

Log in to Opera

The screenshot shows a web browser window with the URL <https://solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1511860033573>. The page header includes the OPeRA logo, a user profile for John Horsler, a currency indicator for 0.00 GBP, and a search bar. The main content area is a grid of supplier logos, including Fisher Scientific, Greiner Bio-One, New England BioLabs, Promega, Sarstedt, Scientific Glass, Scientific Lab Supplies, Sigma, Smith Scientific, and Starlab. A search popup for Sigma-Aldrich (UK) is active, showing the search term "Hydrochloric acid". Below the grid, a warning message states: "Oligos & Primers - IMPORTANT ONLY SIGMA IS A PUNCH-OUT AND CREATES THE REQUISITION. THE REMAINDER ARE NOT OPeRA CATALOGUES AND SIT OUTSIDE THE SYSTEM THEREFORE YOU WILL NEED A VALID PURCHASE ORDER NUMBER BEFORE PLACING YOUR ORDER ONLINE WITH THE SUPPLIER. PLEASE REFER TO THE BUYERS GUIDE FOR ORDERING INFORMATION". The bottom row of the grid includes a Buyers Guide, Sigma-Aldrich Punch-Out, and several web link only options for Biolegio, eurofins, Eurogentec, and Fisher Scientific. The Windows taskbar at the bottom shows the time as 12:58 on 28/11/2017.

Go to your supplier of choice, in this case Sigma Aldrich

The screenshot shows the OPERA product search interface. The search results are for "Everything : Sigma-Aldrich (UK) + Hydrochloric acid". The results are sorted by "Best Match" and show 1-20 of 549 results. The first three results are:

Product Name	Price (GBP)	Quantity	Action
HYDROCHLORIC ACID, 33-36% FOR ULTRA-TRAC from Sigma-Aldrich (UK)	509.00	500mL, EA	<input type="text" value="1"/> Add to Cart add favorite compare
HYDROCHLORIC ACID PURISS. P.A., ACS REAG from Sigma-Aldrich (UK)	3.00	1L, EA	<input type="text" value="1"/> Add to Cart add favorite compare
HYDROCHLORIC ACID PURISS. P.A., ACS REAG from Sigma-Aldrich (UK)	3.72	2.5L, EA	<input type="text" value="1"/> Add to Cart add favorite compare

A blue arrow points to the "Add to Cart" button for the 3.00 GBP item. Below the button, it says "1 item added, view cart." The interface also includes a sidebar with filters, a search bar, and a navigation menu.

Choose the chemical which you require and add it to your cart

Cart - Draft Requisition

Secure | <https://solutions.sciquest.com/apps/Router/SimpleCart?ReqId=91638418&tmstmp=1511874092134>

John Horsler | 3.00 GBP | Search (Alt+Q)

OPERA

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for John Horsler

Continue Shopping | 1 Item(s) for a total of **3.00** GBP

Name this cart: **Proceed to Checkout**

Have you made changes? Perform an action on (0 items selected)... Select All

Sigma-Aldrich (UK)

Fulfillment Address 1

Product Description		Net Price	Quantity	Total
<u>HYDROCHLORIC ACID PURISS. P.A., ACS REAG</u>		3.00	<input type="text" value="1"/>	3.00
Part Number 30721-1L-M				
Manufacturer Info 30721-M - (SIGMA-ALDRICH)				
Material Number <input type="text" value="74523"/> <input type="button" value="Search"/>				
Chemicals - Biochemical reagents				
			<input type="button" value="Update"/>	
			<input type="button" value="More Actions"/>	
Supplier subtotal				3.00

[view cart history](#)

13:01 28/11/2017

View your cart and proceed to checkout

Summary - Draft Requisition

Secure | https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=91638418&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&tmstmp=1511874261720

John Horsler | 3.00 GBP | Search (Alt+Q)

OPERA

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - Draft Requisition

General Shipping Billing Cost Collector VAT Code Other Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Go to Express Checkout Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition PR Approvals PO Preview **Comments** Attachments History

