

Caltech

**User's Guide
for
Navigating the Laragen TechMart Punchout**



Procurement Services

October 2020

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Disclaimer for ordering

In order for Laragen to receive and process your order, Laragen needs to receive the PO (Purchase Order) Number prior to receiving the shipment of your reactions.

Here is how you can help:

- If your TechMart Requisition requires financial approval, please ensure your financial approver promptly approves your Laragen order
- Be certain to check the Expenditure Type you are using is “Fees”
- Hold off sending in your samples to Laragen until you know the PO has been issued to Laragen

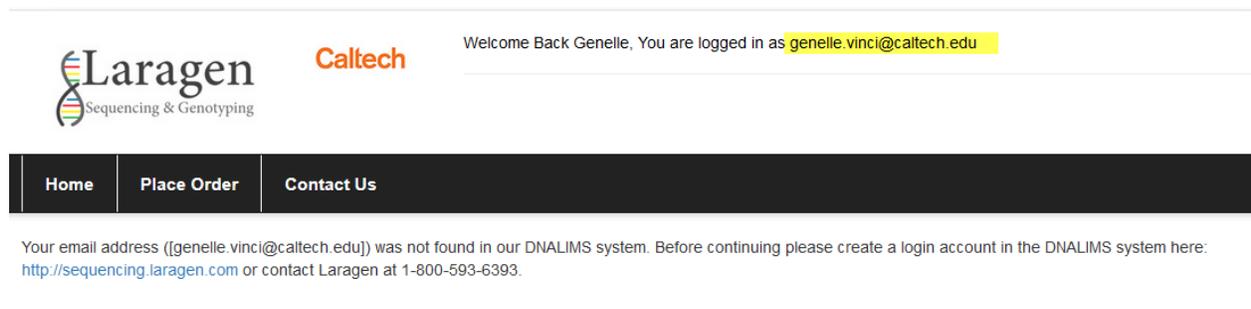
How to place manual orders in the Punchout

1. First, log in to TechMart through access.caltech.edu.
2. Locate the Laragen Punchout icon under the category on the Shopping Home Page entitled "Scientific & Lab Supplies."



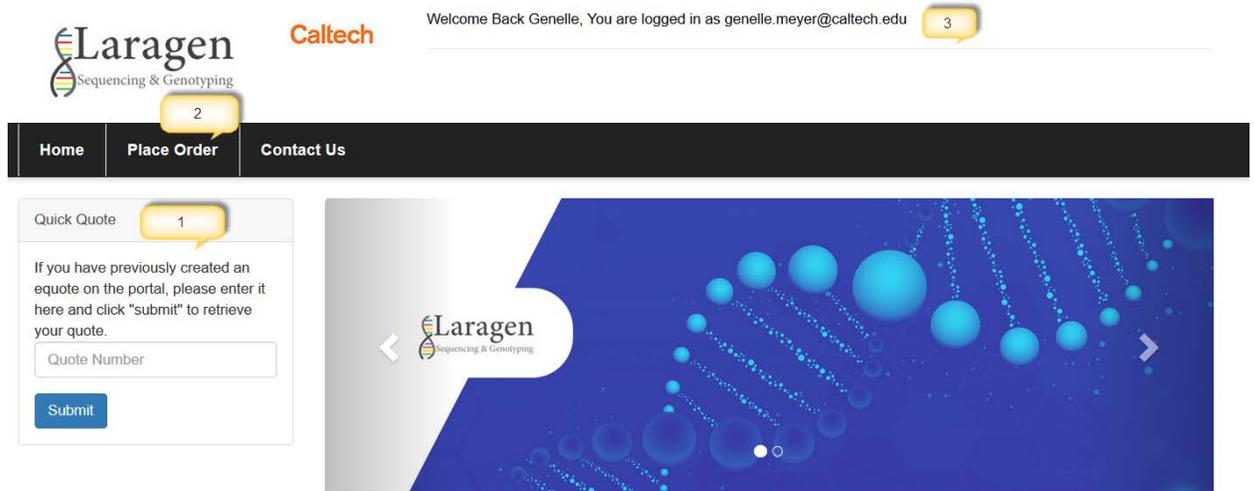
3. You will then be auto-directed to the Laragen Punchout Landing Page.

