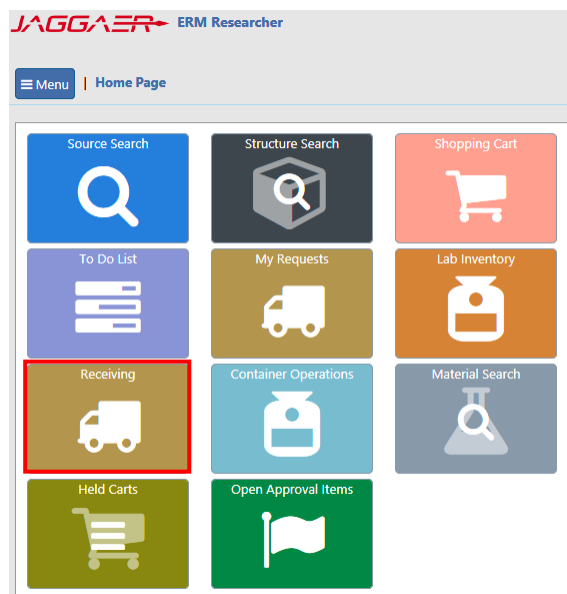
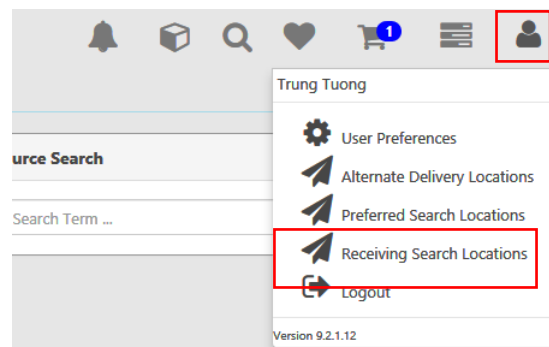


