Jaggaer Purchasing Procedure Overview

**Buyer**
- Start
  - Login to Jaggaer
  - Place an order on Jaggaer
    - Order status = Pending Approval
- Approver
  - Approve order in Jaggaer
    - Order status = Sent to Purchasing
  - Approve order in NSF
- Approver
  - Approved?
    - Yes
      - Create & send Purchase Order to supplier
    - No
      - Notify and advise users to resubmit order
- Finance System (NSF)
  - Process order to NSF
    - Successful?
      - Yes
        - Make payment to supplier
      - No
        - Order status = Ordered
- Central Jaggaer Admin
  - Receive order on Jaggaer
    - Order status = Received Full

* The system will automatically bundle all request orders and run this process once at 9pm daily.
# Jaggaer Purchasing Procedure – Contact Person

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
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| Buyer                 | Students or staff that have an active Jaggaer profile to place an order.  
**Note:** Jaggaer accounts are not set up automatically for all students and staff. If you need to purchase lab supplies and chemical products through Jaggaer, please follow [Jaggaer Access Request](#) guide. |
| Approver              | There are two types of approvers:  
1. In **Jaggaer**: Cost approvals can be granted by **Cost Centre Approvers** of the Buyer’s organisation. Safety approvals can be granted by **EHS Users** of the Buyer’s organisation (assigned by **Local Jaggaer Admin**). Certain high-risk items will require specialist approval from the Central Jaggaer Admin.  
2. In **Finance System (NSF)**: Users selected by Buyers as **Financial Approvers** when placing an order can approve orders within NSF. They are staff members with active profiles in NSF and are delegated a specific amount to approve orders (assigned by **Finance Services Team**). |
| Finance Services Team | Contact details:  
• Science: finserv.science@unsw.edu.au  
• Engineering: finserv.engineering@unsw.edu.au  
• Medicine: finserv.medicine@unsw.edu.au  
• Divisions: finserv.division@unsw.edu.au  
• Other: financehelp@unsw.edu.au |
| Local Jaggaer Admin   | Please find your school/division Jaggaer admin here: [Local Jaggaer Admin List](#)                                                                                                                      |
| Central Jaggaer Admin | Email: jaggaercim@unsw.edu.au                                                                                                                                                                        |