Hosted Catalogs Purchasing Procedures:

1) Select the “Search tab” and begin search chemical or consumable you wish to buy by either by (Please make sure that in the Sources window the “Hosted Catalogs” circle is selected”:
   a. Name
   b. CAS number
   c. Catalog number

2) From the search results; select the desired line item by pressing button which transfer the line item to the “Shopping cart” tab.

   Note: A window will appear with safety or warning information about the item selected and alternative locations (i.e. Repository, Labs & Stockroom) where the same item can be obtained.

3) Proceed to the “Shopping Cart” to change the following information:

   a. Receipt Name: can be changed in case the requestor is not the recipient by pressing button
   b. Location: is left as “LG10 Chemistry Receiving Rm”
   c. Select cost centre: choose the appropriate cost centre
   d. Ordered Quantity: this can be changed by select and typing in the desired quantity into “Ordered” window.
   e. Each line item can be edited by pressing button.

4) Ensure all details are correct before pressing the button.