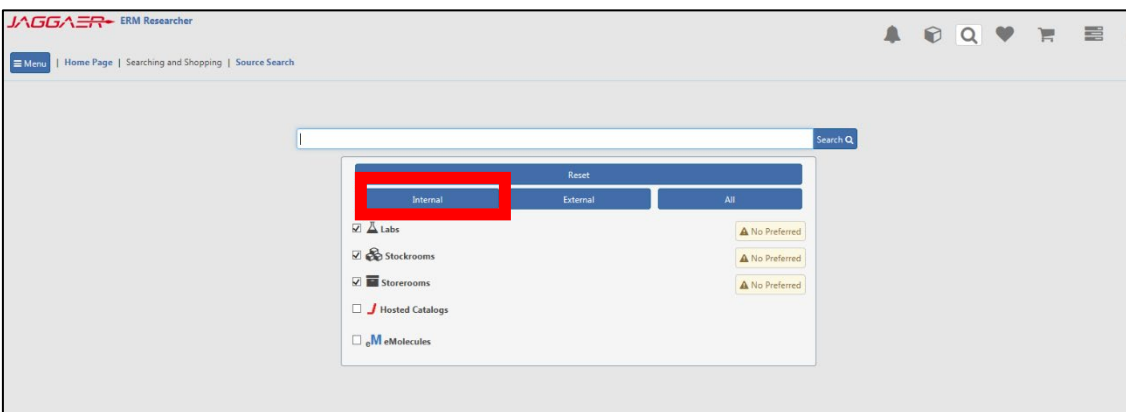
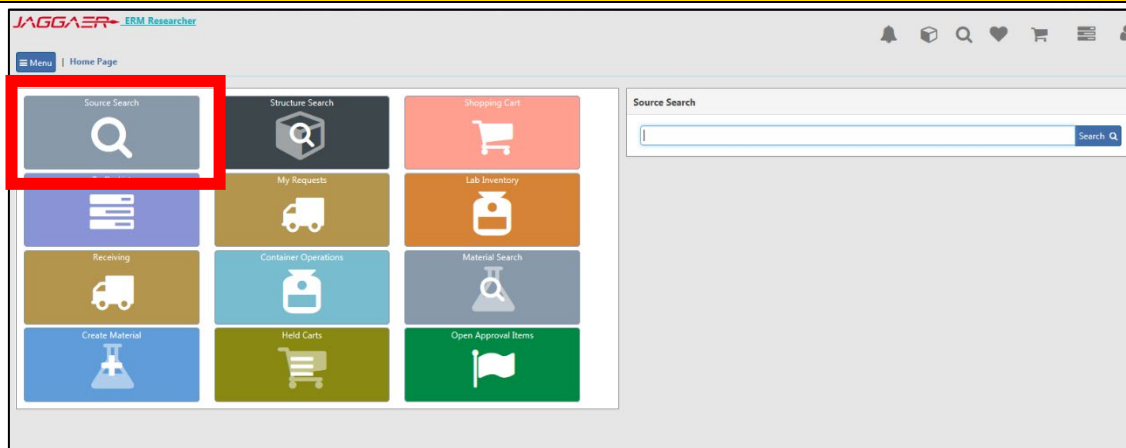





UNSW Stores Purchasing Procedures



- ▶ 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

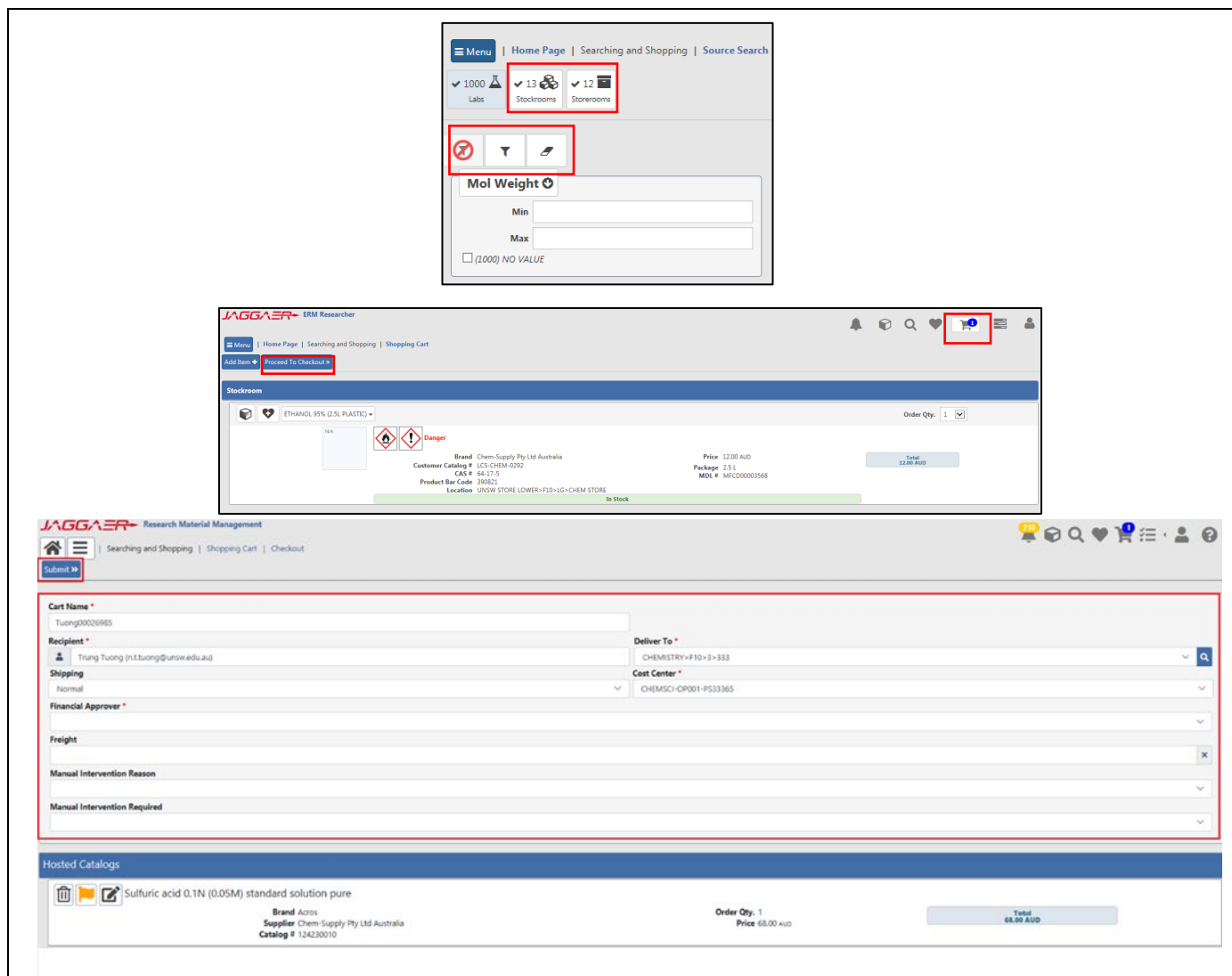
✓ 1000  Labs
✓ 13  Stockrooms
✓ 12  Storerooms

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.)

! 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.



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
 - ▶ Cost Centre

a. Financial Approver: Please select the appropriate financial approver for your School or Business by searching their name in the drop down menu. (this formality in Jaggaer as no action is required from the financial approver for UNSW Store orders.

b. Freight: "leave blank"
Invention required : no

- ▶ Click the 'Submit' button