

!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.
- For any query regarding radiation safety, please contact the University Radiation Safety Officer at safetysystems@unsw.edu.au

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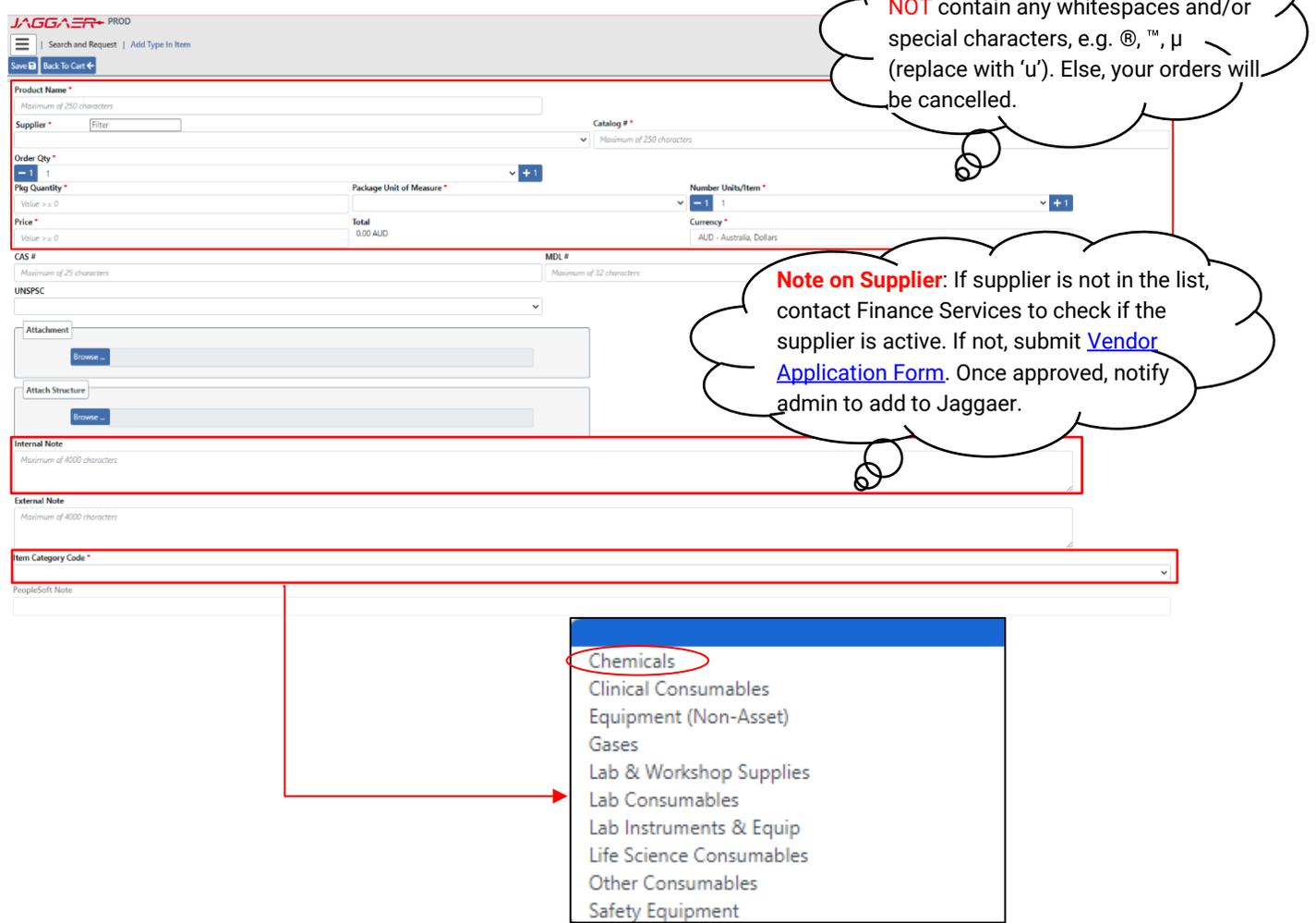
1. Purchase Hosted Catalog Items

Follow the quick reference guide for [Hosted Catalog Purchasing Procedure](#) with the addition of the step below:

Step	Screenshot
<p>In Step 4: Edit Details of the Hosted Catalog Purchasing Procedure guide:</p> <ol style="list-style-type: none">1 Click on the dropdown icon and select Edit Details.2 In Internal Note section, it is compulsory to provide the following information:<ul style="list-style-type: none">• Name of requestor• RSC approval number• User license number <p>Note: Failure to provide the required information may result in the line item being rejected.</p>	<p>The screenshot shows the 'Edit Details' form for a hosted catalog item. The form includes the following fields and sections:</p> <ul style="list-style-type: none">Storage Code: UNSPSC 12350000Pkg Quantity: 500Package Unit of Measure: mlNumber Units/Item: 1Price: 27.00Currency: AUD - Australia, DollarsInternal Note: Maximum of 4000 characters (highlighted with a red box and circled '2')External Note: Maximum of 4000 charactersAttachment: Browse ...PeopleSoft Note: [Field] <p>A red box highlights the 'Edit Details' option in the dropdown menu (marked with a circled '1') and the Internal Note field (marked with a circled '2').</p>

2. Purchase Type In Items

Follow the quick reference guide for [Type In Purchasing Procedure](#) with the addition of the step below:

Step	Screenshot
<p>In Step 3: Add Type In Item of the Type In Purchasing Procedure guide:</p> <ol style="list-style-type: none">Follow the guide to fill in all the compulsory fields *In section, it is compulsory to provide the following information:<ul style="list-style-type: none">Name of requestorRSC approval numberUser license number <p>Note: Failure to provide the required information will result in the line item being cancelled.</p> <ol style="list-style-type: none">For Item Category Code, choose Chemicals.Click Save then click Back To Cart to add the item to your shopping cart.	 <p>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.</p> <p>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.</p>

In **Step 4: Match Material** of the Type In Purchasing Procedure guide:

- 1 Click on the dropdown icon and select **Match Material**.
- 2 Search for the appropriate material in the **Search** bar using name or CAS number.
- 3
 - (a) If found, select the appropriate material from the search results
 - (b) If not found, tick **No Suitable Match Listed, Create Material** → click **Select** to add it as a new material.
- 4 For new radioactive materials, click on the dropdown again -> select **Set Radioactive Flag Manually** to flag it as a radioactive chemical and get approval from University Radiation Officer.
 - The item should then have a **Radioactive** warning tag.

Note: Failure to do so will result in the line item being rejected.

The screenshot illustrates the 'Type In' purchasing procedure. It shows a 'Type In' header with a dropdown menu containing options: Match Material, View SDS, Edit Item, Edit Storage Code, and Set Radioactive Flag Manually. A search bar is visible with the text 'No Suitable Match Listed, Create Material'. Below the search bar, search results are displayed for 'Ethanol' and 'Eosin Y solution, alcoholic'. A red circle '2' highlights the search bar, and a red circle '3' highlights the 'No Suitable Match Listed, Create Material' option. A red arrow points from the 'Set Radioactive Flag Manually' option in the dropdown menu to a 'Warnings' box containing a 'Radioactive' tag. A red circle '4' highlights the 'Set Radioactive Flag Manually' option in the dropdown menu.