

Ordering from Addgene

Ordering FAQs

All orders must be placed at
www.addgene.org

We cannot process faxed or emailed orders.
Purchasing agents or end users can order online.

To order online:

1. Log in or create an Addgene account.
2. Search for plasmids by name or catalog number.
3. Add plasmids to your cart.
4. Proceed through checkout, where you can use a credit card or the PO number as payment information.
5. Addgene sends you and the end user a confirmation email.

Your part is done!

After you submit an order:

1. Addgene emails the legal forms to the end user, who will have them signed and returned.
2. Addgene processes and ships the order, then emails you the tracking number.
3. Addgene mails an invoice listing the PO number or charges your credit card.

Thank You

for helping your researchers get the materials they need!

Q. Why do orders need to be placed online?

A. All materials Addgene distributes must be accompanied by a legal document called a Material Transfer Agreement. This document is generated using the information you type into our website.

Q. Can I use a PO number as payment?

A. Absolutely! During the payment step of checkout, you will see the option to pay by PO. After shipment, we will mail an invoice referencing that PO number to the billing address you provide. Addgene does not require a copy of the PO itself.

Q. Can I get a quote?

A. Yes - once you have added the desired items to your shopping cart, a button in the cart gives you the option to print a quote for the order.

Q. Who should place the order online?

A. Orders can be placed by a purchasing agent or the end user. Please note you will need to enter the end user's contact information at checkout.

Q. I don't have an account, what should I do?

A. Visit www.addgene.org and click "Create Account" at the top of the home page. Create an account and get started!

Q. Can I place orders for multiple labs?

A. Sure! Just make sure you only place one order per lab, and update the Principal Investigator during checkout.

Questions? Contact Us!

www.addgene.org

help@addgene.org

617-225-9000



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