NOTE: if the email address associated to your TechMart account is not recognized by Laragen, you will be prompted to a screen, as shown below, asking you to create a DNALIMS login. Please click on the hyperlink to complete this or contact Laragen.



From the home page of the Punchout, you can:

- A. Enter a Quote number into the Quote field to retrieve and order from the Quote in the Punchout.
- B. Select “Place Order” to create a new order.
- C. Confirm the email address you see is what you have registered with Laragen on their DNALIMS system.



Welcome Caltech buyers!

- D. If you select “Place Order” you will get auto-directed to a screen requiring specific Lab info.

****Please note, you will need to enter a valid email address for your PI to proceed with your order.****

Home Place Order Contact Us

Place Order: Step 1

Must enter a valid PI's email address to proceed. If your PI is new to using Laragen, please contact Laragen directly.

Please enter PI's Email

Service Type

96 Well Plate Yes

Enter DNA sample information

Comments

Next

If you forget to enter a PI's email address, or if the email address you entered has not been setup with Laragen, you will receive the following message:

Place Order

Your PI email address was not found in our system. Before continuing please contact Laragen at 1-800-593-6393.

Please enter PI's Email

- E. Once you successfully enter all required data you will then be asked to enter the number of reactions you are requesting for this order.

Place Order

Enter number of reactions here

Number of reactions you are requesting in this order

Enter

Delete All

Copyright © 2020 Laragen

Call Us: 800-593-6393 | Email: info@laragen.com

F. Depending on how many reactions you are requesting, you will fill in the correlating lines and required fields.

Place Order

	J-Order	Sample	Template Conc. (ng/ul)	DNA Type	DNA Size (bp)	Primer	Primer Conc (uM)	GC Rich	Difficult Template	Purification
		<input type="button" value="Index"/> <input type="button" value="Fill"/> <input type="button" value="Fill 2x"/> <input type="button" value="Clear"/>	<input type="button" value="Fill"/> <input type="button" value="Alternate"/> <input type="button" value="Clear"/>	<input type="button" value="Fill"/> <input type="button" value="Clear"/>						
<input type="button" value="Delete"/>	J-461723547	<input type="text"/>	<input type="text"/>	Select One ▾	<input type="text"/>	Select One ▾	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select One ▾

G. Once all required information has been entered, select the blue “next” button at the middle/bottom of the page. You will then be auto-directed to 1 of 2 checkout screens. In the first checkout screed, confirm all is correct.

- If you need to make an edit to your reactions, select the blue “Back” button.
- If everything entered is correct, select the blue “Proceed to Checkout” button.

Confirm Order

	J-Order	Sample	Template Conc. (ng/ul)	DNA Type	DNA Size (bp)	Primer	Primer Conc (uM)	GC Rich	Difficult Template	Purification	Plate	Service Type
Delete	J-461723547	abcabcabcabc	10000	PCR	10	T7	10000	No	No	Qiagen	No	Ready-to-Run
Comments:												
											Total Price: \$2.50	
Back											Proceed to Checkout	

- H. The second checkout screen has instructions for you to print this page. Laragen is requesting that you print this page and include it with your package that gets picked up by Laragen.
- Print this page by selecting “Print Order” then select the blue button that says “Check Out”, to get transferred back to TechMart to complete the Ordering Process.

NOTE: You must complete the TechMart checkout process and generate a PO number. If Laragen does not receive the PO number, your order may be delayed.

You must print your order using the link below in order for your order to be identified by Laragen when samples are submitted. You must click "Check Out" below and place your order through TechMart for it to be processed.

Press the checkout button below to send your shopping cart to the portal.

Complete your order by clicking on the "Checkout" button below. Please review your information before submitting it.												
											Print Order	Check Out
J-Order	Sample	Template Conc. (ng/ul)	DNA Type	DNA Size (bp)	Primer	Primer Conc (uM)	GC Rich	Difficult Template	Purification	Plate	Service Type	
J-2000046	abcabcabcabc	10000	Plasmid	10	T3	1	No	No	Qiagen	No	Ready-to-Run	
Comments:												
											Total Price: \$2.50	
Complete your order by clicking on the "Checkout" button below. Please review your information before submitting it.												
											Print Order	Check Out

- I. You will then be auto-directed back into TechMart to complete your order.

