

## Chemical Ordering Process

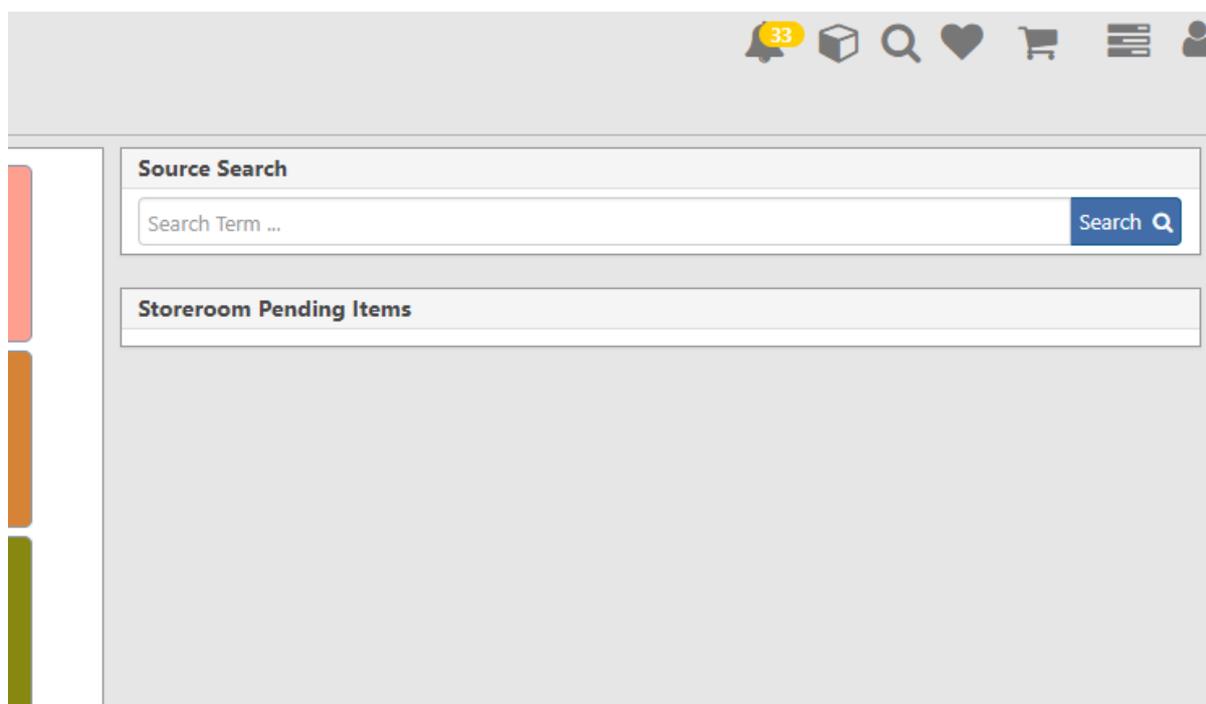
Chemicals (and some lab consumables) are to be ordered through **Sciquest**:

<https://erm.sciquest.com/macquarie/erd-client/app/login/>

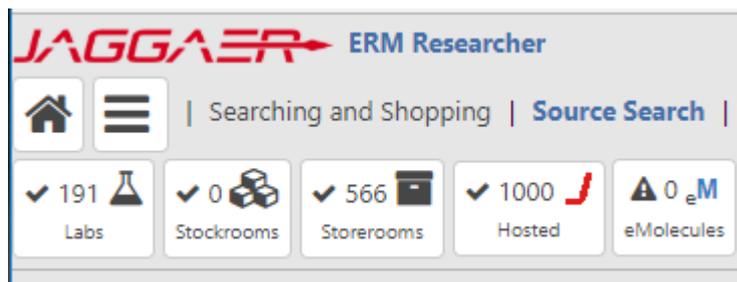
The Log in is through OneID, if you are not able to log in please contact admin

([fse.bio-adm@mq.edu.au](mailto:fse.bio-adm@mq.edu.au))

There are two ways to order through Sciquest, through the Source Search of the Hosted Catalogues, or typing the details in in the cart. To order from the Hosted Catalogues (which is preferred), enter what you're searching for into the search bar to the right of the screen.



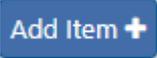
You will be asked to select a channel, for purchasing select "Hosted", to see what other labs in the Uni have what you're looking for, select Labs



From here on in it similar to online shopping, select the chemical you want and click this icon



To add it to your cart, when you're done, go to your cart and select the account to use (if the account you need isn't available send an email to [harriet.osullivan@mq.edu](mailto:harriet.osullivan@mq.edu)) and submit the order.

The second method is the Type In method, while viewing your cart you can select the  button and type in the details of your purchase. Make sure the price and the catalogue code for the supplier is listed, and if the supplier isn't in an available list add it in the comments.

Once your orders have been placed they will need approval.

For STUDENTS, your supervisor will need to approve your purchase.

For STAFF, you will need to approve your own purchase.

To see what needs approval, click on this square on the main menu.



There will be a large tick next to orders you can approve, click that and it will send the order either to purchasing, or if it is a dangerous chemical or a Type In order, to safety to approve.

After it is ordered the status of your cart will say 'sent to purchasing'. When it has been processed by admin, the status will change to 'ordered' and the PO number will be attached to the order information. The PO number can be found by going into the My Requests section and clicking on the



It will look like this (PO number highlighted)

Header Details	
Item Details	
Deliver To	FSE-BIOL>W19F>1>124
Cost Center	1618001 - 2015-20 HIA Research Agreement - Taylor P
Purchase Order #	4031P01307
Purchase Order Line #	3
Request Line #	1
Qty Recvd / Ordered	0/1
Supplier	Astral Scientific
Catalog #	B50509
Pkg Ordered	25 X 1 UNITS
Pkg Rcvd	25 x 1 UNITS
Price	93 AUD

**Receiving your order**

Orders will be delivered to the store (14 Eastern Road) where you can pick them up. Orders for up the Hill will be brought up once a day.

With your order there will be a sticker with a barcode on it, sitting on the package you receive. DO NOT THROW THIS AWAY, peel it off and stick it to whatever goods are inside so that Sciquest can keep track of them. This is important for safety reasons.