Hide header Hide value descriptions

General	Shipping	Billing
Cart Name: 2017-08-09 u1670675 01 <input type="button" value="edit"/>	Ship To <input type="button" value="edit"/>	Bill To <input type="button" value="edit"/>
Description: no value	Attn: John Horsler Tel:024 7652 3372 University of Warwick	Dept of Physics University of Warwick Gibbet Hill Rd Coventry West Midlands, CV4 7AL United Kingdom
Prepared by: John Horsler	Dept. of Physics Physics Stores Gibbet Hill Rd Coventry West Midlands, CV4 7AL United Kingdom	Billing Options <input type="button" value="edit"/>
Prepared for: John Horsler		Accounting Date: no value
Department: Health & Safety (Health & Safety)		
Sub-Department: N/A This field is relevant for WMS & Estates		
PO Clauses: edit clauses...		

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In checkout, click on the Comments tab

Specific target organ toxicity - single exposure (Category 3), Respiratory system, H335

For the full text of the H-Statements mentioned in this Section, see Section 16.


Classification according to EU Directives 67/548/EEC or 1999/45/EC

C	Corrosive	R34
Xi	Irritant	R37

For the full text of the R-phrases mentioned in this Section, see Section 16.

2.2 Label elements


Labelling according Regulation (EC) No 1272/2008

Pictogram 

Signal word	Danger
Hazard statement(s) H290 H314 Sigma-Aldrich - 433570	May be corrosive to metals. Causes severe skin burns and eye damage.

