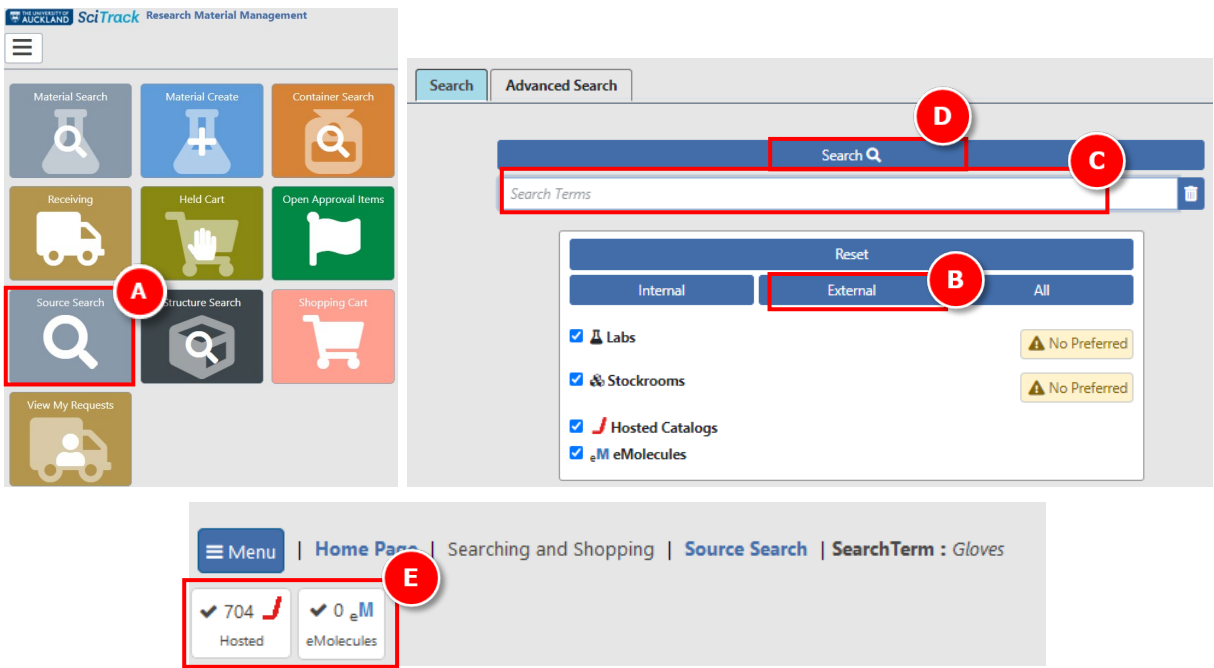


3. Hosted Catalogue Purchasing

Overview

This quick guide will show you how to purchase items from the SciTrack Hosted Catalogues. The list of suppliers that have catalogues hosted in SciTrack can be found on the SciTrack website: <https://www.auckland.ac.nz/scitrack-info>

1. Source Search
2. Add items to shopping cart
3. Review shopping cart and add Type-in items
4. Checkout and Submit
5. DLP Approval
6. DLP submits cart to purchasing team

Steps	Screenshots
<p>1. Source Search</p> <ol style="list-style-type: none">A. Click Source Search.B. Click External.C. Enter search term.D. Click Search.E. Click Hosted or eMolecules to view results. <ul style="list-style-type: none">➤ <i>eMolecules</i> represents a group of specialty chemical suppliers➤ There is an advanced search option too – click the top to select it.	 <p>The screenshot displays the SciTrack Research Material Management interface. On the left, a grid of icons includes 'Source Search' (A), 'Material Search', 'Material Create', 'Container Search', 'Receiving', 'Held Cart', 'Open Approval Items', 'Structure Search', 'Shopping Cart', and 'View My Requests'. The main search area features a 'Search' button, an 'Advanced Search' link, and a search input field (C) with a 'Search' button (D). Below the search area, a filter panel shows 'Internal', 'External' (B), and 'All' options, along with checkboxes for 'Labs', 'Stockrooms', 'Hosted Catalogs', and 'eMolecules'. At the bottom, a navigation bar shows 'Menu', 'Home Page', 'Searching and Shopping', 'Source Search', and 'SearchTerm : Gloves'. A filter summary at the bottom left shows '704 Hosted' and '0 eMolecules' (E).</p>

Searching Tips:




- Use search operators to refine your search such as AND or "" for an exact search. Searching by CAS number is recommended for chemicals to reduce the number of search results.
- Selecting **Labs** will display the containers in the University of Auckland inventory, and **Stockrooms** displays items purchasable from the University Stockrooms. **Preferred** allows you to search your preferred search locations; set these up in the User Preferences page (See SciTrack Quick Guide "2. Configure preferences" for details on how to do this).

