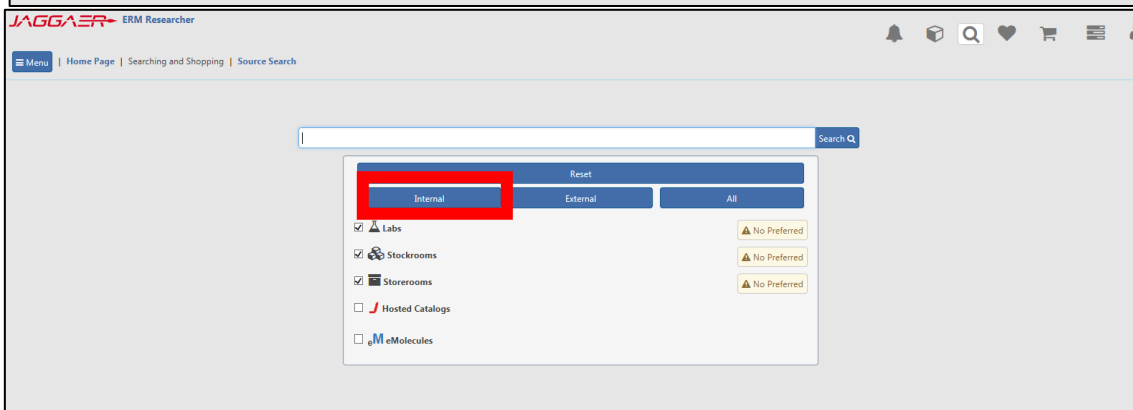
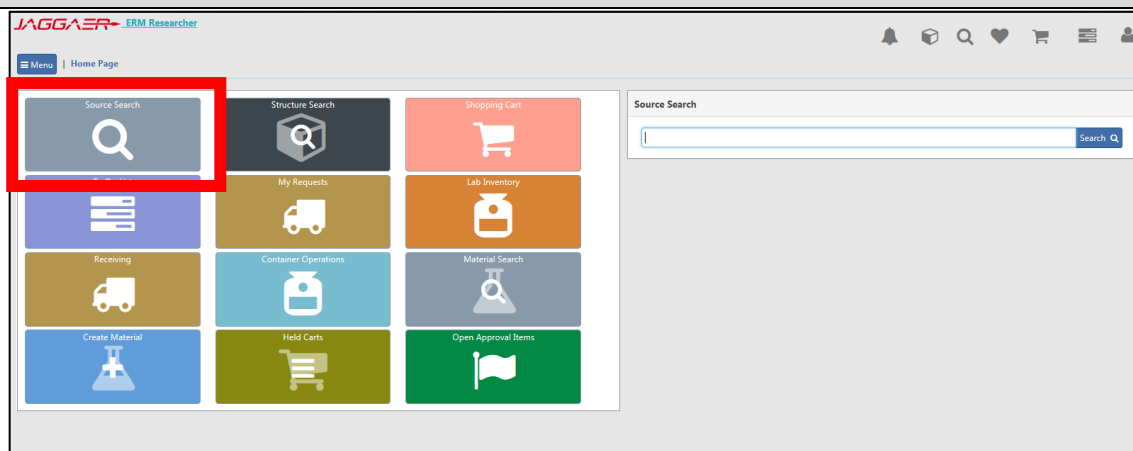


UNSW Stores Purchasing Procedures



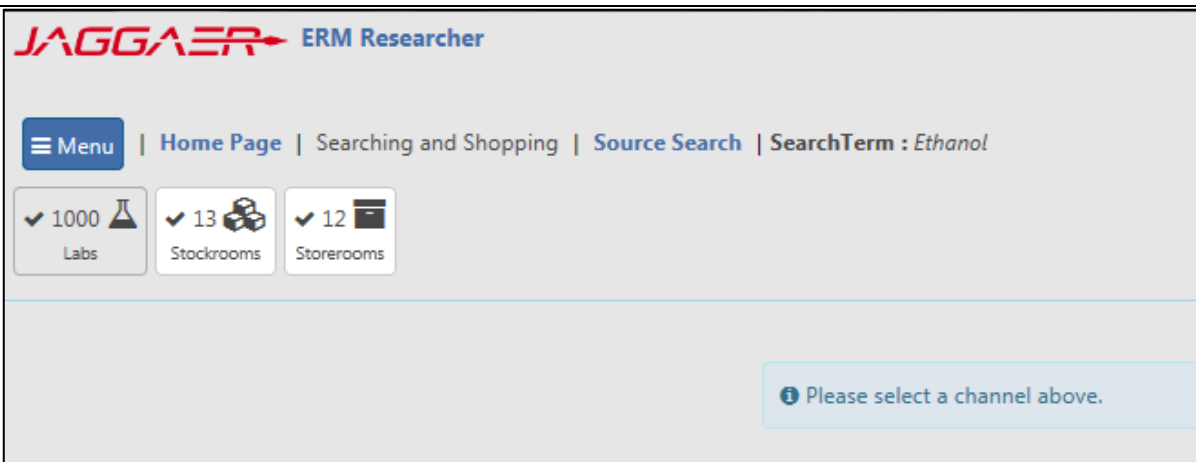
- ▶ Select the 'Source Search' tile on the home page

