
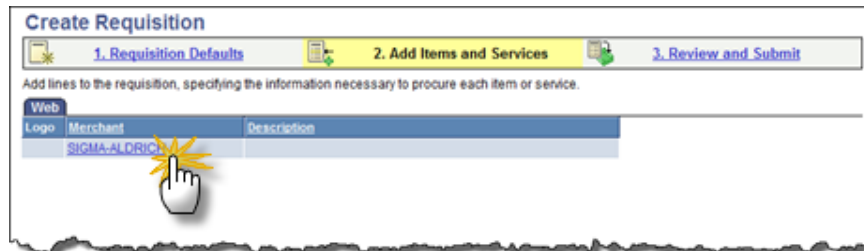


HELPFUL TIPS FOR DIRECT CONNECT REQUISITIONS FOR SIGMA-ALDRICH

The following tips have been developed to help UTHSCSA users become quickly familiar with creating a Direct Connect requisition for Sigma-Aldrich in PeopleSoft Financials.

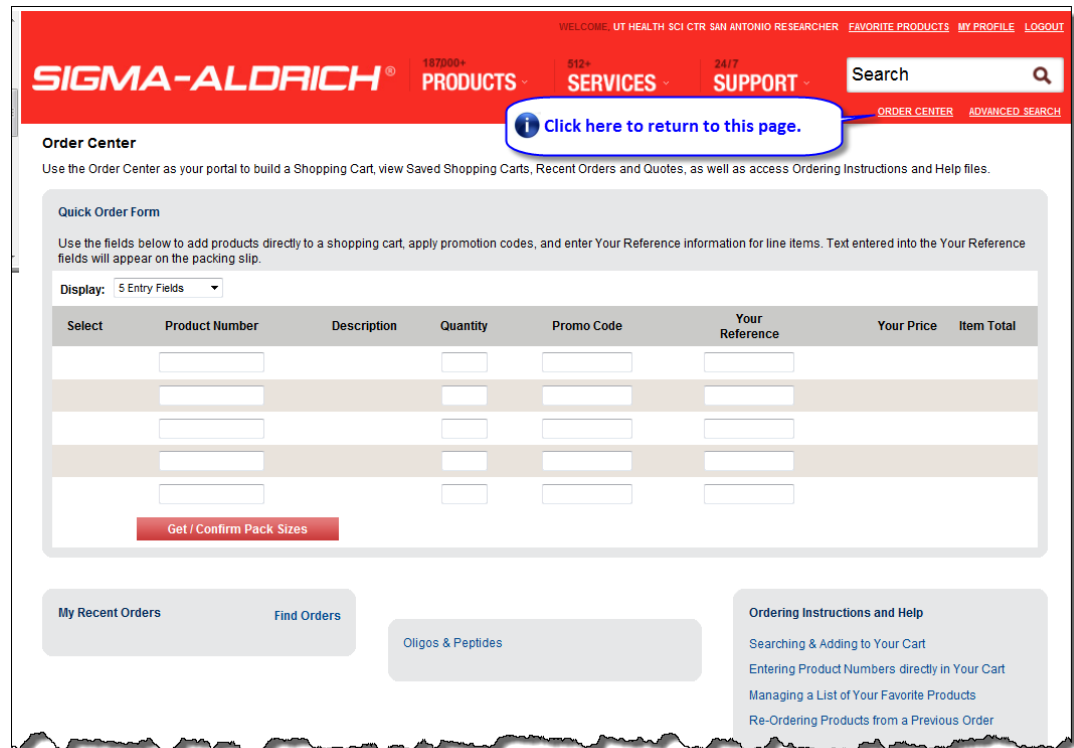
<p>About Direct Connect</p>	<p>Direct Connect is more than just a requisition type in PeopleSoft Financials. It also describes technology that allows us to directly connect to a vendor’s website. Vendors with whom we have established a Direct Connect relationship are typically preferred suppliers of the U T System Supply Chain Alliance or have another type of agreement with the Health Science Center. This means that the pricing listed on the Direct Connect vendor’s website has been established through the appropriate procurement method and requires no additional competition or justification.</p>
<p>About the Vendor</p>	<p>Sigma-Aldrich is a leading life science and high technology company. Sigma-Aldrich’s chemical and biochemical products and kits are used in scientific research, including genomic and proteomic research, biotechnology, pharmaceutical development, the diagnosis of disease and as key components in pharmaceutical, diagnostic and other high technology manufacturing.</p> <p>Under two UT System Supply Chain Alliance contracts, Sigma-Aldrich is the preferred supplier for PCR Reagents and related products (UTSSCA2910) and the preferred supplier for DNA and RNA Oligonucleotides (UTSSCA2110). Pricing has a guaranteed discount from list price with free shipping on contracted reagents and no charge for in-lab delivery, bulk packaging or handling/dry ice fees for oligos.</p>
