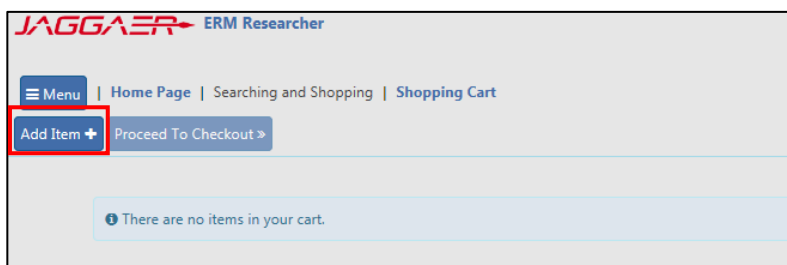
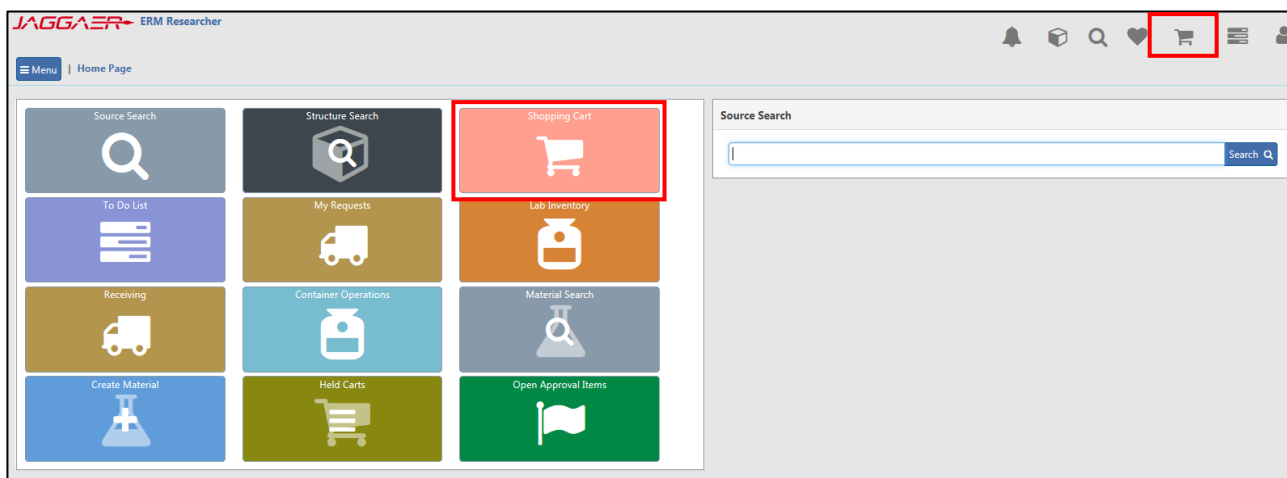


