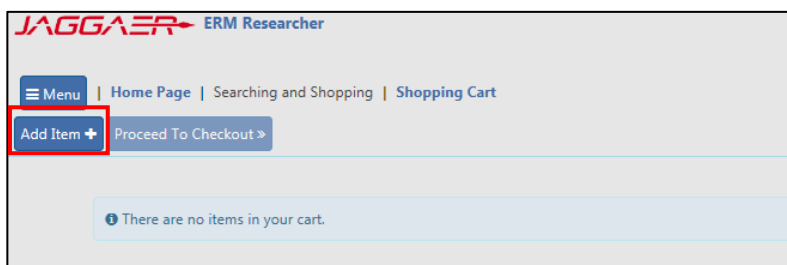
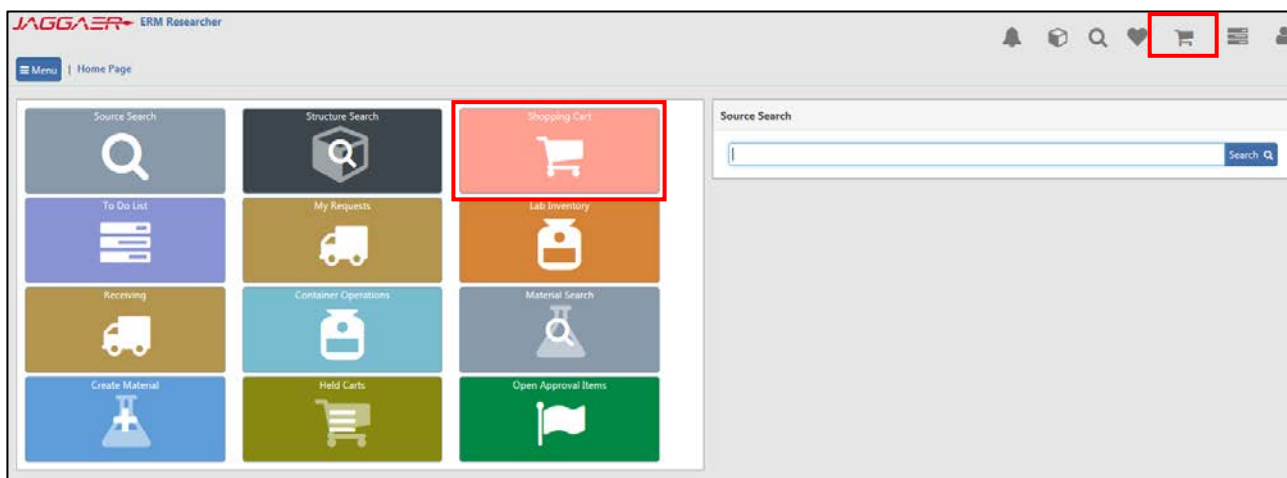


