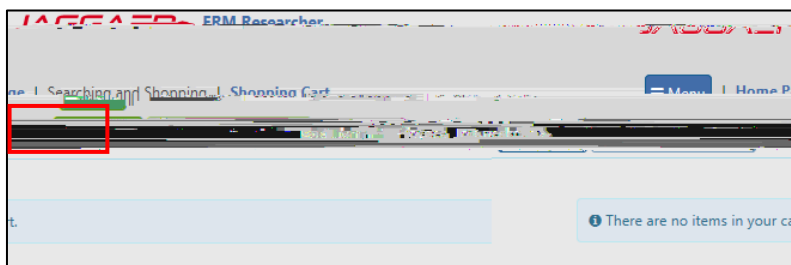


## Type-In (Spot Buy) Purchasing Procedure



This is the method for submitting a requisition for a chemical or consumable that cannot be found in the Hosted Catalogues

Select the shopping cart icon or tile

Select the 'Add Item +' button



Click '**Save**' button which will add the item to shopping cart

Complete all mandatory actions before proceeding e.g. substance matching.  
For lab consumables (e.g. beakers), material match the item to '**lab supplies**' using the search field.

For a chemical which is already in the substance register, please match material by searching the name of the chemical.

For a new unique chemical, a new material will be created and will require safety approval before being placed onto a purchasing report.

**Note: any actions which results in the creation of a new material will require safety approval of item which will DELAY your requisition.**

Please select the correct material "class" for line item ordered from the menu drop-down  
Chemical: use for GHS classed chemicals and container to will created upon receipt

Chemical do not create container: used for non-hazardous chemical or chemicals which container generation is not required.

Lab supplies: used any non-chemical line item and containers will not be created upon receipt.

Click '**Proceed to Checkout**' button

Note: When re-ordering a Type-In item from the "My Request", users will still need to select the item category code by selecting "Edit Item" and save the changes.

Complete all mandatory (\*) fields

