

6. Stockroom Purchasing

Overview

This quick guide will show you how to purchase items through the stockroom you are allocated to.

- 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.

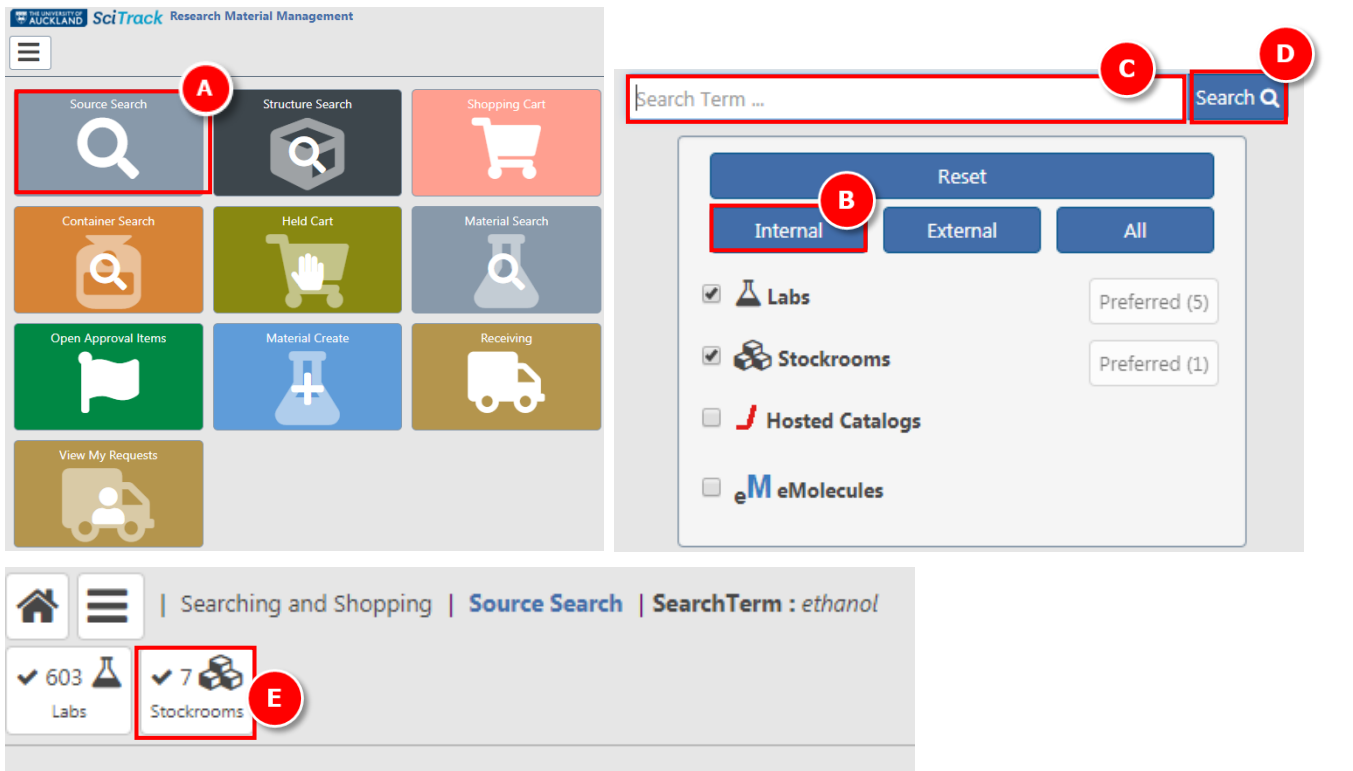
1. Source Search

2. Add items to shopping cart

3. Review shopping cart

4. Checkout and submit

5. Transferring barcoded items

Steps	Screenshots
<p>1. Source Search</p> <p>A. Click Source Search.</p> <p>B. Click Internal.</p> <p>C. Enter search term.</p> <p>You may use * as a wildcard, for example search sodium* to find sodium acetate or sodium carbonate.</p> <p>D. Click Search.</p> <p>E. Select Stockrooms result channel.</p> <div data-bbox="120 1066 698 1345" style="border: 1px solid blue; padding: 5px;"><p>Searching Tip:</p><p>➤ To see all items sold through your Stockroom, type a space in the search field, then click Search.