

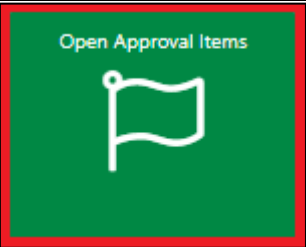
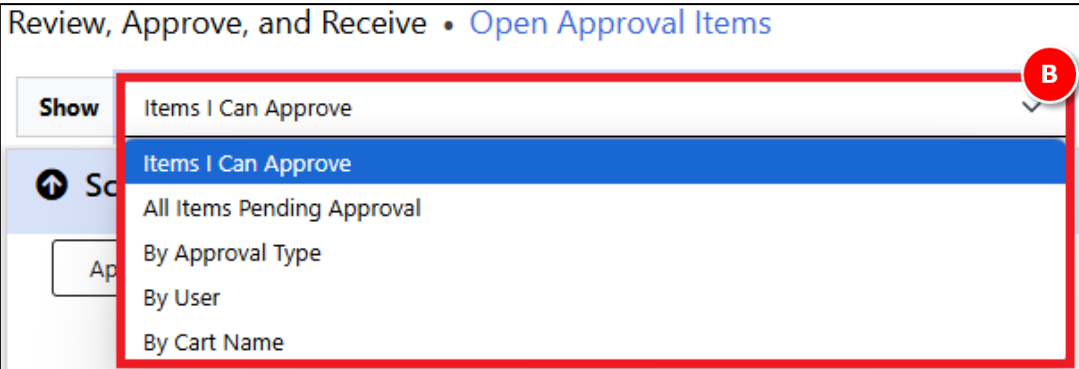
Overview

This guide will show you how to review and approve carts in SciTrack and submit them to purchasing. Designated Lab Persons (DLPs) are responsible for approving carts for their research area.

- Carts created by DLPs do not require approval. Neither do Stockroom or Storeroom requests from internal stores.
- DLPs should only approve carts that they have been specifically asked to approve by the cart creator

1. Find Carts to Approve
2. Review Carts, using the provided checklist
3. Approve Carts
4. Submit carts to purchasing
5. Reviewing Chemical Purchases - CAS Numbers
6. Reviewing Chemical Purchases - Warning Flags

Appendix 1: Anticipated tasks associated with the DLP role in SciTrack

Steps	Screenshots
<p>1. Find Researcher Carts to Approve</p> <p>A. Click Open Approval Items.</p> <p>B. Filter and search options are available in the "Show" drop-down. Alternatively, hold CTRL-F to search for the cart name in your browser search.</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ Open Approval Items and "Items I Can Approve" shows <u>all</u> carts in your accessible site(s). Please only approve the cart(s) you have been specifically asked to. ➤ If you need to approve carts from outside of your site, please update your Sites preferences as shown in SciTrack Quick Guide 2. Configure Preferences. ➤ DLP-approving an item does not stop the item from going through hazard approval or financial approval. Those approvals happen as an automatic workflow once the requisition is raised in PeopleSoft Financials. 	 


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2. Review Carts

Review the cart, using the checklist on page 3.

There are two ways to view cart information:


- 1) Review each line on the My Approvals page
- 2) Load the cart (and optionally edit it)

