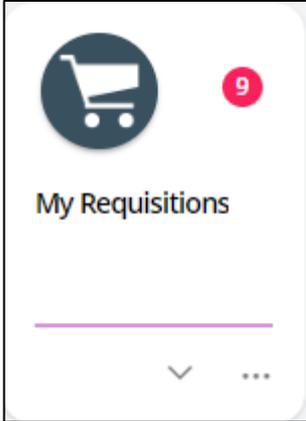
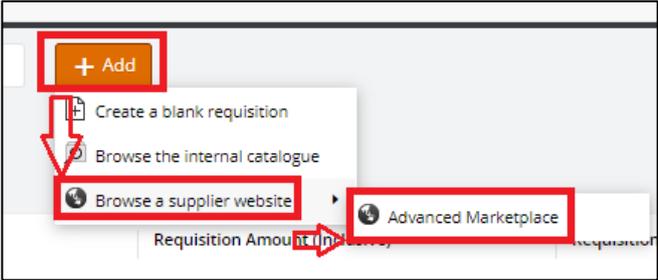
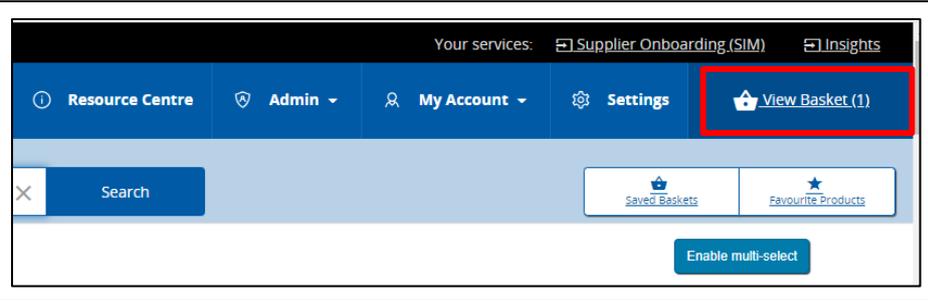
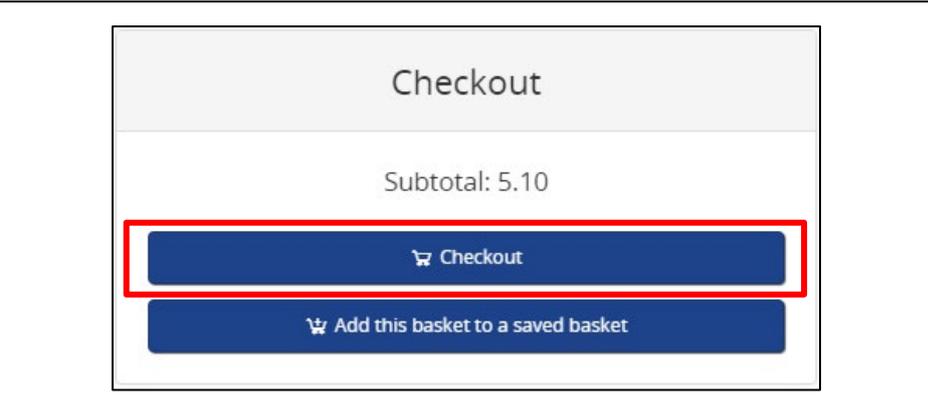


Access and Make Purchases within the Advanced Catalogue

1. Access

<p>1. Log into CIAnywhere and select My Requisitions.</p>	
<p>2. Select + Add</p> <p>3. Select Browse a supplier website</p> <p>4. Select Advanced Marketplace</p>	
<p>5. Once logged into Advanced you can undertake the following tasks.</p> <ul style="list-style-type: none">• Search for a product• Search for a product by a supplier• Search for a product by a category• Free text ordering• Request a quote	

2. Search for a Product using the Search Bar

<p>1. Click in the 'search product' field.</p> <p>2. Enter a short description of what you are looking for e.g. gloves and select 'search'</p>	
<p>3. Search results will show:</p> <ul style="list-style-type: none"> • Picture (if available) • Supplier • Catalogue number • Price • Pack Size • Min Qty, you need to order 	
<p>4. When you find the item you want, enter your quantity and select 'Add to Basket'</p>	
<p>5. Either continue shopping or select 'View Basket'</p>	
<p>6. Click on 'Checkout'</p>	

7. Your shopping cart will return all your items back in the **'My Requisition'** screen in CIAnywhere.

8. Enter delivery point and account details for each item.

9. Select **'save'**



HINT: switch your view to grid view. This is helpful if you have multiple line items.