</p></div>	 <p>The screenshot displays the SciTrack Research Material Management interface. The main navigation area contains several search and action buttons: Source Search (A), Structure Search, Shopping Cart, Container Search, Held Cart, Material Search, Open Approval Items, Material Create, Receiving, and View My Requests. A search results panel on the right shows a search term input field (C) with a search button (D). Below the search term, there are filter buttons for 'Internal' (B), 'External', and 'All'. The 'Internal' filter is selected. Underneath, there are checkboxes for 'Labs' (5 Preferred), 'Stockrooms' (1 Preferred), 'Hosted Catalogs', and 'eMolecules'. At the bottom, a status bar shows 'Searching and Shopping Source Search SearchTerm : ethanol' and two result counts: '603 Labs' and '7 Stockrooms' (E).</p>


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.



B. Click  to add item to your cart.



Optionally:

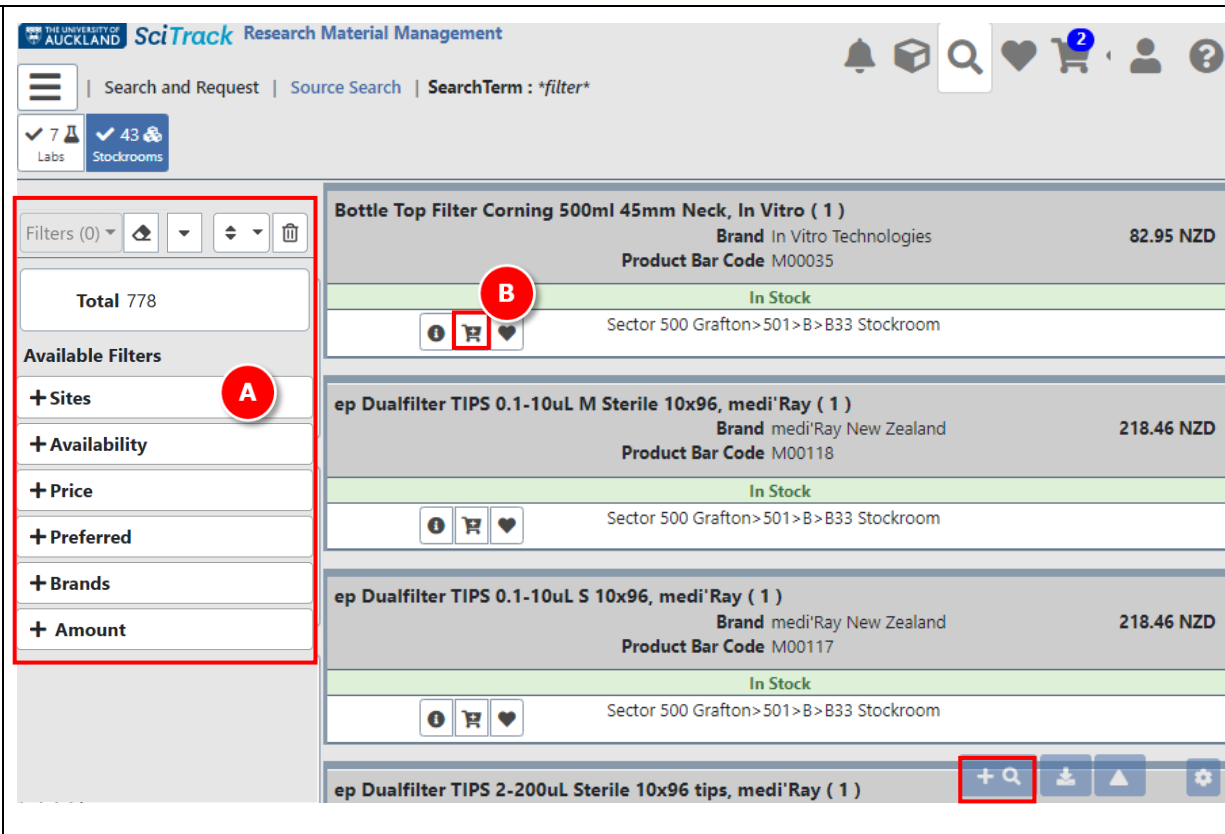
➤ Click  to do a new search

➤ Click  to add an item to your favourites.

➤ 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 options and  to clear the sort.




