



* The system will automatically bundle all request orders and run this process once at 9pm daily.



Buyer

Students or staff that have an active Jaggaer profile to place an order.

Note: Jaggaer accounts are not set up automatically for all students and staff. If you need to purchase lab supplies and chemical products through Jaggaer, please follow [Jaggaer Access Request](#) guide.

Approver

There are two types of approvers:

1. In Jaggaer: Cost approvals can be granted by Cost Centre Approvers of the Buyer's organisation. Safety approvals can be granted by EHS Users of the Buyer's organisation (assigned by Local Jaggaer Admin). Certain high-risk items will require specialist approval from the Central Jaggaer Admin.
2. In Finance System