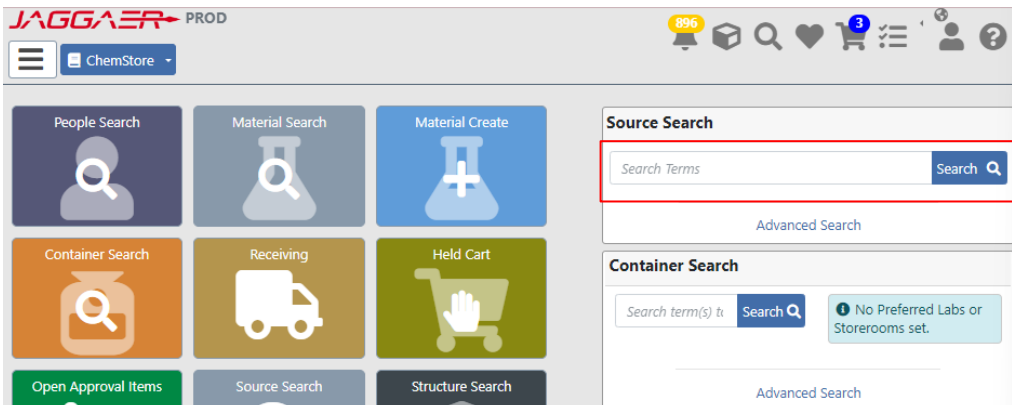
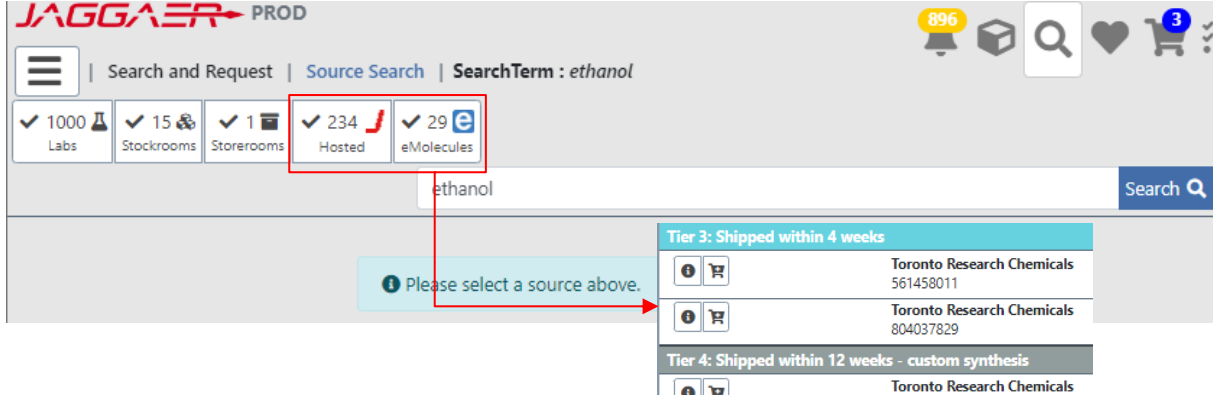







