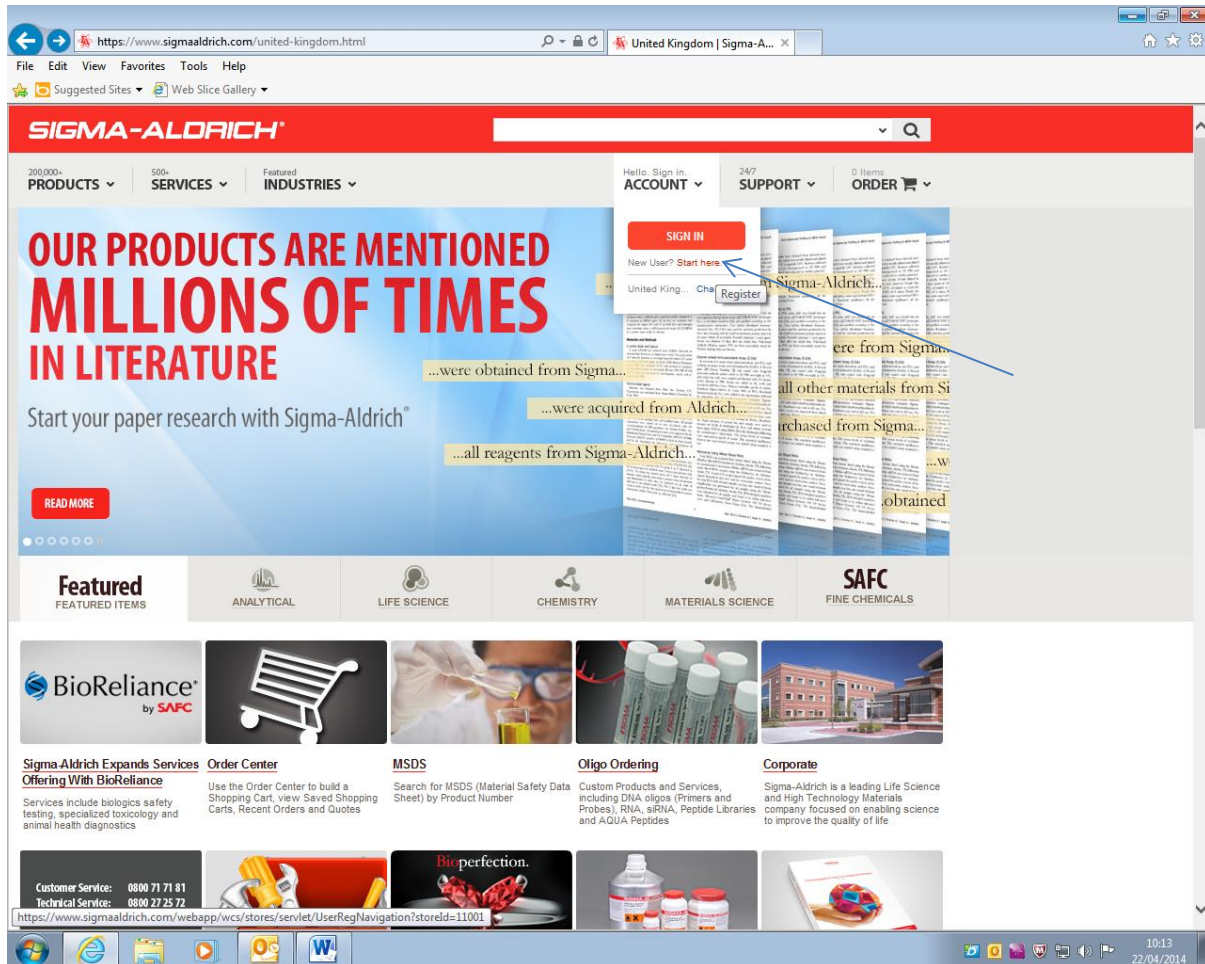


SIGMA OLIGO ORDERING GUIDE

Oligo orders are to be placed by the end user. PO requisitions for oligos should be sent to stores@vet.cam.ac.uk 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



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

SIGMA OLIGO ORDERING GUIDE

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'

My Profile
Information contained here is used to personalize your profile and is also used to populate web forms as well as contact information for on-line orders.

Contact / Login Information | Areas of Interest | Site Preferences | Account Information | **Payment Information** | Shipping Information

Payment Information
Use the fields below to establish your Billing Address. The address entered will be used to locate the system defined address for you business or institution. The system defined address will be used for non-credit card orders. Credit Card orders will use the billing address provided here in the profile.

Billing Address ★=Required Field

Please use the same mailing address for billing.
Please fill out the following information if the billing address is different than the mailing address.

Organization Name: University of Cambridge
Attention: ACCOUNTS
Department: Department of Veterinary Medicine
Building/Room:
Marketing P.O. Box:
Street: Madingley Road
City: Cambridge
State: Choose A State
Province Code:
Postal Code: CB3 0ES
Country: United Kingdom

Payment Method

Standard Payment Information (Values entered here will be applied to all orders)

Purchase Order Number:
Requisition Number:
Credit Card Type: Choose One
Credit Card Number:
Expiration Date: Month Year
Card Holder Name:
If you save a Credit Card Number in your profile you must select a valid Credit Card Type and Valid Expiration Date.

[Save and Next](#) [Save and Finish](#) [Cancel](#)

WEB TOOLBOX
CALCULATORS
SELECTORS
EXPLORERS

General Help
EMAIL CUSTOMER SUPPORT

SERVICE & SUPPORT
CUSTOMER SUPPORT
TECHNICAL SERVICE
WEB HELP DESK

CORPORATE
INVESTOR RELATIONS
BUSINESS DEVELOPMENT
WORLDWIDE OFFICES

10:17
02/04/2014

SIGMA OLIGO ORDERING GUIDE

Fill in the Shipping Information shipping address. Please ensure the shipping address is as shown in the next screen shot, FAO of 'STORES'. Then click on 'Save and Finish' to complete registration

My Profile
Information contained here is used to personalize your profile and is also used to populate web forms as well as contact information for on-line orders.