<p>How to Create a Direct Connect Requisition for this Vendor</p>	<ol style="list-style-type: none"> 1. Create a Direct Connect requisition. 2. You can select the vendor by clicking the  for the Vendor ID field. Select Vendor ID 0000150265. 3. Complete the rest of the Requisition Defaults page. 4. Either click the Continue button, or click on 2. Add Items and Services. <div data-bbox="501 1333 1425 1770" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Create Requisition</p> <p style="text-align: center;"> 1. Requisition Defaults 2. Add Items and Services 3. Review and Submit </p> <p style="font-size: small;">Specify and Modify requisition name, requester, and other information that applies to the entire requisition.</p> <p> Requester: <input type="text" value="DOEJ"/> Doe, John Requisition Name: <input type="text" value="Supplies for Lab 200"/> Origin: DCN *Requisition Type: DIRECT CONNECT 1 *Priority: Medium Travel Type: <input type="text"/> <input type="checkbox"/> Radioactive/Hazardous *Vendor ID: 2 <input type="text" value="0000150265"/> <input type="text" value="EDX"/> SIGMA ALDRICH INC EDX Orders via Direct Connect *Project: <input type="text" value="106310"/> *Ship To: <input type="text" value="MAIN"/> *Fiscal Year: <input type="text" value="2012"/> *Due Date: <input type="text" value="09/22/2011"/> <input type="button" value="Continue"/> </p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="font-size: small; margin: 0;">Contact Information</p> <p style="margin: 0;">*Cntct Name: Doe, John *Cntct Phone: 210/567-5555</p> <p style="margin: 0;">*Cntct Email: doej@uthscsa.edu</p> <p style="margin: 0;">*Deliver To: MED 2.201 <input checked="" type="checkbox"/> Same As Contact</p> <p style="margin: 0;">*Deliver Name: Doe, John Deliver Phn: 210/567-5555</p> </div> </div>