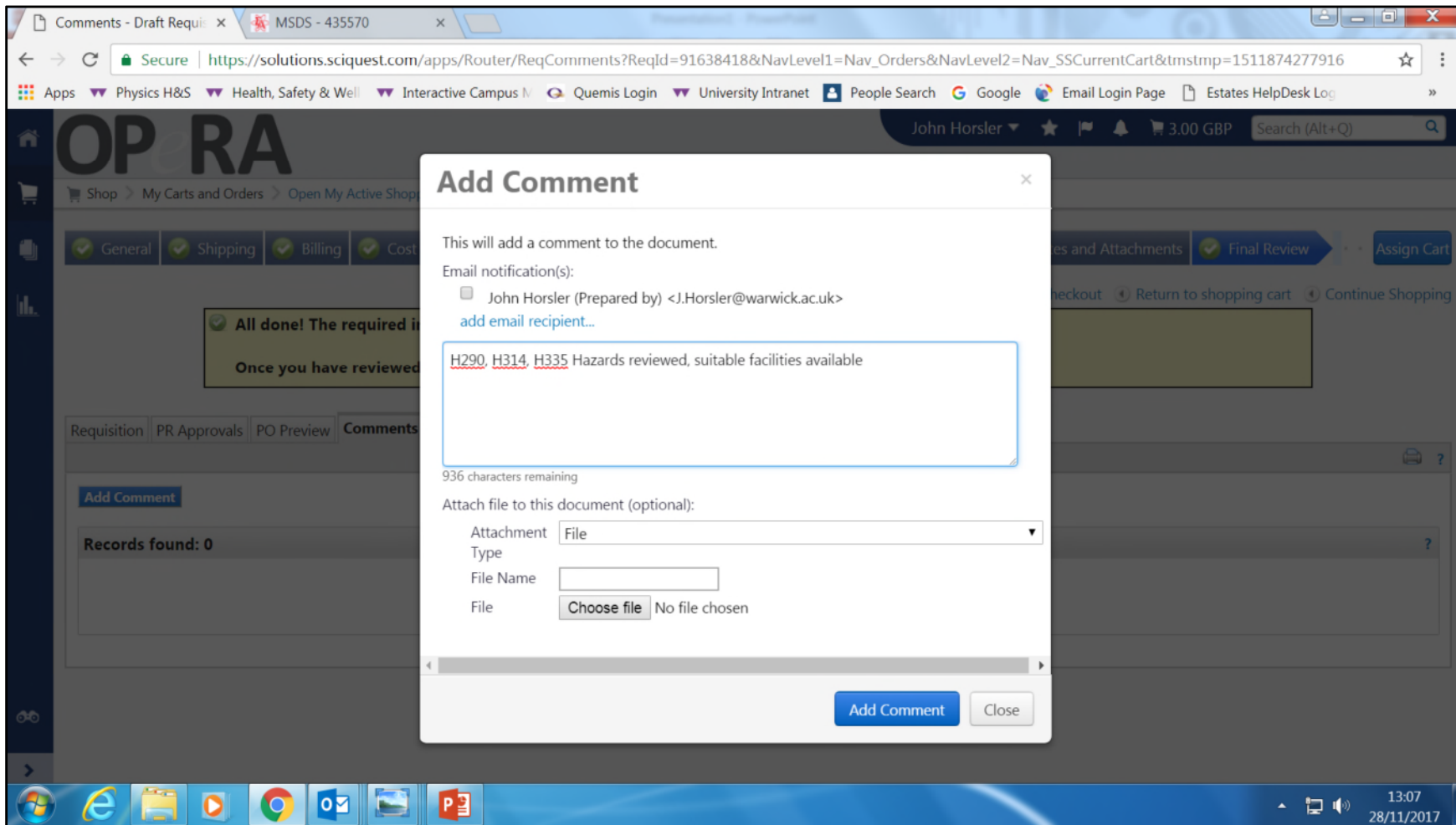
Page 1 of 8

H335	May cause respiratory irritation
Precautionary statement(s) P261 P280 P305 + P351 + P338 P310	Avoid breathing vapours. Wear protective gloves/ protective clothing/ eye protection/ face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/ physician.
Supplemental Hazard Statements	none



Review the MSDS for the chemical you are buying, and find the H-codes, in this case H290, H314 and H335.

Take note of the precautionary statements and assess if you are able to handle the chemical safely



Add these to the Comments page, together with a statement that shows you have reviewed storage and handling requirements

The screenshot displays the OPeRA web application interface. At the top, there is a navigation bar with the OPeRA logo and a search bar. Below this, a breadcrumb trail shows the current page: Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - Draft Requisition. The main content area is titled "Sigma-Aldrich (UK)" and includes a "Fulfillment Address 1" field with an "Edit" button. A table lists requisition items, with the first item being "HYDROCHLORIC ACID PURISS. P.A., ACS REAG". The table columns include Product Description, Catalog No (30721-1L-M), Size / Packaging (1L EA), Net Price (3.00), Quantity (1 EA), and Ext. Price (3.00 GBP). An "edit" button is located at the end of the first row. Below the table, a detailed view of the item shows fields for Manufacturer Name (SIGMA-ALDRICH), Material Number (74523), Hazard Level (Not Hazardous), and Deliver To (Horsler, J). A red arrow points to the "edit" button, and a blue arrow points to the "Not Hazardous" hazard level. A warning message states "Supplier does not support attachments".

Product Description	Catalog No	Size / Packaging	Net Price	Quantity	Ext. Price	
1 HYDROCHLORIC ACID PURISS. P.A., ACS REAG	30721-1L-M	1L EA	3.00	1 EA	3.00 GBP	edit

Save the comments and return to the Checkout page. Scroll down the page to the chemical of interest and click on Edit (Red arrow) on the extreme right of the panel. Notice that the Hazard Level (Blue arrow) is currently set to “Not Hazardous”

Summary - Draft Requisition | MSDS - 435570

Secure | https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=91638418&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&tmstmp=1511874516447

OPERA | John Horsler | 3.00 GBP | Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - Draft Requisition

Hide line details | For selected line items: Add to Favorites | Go

Sigma-Aldrich (UK) | Fulfillment Address 1 | Edit | PO Number: To Be Assigned | View/edit by line item...

Add non-catalog item for this supplier...

