<table>
<thead>
<tr>
<th>UNSW Stores Purchasing Procedures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Source Search Tile" /></td>
<td>▶ Select the ‘Source Search’ tile on the home page</td>
</tr>
<tr>
<td><img src="image2" alt="Source Search Window" /></td>
<td>▶ Source Search window will appear</td>
</tr>
<tr>
<td><img src="image3" alt="Manual Selection" /></td>
<td>Select UNSW Stores as sources to search from</td>
</tr>
<tr>
<td></td>
<td>▶ Option 1: Manual selection of UNSW Stores channel</td>
</tr>
<tr>
<td></td>
<td>▶ Clicking on the ‘Internal’ button</td>
</tr>
</tbody>
</table>
UNSW Stores Purchasing Procedure

- Type any identifier into the search field and click ‘Search’ button
  - Common name
  - CAS number
  - Chemical formula
  - Search result window should appear next
  - Select a channel (Stockrooms or Storerooms)
  - ‘Filter’ Option: Allows user to filter result according to different input (e.g. Mol Weight, Price, etc.)
Click on the icon to add the item

- For additional information click on icon
- To add items as ‘Favourite’ click on icon
- To complete the submission of the request, click the ‘Proceed to Checkout’ button
- Complete the mandatory fields (*)
  - Cart name
  - Recipient
  - Deliver To
- Click the ‘Submit’ button