

University of Iowa Purchasing Site Punch-out User Guide

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Searching and Adding to Your Cart

The Shopping Cart method is commonly used in many Web sites. The concept is similar to shopping at your favorite grocery store with a shopping cart. Simply search the online product catalog and, when you find the product you were looking for, click on the shopping cart icon to add it to your cart. You can access your cart at any time by clicking the "Shopping Cart" link at the top of the site.

You can access the catalog by using the Search box found on the top banner of our Web site. To begin, follow the steps below:

1. Enter your Search Criteria in the field(s) provided. For a brief description of these options, go to the Product Search Help Page.
2. Press the Search button and the system will search for the product(s) and display the results in folders listed by product name. Click on the folder to view the different product numbers that contain this name.



3. Each product will have its own folder. Click on a product's folder to view the different pack sizes, pricing, and availability.
4. Fill in the "Quantity" field with the number for the pack sizes you would like to order.
5. After you are finished entering the Quantity, click on the red Shopping Cart icon to add the item to your Shopping Cart.

D4545 Taq DNA Polymerase from *Thermus aquaticus*

Sigma with 10x reaction buffer without MgCl₂

CAS Number 9012-90-2
Enzyme Commission 2.7.7.7 (BRENDA | IUBMB)
(EC) Number
MDL number MFCD00166026

[Expand/Collapse All](#)

Price and Availability

Product Number	Your Price USD	Available to Ship	Quantity	Actions
D4545-1500UN	525.00	Date not Available	<input type="text"/>	details...
D4545-50UN	27.50	12/21/2007	1 <input type="text"/>	details...
D4545-250UN	112.50	Date not Available	<input type="text"/>	details...

- Continue searching and adding to your cart until you have all the products you need.
- Click on the "Shopping Cart" link in the upper left corner of the site and you will be brought to your Shopping Cart. Once there you can modify the quantities, change shipping methods, add/or remove items from your cart, Save the Cart to submit it later, Cancel Order, Print Preview your order, or Submit your order.

Entering Product Numbers Directly in Your Cart

If you already know the product numbers you need, this is the quickest way to complete an order. Simply, click on the "Order Center" link located on the top banner of our site to get started.

NOTE: Do not use your browser's BACK button within any of the ordering methods. Use the provided links to navigate within the system. Use of the BACK key may erase or duplicate your order.

- The Order Center is displayed with a number of empty lines. Type in the product number for each product you wish to order in the fields provided. (Disregard punctuation marks when entering product numbers; i.e. "27,856-4" should be entered as "278564" etc.) Click on the "Get/Confirm Pack Sizes" button.
- The Order Center will be redisplayed with a product description for each line and dropdown list of package sizes and prices. If the product is only sold in one package size, it will automatically be selected and no dropdown will appear.

Quick Order Center

Use the fields below to add products directly to a shopping cart, apply promotion codes, and enter Your Reference information for line items. Text entered into the Your Reference fields will appear on the packing slip.

Display: 5 Entry Fields

Select	Line	Product Number	Description	Quantity	Promo Code	Your Reference	Price
<input checked="" type="checkbox"/>		000010W3500-100ML	WATER, DOUBLE-PROCESSED CELL CULTURE	1			7.00 USD
Product Availability: 1 In Stock from SAINT LOUIS 12/21/07.							<input type="button" value="Remove"/>
		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Select the appropriate package size from the dropdown list, enter the Quantity desired if other than "1," and click the "Get/Confirm Pack Sizes" button.
NOTE: The Quantity field will always populate with a default of 1.
- The Order Center will be redisplayed again with pricing and availability for the items you've entered. You then will hit "Add Selected Items to Shopping Cart".
- The Shopping Cart screen is now displayed. Once you have all of the items you wish to order in your shopping cart, click 'Checkout' to take your shopping cart back into your system for completion.
- You will receive an email confirmation after placing your order.
- If you have questions please call:

Web Help – 877.856.5586 Customer Service – 800.325.3010