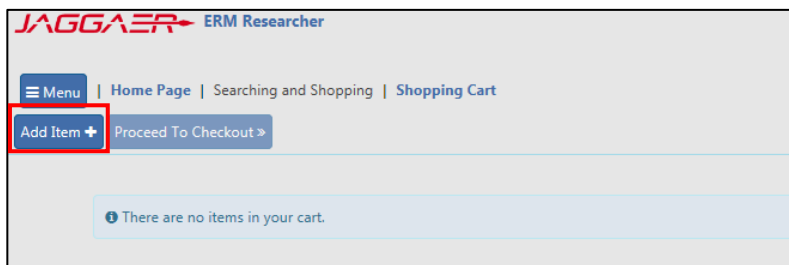
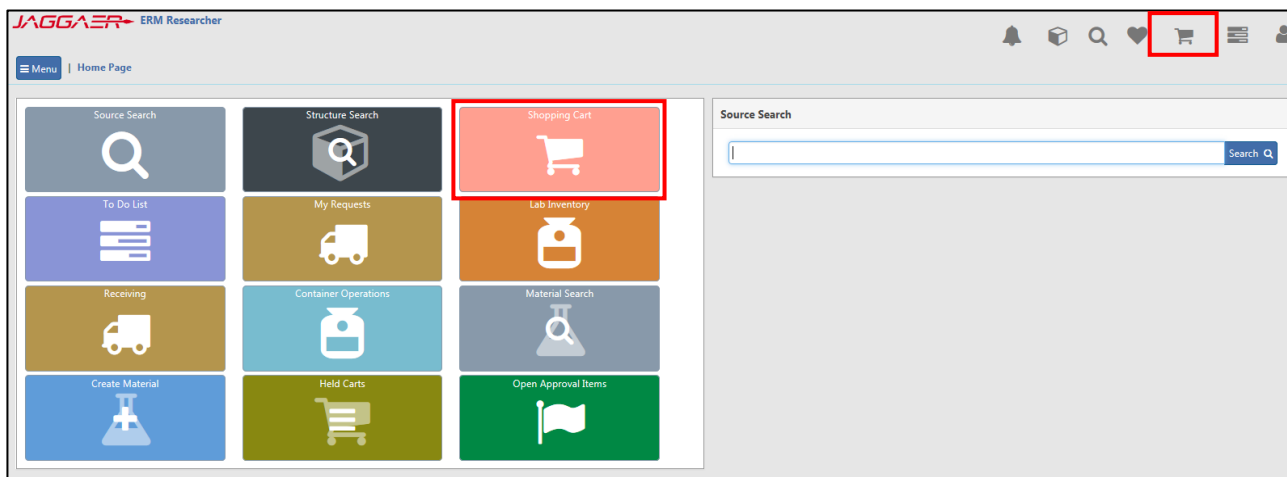