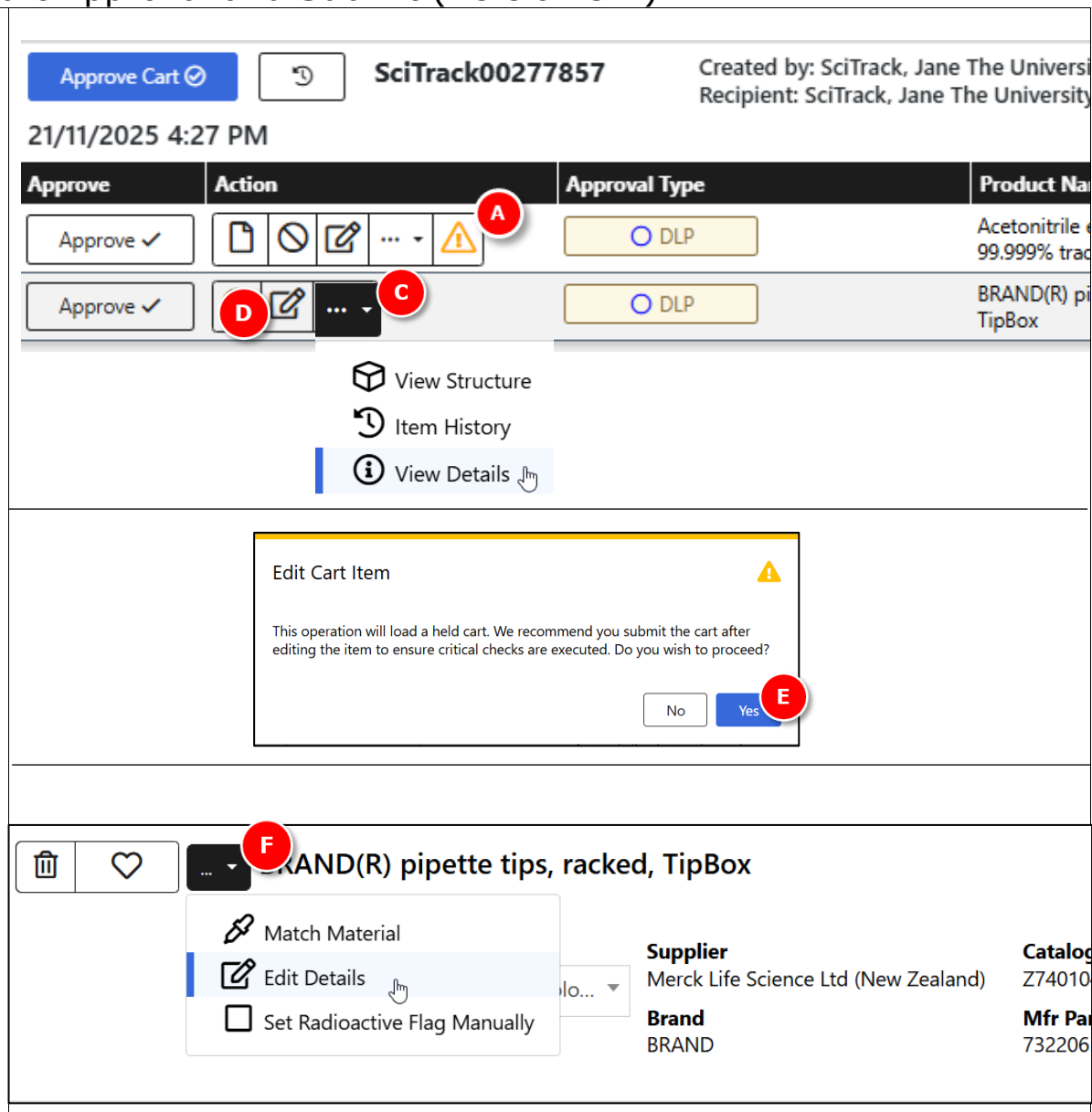
A. If available, click the warning flag  to review hazard information. Refer to section 6 (pg 6) to see what actions may be required.


1) To review each line:

- B. Scroll right to see more information, including CAS number. Refer to section 5 (pg 5) for how to add CAS numbers to a chemical item.
- C. Click the dropdown option and “View Details” on each line for extra details, such as Material Class, recipient, account codes, and any hazard flags.







