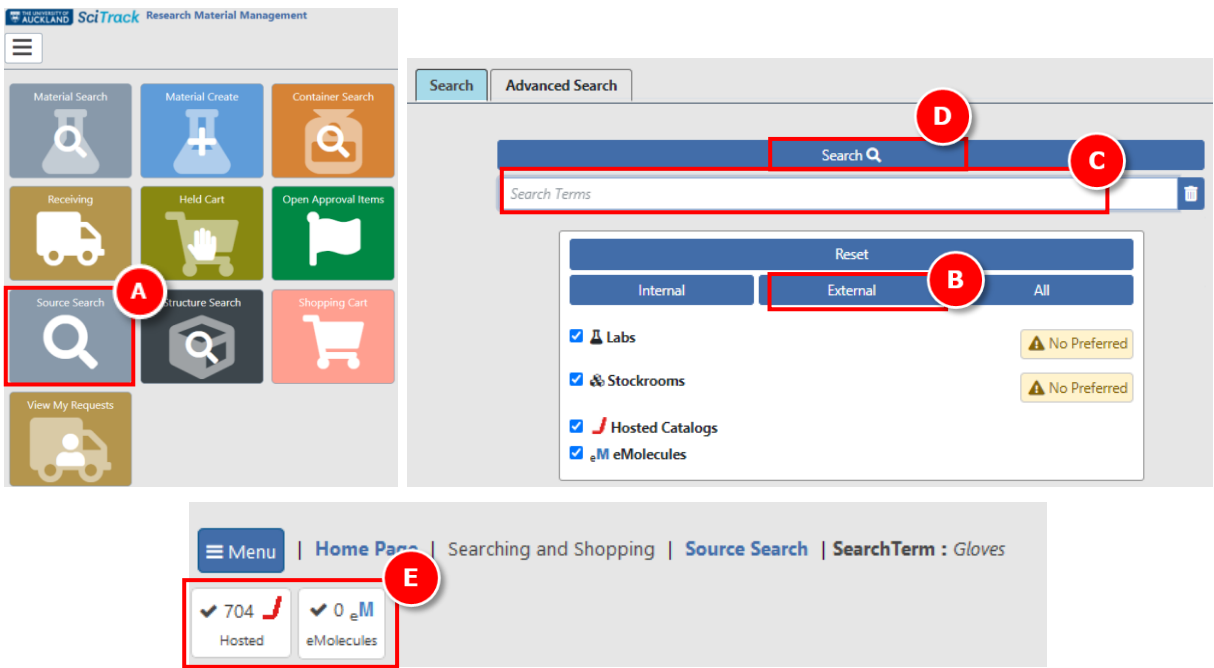


## 3. Hosted Catalogue Purchasing

### 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><b>1. Source Search</b></p> <ol style="list-style-type: none"><li>A. Click <b>Source Search</b>.</li><li>B. Click <b>External</b>.</li><li>C. Enter search term.</li><li>D. Click <b>Search</b>.</li><li>E. Click <b>Hosted</b> or <b>eMolecules</b> to view results.</li></ol> <ul style="list-style-type: none"><li>➤ <i>eMolecules</i> represents a group of specialty chemical suppliers</li><li>➤ There is an advanced search option too – click the top to select it.</li></ul>	 <p>The screenshots illustrate the steps for source search. The first screenshot shows the SciTrack dashboard with the 'Source Search' button highlighted in red and labeled 'A'. The second screenshot shows the search interface with the 'Advanced Search' tab selected (labeled 'D'), a search box containing the text 'Gloves' (labeled 'C'), and the 'External' search type selected (labeled 'B'). The third screenshot shows the search results with the 'Hosted' (704) and 'eMolecules' (0) filters highlighted in red and labeled '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.

## 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.
- B. Click to start a new search other items to add to your cart.
- **Note: only one supplier per cart.**
- C. When you are finished adding items, click .