Spot Buy Purchasing Procedure

Spot Buy Purchasing Procedure

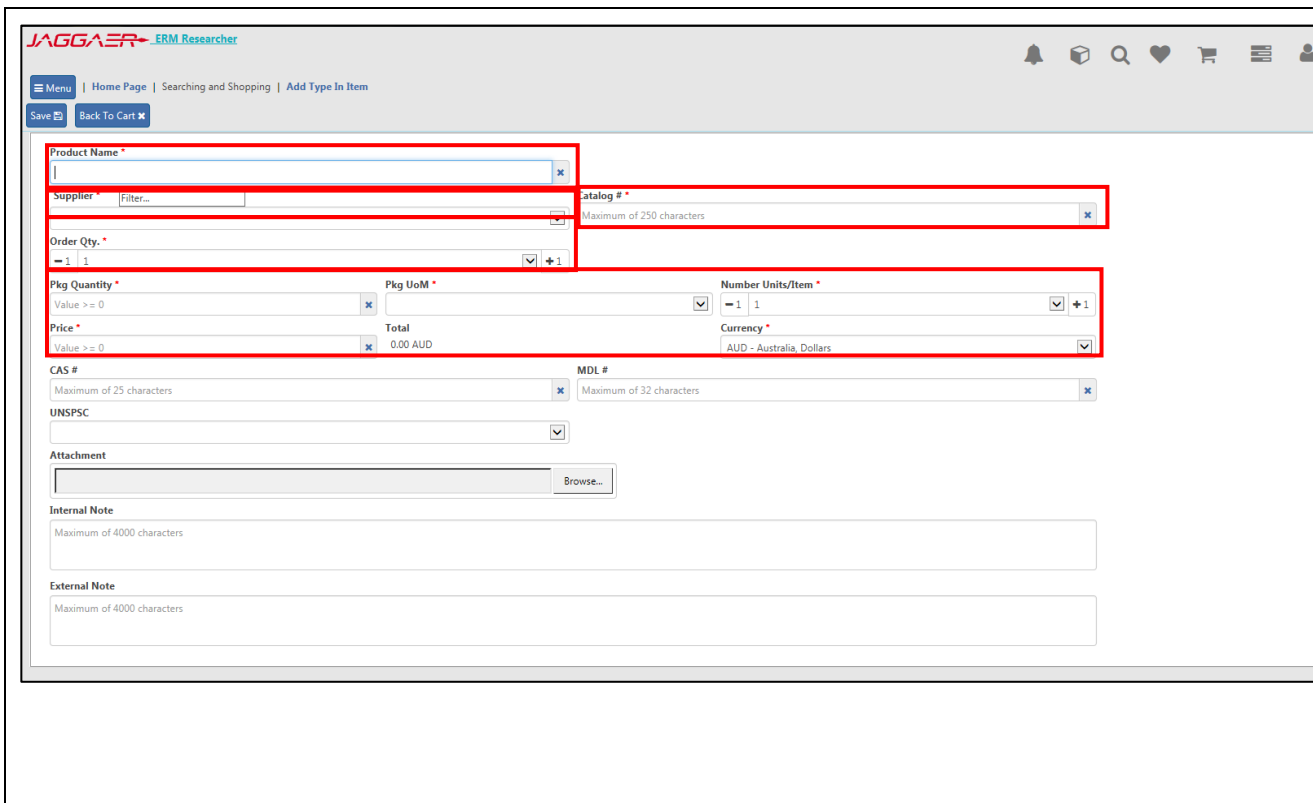


This is the method for submitting a requisition for a chemical or consumable that cannot be found in the Hosted Catalogues

▶ Select the shopping cart icon or tile

▶ Select the 'Add Item +' button

Spot Buy Purchasing Procedure



JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Add Type In Item

Save | Back To Cart

Product Name *

Supplier * Filter... Catalog # * Maximum of 250 characters

Order Qty. * - 1 1 + 1

Pkg Quantity * Value >= 0 Pkg UoM * Number Units/Item * - 1 1 + 1

Price * Total 0.00 AUD Currency * AUD - Australia, Dollars

CAS # Maximum of 25 characters MDL # Maximum of 32 characters

UNSPSC

Attachment Browse...

Internal Note Maximum of 4000 characters


External Note Maximum of 4000 characters

- ▶ Complete Mandatory Fields (*) for Spot Buy
 - ▶ Product name
 - ▶ Supplier
 - ▶ Catalogue #
 - ▶ Order Qty
 - ▶ Pkg Quantity
 - ▶ Pkg UoM
 - ▶ Number Units/Item
 - ▶ Price
 - ▶ Currency
 - ▶ Optionally complete CAS# and MDL#
 - ▶ Attachment: Users have the ability to attach quotes of the item








Spot Buy Purchasing Procedure

[Menu](#) | [Home Page](#) | [Searching and Shopping](#) | [Add Type In Item](#)

→



JAGGAER ERM Researcher

[Menu](#) | [Home Page](#) | [Searching and Shopping](#) | [Shopping Cart](#)

Cart Name *McLaughlin00026691* | Cart Creator *Nancy McLaughlin (nmclaughlin@jaggaer.com)*

Add Item +
Proceed To Checkout >
!

