Oligo orders are to be placed by the end user. PO requisitions for oligos should be sent to <u>stores@vet.cam.ac.uk</u> with a screen shot of the order total as a price confirmation. iProc users, please send oligo order requisitions through iProc for approval

Non iProc users please register onto the Sigma site:

#### Go to: www.sigmaaldrich.com/united-kingdom.html

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To register, move the cursor over 'Hello. Sign In. **ACCOUNT**' and from the drop down menu select 'New User? **Start Here**' and follow the prompts.

Fill in your contact information and ordering information.

Where it states 'Will you be ordering products or requesting quotes online' change to 'YES'

Fill in Log in information and language preference

When you get to account information, please use the following details:

Account number: 78097600 PIN: (leave blank) Previous Order #: 8016786619 Ordering Role: Individual

Fill in the Payment Information billing address. Please ensure the billing address is as shown in the next screen shot, FAO of 'ACCOUNTS'. Please leave the Payment Method section blank then click on 'Save and Next'

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Please remember your log in details and password as these will be required for every order you place

<u>Please note:</u> iProc users can use the Sciencewarehouse/Marketplace 'Sigma punch-out' to order oligos. **If you are not set up to use iProcurement please go to page 7.** 

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Step A (iProc users only). On the marketplace homepage click on 'Oligos'

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Step B (iProc users only). Click on ' + Create External Sigma Oligo'

Step C (iProc users only). Marketplace will direct you straight to the Sigma site Order Centre, which will look like this...



iProc users please follow the process onwards from Step 1 on the next page. When it comes to 'checking out' the cart, instead of requesting a PO number from stores you will be diverted back to Marketplace to complete the checkout process as normal and will forward the requisition for approval.

Non iProc users please go to: <u>www.sigmaaldrich.com/united-kingdom.html</u> to register. Registration information/details can be found on page 1 of this document. If you are already registered with Sigma, please ensure the correct billing and shipping address' and account information are entered.

Step 1. Move the cursor over the '200,000+ **PRODUCTS**' tab on the left and select 'ORDER OLIGOS & PEPTIDES' from the drop down menu <u>OR</u> click on 'Oligo Ordering'



Step 2. Select 'DNA Oligos - modified & non-modified'

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Step 3. In the 'Number of items' box please type in how many oligos you would like to order and click 'Go!'

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Step 4. Select the 'Synthesis Scale' from the 'Apply to all' dropdown menu

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Step 5. Select the 'Purification' from the 'Apply to all' dropdown menu.

Step 6. Type in any additional specifications you would like to apply to all oligos in the right hand box.

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ttem #2				
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Step 7. Select any modifications from the '5' Modification' dropdown menu

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Item #1     Olico Name:	Et Madification Man	
Synthesis Scale: 0.025 umol V	Alexa Fluor® 488 = [A488] 3' Modification: Alexa Fluor® 486 = [A546]	
Purification: Desatt	Additional Amine C12 = [AmC12] Amine C6 (use with Desalt/PAGE) = [AmC6F]	
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(Base Codes & Internal Modifications)	Elouin 1E(s = [Btrl g] 5-Br-dC = [5BrdC] 5-Br-dL = [5BrdC]	
Base Count:	8-Br-dA = [8BrdA] 8-Br-dG = [8BrdG]	
ttem #2	Carboxy-Rhodamine 6G = [CRh6G] Cyanine 3 = [Cyanine3]	
Oligo Name:	5' Modification: Cyanine 5 = [Cyanine5] Cyanine 5.5 = [Cyanine55]	
Synthesis Scale: 0.025 µmol 🗸	3' Modification: deoxyluridine (d) = 1 deoxyluridine (dU) = U	
Purification: Desalt	Additional 6-FAM = [6FAM] Specifications: 6-FAM = [6FAM] Fluorescein = [Flc]	
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Modifications) Base Count:	Phosphorylation = [Phos] ROX = [ROX]	
	TET = [TAM] TET = [TET] Teysa Red = [TyRd]	
Oligo Name:	Thiol C6 S-S = [ThiC6] Second Second	
Synthesis Scale: 0.025 µmol V	3' Modification: None V	
Purification: Desalt	Additional	
Sequence (5' to 2'):		~
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Step 8. Select any modifications from the '3' Modification' dropdown menu

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Oligo Name.	5' Modification: None
Purification: Desalt	Additional Additional Alexa Fluor® 488 = [A488] Alexa Fluor® 546 = [A546]
Sequence (5' to 3'):	Specifications: Amine C3 = [AmC3] Amine C7 = [AmC7] Brider EC = [INHC7]
(Base Codes & Internal Modifications)	Cyanine 3 = [Cyanine3] Cyanine 5 = [Cyanine5]
Base Count:	deoxylnosine (dl) = I deoxyUridine (dU) = U
ttem #2	Digoxogenin = [DIG] Fluorescein = [FIc]
Oligo Name:	5' Modification: Onyx Quencher A = [OQA] Onyx Quencher B = [OQB]
Synthesis Scale: 0.025 µmol V	3' Modification: Onyx Quencher C = [OQC] Additional Onyx Quencher D = [OQD]
Purification: Desalt	Specifications: Phosphorylation = [Phos] ROX = [ROX] Phosphorylation = [Phos]
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Base Count:	Thiol C3 S-S = [ThiC3] Special (Define in notes below.) = [SPECIAL]
■ Item #3	
Oligo Name:	5' Modification: None
Synthesis Scale: 0.025 µmol ∨	3' Modification: None
Purification: Desalt	Additional Specifications:
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Step 9. Type each oligo name and sequence into the relevant fields. When you have filled each line/item #, go to the bottom of the page and select the 'Format' (dry or liquid) from the dropdown menu

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Synthesis Scale: 0.02	25 µmol 🗸	3' Modification: Nor	e	~		
Purification: Des	salt 🗸 🗸	Specifications:		$\bigcirc$		
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Step 10. Select the 'Concentration ( $\mu M$ ) in water' from the dropdown menu

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Step 11. Select the 'Number of Tubes per Oligo' from the dropdown menu

Step 12(a). Check the box next to 'Select All Items' and select 'Preview Price'.