Delivery Point	Comment	Number of Dissections	Ledger	Account
CNS CITY		1	00	1000.11101.0001.7656

10. Enter your User Details on the **'Settings'** tab and select **'save'**

^ End User Details

Name of End User *
Lisa James

Phone / Email *
lisa.james3@jcu.edu.au

11. Submit your Requisition.

Submit Requisition

Requisition (0200180324) ↻ ↗

1 item, Total (Inclusive) AUD 5.61

Requested Items

1 item
1 item is not fully costed

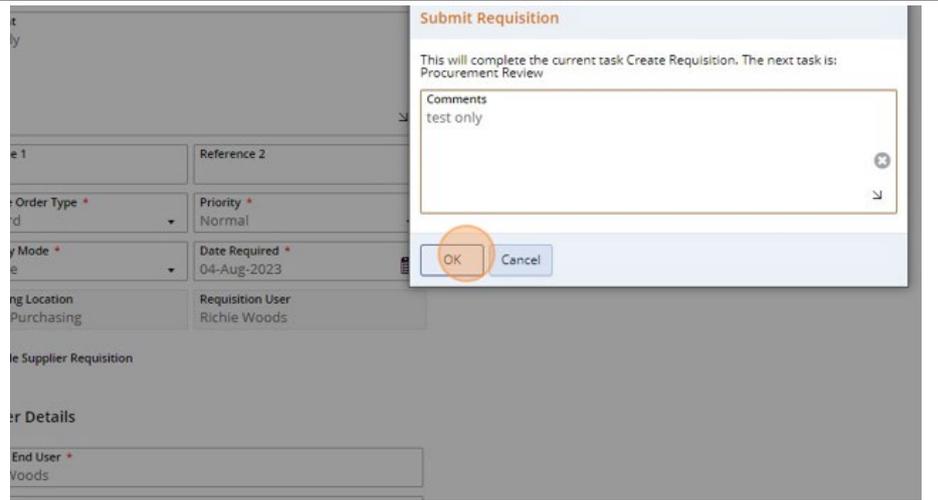
Settings

^ General

Comment

12. Enter any comments for Procurement and then Click "OK"

Your requisition has now been created and will workflow for approval.



Submit Requisition

This will complete the current task Create Requisition. The next task is: Procurement Review

