Promapp URL:

https://au.promapp.com/otago/Process/Minimode/Permalink/F0DKaI6hr35f12w5wOvo9s

OVERVIEW

This guide covers how to request hazardous biologicals and chemicals.

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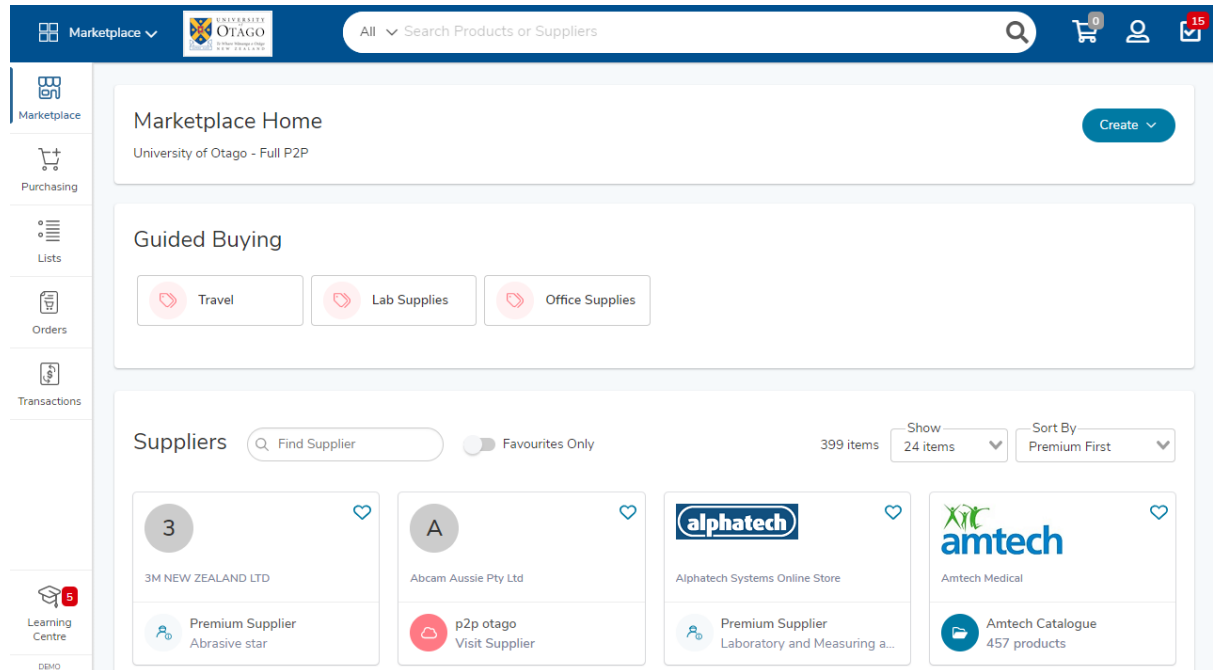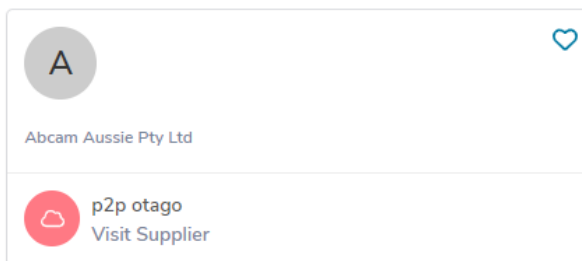
The process for requesting hazardous biologicals and chemicals differs from the usual process due to the nature of the goods requested.

REQUEST HAZARDOUS BIOLOGICALS AND CHEMICALS

1. Begin by opening the Unimarket homepage.

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.

Abcam Aussie Pty Ltd

LAB SUPPLIES

✓	PRODUCT	QUANTITY	PRICE	SUBTOTAL
✓	10X RIPA Buffer (ab156034-15ML) 10X RIPA Buffer *No Image Uploaded*	1	$85.50/ Each	$85.50 🗑 Remove ⓘ Details

Supplier Total: $85.50

Checkout

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

Account
GLe (extended) ∨

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

Account   Entity   Cost Centre   Activity Centre   Dissection   Subdissection
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.
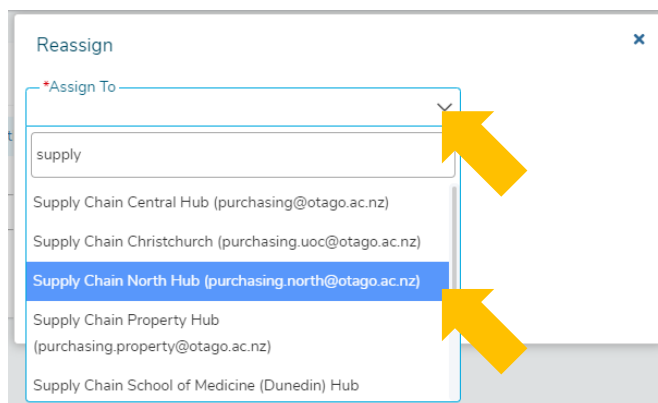
   Note: *This will route the requisition to the relevant Departmental Sector Manager (DSM)*

   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.

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