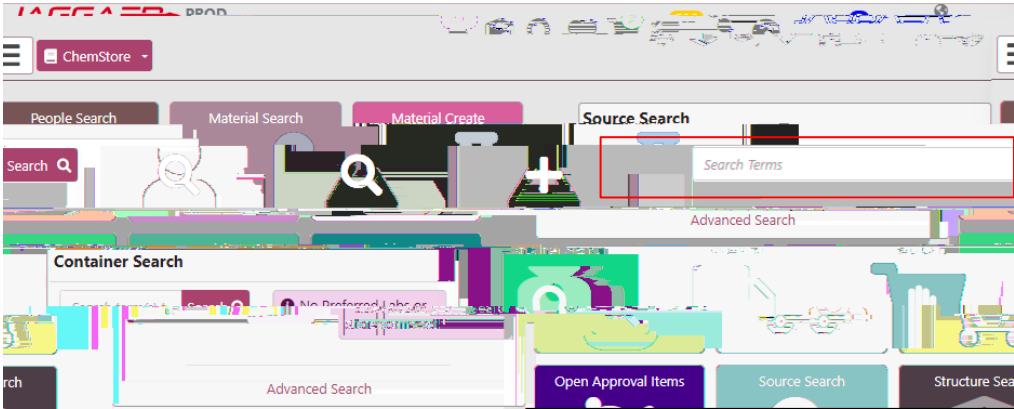
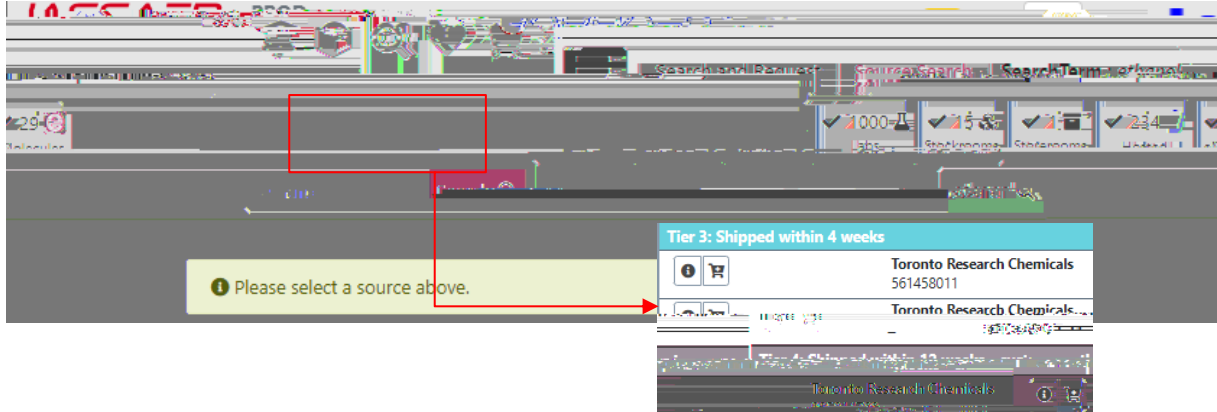




Please do not add a UL(SN#) IDT)-4(d-0to(d-0r12()-4(di4(ete)-m0Twi)125(h)-2)JTJET00.000012546 0 81.2 59.32 reW* nBT/F1 11.04 Tf1 0 0 1 1310.2
Hosted Catalogue and Type In item can be submitted together.

- Please contact the Finance team, if you order single item equipment > \$5000 as they are not to be raised in Jaggaer.

Step	Screenshot
<p>1. In the Home page, enter the item that you wish to purchase in Source Search -> Click Search.</p> <p>You can search using either:</p> <ul style="list-style-type: none">• Common name• CAS number• Chemical formula• Catalog number	
<p>2. Select Hosted or eMolecules to look for Hosted Catalog items based on your search.</p> <p>Note: Orders from eMolecules might take longer time to be shipped depending on the tier of the item (from 2 days to 12 weeks).</p>	

3. Select items to purchase

- Available Filters section allows users to filter results on different criteria (e.g. mol weight, price, suppliers, etc.)
- To clear applied filter, click [Clear](#).
- Click [Add to Shopping Cart](#) The item should appear in your shopping cart.
- To add an item as a Favourite, click [Add to Favourites](#).
- For additional information about the item, click [View Details](#).
- After selecting all items, go to [View Shopping Cart](#).

4. Check Shopping Cart

- Click on the dropdown under Class to select the appropriate material class of the item (if blank).
- Input Order Quantity. Total price will be updated accordingly.
- Click on [Checkout](#) to view and complete all