Comments
test only

OK Cancel

Reference 2

Order Type *

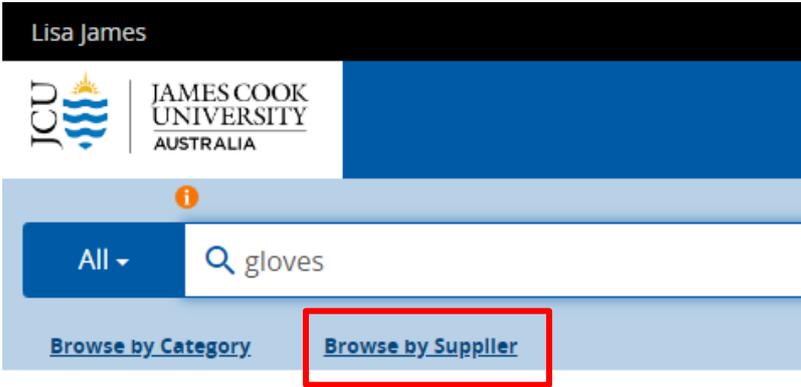
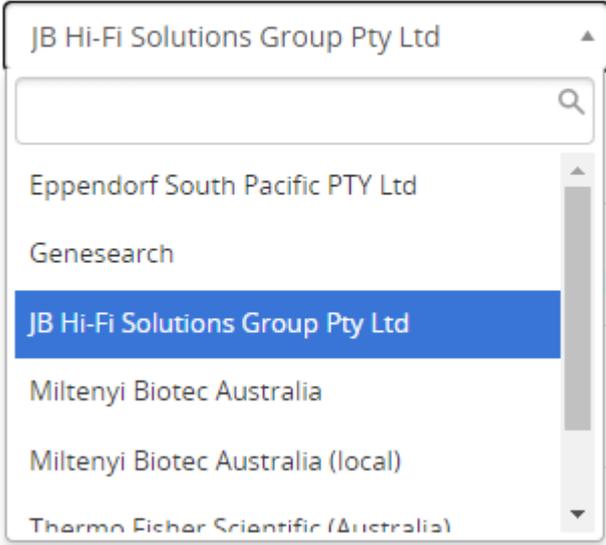
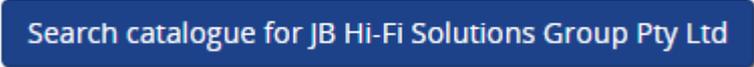
Priority *
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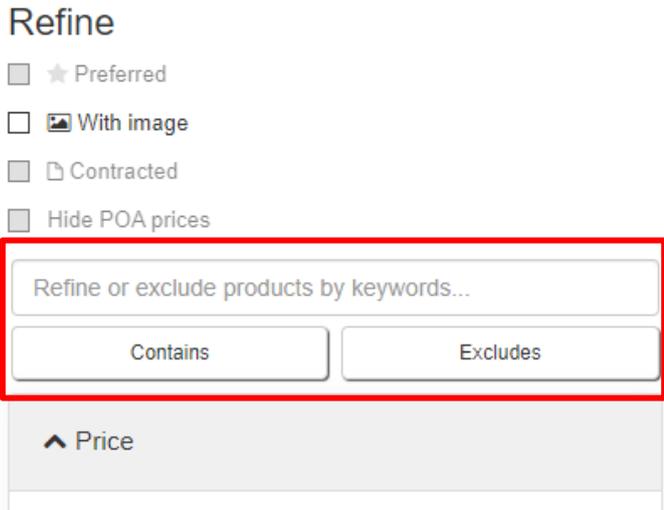
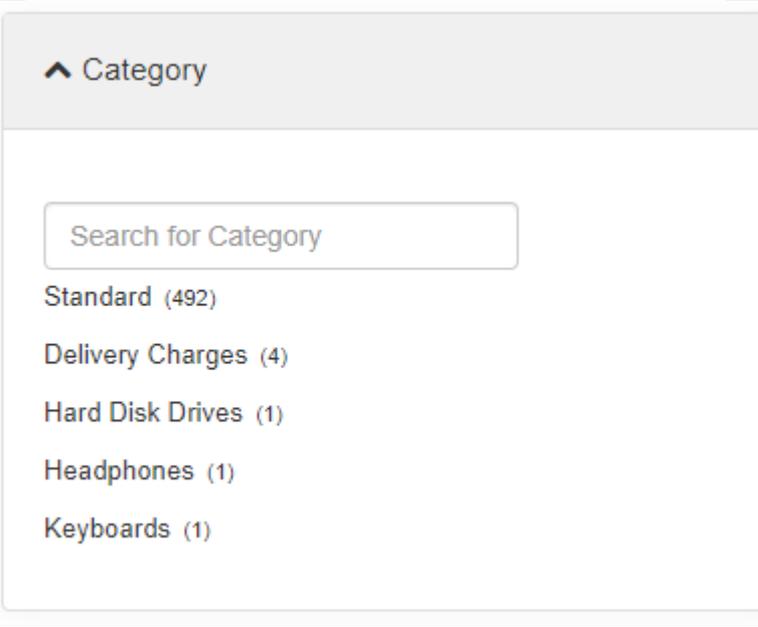
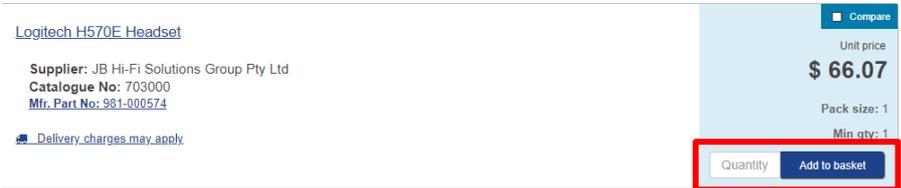
Date Required *
04-Aug-2023

