



Punchout Quick Reference Guide

How to Order

Go to Invitrogen's punchout catalog through your eMarketplace.

Searching for Products

To search the Online Ordering System, enter your search term(s) in the **Search** field on any page. You can search by the name of a product, product type, complete or partial catalog number, or any words within the product description.

The screenshot displays the Invitrogen website interface. At the top, the Invitrogen logo is on the left, and navigation links for 'My Account', 'Order Status', 'Quick Order', and 'United States' are on the right. A red navigation bar contains links for 'Products & Services', 'Applications', 'Brands', 'Guides', 'Support', and 'Corporate'. Below this, a search bar is visible with the phone number '800.955.6288' and a 'Go' button. The main content area is titled 'Products & Services' and features a grid of product categories, each with an icon and a brief description:

- Nucleic Acid Purification & Analysis:** Nucleic Acid Purification, Quantitation, Gels, Stains, Ladders
- Nucleic Acid Amplification & Expression Profiling:** PCR, RT-PCR, Real-Time PCR, DNA Sequencing, Expression & Genomic Array Profiling, Oligos
- Cloning:** DNA Clones, TOPO® & Gateway® Cloning, cDNA Libraries, Transformation, Enzymes
- Proteins, Expression, Isolation & Analysis:** Transfection, Gels, Detection, Vectors, Immuno- & Activity Assays, Biomarkers
- RNAi, Epigenetics & Gene Regulation:** siRNA, shRNA, miR, RNAi, microRNA, DNA Methylation, ChIP, Transcription Factors
- Cell Culture:** Mammalian, Insect, Stem Cell, Transfection & Selection, 3D Cell Culture
- Cell & Tissue Analysis:** Cell Isolation/Expansion, Antibodies, Imaging, Flow Cytometry, Fluorescent Labels
- Drug Discovery:** Proteins & Assays for Target & Lead ID, Hit Validation & Safety Screening
- Clinical & Diagnostic Applications:** Transplant, IVD, Cell Isolation, Pathology, Cytogenetics, Environmental, Biodefense
- Bioproduction:** Cell Culture Media Manufacturing & Customization, PD-Direct™ Services

On the right side of the page, there are several promotional boxes: 'Order Now: Custom Primers Oligonucleotides', 'Find the Right Antibodies Primary & Secondary', 'Product Finder LINNEA™ Genes pursue every angle', 'Find products by gene or protein. Search for your gene or protein of interest and find all the products available for your research needs.', and 'Account Specific Check Price Tool'. At the bottom, there are three boxes: 'What's New' with a microscope image, 'Sample Offers' with a petri dish image, and 'iReward Points Program' with a gift box image.

When you find an item that interests you, click the title or name of the item to see its product detail page.

On the product detail page, the price for each item is the list price. Account-specific pricing will be reflected when you add items to your cart.

Note:

- To search for an exact search string, place the string in quotation marks. For example, **"DNA polymerase"** will only return results containing that exact phrase, whereas **DNA Polymerase** will return results containing either word.
- You can search for only one catalog number at a time.
- Common words such as "and," "or," or "the" are ignored.
- Special characters, such as TM or *, are not searchable.
- Search terms are not case-sensitive.

Adding Items to a Cart

When you have found an item that you want, you can add it to your shopping cart for purchase. To add items to the cart, click in the **Select** checkbox next to each item in the Product Detail page or enter a quantity in the **Quantity** field.

The screenshot shows the Invitrogen website interface. At the top, there is a navigation bar with links for 'My Account', 'Order Status', 'Quick Order', and 'United States'. Below this is a red header with navigation tabs: 'Products & Services', 'Applications', 'Brands', 'Guides', 'Support', and 'Corporate'. The phone number '800.955.6288' is displayed on the left. A search bar is located in the center of the header, with a 'Go' button and a dropdown menu for 'All Results'. On the right of the header, there is a 'View Cart' button showing '0 Items'.