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2. Add items to shopping cart




If there are more than 100 results, click through the pages at the bottom right of the screen.

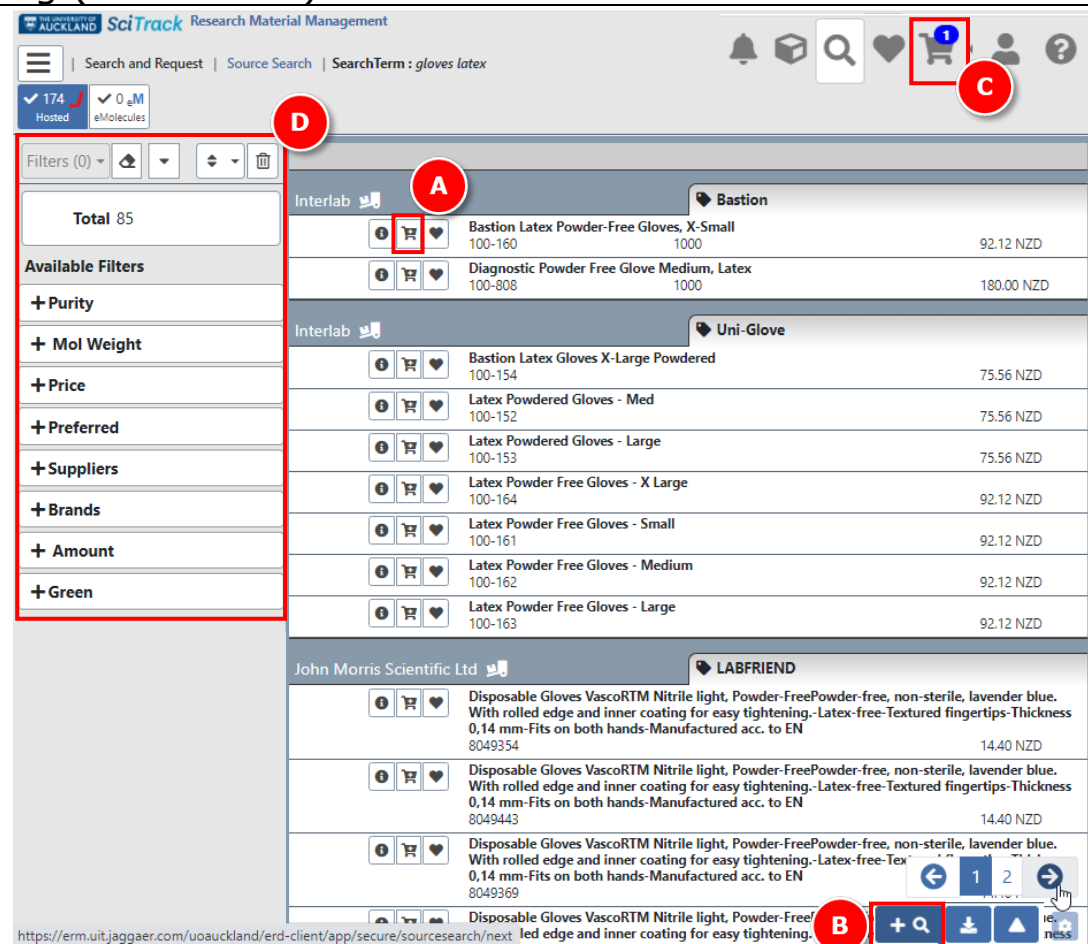
Results are sorted by supplier and grouped by brand.

- Click  to add an item to your cart. Quantities can be changed in the next step.
- Click  to start a new search for other items to add to your cart.
→ **Note: only one supplier can be processed per cart.**
- When you are finished adding items, click your cart in the upper right corner .