[Shop](#) > [My Carts and Orders](#) > [Open My Active Shopping Cart](#) > [Cart - 3041195 - Draft Requisition](#)

Shopping Cart for Genelle Vinci
 Name this cart:
 Share my cart with others:

IMPORTANT NOTE: Laragen is built to support one PO per Punchout Session. It will not allow you to add to your existing Laragen cart at a later time. It will auto reject your order.

[Continue Shopping](#) | 1 item(s) for a total of **2.76 USD**
 subtotal: 2.50 USD
 estimated tax, shipping & handling: 0.26 USD
[Proceed to Checkout](#)

Have you made changes? [Update](#)

[Help](#) | [Add Non-Catalog Item](#) | [Empty Cart](#) | [Create New Cart](#) | Perform an action on (0 items selected)... | [Select All](#)

Laragen
LARAGEN INCORPORATED
 PO-CULVER CITY | [edit](#)
 10601 Virginia Ave, Culver City, CA 90232 US

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
 The following lines cannot be modified, please click link for details. [What does this mean?](#)
 Line(s): 1

Product Description	Unit Price	Quantity	Total
abcabcabcabc Part Number: J-461723547-282 Taxable: <input checked="" type="checkbox"/>	2.50	1	2.50
	EA		
	Sales Tax		0.26 USD
	Shipping		0.00 USD
	Handling		0.00 USD
Supplier subtotal			2.76 USD

J. PLEASE MAKE SURE WHEN YOU ENTER THE PTA (ACCOUNT NUMBER), TO SELECT THE EXPENDITURE TYPE OF "FEES," WHICH WILL REMOVE THE TAXES FROM THE PO, AS THE SERVICE LARAGEN PROVIDES IS NON-TAXABLE.

How to place upload orders in the Punchout

1. Locate the Laragen Punchout icon under the category on the Shopping Home Page entitled “Scientific & Lab Supplies.”



2. Once in the Punchout, select “Place Order.”



Welcome Caltech buyers!

3. Once you are on the “Place Order: Step 1 page”:
 - fill in all required criteria
 - under the field “Enter DNA sample information”, select the drop down arrow and choose “Upload Excel File”.

Place Order: Step 1

Please enter PI's Email

Service Type

96 Well Plate Yes

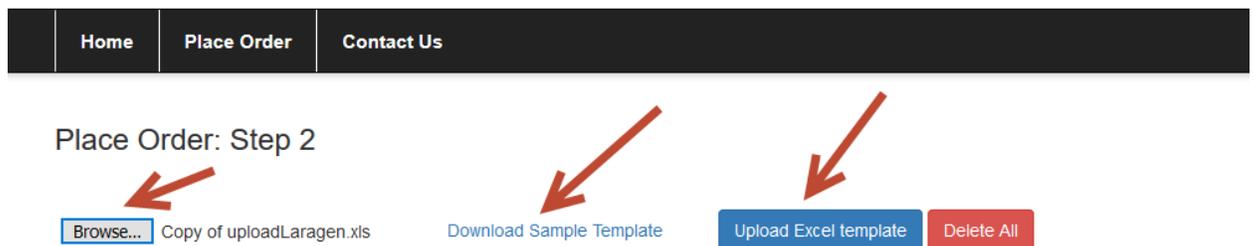
Enter DNA sample information

Comments

4. You will then go to Step 2, where you will have the ability to upload your Excel file.

A. There is a Download Sample Template, please select that link, download the template, complete the information and save it. You will use that template to upload your Spreadsheet into the Punchout.

B. Once you have downloaded and completed the Sample Template, select it from the “Browse” button.



C. Once the file is uploaded, you will see the file name next to the browse button”, click on the blue “Upload Excel Template” button to proceed.

D. You will then be directed to a preview of all your reactions. Once you have confirmed they are all correct, click on the blue “Next” button at the bottom of the page.

