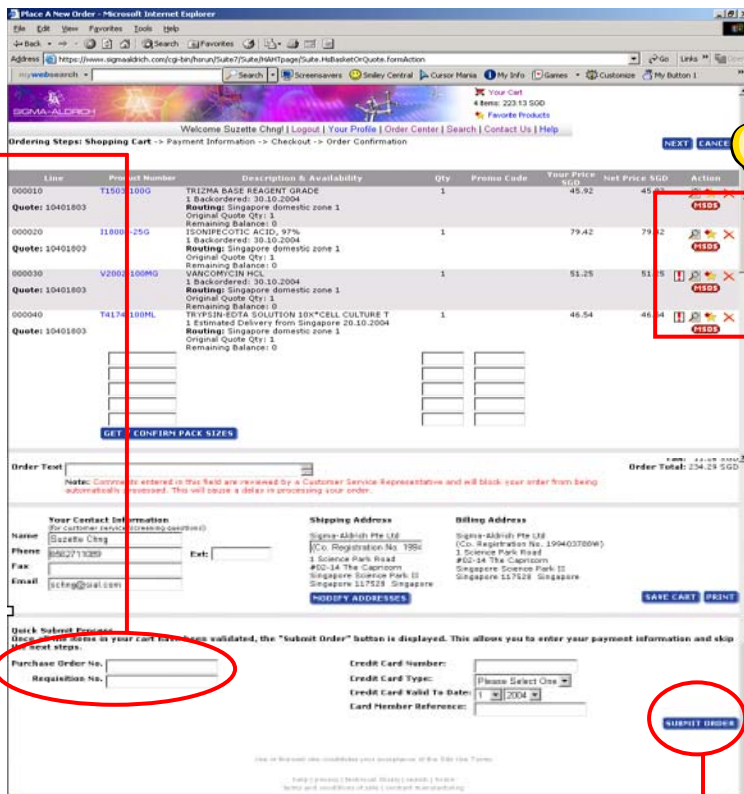
7. You may choose to add more items by repeating steps 4 & 5. Otherwise enter your Purchase order no.

Hint: *If you wish to process the order prior to obtaining the PO no., indicate your PO no. with the prefix "KIV" followed by the quotation no. (e.g. KIV-10370581).*





Do note that your order will only be released for delivery once we have your PO no.

If you are ordering without a PO no. (ie. No PO will be issued), indicate the PO no. as "SVP".

Our Customer Service Officer will update this with the salesorder (SO) no. when reviewing your order so that the resulting PO no. will be SVP followed by the SO. No (eg. SVP-25344453)



 **Meaning:**

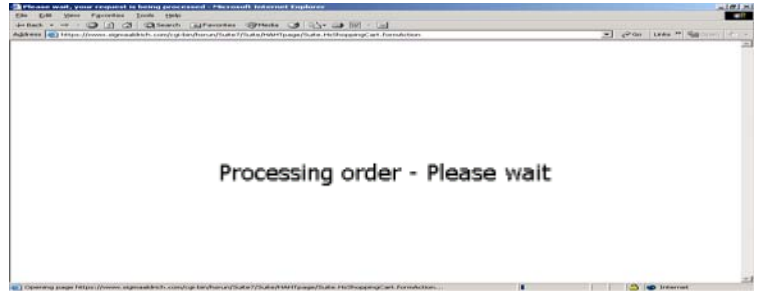
-  - Link to Material Safety Data Sheet.
-  - Link to Additional information.
-  - Implies that material may be regulated/ subject to import regulations. Should you place an order, our Customer Service Officer will contact you for additional information where necessary.
-  - Remove item.