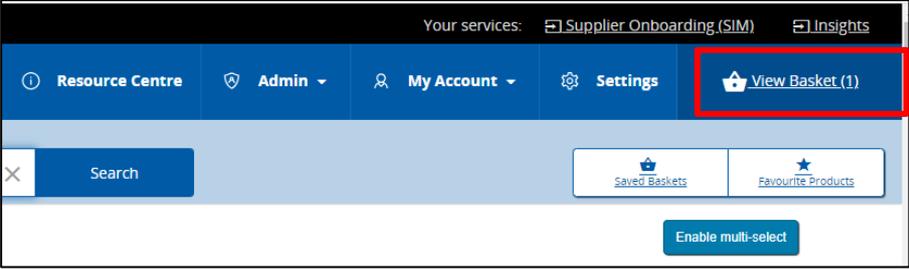
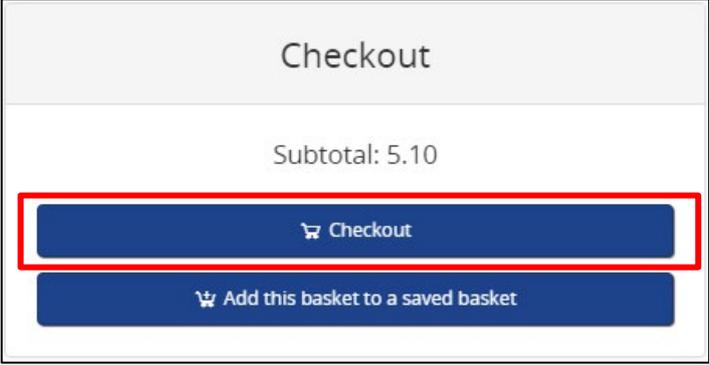
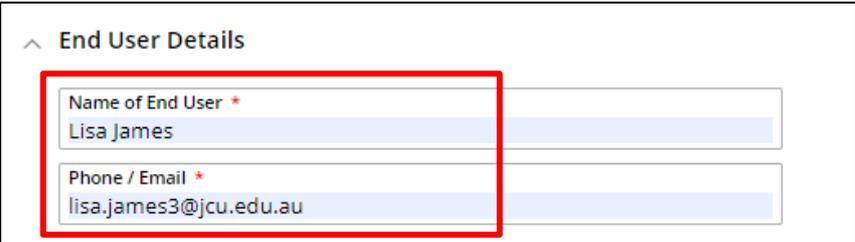
Requisition User
Richie Woods

