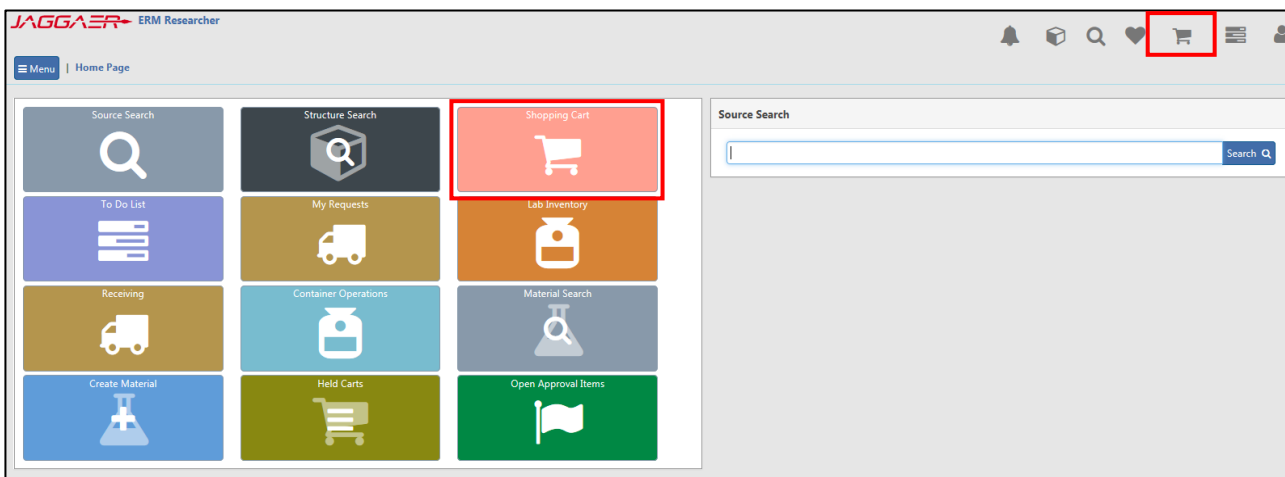


Type In Item Purchasing Procedure

Type-In (Spot Buy) Purchasing Procedure

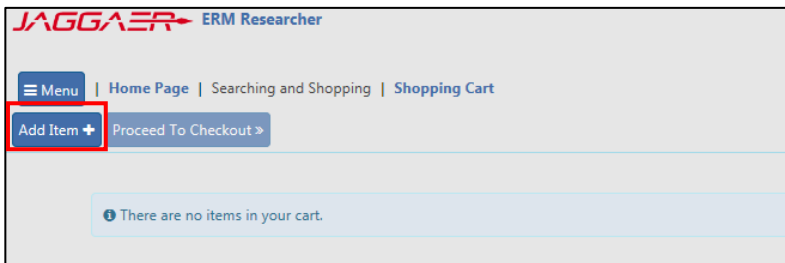


JAGGAER ERM Researcher

Menu | Home Page

Source Search, Structure Search, Shopping Cart, To Do List, My Requests, Lab Inventory, Receiving, Container Operations, Material Search, Create Material, Held Carts, Open Approval Items

Source Search



JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Shopping Cart

Add Item + Proceed To Checkout >

There are no items in your cart.

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 314

Searching and Shopping | Add Type In Item

Save Back To Cart

Product Name *
Maximum of 250 characters

Supplier * Filter... **Catalog # ***
Maximum of 250 characters

Order Qty. * 1 **1.**

Pkg Quantity * Value >= 0 **Package Unit of Measure *** **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 **2.**

UNSPSC

Attachment Browse... **3.**

Internal Note Maximum of 4000 characters **4.**

External Note Maximum of 4000 characters **5.**

Item Category Code * **6.**

- ▶ Complete Mandatory Fields (*) for Type-In (Spot Buy)
 - ▶ Product name, Supplier, Catalogue #, Order Qty, Pkg, Price [exclude GST/taxes], Quantity, Pkg UoM, Number Units/Item [usually left at 1], Price & Currency [Please ensure the currency or conversion is not changed from the quote] (1)
 - ▶ Optionally complete CAS# and MDL# (2)
 - ▶ Attachment (3): Users can attach quotes of the item, which will be visible within the finance system for Finance Services Team to process
 - ▶ Internal notes (4): quote number, delivery cost, any information for Finance Services Team
 - ▶ External notes (5): special delivery requirements, any information

Type In Item Purchasing Procedure

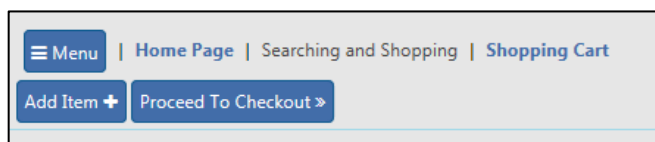
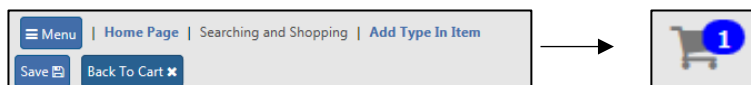
!! IMPORTANT!!

