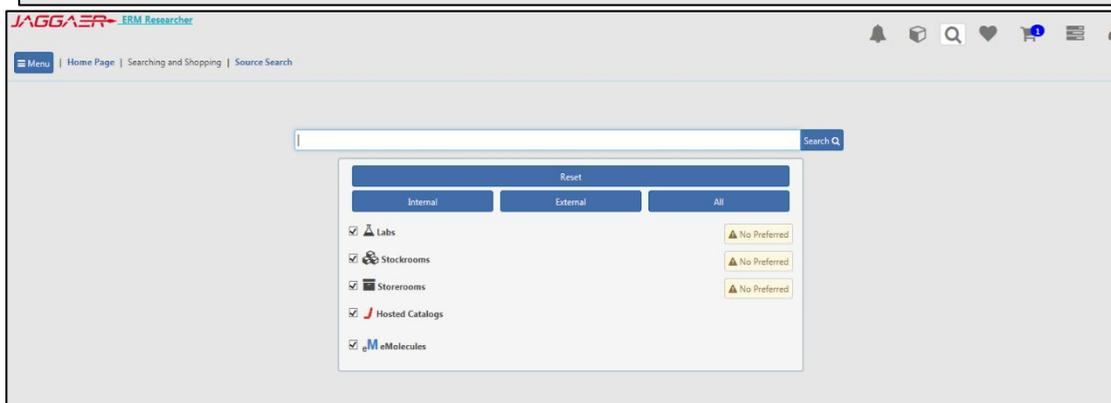
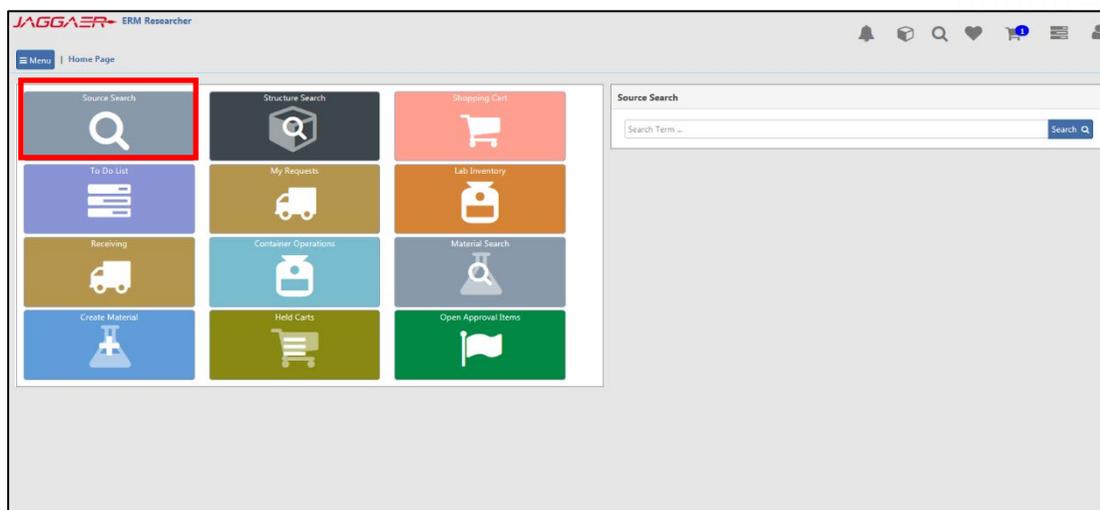


Hosted Catalogue Purchasing Procedure



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

JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Source Search | SearchTerm : acetone

732 Hosted | 0 eMolecules

Please select a channel above.

JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Source Search | SearchTerm : C2H6O

271 Hosted | 0 eMolecules

Mol Weight

Price

Preferred

Suppliers

Brands

NA	Dehydrated Alcohol, pharmaceutical secondary standard; traceable to USP Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # PHR1070-5X1.2ML	46.07 u 76.00 AUD 5 x 1.2 ML
NA	Ethanol, denatured, CHROMASOLVRM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-1L	46.07 u 78.85 AUD 1.0 L
NA	Ethanol, denatured, CHROMASOLVRM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-2L	46.07 u 108.30 AUD 2.0 L
NA	Ethanol, denatured, CHROMASOLVRM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-4X4L	46.07 u 558.60 AUD 4 x 4.0 L
NA	Ethanol, denatured, CHROMASOLVRM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-6X1L	46.07 u 430.35 AUD 6 x 1.0 L
NA	Ethanol, reagent, anhydrous, denatured Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia)	

▶ You can select from either the 'Hosted Catalogues' or 'eMolecules' channels

▶ Search result window should appear next

JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Source Search

271 Hosted | 0 eMolecules

Mol Weight

Min: 46.06
Max: 46.07
 (0) NO VALUE

Price

Min: 33.00
Max: 27,600.00
 (0) NO VALUE

Preferred

(271) N

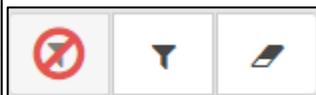
Suppliers

(271) SIGMA-ALDRICH (AUSTRALIA)

Brands

(1) SIAL
 (270) SIGMA-ALDRICH

Apply Clear



- ▶ 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

Actions Required

 Item matches multiple materials.