The main content area features a sidebar on the left with a 'Close Session' button, a welcome message for 'b2b Buyer', a 'Special Message' section with a 'View more...' link, and a list of navigation options: 'Favorites', 'Saved Lists', 'Order Status', and 'Close Session'. The main product area displays the product name 'Trypsin, 0.05% (1X) with EDTA 4Na, liquid' and its SKU# '25300-054'. A 'Description' section provides details about the product's composition and testing. A table shows the quantity '1' and the price '8.85 USD' for a '100 ml' unit size. An 'Add to Cart' button is prominently displayed. Below the product information, there is a 'Manuals & Documents' section with tabs for 'Manuals & Documents' and 'Specifications'. This section lists six brochures and one material safety data sheet (MSDS) for the product.

At the bottom of the page, there is a footer with links for 'Site Map', 'Change Country', 'Contact Us', 'Privacy Policy', 'Terms & Conditions', 'Online Price Policy', 'Feedback', and 'Careers'. A copyright notice for '© 2009 Invitrogen Corporation. All rights reserved.' is also present.

Then click on **Add to Cart**. **Your Cart** will be displayed, listing the product(s) you selected. You can then continue shopping or **Preview Order** to Proceed to **Checkout**.

To see your cart from anywhere within the Online Ordering System, click on **View Cart** in the upper right corner of the window.

Custom Primers

You can order custom DNA primers in plates or tubes and RNA primers in tubes by submitting your primer sequences through the Online Ordering System. From the **Oligonucleotides** page, select the type and format of primers you want to order (DNA Tubes, DNA Plates, RNA Tubes, or Stealth™ RNAi Tubes), and then enter the primer information.

The screenshot shows the Invitrogen website interface. At the top, there is a navigation bar with links for Products & Services, Applications, Brands, Guides, Support, and Corporate. A search bar is located in the center, and a 'Go' button is to its right. The main content area is titled 'Nucleic Acid Amplification & Expression Profiling' and 'Oligonucleotide Design'. It includes a 'Special Message' section, a 'Close Session' button, and a 'Welcome, b2b Buyer' message. The 'Oligonucleotide Design' section features a DNA double helix image and text stating: 'Our primer design tools are seamlessly connected to our online ordering system, so you never have to cut-and-paste sequences.' Below this, there are sections for 'Oligos in tubes' and 'Oligos in Plates'. The 'Oligos in tubes' section highlights 'NEW! Next-Day delivery' and provides instructions for ordering. The 'Oligos in Plates' section provides details for ordering oligos in 96- or 384-well plate format. On the right side, there is a 'Receive a free toy' promotion and an 'Ordering Details' sidebar with links for 'Basic Form', 'List Form', and 'Paste from a Spreadsheet'. At the bottom, there are sections for 'Primer Design', 'Diagnostics', and 'DNA Microarrays'.

Pricing

The prices of items in your shopping cart will reflect your account status.

Note that charges such as freight, handling, dry ice, and applicable taxes will be displayed online as an estimate and the final values are provided in the email confirmation of your order that is sent out shortly after you place your order.

Promotional codes and ask-for quotes can be entered in the **Promo Codes** fields. These fields display in your cart after clicking **Preview Order**. Any promotional and quoted pricing will be estimated online, and the final value will be shown in the email confirmation of your order. Any free goods will not display in the online shopping cart, but will be honored if applicable and will be shown in the email confirmation of your order.

800.955.6288

My Account | Order Status | Quick Order | United States

Products & Services | Applications | Brands | Guides | Support | Corporate

Search All Results [View Cart](#) 3 Items

home > product and services > preview order

View Order

[Continue Shopping](#) [Cancel Order](#) [Edit Order](#) [Return Cart for Checkout](#)

Catalog Products						
Cat. No.	Product Name	Size	Reserve #	Unit Price	Qty.	Total Price
25300054	Trypsin-EDTA (0.05% Trypsin with ED...	100 ml		7.0800	1	7.08
25200056	Trypsin-EDTA (0.25% Trypsin with ED...	100 ml		8.8500	1	8.85
16000044	Fetal Bovine Serum, Certified	500 ml	123456	323.0500	10	3,230.50

Subtotal: 3,246.43
Dry Wet Ice Charge: 15.00
Handling Charge: 106.00
Preliminary Total: USD 3,367.43

Promo Codes: [Apply Promo Codes](#)

NOTE: Final tax, handling, hazardous material and dry ice charges will be included in your email confirmation. Standard Delivery Schedule: Orders placed Monday through Wednesday will be delivered within 24 to 48 hours. Orders placed Thursday through Friday will be delivered Tuesday.