- On the **Add Items and Services** page, click on **Sigma-Aldrich** to “punch out” to the vendor’s website.



Overview of the Vendor’s Website

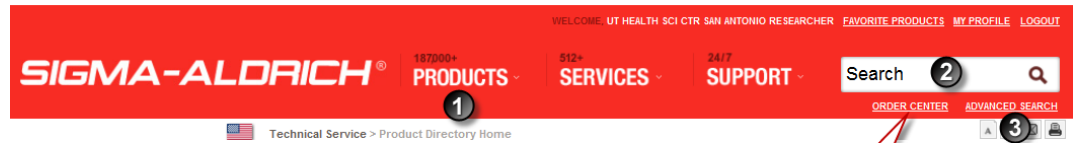
Once you punch out of PeopleSoft, the first page you will see is Sigma-Aldrich’s **Quick Order Form**. Here you can enter catalog numbers if you know them; however, most users will want to shop for catalog items using one of the many different ways Sigma-Aldrich has provided to search their catalog.



 You can return to the Quick Order Form at any time by clicking the Order Center link.

Searching the Vendor's Catalog

Sigma-Aldrich lets you search their extensive catalog of products and services in a variety of ways.

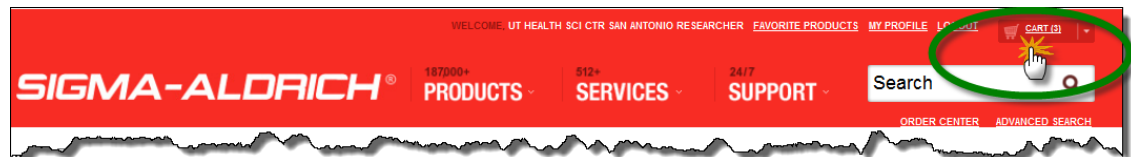


- 1 Search by product category
- 2 Search by keyword or catalog number
- 3 Advanced search methods (Certificate of Analysis, MSDS, technical bulletins, DataSheets, brochures, etc.)

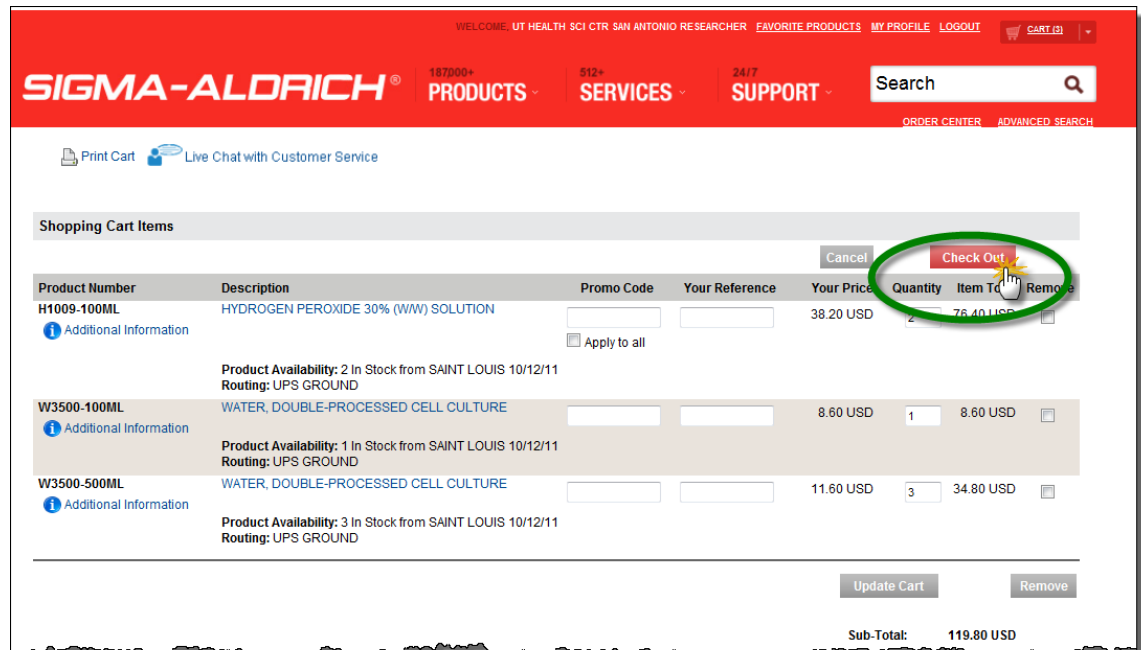
Click here to return to the Quick Order Form.

Shopping Cart and Checkout

- When you have completed ordering items, click on your shopping cart.



- Click the Check Out button.



- The contents of your shopping cart appears in your PeopleSoft requisition.