Contact / Login Information Areas of Interest Site Preferences Account Information Payment Information Shipping Information

Shipping Information
Information contained here is used to personalize your profile and is also used to populate web forms as well as contact information for on-line orders.

Shipping Address * = Required Field

Please use the same mailing address for shipping.
Please fill out the following information if the shipping address is different than the mailing address.

* Organization Name: University of Cambridge
Attention: STORES
Department: Department of Veterinary Medicine
Building/Room:
* Street: Madingley Road
* City: Cambridge
State: Choose A State
Province Code:
* Postal Code: CB3 0ES
* Country: United Kingdom

Use this Attention, Department, and Building/Room for ALL orders?
 Yes No

Save and Finish Cancel

WEB TOOLBOX
CALCULATORS
SELECTORS

General Help

SERVICE & SUPPORT
CUSTOMER SUPPORT
TECHNICAL SERVICE

CORPORATE
INVESTOR RELATIONS
BUSINESS DEVELOPMENT

10:18
02/04/2014

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

SIGMA OLIGO ORDERING GUIDE

Please note: 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.**

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

The screenshot shows the Science Warehouse Marketplace homepage. At the top, there is a navigation bar with links for 'marketplace home', 'my account', 'help', and 'log out'. Below this is the University of Cambridge logo and a search bar. The main content area features several navigation buttons: 'Dell Punchout', 'Oligos' (highlighted with a blue arrow), 'Browse categories', and 'Browse suppliers'. A 'Recent Orders' table is visible, listing purchase orders with their dates, suppliers, and statuses.

PO number	Date created	Supplier	Total	Last action	Status
PP1840825	27-Mar-14	OfficeTeam	87.00	27-Mar-14 11:00 Accept PO PP1840825	Supplier Accepted
PN1840141	26-Mar-14	Kerbury Group TA STP Stationery	13.06	26-Mar-14 12:58 Ship PO PN1840141 item 124433, qty 1, date 26-Mar-14	Shipped
PN1840140	26-Mar-14	RS Components Ltd	8.93	26-Mar-14 12:53 Accept PO PN1840140	Supplier Accepted
PN1840140	26-Mar-14			26-Mar-14 12:53	Supplier

SIGMA OLIGO ORDERING GUIDE

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

The screenshot displays the 'Oligos' ordering interface. At the top, there is a navigation bar with links for 'marketplace home', 'my account', 'help', and 'log out'. Below this is a search bar and the 'UNIVERSITY OF CAMBRIDGE' logo. The main content area is titled 'Oligos' and shows a progress bar with three steps: '1. Oligo List', '2. Pricing', and '3. Finalise'. The '2. Pricing' step is currently active, indicated by a blue arrow pointing to a '2. Pricing >' button. Below the progress bar, there is a text box that reads: 'In this step, you can compile a list of oligos that you would like to view pricing information for in step 2. Please select from one of the options below:'. A blue arrow points to the '+ Create External Sigma Oligo' button. Other buttons include '+ Create new oligo', '+ Upload from csv file', and '+ Select from previously ordered oligos'. The footer contains the copyright information '© 2014 Science Warehouse Ltd.' and links for 'Home', 'Help', 'Legal', 'Feedback', and 'Log out'. The browser's address bar shows the URL 'https://primeprdw22.sci-ware-customer.com/sword/oligoSummary.do?command=summary'.

SIGMA OLIGO ORDERING GUIDE

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

The screenshot shows the Sigma-Aldrich Order Center website in a Mozilla Firefox browser. The page features a red header with the Sigma-Aldrich logo, navigation links for PRODUCTS, SERVICES, and SUPPORT, and a search bar. Below the header, the 'Order Center' section is highlighted with a blue arrow. It includes a 'Quick Order Form' with a 'Display' dropdown set to '0 Entry Fields' and a note that red stars indicate required fields. There are also buttons for 'My Recent Orders', 'Saved Shopping Carts', 'My Recent Quotes', and 'Find Quotes'. A 'Service & Support' section at the bottom provides links for customer support, technical service, and ordering. The browser's taskbar at the bottom shows the system clock as 13:06 on 02/04/2014.

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.

SIGMA OLIGO ORDERING GUIDE

Non iProc users please go to: www.sigmaaldrich.com/united-kingdom.html 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 OR click on 'Oligo Ordering'

The screenshot shows the Sigma-Aldrich website interface. At the top, there is a navigation bar with the Sigma-Aldrich logo and a search bar. Below the logo, there are tabs for '200,000+ PRODUCTS', '500+ SERVICES', and 'Featured INDUSTRIES'. The '200,000+ PRODUCTS' tab is selected, and a dropdown menu is open, showing various product categories. A blue arrow points to the 'ORDER OLIGOS & PEPTIDES' option in the dropdown menu. Below the navigation bar, there is a large banner image with text overlays such as '...all other materials from Sigma-Aldrich...' and '...were acquired from Aldrich...'. Below the banner, there are several promotional tiles for 'BioReliance by SAFC', 'Order Center', 'MSDS', 'Oligo Ordering', and 'Corporate'. A blue arrow points to the 'Oligo Ordering' tile. At the bottom of the page, there is a footer with contact information for Customer Service and Technical Service, and a URL: https://www.sigmaaldrich.com/configurator/servlet/DesignCenter?btnOpen_0.x=1. The system tray at the bottom right shows the date and time: 10:21 22/04/2014.

SIGMA OLIGO ORDERING GUIDE

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

The screenshot shows the Sigma-Aldrich website interface. At the top, there is a navigation bar with the Sigma-Aldrich logo and a search bar. Below this, there are dropdown menus for 'PRODUCTS', 'SERVICES', and 'INDUSTRIES'. The main content area is titled 'Oligos & Peptides' and includes a sub-menu with 'DNA Oligos' selected. A blue arrow points to the 'DNA Oligos - modified & non-modified' link in the sub-menu. The page content includes a 'Bioflexible.' image, a description of 'DNA Oligos - modified & non-modified', and sections for 'DNA Oligos in Plates', 'KiCqStart Primers', 'Multiple Oligos - Copy/Paste interface for different types of oligos', and 'WellRED Oligos'. The footer contains a 'WEB TOOLBOX', 'General Help', 'Ask a Scientist', 'SERVICE & SUPPORT', and 'CORPORATE' sections.

