Type In Purchasing Procedure

Contents

1. Overview

Type In Purchasing Procedure is used to submit an order for a chemical or consumable that cannot be found in the Jaggaer Hosted Catalogues. Users usually search for the item on supplier's website, or reach out to the supplier for a quote, then place an order through Jaggaer.

!IMPORTANT NOTE BEFORE PLACING AN ORDER!
- Please do not add a UNSW Store item with a Hosted Catalogue or Type In item in the same shopping cart as it will not be processed properly.
- Hosted Catalogue and Type In item can be submitted together.
- Please contact Finance team if you order single item equipment > $5000 as they are not to be raised in Jaggaer.

2. Type In Purchasing Procedure

Step	Screenshot
1. In the Home page, click on the **Shopping Cart** icon on top right corner	
2. Click **Add Type In Item**	
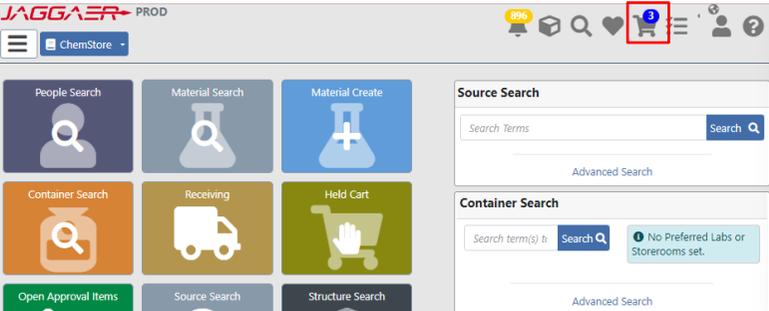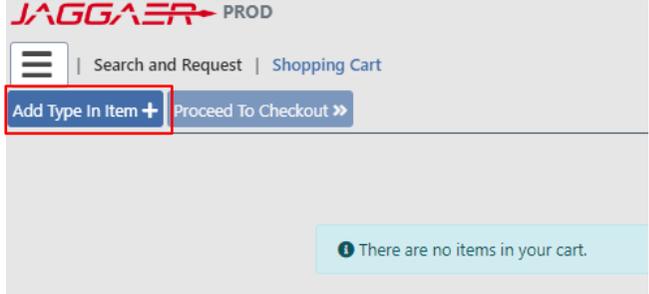
3. Add Type In Item

① Fill in all compulsory fields *

- **Product Name**
- **Supplier:** Choose the supplier from the dropdown list
- **Catalog #**
- **Order Quantity**
- **Pkg Quantity, Package Unit of Measure, Number Units/Item:** based on product detail
- **Price, Currency**
- **Item Category Code:** Select the appropriate category for the item from the dropdown list.

Optional fields:

- **CAS #, MDL#**
- **Attachment:** Users can attach the quote of the item, which is visible for Finance team to process the order
- **Internal Note:** Note for Finance (e.g. quote #, freight cost)
- **External Note**: Note for supplier (e.g. delivery requirements)

② Click **Save** then click **Back To Cart** to add the item to your shopping cart.

Note on Catalog #: Catalog # must **NOT** contain any whitespaces and/or special characters, e.g. ®, ™, µ (replace with 'u'). Else, your orders will be cancelled.

Note on Supplier: If supplier is not in the list, contact Finance Services to check if the supplier is active. If not, submit Vendor Application Form. Once approved, notify admin to add to Jaggaer.

Chemicals
Clinical Consumables
Equipment (Non-Asset)
Gases
Lab & Workshop Supplies
Lab Consumables
Lab Instruments & Equip
Life Science Consumables
Other Consumables
Safety Equipment

4. Match Material (compulsory)

① Click on the dropdown icon and select **Match Material**.

② Search for the appropriate material in the **Search** bar.

③

  (a) If found, select the appropriate material from the search results

  (b) If not found, select **No Suitable Match Listed, Create Material** → click Select to create a new chemical.

Based on the safety warnings of the matched material, orders will require different types of approval.

Type In

Match Material

View SDS

Edit Item

Edit Storage Code

Set Radioactive Flag Manually

Note: An order with a new material created will require **New Substance** approval from EHS User.

Tip: For lab consumables, search and select 'Lab Supplies'.

Match Material -
CAS # 64-17-5

Controlled Hazardous Warning

Search Terms   Search

(b) No Suitable Match Listed, Create Material

(a) Ethanol 64-17-5 MFCD00003568 Danger Hazardous Toxin

Eosin Y solution, alcoholic 64-17-5 548-26-5 64-19-7 Danger Hazardous

5. Check Shopping Cart

① Click on the dropdown under **Class** to select the appropriate material class of the item.

② Input **Order Quantity**. Total price will be updated accordingly.

③ Once done, click **Proceed to Checkout.** A new window will apear.

JAGGAER PROD   896   Search and Request | Shopping Cart   2   Empty Cart

Add Type In Item + Proceed To Checkout ③

... ▾ Ethanol, Absolute 99.5% LR

① **Class**

Supplier
Chem-Supply Pty Ltd Australia

Catalog #
EL043-500M

Package
500.0 ml

Brand
ChemSupply

Mfr Part #
EL043-500M

② **Order Qty**
1

CAS #
64-17-5

Price
27.00 AUD

Total
27.00 AUD

OH

1. Please select material class
Chemical
Chemical Do Not Create Container
Lab Supplies

- **Chemical**: used for all GHS classed chemicals that will create containers upon receipt.
- **Chemical Do Not Create Container**: used for non-hazardous chemicals. However, using **Chemical** to create containers is recommended.
- **Lab Supplies**: used for any non-chemical items and no containers will be created

6. Checkout

Complete all mandatory fields denoted by the red asterisk *

- **Cart Name:** Auto-generated
- **Recipient:** Auto-filled
- **Delivery To:** Default receiving location assigned to user profile
- **Cost Centre:** Choose one cost centre for the shopping cart.
- **Financial Approver:** Select an appropriate financial approver for your school/division by searching in the dropdown list.
- **Freight** (optional)**:** Enter freight amount in **numerical value only**.
- **Intervention Required:** Select **No** if no intervention required
- Click **Submit**

Note: If freight required, select **Intervention Required** = *Yes* and **Manual Intervention Reason** = *Freight*

Note: Freight amount **must** be in numerical value only (i.e. no currency symbols or whitespaces) or leave blank if unknown. Any additional notes should be entered in the **Internal Note** section.

3. Frequent Order Cancellation Reasons

Here are some common reasons why a Jaggaer order might be cancelled and how to avoid them:

- **Freight Amount Invalid**: Ensure that the freight amount is provided in **numerical value** only, without any currency symbols or whitespaces (e.g. '$' sign, 'AUD'). If unknown, leave the field blank. Any additional notes should be entered in the **Internal Note** section under **Edit Details**.
- **Cost Centre Invalid:** Verify that the centre codes assigned to your profile are in the correct format of **DepartmentID-FundID-ProjectID** with no extra whitespaces in between. If your cost centre codes are not in the correct format, notify your local Jaggaer admin for an update.
- **Cost Centre Inactive**: Ensure that your cost centre code is active in Finance system NSF. If not, contact Financial Services team at your organisation to request reactivation or change to another active cost centre.
- **Catalog number Invalid**: Catalog number must **not** contain any whitespaces and/or special characters, e.g. ®, ™, µ (replace with 'u').
- **Total Requisition Amount > Financial Delegation Amount**: When selecting a Financial Approver, ensure their delegation amount (in AUD) is equal or greater than the total amount of your orders. You can find their delegation amount next to their names while searching (Name – School – Delegation Amount).