Create Requisition

1. Requisition Defaults | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: HSCSA UT HEALTH SCIENCE CENTER AT SA
 Requester: DOEJ Doe, John
 Requisition Name: Supplies for Lab 200
 Requisition Type: DIRECT CONNECT
 *Currency: USD *Priority: Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	HYDROGEN PEROXIDE 30% (W/W) SO	SIGMA ALDRICH INC	2.0000	Each	38.20000	76.40
2	WATER, DOUBLE-PROCESSED, CELL C	SIGMA ALDRICH INC	1.0000	Each	8.60000	8.60
3	WATER, DOUBLE-PROCESSED, CELL C	SIGMA ALDRICH INC	3.0000	Each	11.60000	34.80
Total Amount:						119.80 USD

Header Comments: Standard Comments, Modification Memo

Confirming Your Order

Within minutes after your requisition has been approved, a scheduled process will source your requisition to a purchase order, which is then automatically dispatched to the vendor. Typically, within 12-24 hours, the vendor will send an order confirmation similar to the one shown below. The subject line and first sentence will contain the Purchasing buyer's name, but the email is sent to the person whose email address appears on the originating requisition.

If you do not receive an order confirmation, check your junk email folder and junk email filtering rules/options.

From: swebsite@sial.com Sent: Tue 10/11/2011 1:42 PM
 To: Doe, John
 Cc:
 Subject: Confirmation of Sigma-Aldrich order 3000064835 for William T Fischer

Confirmation of Sigma-Aldrich order 3000064835 for William T Fischer

Order Date: 2011-10-11
 Purchase Order Number: HSCSA.0000795547

Subtotal: 119.80 USD
 Transportation/Handling: 10.00 USD
 Order Total: 129.80 USD

Order Text:

Customer: 49468135
 UNIV OF TEXAS HEALTH SCIENCE CENTER
 SAN ANTONIO

Shipping Address:
 UTHSC-SA / CENTRAL RECEIVING
 JOHN DOE / MED 2.201
 7703 FLOYD CURL DRIVE
 SAN ANTONIO TX, 78229-3900

Product: 000010
 Product Number: H1009-100ML
 Description: HYDROGEN PEROXIDE 30% (W/W) SOLUTION

Special Feature(s) of Vendor's Website

- With Direct Connect, ordering oligos and peptides has never been easier. Sigma-Aldrich has tabs for each product, and each product has its own custom configuration tool. You can even preview the price. When you're ready, just add the item to your shopping cart and check out.

WELCOME, UT HEALTH SCI CTR SAN ANTONIO RESEARCHER FAVORITE PRODUCTS MY PROFILE LOGOUT

SIGMA-ALDRICH 18700+ PRODUCTS 512+ SERVICES 24/7 SUPPORT Search

1 ORDER CENTER ADVANCED SEARCH

2 DNA siRNA RNA Peptides Contact us 3 on-line tutorial

DNA Oligos Dual Labeled Oligos Specialty Primers

Bookmark This Page DNA Oligos - modified & non-modified Back to DNA Oligos main menu

Number of items: Go!

Remove Selected Items

Select All Items

Item #1

Oligo Name: 5' Modification:

Synthesis Scale: 3' Modification:

Purification: Additional Specifications:

Sequence (5' to 3'): Base Count:

MW	Tm °C	%GC	Secondary Structure	Primer Dimer	Base Count	Price
7510.0	12.0	24.0	None	No	25	516.01 USD

Select All Items

Remove Selected Items

The information you provide here will apply to all items.

Format:

Concentration (µM) in water:

Number of Tubes per Oligo:

Customer service representatives review all comments; therefore, a slight delay in order processing may occur.

Technical Data Preview Price Update Cart

- 1 To view this page, click the Order Center link to return to the Quick Order Form. Near the bottom of the Quick Order Form, click on... 
- 2 Select the appropriate product tab.
- 3 View the on-line tutorial for help.

- When you check out, the contents of your shopping cart appears in your PeopleSoft requisition (see next page). Don't be concerned by the minimal item description.