DNA Oligos - modified & non-modified
Non-modified or modified oligos used in a wide array of applications - including PCR, sequencing, and cloning.

DNA Oligos in Plates
96 and 384-well plates as well as Mixed Forward & Reverse options

KiCqStart Primers
KiCqStart™ Primers are ready-to-order, predesigned primer pairs for quantifying gene expression by SYBR® Green I RT-qPCR (Reverse Transcription Quantitative Real-Time PCR)

Multiple Oligos - Copy/Paste interface for different types of oligos
Paste and submit multiple sequences.
More...

WellRED Oligos
WellRED oligos use cyanine-based fluorescent dyes with high extinction coefficients that absorb in the near-infrared region, thereby reducing background noise from biological materials, resulting in highly sensitive detection. WellRED oligos are sold under license by Beckman Coulter, Inc. to be used CEO Genetic Analysis Systems.

WEB TOOLBOX
CALCULATORS
SELECTORS
EXPLORERS
AND OTHER HELPFUL RESOURCES

General Help
EMAIL CUSTOMER SUPPORT

Ask a Scientist
EMAIL TECHNICAL SERVICE

SERVICE & SUPPORT
CUSTOMER SUPPORT
TECHNICAL SERVICE
WEB HELP DESK
MSDS
C OF A

ORDERING
CUSTOM PRODUCTS
ECOMMERCE SOLUTIONS
ORDER CENTER
PRODUCTS
TERMS & CONDITIONS OF SALE

CORPORATE
INVESTOR RELATIONS
BUSINESS DEVELOPMENT
WORLDWIDE OFFICES
ABOUT US
SITE MAP
CAREERS
EVENTS
PROGRAMS
REACH REGULATIONS
CONTACT US
LITERATURE PORTAL
TOOL BOX

11:36
29/04/2014

SIGMA OLIGO ORDERING GUIDE

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

The screenshot displays the Sigma-Aldrich website's oligo ordering interface. At the top, there is a search bar and navigation menus for PRODUCTS, SERVICES, and INDUSTRIES. Below this, the 'Oligos & Peptides' section is active, with sub-menus for DNA, siRNA, RNA, and Peptides. The main content area is titled 'DNA Oligos - modified & non-modified' and features a 'Number of Items' input field with the value '4' and a 'Go!' button. A blue arrow points to the 'Go!' button. Below the input field are options to 'Remove Selected Items' and 'Select All Items'. The 'Item #1' section contains various configuration options: Oligo Name, Synthesis Scale (0.025 µmol), Purification (Desalt), Sequence (5' to 3'), 5' Modification (None), 3' Modification (None), and Additional Specifications. At the bottom of the form, there are options for Format (Dry), Concentration (µM) in water (None), and Number of Tubes per Oligo (1). The footer includes a 'WEB TOOLBOX' and links for 'SERVICE & SUPPORT' and 'CORPORATE'. The system tray at the bottom right shows the date and time as 11:38 on 29/04/2014.

SIGMA OLIGO ORDERING GUIDE

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

The screenshot shows the Sigma-Aldrich Design Tool interface. At the top, there is a navigation bar with the Sigma-Aldrich logo and search bar. Below this, there are tabs for 'DNA', 'siRNA', 'RNA', 'Peptides', and 'Contact us'. The main content area is titled 'DNA Oligos - modified & non-modified'. A dropdown menu is open, showing options for 'Apply to all': 'Synthesis Scale', '0.025 µmol', '0.05 µmol', '0.2 µmol', '1 µmol', '10 µmol', and '15 µmol'. A blue arrow points to the 'Synthesis Scale' option. Below the dropdown, there are three item configuration sections (Item #1, Item #2, Item #3). Each section includes fields for 'Oligo Name', 'Synthesis Scale' (set to 0.025 µmol), 'Purification' (set to Desalt), 'Sequence (5' to 3')', and 'Base Count'. There are also dropdown menus for '5' Modification' and '3' Modification', both set to 'None', and an 'Additional Specifications' field.

SIGMA OLIGO ORDERING GUIDE

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.

The screenshot displays the Sigma-Aldrich Design Tool interface. At the top, the browser address bar shows the URL <http://www.sigmaaldrich.com/configurator/serlet/DesignTool>. The page header includes the Sigma-Aldrich logo and navigation menus for PRODUCTS, SERVICES, and INDUSTRIES. Below the header, the 'Oligos & Peptides' section is active, with sub-menus for DNA, siRNA, RNA, and Peptides. The main content area is titled 'DNA Oligos - modified & non-modified'. It features three 'Apply to all' dropdown menus. The first is set to '0.025 µmol', the second is open to 'Purification--' with a list of options including 'Desalt', 'RP1 = Reverse Phase Cartridge Purification', 'HPLC', and 'PAGE', and the third is set to '--Additional Specifications-- Type here'. Below these are three item configuration sections (Item #1, Item #2, Item #3), each with fields for Oligo Name, Synthesis Scale, Purification, Sequence (5' to 3'), and Base Count. The Windows taskbar at the bottom shows the date and time as 11:40 on 29/04/2014.

SIGMA OLIGO ORDERING GUIDE

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

The screenshot displays the Sigma-Aldrich Design Tool interface. At the top, the browser address bar shows the URL <http://www.sigmaaldrich.com/configurator/servelet/DesignTool>. The page header includes the Sigma-Aldrich logo and navigation menus for PRODUCTS, SERVICES, and INDUSTRIES. The main content area is titled "Oligos & Peptides" and features a navigation bar with options like DNA, siRNA, RNA, Peptides, and Contact us. Below this, there are sections for "Bookmark This Page" and "Live Chat with Customer Service".

