

Sigma-Aldrich Quick Reference Guide For B2B Users

Quick Link Navigation Bar

The quick link navigation bar is designed to take you to the most common areas on this site.



Order Center

As expected, this link takes you to the beginning of the electronic commerce system. You will be able to create new orders or view information about existing and past orders. This will be your 'Home Page' when first entering the site.

Search – this allows you to search our product database using several different searching tools and applications. Depending on the search type, enter the appropriate information, and then click Search.

Product Name – Searches for catalog numbers based on product name (Full or Partial).

Product Number – Searches based on product (catalog) number.

CAS# - Searches based on the Chemical Abstract Service number.




Product Identifier – Searches based on any of the following criteria; MDL Number, Enzyme Commission Number, Colour Index Number, Beilstein Number, and Fema Number.

Molecular Formula – Searches based on the molecular formula (Ex.H2O2 for Hydrogen Peroxide).

Full Text - allows you to search on multiple requirements. Choose the appropriate radio button.

- Use the word **'and'** to search for documents that contain both the conditions or words
- Use the word **'not'** to search for documents that do not contain the condition or word following **'not'**.
- Use the word **'or'** to search for documents that contain either of the conditions or words separated by **'or'**.
- Use the **asterisk(*)** as a wildcard. It will replace portions of words of which you are uncertain or vary. It is best to use an asterisk at the end of a word. Wildcard searching may be used with Product Name, Mol Formula, and Full Text searches

- **Product Detail Page:** You can access this page by clicking on the Product Number in your Search Results screen. This page contains data specific to the product including: List of package sizes, Identifiers, Description, Properties, References and Safety information. You can add items to your cart or to your favorites list by clicking the appropriate icon.

 - Add to Cart  - Add to Favorite Products List  - Check availability  - Additional Item Info

- **Product Information Search:** For specific product information, such as MSDS's (over 90,000), Technical Information Sheets and C of A's (over 2 million), use this search interface. Enter the product number and choose the brand, then click **GO**. To view more detailed information about a specific product, click on the product number link. The product detail page provides much more data than can be shown on a search results list and, in many cases, far more than is printed in the paper catalogs.
- **Structure or Substructure Search:** From the search center, click on the Sub Structure Search Link. The site will direct you to our drawing tool. Enter your search criteria and draw your structure. The site will return the items that match your criteria. By Clicking on the More Options link you can enter ranges of criteria for the following attributes: Molecular Weight, Melting Point, Boiling Point, Flash Point and Density.

Service

Technical Service - Clicking this link takes you to an email template that will allow you to ask product related questions fielded by our technical support staff. Your question will be addressed and answered normally within one business day.

Customer Service - This link guides you to view policies, worldwide locations and contact information, e-mail our webmaster, customer service or technical service, and update your mailing information.

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Order Center/ Place a New Order – this link sends you directly to the order basket. Use this button if you already have the correct product order information. Enter the following information on the Shopping Basket screen:

- Material number without any spaces, dashes, or commas, except for a hyphen to separate the material number and package size. (i.e. **W3500-100ml**)
- Quantity for each catalog number
- Click the buttons or icons on the page as needed

Check Out – Returns the products in your cart to your internal system.

Get/Confirm Pack Sizes -to retrieve package size, price, availability, and update any changes made to the Shopping Basket

Cancel - used to cancel the shopping basket

Save Cart - used to temporarily save order for later submission



- Remove item from Shopping Cart



- Add items to Favorite Products List



- Additional Item information



- Link to MSDS sheet

- Please verify the order information. If it is accurate, click **Checkout**. If not accurate, make any necessary changes. Use the **Remove Icon** to delete any unwanted items.

Saved Carts/Lists – this function is used to access orders and lists that have been assembled and saved, but not submitted for fulfillment.

Order Status – this link gives you the ability to track orders that have been previously submitted. You may track the order by several methods, the fastest is to use the Purchase Order Number. From the Order Center you can track an Order or check on the status of an existing order by clicking on the **Order Status** button. You can search for orders using any combination of the following: Sigma Aldrich Sales Order Number, Purchase Order number, date range or material number including package size (I.e. W3500-100ML).

Favorite Products – users may assemble a shelf that consists of their frequently ordered products. As many as 300 products of your choosing may be stored on this shelf. Updating is as simple as a click of a button. It is recommended that no more than 20 items be added to your basket at one time.

Additional Information

Sigma-Aldrich Logo

Our logo located at the top left of the screen links you to the Sigma-Aldrich Corporate Homepage. This page contains the latest product and company information. In addition, our homepage offers several other methods of navigating our product catalog, such as by **Brands** or **Product Lines**.

Additional Links

At the bottom of each page you will find additional links to take you to popular areas of our site.

- Help – This open a new window allowing you to access the help menu without losing your place on the site.
- Privacy – This gives you access to the Sigma Aldrich Privacy pledge and information about how our mailing list is compiled and used.
- Technical Library – This takes you directly to the online Technical Library
- Search – This takes you to the Search Center
- Home – This takes you to the Sigma Aldrich Corporate Home page.
- Terms and Conditions – This contains our Standard Terms and Conditions of Sale.
- Large Scale Chemicals/Contract Manufacturing – Links to our Fine Chemical Bulk Chemical webpage.

**Questions or problems about the Website call
The Web Help Desk at 800-325-4940.**

**Questions or problems about an Order call
Customer Service at 800-325-3010.**