**Waipapa Taumata Rau — University of Auckland**

**SciTrack**

## Overview

This quick guide will show you how to purchase items through the stockroom you are allocated to (see rules below).

- Researchers and DLPs can submit Stockroom purchases.
- Stockroom purchases do not require DLP approval, and these requests should never be sent to the STC or UniServices purchasing.

**1. Source Search**
**2. Add items to shopping cart**
**3. Review shopping cart**
**4. Checkout and submit**
**5. Transferring barcoded items**

| Steps | Screenshots |
|---|---|
| **1. Source Search**<br><br>A. Click **Source Search.**<br>B. Click **Internal.**<br>C. Enter search term.<br>You may use * as a wildcard, for example search **sodium*** to find sodium acetate or sodium carbonate.<br>D. Click **Search**.<br>E. Select **Stockrooms** result channel.<br><br>**Searching Tip:**<br>➢ To see all items sold through your Stockroom, type a space in the search field, then click **Search.** |  |

## 2. Add items to shopping cart

A. Note that the search includes results from all stockrooms in your accessible Sites (see guide 2. "Configure Preferences" for more information). Filter the results to ensure you only purchase from stores you are permitted to, as per the note below.
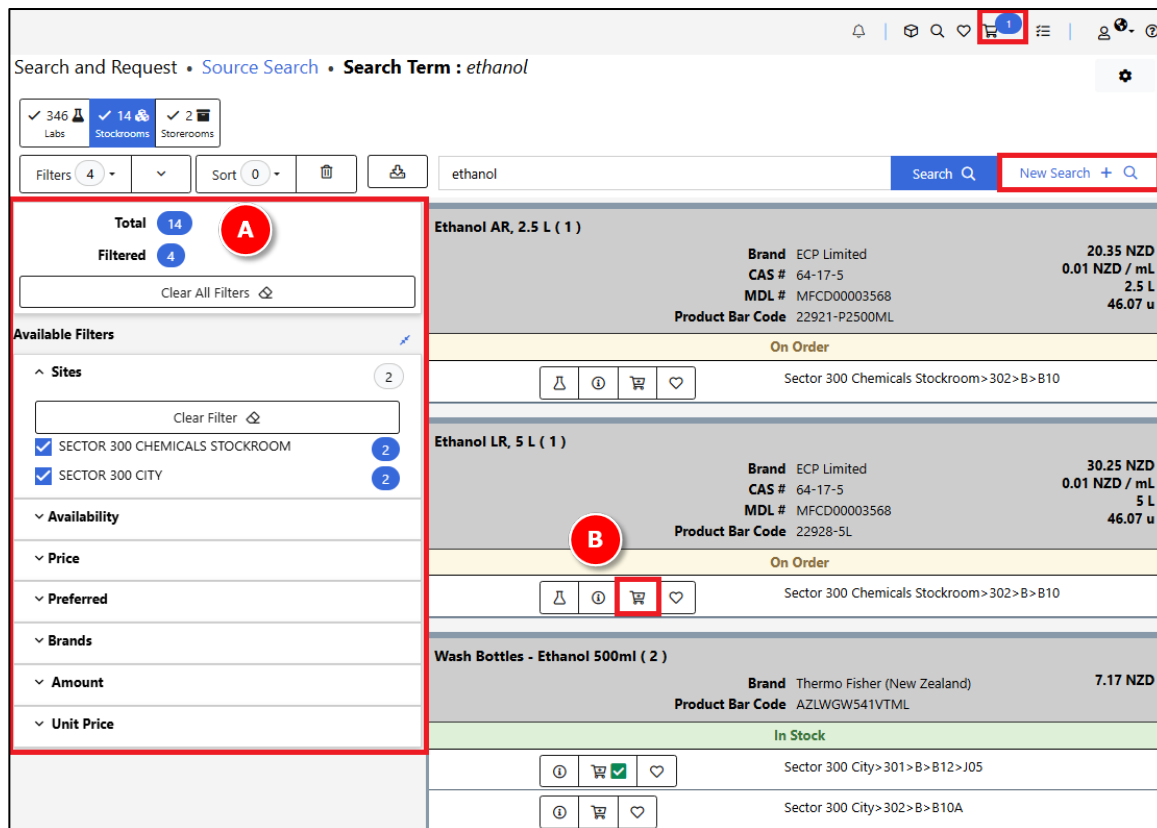
➢ **Filter and/or sort results:**

- o Apply **filters** on the left-hand side by clicking [⌄] to open a section and selecting parameters to apply.
- o You can remove individual filters, or all filters at once using the [ Clear All Filters ⬦ ] button
- o **Sort**: Click [ Sort 0 ⌄ ] for sorting options and [🗑] to clear the sort.