End User *
Woods

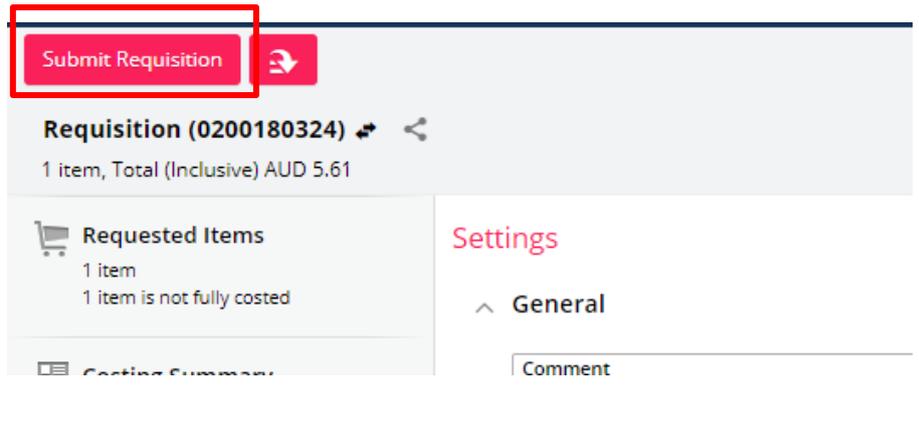
3. Search for a Product by a Supplier

<p>1. Select 'Browse by Supplier'</p>	 <p>The screenshot shows the user interface for Lisa James at James Cook University Australia. A search bar contains the text 'gloves'. Below the search bar, there are two buttons: 'Browse by Category' and 'Browse by Supplier'. The 'Browse by Supplier' button is highlighted with a red rectangular box.</p>
<p>2. Select your supplier from the list</p>	 <p>The screenshot shows a 'Supplier index' dropdown menu. The search input field contains 'JB Hi-Fi Solutions Group Pty Ltd'. The dropdown list includes the following items: 'Eppendorf South Pacific PTY Ltd', 'Genesearch', 'JB Hi-Fi Solutions Group Pty Ltd' (which is highlighted in blue), 'Miltenyi Biotec Australia', 'Miltenyi Biotec Australia (local)', and 'Thermo Fisher Scientific (Australia)'.</p>
<p>3. Select 'Search catalogue for 'your chosen supplier'.</p> <p>In this example JB Hi-Fi Solutions Group was selected.</p>	 <p>The screenshot shows a single blue button with the text 'Search catalogue for JB Hi-Fi Solutions Group Pty Ltd'.</p>

<p>4. The selected catalogue will open where you can select to search by keywords, using filters to refine your search results.</p>	
<p>5. You can also search by category</p>	
<p>6. Search results will show:</p> <ul style="list-style-type: none"> • Picture (if available) • Supplier • Catalogue number • Price • Pack Size • Min Qty, you need to order 	
<p>7. When you find what you need to buy enter your QTY and select 'add to basket'</p>	

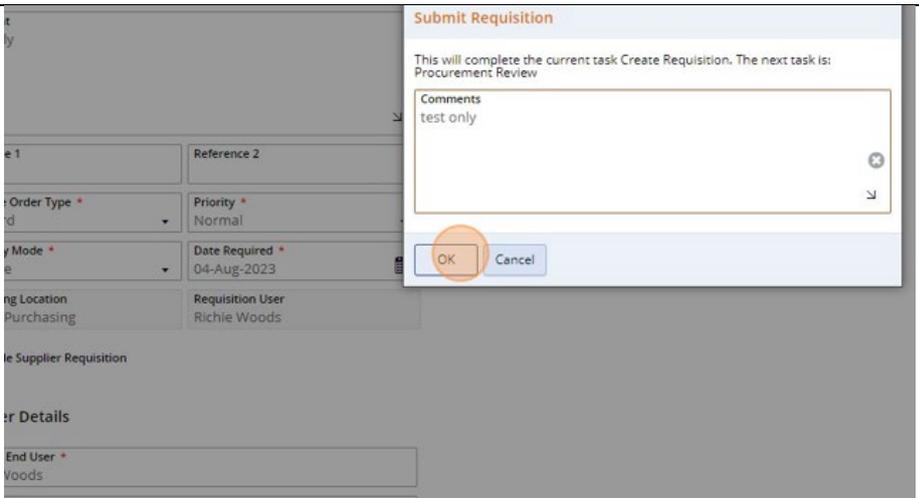
<p>8. Either continue shopping or select 'View Basket'</p>											
<p>9. Click on 'Checkout'</p>											
<p>13. Your shopping cart will return all your items back in the 'My Requisition' screen in CIAnywhere.</p> <p>14. Enter delivery point and account details for each item.</p> <p>15. Select 'save'</p> <div data-bbox="97 1384 236 1496" style="display: inline-block; vertical-align: top;">  </div> <p style="margin-left: 160px;">HINT: switch your view to grid view.. This is helpful if you have multiple line items.</p>	<table border="1" data-bbox="608 1200 1517 1323"> <thead> <tr> <th>Delivery Point</th> <th>Comment</th> <th>Number of Dissections</th> <th>Ledger</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>CNS CITY</td> <td></td> <td>1</td> <td>00</td> <td>1000.11101.0001.7656</td> </tr> </tbody> </table>	Delivery Point	Comment	Number of Dissections	Ledger	Account	CNS CITY		1	00	1000.11101.0001.7656
Delivery Point	Comment	Number of Dissections	Ledger	Account							
CNS CITY		1	00	1000.11101.0001.7656							
<p>16. Enter your User Details on the 'Settings' tab and select 'save'</p>											