- ▶ 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

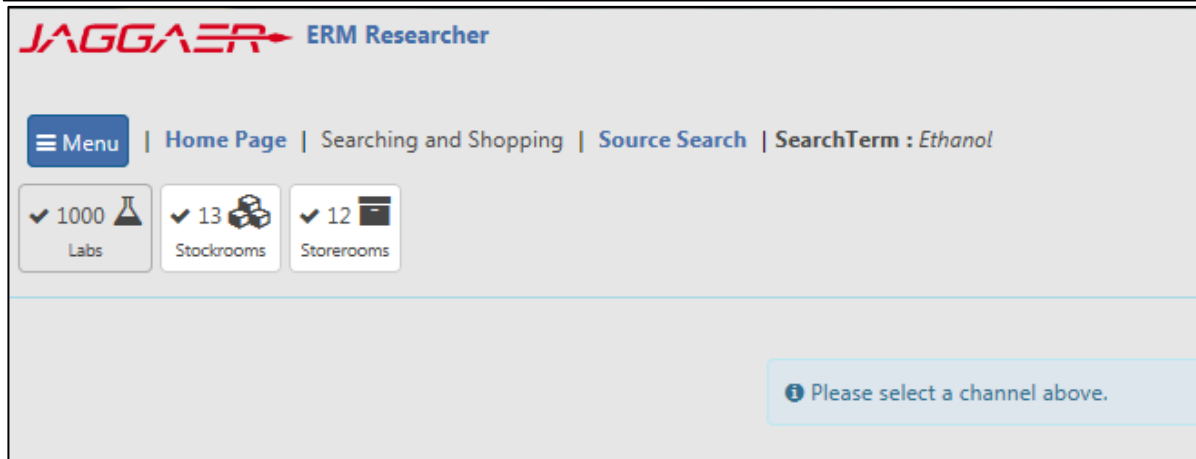


JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Source Search | SearchTerm : Ethanol

✓ 1000 Labs ✓ 13 Stockrooms ✓ 12 Storerooms

Please select a channel above.



JAGGAER ERM Researcher

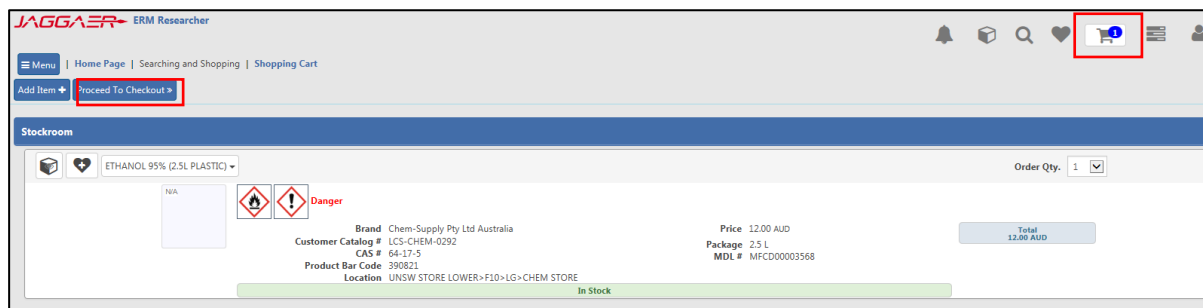
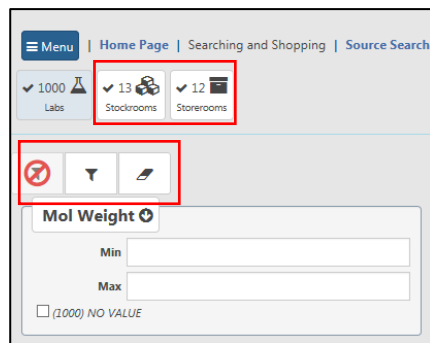
Menu | Home Page | Searching and Shopping | Source Search | SearchTerm : Ethanol

✓ 1000 Labs ✓ 13 Stockrooms ✓ 12 Storerooms



Please select a channel above.

- ▶ 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