**Optional:**

➢ Click [ New Search + 🔍 ] to do a new search

➢ Click [♡] to add an item to your favourites list, accessible from the Heart icon in the top right.

B. Click [🛒] to add item to your cart. Only add each item once, you can change quantities on the following page.

---

**Search and Request • Source Search • Search Term : ethanol**

| ✓ 346 🧪 Labs | ✓ 14 ⚗ Stockrooms | ✓ 2 📦 Storerooms |

Filters 4 ⌄ | ⌄ | Sort 0 ⌄ | 🗑 | ⬇ | ethanol | Search 🔍 | New Search + 🔍

Total **14** (A)
Filtered **4**

[ Clear All Filters ⬦ ]

**Available Filters** ⚲

∧ Sites — 2

[ Clear Filter ⬦ ]

☑ SECTOR 300 CHEMICALS STOCKROOM — 2
☑ SECTOR 300 CITY — 2

⌄ Availability
⌄ Price
⌄ Preferred
⌄ Brands
⌄ Amount
⌄ Unit Price

**Ethanol AR, 2.5 L ( 1 )**
Brand ECP Limited — 20.35 NZD
CAS # 64-17-5 — 0.01 NZD / mL
MDL # MFCD00003568 — 2.5 L
Product Bar Code 22921-P2500ML — 46.07 u

**On Order**
🧪 ⓘ 🛒 ♡ — Sector 300 Chemicals Stockroom>302>B>B10

**Ethanol LR, 5 L ( 1 )**
Brand ECP Limited — 30.25 NZD
CAS # 64-17-5 — 0.01 NZD / mL
MDL # MFCD00003568 — 5 L
Product Bar Code 22928-5L — 46.07 u

(B) **On Order**
🧪 ⓘ 🛒 ♡ — Sector 300 Chemicals Stockroom>302>B>B10

**Wash Bottles - Ethanol 500ml ( 2 )**
Brand Thermo Fisher (New Zealand) — 7.17 NZD
Product Bar Code AZLWGW541VTML

**In Stock**
ⓘ 🛒✓ ♡ — Sector 300 City>301>B>B12>J05
ⓘ 🛒 ♡ — Sector 300 City>302>B>B10A

---

### Important Note

Please ensure you only submit purchase requests from stores that you are permitted to as per the rules below:

