

Type-In Item Purchasing Procedure

JAGGAER

Type-In (Spot Buy) Purchasing Procedure	
I Home Page	This is the method for submitting a requisition for a chemical or consumable that cannot be found in the Hosted Catalogues
Source Search Q To Do List Image: Search Image: Sea	Select the shopping cart icon or tile
ERM Researcher Menu Home Page Searching and Shopping Shopping Cart Add Item + Proceed To Checkout > There are no items in your cart.	Select the 'Add Item +' button

JAGGA = RM Researcher			🕮 📦 Q 🎔 🧎	-
Searching and Shopping A	dd Type in item			
Save 🖺 Back To Cart 🗙				
Product Name *				
Maximum of 250 characters	×			
Supplier * Filter	Catalog # *			
	Maximum of 25	50 characters	×	
Order Otv. *				
	\sim +1 I .			
Pkg Quantity *	Package Unit of Measure *	Number Units/Item *		
Value >= 0	× / / / / / / / / / / / / / / / / / / /		✓ +1	
Price *	Total	Currency *		
Value >= 0	0.00 AUD	AUD - Australia, Dollars	\sim	
CAS #	MDL #			
Maximum of 25 characters	× 2. Maximum of 32	2 characters	×	
UNSPSC				
	~			
Attachment				
	Browse			
	Dion3cm			
Internal Note				
Maximum of 4000 characters	4.			
External Note				
Maximum of 4000 characters	5			
	3.			
Item Category Code *	6			
	0.		· · · · · · · · · · · · · · · · · · ·	×
	!! IMP0	ORTANT!!		
Please ensure that all f	fields entered in the type in	window are keved in	and no conv/na	ste function is
	u	sed.		
Please remove all spe	cial characters from the p	roduct description su	ch micro in ul. tra	ade mark and
	convri	abt logos		
	copyng	gin logos.		

 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.



	E Menu Home Add Item + Procee	Page Searching and Shopping Shopping Cart d To Checkout »		
Menu Home Page Searching and Sho d Item + Proceed To Checkout > 2	pping Shopping Cart	Cart Name McLaughlin00026691 Cart Creator Noncy McLaughlin (nrnclaughlin@jaggaer.com)	A @ Q ♥ 😭	
osted Catalogs				
	Brand SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) Catalog # PHR1070-5X12ML CA5 # 64-17-5	Price 76.00 AUD Package 5 x 1.2 ML MDL# MFCD0003568	Total 76.00 AUD	
📦 🕒 📥 营 👽 Dehyd	rated Alcohol, pharmaceutical secondary standard; traceable to USP \sim		Order Qty. 1	
	Brand SIGMA-ALDRICH	Price 76.00 AUD	Total 76.00 AUD	

Click 'Save' button which will add the item to shopping cart

- Complete all mandatory actions before proceeding e.g. substance matching.
- For <u>lab consumables (e.g. beakers)</u>, material match the item to 'lab supplies' using the search field.
- For a <u>chemical</u> which is already in the substance register, please match material by searching the name of the chemical.
- For a <u>new unique chemical</u>, 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 <u>DELAY</u> 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

Select Close



Type In

Ethanol HPLC -

Delete Item

View MSDS

Edit Item

Edit Storage Code

Hosted Catalogs			Note: When re-ordering a Type-In item from th "My Request", users will still need to select the item category code by selecting "Edit Item" and		
	Class Lab S	Supplies	Supplier Sigma-Aldrich (Australia) Brand SIGMA-ALDRICH 1 : Estimatu		save the changes.

			Complete all mandatory (*) fields
JAGGA Research Material Management		🚆 🗑 Q, 🎔 🍟 🔠 🐁 🔞	
Searching and Shopping Shopping Cart Checkout			
Submit »			Cart name
Cart Nama *			Desiniant
Tuong00026985			Recipient
Recipient *	Deliver To *		Deliver To
Trung Tuong (n.t.tuong@unsw.edu.au)	CHEMISTRY>F10>3>333	✓ Q	
Shipping	Cost Center *		Cost Centre (cannot select multiple
Financial Approver *	 CHEMSCI-OPOUT-PS35303 		
		~	cost centre per snopping cart)
Freight			Financial Δηριτονει: select the appropriate
		×	
Manual Intervention Reason			financial approver for your School or Business
Manual Intervention Required			by coarching their name in drop down monu
		~	by searching their name in drop down menu.
Hosted Catalogs			Note: refer to the Einancial Approvers List
The sulfuric acid 0.1N (0.05M) standard solution pure			Note. Telef to the Financial Approvers List
	Order Qty. 1	Total	document to find the correct approver for your
Supplier Chem-Supply Pty Ltd Australia Catalog # 124230010	Price 68.00 AUD	68.00 AUD	Cohool on Ducinose Unit
winning - Incourte			School of Business Unit.
			If the time is non-internetion of FCT on
			IF the type in requires no intervention of FST or
			freight charges:
🗸 Re	quest placed successfully.		
			Please select "NO" for manual intervention
			required and leave the "freight" and "manual
			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.

