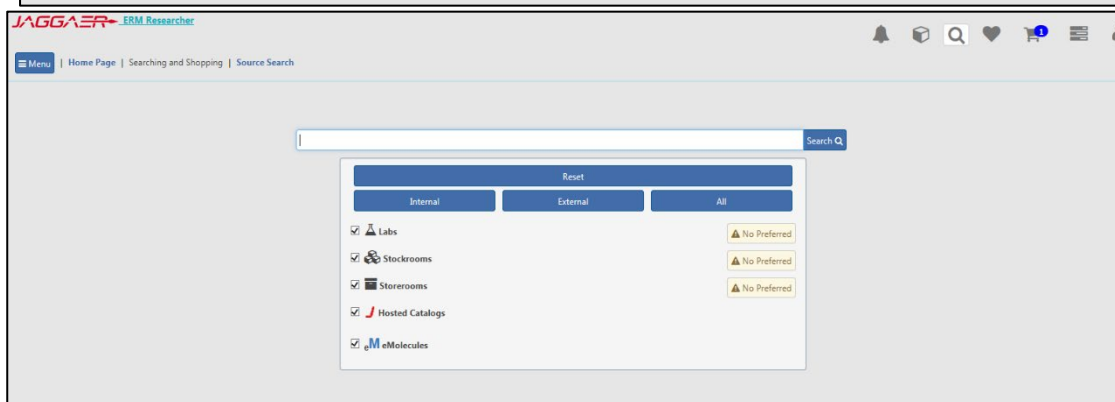
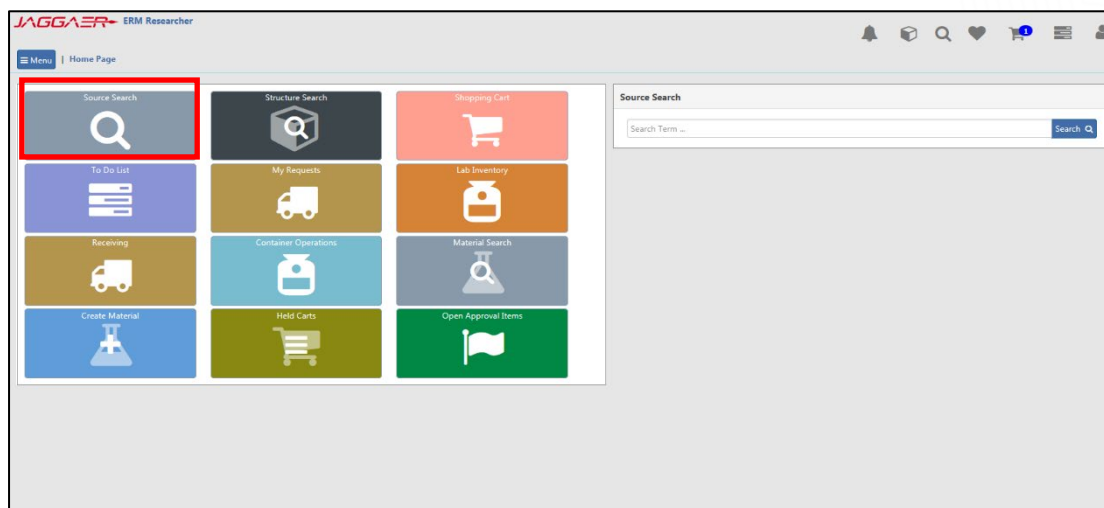


Hosted Catalogue Purchasing Procedure



Select the '**Source Search**' tile on the home page

- ▶ Source Search window will appear
- ▶ Select '**Hosted Catalogues**' and '**eMolecules**' as sources to search from
 - ▶ Option 1: Manual Selection
 - ▶ Option 2: Select External
- ▶ Type any of the below identifiers into the search field and click '**Search**' button:
 - ▶ Common name
 - ▶ CAS number
 - ▶ Chemical formula
 - ▶ Catalogue number

JAGGAER ERM Researcher

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

732 Hosted | 0 eMolecules

Please select a channel above.

JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Source Search | SearchTerm : C2H6O

271 Hosted | 0 eMolecules

Mol Weight
Min: 46.06, Max: 46.07

Price
Min: 33.00, Max: 27,600.00

Preferred
 (272) N

Suppliers
 (271) SIGMA-ALDRICH (AUSTRALIA)

Brands
 (2) SIAL
 (270) SIGMA-ALDRICH

Dehydrated Alcohol, pharmaceutical secondary standard; traceable to USP Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # PHR1070-5X1.2ML	46.07 u 76.00 AUD 5 x 1.2 ML
Ethanol, denatured, CHROMASOLVR TM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-1L	46.07 u 78.85 AUD 1.0 L
Ethanol, denatured, CHROMASOLVR TM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-2L	46.07 u 108.30 AUD 2.0 L
Ethanol, denatured, CHROMASOLVR TM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-4X4L	46.07 u 558.60 AUD 4 x 4.0 L
Ethanol, denatured, CHROMASOLVR TM, for HPLC Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia) CAS # 64-17-5 MDL # MFCD00003568 Catalog # 270741-6X1L	46.07 u 430.35 AUD 6 x 1.0 L
Ethanol, reagent, anhydrous, denatured Brand Name SIGMA-ALDRICH Supplier Sigma-Aldrich (Australia)	46.07 u

▶ You can select from either the 'Hosted Catalogues' or 'eMolecules' channels

▶ Search result window should appear next

JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Source Search

271 Hosted | 0 eMolecules

Mol Weight

Min: 46.06
Max: 46.07
 (0) NO VALUE

Price

Min: 33.00
Max: 27,600.00
 (0) NO VALUE

Preferred

(271) N

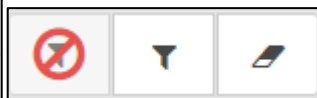
Suppliers

(271) SIGMA-ALDRICH (AUSTRALIA)

