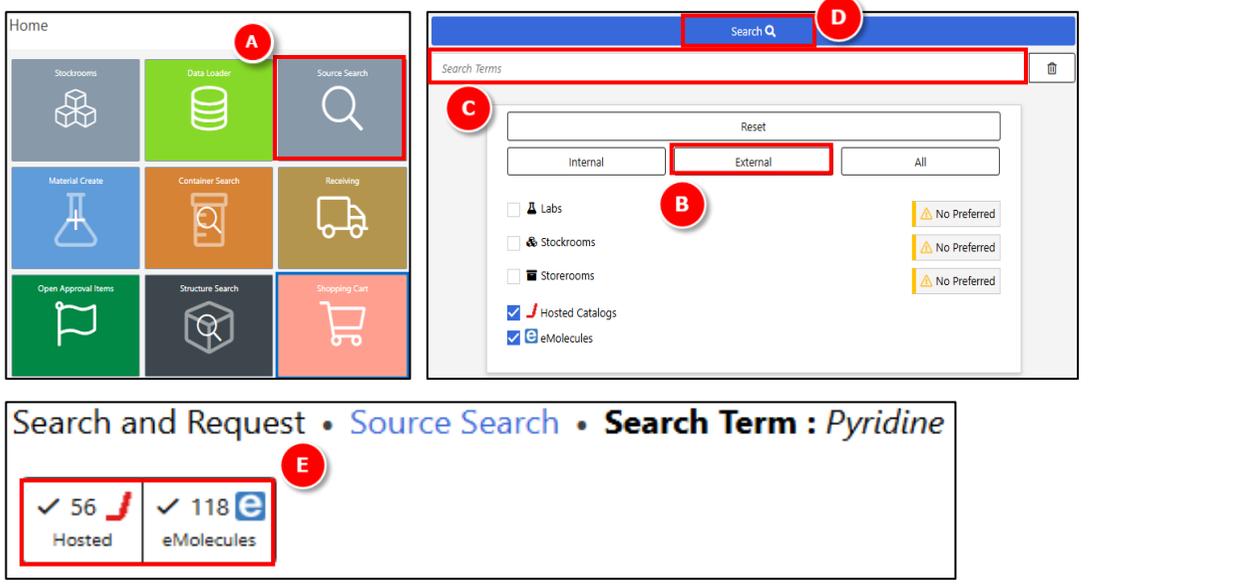


Overview

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> <p>A. Click Source Search.</p> <p>B. Click External.</p> <p>C. Enter search term.</p> <p>D. Click Search.</p> <p>E. Click Hosted or eMolecules to view results.</p> <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>Search and Request • Source Search • Search Term : Pyridine</p> <p>✓ 56 Hosted ✓ 118 eMolecules</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.

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

Optional:

D. Filter and/or sort results:

- Apply filters on the left-hand side by clicking  to open a section and selecting parameters to apply. Note, don't forget to click 'Select Multiple' if needing to search a range in each category.
- You can remove individual filters, or all filters at once using the  button
- **Sort:** Click  for sorting options, then select any you wish to apply.
- Click  to clear the sort.

- E. The search results can be exported to excel by clicking  next to the 'Filter' and 'Sort' options.

Search and Request • Source Search • Search Term : Pyridine

56 Hosted 106 eMolecules

Filters 0 Sort 0 Pyridine Search New Search +

Total 56

Available Filters

- ▼ Purity
- ▼ Mol Weight
- ▼ Price
- ▼ Preferred
- ▼ Suppliers
- ▼ Brands
- ▼ Amount
- ▼ Unit Price
- ▼ Green

Supplier	Item Name	Quantity	Price
ECP Limited	Pyridine AR 4L Macron pyi7180-08	4.0 L	424.71 NZD 0.11 NZD / mL
Lab Supply Limited	Pyridine MER270970-100ML	100.0 ML	216.60 NZD 2.17 NZD / mL
Merck	Pyridine MER270970-1L	1.0 L	498.09 NZD 0.50 NZD / mL
Merck Life Science Ltd (New Zealand)	Pyridine P57506-500ML	500.0 ML	166.25 NZD 0.33 NZD / mL
	Pyridine 320498-1L	1.0 L	213.75 NZD 0.21 NZD / mL
	Pyridine P57506-1L	1.0 L	225.15 NZD 0.23 NZD / mL
	Pyridine 494410-1L	1.0 L	426.55 NZD 0.43 NZD / mL
Merck Life Science Ltd (New Zealand)	Pyridine 02486-1ML	1.0 ML	71.06 NZD 71.06 NZD / mL
	Pyridine solution		

Tips:

- To add items to your **Favourites**, click  next to the item name.
- The number of items in your shopping cart is displayed on the cart icon  in the top right corner.

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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.