Match Material

Search Term ...

No Suitable Match Listed, Create Material

Flamingo fluorescent Gel Stain 10X | MFC00003568 | **Danger**
 Gradi-dry | 64-17-5 | MFC00003568 | 107-21-1 | **Danger**
 Ethanol | 64-17-5 | MFC00003568 | **Danger**

Select Close

▶ Go to Shopping cart icon 

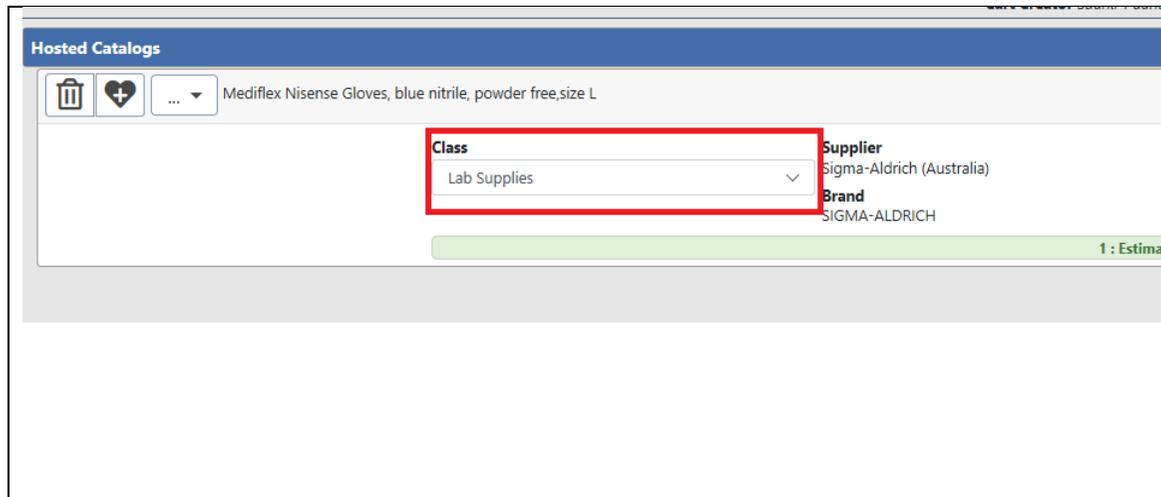
▶ Prior to check out, you will need to complete any mandatory actions, e.g. substance matching. This is denoted by the icon 

▶ 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.*

JAGGAER ERM Researcher

Home Page | Searching and Shopping | Shopping Cart

Cart Name: McLaughlin00026691 | Cart Creator: Nancy McLaughlin (nmcLaughlin@jaggaer.com)

Add Item | **Proceed To Checkout**

Hosted Catalogs

Dehydrated Alcohol, pharmaceutical secondary standard; traceable to USP	Order Qty. 1	Total 76.00 AUD
Brand SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) Catalog # PHR1070-5X1.2ML CAS # 64-17-5	Price 76.00 AUD Package 5 x 1.2 ML MDL # MFC000003568	
Dehydrated Alcohol, pharmaceutical secondary standard; traceable to USP	Order Qty. 1	Total 76.00 AUD
Brand SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) Catalog # PHR1070-5X1.2ML CAS # 64-17-5	Price 76.00 AUD Package 5 x 1.2 ML MDL # MFC000003568	

JAGGAER Research Material Management

Searching and Shopping | Shopping Cart | Checkout

Submit

Cart Name *
Tuong00026985

Recipient *
Trung Tuong (t.t.tuong@unsw.edu.au)

Deliver To *
CHEMISTRY-F10-3-333

Shipping
Normal

Cost Center *
CHEMSCH-CP001-PS33365

Financial Approver *

Freight

Manual Intervention Reason

Manual Intervention Required
No

Hosted Catalogs

Sulfuric acid 0.1N (0.05M) standard solution pure	Order Qty. 1	Price 68.00 AUD	Total 68.00 AUD
Brand Acros Supplier Chem-Supply Pty Ltd Australia Catalog # 124230010			Cart Total 68.00 AUD

- ▶ 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.