Edit Requisition

1. Requisition Defaults 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: HSCSA UT HEALTH SCIENCE CENTER AT SA Requisition ID: 0000627974
 Requester: DOEJ Doe, John Requisition Type: DIRECT CONNECT
 Requisition Name: Supplies for Lab 200 *Currency: USD *Priority: Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Test OligoConfigurationID: 214	SIGMA ALDRICH INC	1.0000	Each	516.01000	516.01
Total Amount:						516.01 USD

Header Comments

Standard Comments Justification Memo

Save & preview approvals

LINE_NBR	ITM_ID_VNDR	DESCR
1	VC00021	Test OligoConfigurationID: 2147113 Type: DNA Oligos - modified & non-modified Oligo Name: Test Oligo Synthesis Scale: 0.05 µmol Purification: RP1 = Reverse Phase Cartridge Purification Sequence (5' to 3'): ACOTAACOTACOTACOTACOTACOT

Although a limited description appears on the requisition, all of the product's specifications and the vendor's item number are stored in the database (see below) and will carry forward to the purchase order.

The vendor's item number and detailed specifications are stored in the PeopleSoft database.

Problems You Might Encounter

- **Login/Logout** – Do not use links appearing on the vendor's website to login, logout, or change your password. UTHSCSA users always access the vendor's site from PeopleSoft Financials and return to PeopleSoft Financials upon checkout.
 - **Timeout errors** – After 30 minutes of inactivity on the vendor's site, you will receive the following error message. Ignore the vendor's instruction in the last sentence. It does not apply to UTHSCSA users.
- Sigma-Aldrich Error Message:**

Your session on the Sigma-Aldrich website has timed out.

Click [here](#) to go to the homepage and start a new session. (You will need to login again.)
- **Other Errors** – Subsequent to receiving a timeout error, you may see one or both of the following messages. Clearing your browser's cache and cookies will resolve these types of errors.
- Sigma-Aldrich Error Message:**

Your login id is being used.

Click [here](#) to go to the homepage and continue

The store has encountered problems

Error Message : An error occurred when submitting your order.

Please try again or contact our customer service department.

Questions You Might Have

- **Can I create a list of favorites?** No. Although the vendor supports the creation of favorites, UTHSCSA users share a common login ID. A session ID assigned by the vendor uniquely identifies you, but changes each time you visit the vendor's website. Any favorites you create will not be retained for a subsequent visit.

	<ul style="list-style-type: none"> • Can I save my shopping cart and come back to it later? No, for the same reason as discussed for favorites. • Are there any items that are restricted/blocked in the catalog? Yes. Pure alcohol, denatured alcohol, and any DEA-regulated item cannot be purchased via Direct Connect. You must create a basic purchase requisition to order these items. Although you can add restricted/blocked items to your shopping cart, when you view your shopping cart, a message will display informing you that the item was removed from your cart. See below. <div data-bbox="418 445 1474 667" data-label="Image"> </div> • How is the Promos field on the Quick Order Form used? The vendor will occasionally offer special promotions. A “promo” code is entered in this field to receive promotional pricing at checkout. • How is the field Your Reference on the Quick Order Form used? This field does not apply to UTHSCSA users.
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Getting Help	<ul style="list-style-type: none"> • Contact DCATS at 210-567-7777 (option 5). • Contact the Purchasing Department at (210) 562-6200, or email purchadmin@uthscsa.edu. • Consult the vendor’s online help. <ul style="list-style-type: none"> ⚠ Some portions of the vendor’s online help topics do not apply to punchout users (like UTHSCSA). The vendor’s website supports both punchout users, as well as users who must login to the vendor’s site. Most help topics include many extra steps that apply only to the latter type of user. Always ignore any portions of help topics that instruct you to log into (or out of) the vendor’s site. • These help topics appear at the bottom of the vendor’s Quick Order Form. Ignore the last two topics as they do not apply to UTHSCSA users. <div data-bbox="657 1276 1042 1474" data-label="Image"> </div> • The on-line tutorial for ordering oligos is also accessible here: https://origin-webqws.sial.com/sigma-aldrich/help/help-welcome/ordering-product/ordering-tours/ordering-oligos.html <p>The on-line tutorial for oligos has many slides that don’t apply to UTHSCSA users. Use the slider bar appearing on the tutorial’s player to advance to slide 5 and then click the Play button. The last applicable slide is 17.</p> <div data-bbox="418 1726 1328 1871" data-label="Image"> </div>
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