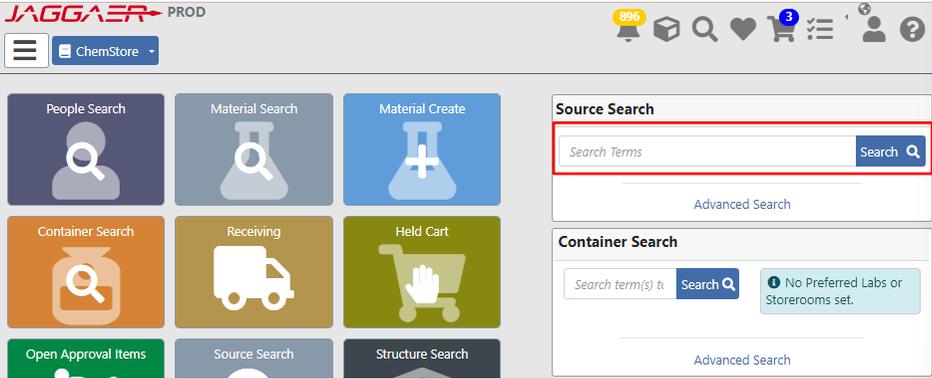# UNSW Stores Purchasing Procedure

!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 the Finance team, if you order single item equipment > $5000 as they are not to be raised in Jaggaer.

| Step	Screenshot
1. In the Home page, enter the item that you wish to purchase in **Source Search** -> Click **Search**. You can search using either: • Common name • CAS number • Chemical formula • Catalog number	
2. Search for items: • Click **Stockrooms** to look for items from UNSW Stores • Click **Storerooms** to look for items available at labs from your **Accessible Sites** (based on your organisation and location) Search result window will appear.	
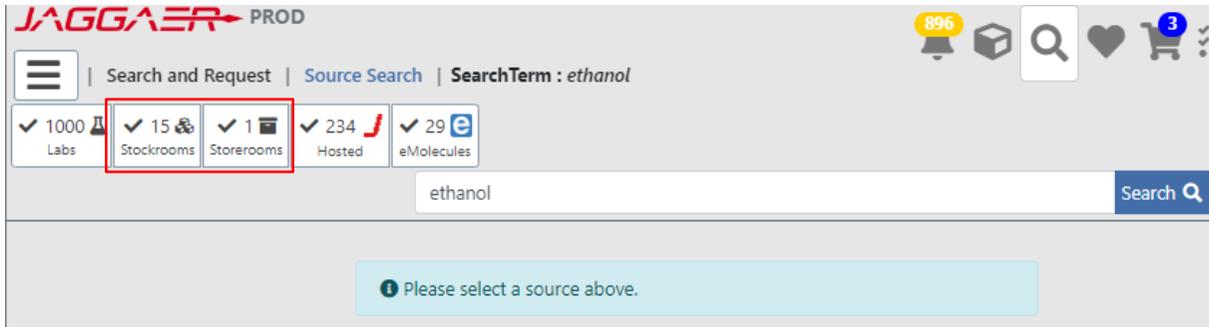
3. Select items to purchase:

- **Filter** section allows you to filter results on different criteria (e.g. mol weight, price, suppliers).
- To add an item to shopping cart, click 🛒.
- To add an item to **Favourite** list, click ♥.
- For additional information about the item, click ℹ.
- After selecting all items, go to your Shopping cart 🛒
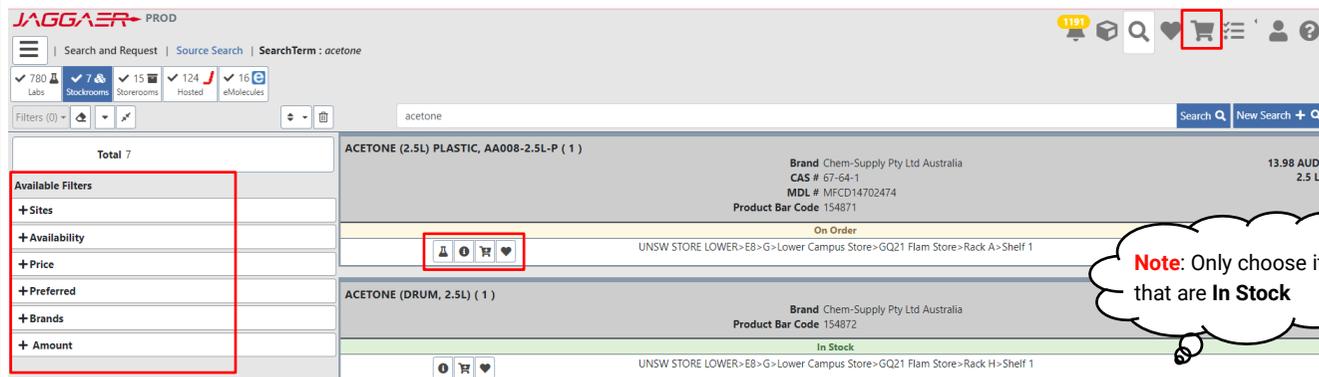
Note: Only choose items that are **In Stock**

4. Check Shopping Cart

- Update **Order Quantity**
- Click **Proceed To Checkout**
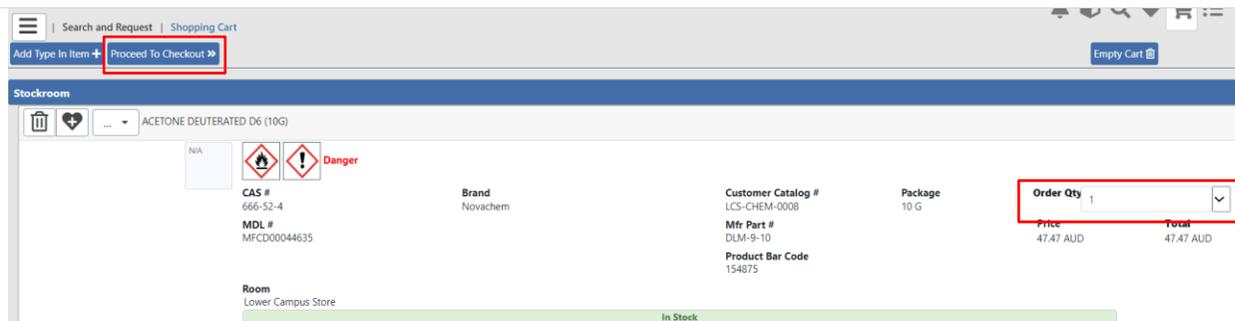
5. Checkout

Complete all mandatory fields denoted by the red asterisk *

- **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 from your school/division by searching in the dropdown list
- Click **Submit**

6. Next steps

- You will receive an email confirming that your shopping cart has been submitted.
- After a stockroom admin picks up your order, an email will be sent to notify if your order has been fulfilled/cancelled.
- Go to the Store/lab location to pick up your order.

Note:

- UNSW Stores orders will not be processed to Finance system.
- Payment for UNSW Stores orders will be processed via journal transfer end of each month. No invoice is generated, and no notice is given to confirm the charge has been processed.