The preview price screen should show as below with a price title in yellow. *If it does not show please see Step 12(b).* 

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Step 12(b). If a preview price is not shown, you may get a screen such as the one shown below with a red error message...



The usual way to rectify this issue is to change/increase the 'Synthesis Scale' of the oligo/s which are showing an error and select 'Preview Price' until you have preview prices shown in yellow for <u>all oligos</u>.

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Step 13. Check the box 'Select All Items' and click 'Add to Cart'

Step 14. Move the cursor to the shopping cart at the top right of the screen and Click on 'View Cart'

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#### Non-iProc users please go to step 15 on page 23.

At this point iProc users will be shown the following screen. Please click on 'Check Out'.

NB: Do not worry about the Tax which is showing in the order total screen, you will change the VAT type to ME0% when checking out on iProc which will remove the VAT

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(iProc users only) You will be diverted back to Marketplace (as shown below) to checkout in the normal way, sending the requisition for approval. Please note: oligo orders are Medically Exempt

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Step 15. Select the delivery address, recipient and ensure the billing address is selected for a Non Credit Card Order. Select the electronic invoicing address which processes through the finance division at Greenwich House. Click on 'Continue to Shopping Cart'

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Step 16. *Please note* at this point non iProc users will need to take a screen shot of the total price to provide the written price confirmation for the stores requisition as shown in Appendix A. on page 25.

Once you have your PO number, it is imperative to type '**STORES**' in the Shipping Address 'Attention to:' field. Enter the PO number into Payment Information 'P.O. No.:' field. And click on 'Submit Cart'.

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#### Appendix A.

Screen shot of the order total – this is required for Stores to generate a PO number for non-iProc orders. Please send a copy of this to <a href="mailto:stores@vet.cam.ac.uk">stores@vet.cam.ac.uk</a> and quote your research grant code or cost centre for a PO to be processed

4			Instant - House Har						x
https://www.sigmaaldrich	.com/webapp/wcs/stores/se	rvlet/ShoppingCartView?langIc 🖇	🗅 🗕 🗟 🖒 🔏 Sigma-Ale	drich, Shoppin	g C ×			ራ ደ	3 8
Edit	United Kingdom Edit								,
Shipping Information									
Shipping Method: No Preferen	ce/Standard Delivery	Please N     Shipping	lote: g Methods for some items may	y not change d	ue to shipp	ing requireme	nts.		
Special Order Note:		For colle in the S	ect shipments, please add you pecial Order Note field.	r collect accou	int number(	s) and carrier	name(s)		
		Special block your second	Order Notes are reviewed by our order from being automation	a Customer Se ally processed	ervice Repr I causing a	esentative and delay in you d	l will rder.		
Shopping Cart Items									
What would you like to do wit	th these items? 🖲 Plac	e Order 🔿 Request Quote		Cancel		Submit Cart			
Product Number	Description	Promo Code	Your Reference	Your Price	Quantity	Item Total	Remove		
VC00021 [Edit]	JMP123			3.80 GBP	1	3.80 GBP			
Additional Information		Apply to all							
Note: Add to Favorites	Product Availabil Routing: Haverhill 1 Carrier: TAXI CAMI	ity: Qty of 1, Estimated Shipmer Faxi Cambridge BRIDGE FROM HAVERHILL	nt from Haverhill 04.04.2014						
VC00021 [Edit]	JMP124			3.80 GBP	1	3.80 GBP			
<ol> <li>Additional Information</li> </ol>	Product Availabil	ity: Qty of 1. Estimated Shipmer	nt from Haverhill 04.04.2014						
Note: The second	Routing: Haverhill 1 Carrier: TAXI CAMI	Faxi Cambridge BRIDGE FROM HAVERHILL							
VC00021 [Edit]	JMP125			3.80 GBP	1	3.80 GBP			
<ol> <li>Additional Information</li> </ol>	Product Availabil	ity: Oty of 1 Estimated Shipmer	nt from Haverhill 04 04 2014						
🐈 Add to Favorites	Routing: Haverhill 1 Carrier: TAXI CAMI	Faxi Cambridge BRIDGE FROM HAVERHILL							
VC00021 [Edit]	JMP126			3.80 GBP	1	3.80 GBP			
Additional Information	Product Availabil	ity: Oty of 1. Estimated Shipmer	nt from Haverhill 04.04.2014						
ጵ Add to Favorites	Routing: Haverhill 1 Carrier: TAXI CAMI	Faxi Cambridge BRIDGE FROM HAVERHILL							
VC00021 [Edit]	JMP127			3.80 GBP	1	3.80 GBP			
<ol> <li>Additional Information</li> </ol>	Product Availabil	ity: Oty of 1 Estimated Shinmer	nt from Haverhill 04 04 2014						
🐆 Add to Favorites	Routing: Haverhill T Carrier: TAXI CAMI	Faxi Cambridge BRIDGE FROM HAVERHILL							
				U	odate Cart		Remove		
				Sub-T	otal:	19.00 GBP			
				Order T	otal:	10.00 CBP			
ly placing my order, I accept Sigma-Ald	Irich's Site Use Terms, Privad	cy Policy and Terms and Condition	ins of Sale.			10100 60P			
Continue Shopping	art 📙 Print Cart 📄 I	Email Cart		Cancel		Submit Cart			
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