

!!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 Finance team if you order single item equipment > \$5000 as they are not to be raised in Jaggaer.
- For any query regarding S8/S9 drugs safety, please contact Research Ethics & Compliance Support (RECS) at animalethics@unsw.edu.au.

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1. Purchase Hosted Catalog Items

Follow the quick reference guide for [Hosted Catalog Purchasing Procedure](#) with the addition of the step below:

Step	Screenshot
<p>In Step 4: Edit Details of the Hosted Catalog Purchasing Procedure guide:</p> <ol style="list-style-type: none">1 Click on the dropdown icon and select Edit Details.2 In Internal Note section, it is compulsory to provide the following information:<ul style="list-style-type: none">• Name of requestor• zID• School/Faculty of requestor• ACEC project number (if related to animal research project)• NSW Health authority number• Intended storage location• RSC approval number• User license number <p>Note: Failure to provide the required information may result in the line item being rejected.</p>	<p>The screenshot shows the 'Edit Details' form for a hosted catalog item. The form includes the following fields and sections:</p> <ul style="list-style-type: none">Storage Code: UNSPSC 12350000Pkg Quantity: 500Package Unit of Measure: mlNumber Units/Item: 1Price: 27.00Currency: AUD - Australia, DollarsInternal Note: Maximum of 4000 charactersExternal Note: Maximum of 4000 charactersAttachment: Browse ...PeopleSoft Note: [Field]Save button <p>Red annotations in the screenshot indicate the following steps:</p> <ol style="list-style-type: none">1 Click on the dropdown icon and select Edit Details.2 In Internal Note section, it is compulsory to provide the following information:

2. Purchase Type In Items

Follow the quick reference guide for [Type In Purchasing Procedure](#) with the addition of the step below:

Step	Screenshot
<p>In Step 3: Add Type In Item of the Type In Purchasing Procedure guide:</p> <ol style="list-style-type: none"> Follow the guide to fill in all the compulsory fields * In Internal Note section, it is compulsory to provide the following information: <ul style="list-style-type: none"> Name of requestor ZID School/Faculty of requestor ACEC project number (if related to animal research project) NSW Health authority number Intended storage location RSC approval number User license number <p>Note: Failure to provide the required information will result in the line item being cancelled.</p> <ol style="list-style-type: none"> For Item Category Code, choose Chemicals. Click Save then click Back To Cart to add the item to your shopping cart. 	<p>Note on Catalog #: Catalog # must NOT contain any whitespaces and/or special characters, e.g. @,™,µ (replace with 'u'). Else, your orders will be cancelled.</p> <p>Note on Supplier: If supplier is not in the list, contact Finance Services to check if the supplier is active. If not, submit Vendor Application Form. Once approved, notify admin to add to Jaggaer.</p>