

UNSW Stores Purchasing Procedure



!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	
 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 	People Search People Search Pople Search People Search	Source Search Search Terms Search Terms Search Q Advanced Search Search term(s) ta Search Q Storerooms set. Advanced Search
 2. Search for items: Click Stockrooms to look for items from UNSW Stores Click Storerooms to look for items available at labs from your Accessible Sites (based on your organisation and location) Search result window will appear. 	JACGCA = A PROD Image: Search and Request Source Search Search ✓ 1000 Image: Stockrooms ✓ 1 Image: Yes ✓ 234 Image: Yes ✓ 29 Image: Yes Labs Stockrooms Storerooms ✓ 234 Image: Yes ✓ 29 Image: Yes Image: Hosted Image: Yes Yes Yes ✓ 29 Image: Yes Image: Hosted Image: Yes Yes Yes ✓ 29 Image: Yes Image: Hosted Yes Yes Yes ✓ 29 Image: Yes ✓ 29 Image: Yes Image: Hosted Yes Yes ✓ 29 Image: Yes ✓ 29 Image: Yes ✓ 29 Image: Yes ✓ 29 Image: Yes Image: Hosted Yes Yes ✓ 29 Image:	Term : ethanol

 3. Select items to purchase: Filter section allows you to filter results on different criteria (e.g. mol weight, price, suppliers). To add an item to shopping cart, click . To add an item to Favourite list, click . For additional information about the item, click . After selecting all items, go to . 	Image: Search and Request Source Search Search Term: 7.00 Image: Search and Request Source Search Search Term: 7.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search Search Term: 9.00 Image: Search and Request Source Search and Request Search and Request	acetone acetone ACETONE (2.5L) PLASTIC, AA008-2.5L-P (1) ACETONE (DRUM, 2.5L) (1) ACETONE (DRUM, 2.5L) (1)	Brand Chem-Supply Pty Ltd Australia CAS # 67-64-1 MDL # MFCD14702474 Product Bar Code 154971 On Order UNSW STORE LOWER>E8>G>Lower Campus Store>GQ21 Flam Store>Rack A>Shelf Brand Chem-Supply Pty Ltd Australia Product Bar Code 154872 In Stock UNSW STORE LOWER>E8>G>Lower Campus Store>GQ21 Flam Store>Rack H>Shelf	Image: Search Q Search Q Note: Only choose items that are In Stock
 4. Check Shopping Cart Update Order Quantity Click Proceed To Checkout 	Stockroom	10G) Danger 2-4 00044635 C Campus Store	Customer Catalog # Package LCS-CHEM-0008 10 G Mir Part # DUM-9-10 Product Bar Code 154875	Crider Oty True 47.47 AUD 47.47 AUD Crider Oty 47.47 AUD

5. Checkout

Complete all mandatory fields denoted by the red asterisk *

- **Delivery To:** Default rec ٠ location assigned to us
- Cost Centre: Choose on • centre for the shopping
- Financial Approver: Sel appropriate financial ap from your school/division searching in the dropdo
- Click Submit •

6. Next steps

UNSW Stores orders will not be processed to Finance s

Submit »

Cart Name To00185726

Search and Request | Shopping Cart | Checkout

• Payment for UNSW Stores orders will be processed via journal transfer end of each month. No invoice is generated, and no notice is given to confirm the charge has been processed.

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After a stockroom admin picks • up your order, an email will be sent to notify if your order has been fulfilled/cancelled.

cart has been submitted.

confirming that your shopping

Go to the Store/lab location to • pick up your order.

 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 in the dropdown list Click Submit 	Recipient * Linh To (s272228@adunow.edu.au) Slipping Normal Project Financial Approver * Financial Approver * Manual Intervention Reason	Deliver To * UNSW STORE LOWER+S& G>Lower Campus Store Cost Center * SAFETY-GP001-HO_PROJECT Keservation V None	۹ ۲ ۲ ۲ ۲			
le >	ext steps Note:					
•	You will receive an email	 UNSW Stores orders will not be processed to Finance system. 				