

Making use of cart prior to obtaining quote and placing order

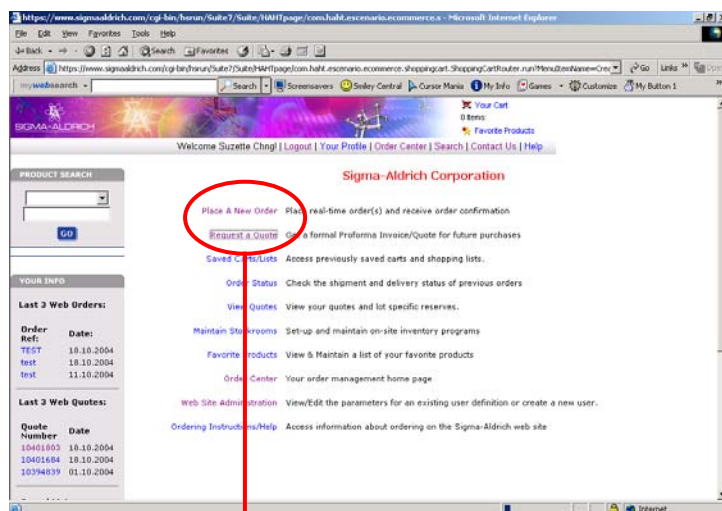
NOTE: Below steps will enable you to obtain a single quote or place an order for items, which you want to add at different times by making use of the cart.

You should be familiar with how to obtain online quote or place online order.

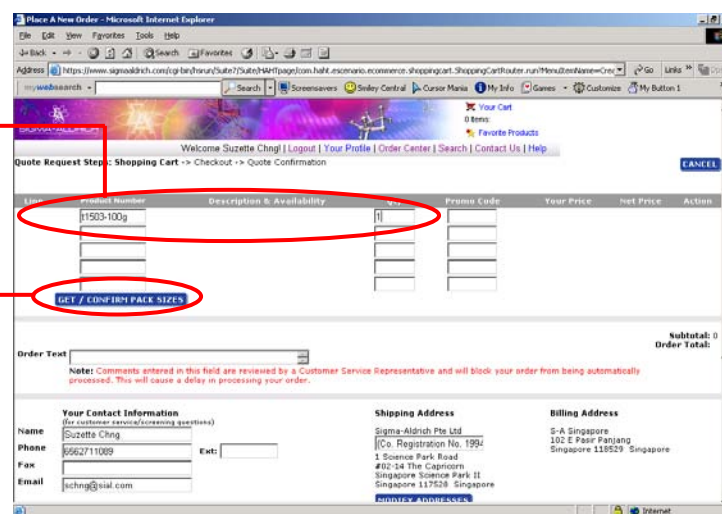
If not, please refer to the pdf file on:

“How to Obtain Online Quote” or
“How to Order Online via the Order Center”

1. After you have logon, click **Order Center** followed by **Request a Quote** or **Place A New Order**



2. Enter the Sigma-Aldrich product no. with package size and Qty.
3. Click **GET / CONFIRM PACK SIZES** see local selling price.



SIGMA-ALDRICH

Making use of cart prior to obtaining quote and placing order

4. To save item(s) into a cart, click **SAVE CART**.

The screenshot shows the 'Place A New Order' page in Microsoft Internet Explorer. The browser address bar shows the URL: https://www.sigmaaldrich.com/cgi-bin/ncur/Suite7/Suite/HWT/page/Suite.HsShoppingCart_FormAction. The page header includes the Sigma-Aldrich logo and navigation links. The main content area displays a shopping cart with the following table:

Line	Product Number	Description & Availability	Qty	Promo Code	Your Price SGD	Net Price SGD	Action
000010	T1503-100G	TRIZMA BASE REAGENT GRADE 1 Backordered: 06-11-2004 Routing: Singapore domestic zone 1	1		45.92	45.92	

Below the table, there is a 'GET / CONFIRM PAGE SIZES' button. The 'Order Text' field is empty. The 'Your Contact Information' section includes fields for Name (Suzette Chng), Phone (6562711089), Fax, and Email (schng@aol.com). The 'Shipping Address' and 'Billing Address' sections are also visible. The 'SAVE CART' button is circled in red. The 'NEXT REQUEST QUOTE' button is located at the bottom right.

5. Enter name of your cart

→ Select to save as Cart or Shopping List

→ Check the box to

Display On Portal:

→ Click **SUBMIT**

The screenshot shows the 'Save Your Cart or Shopping List' page in Microsoft Internet Explorer. The browser address bar shows the URL: https://www.sigmaaldrich.com/cgi-bin/ncur/Suite7/Suite/HWT/page/Suite.HsShoppingCart_FormAction. The page header includes the Sigma-Aldrich logo and navigation links. The main content area displays a form for saving the cart with the following fields:

Name:

Comment:

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

Display On Portal:

The 'SUBMIT' button is circled in red. Below the form, a table shows the cart contents:

Line	Product Number	Description & Availability	Qty	Promo Code	Your Price SGD	Net Price SGD	Action
000010	T1503-100G	TRIZMA BASE REAGENT GRADE 1 Backordered: 06-11-2004 Routing: Singapore domestic zone 1	1		45.92	45.92	



SIGMA-ALDRICH

Making use of cart prior to obtaining quote and placing order

6.You will see

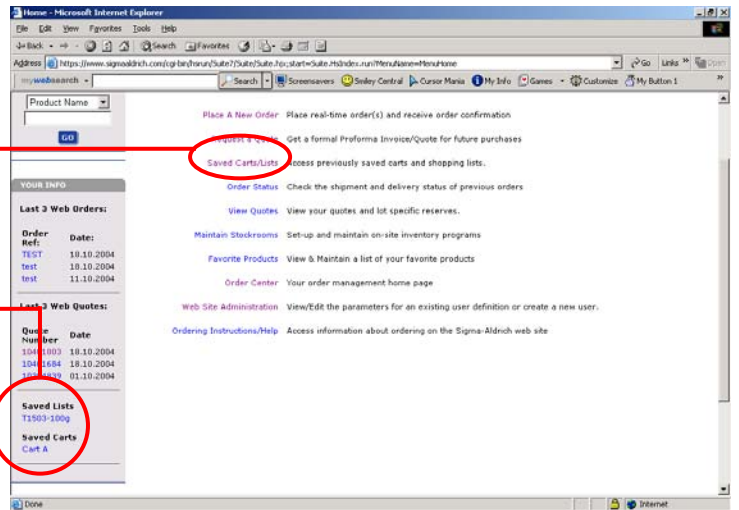


7. To view your saved Cart or Shopping List, click

[Saved Carts/Lists](#)

or

the shortcut.



8. Click on [PLACE AN ORDER](#) or [REQUEST A QUOTE](#).



Making use of cart prior to obtaining quote and placing order

9. At this stage, you may choose to:

a. Add more items to your Cart or Shopping List (repeat steps 2 to 6).

or

b. Request a quote by clicking

REQUEST QUOTE

If you have selected the option to place an order in step 8, you will see the button to “Submit Order”.

Do remember to enter your Purchase Order no.

Line	Product Number	Description & Availability	Qty	Promo Code	Your Price SGD	Net Price SGD	Action
000010	T1503-1000	TH12MA BASE REAGENT GRACE 1 Backordered: 06.11.2004 Routing: Singapore domestic zone 1	1		45.92	45.92	

Subtotal: 45.92 SGD
Tax: 2.30 SGD
Order Total: 48.22 SGD

REQUEST QUOTE **SAVE CART** **NEXT**



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.

SIGMA-ALDRICH