Brands

(1) SIAL
 (270) SIGMA-ALDRICH

Apply Clear



- ▶ The 'Filter' Option allows the user to filter results according to different input methods (e.g. Mol. Weight, Price, etc.)
- ▶ Use the 'Apply Filter' based on any parameters that you input, or 'Clear Filter'
- ▶ Click on the 'Add to Shopping Cart' icon to add the item
- ▶ Item should appear in the shopping cart
- ▶ For additional information click on icon
- ▶ To add items as a 'Favourite', click on icon

The screenshot shows the JAGGAER ERM Researcher shopping cart. The cart contains two items of 'Dehydrated Alcohol, pharmaceutical secondary standard, traceable to USP' with a total price of 76.00 AUD. An 'Actions Required' box displays a red wrench icon and the message 'Item matches multiple materials.' Below this is a 'Match Material' dialog box showing a list of materials. The 'Ethanol | 64-17-5 | MFCD00003568 | Danger' entry is highlighted with a red box.

▶ Go to Shopping cart icon

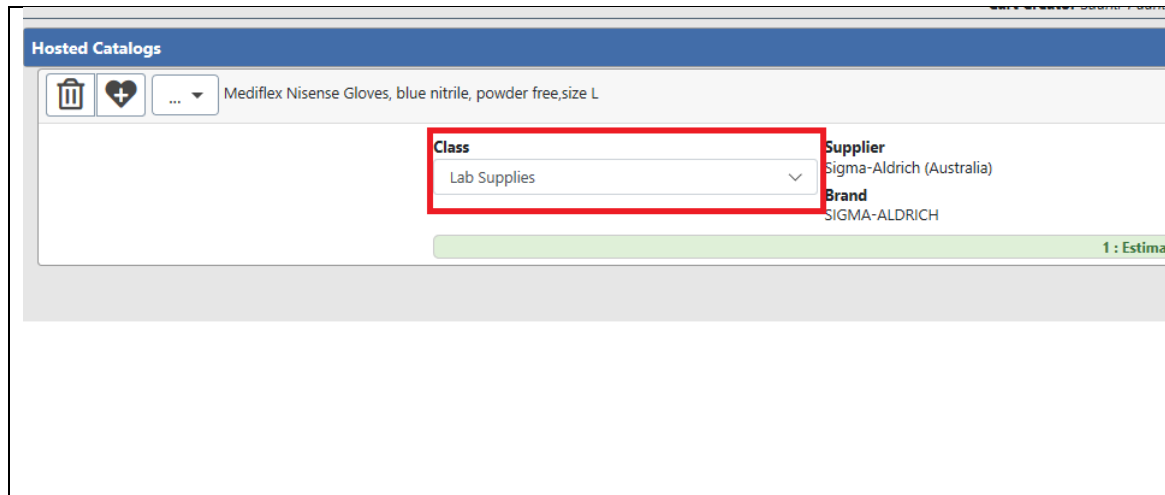
▶ Prior to check out, you will need to complete any mandatory actions, e.g. substance matching. This is denoted by the icon

▶ To perform a substance match; first click on the icon

▶ Search for the desired material and choose the appropriate item.

▶ Click on the 'Select' button to complete the matching process.

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



- ▶ Please select the correct material “class” for line item ordered from the menu drop-down
- *Chemical: use for GHS classed chemicals and container to will created upon receipt*
 - *Chemical do not create container: used for non-hazardous chemical or chemicals which container generation is not required.*
 - *Lab supplies: used any non-chemical line item and containers will not be created upon receipt.*

The screenshot shows the JAGGAER ERM Researcher interface. The top navigation bar includes 'Home Page | Searching and Shopping | Shopping Cart'. The 'Proceed To Checkout' button is highlighted in red. Below the navigation, there are two items in the shopping cart, both with 'Danger' warnings. The checkout form below contains the following fields:

- Cart Name ***: Tuong00026985
- Recipient ***: Trung Tuong (t.t.tuong@unsw.edu.au)
- Deliver To ***: CHEMISTRY-F10-3-333
- Shipping**: Normal
- Cost Center ***: CHEMSCH-CP001-PS33365
- Financial Approver ***: (Dropdown menu)
- Freight**: (Text field)
- Manual Intervention Reason**: (Text field)
- Manual Intervention Required**: No

Below the form, there is a 'Hosted Catalogs' section with one item: Sulfuric acid 0.1N (0.05M) standard solution pure. The 'Submit' button is highlighted in red.

- ▶ To complete the submission of the request, click the 'Proceed to Checkout' button.
- ▶ Complete the mandatory fields denoted by the red asterisk *
 - a. Cart name
 - b. Recipient
 - c. Deliver to: default ship to address (to the ship to address for user area)
 - d. Cost Centre (Cannot select multiple cost centres per shopping cart)
 - e. Financial Approver: Please select the appropriate financial approver for your School or Business by searching their name in the drop down menu.

Note: Please refer to the Financial Approver List document to find the correct approver for your School or Business Unit.

- ▶ Manual Intervention Require: Select "No"
- ▶ Leave the "manual intervention reason" and "Freight" fields blank.
- ▶ Click the 'Submit' button

! IMPORTANT!

- Please do not add UNSW Store line item with hosted catalogue and type in line item in the same shopping. Hosted catalogue and type in line item can be submitted together.
- User can only select ONE cost centre per shopping cart submission.
- Please contact Finance team, if you ordering single item equipment >\$5000 as they are not to be raised in Jaggaer.