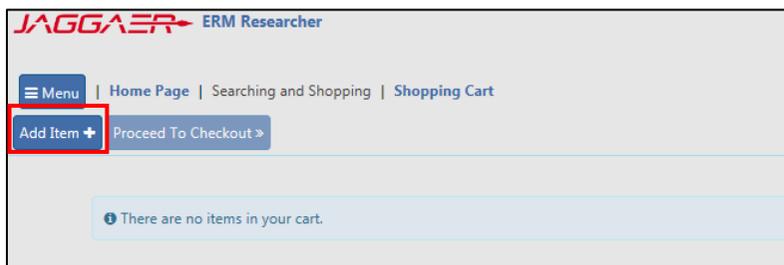
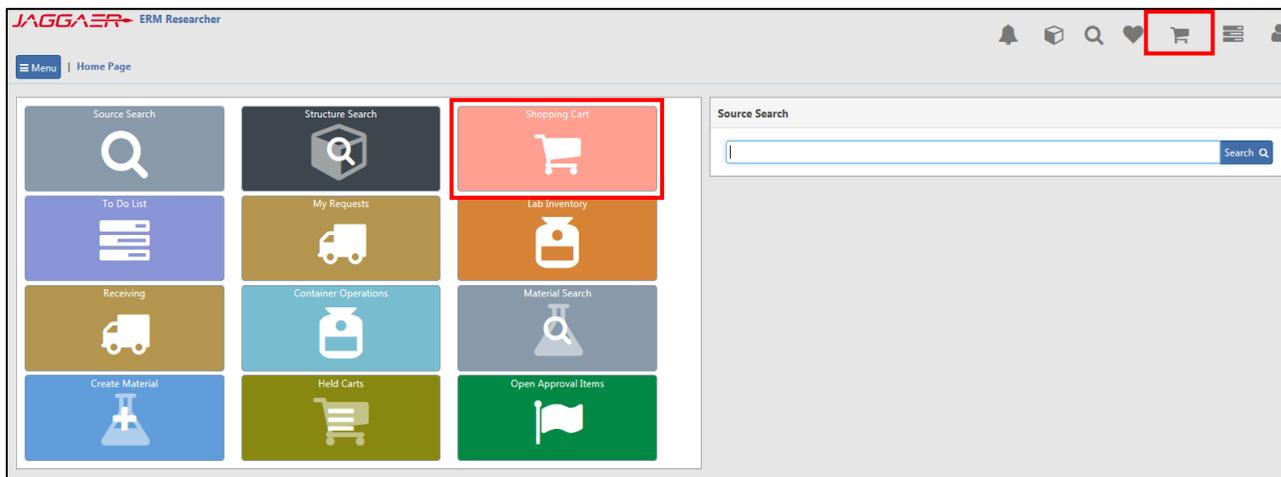


Type-In (Spot Buy) Purchasing Procedure



This is the method for submitting a requisition for a chemical or consumable that cannot be found in the Hosted Catalogues

▶ Select the shopping cart icon or tile

▶ Select the 'Add Item +' button

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Home | Searching and Shopping | [Add Type In Item](#)

Save | [Back To Cart](#)

Product Name *

Supplier * **Catalog # ***

Order Qty. * 1.

Pkg Quantity * **Package Unit of Measure *** **Number Units/Item ***

Price * **Total** **Currency ***

CAS # **MDL #** 2.

UNSPSC

Attachment 3.

Internal Note 4.

External Note 5.