Type In Item Purchasing Procedure

Spot Buy Purchasing Procedure

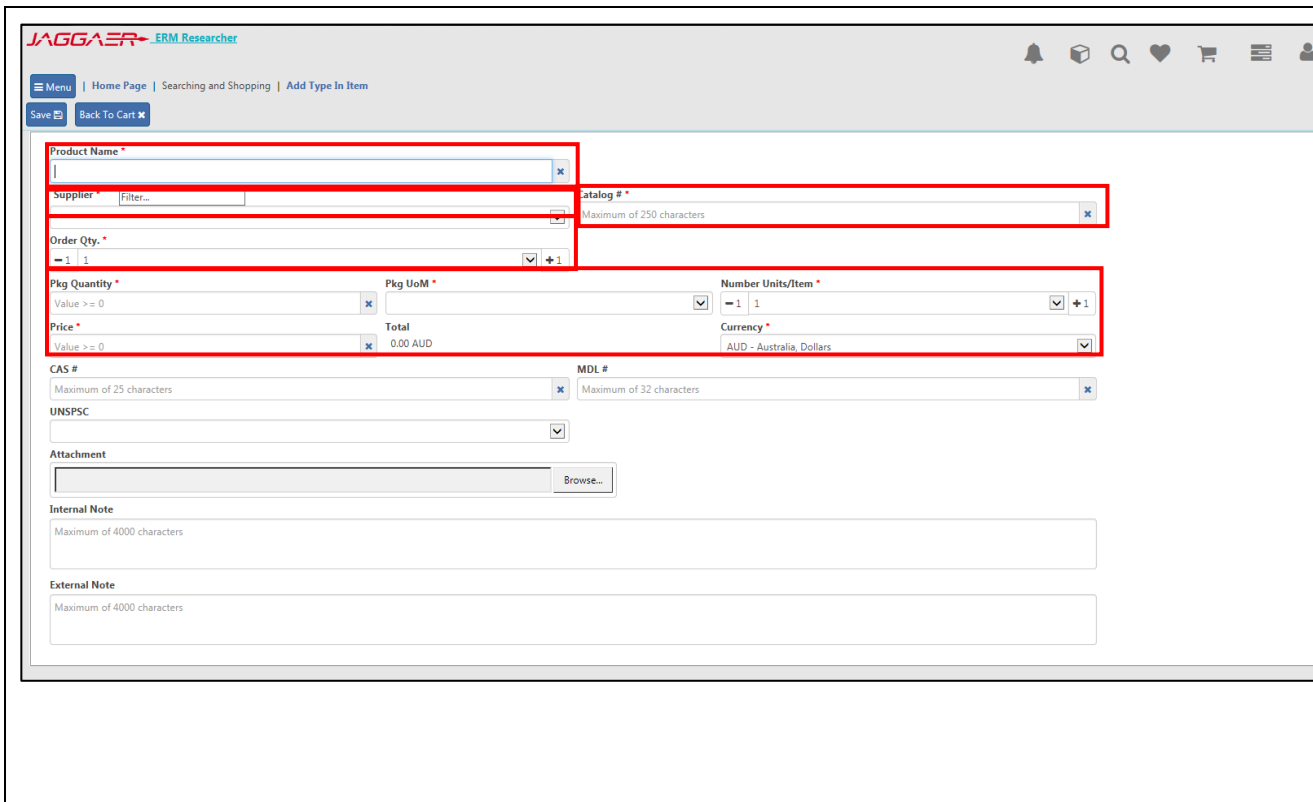


This is the method for submitting a requisition for a chemical or consumable that cannot be found in the Hosted Catalogues

▶ Select the shopping cart icon or tile

▶ Select the 'Add Item +' button

Type In Item 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 * Value >= 0 Total 0.00 AUD Currency * AUD - Australia, Dollars

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

UNSPSC

Attachment Browse...