8. Click **SUBMIT ORDER**.

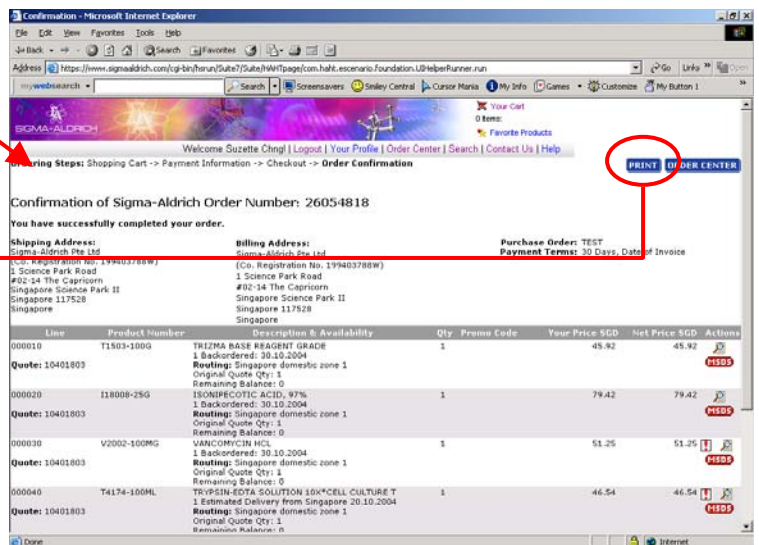


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....You will see this screen



9. After the order is processed, you will see the screen with Sales Order No.



10. Click **PRINT** to print the Order Confirmation.



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11. You will see the Order Confirmation in a PDF format. You will also receive an email confirmation of your order (if you have specified this requirement in your profile).

Print a copy for reference if desired.

Note: No changes can be made after the order has been processed online.

If any change is required, please contact our Customer Service Officer at +65-6779 1200.

(Cancellation of order is subjected to the stage of order processing and restocking fee.)

Definition:

(Assume order is placed on 18.10.2004)

1 Backordered: 30.10.2004

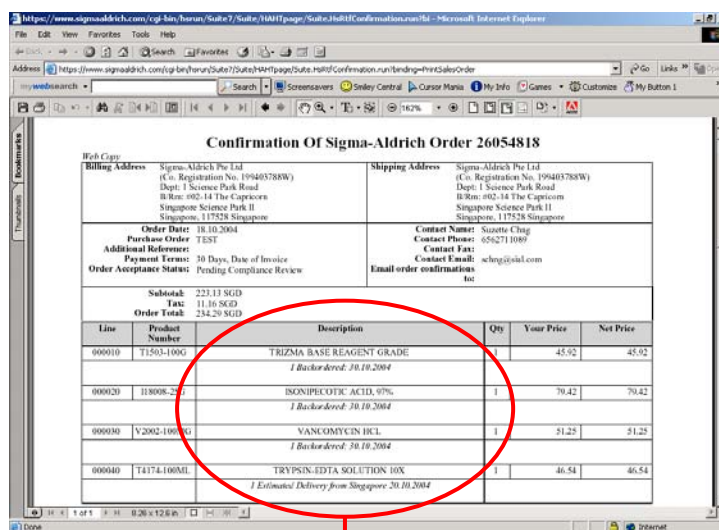
Material is **not** in stock in local warehouse. Estimated date of delivery is 30.10.2004*.

* Note that delivery time for materials not in stock is 10-12 days (subject to stock availability).

1 Estimated Delivery from Singapore 20.10.2004

Material is in stock in local warehouse, with estimated date of delivery on 20.10.2004**.

**Note that delivery time for materials in stock is 1-2 days.



Description
TRIZMA BASE REAGENT GRADE <i>1 Backordered: 30.10.2004</i>
ISONIPECOTIC ACID, 97% <i>1 Backordered: 30.10.2004</i>
VANCOMYCIN HCL <i>1 Backordered: 30.10.2004</i>
TRYP SIN-EDTA SOLUTION 10X <i>1 Estimated Delivery from Singapore 20.10.2004</i>

If you experience any problems or require assistance, please call +65-6779 1200 or email webadmin-sapl@sial.com for help from our Technical Support team.



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