Radioactive Chemical Purchasing Procedure

Type In item Purchasing Procedure

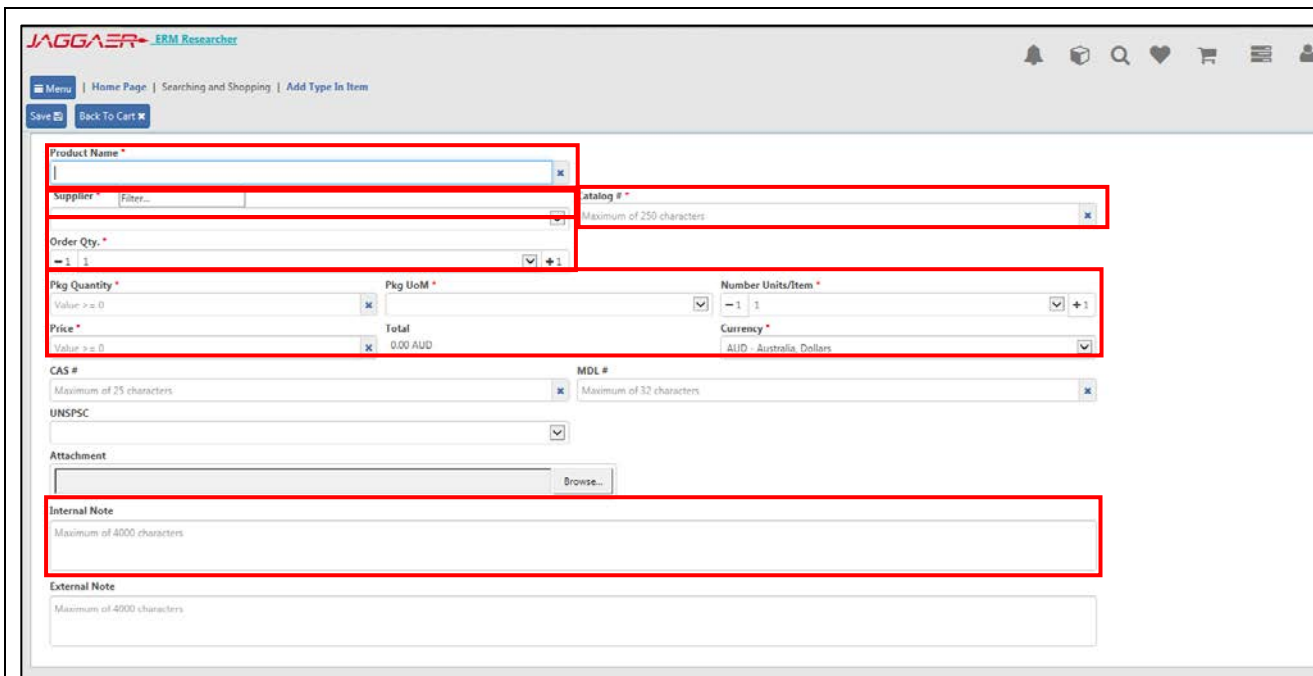


This is the method for submitting a requisition for a radioactive chemical found via Type In

▶ Select the shopping cart icon or tile

▶ Select the 'Add Item +' button

Radioactive Chemical Purchasing Procedure



JAGGAER ERM Researcher

Menu | Home Page | Searching and Shopping | Add Type In Item

Save | Back To Cart

Product Name *

Supplier * | Enter... | Catalog # * | Maximum of 250 characters

Order Qty. * | - 1 | + 1

Pkg Quantity * | Value >= 0 | Pkg UoM * | Number Units/Item * | - 1 | + 1

Price * | Value >= 0 | Total | 0.00 AUD | Currency * | AUD - Australia Dollars

CAS # | Maximum of 25 characters | MDL # | Maximum of 32 characters

UNSPSC

Attachment | Browse...