Hosted Catalogs

	Dehydrated Alcohol, pharmaceutical secondary standard; traceable to USP		Order Qty. 1
NIA	Brand SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) Catalog # PHR1070-5X1.2ML CAS # 64-17-5	Price 76.00 AUD Package 5 x 1.2 ML MDL # MFCD00003568	Total 76.00 AUD
NIA	Brand SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) Catalog # PHR1070-5X1.2ML CAS # 64-17-5	Price 76.00 AUD Package 5 x 1.2 ML MDL # MFCD00003568	Total 76.00 AUD

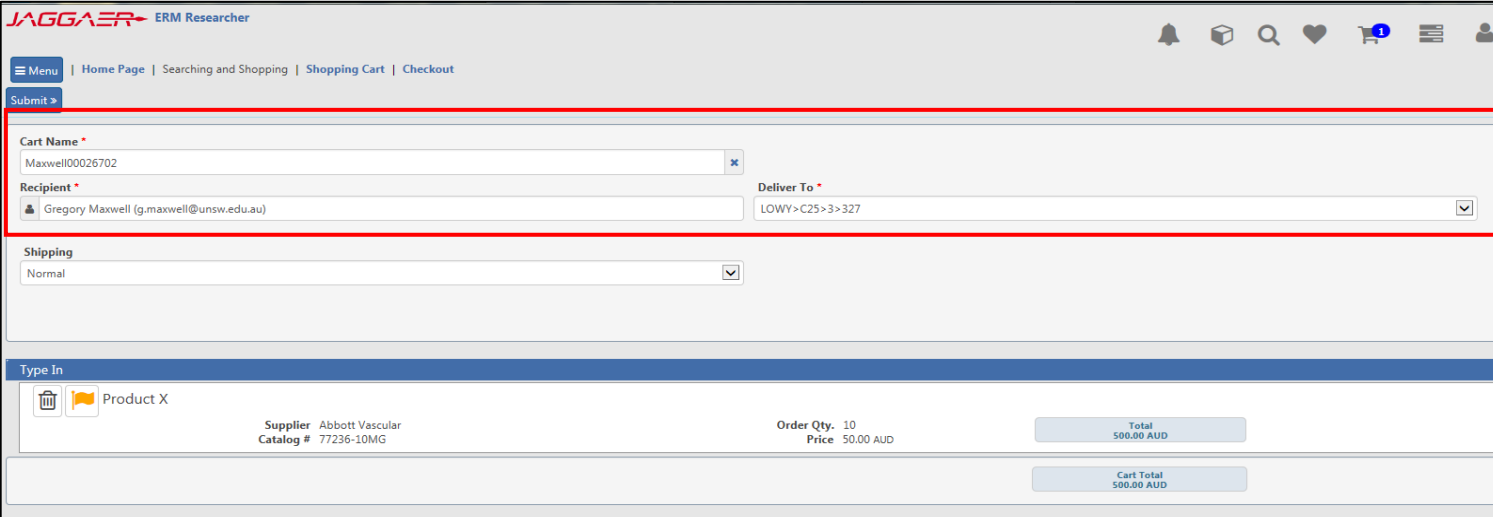
[Menu](#) | [Home Page](#) | [Searching and Shopping](#) | [Shopping Cart](#)

Add Item +

Proceed To Checkout >

- ▶ Click **'Save'** button which will add the item to shopping cart
- ▶ Complete all mandatory actions before proceeding e.g. substance matching
- ▶ Click **'Proceed to Checkout'** button

Spot Buy Purchasing Procedure



JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Shopping Cart | Checkout


Submit >

Cart Name *
Maxwell00026702

Recipient * Gregory Maxwell (g.maxwell@unsw.edu.au) **Deliver To *** LOWY>C25>3>327

Shipping
Normal

Type In

 Product X	Supplier Abbott Vascular Catalog # 77236-10MG	Order Qty. 10 Price 50.00 AUD	Total 500.00 AUD
			Cart Total 500.00 AUD

▶ Complete all mandatory (*) fields

- ▶ Cart name
- ▶ Recipient
- ▶ Deliver To

✔ Request placed successfully.

▶ Click 'Submit' to complete the submission process



Spot Buy Purchasing Procedure