Please ensure that all fields entered in the type in window are keyed in and no copy/paste function is used.

Please remove all special characters from the product description such micro in μ l, trade mark and copyright logos.

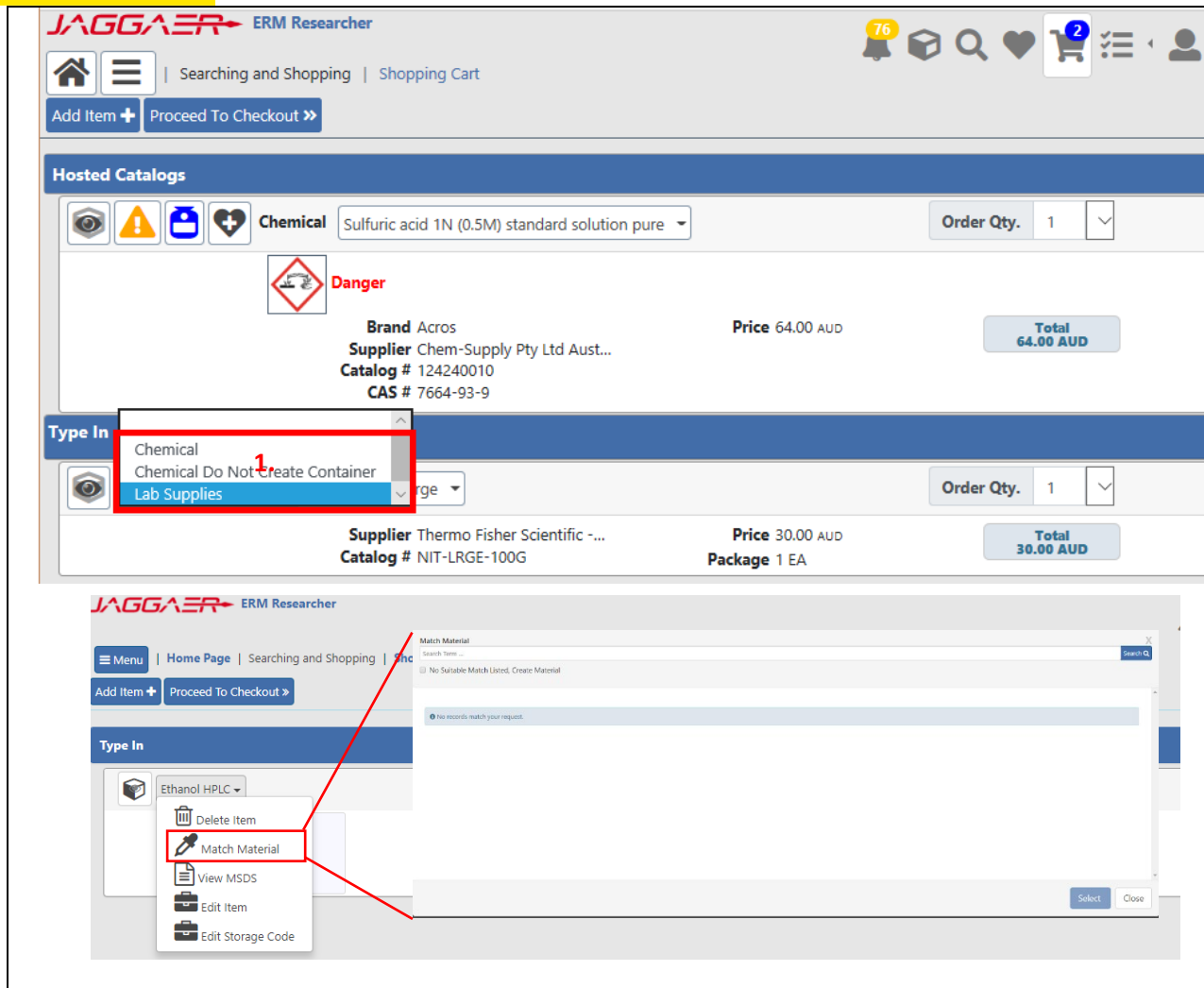
that users want to give to the supplier/vendors

- ▶ Item Category Code (6): select appropriate category for the line item from the below list:
 - Chemicals, Clinical Consumables, Equipment (Non-assets), Gases, Lab & Workshop Supplies, Lab consumables, Lab instruments & Equip, Life Science Consumables, other consumables & safety equipment.



- ▶ Click 'Save' button which will add the item to shopping cart
- ▶ Complete all mandatory actions before proceeding e.g. substance matching.