Place Order: Step 2

	J-Order	Sample	Template Conc. (ng/ul)	DNA Type	DNA Size (bp)	Primer	Primer Conc (uM)	GC Rich	Difficult Template	Purification
		Index F1 F1 Z1 Clear	F1 Clear	F1 Clear	F1 Clear	F11 Alternate Clear	F1 Clear	F1 Clear	F1 Clear	F1 Clear
Delete	J-2000049	s1	0	Plasmid		custom Custom Value: p1	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen
Delete Copy	J-2000049	s1	0	Plasmid		custom Custom Value: p2	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen
Delete Copy	J-2000049	s2	0	Plasmid		custom Custom Value: p3	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen
Delete Copy	J-2000049	s2	0	Plasmid		custom Custom Value: p4	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen
Delete Copy	J-2000049	s3	0	Plasmid		custom Custom Value: p1	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen
Delete Copy	J-2000049	s4	0	Plasmid		custom Custom Value: p1	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen
Delete Copy	J-2000049	s5	0	Plasmid		custom Custom Value: p2	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen
Delete Copy	J-2000049	s6	0	Plasmid		custom Custom Value: p3	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qiagen

Start Over Next



E. Next you will confirm your order by clicking on the blue “Proceed to Checkout” button.

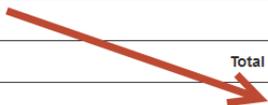
Confirm Order

	J-Order	Sample	Template Conc. (ng/ul)	DNA Type	DNA Size (bp)	Primer	Primer Conc (uM)	GC Rich	Difficult Template	Purification	Plate	Service Type
Delete	J-2000049	s1	0	Plasmid		p1	10	Yes	No	Qiagen	No	Ready-to-Run
Delete	J-2000049	s1	0	Plasmid		p2	10	Yes	No	Qiagen	No	Ready-to-Run
Delete	J-2000049	s2	0	Plasmid		p3	10	Yes	No	Qiagen	No	Ready-to-Run
Delete	J-2000049	s2	0	Plasmid		p4	10	Yes	No	Qiagen	No	Ready-to-Run
Delete	J-2000049	s3	0	Plasmid		p1	10	Yes	No	Qiagen	No	Ready-to-Run
Delete	J-2000049	s4	0	Plasmid		p1	10	Yes	No	Qiagen	No	Ready-to-Run
Delete	J-2000049	s5	0	Plasmid		p2	10	Yes	No	Qiagen	No	Ready-to-Run
Delete	J-2000049	s6	0	Plasmid		p3	10	Yes	No	Qiagen	No	Ready-to-Run

Comments:

Total Price: ██████████

Back Proceed to Checkout



F. You will be prompted to print your order page, then click on Checkout.

Checkout

You must print your order using the link below in order for your order to be identified by Laragen when samples are submitted. You must click "Check Out" below and place your order through TechMart for it to be processed.

Press the checkout button below to send your shopping cart to the portal.

Complete your order by clicking on the "Checkout" button below. Please review your information before submitting it.



J-Order	Sample	Template Conc. (ng/ul)	DNA Type	DNA Size (bp)	Primer	Primer Conc (uM)	GC Rich	Difficult Template	Purification	Plate	Service Type
J-2000049	s1	0	Plasmid		p1	1	Yes	No	Qiagen	No	Ready-to-Run
J-2000049	s1	0	Plasmid		p2	1	Yes	No	Qiagen	No	Ready-to-Run
J-2000049	s2	0	Plasmid		p3	1	Yes	No	Qiagen	No	Ready-to-Run
J-2000049	s2	0	Plasmid		p4	1	Yes	No	Qiagen	No	Ready-to-Run
J-2000049	s3	0	Plasmid		p1	1	Yes	No	Qiagen	No	Ready-to-Run
J-2000049	s4	0	Plasmid		p1	1	Yes	No	Qiagen	No	Ready-to-Run
J-2000049	s5	0	Plasmid		p2	1	Yes	No	Qiagen	No	Ready-to-Run
J-2000049	s6	0	Plasmid		p3	1	Yes	No	Qiagen	No	Ready-to-Run
Comments:											