[Continue Shopping](#) [Cancel Order](#) [Edit Order](#) [Return Cart for Checkout](#)

Site Map | Change Country | Contact Us | Privacy Policy | Terms & Conditions | Online Price Policy | Feedback | Careers

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Invitrogen reserves the right to correct any errors in the online system before shipping and billing. If you suspect an error in pricing, please contact our Customer Service Department by clicking on **Contact Us** at the bottom of any Online Ordering System page or emailing b2b@invitrogen.com.

Quick Orders

If you know the exact catalog numbers of the items you want to order, click on **Quick Order** at the top of any page to open the Quick Order form; if you have just a few items (< 5), use the mini Quick Order form on the home page.

Enter the catalog number, quantity, and reserve number (if any) for each quick order item. When you are ready to place the items in your cart, click on **Add Items to Cart**.

Saved Lists

You can save the items in your cart as list for future or repeat orders. This is useful if you order the same group of products on a regular basis. Note that items in your cart will remain there if your login time expires or your browser window closes before checkout is complete.

Creating a Saved List

To save a list, first place the items in your cart, and then go to the bottom of the Your Cart page, enter a name for your list, and click on **Save** button. Your list of products will be copied to the **Saved List** page.

Note that you cannot save item quantities, but can save reserve numbers. You can specify the item quantities when you copy your saved list back into the cart. Also note that the items will remain in your cart after you copy them to the Saved List (you can clear the Your Cart page as a separate step).

The screenshot shows the Invitrogen website's 'Your Cart' page. At the top, there is a navigation bar with 'Products & Services', 'Applications', 'Brands', 'Guides', 'Support', and 'Corporate'. Below this is a search bar and a 'Go' button. The main content area is titled 'Your Cart' and contains a table of catalog products. The table has columns for 'Cat. No.', 'Product Name', 'Availability', 'Size', 'Reserve #', 'Unit Price', 'Qty.', and 'Total Price'. A single product is listed: '25300054 Trypsin-EDTA (0.05% Trypsin with...'. The 'Qty.' column shows '2' and a 'remove' link. Below the table, there is a 'Subtotal: USD 15.94' and buttons for 'Continue Shopping' and 'Preview Order'. At the bottom of the page, there is a 'Save' button next to a text input field containing 'Trypsin'.

800.955.6288

Search All Results

home > product and services > your cart

View Cart 1 Items

Close Session

Welcome, b2b Buyer

Special Messages: [View more...](#)

→ Favorites
→ Saved Lists
→ Order Status
→ Close Session

Continue Shopping Preview Order

Remove All Items from Cart | Update Cart

Cat. No.	Product Name	Availability	Size	Reserve #	Unit Price	Qty.	Total Price
25300054	Trypsin-EDTA (0.05% Trypsin with...	Available	100 ml	<input type="text"/>	7.9700	2 remove	15.94

Price Confirmation: Except where noted otherwise, the pricing displayed for products on our website represents an estimated product price. Price confirmation occurs after your order request has been processed and you receive an Order Confirmation. Your account is charged after your order has entered the shipping process.

Remove All Items from Cart | Update Cart

Subtotal: USD 15.94

Continue Shopping Preview Order

Save this list for future use. Your list will be available in your "Saved Lists" page.

Name:

Site Map | Change Country | Contact Us | Privacy Policy | Terms & Conditions | Online Price Policy | Feedback | Careers

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Transferring a Saved List to Your Cart

When you are ready to order the items in a saved list, click on **Saved Lists** at the top of any page in the Online Ordering System. Click on the list name to open the list. At this point you can click on **Add These Items to Cart** to add the items to your cart without overwriting any existing items, or **Overwrite Current Cart** to overwrite the existing items in your cart with the list.