The central part of the interface shows a configuration panel for three oligo items (Item #1, Item #2, and Item #3). Each item has a "5' Modification" dropdown menu. A blue arrow points to the dropdown menu for Item #1, which is open, showing a list of available modifications. The modifications listed include:

- Alexa Fluor® 488 = [A488]
- Alexa Fluor® 546 = [A546]
- Amine C12 = [AmC12]
- Amine C6 (use with Desalt/PAGE) = [AmC6F]
- Amine C6 (use with HPLC/RP1) = [AmC6T]
- Biotin = [Biot]
- Biotin TEG = [BiotTg]
- 5-Br-dC = [5BrdC]
- 5-Br-dU = [5BrdU]
- 8-Br-dA = [8BrdA]
- 8-Br-dG = [8BrdG]
- Carboxy-Rhodamine 6G = [CRh6G]
- Cyanine 3 = [Cyanine3]
- Cyanine 5 = [Cyanine5]
- Cyanine 5.5 = [Cyanine55]
- deoxyInosine (di) = I
- deoxyUridine (dU) = U
- Digoxigenin = [DIG]
- 6-FAM = [6FAM]
- Fluorescein = [Fic]
- HEX = [HEX]
- JOE = [JOE]
- Phosphorylation = [Phos]
- ROX = [ROX]
- TAMRA = [TAM]
- TET = [TET]
- Texas Red = [TxRd]
- Thiol C6-S-S = [ThioC6]
- Special (Define in notes below.) = [SPECIAL]

At the bottom of the screenshot, the Windows taskbar is visible, showing the system clock at 11:45 on 29/04/2014.

SIGMA OLIGO ORDERING GUIDE

Step 8. Select any modifications from the '3' Modification' dropdown menu

The screenshot shows the Sigma-Aldrich Design Tool interface. At the top, there is a navigation bar with the Sigma-Aldrich logo and search bar. Below this, there are tabs for 'DNA', 'siRNA', 'RNA', 'Peptides', and 'Contact us'. The main content area is titled 'DNA Oligos - modified & non-modified'. It features three items, each with a form for configuration. Item #1 is currently selected, and its '3' Modification' dropdown menu is open, displaying a list of available modifications. A blue arrow points to this dropdown menu. The modifications listed include: Alexa Fluor® 488 = [A488], Alexa Fluor® 546 = [A546], Amine C3 = [AmC3], Amine C7 = [AmC7], Biotin TEG = [BiotTg], Cyanine 3 = [Cyanine3], Cyanine 5 = [Cyanine5], deoxyinosine (dI) = [dI], deoxyUridine (dU) = [dU], Digoxigenin = [DIG], Fluorescein = [Fic], JOE = [JOE], Onyx Quencher A = [OQA], Onyx Quencher B = [OQB], Onyx Quencher C = [OQC], Onyx Quencher D = [OQD], Phosphorylation = [Phos], ROX = [ROX], Spacer C3 = [SpC3], TAMRA = [TAM], Texas Red = [TxRd], Thiol C3-S-S = [ThiC3], and Special (Define in notes below.) = [SPECIAL].

SIGMA OLIGO ORDERING GUIDE

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

The screenshot displays the Sigma-Aldrich oligo ordering interface. At the top, the browser address bar shows the URL <http://www.sigmaaldrich.com/configurator/servlet/DesignTool>. The page title is "Design Tool".

The main configuration area is titled "Item #4". It contains the following fields:

- Oligo Name: VRNAPROBE
- Synthesis Scale: 0.025 µmol
- Purification: Desalt
- Sequence (5' to 3'): AGCAGAAGCAGGTGGGA
- 5' Modification: None
- 3' Modification: None
- Additional Specifications: (empty dropdown)

Below the configuration fields, there is a "Format" dropdown menu with options "Dry" and "Liquid". A blue arrow points to this menu. Other options include "Concentration (µM) in water", "Number of Tubes per Oligo" (set to 1), and a note: "Customer service representatives review all comments; therefore, a slight delay in order processing may occur." Buttons for "Technical Data", "Preview Price", and "Add to Cart" are visible.

The footer contains several sections:

- WEB TOOLBOX**: CALCULATORS, SELECTORS, EXPLORERS, AND OTHER HELPFUL RESOURCES
- STRUCTURE SEARCH**: JME EDITOR, COURTESY OF PETER ERTL
- General Help**: EMAIL CUSTOMER SUPPORT
- Ask a Scientist**: EMAIL TECHNICAL SERVICE
- SERVICE & SUPPORT**: CUSTOMER SUPPORT, TECHNICAL SERVICE, WEB HELP DESK, MSDS, C OF A
- ORDERING**: CUSTOM PRODUCTS, ECOMMERCE SOLUTIONS, ORDER CENTER, PRODUCTS, TERMS & CONDITIONS OF SALE
- CORPORATE**: INVESTOR RELATIONS, BUSINESS DEVELOPMENT, WORLDWIDE OFFICES, ABOUT US, SITE MAP, CAREERS, EVENTS, PROGRAMS, REACH REGULATIONS, CONTACT US, LITERATURE PORTAL, TOOL BOX

The footer also includes the SIGMA-ALDRICH logo, copyright information: "Copyright © 2014 Sigma-Aldrich Co. LLC. All Rights Reserved. Reproduction of any materials from the site is strictly forbidden without permission. Sigma-Aldrich brand products are sold exclusively through Sigma-Aldrich Co. LLC. Site Use Terms | Privacy", and social media icons for Facebook, LinkedIn, and Twitter. The system tray at the bottom right shows the time as 11:48 on 29/04/2014.

SIGMA OLIGO ORDERING GUIDE

Step 10. Select the 'Concentration (µM) in water' from the dropdown menu

The screenshot shows the Sigma-Aldrich Design Tool interface. At the top, the browser address bar displays <http://www.sigmaaldrich.com/configurator/servelet/DesignTool>. The page title is "Design Tool".

