

# 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.

Shop@UW Connection to Punch-out Supplier Web Site [Cancel Connection to Punch-out Supplier Web Site](#)

**SIGMA-ALDRICH**

200,000+ PRODUCTS | 500+ SERVICES | Featured INDUSTRIES | Welcome ACCOUNT | 24/7 SUPPORT | 1 Items ORDER

### Order Center

Use the Order Center as your portal to build a Shopping Cart, view Saved Shopping Carts, Recent Orders and Quotes, as well as access Ordering Instructions and Help files.

#### Quick Order Form

Use the fields below to add products directly to a shopping cart, apply promotion codes, and enter Your Reference information for line items. Text entered into the Your Reference fields will appear on the packing slip.

Display: 5 Entry Fields ★ = Required Field

Select	★ Product Number	Description	Quantity	Promo Code	Your Reference	Your Price	Item Total
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		

[Get / Confirm Pack Sizes](#)

**My Recent Orders** [Find Orders](#)

**My Recent Quotes** [Find Quotes](#)

**Saved Shopping Carts** [View All](#)

Cart Name	Date
20140926-JAD	09/26/2014

**Ordering Instructions and Help**

- [Searching & Adding to Your Cart](#)
- [Entering Product Numbers directly in Your Cart](#)
- [Managing a List of Your Favorite Products](#)
- [Re-Ordering Products from a Previous Order](#)

[Oligos & Peptides](#)  
Aldrich Market Select (AMS) Order Center

2. Enter the “Quote Number.” Click on the “Find” button.

Shop@UW Connection to Punch-out Supplier Web Site [Cancel Connection to Punch-out Supp](#)

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### Find Quotes

Use the field below to enter your Quote Number. Click “Find” to access the Quote.

#### Find a Quote

49468488 , UNIV OF WISCONSIN - MADISON

Quote Number:

OR

Product Number:

P.O. Number:

Quotes Created (on or after): 08/27/2014

Quotes Expires (on or before): 10/26/2014

Status: Any

[Find](#)

- 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.



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

**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@sigma.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

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**Order Total: 272.76 USD**

[Convert to Order](#)

- 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).

**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@sigma.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	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

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**Order Total: 272.76 USD**

[Convert to 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.

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

What would you like to do with these items?  Place Order  Request Quote [Cancel](#) [Check Out](#)

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

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**Order Total:** 183.84 USD

[Continue Shopping](#) [Save Cart](#) [Print Cart](#) [Cancel](#) [Check Out](#)