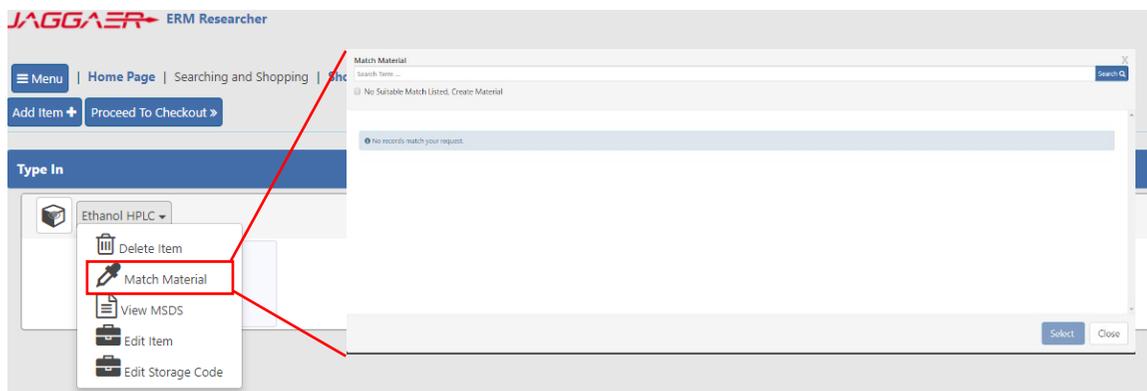
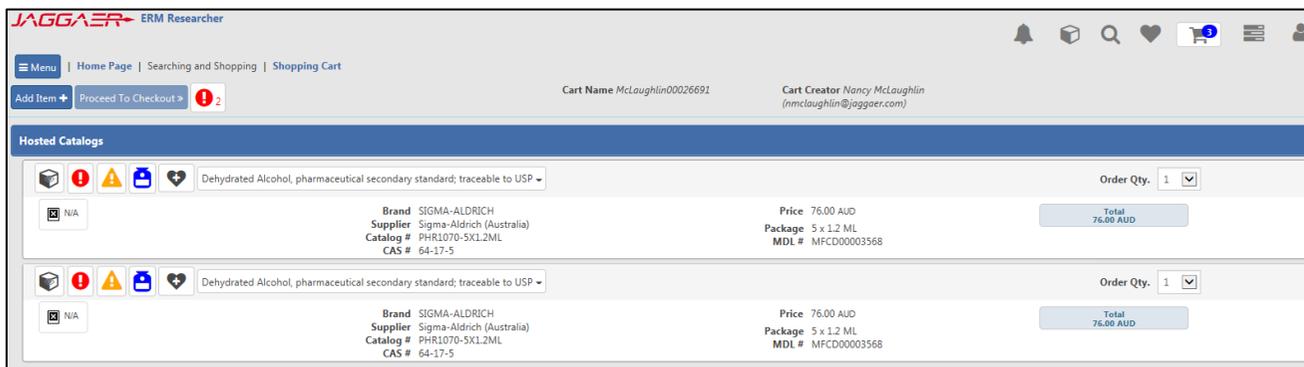
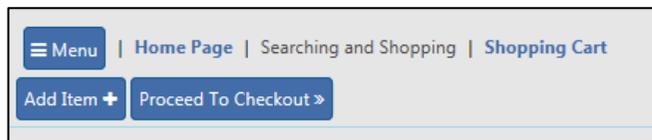
Item Category Code * 6.

- ▶ Complete Mandatory Fields (*) for Type-In (Spot Buy)
- ▶ Product name, Supplier, Catalogue #, Order Qty, Pkg, Price [exclude GST/taxes], Quantity, Pkg UoM, Number Units/Item [usually left at 1], Price & Currency [Please ensure the currency or conversion is not changed from the quote] (1)
- ▶ Optionally complete CAS# and MDL# (2)
- ▶ Attachment (3): Users can attach quotes of the item, which will be visible within the finance system for Finance Services Team to process
- ▶ Internal notes (4): quote number, delivery cost, any information for Finance Services Team
- ▶ External notes (5): special delivery requirements, any information that users want to give to the supplier/vendors
- ▶ Item Category Code (6): select appropriate category for the line item from the below list:
 - Chemicals, Clinical Consumables, Equipment (Non-assets), Gases, Lab & Workshop Supplies, Lab consumables, Lab instruments & Equip, Life Science Consumables, other consumables & safety equipment.

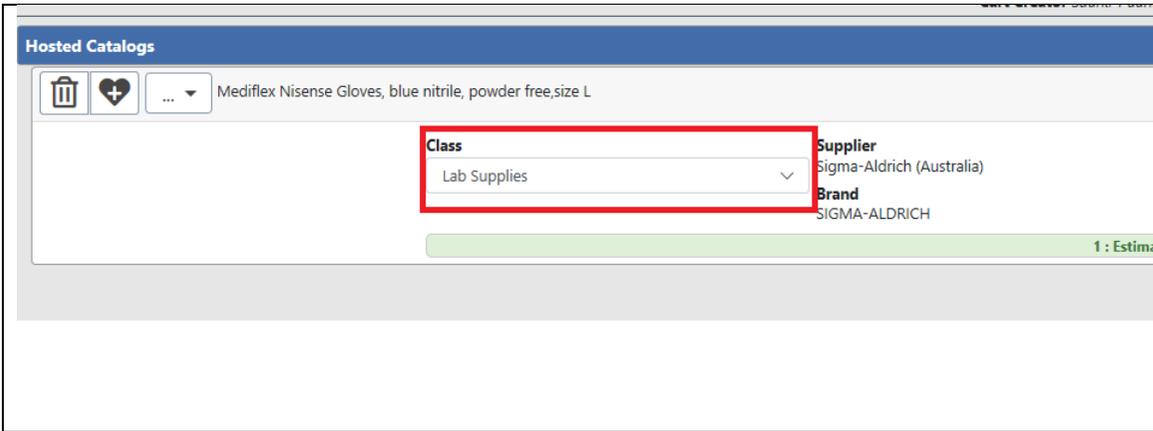
!! IMPORTANT!!

Please ensure that all fields entered in the type in window are keyed in and no copy/paste function is used.

