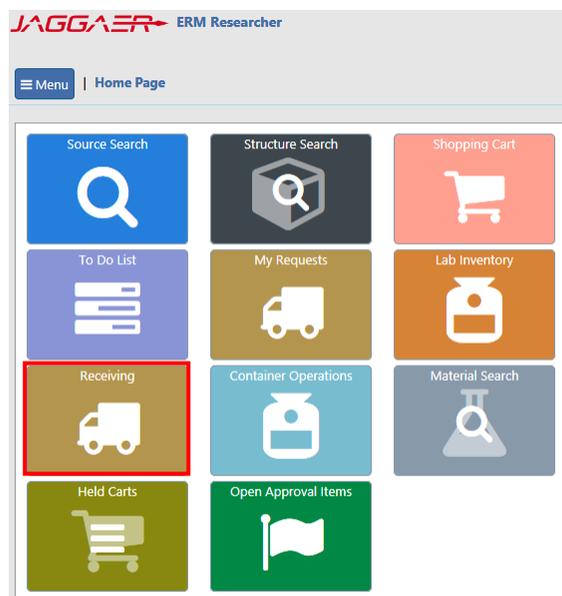
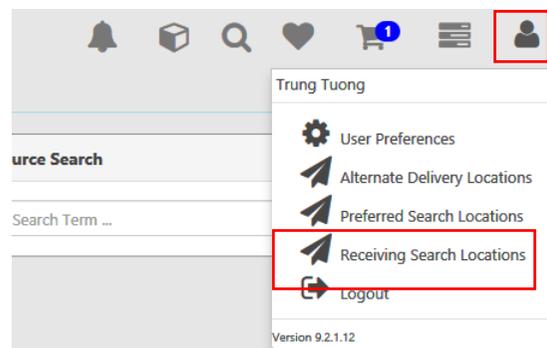


