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
Hosted Catalogue Purchasing Procedure

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

▶ Search result window should appear next
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
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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.
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 (will default 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.
Click the ‘Submit’ button

! IMPORTANT!

- Please do not add UNSW Store line items with hosted catalogue and type in line items in the same shopping. Hosted catalogue and type in line items can be submitted together.
- User can only select ONE cost centre per shopping cart submission.