G. From here, you will get auto-directed back into TechMart where you will complete your Requisition.

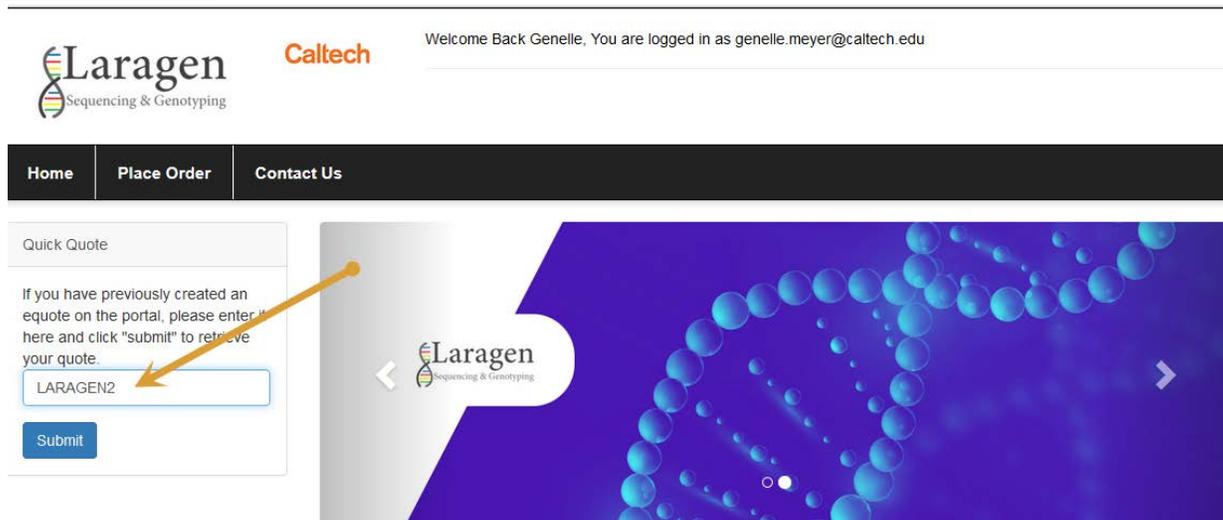
How to place an order with a Quote in the Punchout

1. Locate the Laragen Punchout icon under the category on the Shopping Home Page entitled “Scientific & Lab Supplies.”



2. You will then be auto-directed to the Laragen Punchout Landing Page. From here you can:
 - A. Enter a Quote number into the Quote field to retrieve and order from the Quote in the Punchout.

To obtain a Quote from Laragen, send an email to info@laragen.com or jin@laragen.com.



Welcome Caltech buyers!

B. You will then be able to retrieve your cart and remove any items you no longer wish to purchase.

- From here, click on the “Proceed to Checkout” button.

Welcome Back Genelle, You are logged in as genelle.meyer@caltech.edu

Home / Shopping Cart

Product	Quantity	Price	Total	
 Test Item 1 Part #: 12345	<input type="text" value="2"/>	\$55.00	\$110.00	✕ Remove
 Test Item 2 Part #: 12344	<input type="text" value="10"/>	\$2.50	\$25.00	✕ Remove
 Test Item 3 Part #: 12333	<input type="text" value="16"/>	\$57.25	\$916.00	✕ Remove
Update Cart			Subtotal	\$1,051.00
			Estimated Shipping	\$12.50
			Total	\$1,063.50

[Proceed to Checkout ▶](#)

C. You will then be auto-directed to the final checkout screen. Once you click on the green “CHECKOUT” button, you will go back into TechMart to complete your purchase.

Home / Checkout

Checkout Instructions

Press the checkout button below to send your shopping cart to the portal.

	Qty.	Price	Subtotal
Test Item 1 Part #: 12345	2	\$55.00	\$110.00
Test Item 2 Part #: 12344	10	\$2.50	\$25.00
Test Item 3 Part #: 12333	16	\$57.25	\$916.00

Subtotal: \$1,051.00
Estimated Shipping: \$12.50
Total: \$1,063.50

Complete your order by clicking on the "Checkout" button below.