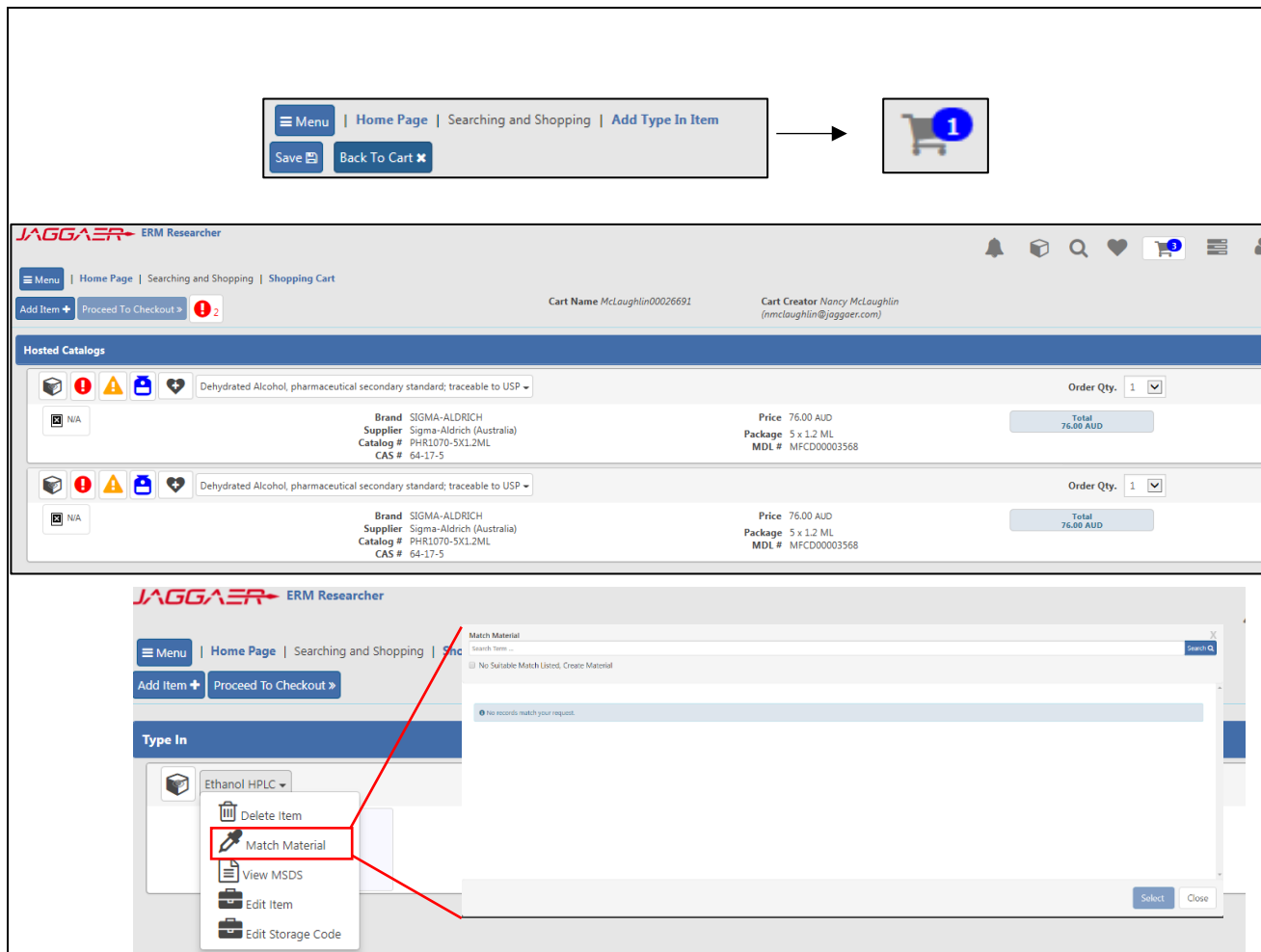
Internal Note Maximum of 4000 characters

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

Type In Item Purchasing Procedure



The screenshot displays the JAGGAER ERM Researcher interface. The top navigation bar includes 'Menu', 'Home Page', 'Searching and Shopping', and 'Add Type In Item'. A 'Save' button and a 'Back To Cart' button are visible. A shopping cart icon with a '1' indicates an item is in the cart. The main content area shows a list of items, including 'Dehydrated Alcohol, pharmaceutical secondary standard; traceable to USP'. A 'Match Material' dialog box is open, showing a search for 'Ethanol HPLC' with no results. A red box highlights the 'Match Material' option in the dialog box.