2) Or, to load the whole cart or edit it:

- D. Click the Edit icon for any line item .
- E. Click Yes for the warning pop-up. If an item window pops up, close it.
- F. Now you can review/edit each cart item as required. Click the dropdown option to select “Edit Details” to make changes to a line item.
- G. **Important: click Proceed to Checkout, then Submit once you are finished reviewing.**




Approve Cart  SciTrack00277857 Created by: SciTrack, Jane The University of Auckland
Recipient: SciTrack, Jane The University of Auckland


21/11/2025 4:27 PM




Approve	Action	Approval Type	Product Name
Approve ✓	  	<input type="radio"/> DLP	Acetonitrile 99.999% traceable
Approve ✓	  	<input type="radio"/> DLP	BRAND(R) pipette tips, racked, TipBox

View Structure
Item History
View Details

Edit Cart Item 

This operation will load a held cart. We recommend you submit the cart after editing the item to ensure critical checks are executed. Do you wish to proceed?

No 

   BRAND(R) pipette tips, racked, TipBox


Match Material
Edit Details
Set Radioactive Flag Manually

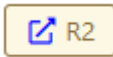
Supplier: Merck Life Science Ltd (New Zealand)
Brand: BRAND

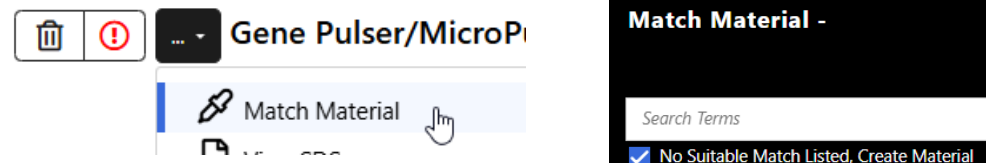
Catalog: Z74010
Mfr Part: 732206

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Important - DLPs must review carts to check:

Stage	Description
Before purchasing	Check inventory for existing stock.
Before purchasing	Before purchasing items that you know are restricted, check that required permits/licenses have been obtained.
Before purchasing	Ensure there are appropriate storage facilities for the item (e.g. solvent cabinet for flammables). Refer to the SMOU for the class of chemical for details. https://www.auckland.ac.nz/en/health-safety-wellbeing/health-safety-topics/laboratory-safety/chemical-safety/lab-rules-and-safe-methods.html
Shopping Cart	Check that the item and quantity are appropriate. Consider end-of-life disposal costs and only buy the amount you require.
Shopping Cart	If ordering chemicals, CAS number must be included (refer to section 5 below). Hazard flags should be set automatically based on the CAS number, but if missing please flag manually in the item details.
Shopping Cart	Review any warning flags  and take action as required, shown in section 6 below.
Shopping Cart	Quote numbers need to be typed into the External Notes section for the first line item only.
Shopping Cart	Correct material class is selected (see note below).
Checkout	Recipient is a staff member.
Checkout	Cost Centre and product code selected are correct and approved for use.
Checkout	MPI Restricted is set to TRUE for restricted biologicals, but FALSE otherwise.
Checkout	Account code is correct (if a PRSS account is used, account code must be 312775).

-  indicates the item has been flagged as highly hazardous or restricted.
- The **material class** is set to “Chemical/Restricted Biological” by default. Non-chemical/biological items should have the material class set to “Other non-hazardous” so that barcodes are not required at time of receipting. If the material class is incorrect and cannot be changed in the cart, click the drop-down button and choose Match Material. Select the checkbox “No Suitable Match Listed, Create Material” then click Select. This enables you to select a different Class.



The screenshot shows a user interface for selecting a material class. A dropdown menu is open for an item named "Gene Pulsar/MicroP...". The "Match Material" option is highlighted. To the right, a "Match Material -" dialog box is displayed, featuring a search field labeled "Search Terms" and a checked checkbox labeled "No Suitable Match Listed, Create Material".

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3. Approve the cart

Once you have reviewed the cart, you need to approve it in the My Approvals window.