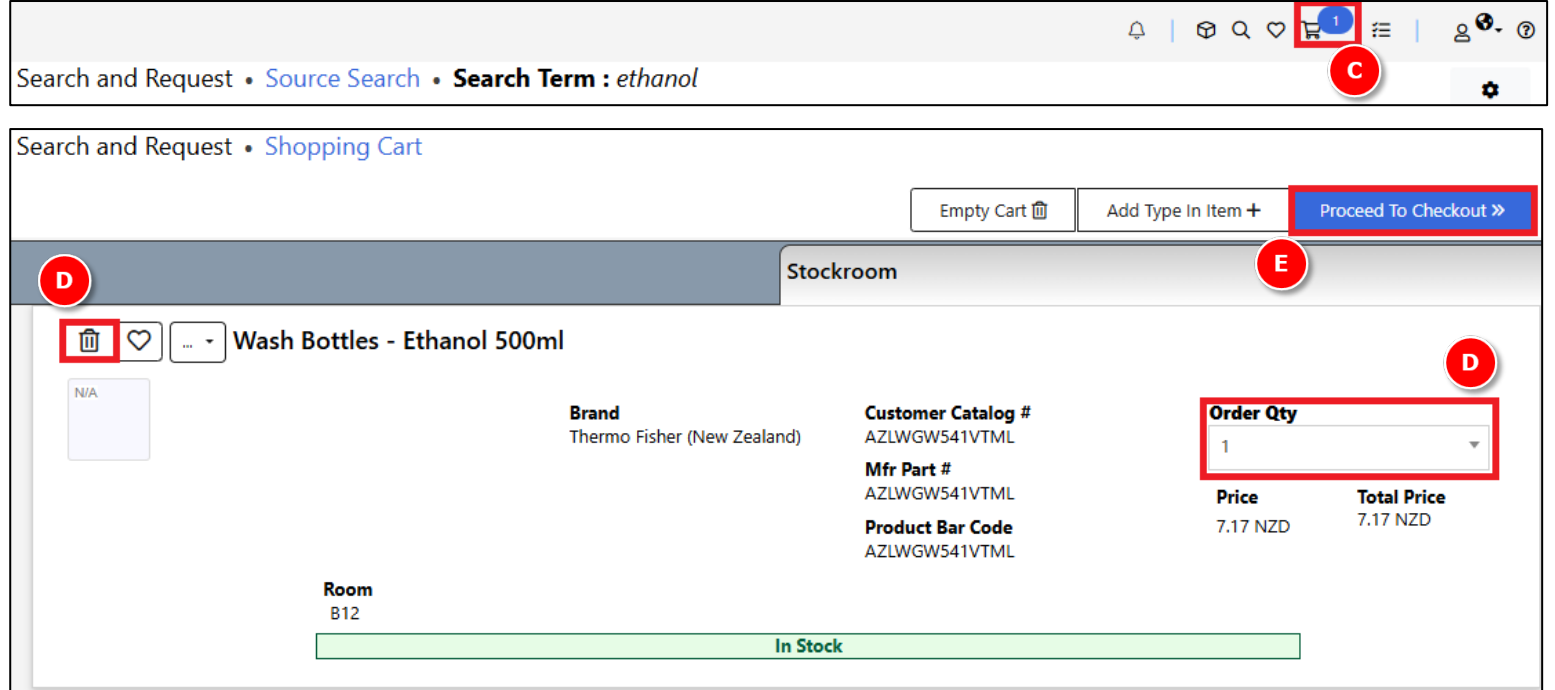| Store Sector | Terms of use |
|---|---|
| **Sector 100 City** (School of Biological Sciences) | Staff/students of the School of Biological Sciences or who work in labs in Sector 100. |
| **Sector 300 City** (School of Chemical Sciences) | Staff/students of the School of Chemical Sciences or who work in labs in Sector 300. |
| **Sector 500 Grafton** (Faculty of Medical and Health Sciences) | Non-chemical items may be purchased by any SciTrack user, but these must be collected from the Grafton stores, 501-B33. Chemicals may only be purchased for use within Sector 500. |

## 3. Review shopping cart

C. Click [cart icon] to view cart.

D. Optional:
   a. Change **order quantity** with the drop down, or manually typing a quantity**.**
   b. **Delete** item from cart.

E. **Proceed to checkout.**

**Note:**
Hosted Catalogue and Type In items should never be combined with Stockroom requests.

---

Search and Request • Source Search • **Search Term :** *ethanol*

Search and Request • Shopping Cart

Empty Cart 🗑    Add Type In Item +    Proceed To Checkout »