Type In Item Purchasing Procedure



The screenshot displays the JAGGAER ERM Researcher interface. The top navigation bar includes the JAGGAER logo, 'ERM Researcher', and navigation icons. Below the navigation bar, there are buttons for 'Add Item +', 'Proceed To Checkout >>', and 'Hosted Catalogs'. The main content area shows a list of items. The first item is 'Sulfuric acid 1N (0.5M) standard solution pure' with a price of 64.00 AUD. The second item is 'Ethanol HPLC' with a price of 30.00 AUD. A red box highlights the 'Type In' dropdown menu for the second item, which is open and shows options: 'Chemical', 'Chemical Do Not Create Container', and 'Lab Supplies'. A red '1' is placed next to 'Chemical Do Not Create Container'. A second screenshot below shows a 'Match Material' dialog box with a search bar and a message 'No records match your request.' A red box highlights the 'Match Material' button in the dialog box, with a red arrow pointing to it from the 'Match Material' option in the dropdown menu above.

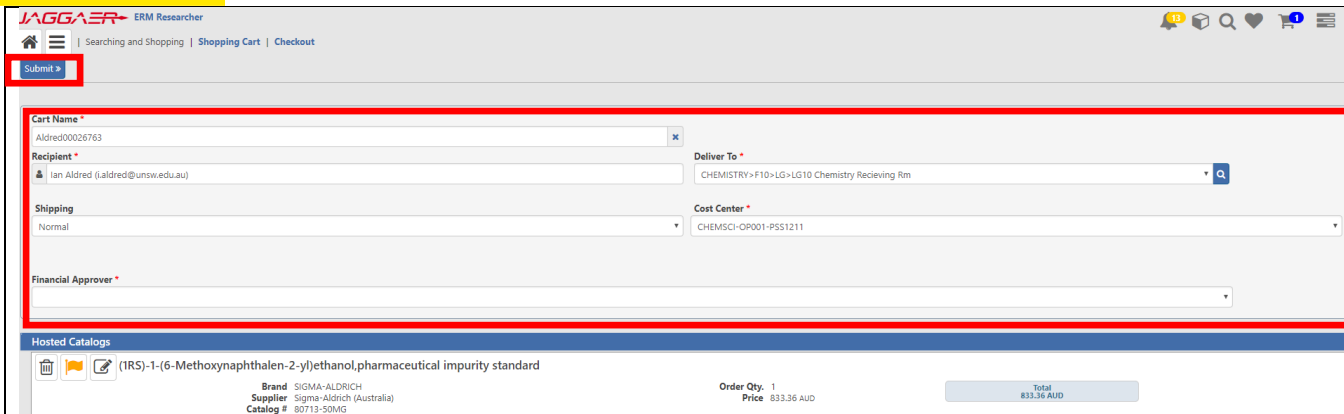
- ▶ For lab consumables (e.g. beakers), please select “lab supplies” from the material type drop-down menu. (1)
- ▶ For a chemical which is already in the substance register, please match material by searching the name of the chemical and select “chemical” from the material type drop-down list.
- ▶ For a new unique chemical, select either “chemical” or “chemical do not create container” from material type drop-down list (1) and a new material will be created and will require safety approval before being placed onto a purchasing report.
- ▶ **Note:** any actions which results in the creation of a new material will require safety approval of item which will DELAY your requisition.
- ▶ Click ‘**Proceed to Checkout**’ button

Type In Item Purchasing Procedure



Note: When re-ordering a Type-In item from the "My Request", users will still need to select the item category code by selecting "Edit Item" and save the changes.

Type In Item Purchasing Procedure



JAGGAER ERM Researcher

Submitting and Shopping | Shopping Cart | Checkout

Submit

Cart Name *
Aldred00026763

Recipient *
Ilan Aldred (ialdred@unsw.edu.au)

Deliver To *
CHEMISTRY>F10>LG>LG10 Chemistry Receiving Rm

Shipping
Normal

Cost Center *
CHEMSCI-OP001-PSS1211

Financial Approver *

Hosted Catalogs

Item	Brand	Supplier	Catalog #	Order Qty	Price	Total
(IRS)-1-(6-Methoxynaphthalen-2-yl)ethanol, pharmaceutical impurity standard	SIGMA-ALDRICH	Sigma-Aldrich (Australia)	80713-50MG	1	833.36 AUD	833.36 AUD

✓ Request placed successfully.

▶ Complete all mandatory (*) fields

- ▶ Cart name
- ▶ Recipient
- ▶ Deliver To
- ▶ Cost Centre (cannot select multiple cost centre per shopping cart)

▶ Financial Approver: select the appropriate financial approver for your School or Business by searching their name in drop down menu.

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

▶ Click 'Submit' to complete the submission process

! 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.



Australia's
Global
University

Type In Item Purchasing Procedure



User can only select ONE cost centre
per shopping cart submission.