Optionally:

D. Filter and/or sort results:




- Apply **filters** on the left-hand side by clicking **+** to open a section and selecting parameters to apply.
- Click  to clear filters.
- Sort:** Click  for sorting option.
- Click  to clear the sort.



The screenshot shows the SciTrack interface with search results for 'gloves latex'. The left sidebar contains filters for Purity, Mol Weight, Price, Preferred, Suppliers, Brands, Amount, and Green. The main area displays a list of products from suppliers like Interlab, Bastion, and John Morris Scientific Ltd. Red callouts A, B, C, and D highlight the shopping cart icon next to an item, the search icon, the shopping cart icon in the top right, and the filter sidebar respectively.

Supplier	Product Name	Quantity	Price (NZD)
Interlab	Bastion Latex Powder-Free Gloves, X-Small	1000	92.12 NZD
	Diagnostic Powder Free Glove Medium, Latex	1000	180.00 NZD
Interlab	Bastion Latex Gloves X-Large Powdered	100-154	75.56 NZD
	Latex Powdered Gloves - Med	100-152	75.56 NZD
	Latex Powdered Gloves - Large	100-153	75.56 NZD
	Latex Powder Free Gloves - X Large	100-164	92.12 NZD
	Latex Powder Free Gloves - Small	100-161	92.12 NZD
	Latex Powder Free Gloves - Medium	100-162	92.12 NZD
John Morris Scientific Ltd	Disposable Gloves VascoRTM Nitrile light, Powder-Free Powder-free, non-sterile, lavender blue. With rolled edge and inner coating for easy tightening.-Latex-free-Textured fingertips-Thickness 0,14 mm-Fits on both hands-Manufactured acc. to EN 8049354		14.40 NZD
	Disposable Gloves VascoRTM Nitrile light, Powder-Free Powder-free, non-sterile, lavender blue. With rolled edge and inner coating for easy tightening.-Latex-free-Textured fingertips-Thickness 0,14 mm-Fits on both hands-Manufactured acc. to EN 8049443		14.40 NZD
	Disposable Gloves VascoRTM Nitrile light, Powder-Free Powder-free, non-sterile, lavender blue. With rolled edge and inner coating for easy tightening.-Latex-free-Textured fingertips-Thickness 0,14 mm-Fits on both hands-Manufactured acc. to EN 8049369		

Tips:

- To add items to your **Favourites**, click  next to the item name.
- The number of items in your shopping cart is displayed .
- To export the search results to Excel, click  (on the bottom right menu).

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3. Review shopping cart and add Type-in items

- A. Click to view cart.
- B. Select a material class

Choosing a material class

If an item has not been purchased before, you must select an appropriate Material Class before clicking Proceed to Checkout. These are the classes to choose from:

Class	Examples
Chemical	Single chemical with a CAS number or a combination of hazardous chemicals.
Restricted biological	Restricted cell lines, animal tissue, or kits containing animal serum (e.g. ELISA kits with BSA), usually imported from overseas.
Other non-hazardous	Lab equipment, unrestricted antibodies, sterile growth media, saline solutions, non-hazardous buffers.

- If you don't select a class, it will default to **Chemical/Restricted Biological** and require a barcode.
- Items classified as **Other non-hazardous** will not require barcodes during receipting.
- Items classified as **Chemical** or **Restricted Biological** will require barcodes by default during receipting (but DLPs can override this if necessary).
- Material classes can be changed by editing the material in Material Search. *Please see the Quick Guide 11. Creating Materials and Containers for instructions.*

- C. Select **order quantity**
- D. Click Edit Details for more options, including to **change item price** or **add a quote number**.