The main content area is titled "Item #4" and contains the following fields:

- Oligo Name: VRNAPROBE
- Synthesis Scale: 0.025 µmol
- Purification: Desalt
- Sequence (5' to 3'): AGCAGAAGCAGGGTGGGA
- 5' Modification: None
- 3' Modification: None
- Additional Specifications: (empty)
- Base Count: 18

Below the form, there is a "Format" section with a dropdown menu. The dropdown is open, showing the following options: None, 20, 50, 100, 200, and Other. A blue arrow points to the "Concentration (µM) in water" option, which is highlighted in blue. The text "Concentration (µM) in water" is visible next to the dropdown.

At the bottom of the page, there are four main sections:

- WEB TOOLBOX**: CALCULATORS, SELECTORS, EXPLORERS, AND OTHER HELPFUL RESOURCES
- General Help**: EMAIL CUSTOMER SUPPORT
- Ask a Scientist**: EMAIL TECHNICAL SERVICE
- SERVICE & SUPPORT**: CUSTOMER SUPPORT, TECHNICAL SERVICE, WEB HELP DESK, MSDS, C OF A
- ORDERING**: CUSTOM PRODUCTS, ECOMMERCE SOLUTIONS, ORDER CENTER, PRODUCTS, TERMS & CONDITIONS OF SALE
- CORPORATE**: INVESTOR RELATIONS, BUSINESS DEVELOPMENT, WORLDWIDE OFFICES, ABOUT US, SITE MAP, CAREERS, EVENTS, PROGRAMS, REACH REGULATIONS, CONTACT US, LITERATURE PORTAL, TOOL BOX

The footer contains the SIGMA-ALDRICH logo, copyright information: "Copyright © 2014 Sigma-Aldrich Co. LLC. All Rights Reserved. Reproduction of any materials from the site is strictly forbidden without permission. Sigma-Aldrich brand products are sold exclusively through Sigma-Aldrich Co. LLC. [Site Use Terms](#) | [Privacy](#)", and social media icons for Facebook, LinkedIn, and Twitter. The system tray at the bottom right shows the time 11:49 and date 29/04/2014.

SIGMA OLIGO ORDERING GUIDE

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

The screenshot shows the Sigma-Aldrich Design Tool interface. The browser address bar displays <http://www.sigmaaldrich.com/configurator/servelet/DesignTool>. The page title is "Design Tool". The interface includes a navigation menu with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the navigation menu, there are "Suggested Sites" and "Web Slice Gallery" options. The main content area displays the configuration for "Item #4". The configuration includes the following fields:

- Oligo Name: VRNAPROBE
- Synthesis Scale: 0.025 μ mol
- Purification: Desalt
- Sequence (5' to 3'): AGCAGAAGCAGGGTGGGA
- 5' Modification: None
- 3' Modification: None
- Additional Specifications: (empty)
- Base Count: 18

Below the configuration fields, there is a "Select All Items" checkbox, which is checked. A blue arrow points to this checkbox. Below the checkbox, there is a "Remove Selected Items" button. The text "The information you provide here will apply to all items." is displayed. Below this text, there are several dropdown menus and buttons:

- Format: Dry
- Concentration (μ M) in water: None
- Number of Tubes per Oligo: 1, 2, 3, 4, 5 (highlighted with a blue arrow)
- Customer service representatives review all configurations; therefore, a slight delay in order processing may occur.
- Buttons: Technical Data, Preview Price, Add to Cart

The footer of the page includes the Sigma-Aldrich logo, copyright information, and social media links. The footer text reads: "Copyright © 2014 Sigma-Aldrich Co. LLC. All Rights Reserved. Reproduction of any materials from the site is strictly forbidden without permission. Sigma-Aldrich brand products are sold exclusively through Sigma-Aldrich Co. LLC. [Site Use Terms](#) | [Privacy](#)". The footer also includes social media icons for Facebook, LinkedIn, and Twitter. The system tray at the bottom of the screen shows the date and time: 11:49 29/04/2014.

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

SIGMA OLIGO ORDERING GUIDE

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

The screenshot displays a web browser window with the URL http://www.sigmaldrich.com/configurator/Servlet/DesignTool#Calcs_0. The page shows a configuration tool for ordering oligos, with three items listed. Each item has a summary table and a detailed configuration section.

MW	Tm °C	%GC	Secondary Structure	Primer Dimer	Base Count	Price
5337.4	66.2	61.2	None	No	18	1.80 GBP
5640.6	58.6	47.4	None	No	19	1.90 GBP
5662.7	66.2	61.2	None	No	18	1.80 GBP