You may either:

- A. Approve the whole cart at once or,
- B. Approve items individually

Approve Cart A SciTrack00277857 Created by: SciTrack, Jane The University of Auckland
Recipient: SciTrack, Jane The University of Auckland
21/11/2025 4:27 PM

Approve	Action	Approval Type	Product Name
Approve ✓		<input type="radio"/> DLP	Acetonitrile electronic grade, 99.999% trace metals basis
Approve ✓		<input type="radio"/> DLP	BRAND(R) pipette tips, racked, TipBox

4. Submit carts to purchasing

Submit the request to the Shared Transaction Centre (STC) through e-Quote Purchase Order Requests.

- C. Go to the e-Quote request form: <https://www.forms.auckland.ac.nz/en/staff/financial-services/e-quote-purchase-order-request.html/>
- D. Choose SciTrack as the supplier
- E. Enter **cart name** into the **SciTrack cart name** field (e.g. Boyd00043128).
- F. Attach supporting documentation for the supplier where required, e.g. MPI import permit.

Once the STC have processed the cart, you will receive email confirmation of the Purchase Order.

Home Search Results Submit a request My requests

Submit a question to our service team

Service *

Shared Transaction Centre (STC) ▼

Request to Purchase ▼

e-Quote Purchase Request /SciTrack ▼

[To submit a request, CLICK HERE](#)

Select supplier

SciTrack D ▼

Do you have a cart name or a replenishment number?

SciTrack cart name

SciTrack replenishment request number

SciTrack cart name

E

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5. Reviewing Chemical Purchases- CAS Numbers

Adding CAS Numbers if required


All chemical cart items must have a CAS number assigned. This ensures any warning flags are applied.

- ➔ To check if a CAS number is applied, when viewing the cart on the My Approvals screen, scroll to the right to see the CAS column.
- ➔ To add a CAS number, load the cart to edit it (refer to step 2D in this guide)