Product Description	Catalog No.	Size / Packaging	Net Price	Quantity	Ext. Price
1 HYDROCHLORIC ACID PURISS. P.A., ACS REAG	30721-1L-M	1L EA	3.00	1	3.00 GBP

Edit Line

Product Description	Catalog No	Size / Packaging	Net Price	Quantity	Ext. Price
1 HYDROCHLORIC ACID PURISS. P.A., ACS REAG	30721-1L-M	1L EA	3.00	1	3.00 GBP

Manufacturer Name: SIGMA-ALDRICH | Material Number: 74523 | Internal Note:

Manufacturer Part Number: 30721-M | Hazard Level: Not Hazardous | [expand](#) | [clear](#)

UNSPSC: 12-35-22-00 | Deliver To: Horsler, J

[Save](#) [Cancel](#)

Total: 3.00 GBP

In the section called “Hazard Level” click on “Select from all values”

Summary - Draft Requisi x Chemical Categorisation x

Secure | https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/hazards/chemical_categorisation

Apps Physics H&S Health, Safety & Well Interactive Campus M Quemis Login University Intranet People Search Google Email Login Page Estates HelpDesk Log »

assessment for the work which you are undertaking. The risk assessment must also contain the control measures to be used to ensure safe use of the chemical.

H-code and EUH-code input:

Insert all H-codes and EUH-codes here, or tick the check box if the MSDS states that the material is not classified as hazardous:

H290
H314
H335

This material is not classified as hazardous according to regulation (EC) No 1272/2008

Categorise Clear

University hazard category:

This section provides the Opera hazard category (Low / Medium / High) into which the substance falls.

MEDIUM

This information should be loaded into Opera when ordering chemicals. The category is derived from the H-codes provided and takes no account of an increase in the severity of a hazard which may accompany an increase in quantity of a given substance.

13:11
28/11/2017

Visit the Chemical categorisation tool on the web pages, input the H codes and click “Categorise”. This will return a value under the heading “University Hazard Category”, in this instance “Medium”.

The screenshot shows the OPERA web application interface. The main page displays a draft requisition for Sigma-Aldrich (UK) with a PO Number 'To Be Assigned'. An 'Edit Line' modal window is open, showing a table of requisition items and a form for editing details.

Product Description	Catalog No	Size / Packaging	Net Price	Quantity	Ext. Price
1 HYDROCHLORIC ACID PURISS. P.A., ACS REAG	30721-1L-M	1L EA	3.00	1 EA	3.00 GBP

The 'Edit Line' modal window contains the following details:

- Manufacturer Name: SIGMA-ALDRICH
- Manufacturer Part Number: 30721-M
- UNSPSC: 12-35-22-00
- Material Number: 74523
- Hazard Level: Not Hazardous (dropdown menu is open)
- Internal Note: (empty text area)
- Deliver To: (empty text area)

The 'Hazard Level' dropdown menu is open, showing the following options:

- 1-Low
- 2-Medium
- 3-High
- Not Hazardous

Input the determined value using the drop down in “Hazard Level”

The screenshot shows the OPERA web application interface. At the top, the browser address bar displays the URL: https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=91638418&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&ScrollX=0&ScrollY=1240.6666.... The OPERA logo is prominently displayed at the top left. Below the logo, the navigation path is: Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - Draft Requisition. The main content area shows details for a requisition line item from Sigma-Aldrich (UK). The product is Hydrochloric Acid Puriss. P.A., ACS Reag. (Catalog No 30721-1L-M, Size/Packaging 1L EA, Net Price 3.00, Quantity 1 EA, Ext. Price 3.00 GBP). The Hazard Level is listed as 2-Medium, which is circled in red. A blue arrow points from the UNSPSC code 12- to the Hazard Level field. The Supplier subtotal is 3.00 GBP, and the Total is 3.00 GBP. A warning message states: "Supplier does not support attachments".

Product Description	Catalog No	Size / Packaging	Net Price	Quantity	Ext. Price
1 HYDROCHLORIC ACID PURISS. P.A., ACS REAG	30721-1L-M	1L EA	3.00	1 EA	3.00 GBP

Manufacturer Name	SIGMA-ALDRICH	Material Number	74523	Internal Note	no note
Manufacturer Part Number	30721-M		Chemicals - Biochemical reagents	Internal Attachments	
UNSPSC	12-	Hazard Level	2-Medium	External Attachments for Supplier	Supplier does not support attachments
		Deliver To:	Horsler, J		

Note that the Hazard level has now changed to Medium. The required additions are now complete and the order can be submitted.