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

Contents

1. Purchase Hosted Catalog items
2. Purchase Type In items
1. Purchase Hosted Catalog Items

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

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<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>In <strong>Step 4: Edit Details</strong> of the Hosted Catalog Purchasing Procedure guide:</td>
<td><img src="image" alt="Screenshot" /></td>
</tr>
</tbody>
</table>

1. Click on the dropdown icon and select Edit Details.
2. In **Internal Note** section, it is compulsory to provide the following information:
   - Name of requestor
   - RSC approval number
   - User license number

**Note:** Failure to provide the required information may result in the line item being rejected.
2. Purchase Type In Items

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Step 3: Add Type In Item of the Type In Purchasing Procedure guide:</td>
<td><img src="#" alt="Screenshot" /></td>
</tr>
<tr>
<td>1. Follow the guide to fill in all the compulsory fields *</td>
<td><img src="#" alt="Note on Catalog #" /></td>
</tr>
<tr>
<td>2. In section, it is compulsory to provide the following information:</td>
<td><img src="#" alt="Note on Supplier" /></td>
</tr>
<tr>
<td>• Name of requestor</td>
<td></td>
</tr>
<tr>
<td>• RSC approval number</td>
<td></td>
</tr>
<tr>
<td>• User license number</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Failure to provide the required information will result in the line item being cancelled.

3. For **Item Category Code**, choose **Chemicals**.

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

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**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.
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.