

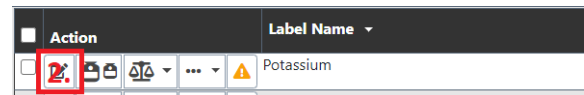
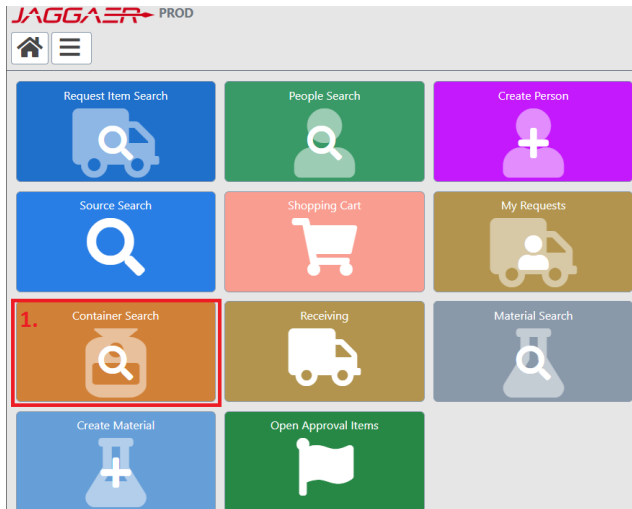
Automatic Assignment of Expiration date

The expiration date will be automatically assigned when a container manually created or generated from the receipt process where the material of the container is a part of the EHS list with an expiration period. Expiration date can also be manually assigned for individual container as seen from “manual assignment of expiration date” section below.

EHS list:

- Organic Peroxide Category A: 3 months
- Organic Peroxide Category B: 6 months
- Calcium Gluconate: 6 months
- Picric Acid: 12 months

Manual Assignment of an Expiration date



All containers in Jaggaer can be assigned an expiration date in either edit container or in the receiving process when generating a container.

Editing/Setting an expiry date for a container :

1. Search for container via container search
2. Select the “edit container” icon
3. Select the expiration date
4. Click the “save” button

4. Save

General

AVAILABLE

Bar Code * 45947

Label * Potassium

Current Amt 100.00 G

Original Amt 100.00 G

Purity *Maximum of 250 characters*

Storage Code

Lot # *Maximum of 32 characters*

Product Information

Supplier * Sigma-Aldrich Pty Ltd (UNSW Stores)

Brand *Maximum of 250 characters*

Catalog # *Maximum of 32 characters*

Manufacturer Part # *Maximum of 32 characters*

Owner

Aaron Kennedy
 Phone # 0449152367
 Email aaron.dw.kennedy@gmail.com
 Room 333
 Organization Name UNSW KENSINGTON>Faculty of Science>Chemistry>Chemistry-Jonathon Beves

Dates

Created 21/12/2013
 Room Acquired 21/12/2013
 Site Acquired 9/10/2006

Expiration 3. Last Invented

Opened Last Test

Next Test

Locations

Use
 CHEMISTRY>F10>3>333> Flam Sol Cab 2
 Storage
 CHEMISTRY>F10>3>333> Flam Sol Cab 2

JAGGAER Research Material Management

Inventory Services | Receiving

Receive 5m Back to Work List

Controlled

ILUM XylZIL 20 inj

Deliver To: Badar, Samina (s3005069@unsw.edu.au)@STGCL>STG27>3>3.18

Amount: 50 mL Supplier/Catalog #: Cenvet Australia Pty Limited/x5010

Quantity to Receive (1 Outstanding) * 1

Quantity Outstanding after Receipt 0

Create Containers

Lot #

Storage Code

Expiration Date 2.

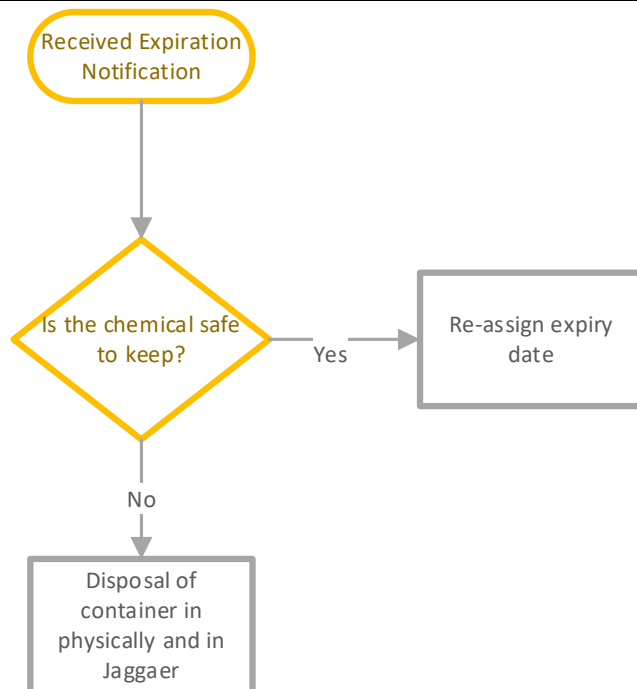
General Comments

Assign Expiry date upon receiving:

Before receiving the line item:

- 1." Create container" option is selected
2. Set "expiration date"
3. Click the "receive" button

What to do when receiving expiration notification from Jaggaer?



Expiration Notification email or In-app message will be sent out to the container owner and UNSW Jaggaer support on the expiry date. This process will run once a week. This expiry notification will continually be sent until the container is dealt with in Jaggaer

For Organic Peroxide Forming Chemical, please use guide ([HS622](#)) to determine if the container is safe to keep

If the container is safe for storage; please follow the steps above in the “*manual assignment of expiration date*” to re-assign a new expiration date according to the expiry period of chemical.

IF the container deemed to be no longer safe for storage, the container status needs to change to a “dispose” or “dispose empty” status via container operation ([page 6 of container operation guide](#)). This operation will stop any further expiry notification for the container.