Quotes: *If you have a quote, you need to enter this number into the External Note field for the first item in the cart only.*

The screenshot displays the SciTrack Research Material Management interface. At the top, there are navigation icons and a shopping cart icon with a '1' inside a red box labeled 'A'. Below the header, the page title is 'SciTrack Research Material Management' and the current view is 'Shopping Cart'. There are buttons for 'Add Type In Item +' and 'Proceed To Checkout >>'. The main content area shows 'Hosted Catalogs' with three items listed:

- Item 1:** Clamping rings for glove box ports, port O.D. 6 in. The 'Class' dropdown is set to 'Chemical/Restricted Biological' and is highlighted with a red box labeled 'B'. The 'Supplier' is Sigma-Aldrich (New Zealand) and the 'Brand' is BEL-ART. A red arrow points to the dropdown with the text 'Select correct class from drop-down list'.
- Item 2:** Potassium carbonate, anhydrous, free-flowing, -325 mesh, Redi-Dri(TM), reagent grade, =98%. It has a 'Warning' icon. The 'Class' dropdown is set to 'Chemical/Restricted Biological' and is highlighted with a green box. A green arrow points to this box with the text 'These material classes cannot be changed in the cart'.
- Item 3:** Bovine Serum Albumin, lyophilized powder, essentially fatty acid free, =96% (agarose gel electrophoresis). The 'Class' dropdown is set to 'Chemical/Restricted Biological' and is highlighted with a green box.

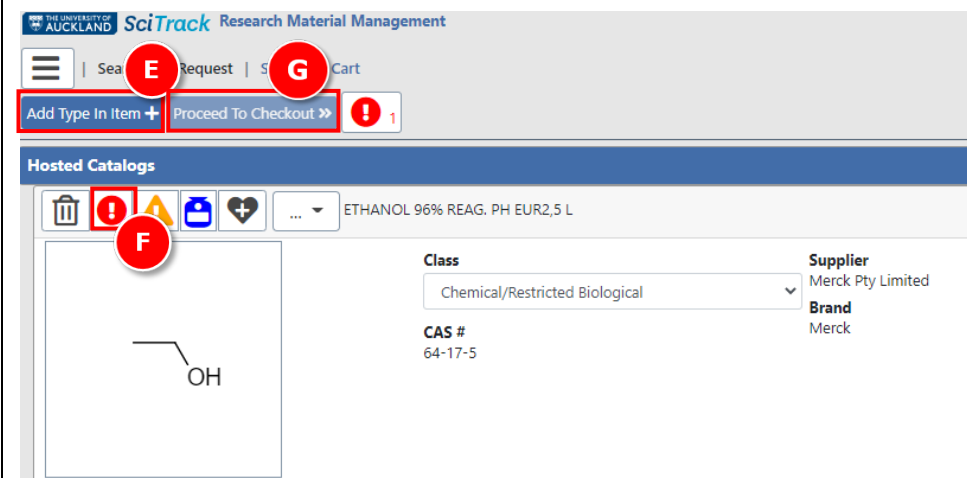
At the bottom of the cart, there are buttons for 'Match Material' and 'Edit Details', with 'Edit Details' highlighted by a red box labeled 'D'. To the right, there is a table with columns for 'Supplier', 'Catalog #', 'Package', 'Mfr Part #', 'Price', and 'Total'. The 'Order Qty' column has a dropdown menu set to '1', highlighted by a red box labeled 'C'. The 'Price' is 33.62 NZD and the 'Total' is 33.62 NZD.

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- E. Add **type-in item** to cart, if required.
→ Please see the Quick Guide 4. Type in Purchases for instructions.
- F. Complete any required actions (see **Matching Materials** below)
- G. Click **Proceed to Checkout**.

Note:

- Only one supplier and currency per cart.
- If a warning flag does not appear for a hazardous chemical, it is important to set the correct hazard flag to TRUE under Edit Details. (See glossary for our definition of a hazardous chemical).

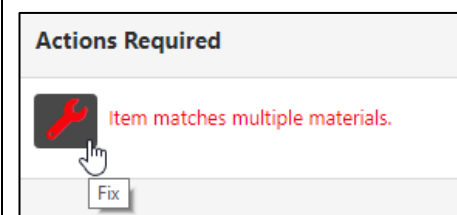
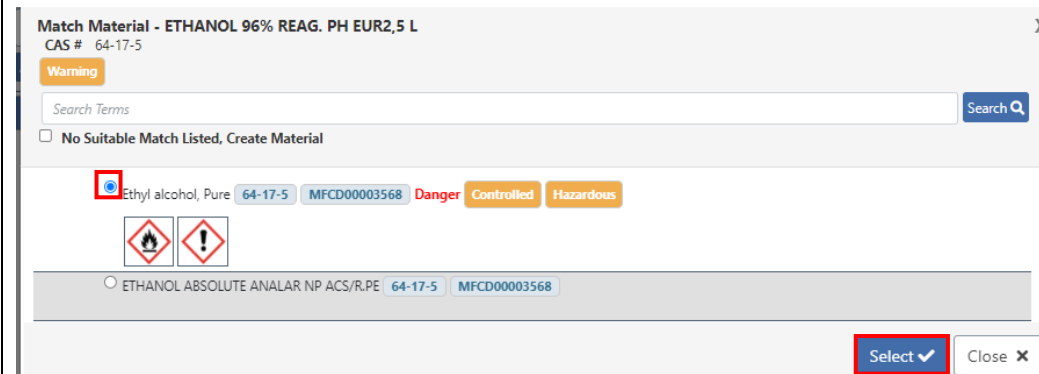