Clamping rings for glove box ports

Class: Chemical/Restricted Biological

Supplier: Merck Life Science Ltd (New Zealand)

Brand: BEL-ART

Select the correct class from the drop-down list

B

Potassium carbonate

Warning

Class: Chemical/Restricted Biological

CAS #: 584-08-7

MDL #: MFCD00011382

Supplier: Merck Life Science Ltd (New Zealand)

Brand: SIAL

These material classes cannot be changed in the cart

Bovine Serum Albumin

Class: Chemical/Restricted Biological

CAS #: 9048-46-8

MDL #: MFCD00130384

Supplier: Merck Life Science Ltd (New Zealand)

Brand: SIGMA-ALDRICH

Hosted Catalogs

Clamping rings for glove box ports

Match Material

Edit Details

Set Radioactive Flag Manually

Supplier: Merck Life Science Ltd (New Zealand)

Brand: BEL-ART

Catalog #: Z566284-2EA

Mfr Part #: H50029-0200

Package: 2.0 EA

Order Qty: 1

Price: 48.90 NZD

Total Price: 48.90 NZD

C

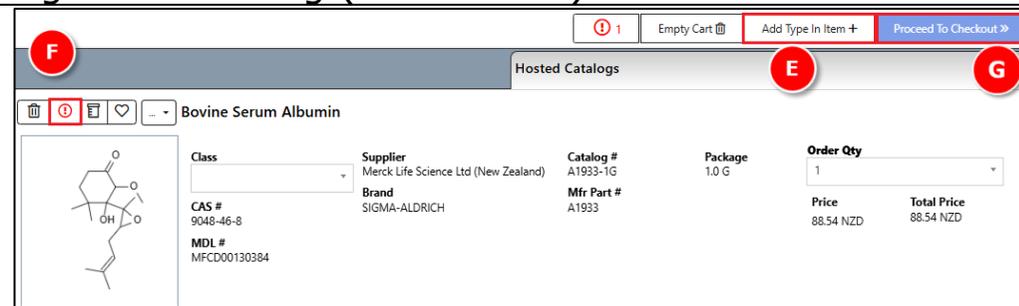
D

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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 as indicated by the exclamation mark  (see **Matching Materials** below)
- G. Click **Proceed to Checkout** (available when all required actions have been completed).

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).



Hosted Catalogs

Bovine Serum Albumin

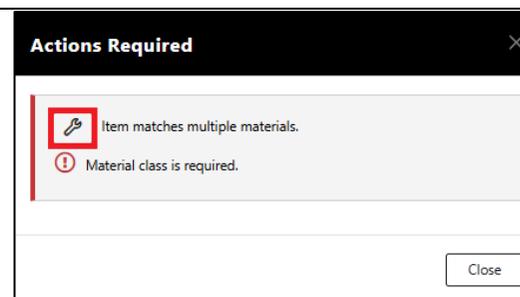
Class	Supplier	Catalog #	Package	Order Qty
	Merck Life Science Ltd (New Zealand)	A1933-1G	1.0 G	1
CAS # 9048-46-8	Brand SIGMA-ALDRICH	Mfr Part # A1933		
MDL # MFCD00130384				
			Price 88.54 NZD	Total Price 88.54 NZD

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.

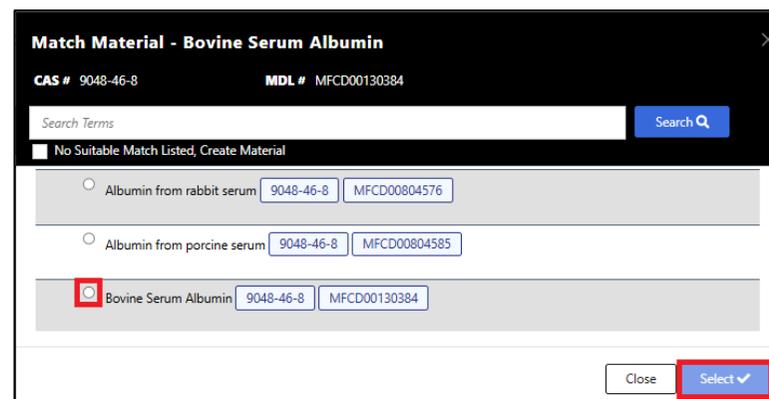
- Select the most accurate material match by selecting the radio button next to the material name. Then click **Select** to complete the matching process.
- For chemicals, ALWAYS select a material with a CAS number. Usually, the one with the most hazard signs is the right one!
- If no suitable match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



Actions Required

-  Item matches multiple materials.
-  Material class is required.

Close



Match Material - Bovine Serum Albumin

CAS # 9048-46-8 MDL # MFCD00130384

Search Terms Search Q

No Suitable Match Listed, Create Material

- Albumin from rabbit serum 9048-46-8 MFCD00804576
- Albumin from porcine serum 9048-46-8 MFCD00804585
- Bovine Serum Albumin 9048-46-8 MFCD00130384

Close Select ✓

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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**.