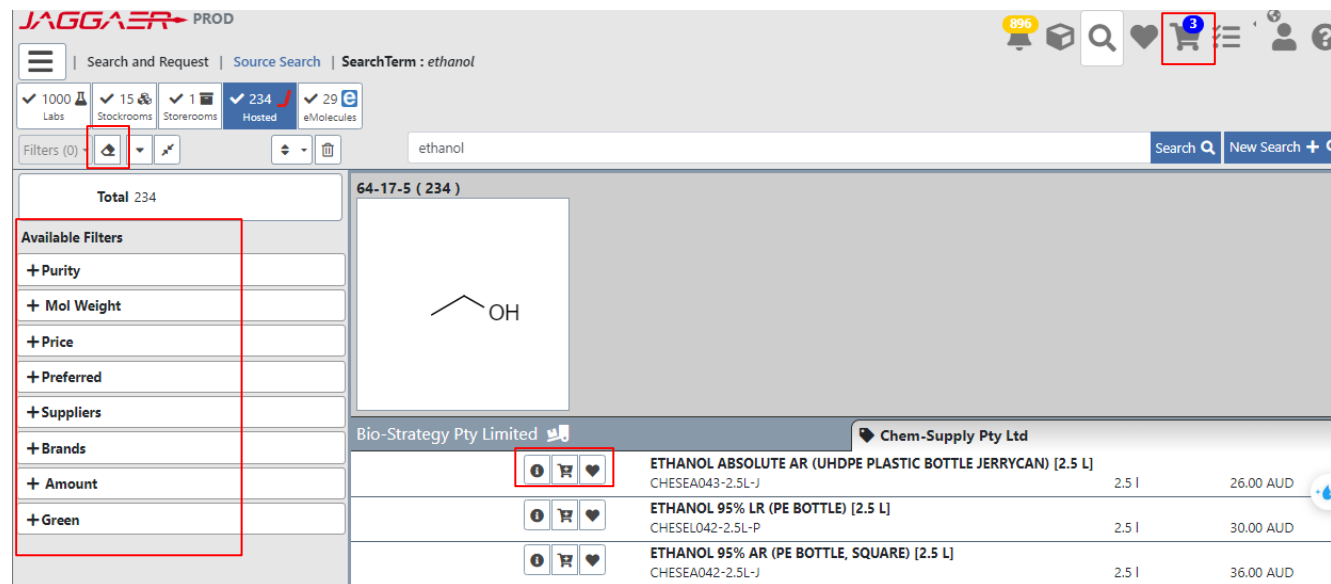
!!IMPORTANT NOTE BEFORE PLACING AN ORDER!

- Please do not add a UNSW Store item with a Hosted Catalogue or Type In item in the same shopping cart as it will not be processed properly.
- Hosted Catalogue and Type In item can be submitted together.
- Please contact the Finance team, if you order single item equipment > \$5000 as they are not to be raised in Jaggaer.

Step	Screenshot
<p>1. In the Home page, enter the item that you wish to purchase in Source Search -> Click Search.</p> <p>You can search using either:</p> <ul style="list-style-type: none"> • Common name • CAS number • Chemical formula • Catalog number 	
<p>2. Select Hosted or eMolecules to look for Hosted Catalog items based on your search.</p> <p>Note: Orders from eMolecules might take longer time to be shipped depending on the tier of the item (from 2 days to 12 weeks).</p>	

3. Select items to purchase

- **Available Filters** section allows users to filter results on different criteria (e.g. mol weight, price, suppliers, etc.)
- To clear applied filter, click .
- Click  to **Add to Shopping Cart** → The item should appear in your shopping cart.
- To add an item as a **Favourite**, click .
- For additional information about the item, click .
- After selecting all items, go to **View Shopping Cart** .



JAGGAER PROD

Search and Request | Source Search | SearchTerm : ethanol

1000 Labs | 15 Stockrooms | 1 Storerooms | 234 Hosted | 29 eMolecules

Filters (0) | ethanol

Total 234

64-17-5 (234)


Available Filters

- + Purity
- + Mol Weight
- + Price
- + Preferred
- + Suppliers
- + Brands
- + Amount
- + Green



Bio-Strategy Pty Limited | Chem-Supply Pty Ltd

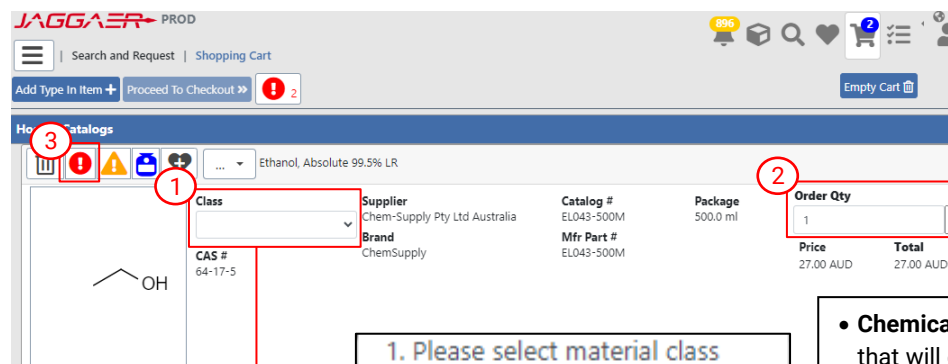
Item	Quantity	Price
ETHANOL ABSOLUTE AR (UHDPE PLASTIC BOTTLE JERRYCAN) [2.5 L] CHESEA043-2.5L-J	2.5 l	26.00 AUD
ETHANOL 95% LR (PE BOTTLE) [2.5 L] CHESEL042-2.5L-P	2.5 l	30.00 AUD
ETHANOL 95% AR (PE BOTTLE, SQUARE) [2.5 L] CHESEA042-2.5L-J	2.5 l	36.00 AUD