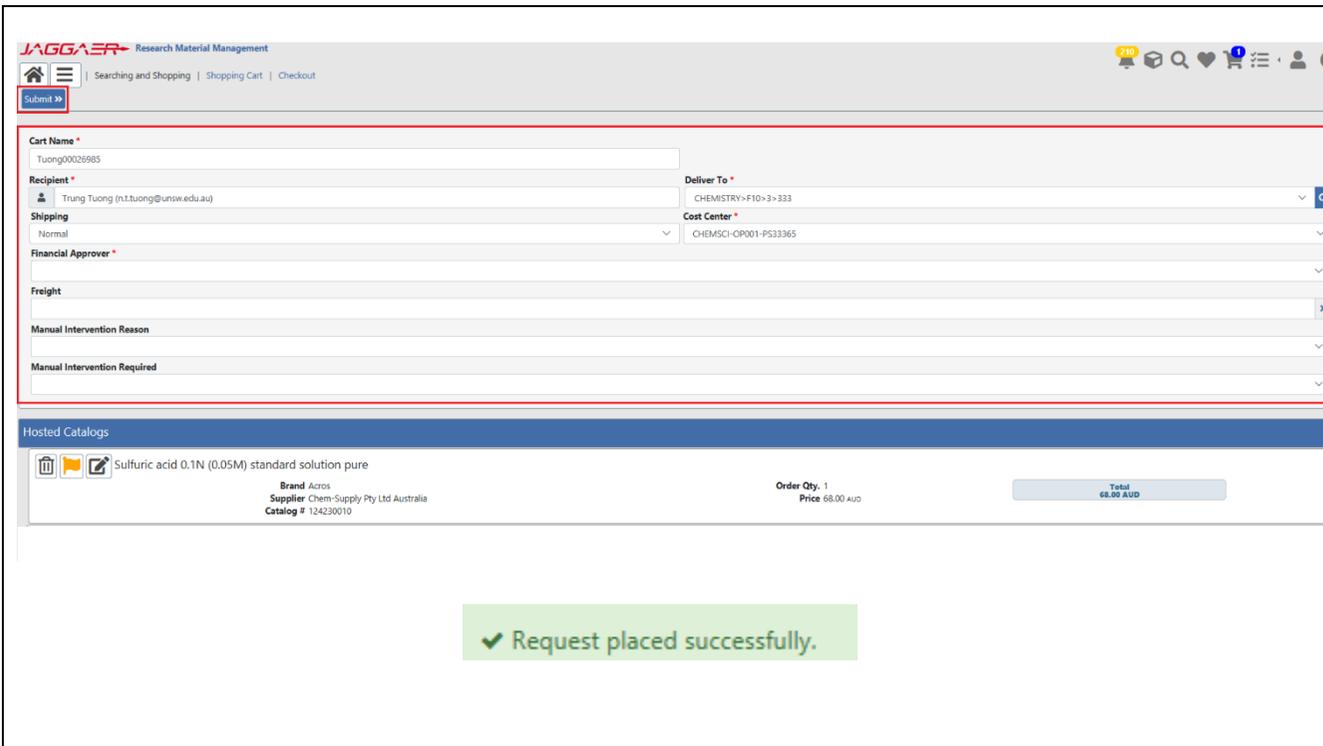
Please remove all special characters from the product description such micro in µl, trade mark and copyright logos.



- ▶ Click 'Save' button which will add the item to shopping cart
- ▶ Complete all mandatory actions before proceeding e.g. substance matching.
- ▶ For lab consumables (e.g. beakers), material match the item to 'lab supplies' using the search field.
- ▶ For a chemical which is already in the substance register, please match material by searching the name of the chemical.
- ▶ For a new unique chemical, a new material will be created and will require safety approval before being placed onto a purchasing report.
- ▶ **Note: any actions which results in the creation of a new material will require safety approval of item which will DELAY your requisition.**
- ▶ 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.
- ▶ Click '**Proceed to Checkout**' button



Note: When re-ordering a Type-In item from the “My Request”, users will still need to select the item category code by selecting “Edit Item” and save the changes.



- ▶ Complete all mandatory (*) fields
 - ▶ Cart name
 - ▶ Recipient
 - ▶ Deliver To
 - ▶ Cost Centre (cannot select multiple cost centre per shopping cart)
- ▶ Financial Approver: select the appropriate financial approver for your School or Business by searching their name in drop down menu.

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

IF the type in requires no intervention of FST or freight charges:

- ▶ Please select “NO” for manual intervention required and leave the “freight” and “manual intervention reason” fields blank.

If the type in requires freight charge, foreign currency" or FST to intervene:

- ▶ Select "Yes" for manual intervention
- ▶ Select either: "freight", "Foreign currency" or "other" from drop-down list for the manual intervention reason
- ▶ IF the freight intervention is selected then enter amount for freight. (*freight field is numerical value only*)
- ▶ Click 'Submit' to complete the submission process

! 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.
- Separate line item which require freight charge into a different shopping cart
- 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.*