! Matching Materials

If your item can be matched to multiple materials, you will be prompted to choose the most suitable material before submitting the cart.


First click the exclamation icon  next to item name. Then click the wrench icon.

- Select the most accurate material match by selecting the radio button next to the material name. Then click **Select** to complete the matching process.
- For chemicals, ALWAYS select a material with a CAS number. Usually, the one with the most hazard signs is the right one!
- If no suitable match is shown, you can try searching for something more appropriate.
- Otherwise tick **"No Suitable Match Listed, Create Material"**. Please try not to choose this option for anything with a CAS number.

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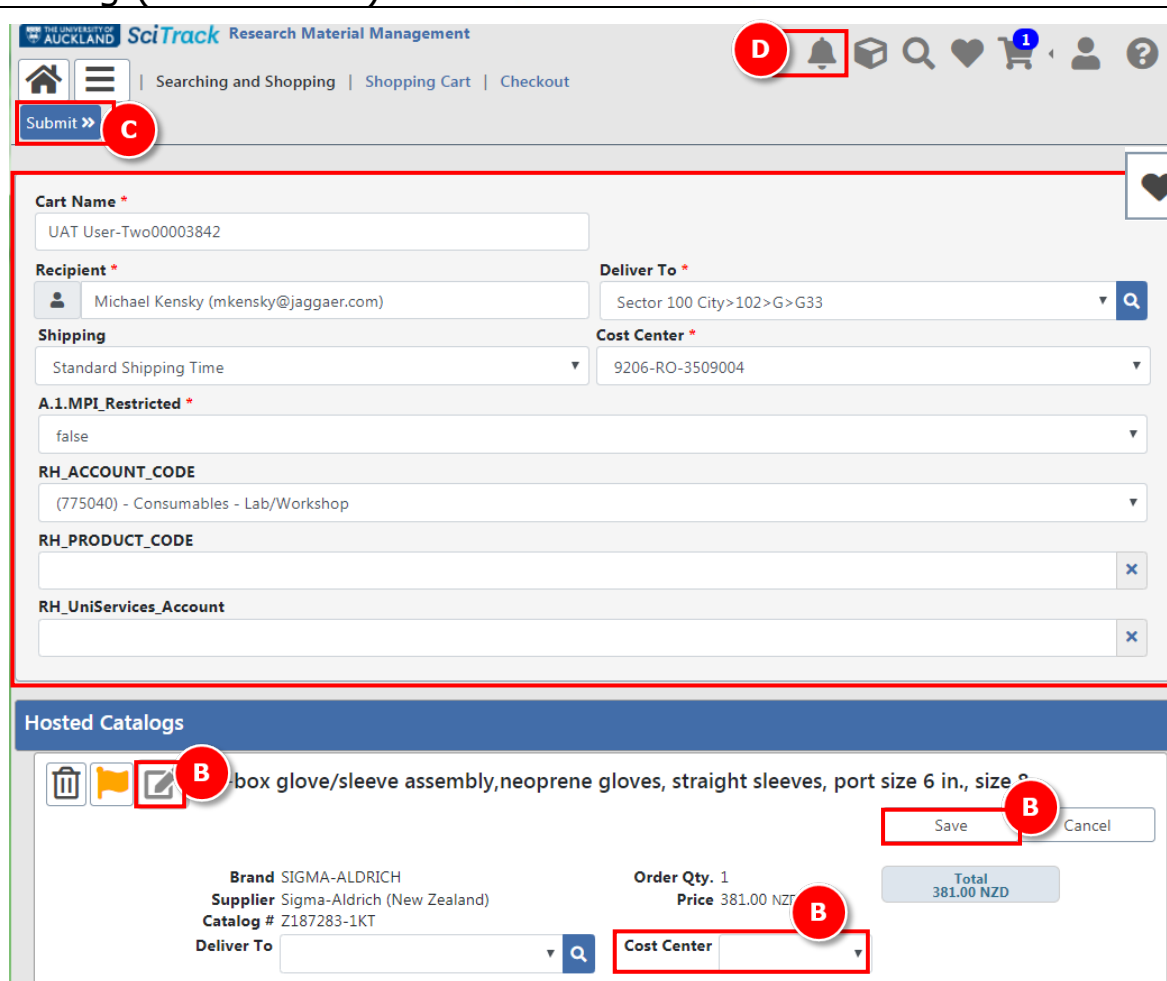
4. Checkout and Submit