17. Submit your Requisition.

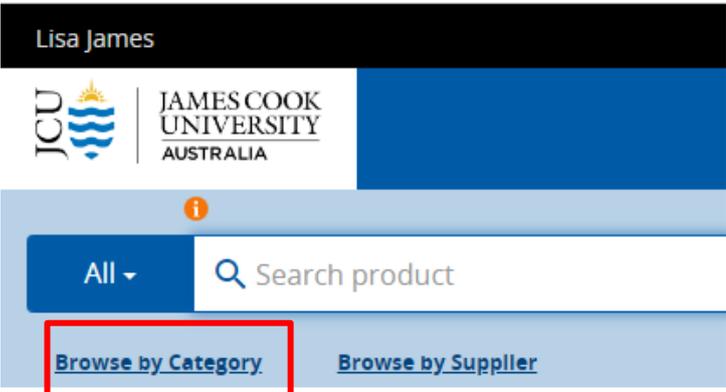
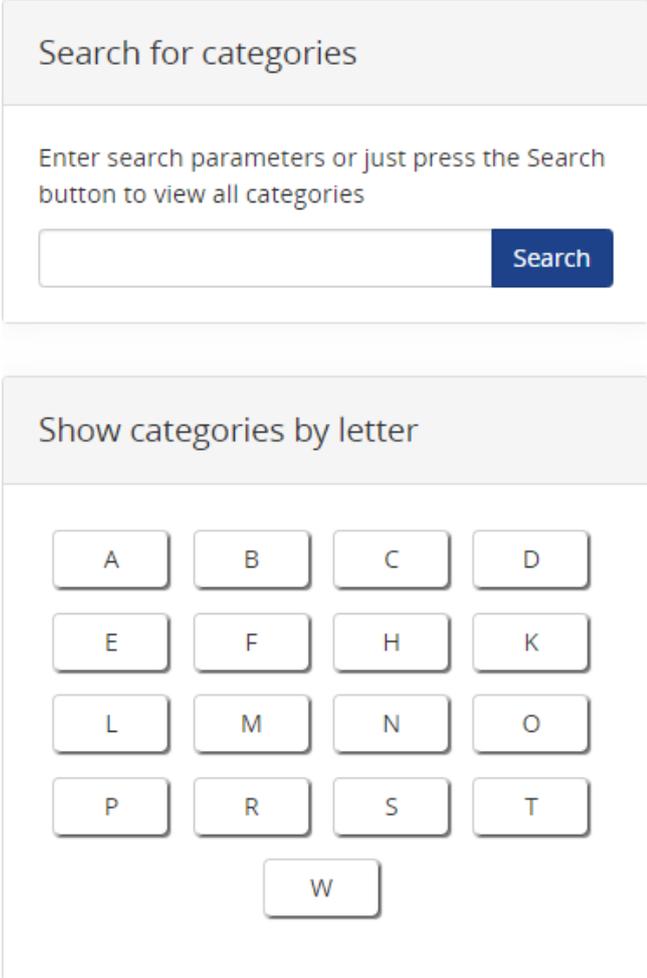


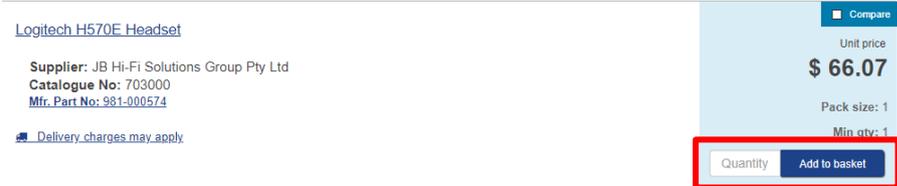
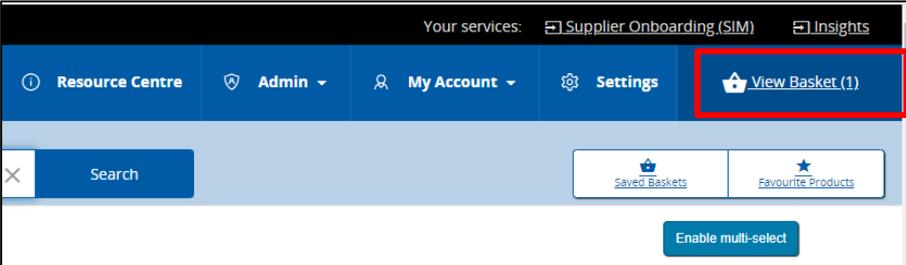
18. Enter any comments for Procurement and then Click "OK"