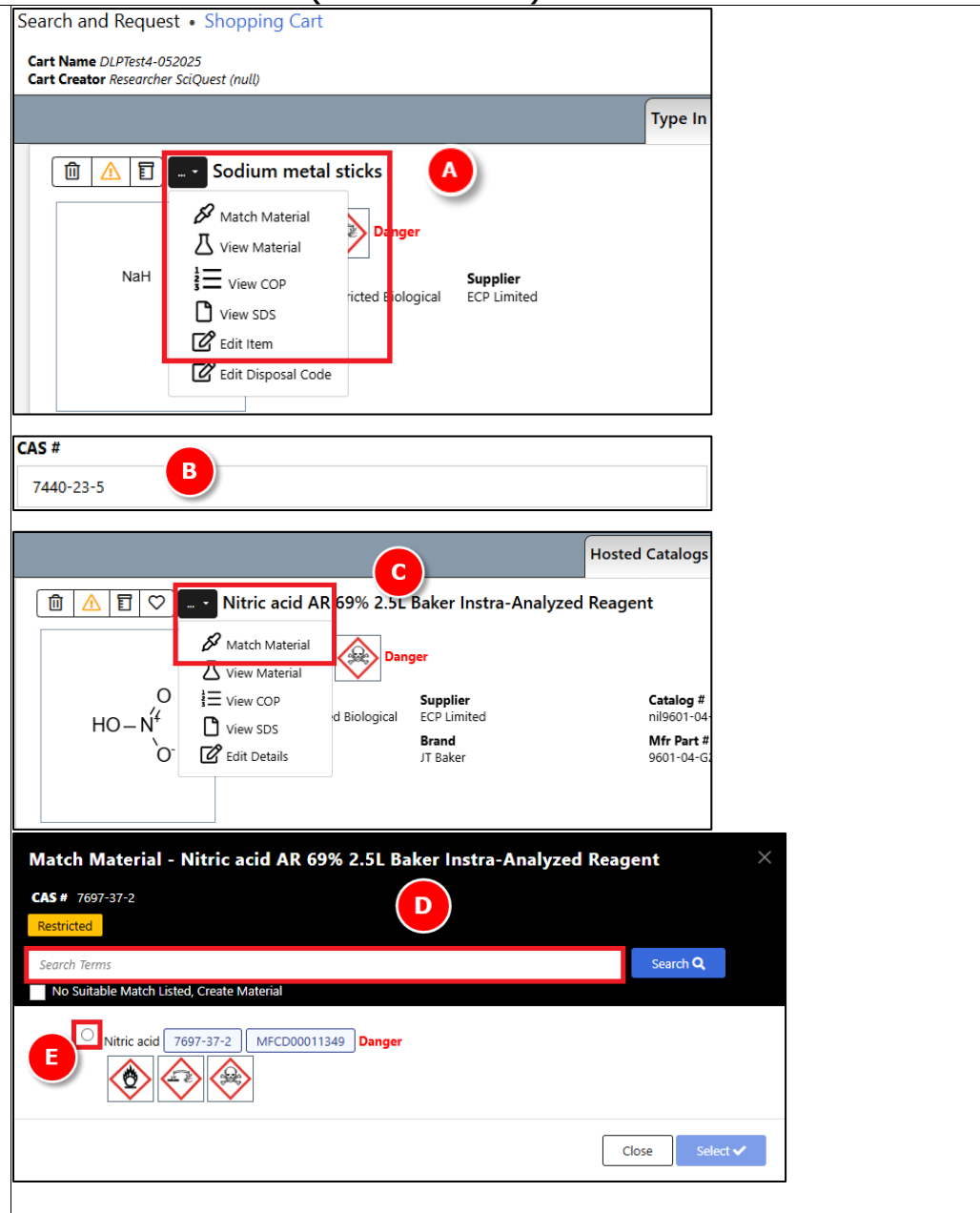
Adding a CAS number to a Type-in item

- A. On the Shopping Cart screen, click the  icon and click Edit Item.
- B. Type the CAS number into the CAS # field. Only put in the numbers and dashes, e.g. **64-17-9**

Adding a CAS number to a Hosted Catalogue item

- C. On the Shopping Cart screen, click the  icon and click Match Material
- D. Type the CAS number into the search bar and click Search.
- E. Select the most appropriate match from the list and click Select.

*A CAS number is a unique internationally recognised identifying code for single chemicals. You can find it on the Safety Data Sheet, supplier website, or Google. Chemical mixtures don't have a CAS and should instead be matched where possible to an existing SciTrack material, as shown in steps 5C-E above.



The screenshot shows the SciTrack Shopping Cart interface. The top section displays the cart name 'DLPTes4-052025' and the creator 'Researcher SciQuest (null)'. The main area shows a list of items, with 'Sodium metal sticks' highlighted. A red box labeled 'A' highlights the 'Edit Item' option in the dropdown menu. Below this, the 'CAS #' field is shown with the value '7440-23-5' and a red box labeled 'B'.

The next section shows the 'Hosted Catalogs' view. The item 'Nitric acid AR 69% 2.5L Baker Instra-Analyzed Reagent' is highlighted. A red box labeled 'C' highlights the 'Match Material' option in the dropdown menu. Below this, the 'Match Material' dialog box is shown. The 'CAS #' field is filled with '7697-37-2' and a red box labeled 'D'. The 'Search Terms' field is empty. Below the search bar, there is a checkbox for 'No Suitable Match Listed, Create Material'. A red box labeled 'E' highlights the 'Nitric acid 7697-37-2' match, which includes a 'Danger' warning and hazard symbols.

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6. Reviewing Chemical Purchases- Hazard Flags

Once a chemical is correctly classified in SciTrack by its CAS number or a material match, the warning flag sign may display. The requestor and DLP must review all warnings before submitting the cart.

The EHS List section shows you which lists* the chemical is associated to.