- A. Complete the fields (*refer to Appendix for more information on the fields*).
 - **IMPORTANT:** Please do not change the Cart Name from the default.
- B. Optional: you may choose a different cost centre for each line item. The 'Cost Center' selected in the header field (A) applies to all line items unless a different cost centre is selected for the line.
 - Click the pencil for the line item to display more fields.
 - Choose another cost centre from the drop-down list.
 - Click **Save**.
 - Note: Only cost centers owned by the recipient of the cart can be selected. Cost centers of other recipients cannot be used on the same cart.
- C. Click **Submit**.
- D. A notification will be generated with a pdf report of your cart. Click the notification bell, then open the report by clicking 

Tip:

To change the **recipient** name:

In the Checkout screen, click on your name in the Recipient field. Then type **either** the first or last name of the recipient (not both!). Wait a moment, then select the correct one.



The screenshot shows the SciTrack checkout page. At the top, there is a navigation bar with a 'Submit' button (C) and a notification bell (D). The main form contains several fields: 'Cart Name' (UAT User-Two0003842), 'Recipient' (Michael Kensky), 'Deliver To' (Sector 100 City>102>G>G33), 'Shipping' (Standard Shipping Time), 'Cost Center' (9206-RO-3509004), 'A.1.MPI_Restricted' (false), 'RH_ACCOUNT_CODE' ((775040) - Consumables - Lab/Workshop), 'RH_PRODUCT_CODE', and 'RH_UniServices_Account'. Below this is a 'Hosted Catalogs' section showing a product 'box glove/sleeve assembly, neoprene gloves, straight sleeves, port size 6 in., size 8'. The product details include 'Brand SIGMA-ALDRICH', 'Supplier Sigma-Aldrich (New Zealand)', 'Catalog # Z187283-1KT', 'Deliver To', 'Order Qty. 1', 'Price 381.00 NZD', and 'Total 381.00 NZD'. A 'Save' button (B) is highlighted next to the product name, and a 'Cost Center' dropdown (B) is highlighted below the product details.