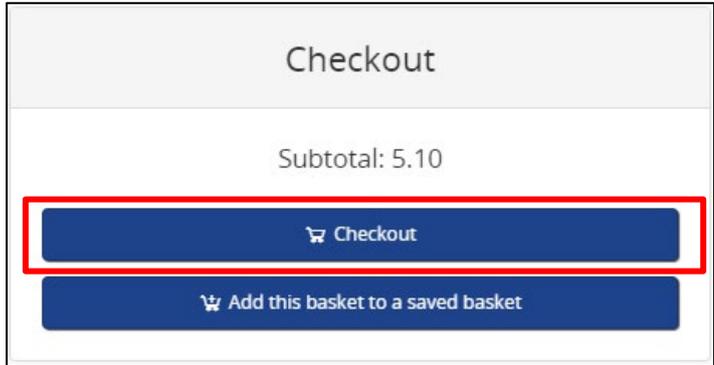
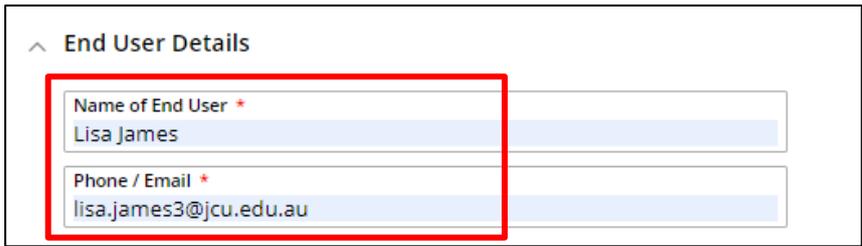
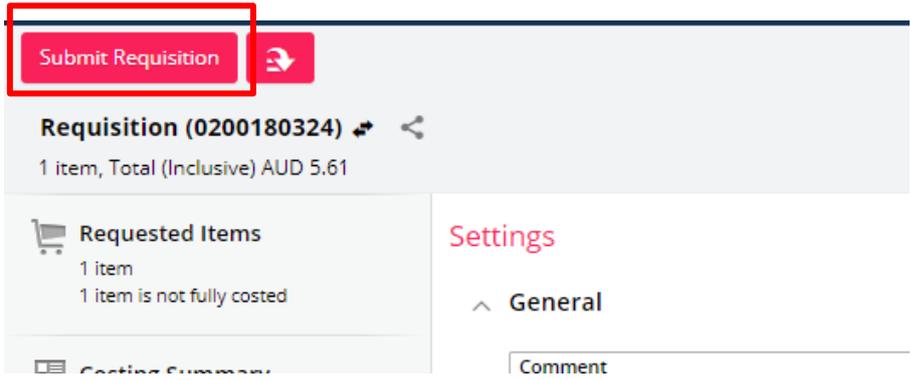
19. Your requisition has now been created and will workflow for approval.



