**Schedule 8/9 Drugs Purchasing Procedure**

<table>
<thead>
<tr>
<th>Type In item Purchasing Procedure</th>
<th>This is the method for submitting a request for a Schedule 8/9 Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ Select the shopping cart icon or tile</td>
<td></td>
</tr>
<tr>
<td>▶ Select the ‘Add Item +’ button</td>
<td></td>
</tr>
</tbody>
</table>
Schedule 8/9 Drugs Purchasing Procedure

### 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:
- UNSW ZID number:
- School/Faculty of requestor:
- ACEC project number (if related to animal research project):
- NSW Health authority number:
- Intended storage location of drug:
Schedule 8/9 Drugs Purchasing Procedure

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.

▶ 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 Schedule 8/9 drug 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.
Schedule 8/9 Drugs Purchasing Procedure

Click ‘Proceed to Checkout’ button
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▶ Complete all mandatory (*) fields
  ▶ Cart name
  ▶ Recipient
  ▶ Deliver To
  ▶ Cost Centre (cannot select multiple cost centre per shopping cart)
▶ Financial Approver: select the appropriate financial approver for your School or Business by searching their name in drop down menu.

Note: refer to the Financial Approvers List document to find the correct approver for your School or Business Unit.

▶ Click ‘Submit’ to complete the submission process

! 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.
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Hosted Catalogue Purchasing Procedure

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 dropdown menu (1) and select “Edit Details” (2)

Please supply the following information below in the internal note field (3):

- Name of requestor:
- UNSW ZID number:
- School/Faculty of requestor:
- ACEC project number (if related to animal research project):
- NSW Health authority number:
- Intended storage location of drug:

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.