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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
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| 1. In the Home page, enter the item that you wish to purchase in **Source Search** -> Click **Search**. You can search using either:  
  - Common name  
  - CAS number  
  - Chemical formula  
  - Catalog number | ![Screenshot](image1.png) |
| 2. Select **Hosted** or **eMolecules** to look for Hosted Catalog items based on your search.  
**Note:** Orders from eMolecules might take longer time to be shipped depending on the tier of the item (from 2 days to 12 weeks). | ![Screenshot](image2.png) |
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 🛒.

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)

- **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.

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**Note**: An order with a new material created will require **New Substance** approval from EHS User.
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**