Type In item Purchasing Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the shopping cart icon or tile</td>
</tr>
<tr>
<td>2</td>
<td>Select the ‘Add Item +’ button</td>
</tr>
</tbody>
</table>

This is the method for submitting a requisition for a radioactive chemical found via Type In.
Radioactive Chemical Purchasing Procedure

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

- 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

- Complete all mandatory fields (*):
  - Cart name
  - Recipient
  - Deliver To

- Click ‘Submit’ to complete the process

Request placed successfully.
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.