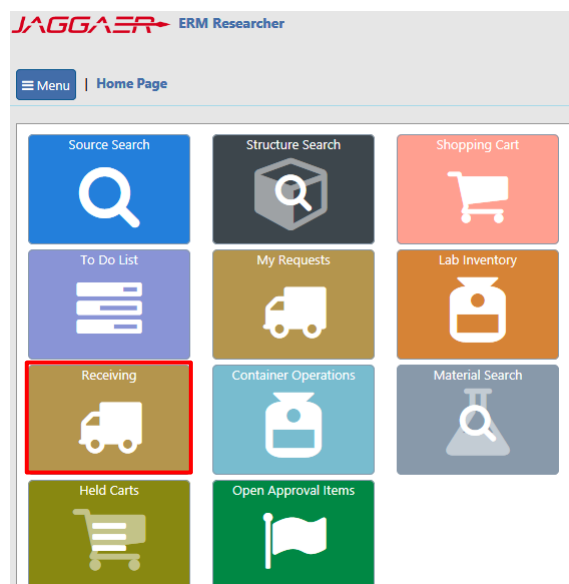
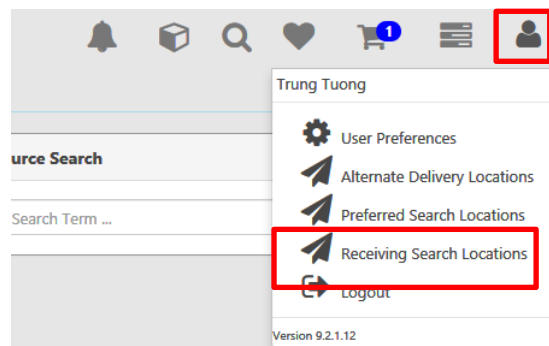


How to Receive a Delivery in Research Module



- ▶ Login into Jaggaer Researcher Module
- ▶ Set your "Alternative receiving location" by clicking on the user icon.
- ▶ Select the "Receiving" tile

How to Receive a Delivery in Research Module

The screenshot shows the JAGGAER ERM Researcher interface. At the top, there is a navigation bar with 'Menu', 'Home Page', 'Containers and Materials', and 'Receiving'. Below this, a search bar contains 'TEST1001' and a 'Search' button. A dropdown menu for 'Search Rooms' is set to 'All Rooms'. The main area displays a table of search results with columns for Action, Request Date, Status, Rec/Ord, Cart Name, Purchase Order #, Product Name, and Requestor.

Action	Request Date	Status	Rec/Ord	Cart Name	Purchase Order #	Product Name	Requestor
	19/06/2017	Ordered	0 / 1	Tuong00026673	TEST1001	Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream	Tuong, Trung (n.t.tuong@unsw.edu.au)
	19/06/2017	Ordered	0 / 1	Tuong00026677	TEST1001	Ketamine hydrochloride/xylazine hydrochloride solution	Tuong, Trung (n.t.tuong@unsw.edu.au)
	19/06/2017	Ordered	0 / 1	Tuong00026677	TEST1001	Reflex 100% Recycled Carbon Neutral A3 Copy Paper 80gsm White Ream	Tuong, Trung (n.t.tuong@unsw.edu.au)
	31/07/2017	Ordered	0 / 1	Tuong00026678	TEST1001	Chloroform, contains ethanol as stabilizer, ACS reagent, =99.8%	Tuong, Trung (n.t.tuong@unsw.edu.au)
	14/08/2017	Ordered	0 / 1	Tuong00026794	TEST1001	2-(Methylthio)ethanol, =99%	Tuong, Trung (n.t.tuong@unsw.edu.au)
	14/08/2017	Ordered	0 / 1	Tuong00026782	TEST1001	Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream	Tuong, Trung (n.t.tuong@unsw.edu.au)

- ▶ Select the desired search rooms (not required):
 - “All Rooms”: select for a wider search range of all receiving locations on campus
 - “All my rooms”: select for search only receiving location you have selected
- ▶ Begin search by inputting any searchable identifiers
 - PO number
 - Request number
 - Recipient name
- ▶ Select the item/items for receiving by add them
- ▶ Click on the “Receive items” button

The screenshot shows the same JAGGAER ERM Researcher interface, but with a 'Back to Search' button at the top. The table of search results is shown, and the 'Receive Truck' icon (a truck) in the 'Action' column of the first row is highlighted with a red box.

