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# Quick Reference Guide

Ordering bulk oligos via Thermo Fisher Punchout

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## Step One

From the landing page of the Thermo Fisher punchout, navigate to Invitrogen Custom DNA Oligos

The screenshot shows the ThermoFisher Scientific website. The top navigation bar includes 'Popular Applications & Techniques Shop All Products Services Support' and a 'Quick Order' button with a shopping cart icon and a 'Sign in' link. A search bar is located below the navigation. The main content area features a dark blue banner with the text 'Order your Invitrogen DNA oligos with free shipping now\*'. Below the banner are two call-to-action boxes: 'Custom made to order' with an 'Order now' button and 'More custom DNA ordering options' with a 'Learn more' button. The page is titled 'Oligos, Primers, Probes, & Genes' and provides information about custom-synthesized oligos, primers, probes, and genes. It lists featured products and services, including Custom DNA Oligos (with free shipping), Custom TaqMan Probes and Primers, Phosphoramidites for Nucleic Acid Synthesis, Invitrogen RNAi Oligos, Applied Biosystems 5' Labeled Primers, and Oligos Tools & Utilities Hub. A vertical 'Give Feedback' button is visible on the right side.

## Step Two

On the following screen titled Custom DNA Oligos Synthesis Services, select the hyperlink for **Bulk Upload Option** for Standard Oligos

The screenshot shows the 'Custom DNA Oligos Synthesis Services' page. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Custom DNA Oligos Synthesis Services' and includes a breadcrumb trail: 'Home > Life Sciences > Oligonucleotides, Primers, Probes & Genes > Custom DNA Oligos'. The page describes the services and provides three main options: 'Standard Oligos', 'Plate Oligos', and 'Value Oligos'. Each option has an 'Order now' button. The 'Standard Oligos' section is highlighted with a red circle around the 'Bulk Upload Option' link. The 'Plate Oligos' section is also highlighted with a red circle around the 'Order now' button. The 'Value Oligos' section is highlighted with a red circle around the 'Order now' button. The page also includes a sidebar with navigation links and a 'Give Feedback' button on the right.

## Step Three

On the following screen, select **Upload file**

Click here to download the bulk upload file

The screenshot shows the bulk upload interface. The top navigation bar is identical to the previous screenshots. The main content area is titled 'Bulk Upload' and includes a breadcrumb trail: 'Home > Life Sciences > Oligonucleotides, Primers, Probes & Genes > Custom DNA Oligos > Bulk Upload'. The page provides information about the bulk upload process, including a note about downloading a sequence template and supported file formats. It features a 'Download template' button and an 'Upload file' button, which is highlighted with a red circle. Below the buttons is a large dashed box for dragging and dropping files or pasting data. The page also includes a sidebar with navigation links and a 'Give Feedback' button on the right.

## Step Four

Click **Import**

Click **Add to Cart**

ThermoFisher Scientific Popular Applications & Techniques Shop All Products Services Support Quick Order Account

Search All Search by catalog number, product name, keyword, application

### Custom Standard DNA Oligos

Order using the tool below or [Bulk Upload](#) up to 200 oligo sequences at one time. Use the [Plata Oligos ordering tool](#) for orders that contain an average of 24 or more oligos per plate (for 96-well plates) or 192 or more oligos per plate (for 384-well plates). For simple, non-modified Oligos, consider our [Value Oligos](#).

[Bulk Upload](#)

#### Project 1

+ Set project preferences

1  **SamplePrimer1** Jane Doe

[See sample label](#)

Oligo Sequence (5' to 3')  
ACG TAG GTG CTA CGT

5' Mod: None  
3' Mod: Phosphate

+Mixed Bases | Base Count: 15 Tm: 44.5 (50mM), 66.1 (1M) GC%: 53  
Minimum Yield: 42.9 (µg), 9.4 (nmol)

Synthesis Scale: 200 nmole Purification: HPLC Formulation: Dry [Show more Options](#)

Standard Shipping  Same Day Shipping Ship by April 27, Order within 7 hr 6 min. **PRICE**  
Product pricing is available in the shopping cart.