- ▶ Click 'Save' button which will add the item to shopping cart
- ▶ Complete all mandatory actions before proceeding e.g. substance matching.
- ▶ For lab consumables (e.g. beakers), material match the item to 'lab supplies' using the search field.
- ▶ For a chemical which is already in the substance register, please match material by searching the name of the chemical.
- ▶ For a new unique chemical, a new material will be created and will require safety approval before being placed onto a purchasing report.
- ▶ **Hint: any actions which results in the creation of a new material will require safety approval of item which will DELAY your requisition.**

Type In Item Purchasing Procedure

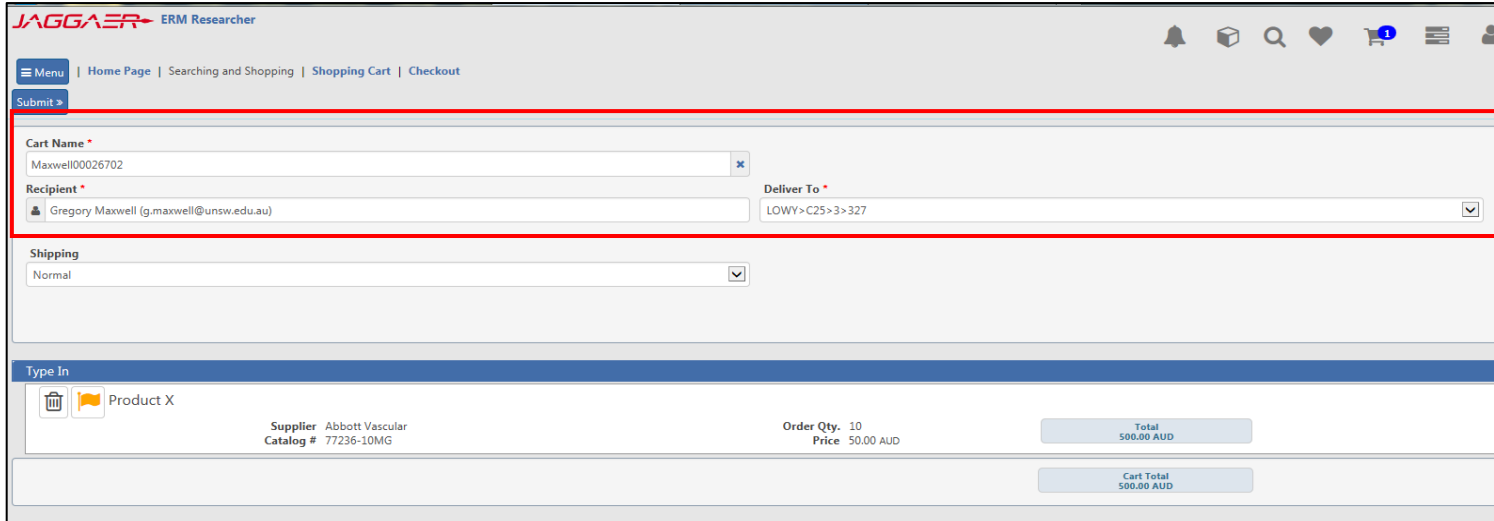
[Menu](#) | [Home Page](#) | [Searching and Shopping](#) | [Shopping Cart](#)

[Add Item +](#)

[Proceed To Checkout >](#)

▶ Click '[Proceed to Checkout](#)' button

Type In Item Purchasing Procedure



The screenshot shows the JAGGAER ERM Researcher interface. At the top, there is a navigation bar with 'Menu', 'Home Page', 'Searching and Shopping', 'Shopping Cart', and 'Checkout'. Below this is a 'Submit >' button. The main form area is divided into sections: 'Cart Name *' with a text input field containing 'Maxwell00026702', 'Recipient *' with a dropdown menu showing 'Gregory Maxwell (g.maxwell@unsw.edu.au)', and 'Deliver To *' with a dropdown menu showing 'LOWY>C25>3>327'. Below these is a 'Shipping' section with a dropdown menu showing 'Normal'. The 'Type In' section is highlighted in blue and contains a table with the following data:

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

At the bottom right of the table, there is a 'Cart Total' button showing '500.00 AUD'.

▶ Complete all mandatory (*) fields

- ▶ Cart name
- ▶ Recipient
- ▶ Deliver To

✔ Request placed successfully.

▶ Click 'Submit' to complete the submission process



Type In Item Purchasing Procedure