Search for a Product by a Category

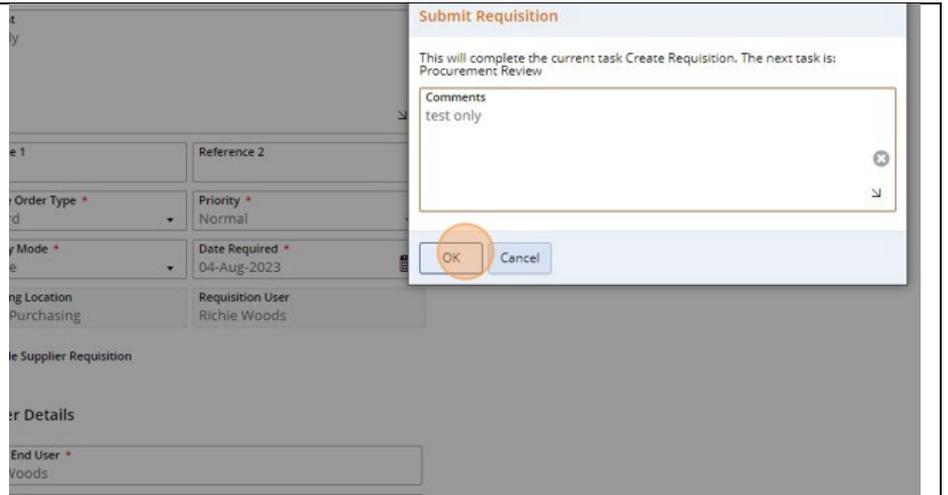
<p>1. Select 'Browse by Category'</p>	 <p>The screenshot shows the top navigation bar of the James Cook University Marketplace Catalogue. It includes the user name 'Lisa James', the university logo, and a search bar. Below the search bar, there are two links: 'Browse by Category' (highlighted with a red box) and 'Browse by Supplier'.</p>
<p>2. You can either enter a category to search or select a letter to show categories by letter.</p>	 <p>The screenshot shows two sections for searching categories. The first section, 'Search for categories', has a text input field and a 'Search' button. The second section, 'Show categories by letter', has a grid of buttons for each letter from A to W.</p>

<p>3. In the search results select the category you want to review. All materials that fit within that category will show in the search results.</p>	 <p>Show categories starting with C - 5 results found</p> <ul style="list-style-type: none"> Calibration Standard Solutions - (2) Centrifuge Tubes - (1) Chemical Reagents - (256) Clinical Services Consumables - (3) Cryogenic Preservation Kits - (1)
<p>4. Search results will show:</p> <ul style="list-style-type: none"> • Picture (if available) • Supplier • Catalogue number • Price • Pack Size • Min Qty, you need to order 	 <p>Logitech H570E Headset</p> <p>Supplier: JB Hi-Fi Solutions Group Pty Ltd Catalogue No: 703000 Mfr. Part No: 981-000574</p> <p>Unit price: \$ 66.07 Pack size: 1 Min qty: 1</p> <p>Quantity Add to basket</p>
<p>5. When you find what you need to buy enter your QTY and select 'add to basket'</p>	 <p>Logitech H570E Headset</p> <p>Supplier: JB Hi-Fi Solutions Group Pty Ltd Catalogue No: 703000 Mfr. Part No: 981-000574</p> <p>Unit price: \$ 66.07 Pack size: 1 Min qty: 1</p> <p>Quantity Add to basket</p>
<p>6. Either continue shopping or select 'View Basket'</p>	 <p>Your services: Supplier Onboarding (SIM) Insights</p> <p>Resource Centre Admin My Account Settings View Basket (1)</p> <p>Search Saved Baskets Favourite Products</p> <p>Enable multi-select</p>

<p>7. Click on 'Checkout'</p>											
<p>8. Your shopping cart will return all your items back in the 'My Requisition' screen in CIAnywhere.</p> <p>9. Enter delivery point and account details for each item.</p> <p>10. Select 'save'</p> <p> HINT: switch your view to grid view. This is helpful if you have multiple line items.</p>	<table border="1"> <thead> <tr> <th>Delivery Point</th> <th>Comment</th> <th>Number of Dissections</th> <th>Ledger</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>CNS CITY</td> <td></td> <td>1</td> <td>00</td> <td>1000.11101.0001.7656</td> </tr> </tbody> </table>	Delivery Point	Comment	Number of Dissections	Ledger	Account	CNS CITY		1	00	1000.11101.0001.7656
Delivery Point	Comment	Number of Dissections	Ledger	Account							
CNS CITY		1	00	1000.11101.0001.7656							
<p>11. Enter your User Details on the 'Settings' tab and select 'save'</p>											
<p>12. Submit your Requisition.</p>											

13. Enter any comments for Procurement and then Click **'OK'**

14. Your requisition has now been created and will workflow for approval.



Submit Requisition

This will complete the current task Create Requisition. The next task is: Procurement Review

Comments
test only

OK Cancel

Reference 2

Order Type *

Priority *
Normal

Date Required *
04-Aug-2023

Requisition User
Richie Woods

End User *
Woods