2  **SamplePrimer3** Jane Doe

Sequence: AGT TCC GGG CCA AA

1 [Add Another Oligo](#)

5 Oligo [Add to Cart](#)

## Step Five

Click on **Begin Checkout** button to begin checkout process

ThermoFisher Scientific Popular Applications & Techniques Shop All Products Services Support Quick Order Account

Search All Search by catalog number, product name, keyword, application

### Cart

<input type="checkbox"/>	Remove	Add to favorites	Unit size	Qty	Pricing
<input type="checkbox"/>			SamplePrimer1 ACGTACTGCTACGT Researcher: Jane Doe 200 nmole HPLC 3' Modification: Phosphate Ships in 8 Days		Price: 114.27 Your Price: 114.27 Total Price: 114.27 You saved: USD 1.00
<input type="checkbox"/>			SamplePrimer2 AGTTCGGGCCAAA Researcher: Jane Doe 25 nmole Desalted Ships in 1 Days		Price: 5.46 Your Price: 5.46 Total Price: 5.46 You saved: USD 1.00
<input type="checkbox"/>			SamplePrimer2 AGCTGTACCGGTT Researcher: John Doe 10 µmole Desalted 5' Modification: HEX Ships in 2 Days		Price: 945.62 Your Price: 945.62 Total Price: 945.62 You saved: USD 1.00
<input type="checkbox"/>			SamplePrimer4 TGCCGATATAACCNA Researcher: John Doe 50 nmole PAGE Ships in 8 Days		Price: 58.95 Your Price: 58.95 Total Price: 58.95 You saved: USD 1.00

Enter quote or promotion ?  [Apply](#)

#### Cart Summary

5 item(s)  
Product price 1,130.15  
Total savings 5.00

**Cart subtotal**  
**USD 1,130.15**

[Payment Information](#)

[Begin checkout](#)

[Continue shopping](#)

## Step Six

Click on **Continue to Review**

ThermoFisher Scientific Popular Applications & Techniques Shop All Products Services Support Quick Order Account

Search All Search by catalog number, product name, keyword, application

### Indicate Preferences

Review Order

#### Order Preferences

Indicate your oligo shipping preference (for Invitrogen® Oligos only)

Project Code (to be provided by a Thermo Fisher representative)

Numeric only, 10 character limit

Note: Your Project Code applies to all custom DNA oligos in your order. Special Handling Groups may add up to 5 business days to the order processing time.

#### Indicate your order preferences

Hide design/sequence details for custom products on all emails, invoices, and shipping documentation.

5 item(s)	
Product price	1,130.15
Subtotal	1,130.15
Tax	91.54
Order total	1,221.69

**Total USD 1,221.69**

[Continue to Review](#)

If you have questions about the terms and conditions of sale that apply to your order, please contact [Customer Care](#) before placing your order.

## Step Seven

Scroll to the bottom of the cart review and click

**Return cart for checkout**

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10 µmole  
Desalted  
5' Modification: HEX  
Ships in 2 Days

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**SamplePrimer4** Price: ~~58.95~~  
TGCCGATATAACCNA Your Price: 58.95  
Researcher: John Doe **Total Price: 58.95**  
50 nmole  
PAGE  
Ships in 8 Days

---

**SamplePrimer4** Price: ~~5.85~~  
TGCCGATATAACCNA Your Price: 5.85  
Researcher: John Doe **Total Price: 5.85**  
25 nmole  
Desalted  
Ships in 1 Days

---

**Order Preferences**

Send confirmation emails to:

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5 item(s)	
Product price	1,130.15
Subtotal	1,130.15
Tax	91.54
<b>Order total</b>	<b>1,221.69</b>

---

Total: **USD 1,221.69**

**Return cart for checkout**

Learn more at [thermofisher.com/eprocurement](https://thermofisher.com/eprocurement)

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