



* The system will automatically bundle all request orders and run this process once at 9pm daily.

Buyer	<p>Students or staff that have an active Jaggaer profile to place an order.</p> <p>Note: Jaggaer accounts are not set up automatically for all students and staff. If you need to purchase lab supplies and chemical products through Jaggaer, please follow Jaggaer Access Request guide.</p>
Approver	<p>There are two types of approvers:</p> <ol style="list-style-type: none">1. In Jaggaer: Cost approvals can be granted by Cost Centre Approvers of the Buyer's organisation. Safety approvals can be granted by EHS Users of the Buyer's organisation (assigned by Local Jaggaer Admin). Certain high-risk items will require specialist approval from the Central Jaggaer Admin.2. In Finance System (NSF): Users selected by Buyers as Financial Approvers when placing an order can approve orders within NSF. They are staff members with active profiles in NSF and are delegated a specific amount to approve orders (assigned by Finance Services Team).
Finance Services Team	<p>Contact details:</p> <ul style="list-style-type: none">• Science: finserv.science@unsw.edu.au• Engineering: finserv.engineering@unsw.edu.au• Medicine: finserv.medicine@unsw.edu.au• Divisions: finserv.division@unsw.edu.au• Other: financehelp@unsw.edu.au
Local Jaggaer Admin	<p>Please find your school/division Jaggaer admin here: Local Jaggaer Admin List</p>
Central Jaggaer Admin	<p>Email: jaggaercim@unsw.edu.au</p>