Action	Request Date	Status	Rec/Ord	Cart Name	Purchase Order #	Product Name	Requestor
	19/06/2017	Ordered	0 / 1	Tuong00026677	TEST1001	Ketamine hydrochloride/xylazine hydrochloride solution	Tuong, Trung (n.t.tuong@unsw.edu.au)
	19/06/2017	Ordered	0 / 1	Tuong00026677	TEST1001	Reflex 100% Recycled Carbon Neutral A3 Copy Paper 80gsm White Ream	Tuong, Trung (n.t.tuong@unsw.edu.au)

- ▶ Select the “Receive Truck” icon on the desired item.

JAGGAER ERM Researcher

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Menu | Home Page | Containers and Materials | Receiving

Receive Back to Work List **Controlled**

Ketamine hydrochloride/xylazine hydrochloride solution

Deliver To: Tuong, Trung (n.t.tuong@unsw.edu.au)@CHEMISTRY>F10>2>234

Amount: 10.0 ML Supplier/Catalog #: Sigma-Aldrich (Australia)/K113-10ML Brand/Mfr. #: SIGMA-ALDRICH/K113

Quantity to Receive (1 Outstanding) *
 -1 1 +1 Close item after receipt

Create Containers

Lot # Value >= 0 Storage Code Expiration Date

General Comments

Risk Assessment

Safe Work Procedures

Bar Codes Print Labels on Receive?

423287

Label Type: Container Basic Printer: CHEM-F10-LG10 Copies: 1

- ▶ Click "Receiving" button (highlighted in RED)
 - For chemical container: Details about the container will appear and upon receipt a barcode will be printed.
 - IF user need to change the selected printer click on the "Printer" icon
 - IF users choose not to create a container for the received item deselect the "Create Container" option
 - For lab consumables

Cancel Item/Items from Requisition

JAGGAER ERM Researcher

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Menu | Home Page | Containers and Materials | Receiving

Receive Items (0) 6 Results

Search
 Show only open items

Search Rooms

Action	Request Date	Status	Rec/Ord	Cart Name	Purchase Order #	Product Name	Requestor
<input type="checkbox"/> <input style="border: 2px solid red;" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19/06/2017	Ordered	0 / 1	Tuong00026673	TEST1001	Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream	Tuong, Trung (n.t.tuong@ur
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19/06/2017	Ordered	0 / 1	Tuong00026677	TEST1001	Ketamine hydrochloride/xylazine hydrochloride solution	Tuong, Trung (n.t.tuong@ur
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19/06/2017	Ordered	0 / 1	Tuong00026677	TEST1001	Reflex 100% Recycled Carbon Neutral A3 Copy Paper 80gsm White Ream	Tuong, Trung (n.t.tuong@ur
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	31/07/2017	Ordered	0 / 1	Tuong00026678	TEST1001	Chloroform, contains ethanol as stabilizer, ACS reagent, =99.8%	Tuong, Trung (n.t.tuong@ur
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14/08/2017	Ordered	0 / 1	Tuong00026794	TEST1001	2-(Methylthio)ethanol, =99%	Tuong, Trung (n.t.tuong@ur
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14/08/2017	Ordered	0 / 1	Tuong00026782	TEST1001	Reflex 100% Recycled Carbon Neutral A4 Copy Paper 80gsm White Ream	Tuong, Trung (n.t.tuong@ur

▶ Select the desired search rooms (not required):

- "All Rooms": select for a wider search range of all receiving locations on campus
- "All my rooms": select for search only receiving location you have selected

▶ Begin search by inputting any searchable identifiers

- PO number
- Request number
- Recipient name

▶ Click on the "Cancel" icon (highlighted in red) for the desired item.