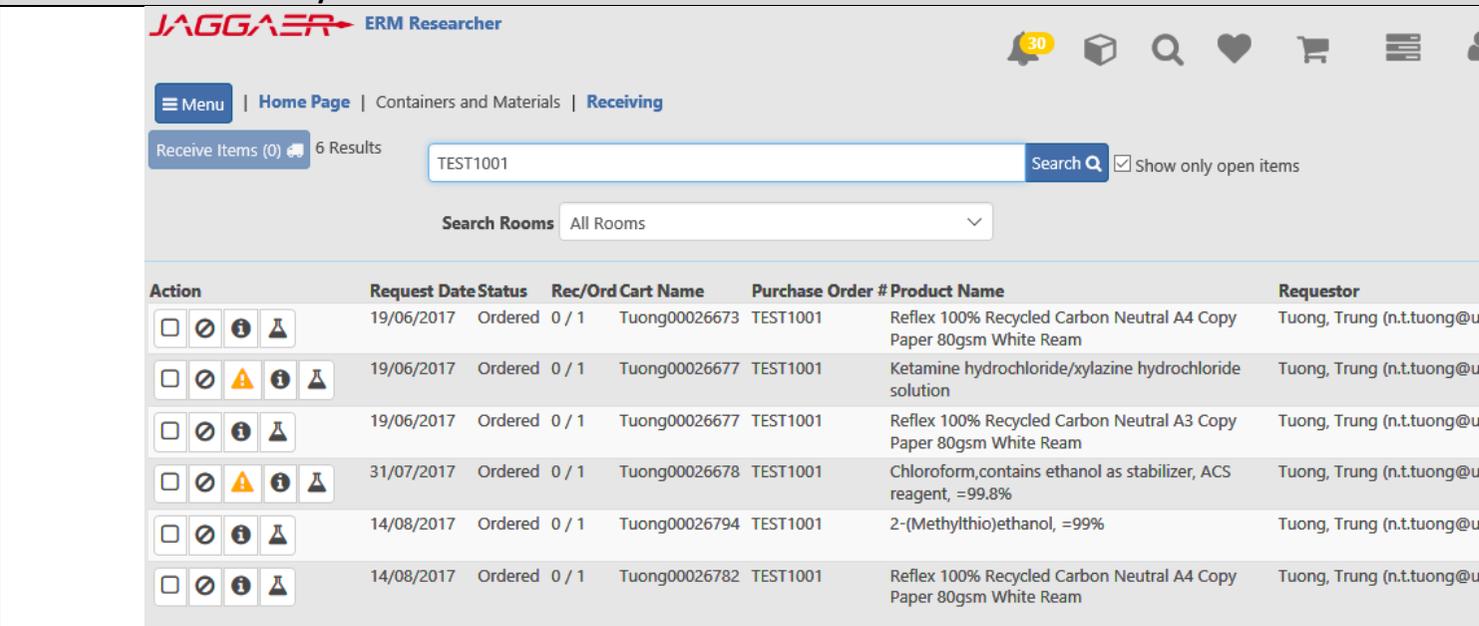
# How to Receive a Delivery



- ▶ Login into Jaggaer Researcher Module
- ▶ Set your “Alternate Receiving Location” by clicking on the user icon.
- ▶ Select the “Receiving” tile

# How to Receive a Delivery

## How to Receive a Delivery in Research Module



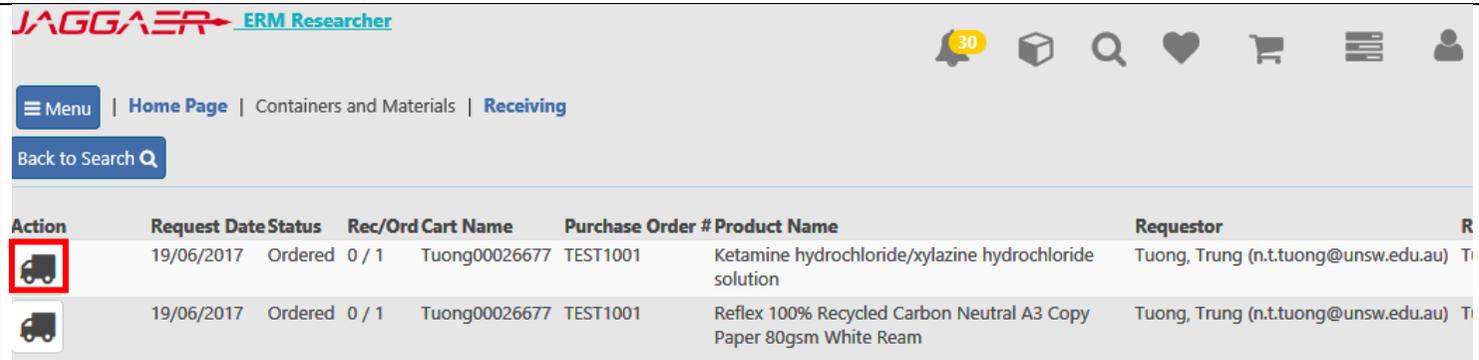
The screenshot shows the JAGGAER ERM Researcher interface. The search bar contains 'TEST1001' and the search results table is displayed below. The table has columns for Action, Request Date, Status, Rec/Ord, Cart Name, Purchase Order #, Product Name, and Requestor.

| Action | Request Date | Status  | Rec/Ord | Cart Name     | Purchase Order # | Product Name                                                       | Requestor                  |
|--------|--------------|---------|---------|---------------|------------------|--------------------------------------------------------------------|----------------------------|
|        | 19/06/2017   | Ordered | 0 / 1   | Tuong00026673 | TEST1001         | Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream | Tuong, Trung (n.t.tuong@ur |
|        | 19/06/2017   | Ordered | 0 / 1   | Tuong00026677 | TEST1001         | Ketamine hydrochloride/xylazine hydrochloride solution             | Tuong, Trung (n.t.tuong@ur |
|        | 19/06/2017   | Ordered | 0 / 1   | Tuong00026677 | TEST1001         | Reflex 100% Recycled Carbon Neutral A3 Copy Paper 80gsm White Ream | Tuong, Trung (n.t.tuong@ur |
|        | 31/07/2017   | Ordered | 0 / 1   | Tuong00026678 | TEST1001         | Chloroform, contains ethanol as stabilizer, ACS reagent, =99.8%    | Tuong, Trung (n.t.tuong@ur |
|        | 14/08/2017   | Ordered | 0 / 1   | Tuong00026794 | TEST1001         | 2-(Methylthio)ethanol, =99%                                        | Tuong, Trung (n.t.tuong@ur |
|        | 14/08/2017   | Ordered | 0 / 1   | Tuong00026782 | TEST1001         | Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream | Tuong, Trung (n.t.tuong@ur |