Internal Note | Maximum of 4000 characters

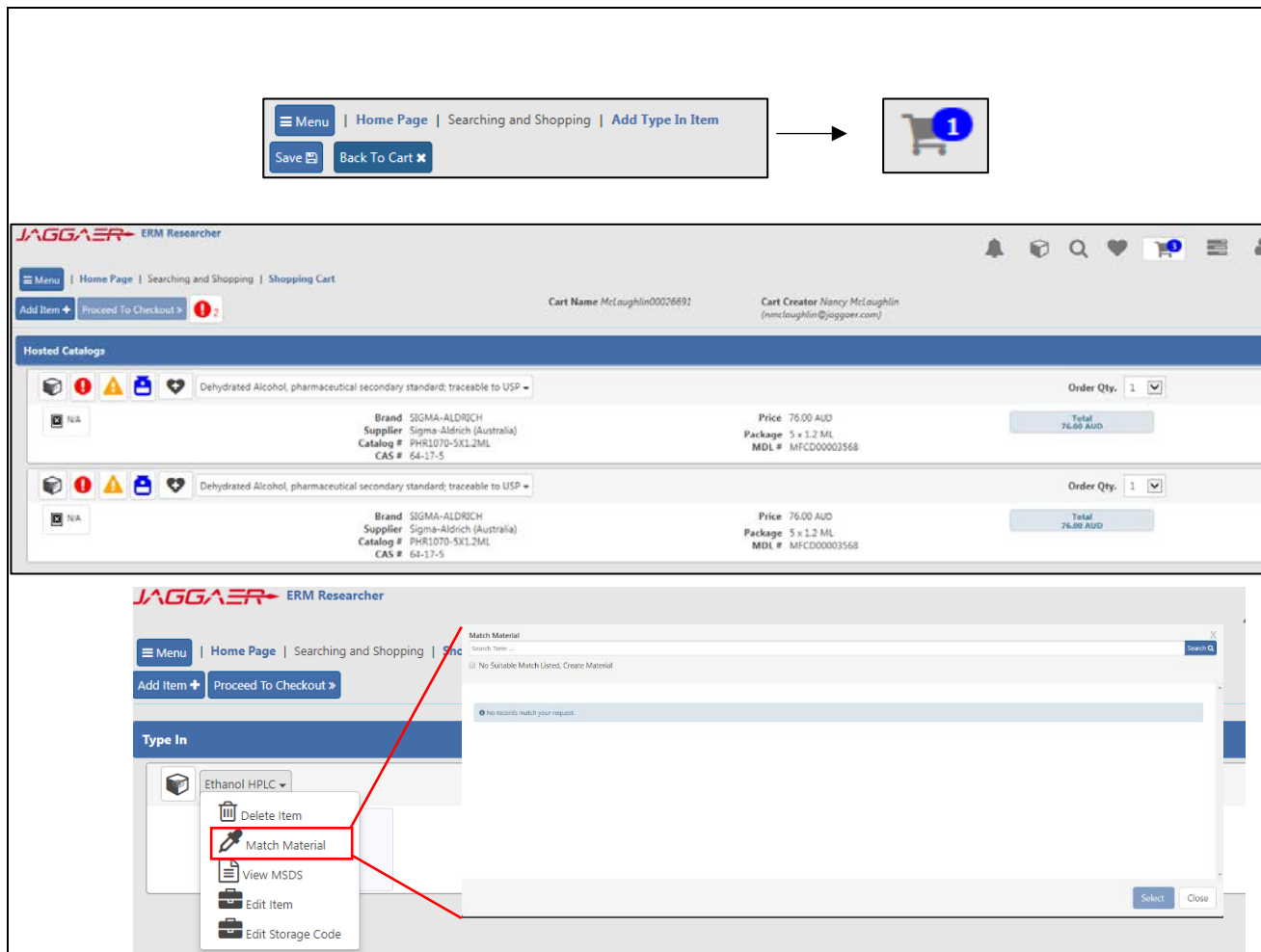
External Note | Maximum of 4000 characters

- ▶ Complete mandatory fields (*) for Spot Buy.
 - ▶ Product name
 - ▶ Supplier
 - ▶ Catalogue #
 - ▶ Order Qty
 - ▶ Pkg Quantity
 - ▶ Pkg UoM
 - ▶ Number Units/Item
 - ▶ Price
 - ▶ Currency
 - ▶ Please supply the following information below in the internal note field

Name of requestor:
RSC approval number:
User licence number:

Note: Failure to supply the required information will result in the line item being cancelled. Users will need to re-order the line item with the right information from "My request" tile.

Radioactive Chemical Purchasing Procedure



The screenshot shows the JAGGAER ERM Researcher interface. At the top, there is a navigation bar with 'Menu', 'Home Page', 'Searching and Shopping', and 'Add Type In Item'. Below this is a 'Save' button and a 'Back To Cart' button. A shopping cart icon with a '1' indicates one item in the cart. The main area displays a list of items in the shopping cart, including 'Dehydrated Alcohol, pharmaceutical secondary standard; traceable to USP'. Each item has a 'Match Material' button. A dialog box titled 'Match Material' is open, showing a search field and a 'No records match your request' message. A red box highlights the 'Match Material' button in the dialog, and a red arrow points to it from the 'Match Material' button in the item list.