### Optionally:

#### D. Filter and/or sort results:

- Apply **filters** on the left hand side by clicking after choosing parameters. Click to clear input.
- **Sort:** Click on the left hand side to sort results. Click to clear the sort.

### 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).

### 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
<b>Chemical</b>	Single chemical with a CAS number or a combination of hazardous chemicals.
<b>Restricted biological</b>	Restricted cell lines, animal tissue, or kits containing animal serum (e.g. ELISA kits with BSA), usually imported from overseas.
<b>Other non-hazardous</b>	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**.

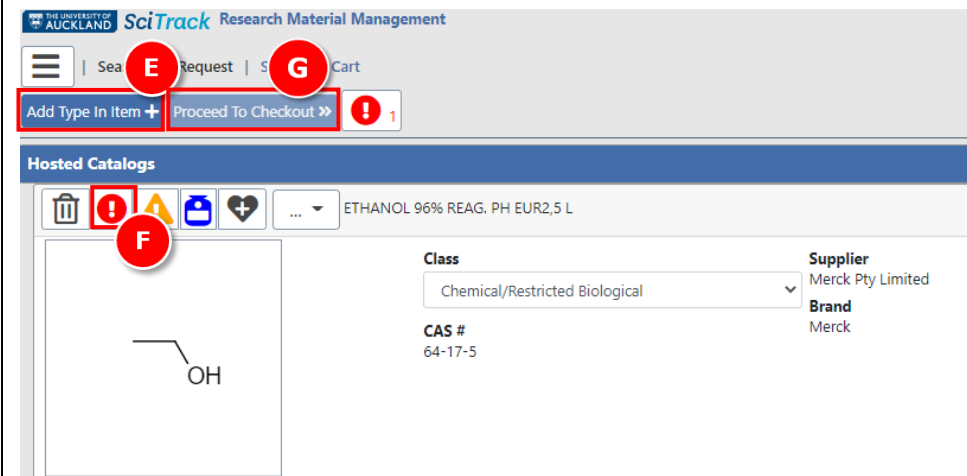
**Quotes:** *If you have a quote, you need to enter this number into the External Note field for the first item in the cart only.*

The screenshot shows the SciTrack Research Material Management interface. At the top right, a shopping cart icon is highlighted with a red box and labeled 'A'. Below the navigation bar, the 'Hosted Catalogs' section lists three items. The first item, 'Clamping rings for glove box ports, port O.D. 6 in.', has a class dropdown menu highlighted with a red box and labeled 'B'. A red arrow points to the dropdown with the text 'Select correct class from drop-down list'. The second item, 'Potassium carbonate, anhydrous, free-flowing, -325 mesh, Redi-Dri(TM), reagent grade, =98%', has a warning icon and a class dropdown menu highlighted with a green box. A green arrow points to the dropdown with the text 'These material classes cannot be changed in the cart'. The third item, 'Bovine Serum Albumin, lyophilized powder, essentially fatty acid free, =96% (agarose gel electrophoresis)', also has a class dropdown menu highlighted with a green box. At the bottom of the cart, the 'Order Qty' field is highlighted with a red box and labeled 'C'. The 'Edit Details' button is highlighted with a red box and labeled 'D'.

- 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).