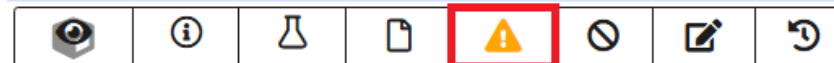
EHS List Severity	Actions to take
Restricted	The chemical is highly hazardous and/or controlled and will be flagged for hazard approval. If you are unaware of the requirements for ordering this, contact your Hazard Approver for advice before placing the order. Read the COPs.
Warning	The chemical has hazardous properties that you need to be aware of before placing the order. Read the COPs.
Information	Information lists are mainly used for searching and reporting on different groups of chemicals. They are for information, no action required.

If there are no EHS lists, or only those with 'Information' severity, the warning flag can be ignored.

If Codes of Practice (COPs) are available, please click on the description to read additional important information.

*List Names starting with HSNO or UN contain chemicals associated with the specified HSNO or UN classification.

Warning flag in Open Approval Items:



Warnings

Controlled
Restricted
Warning
Hazardous

EHS List

Severity	List Name
Restricted 2	UN4.3 PG1 - Highly Reactive
Restricted 2	UN6.1 PG1 - Highly Toxic
Warning	HSNO 4.3A
Warning	HSNO 6.1A
Warning	Unstable on prolonged storage
Information	HSNO 3.1A
Information	HSNO 6.1B
Information	UN4 - Reactive Solids

COPs

^ **Highly Reactive Solids**

^ **Highly Toxic Substances**

Appendix 1: Anticipated tasks associated with the DLP role in SciTrack

DLP working in a restricted biological containment area

- Attend the DLP Containment training course (sign up on Career Tools)
- Purchase all biologicals through SciTrack. If the supplier you need is not set up in SciTrack, contact scitrack@auckland.ac.nz
- All restricted biological purchases should be received in SciTrack and updated in SciTrack with the correct location, owner, and BACC# or central register number (as applicable) **within 1 week of delivery**. This also applies to restricted biologicals transferred into a containment facility.
- Restricted biologicals that are created in-house (not purchased) should be entered into SciTrack **within 1 month of creation**. This can be done by sending the SciTrack biologicals upload template to scitrack@auckland.ac.nz
- Ensure the SciTrack containers of restricted biologicals include all applicable identifiers (e.g. BACC#, central register number (e.g. GRAF#), HSNO application#), and have owner/location updated as required.
- When disposed of or destroyed, the SciTrack container must be recorded as disposed and the method of disposal or destruction noted. Transfers out to other facilities and exports must also be recorded as disposed.

DLP required to purchase chemicals

- Purchase all chemicals through SciTrack. If the supplier you need is not set up in SciTrack, contact scitrack@auckland.ac.nz
- Include the CAS number when purchasing chemicals and ensure any highly hazardous chemicals have the appropriate hazard class flag (e.g. UN6.1 PG1 Highly Toxic).
- All chemical purchases must be received in SciTrack with a physical barcode applied, then transferred in to the correct SciTrack location and owner within 1 week of receipt.
- When disposed of or destroyed, the SciTrack container must be recorded as disposed empty (if used up) or disposed (if sent away for chemical disposal). Transfers out to other facilities and exports must also be recorded as disposed.
- <https://www.auckland.ac.nz/en/health-safety-wellbeing/health-safety-topics/laboratory-safety/chemical-safety/purchase-storage-disposal-chemicals.html>

DLP not lab-based (typically purchases only non-hazardous items)

- Seek advice before creating or approving carts that may contain chemicals or restricted biologicals.
- All purchases through SciTrack-listed suppliers must go through SciTrack, including raising purchase orders for repairs or maintenance.
- Receipt all SciTrack orders in SciTrack (unless they have already been receipted by the staff at the delivery point). Once receipted in SciTrack, you do not have to request receipt through the Staff Service Centre.
- Dispose of any barcodes in SciTrack that have been applied during receipting by mistake.