- ▶ Click 'Save' button which will add the item to shopping cart
- ▶ Complete all mandatory actions before proceeding e.g. substance matching.
- ▶ Click on the drop-down menu of the line item and select "Match Material"
- ▶ For a radioactive chemical which is already in the substance register, please match material by searching the name of the chemical or CAS number and Click "select"

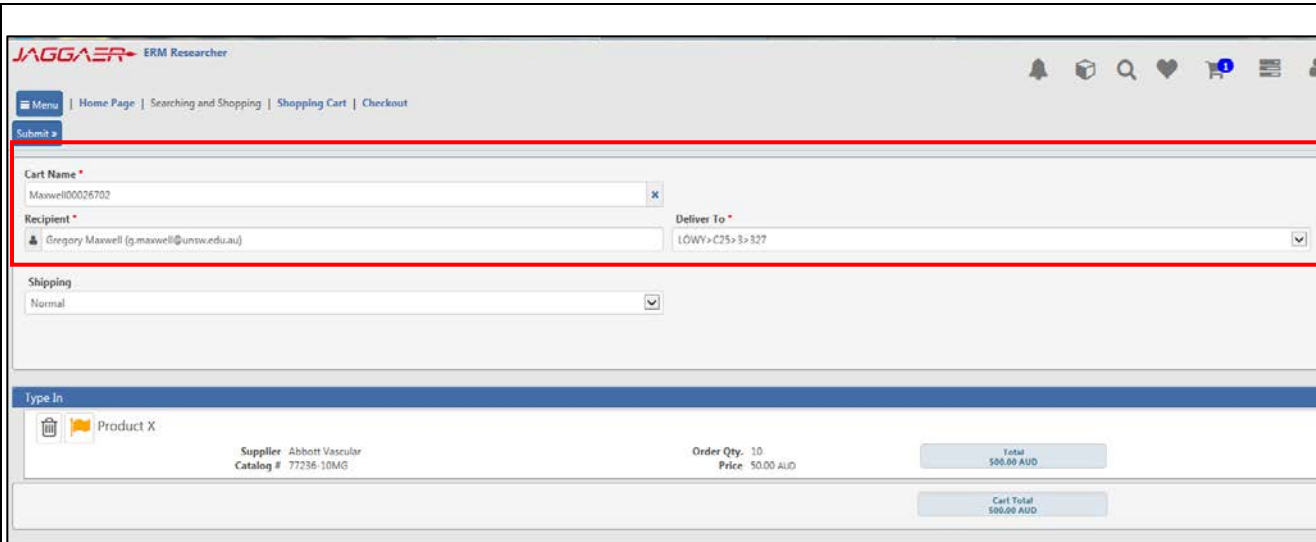
Hint: any actions which results in the creation of a new material will require safety approval of item which will DELAY your requisition.

- ▶ Click 'Proceed to Checkout' button

Radioactive Chemical Purchasing Procedure

[Menu](#) | [Home Page](#) | [Searching and Shopping](#) | [Shopping Cart](#)

[Add Item +](#) [Proceed To Checkout >](#)



JAGGAER ERM Researcher

[Menu](#) | [Home Page](#) | [Searching and Shopping](#) | [Shopping Cart](#) | [Checkout](#)

[Submit >](#)


Cart Name *
Maxwell00026702

Recipient *
Gregory Maxwell (g.maxwell@unsw.edu.au)

Deliver To *
LOWY-C25>3>327

Shipping
Normal

Type In

 Product X	Supplier: Abbott Vascular Catalog #: 77236-10MG	Order Qty.: 10 Price: 50.00 AUD	Total \$60.00 AUD
---	--	------------------------------------	----------------------

Cart Total
\$60.00 AUD

▶ Complete all mandatory fields (*)

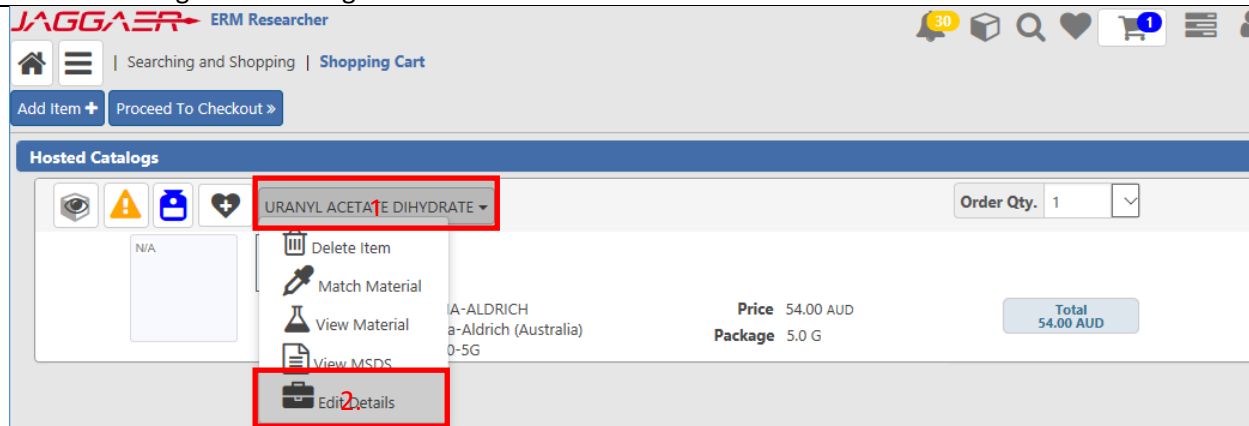
- ▶ Cart name
- ▶ Recipient
- ▶ Deliver To

