UNSW Stores Purchasing Procedures

- Select the ‘Source Search’ tile on the home page

- Source Search window will appear

Select UNSW Stores as sources to search from
- Option 1: Manual selection of UNSW Stores channel
- Clicking on the ‘Internal’ button
UNSW Stores Purchasing Procedure

Type any identifier into the search field and click ‘Search’ button

▶ Common name
▶ CAS number
▶ Chemical formula
▶ Search result window should appear next
▶ Select a channel (Stockrooms or Storerooms)
▶ ‘Filter’ Option: Allows user to filter result according to different input (e.g. Mol Weight, Price, etc.)

! 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.
Click on the icon to add the item

- For additional information click on icon
- To add items as ‘Favourite’ click on icon

**Note:** Quantity values > 100 can now be typed into the “Order Qty” field.
- To complete the submission of the request, click the ‘Proceed to Checkout’ button
- Complete the mandatory fields (*)
  - Cart name
  - Recipient
  - Deliver To
  - Cost Centre

a. 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