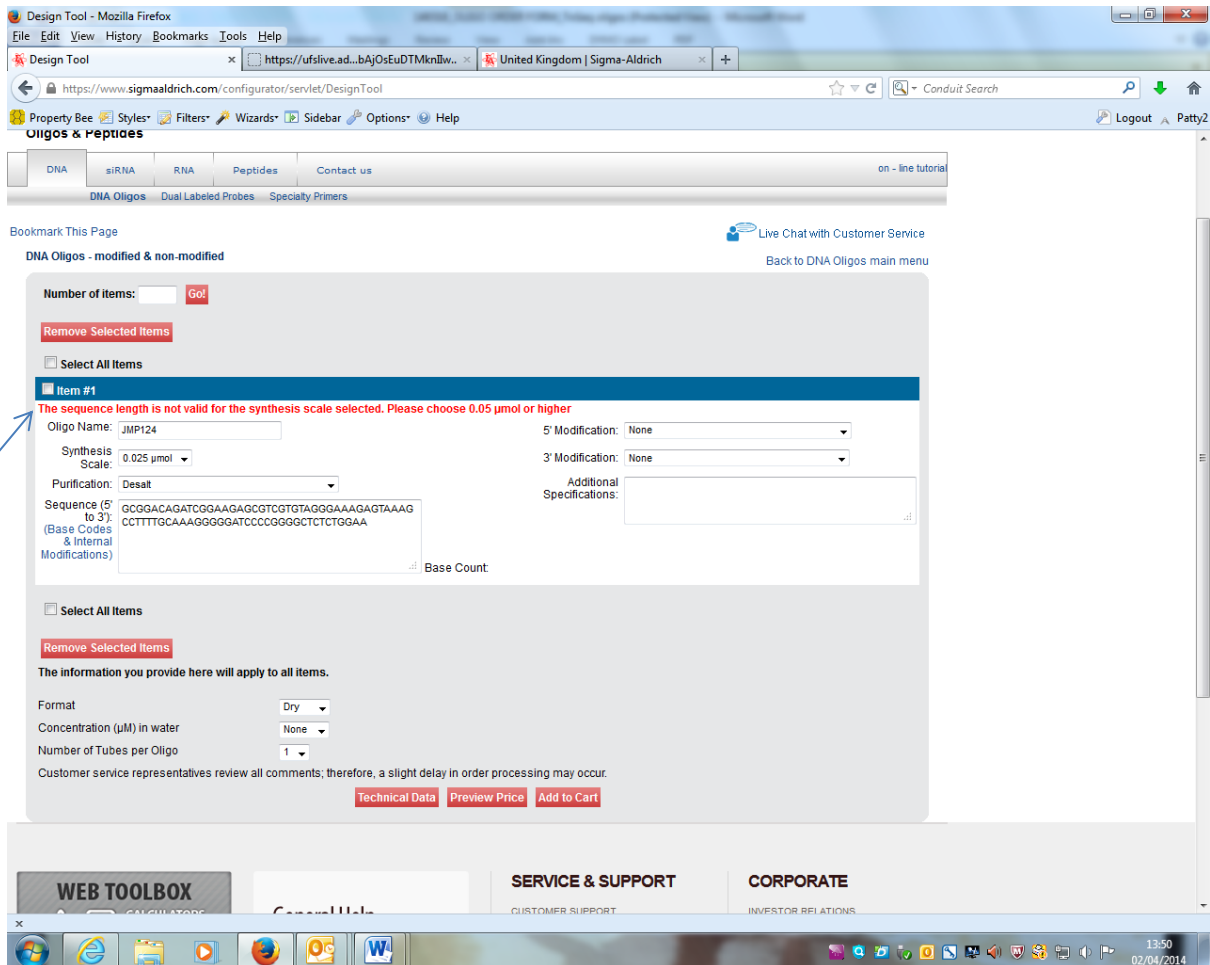
Item #3 Configuration:
Oligo Name: CRNACOPYPROBE
Synthesis Scale: 0.025 µmol
Purification: Desalt
Sequence (5' to 3'): TCCCACCCTTGTTTCTACT
5' Modification: None
3' Modification: None
Additional Specifications: (empty)

Item #4 Configuration:
Oligo Name: VRNAPROBE
Synthesis Scale: 0.025 µmol
Purification: Desalt
Sequence (5' to 3'): AGCAGAAGCAGGGTGGGA
5' Modification: None
3' Modification: None
Additional Specifications: (empty)

At the bottom of the page, there are controls for selecting items, a "Remove Selected Items" button, and a note: "The information you provide here will apply to all items." Below this are dropdown menus for Format (Dry), Concentration (µM) in water (None), and Number of Tubes per Oligo (1). At the bottom right, there are links for "Technical Data", "Preview Price", and "Add to Cart".

SIGMA OLIGO ORDERING GUIDE

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 all oligos.

SIGMA OLIGO ORDERING GUIDE

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

The screenshot shows the Sigma-Aldrich Design Tool interface. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main configuration area includes fields for 'Oligo Name' (VRNAPROBE), 'Synthesis Scale' (0.025 µmol), 'Purification' (Desalt), '5' Modification' (None), '3' Modification' (None), and 'Sequence (5' to 3')' (AGCAGAAGCAGGGTGGGA). A table below the configuration shows the following data:

MW	Tm °C	%GC	Secondary Structure	Primer Dimer	Base Count	Price
5662.7	66.2	61.2	None	No	18	1.80 GBP

Below the table, there is a checkbox labeled 'Select All Items' which is checked. A red button 'Remove Selected Items' is visible. The text 'The information you provide here will apply to all items.' is displayed. There are dropdown menus for 'Format' (Dry), 'Concentration (µM) in water' (None), and 'Number of Tubes per Oligo' (1). A note states: 'Customer service representatives review all comments; therefore, a slight delay in order processing may occur.' At the bottom of the configuration area, there are three red buttons: 'Technical Data', 'Preview Price', and 'Add to Cart'. A blue arrow points to the 'Add to Cart' button.

The footer of the page contains the following sections:

- WEB TOOLBOX**: CALCULATORS, SELECTORS, EXPLORERS, AND OTHER HELPFUL RESOURCES
- STRUCTURE SEARCH**: JME EDITOR, COURTESY OF PETER ERTL
- General Help**: EMAIL CUSTOMER SUPPORT
- Ask a Scientist**: EMAIL TECHNICAL SERVICE
- SERVICE & SUPPORT**: CUSTOMER SUPPORT, TECHNICAL SERVICE, WEB HELP DESK, MSDS, C OF A
- ORDERING**: CUSTOM PRODUCTS, ECOMMERCE SOLUTIONS, ORDER CENTER, PRODUCTS, TERMS & CONDITIONS OF SALE
- CORPORATE**: INVESTOR RELATIONS, BUSINESS DEVELOPMENT, WORLDWIDE OFFICES, ABOUT US, SITE MAP, CAREERS, EVENTS, PROGRAMS, REACH REGULATIONS, CONTACT US, LITERATURE PORTAL, TOOL BOX

The footer also includes the Sigma-Aldrich logo, copyright information (© 2014 Sigma-Aldrich Co. LLC), and social media icons for Facebook, LinkedIn, and Twitter. The system tray at the bottom shows the date and time: 11:53, 29/04/2014.

