

Promapp URL:

https://au.promapp.com/otago/Process/Minimode/Permalink/F0DKal6hr35f12w5wOvo9s

OVERVIEW

This guide covers how to request hazardous biologicals and chemicals.

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BACKGROUND

The process for requesting hazardous biologicals and chemicals differs from the usual process due to the nature of the goods requested.



1. Begin by opening the Unimarket homepage.

Harket	tplace V VIVALANTX DTAGO	✓ Search Products or Suppliers		Q 🦞 L 🗗
Marketplace	Marketplace Home University of Otago - Full P2P			Create ~
°≣ Lists	Guided Buying			
िंग् Orders	🔊 Travel 🚫 L	b Supplies Office Supplies		
Transactions	Suppliers Q Find Supplier	Favourites Only	399 items 24 i	Sort By Premium First
	3 3M NEW ZEALAND LTD	A Abcam Aussie Ptv Ltd	Alphatech Systems Online Store	Amtech Medical
Learning Centre	Premium Supplier Abrasive star	p2p otago Visit Supplier	Remium Supplier Laboratory and Measuring a	Amtech Catalogue 457 products

2. Choose a supplier from the list on the front page.



- 3. Find the items you'd like to purchase and add them to your cart.
- 4. You can view your cart by clicking the shopping cart icon on the top right of the menu bar.





5. Click the 'Checkout' button to proceed.



6. Select one of the extended account code formats – GLe or PLe:



7. Enter the account code details for each item, for example:

Account	Entity	Cost Centre	Activity Centre	Dissection	Subdissection	n
GLe (extended)∨ —	10 —	FE	— A50	— 3241	- 00	 Analysis Code — Employee ID — Requested For

- 8. Enter a code in the Employee ID field, which only appears if you have selected the 'Account' as "General Ledger (Extended)" or "Project Ledger (Extended)".
 - **a.** For restricted chemicals, add 'hazsub' to the Employee ID field.

Note: This will route the requisition to the relevant Departmental Lab Manager (DLM)

Employee ID hazsub

b. For restricted biologicals, add 'permit' to Employee ID field.

Note: This will route the requisition to the relevant Departmental Sector Manager (DSM) Employee ID permit



9. Click 'Reassign' at the bottom of the page.



10. This pop up will appear on the screen. Click the 'Assign To' drop down to search for and select your Supply Chain Hub.

ſ	Reassign	×
	*Assign To	
t	supply	
l	Supply Chain Central Hub (purchasing@otago.ac.nz)	
1	Supply Chain Christchurch (purchasing.uoc@otago.ac.nz)	
L	Supply Chain North Hub (purchasing.north@otago.ac.nz)	_
Ļ	Supply Chain Property Hub (purchasing.property@otago.ac.nz)	_
	Supply Chain School of Medicine (Dunedin) Hub	

11. You must add a note before continuing. Click 'OK' when you're done.

Reassign		×
Assign To ———————————————————————————————————	~	
My Orgunits Only Note Thanks		
OK Cancel		