

Sigma Quote to order process in eStores

To retrieve a quote from the Sigma Aldrich supplier website in eStores, begin by clicking on Order Center link at the bottom of the catalog landing page (first page that displays in the catalog.)

Select the "Find Quotes" link at the bottom of the Order Center section of the Order Center.

The screenshot shows the 'Quick Order Form' interface. At the top, there is a 'Display:' dropdown menu set to '5 Entry Fields'. Below this is a table with the following columns: 'Select', 'Line', 'Product Number', 'Description', 'Quantity', 'Promo Code', 'Your Reference', 'Your Price', and 'Item Tot'. The table contains five rows, each with input fields for the 'Product Number', 'Quantity', 'Promo Code', and 'Your Reference' columns. A red button labeled 'Get / Confirm Pack Sizes' is located below the table. At the bottom of the form, there are several navigation links: 'My Recent Orders' with a 'Find Orders' link, 'Saved Shopping Carts', 'Ordering Instructions and Help' (with sub-links for 'Searching & Adding to Your Cart', 'Entering Product Numbers directly in Your Cart', 'Managing a List of Your Favorite Products', and 'Re-Ordering Products from a Previous Order'), 'My Recent Quotes' with a 'Find Quotes' link (indicated by a black arrow), and 'Oligos & Peptides'.

Enter the quote number or search by date range. Please note entering the quote number will return the result more quickly.

The screenshot shows a search form for quotes. It includes the following fields and options:

- Quote Number:
- OR
- Product Number:
- P.O. Number:
- Quotes Created (on or after):
- Quotes Expires (on or before):
- Status:
-

Review the item descriptions, pricing and quantities and click on the “Convert to Order” button at the bottom right corner of the page.

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Quote Detail: #20016749
 Your Quote is displayed below. Modify the quantity box for each product and then click the "Convert To Order" button to convert the Quote into an Order.
 For the printable version of this quote, please contact your local Sigma-Aldrich customer service office at 800-325-3010 .

Order by: RESEARCHER
Expiration Date: 05/05/2010

Contact Information

Name: RESEARCHER
Phone: 555-555-1212
Email: user@sial.com

Shipping Information

ANYTOWN UNIV
 123 MAIN STREET
 ANYTOWN MO 55555

Billing Information

ANYTOWN UNIV
 123 MAIN STREET
 ANYTOWN MO 55555

| Line | Product Number | Description | Quantity | Your Reference | Original Quantity | Remaining Quantity | Item Quote Price | Line Quote Price |
|--------|----------------|--|--------------------------------|----------------|-------------------|--------------------|------------------|------------------|
| 000010 | S2002-100G | SODIUM AZIDE | <input type="text" value="1"/> | | 1 | 1 | 35.31 USD | 35.31 USD |
| 000020 | W3500-100ML | WATER, DOUBLE-PROCESSED CELL CULTURE | <input type="text" value="1"/> | | 1 | 1 | 7.00 USD | 7.00 USD |
| 000030 | D4545-250UN | Taq DNA POLYMERASE WITH 10X REACTION & | <input type="text" value="1"/> | | 1 | 1 | 112.50 USD | 112.50 USD |

Sub-Total: 154.81 USD
 Transportation/Handling: 59.32 USD
 Ice/Special Packaging Charges: 20.00 USD
 Carrier Hazard Fee: 19.00 USD
 Tax: 19.63 USD

Order Total: 272.76 USD

[Convert to Order](#)

To convert only some items on the quote to an order, change the quantity to zero on any unwanted item(s) and click Convert to Order (in this example, the user only wants to purchase the items on line 2 and 3)

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| Line | Product Number | Description | Quantity | Your Reference | Original Quantity | Remaining Quantity | Item Quote Price | Line Quote Price |
|--------|----------------|--|--------------------------------|----------------|-------------------|--------------------|------------------|------------------|
| 000010 | S2002-100G | SODIUM AZIDE | <input type="text" value="0"/> | | 1 | 1 | 35.31 USD | 35.31 USD |
| 000020 | W3500-100ML | WATER, DOUBLE-PROCESSED CELL CULTURE | <input type="text" value="1"/> | | 1 | 1 | 7.00 USD | 7.00 USD |
| 000030 | D4545-250UN | Taq DNA POLYMERASE WITH 10X REACTION & | <input type="text" value="1"/> | | 1 | 1 | 112.50 USD | 112.50 USD |

Sub-Total: 154.81 USD
 Transportation/Handling: 59.32 USD
 Ice/Special Packaging Charges: 20.00 USD
 Carrier Hazard Fee: 19.00 USD
 Tax: 19.63 USD

Order Total: 272.76 USD

[Convert to Order](#)

The items are added to the cart. The check-out process continues from here back to the OSU eRequest system.


Welcome

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 **Shopping Cart: 2 item(s), 119.50 USD**

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Search
Advanced Search

[Continue Shopping](#)
[Save Cart](#)
[Print Cart](#)

Cancel
Check Out

What would you like to do with these items? Place Order Request Quote

| Product Number | Description | Promo Code | Your Reference | Your Price | Quantity | Item Total | Remove |
|--|--|--|---|--|----------|------------|--------------------------|
| W3500-100ML | WATER, DOUBLE-PROCESSED CELL CULTURE | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | 7.00 USD | 1 | 7.00 USD | <input type="checkbox"/> |
| Additional Information Add to Favorites | | Product Availability: 1 Backordered: Estimate date not available Routing: FEDEX OVERNIGHT Quote Number: 20016749 | | Remaining Qty: 0 Total Reserve Qty: 1 | | | |
| D4545-250UN | TAQ DNA POLYMERASE WITH 10X REACTION & | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | 112.50 USD | 1 | 112.50 USD | <input type="checkbox"/> |
| Additional Information Add to Favorites | | Product Availability: 1 Backordered: Estimate date not available Routing: FEDEX OVERNIGHT Quote Number: 20016749 | | Remaining Qty: 0 Total Reserve Qty: 1 | | | |

Update Cart
Remove

| | |
|--------------------------------|-------------------|
| Sub-Total: | 119.50 USD |
| Transportation/Handling: | 31.11 USD |
| Ice/Special Packaging Charges: | 20.00 USD |
| Tax: | 13.23 USD |
| Order Total: 183.84 USD | |

[Continue Shopping](#)
[Save Cart](#)
[Print Cart](#)

Cancel
Check Out