Stockroom

🗑 ♡ ... ▾  Wash Bottles - Ethanol 500ml

N/A

**Brand**
Thermo Fisher (New Zealand)

**Mfr Part #**
AZLWGW541VTML

**Product Bar Code**
AZLWGW541VTML

**Customer Catalog #**
AZLWGW541VTML

**Order Qty**
1

**Price**
7.17 NZD

**Total Price**
7.17 NZD

**Room**
B12

**In Stock**

---

## 4. Checkout and submit

A. Complete the fields (*Refer to Appendix).*

**To be able to select a valid cost centre**, you may need to change the Recipient to the person whose account you are charging (e.g. the PI or your supervisor). Select the Recipient field then type EITHER the first or last name of the recipient. Wait a moment, then click the correct person's name. Once selected, the list of available cost centres will change.
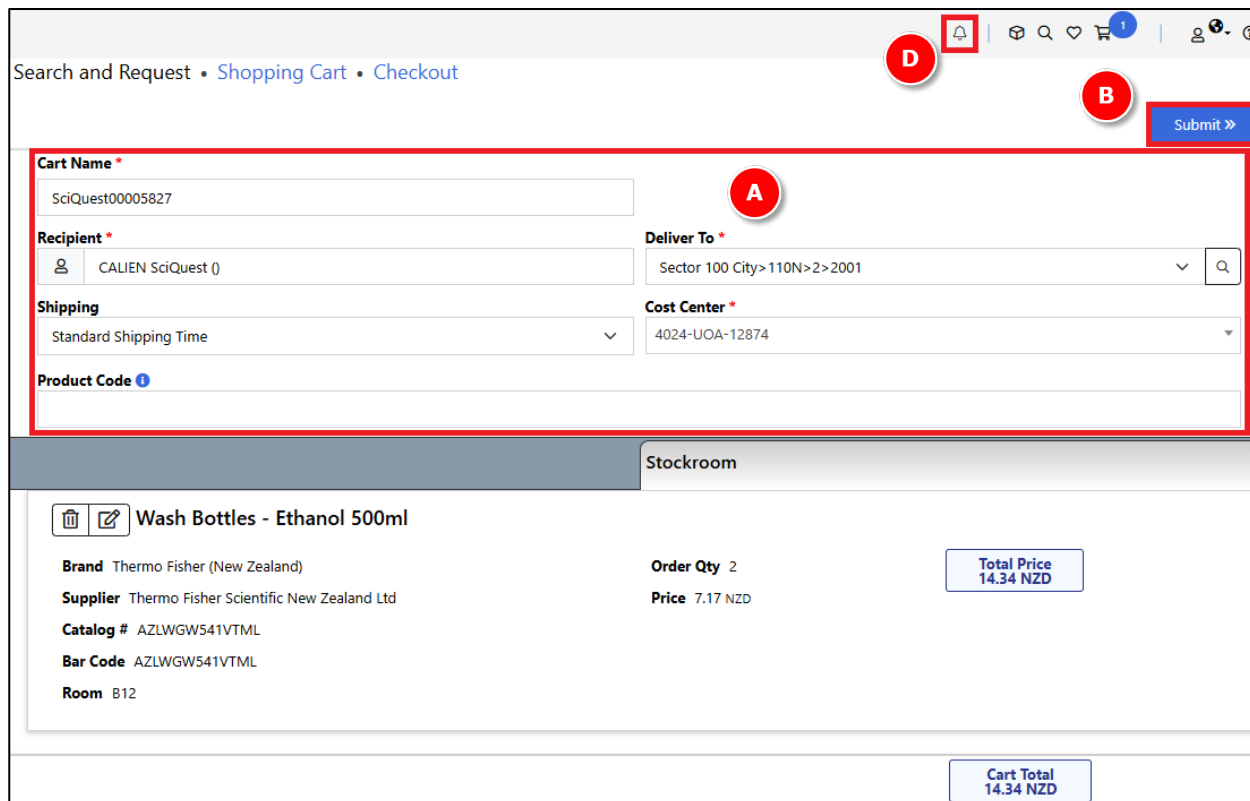
Note: Changing the 'Deliver To' location will have no effect. You will need to collect your order from the Stockroom.

**Product Codes** should be entered in the Product Code field.

B. Click **Submit.**
C. Your order can be collected from the stockroom.
D. A notification will be generated with a pdf report of your cart. Click the notification bell, then open the report by clicking

Search and Request • Shopping Cart • Checkout

**Submit »**

**Cart Name** *
SciQuest00005827

**Recipient** *
CALIEN SciQuest ()

**Deliver To** *
Sector 100 City>110N>2>2001

**Shipping**
Standard Shipping Time

**Cost Center** *
4024-UOA-12874

**Product Code** ⓘ

Stockroom

🗑 ✎ **Wash Bottles - Ethanol 500ml**

**Brand**  Thermo Fisher (New Zealand)                    **Order Qty**  2          **Total Price 14.34 NZD**
**Supplier**  Thermo Fisher Scientific New Zealand Ltd      **Price**  7.17 NZD
**Catalog #**  AZLWGW541VTML
**Bar Code**  AZLWGW541VTML
**Room**  B12

**Cart Total 14.34 NZD**

## 5. Transferring barcoded items

**IMPORTANT:**

All items with barcodes purchased through the Stockroom need to be updated with the correct owner and location after purchase. Please see the SciTrack Quick Guide "10. Container Search and Operations" for instructions.

**Appendix:**

| Field Name | Description |
| --- | --- |
| **Recipient** | The recipient is the Principal Investigator who owns the Cost Centre account you are ordering from. |
| **Cost Center** | You **must** have permission from your Principal Investigator to use the chosen Cost Centre.<br>The cost centers available depend on who is selected as the Recipient of the order. |
| **Product Code** | Product Codes e.g. A76X or should also be entered into this field where applicable. |