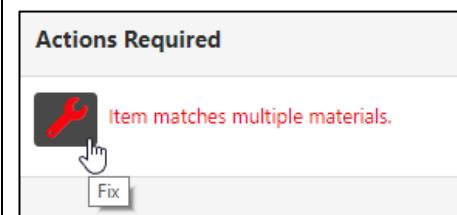
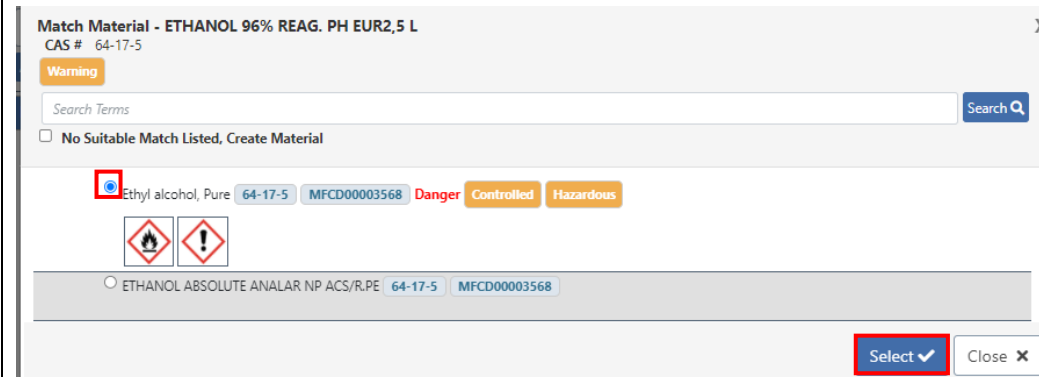


### ! Matching Materials


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.