✓ Request placed successfully.

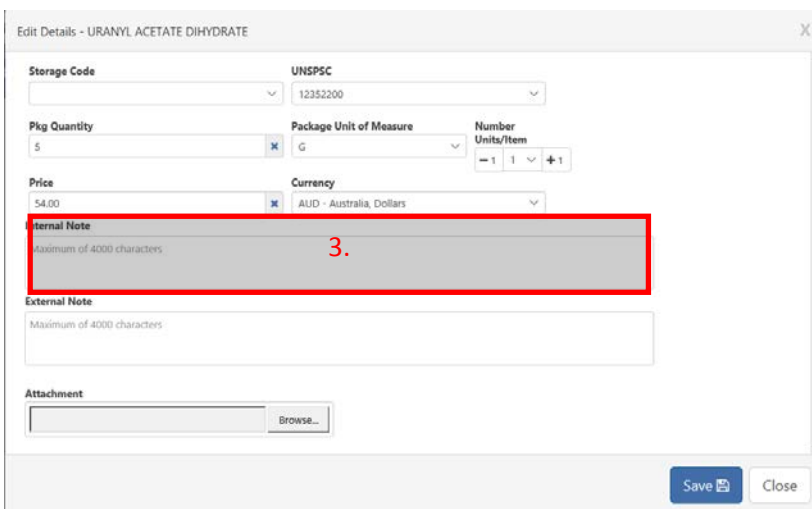
▶ Click 'Submit' to complete the process

Radioactive Chemical Purchasing Procedure

Hosted Catalogue Purchasing Procedure



The screenshot shows the JAGGAER ERM Researcher interface. The top navigation bar includes 'Searching and Shopping' and 'Shopping Cart'. Below this, there are buttons for 'Add Item +' and 'Proceed To Checkout >'. The main area displays 'Hosted Catalogs' with a list of items. One item, 'URANYL ACETATE DIHYDRATE', is highlighted with a red box. A dropdown menu is open for this item, showing options: 'Delete Item', 'Match Material', 'View Material', 'View MSDS', and 'Edit Details'. The 'Edit Details' option is also highlighted with a red box. To the right of the item, the price is listed as 54.00 AUD and the package as 5.0 G. A 'Total 54.00 AUD' button is visible.



The screenshot shows the 'Edit Details - URANYL ACETATE DIHYDRATE' form. The form contains several fields: 'Storage Code' (UNSPSC), 'Pkg Quantity' (5), 'Package Unit of Measure' (G), 'Price' (54.00), and 'Currency' (AUD - Australia, Dollars). The 'Internal Note' field is highlighted with a red box and contains the text '3.'. Below the 'Internal Note' field is the 'External Note' field, which is currently empty. At the bottom of the form, there is an 'Attachment' section with a 'Browse...' button. The 'Save' and 'Close' buttons are located at the bottom right of the form.

- ▶ Follow quick reference guide for “[Hosted Catalogue Purchasing Procedure](#)” with the addition of the step below:
- ▶ Before selecting “Proceed to Checkout”, click the line item drop-down menu (1) and select “Edit Details” (2)
- ▶ Please supply the following information below in the internal note field (3):
 - Name of requestor:
 - RSC approval number:
 - User licence number:

Note: Failure to supply the required information will result in the line item being cancelled. User will need to re-order the line item with the right information from “My request” tile.