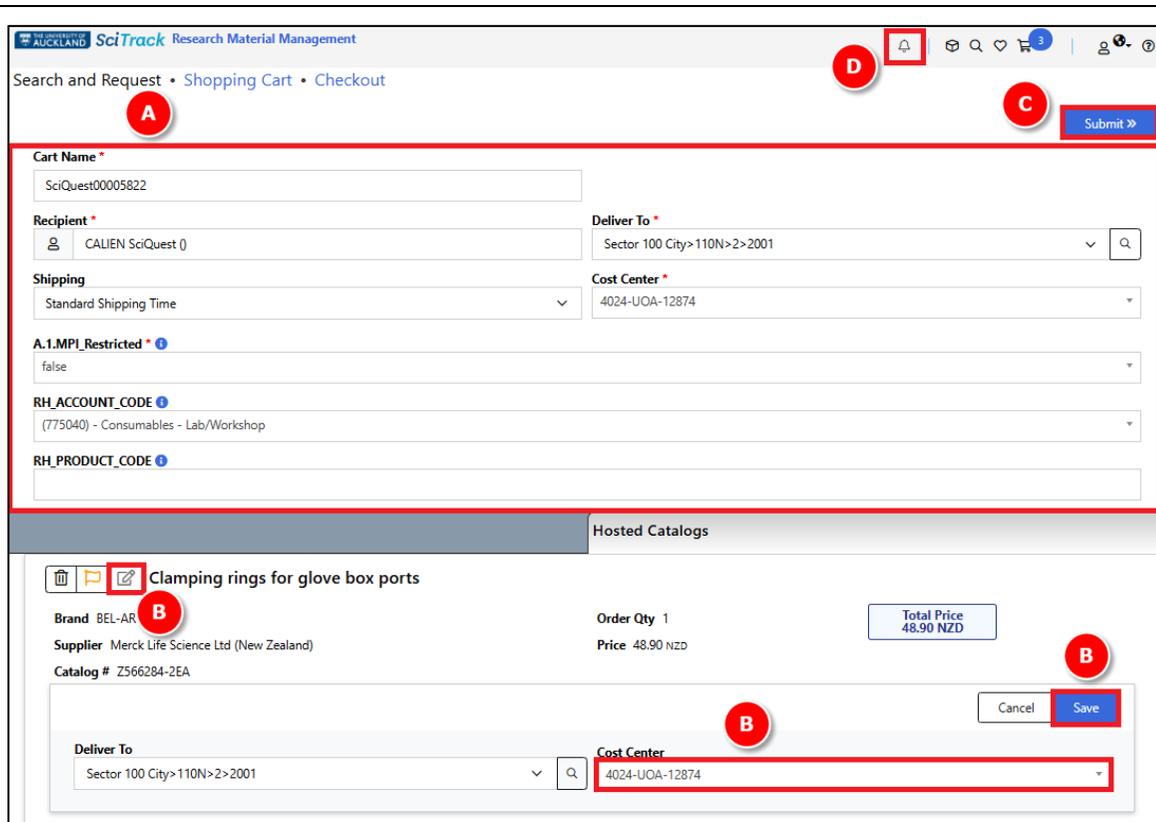
D. A notification will be generated with a pdf report of your cart. Click the notification bell, then open

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 interface. Annotations are as follows:

- A:** Points to the 'Cart Name' field, which contains 'SciQuest00005822'.
- B:** Points to the 'Recipient' field, which contains 'CALIEN SciQuest ()'.
- C:** Points to the 'Submit' button in the top right corner.
- D:** Points to the notification bell icon in the top right corner.

Below the cart details, there is a section for 'Hosted Catalogs' showing a product: 'Clamping rings for glove box ports'. The product details include: Brand: BEL-AR, Supplier: Merck Life Science Ltd (New Zealand), Catalog #: Z566284-2EA, Order Qty: 1, Price: 48.90 NZD, and Total Price: 48.90 NZD. The 'Deliver To' field is set to 'Sector 100 City>110N>2>2001' and the 'Cost Center' is set to '4024-UOA-12874'. There are 'Cancel' and 'Save' buttons for the product details.

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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.

Home
Search Results
Submit a request
My requests

Submit a question to our service team

Service *

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

Select supplier

SciTrack ▼

Do you have a cart name or a replenishment number?

SciTrack cart name
 SciTrack replenishment request number

SciTrack cart name

Note:

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

Appendix:

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Field Name	Description
Recipient*	<p>The recipient is the person who the item will be addressed to. Only staff members are allowed to be the recipient.</p> <p>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.</p>
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	<p>Select the GL Account code this order will be charged to.</p> <p>➤ IMPORTANT: When using a PReSS account, you must select the RH_ACCOUNT_CODE of 312775</p>

Shopping Cart Icons:

 <p>View warnings and Codes of Practice associated to the material. A link to a COP is given only for high-risk materials.</p>	 <p>Click to see what action is required to submit your cart. Click the Fix button  to take action.</p>
 <p>View similar items that already exist in the inventory.</p>	 <p>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.</p>