Sigma-Aldrich (Punch-out): Using the “Find Quotes” Function

The Sigma-Aldrich “Find Quotes” function has some limitations and these types of quotes cannot be ordered through Shop@UW at this time:

- Custom orders
- Lot-specific orders
- New lab start up

1. Click on the “Find Quotes” link.

2. Enter the “Quote Number.” Click on the “Find” button.
3. In the example below, a “Quote Number” was prepared by a Sigma-Aldrich account manager and is listed under the “Find Quotes” link. Click on the “Quote Number” link.

4. Convert the entire quote to an order. Leave the quantities as they are and click on the “Convert to Order” button.

5. Convert only some of the items on the “Quote to an Order.” Change the quantities and then click “Convert to Order” button (in this example they only line 2 and 3 are added to an order).
6. The items from the quote are added to the Sigma-Aldrich cart. Click on the “Check Out” button to return to the Shop@UW storefront shopping cart.