Select the 'Source Search' tile on the home page

- Source Search window will appear
- Select 'Hosted Catalogues' and 'eMolecules' as sources to search from
  - Option 1: Manual Selection
  - Option 2: Select External

- Type any of the below identifiers into the search field and click 'Search' button:
  - Common name
  - CAS number
  - Chemical formula
  - Catalogue number
You can select from either the 'Hosted Catalogues' or 'eMolecules' channels.

Search result window should appear next.
The ‘Filter’ Option allows the user to filter results according to different input methods (e.g. Mol. Weight, Price, etc.)

- Use the ‘Apply Filter’ based on any parameters that you input, or ‘Clear Filter’

- Click on the ‘Add to Shopping Cart’ icon to add the item

- Item should appear in the shopping cart

- For additional information click on icon

- To add items as a ‘Favourite’, click on icon
Go to Shopping cart icon

Prior to check out, you will need to complete any mandatory actions, e.g. substance matching. This is denoted by the icon.

To perform a substance match, first click on the icon.

Search for the desired material and choose the appropriate item.

Click on the ‘Select’ button to complete the matching process.

Note: Quantity values > 100 can now be typed in to the “Order Qty” field.
Please select the correct material “class” for line item ordered from the menu drop-down

- **Chemical**: use for GHS classed chemicals and container to will created upon receipt
- **Chemical do not create container**: used for non-hazardous chemical or chemicals which container generation is not required.
- **Lab supplies**: used any non-chemical line item and containers will not be created upon receipt.
To complete the submission of the request, click the ‘Proceed to Checkout’ button.

Complete the mandatory fields denoted by the red asterisk *

a. Cart name
b. Recipient
c. Deliver to: default ship to address (to the ship to address for user area)
d. Cost Centre (Cannot select multiple cost centres per shopping cart)
e. Financial Approver: Please select the appropriate financial approver for your School or Business by searching their name in the drop down menu.

Note: Please refer to the Financial Approver List document to find the correct approver for your School or Business Unit.

Manual Intervention Require: Select “No”

Leave the “manual intervention reason” and “Freight” fields blank.

Click the ‘Submit’ button

! IMPORTANT!

• Please do not add UNSW Store line item with hosted catalogue and type in line item in the same shopping. Hosted catalogue and type in line item can be submitted together.
• User can only select ONE cost centre per shopping cart submission.
• Please contact Finance team, if you ordering single item equipment >$5000 as they are not to be raised in Jaggaer.