Note that you cannot change the items in a saved list; however, you can add the list to a cart and then add and remove items in the cart.

Favorites List

Items that you order on a regular basis, including primer sequences, can be added to your own personal **Favorites List** for quick access and ordering. To access your Favorites List, click on **Favorites** at the top of any page in the Online Ordering System.

Note that you should be using the Favorites function directly on the Invitrogen punchout site as opposed to the function in your eMarketplace (if applicable); Invitrogen's punchout site displays real time pricing.

Adding items to Favorites

You can add items to Favorites in the following ways:

- From the item's product page, select the **Select** checkbox next to the item you want to add. When you have made all your selections on the page, click on the **Add to Favorites** button. Your Favorites List will be displayed, with item added.
- In the Favorites List, you can enter the catalog number of the item you want to add directly in the Catalog Number field, and then click on **Add to Favorites**.
- On the custom primer page (single, similar, or multi format), enter your primer design(s) and synthesis information, and then click on **Add to Favorites**.

Ordering Items from Favorites

Items in the Favorites List are grouped into the following categories: **Catalog Items**, **DNA Primers**, and **RNA Primers**. To display the favorites in a category, click on the appropriate category name. To add favorites to your cart, specify the quantity and reserve number (if any) of each item, and click on **Add Selected Items**.

800.955.6288

My Account | Order Status | Quick Order | United States

Products & Services | Applications | Brands | Guides | Support | Corporate

Search All Results [View Cart](#) 1 Items

home > product and services > favorite catalog

Close Session

Welcome,
b2b Buyer

Special Messages:
[View more...](#)

[Favorites](#)
[Saved Lists](#)
[Order Status](#)
[Close Session](#)

Favorites

1 item(s) have been added to your Favorites list.
Click on a category below to display the applicable content.

[Catalog Products \(1\)](#) | [DNA Primers \(0\)](#) | [RNA Primers \(0\)](#)

Catalog Number:

Catalog Products						
Product Summary	Cat. No.	Size	Reserve Number	Quantity	Add to Cart	Delete
TrypsinEDTA (0.05% Trypsin with...	25300-054	100 ml	<input type="text"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

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Updating Quantities and Reserve Numbers

If you regularly order a particular quantity of an item or use a particular reserve number, you can enter this information in the Favorites List and click on the **Update** button to save the information.

Returning a Cart to Place an Order

Once you have created your cart, select **Preview Order** to Proceed to **Checkout**.

You will be directed to the View Order page. Once you have verified product selection and quantities, select **Return Cart for Checkout**.

Select "Transfer Items to SAP Cart". Upon submission, all shopping cart information will be transferred back to SAP.

The screenshot displays the 'Cart - Draft Requisition' page for Nancy Rose. The cart name is '2007-02-20 NROSE1 01' and it contains 2 items totaling 1,670.00 USD. The 'Supplier / Line Item Details' section shows two items from Invitrogen:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
DYNABEADS MOUSE DC ENRICHMENT KIT 5 ML	11429D	EA	645.00	1 EA	645.00	<input type="checkbox"/>
T7 Promoter Primer	N56002	EA	205.00	5 EA	1,025.00	<input type="checkbox"/>
Supplier subtotal					1,670.00 USD	

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	1,670.00
Total	1,670.00 USD

Canceling an Order

An order is not processed until you click on **Submit Order** at the end of the checkout process. You can abandon the checkout process at any point before that and your order will not be sent for processing. (It will remain in your cart unless you return to your cart and click on **Delete Order**.) If you aren't sure whether you have placed an order or not, click on **Order History** at the top of any Online Ordering System page. The **History** page shows all your sent orders.

To cancel an order after it has been sent, you must contact Customer Service. Click on **Contact Us** at the bottom of any Online Ordering System page.

When contacting Customer Service, be sure to have your order information ready. The Order History page includes the information you will need.

Questions?

Please contact the Invitrogen B2B Team anytime at b2b@invitrogen.com or the Invitrogen Account Manager:

Ernie Niblack

ernie.niblack@invitrogen.com

800.955.6288