Select the ‘Source Search’ tile on the home page

Source Search window will appear

Select UNSW Stores as sources to search from

- Option 1: Manual selection of UNSW Stores channel
- Clicking on the ‘Internal’ button
UNSW Stores Purchasing Procedure

Chemical Inventory Management

- 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.)
UNSW Stores Purchasing Procedure

Click on the icon to add the item

- For additional information click on icon
- To add items as ‘Favourite’ click on icon

**Note:** Quantity values > 100 can now be typed in to the “Order Qty” field.

- 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