- ▶ Select the desired search rooms:
  - "All Rooms": select for a wider search range of all receiving locations on campus
  - "All my rooms": select for search only receiving location you have selected

- ▶ Begin search by inputting any searchable identifiers, e.g.
  - PO number
  - Request number
  - Recipient name

- ▶ Select the item/items for receiving by add them
- ▶ Click on the "Receive items" button



The screenshot shows the JAGGAER ERM Researcher interface with the search results table. The 'Receive Truck' icon (a truck) is highlighted in a red box in the 'Action' column of the first row.

| Action | Request Date | Status  | Rec/Ord | Cart Name     | Purchase Order # | Product Name                                                       | Requestor                              |
|--------|--------------|---------|---------|---------------|------------------|--------------------------------------------------------------------|----------------------------------------|
|        | 19/06/2017   | Ordered | 0 / 1   | Tuong00026677 | TEST1001         | Ketamine hydrochloride/xylazine hydrochloride solution             | Tuong, Trung (n.t.tuong@unsw.edu.au) T |
|        | 19/06/2017   | Ordered | 0 / 1   | Tuong00026677 | TEST1001         | Reflex 100% Recycled Carbon Neutral A3 Copy Paper 80gsm White Ream | Tuong, Trung (n.t.tuong@unsw.edu.au) T |

- ▶ Select the "Receive Truck" icon on the desired item.

# How to Receive a Delivery

JAGGAER ERM Researcher

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Menu | Home Page | Containers and Materials | Receiving

Receive Back to Work List **Controlled**

### Ketamine hydrochloride/xylazine hydrochloride solution

Deliver To: Tuong, Trung (n.t.tuong@unsw.edu.au)@CHEMISTRY>F10>2>234

Amount: 10.0 ML Supplier/Catalog #: Sigma-Aldrich (Australia)/K113-10ML Brand/Mfr. #: SIGMA-ALDRICH/K113

Quantity to Receive (1 Outstanding) \*

-1 1 +1  Close item after receipt

Create Containers

| Lot #      | Storage Code | Expiration Date |
|------------|--------------|-----------------|
| Value >= 0 |              |                 |

General Comments

Risk Assessment

Safe Work Procedures

Bar Codes  Print Labels on Receive?