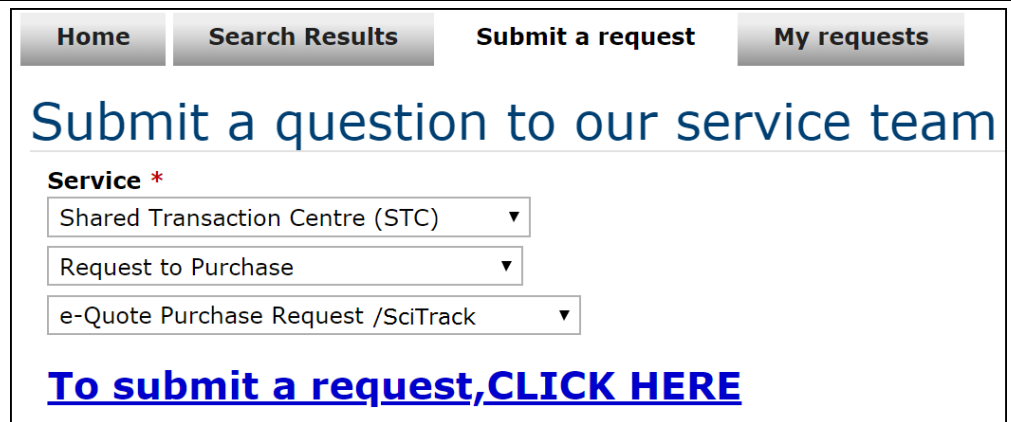
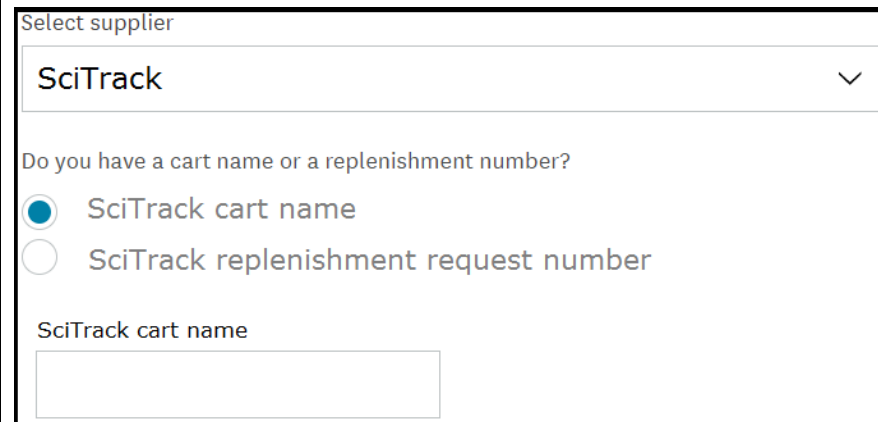
SciTrack Quick Guide – Hosted Catalogue Purchasing (Version 3.0)

5. DLP approval

- **IMPORTANT:** Carts that are not created by DLPs require DLP approval before they can be processed by the purchasing team. Please **email your cart name to your DLP** who can approve the order in SciTrack.
- **DLPs please see the SciTrack Quick Guide “8. DLP cart approval and submit” for instructions.**

6. DLPs Submit carts to purchasing

- A. Submit the request to the Shared Transaction Centre through e-Quote Purchase Order Requests.
 - a. Go to the e-Quote request form:
<https://www.forms.auckland.ac.nz/en/staff/financial-services/e-quote-purchase-order-request.html/>
 - b. Enter **cart name** into the **SciTrack cart name** field (e.g. Boyd00043128).
 - c. Attach supporting documentation for the supplier where required, e.g. MPI import permit.
 - d. You can put a quote number into the Supplier notes field here.



Note:

- To view or edit a cart after clicking Submit, please see the SciTrack Quick Guide “7. Edit carts, track carts and reorder”.

Appendix:

Field Name	Description
Recipient*	The recipient is the person who the item will be addressed to. Only staff members are allowed to be the recipient. Note – the ownership of all barcoded items must be transferred to the Principal Investigator once the items are received. The Principal Investigator owns the ordered materials and has health and safety accountability under the Health and Safety at Work Hazardous Substances Regulations and the University Health, Safety and Wellbeing Policy.
Deliver To*	The delivery location will default based on the building you choose as the delivery location. This is the main inwards goods or delivery point for the building. For example, if you pick room 502-201 as the delivery location, the PO will default to the delivery address for building 502 which is 501-B33, 85 Park Avenue.
Cost Center*	The Cost Centres displayed are those assigned to the Recipient. If a recipient’s codes are missing, please create a Staff Service Centre ticket to update SciTrack cost centres.
MPI Restricted*	This will apply to all items in the cart unless MPI_Restricted has been selected at the individual line item level. This should be TRUE only for restricted biologicals.
RH_PRODUCT CODE	Optional: Enter the product code associated with the grant, e.g. A76x. Do not use this field for any other codes please.
RH_ACCOUNT CODE	Select the GL Account code this order will be charged to. ➤ IMPORTANT: When using a PReSS account, you must select the RH_ACCOUNT_CODE of 312775

Shopping Cart Icons:

	View warnings and Codes of Practice associated to the material. A link to a COP is given only for high-risk materials.		Click to see what action is required to submit your cart. Click the Fix button  to take action.
	View similar items that already exist in the inventory.		Click to check status of DLP approval. If status shows “Pending ERM Approval”, you need to ask a DLP to approve the item after you submit the cart. If you are a DLP, your carts will not require DLP approval.