

UNSW Store Purchasing Procedure



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J∧GG∧=R+ ERM Researcher Image	Select the 'Source Search' tile on the home page
Source Search Q My Regrets My Regrets Lab booting Lab booting My Regrets Lab booting My Regrets Lab booting Lab booting <td< th=""><th></th></td<>	
Image: Notice Searcher Image: Notice Searcher Image: Notice Search	 Source Search window will appear Select UNSW Stores as sources to search from Option 1: Manual selection of UNSW Stores channel Clicking on the 'Internal' button

JへGGへ三〇~ ERM Researcher	Type any identifier into the search field and click 'Search' button
Menu Home Page Searching and Shopping Source Search SearchTerm : Ethanol	Common name
	CAS number
	Chemical formula
Please select a channel above.	Search result window should appear next
	Select a channel (Stockrooms or Storerooms)
	 'Filter' Option: Allows user to filter result according to different input (e.g. Mol Weight, Price, etc.)
	 ! 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.



Image: Section and Sect	e Searching and Shopping Source Search		 Click on the item For additional information click on icon To add items as 'Favourite' click on icon To add items as 'Favourite' click on icon Note: Quantity values > 100 can now be typed in to the "Order Qty" field. To complete the submission of the request, click the 'Proceed to Checkout' button Complete the mandatory fields (*) Cart name Recipient Deliver To Cost Centre Einancial Approver: Please select the
	Celliver To * Celliver To * Cost Center * Cellivistic-cenon-PS33365	¥ € Q ♥ ¥	 appropriate financial approver for your School or Business by searching their name in the drop down menu. (this formality in Jaggaer as no action is required from the financial approver for UNSW Store orders. b. Freight: "leave blank" Invention required : no
Sulfuric acid 0.1N (0.05M) standard solution pure Brand Acros Supplier Chem Supply Phy Ltd Australia Centalog # 114220010	Order Qty. 1 Price 68.00 AUC	7 Total 68.09 AVD	Click the 'Submit' button

