

## ANCH TVO

- After receiving the delivery from suppliers (for Hosted Catalog and Type In items), users must login to Jaggaer and partially or fully receipt the item in the system. Once the item is fully received, Finance will proceed with payment to the suppliers.
- This action can only be performed by in Jaggaer, and this role is not assigned to every Buyer. Therefore, please contact your lab manager, technical officers, or local Jaggaer admin to receipt the item on your behalf.

If you accidentally over-receipt the items, please contact Jaggaer Central Team admin (jaggaercim@unsw.edu.au) immediately. Undoing receipt can only be done on the same date of the action, provided no further steps have been taken with the item.



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: To add other locations to your Receiving Search Location:

- Click on icon
- Select
- Find the desired receiving location