[CHECKOUT](#)

How to obtain your results from Laragen

- Previously, you would place an order through the Laragen website, send in your samples, and 12 hours later, you would be able to go into their website and download the results.
- If your order through the TechMart Punchout, your order will be placed through TechMart (not the website), but you will still need to access the Laragen website to retrieve your results.

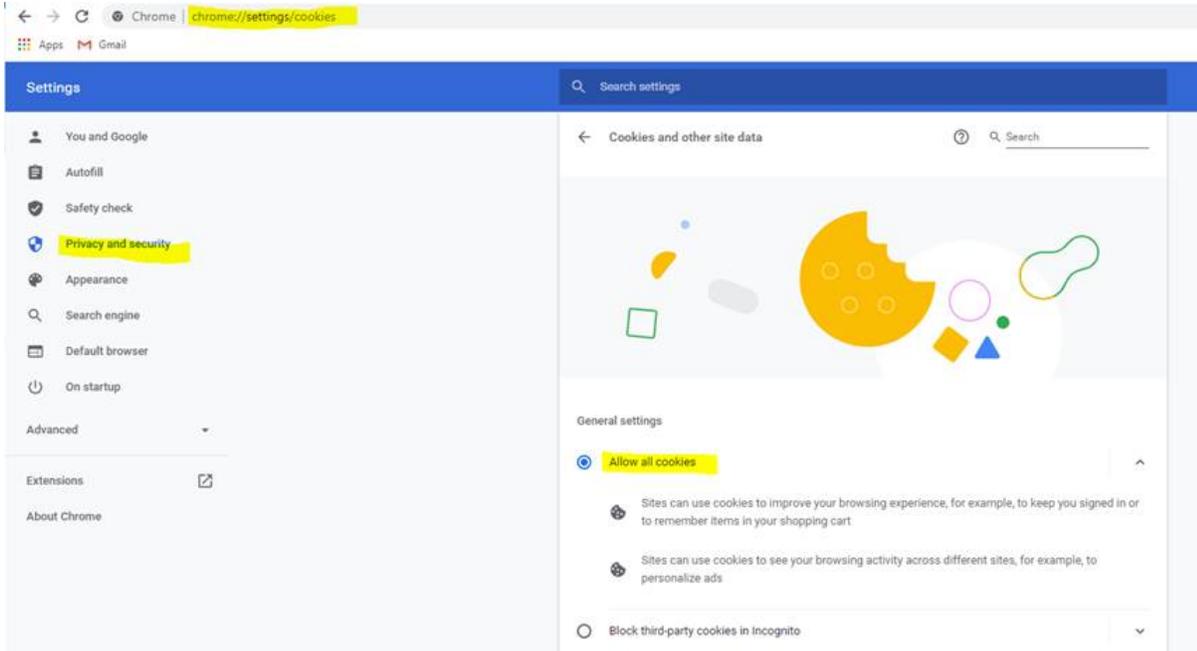
Things to Consider

- If you have never used Laragen before, you will be prompted to create a profile in order to use the Punchout. This is acceptable and necessary for you to proceed using the Punchout.
 - Once you have setup a profile with Laragen, you will not see the “login” screen again.
- If you are in a Lab with a PI that has never worked with Laragen, please contact Laragen to get your PI setup so they receive the Caltech discounted pricing.
- Please be sure to print the screenshot of your order and provide it with your package to be delivered to Laragen.
- The Laragen Punchout was built to support one PO per Punchout session. For example, if you create a Punchout order for Laragen and do not place the order that day, you can still place the order, at a later date. However, if you wish to go back into the Laragen Punchout and add *another* reaction to the existing cart, you will not be able to do so. Laragen will auto-reject your order. So remember, one PO per Punchout session. In addition, one Shopping Cart per Punchout session and one Requisition per Punchout session.
- **Finally, please ensure that the Expenditure Type you select, while in TechMart, for all Laragen orders is “FEES.”**

Chrome settings for TechMart Punchout use

This section explains how to update your Chrome setting in order for it to work with certain TechMart Punchouts, such as Laragen and Thorlabs.

1. While in Chrome, go to Settings > Privacy and Security and click on “Allow all cookies.”



2. Next, **Paste in browser** - `chrome://flags/#same-site-by-default-cookies`.

3. Change the setting to “Disabled.”