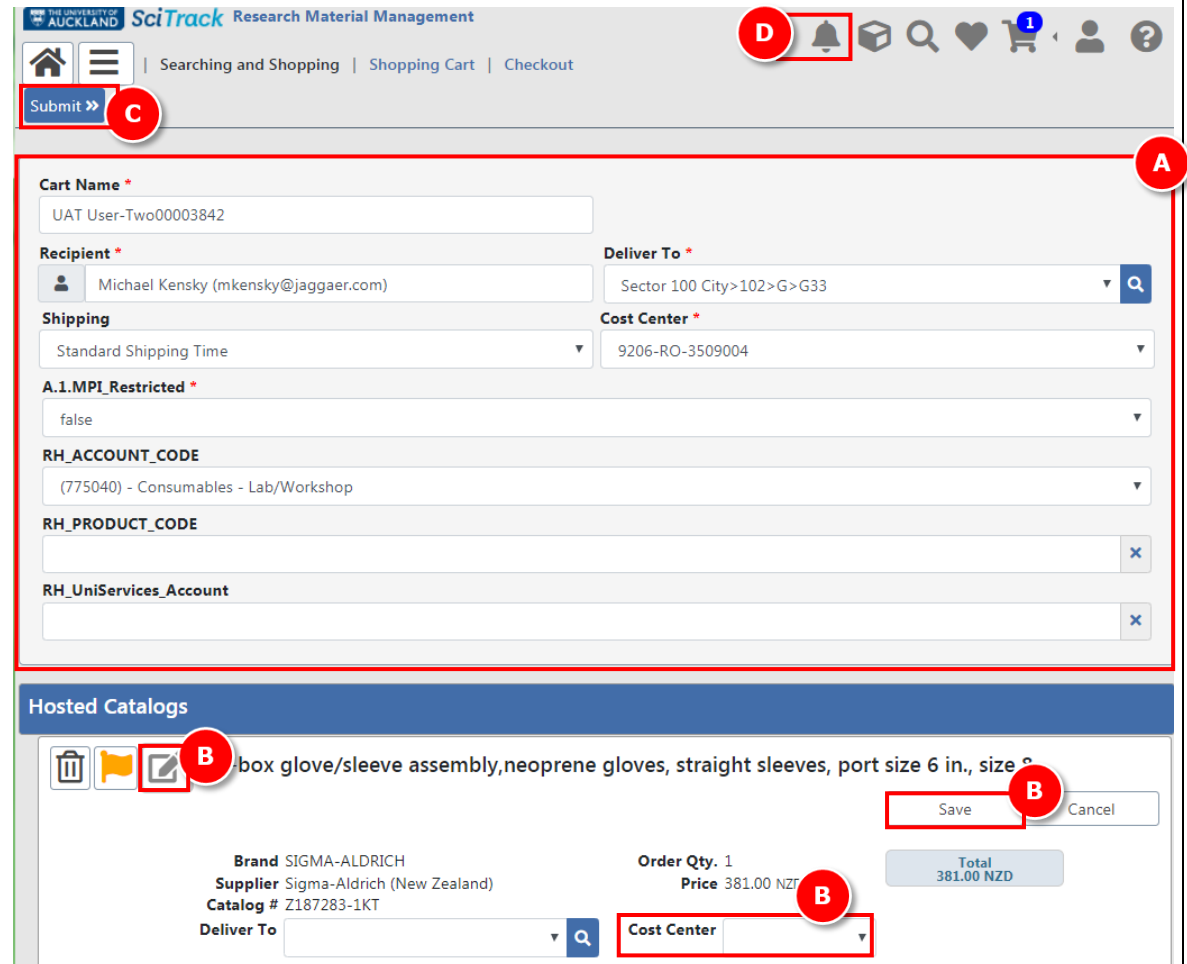
## 4. Checkout and Submit

- 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**.
- 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. At the top, there are navigation links for 'Searching and Shopping', 'Shopping Cart', and 'Checkout'. A 'Submit' button is highlighted with a red circle 'C'. A notification bell icon is highlighted with a red circle 'D'. The main form area is outlined in red and contains several fields: 'Cart Name' (pre-filled with 'UAT User-Two00003842'), 'Recipient' (pre-filled with 'Michael Kensky (mkensky@jaggaer.com)'), 'Deliver To' (pre-filled with 'Sector 100 City>102>G>G33'), 'Shipping' (pre-filled with 'Standard Shipping Time'), and 'Cost Center' (pre-filled with '9206-RO-3509004'). Below these are fields for 'A.1.MPI\_Restricted', 'RH\_ACCOUNT\_CODE', 'RH\_PRODUCT\_CODE', and 'RH\_UniServices\_Account'. A 'Hosted Catalogs' section is visible below, showing a product 'box glove/sleeve assembly, neoprene gloves, straight sleeves, port size 6 in., size 9'. 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 'Cost Center'. A 'Save' button is highlighted with a red circle 'B'. A 'Total 381.00 NZD' is displayed in a grey box.

## 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.
- B. **OR** Submit **UniServices** orders to UniServices Purchasing:
  - a. Fill out **UniServices Request Template** found on the [University SciTrack website](#)
  - b. Email request to [purchasing@uniservices.co.nz](mailto:purchasing@uniservices.co.nz).

[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 ▾

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:

Field Name	Description
<b>Recipient*</b>	<p>The recipient is the person who the item will be addressed to. <b>Only Principal Investigators or DLPs are allowed to be the recipient.</b></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>
<b>Deliver To*</b>	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.
<b>Cost Center*</b>	<p>The Cost Centres displayed are those assigned to the Recipient. If a recipient’s codes are missing, please complete a “request change” form from the <a href="#">SciTrack website</a>.</p> <p><b>UniServices:</b></p> <ul style="list-style-type: none"> <li>When a UniServices cost centre code is selected (“UniServices Project”) it is also necessary to supply the UniServices account number (see <b><i>RH_UniServices_Account_Number below</i></b>)</li> </ul>
<b>MPI Restricted*</b>	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.
<b>RH_PRODUCT CODE</b>	<b>Optional:</b> Enter the <b>PeopleSoft Financials product code</b> this order will be charged to. E.g. A76x.
<b>RH_UniServices_Account_Number</b>	This field must be populated when “UniServices Project” cost centre code has been selected and must be in the appropriate format e.g. 99999.999 (5 digits, full stop, 3 digits)
<b>RH_ACCOUNT CODE</b>	<p><b>Optional:</b> Select the PeopleSoft Financials product code this order will be charged to.</p> <p>➤ <b>IMPORTANT:</b> When using a PReSS account, you must select the RH_ACCOUNT_CODE of <b>312775</b></p>

### 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.