SIGMA OLIGO ORDERING GUIDE

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

The screenshot displays the Sigma-Aldrich website's oligo configuration interface. At the top, the navigation bar includes 'PRODUCTS', 'SERVICES', and 'INDUSTRIES' menus, along with 'ACCOUNT', 'SUPPORT', and 'ORDER' links. The main content area is titled 'Oligos & Peptides' and features a 'DNA' tab. A configuration form for 'DNA Oligos - modified & non-modified' is visible, with fields for 'Oligo Name', 'Synthesis Scale', 'Purification', and 'Sequence (5' to 3')'. A 'VIEW CART (4)' button is highlighted with a blue arrow. A shopping cart overlay is positioned on the right, showing a table with columns for 'Product Number' and 'Quantity', listing four items with product number 'VC00021' and a quantity of 1. The cart overlay also includes a 'VIEW CART (4)' button and an 'ORDER CENTER' button. The bottom of the page features a 'WEB TOOLBOX' and 'SERVICE & SUPPORT' links. The system tray at the bottom right shows the date and time as 11:53 on 29/04/2014.

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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

The screenshot displays the Sigma-Aldrich shopping cart interface. At the top, there is a navigation bar with the Sigma-Aldrich logo, navigation links for PRODUCTS, SERVICES, and SUPPORT, a search bar, and user account options. Below the navigation bar, there are links for 'Save Cart' and 'Print Cart', and a note that an asterisk (*) indicates a required field.

The main section is titled 'Shopping Cart Items' and includes a sub-header 'What would you like to do with these items?' with radio buttons for 'Place Order' (selected) and 'Request Quote'. There are 'Cancel' and 'Check Out' buttons at the top right of this section.

Product Number	Description	Promo Code	Your Price	Quantity	Item Total	Remove
VC00021 [Edit]	JMP124	<input type="text"/>	2.90 GBP	1	2.90 GBP	<input type="checkbox"/>
Product Availability: Qty of 1, Estimated Shipment from Haverhill 10.04.2014 Routing: Haverhill Taxi Cambridge Carrier: TAXI CAMBRIDGE FROM HAVERHILL						
VC00021 [Edit]	JMP125	<input type="text"/>	2.80 GBP	1	2.80 GBP	<input type="checkbox"/>
Product Availability: Qty of 1, Estimated Shipment from Haverhill 10.04.2014 Routing: Haverhill Taxi Cambridge Carrier: TAXI CAMBRIDGE FROM HAVERHILL						

Below the table, there are 'Update Cart' and 'Remove' buttons. To the right, the order summary shows:

- Sub-Total: 5.70 GBP
- Tax: 1.14 GBP
- Order Total: 6.84 GBP

At the bottom of the cart section, there is a disclaimer: 'By placing my order, I accept Sigma-Aldrich's Site Use Terms, Privacy Policy and Terms and Conditions of Sale.' Below this are 'Save Cart' and 'Print Cart' buttons, and 'Cancel' and 'Check Out' buttons. A blue arrow points to the 'Check Out' button.

The footer contains several sections: 'WEB TOOLBOX' with links to calculators and selectors; 'General Help' with an email customer support link; 'Ask a Scientist' with an email technical service link; 'SERVICE & SUPPORT' with links to customer support, technical service, and help desk; 'ORDERING' with a link to custom products; and 'CORPORATE' with links to investor relations, business development, and worldwide offices.

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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

The screenshot shows a web browser window displaying the University of Cambridge shopping basket. The URL is <https://primeprdweb2.sci-ware-customer.com/sword/updateBasket.do>. The page header includes navigation links for marketplace home, my account, help, and log out, along with a shopping basket icon showing 2 items for 5.70 and a checkout button. The University of Cambridge logo and a search bar are also visible.

The shopping basket section includes a button to "Add this basket to a saved basket" and a "Subtotal 5.70" with a "Checkout" button. Below this are buttons for "Delete selected items", "Update basket", and "Empty basket".

<input type="checkbox"/>	Details	Delivery charge	Pack size	Unit price	Order quantity	Total
<input type="checkbox"/>	<p>[CartId: 80570172-ConfigurationID:24581798] ConfigurationID: 24581798 Type: DNA Oligos - modified & non-modified Oligo Name: JMP124 Synthesis Scale: 0.025 \squaremol Purification: Desalt Sequence (5' to 3'): GAGCGAACGATCAAAAATAAGAAATCCCG Format: Dry Number of Tubes per Oligo: 1 Concentration (\squareM) in water: None Additional Specifications:</p> <p>Free Image</p> <p>Catalogue number VC00021 Supplier Sigma Manufacturer</p>	<p><input checked="" type="checkbox"/> No delivery charge</p>	1	2.90	1	2.90
<input type="checkbox"/>	<p>[CartId: 80570172-ConfigurationID:24581799] ConfigurationID: 24581799 Type: DNA Oligos - modified & non-modified Oligo Name: JMP125 Synthesis Scale: 0.025 \squaremol Purification: Desalt Sequence (5' to 3'): GAGCGAACGATCAAAAATAAGAATCCCG Format: Dry Number of Tubes per Oligo: 1 Concentration (\squareM) in water: None Additional Specifications:</p> <p>Free Image</p>	<p><input checked="" type="checkbox"/> No delivery charge</p>	1	2.80	1	2.80

The Windows taskbar at the bottom shows the system time as 13:11 on 09/04/2014.

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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'

Then Select Recipient: PATERSON, JOANNE

Shows on order as:
 JOANNE PATERSON
 CAMBRIDGE UNIVERSITY
 VETERINARY MEDICINE
 MADINGLEY ROAD
 CAMBRIDGE CB3 0ES United Kingdom

Billing Address: (This is where we will mail the invoice or credit card receipt)

Credit Card Orders (From your profile)

Organization Name Select	Address2	Address3	Address4	Street	City	Region	Postal Code
CAMBRIDGE UNIVERSITY	***ELECTRONIC INVOICING***	FINANCE DIVISION	GREENWICH HOUSE	MADINGLEY ROAD	CAMBRIDGE		CB3 0TX

Non Credit Card Orders (System Defined)

Select	Account Number	Organization Name Select	Address2	Address3	Address4	Street	City	Region	Postal Code
<input checked="" type="radio"/>	35479262	CAMBRIDGE UNIVERSITY	***ELECTRONIC INVOICING***	FINANCE DIVISION	GREENWICH HOUSE	MADINGLEY ROAD	CAMBRIDGE		CB3 0TX
<input type="radio"/>	35203263	CAMBRIDGE UNIVERSITY	CLINICAL VETERINARY MEDICINE			MADINGLEY ROAD	CAMBRIDGE		CB3 0ES