4. Check Shopping Cart

- 1 Click on the dropdown under **Class** to select the appropriate material class of the item (if blank).
- 2 Input **Order Quantity**. Total price will be updated accordingly.
- 3 Click on  to view and complete **all** mandatory actions (e.g. match material)

Actions Required

-  Item matches multiple materials.
-  Material class is required.



JAGGAER PROD

Search and Request | Shopping Cart

Add Type In Item + | Proceed To Checkout >> | Empty Cart

How Catalogs

Ethanol, Absolute 99.5% LR

Class	Supplier	Catalog #	Package	Order Qty	Price	Total
Chem-Supply Pty Ltd Australia	Chem-Supply Pty Ltd Australia	EL043-500M	500.0 ml	1	27.00 AUD	27.00 AUD
ChemSupply	ChemSupply	Mfr Part # EL043-500M				

1. Please select material class

- Chemical
- Chemical Do Not Create Container
- Lab Supplies

- **Chemical:** used for all GHS classed chemicals that will create containers upon receipt.
- **Chemical Do Not Create Container:** used for non-hazardous chemicals. However, using **Chemical** to create containers is recommended.
- **Lab Supplies:** used for any non-chemical items and no containers will be created

5. Match Material (if required)

- 1 Click on the dropdown icon and select **Match Material**.
- 2 Search for the appropriate material in the **Search** bar.
- 3
 - (a) If found, select the appropriate material from the search results
 - (b) If not found, select **No Suitable Match Listed, Create Material** → click Select to create a new chemical.

Based on the safety warnings of the matched material, orders will require different types of approval.

6. Edit Details (optional)

- 1 To add notes or attach any supporting documents, select **Edit Details**
 - (a) **Internal Note:** Note for Finance team when processing the order (e.g. split cost to multiple cost centre)
 - (b) **External Note:** Note for supplier
 - (c) **Attachment:** Upload quote
- 2 Click **Save** to go back to **Shopping Cart** screen.
- 3 When no further warnings are flagged, click **Proceed to Checkout**. A new window will appear.

7. Checkout

Complete all mandatory fields denoted by the red asterisk *

- **Cart Name:** Auto-generated
- **Recipient:** Auto-filled
- **Delivery To:** Default receiving location assigned to user profile
- **Cost Centre:** Choose one cost centre for the shopping cart
- **Financial Approver:** Select an appropriate financial approver from your school/division by searching their name in the dropdown list
- **Intervention Required:** Select **No**
- Leave **Freight** and **Manual Intervention Reason** blank

Note: If you wish to split the cost of the order to multiple cost centres, specify in the Internal Note in step 6 and choose **Other** as **Manual Intervention Reason**.

- Click **Submit**

JAGGAER PROD

Search and Request | Shopping Cart | Checkout

Submit

Cart Name *
To00185726

Recipient *
Linh To (z527222@ad.unsw.edu.au)

Deliver To *
UNSW STORE LOWER>E8>G>Lower Campus Store

Shipping
Normal

Cost Center *
SAFETY-OP001-NO_PROJECT

Project
None

Reservation
None

Financial Approver *

Freight

Intervention Required

Manual Intervention Reason

Hosted Catalogs

	Ethanol, Absolute 99.5% LR Brand ChemSupply Supplier Chem-Supply Pty Ltd Australia Catalog # EL043-500M	Order Qty 1 Price 27.00 AUD	Total 27.00 AUD
	Methylated Spirits 95%(plastic drum) 95.0% v/v TG Brand ChemSupply Supplier Chem-Supply Pty Ltd Australia Catalog # MT007-20L-P	Order Qty 1 Price 154.80 AUD	Total 154.80 AUD
			Cart Total 181.80 AUD