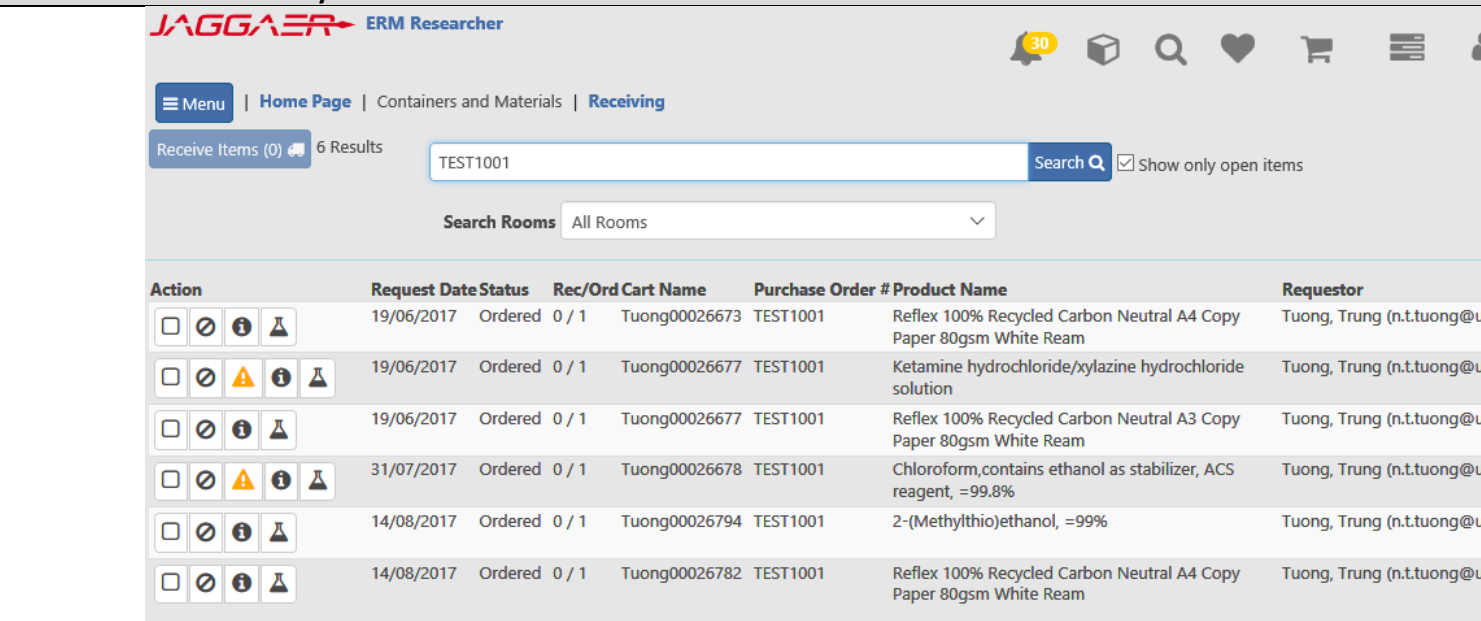
# How to Receive a Delivery



- ▶ 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



**JAGGAER ERM Researcher**

Menu | Home Page | Containers and Materials | Receiving

Receive Items (0) 6 Results

TEST1001 Search  Show only open items

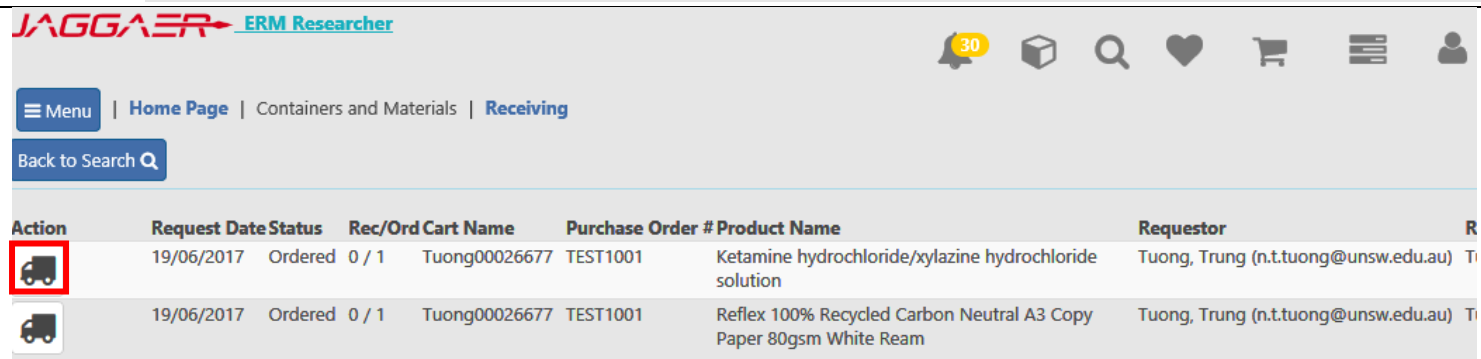
Search Rooms All Rooms

Action	Request Date	Status	Rec/Ord	Cart Name	Purchase Order #	Product Name	Requestor
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input 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"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14/08/2017	Ordered	0 / 1	Tuong00026794	TEST1001	2-(Methylthio)ethanol, =99%	Tuong, Trung (n.t.tuong@ur
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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": 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



**JAGGAER ERM Researcher**

Menu | Home Page | Containers and Materials | Receiving

Back to Search

Action	Request Date	Status	Rec/Ord	Cart Name	Purchase Order #	Product Name	Requestor
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19/06/2017	Ordered	0 / 1	Tuong00026677	TEST1001	Ketamine hydrochloride/xylazine hydrochloride solution	Tuong, Trung (n.t.tuong@unsw.edu.au) T
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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@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?

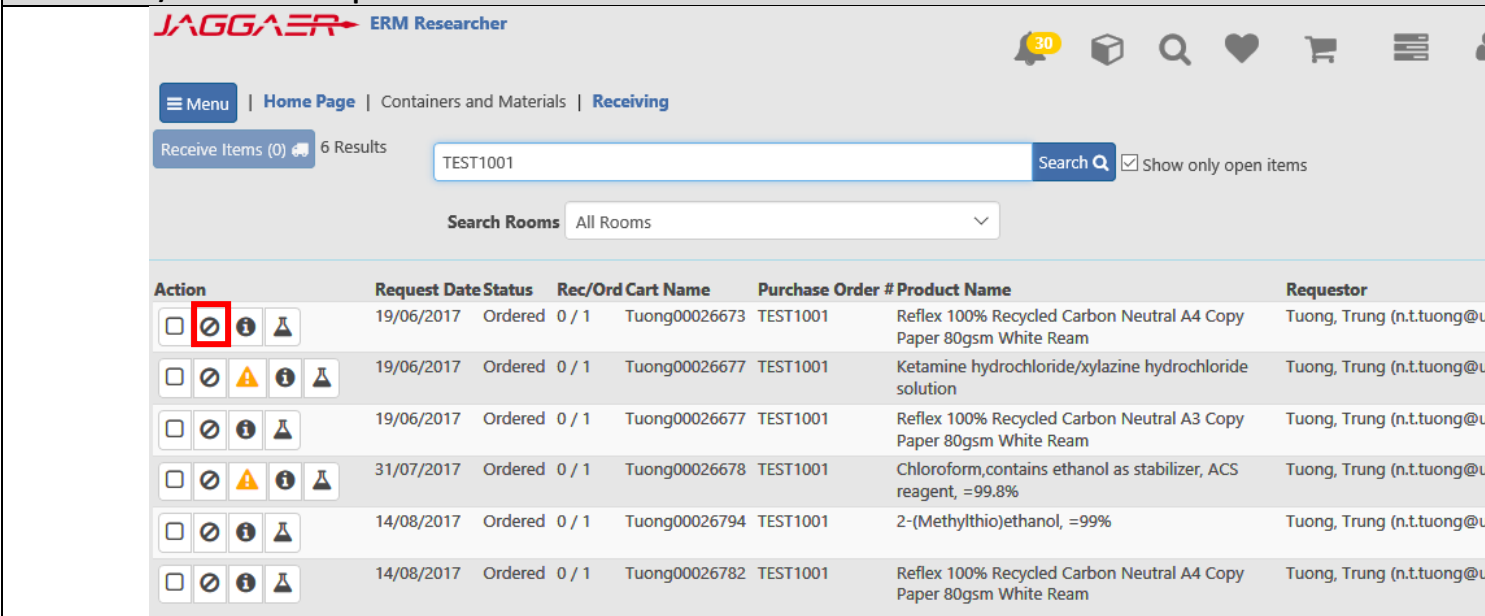
423287

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 a person 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.