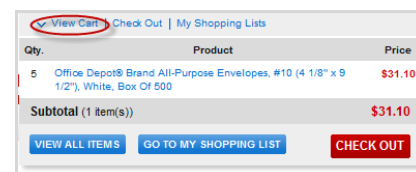


# Punch-Out Vendor Ordering Guide

University of Nebraska's Sigma-Aldrich Account Number: 49455086

## Searching / Ordering / Checkout Procedure

- If you know the number of the item you want to order, enter it in the **Quick Order Form** section and click **Get / Confirm Pack Sizes**.
- Use the **Search** field to enter a keyword(s) to find an item, or to enter the item number if you know what it is. Or, use the categories across the top of the page to browse available items.
- From the Item Description page, enter the quantity in the **Qty** field and click **ADD TO CART**.
- If you need to add other items, continue searching and adding items to your cart.
- When you are ready to return your items to your eSHOP cart, you have two options:
  - View Shopping Cart** – Either click **SHOPPING CART** after adding an item to your Sigma cart, or click **View Cart** at the top of the page at any time which will display the items in your cart. You can then review the items, make any necessary changes and click **CHECK OUT** from your cart.
  - Check Out** - Either click **CHECK OUT** after adding an item to your Sigma cart, or click **Check Out** at the top of the page at any time.
- Click **CONTINUE**.
- Your item(s) have been added to the active cart in eSHOP. You can change the quantity and remove the items in your cart within eSHOP, but if you want to add items, you need to click the **Modify Items** link to take your cart back into Sigma's punch-out site, view your cart and make the necessary additions/changes there.



## Retrieving a Quote

- You cannot retrieve a quote on the Sigma punch-out site. If you have a quote, you must fill out a Non-Catalog Order form and attach the quote there.
- When you are checking your cart out in eSHOP, be sure to enter the quote number in the Quote Number field by following the steps below:
  - Click **Proceed to Checkout**.
  - Click the **Requisition** tab and the **Summary** tab.
  - Click the **edit** button in the **General** section.
  - Enter the quote number in the **Quote Number** field and click **Save**.

## Creating / Accessing Favorites

- When viewing an item, click **ADD TO SHOPPING LIST**. You then have the option of saving to an already created/existing list or creating a new list.
- Click the **My Shopping Lists** link at the top of the page at any time to access the shopping lists you have created.

## Additional Information Sent

Suppliers vary in their ability to accept certain information that is sent electronically from eSHOP. So, even though you enter the data when you create the Purchase Requisition in eSHOP, it may not always be accepted by the supplier when they receive the order electronically.

- External Notes** – Yes
- External Attachments** – Yes
- Information in "Ship via" field** – Yes
- Delivery Date** – No

## Shipping Charges

- Free shipping? - **No**
- Shipping Charges:
  - \$23.00 shipping charge for orders less than \$300.00
  - \$3.00 shipping charge for orders \$300.00 or more
  - Additional \$2.00-\$10.00 freight charge for chemicals requiring special packaging for hazardous materials
  - Additional \$10.00 charge for Overnight Fedex or UPS
  - \$30.00 charge for shipments by truck

## Order / Shipping Confirmation

1. Will I receive a confirmation that my order has been received? **Yes**
2. Will I receive a confirmation that my order has been shipped? **Yes**

## Viewing Previous Orders / Order Status

1. Click **My Account** and **Order Tracking**.
2. By default, it shows all of your order for the previous month. You can use the additional fields at the top of the screen to narrow the search results or to find orders that are outside that date range.
3. Click on the **Order Number** to view more details.

## Cancelling an Order

1. Use the process above to view the order and click on the **Order Number**.
2. If the status is "In Process", you should see an option to "Cancel Order". **WARNING:** Clicking this link will immediately cancel the order without asking you to verify.
3. If the order has progressed too far, you will not have the Cancel Order option. In that case, you will need to contact Sigma.
4. Fill out and submit a Change Order Request form in eSHOP.

## Returns

1. You will need to contact Sigma to get an authorization to return your order. Their contact information can be found on their punch-out site. The University of Nebraska's Sigma-Aldrich account number is 49455086.

## Helpful Tips

Angel Samuel  
Email: [angel.samuel@sial.com](mailto:angel.samuel@sial.com)  
Phone number: 314-289-6023