Shows on order as:
 CAMBRIDGE UNIVERSITY
 ELECTRONIC INVOICING
 FINANCE DIVISION
 GREENWICH HOUSE
 MADINGLEY ROAD
 CAMBRIDGE CB3 0TX United Kingdom

Payer Address: (This is where we will mail the account statement)

Select	Account Number	Organization Name Select	Address2	Address3	Address4	Street	City	Region	Postal Code
<input checked="" type="radio"/>	35479262	CAMBRIDGE UNIVERSITY	***ELECTRONIC INVOICING***	FINANCE DIVISION	GREENWICH HOUSE	MADINGLEY ROAD	CAMBRIDGE		CB3 0TX
<input type="radio"/>	35203263	CAMBRIDGE UNIVERSITY	CLINICAL VETERINARY MEDICINE			MADINGLEY ROAD	CAMBRIDGE		CB3 0ES

[Continue to Shopping Cart](#) [Back](#) [Cancel](#)

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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'.

Shopping Cart

Continue Shopping Save Cart Print Cart Email Cart

★ = Required Field

Contact Information
Name: Joanne Paterson
Phone: 01223337641
Fax: 0122376520
Email: jp597@cam.ac.uk
cc: [Field]
Use comma (,) to separate emails.
Edit

Shipping Address
JOANNE PATERSON
★ Attention to: STORES
CAMBRIDGE UNIVERSITY
DEPARTMENT OF VETERINARY MEDICINE
MADINGLEY ROAD
CAMBRIDGE CB3 0ES
United Kingdom
Edit

Billing Address
CAMBRIDGE UNIVERSITY
ELECTRONIC INVOICING
FINANCE DIVISION
GREENWICH HOUSE
MADINGLEY ROAD
CAMBRIDGE CB3 0TX
United Kingdom

Payment Information
Payment Method:
 Credit card
 Non credit card
 RapidRED
 Blanket PO
★ P.O. No.: PN1857352
Requisition No.: [Field]

Shipping Information
Shipping Method: No Preference/Standard Delivery
Special Order Note: [Field]
Please Note:
• Shipping Methods for some items may not change due to shipping requirements.
• For collect shipments, please add your collect account number(s) and carrier name(s) in the Special Order Note field.
• Special Order Notes are reviewed by a Customer Service Representative and will block your order from being automatically processed causing a delay in your order.

Shopping Cart Items
What would you like to do with these items? Place Order Request Quote
Cancel Submit Cart

Product Number	Description	Promo Code	Your Reference	Your Price	Quantity	Item Total	Remove
VC00021 [Edit]	CRNAPROBE	[Field]	[Field]	1.90 GBP	1	1.90 GBP	<input type="checkbox"/>
Additional Information Apply to all Add to Favorites Product Availability: Qty of 1, Estimated Shipment from Haverhill 30.04.2014 Routing: Haverhill Taxi Cambridge Carrier: TAXI CAMBRIDGE FROM HAVERHILL							
VC00021 [Edit]	VRNACOPYPROBE	[Field]	[Field]	1.80 GBP	1	1.80 GBP	<input type="checkbox"/>
Additional Information Add to Favorites Product Availability: Qty of 1, Estimated Shipment from Haverhill 30.04.2014 Routing: Haverhill Taxi Cambridge Carrier: TAXI CAMBRIDGE FROM HAVERHILL							
VC00021 [Edit]	CRNACOPYPROBE	[Field]	[Field]	1.90 GBP	1	1.90 GBP	<input type="checkbox"/>
Additional Information Add to Favorites Product Availability: Qty of 1, Estimated Shipment from Haverhill 30.04.2014 Routing: Haverhill Taxi Cambridge Carrier: TAXI CAMBRIDGE FROM HAVERHILL							

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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 stores@vet.cam.ac.uk and quote your research grant code or cost centre for a PO to be processed

The screenshot displays the Sigma-Aldrich shopping cart interface. At the top, the shipping location is set to "United Kingdom". The shipping method is "No Preference/Standard Delivery". A "Special Order Note" field is present, with a "Please Note" section below it containing instructions: "Shipping Methods for some items may not change due to shipping requirements", "For collect shipments, please add your collect account number(s) and carrier name(s) in the Special Order Note field.", and "Special Order Notes are reviewed by a Customer Service Representative and will block your order from being automatically processed causing a delay in your order."

The "Shopping Cart Items" section shows a table with the following data:

Product Number	Description	Promo Code	Your Reference	Your Price	Quantity	Item Total	Remove
VC00021 [Edit]	JMP123	<input type="text"/>	<input type="text"/>	3.80 GBP	1	3.80 GBP	<input type="checkbox"/>
VC00021 [Edit]	JMP124	<input type="text"/>	<input type="text"/>	3.80 GBP	1	3.80 GBP	<input type="checkbox"/>
VC00021 [Edit]	JMP125	<input type="text"/>	<input type="text"/>	3.80 GBP	1	3.80 GBP	<input type="checkbox"/>
VC00021 [Edit]	JMP126	<input type="text"/>	<input type="text"/>	3.80 GBP	1	3.80 GBP	<input type="checkbox"/>
VC00021 [Edit]	JMP127	<input type="text"/>	<input type="text"/>	3.80 GBP	1	3.80 GBP	<input type="checkbox"/>

Each item row includes "Additional Information" and "Add to Favorites" links. Below the table, there are "Update Cart" and "Remove" buttons. The summary section shows:

Sub-Total: 19.00 GBP
Order Total: 19.00 GBP

A blue arrow points to the "Order Total" value. At the bottom, there are "Cancel" and "Submit Cart" buttons, along with a footer containing site terms and navigation options like "Continue Shopping", "Save Cart", "Print Cart", and "Email Cart". The system tray at the bottom right shows the time as 11:36 on 02/04/2014.