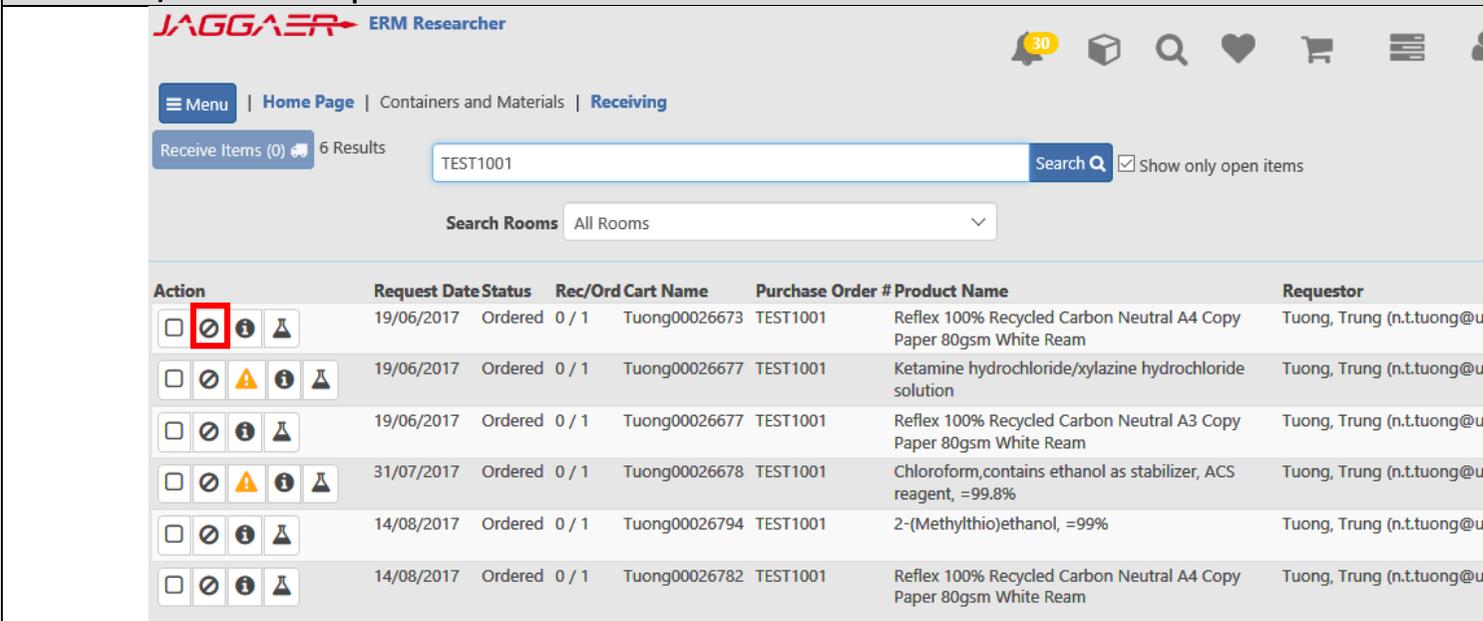
423287

Label Type: Container Basic Printer: CHEM-F10-LG10 Copies: 1

- ▶ Click "Receiving" button (highlighted in RED)
- For chemical container: Details about the container will appear and upon receipt a barcode will be printed.
- If user needs to change the selected printer click on the "Printer" icon
- If users choose not to create a container for the received item, deselect the "Create Container" option, i.e. when receiving Lab Consumables.

# How to Receive a Delivery

## Cancel Item/Items from Requisition



The screenshot shows the JAGGAER ERM Researcher interface. At the top, there is a navigation bar with 'Menu', 'Home Page', 'Containers and Materials', and 'Receiving'. Below this, there is a search bar containing 'TEST1001' and a 'Search' button. A dropdown menu for 'Search Rooms' is set to 'All Rooms'. The main content area displays a table of requisitions with columns for 'Action', 'Request Date', 'Status', 'Rec/Ord', 'Cart Name', 'Purchase Order #', 'Product Name', and 'Requestor'. The first row's 'Action' column contains a red square icon with a white 'X' inside, which is highlighted with a red border. Other icons in the 'Action' column include a trash can, a warning triangle, and an information icon.

| Action                                                                                                                                                                                                                                                                                                                                                           | Request Date | Status  | Rec/Ord | Cart Name     | Purchase Order # | Product Name                                                       | Requestor                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|---------|---------------|------------------|--------------------------------------------------------------------|----------------------------|
| <input checked="" type="checkbox"/>                                                                           | 19/06/2017   | Ordered | 0 / 1   | Tuong00026673 | TEST1001         | Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream | Tuong, Trung (n.t.tuong@ur |
| <input type="checkbox"/>     | 19/06/2017   | Ordered | 0 / 1   | Tuong00026677 | TEST1001         | Ketamine hydrochloride/xylazine hydrochloride solution             | Tuong, Trung (n.t.tuong@ur |
| <input type="checkbox"/>                                                                                      | 19/06/2017   | Ordered | 0 / 1   | Tuong00026677 | TEST1001         | Reflex 100% Recycled Carbon Neutral A3 Copy Paper 80gsm White Ream | Tuong, Trung (n.t.tuong@ur |
| <input type="checkbox"/>     | 31/07/2017   | Ordered | 0 / 1   | Tuong00026678 | TEST1001         | Chloroform, contains ethanol as stabilizer, ACS reagent, =99.8%    | Tuong, Trung (n.t.tuong@ur |
| <input type="checkbox"/>                                                                                      | 14/08/2017   | Ordered | 0 / 1   | Tuong00026794 | TEST1001         | 2-(Methylthio)ethanol, =99%                                        | Tuong, Trung (n.t.tuong@ur |
| <input type="checkbox"/>                                                                                      | 14/08/2017   | Ordered | 0 / 1   | Tuong00026782 | TEST1001         | Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream | Tuong, Trung (n.t.tuong@ur |

- ▶ Select the desired search rooms:
  - “All Rooms”: select for a wider search range of all receiving locations on campus
  - “All My Rooms”: for searching only your designated receiving locations.
- ▶ Begin search by inputting any searchable identifiers, e.g.
  - PO number
  - Request number
  - Recipient name
- ▶ Click on the “Cancel” icon (highlighted in red) for the desired item.