The screenshot shows the SciTrack interface with search results for 'Bottle Top Filter Corning 500ml 45mm Neck, In Vitro (1)'. The interface includes a top navigation bar with 'Search and Request', 'Source Search', and 'SearchTerm : *filter*'. A left sidebar contains a 'Filters (0)' section with a 'Total 778' and an 'Available Filters' list: '+ Sites', '+ Availability', '+ Price', '+ Preferred', '+ Brands', and '+ Amount'. A red box highlights the 'Available Filters' list, with a red circle 'A' next to the '+ Sites' filter. Another red box highlights the 'Shopping cart' icon in the product details, with a red circle 'B' next to it. The product details show 'In Stock' status and 'Sector 500 Grafton>501>B>B33 Stockroom'. The bottom of the interface shows a search bar with a red box around the '+Q' icon.

Important Note

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

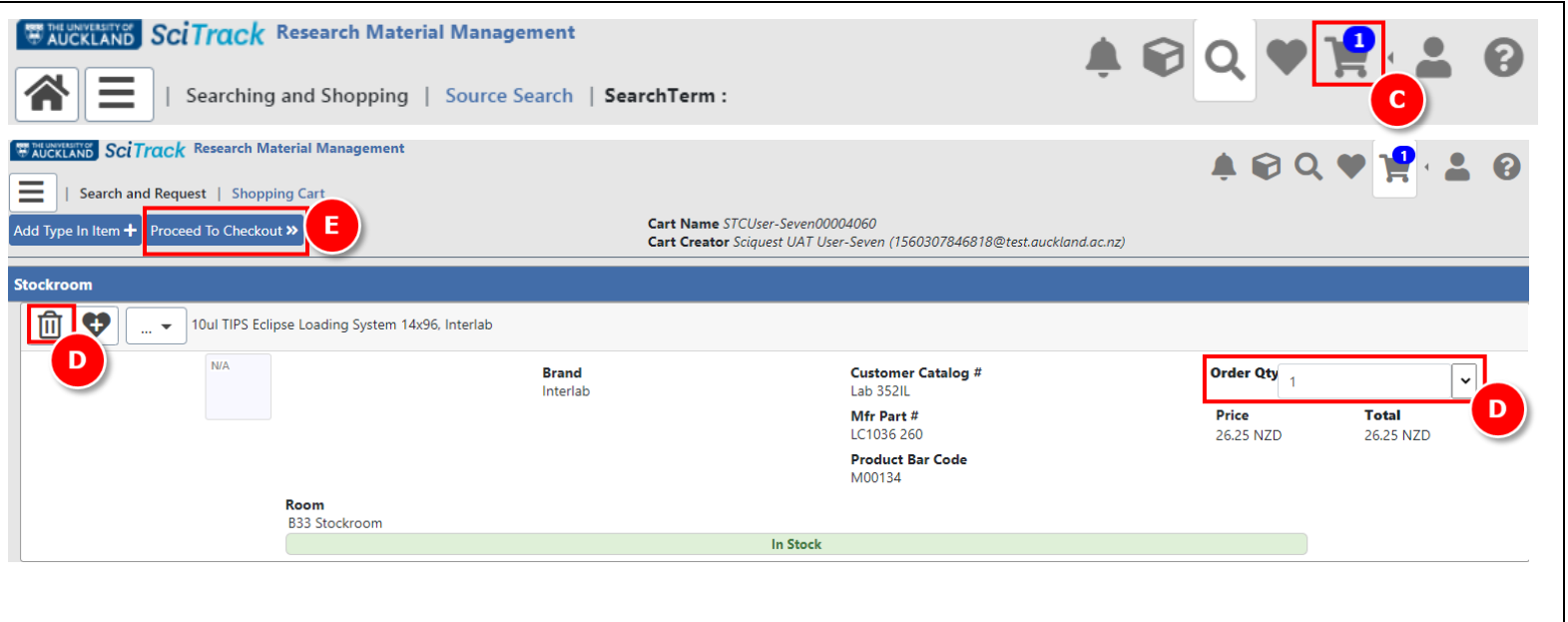
Store Sector	Terms of use
Sector 100 City (School of Biological Sciences)	Staff/students of the School of Biological Sciences or who work in labs in Sector 100.
Sector 300 City (School of Chemical Sciences)	Staff/students of the School of Chemical Sciences or who work in labs in Sector 300.
Sector 500 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  to view cart.
- D. Optional:
 - a. Change **order quantity**.
 - b. **Delete** item from cart.
- E. **Proceed to checkout**.

Note:

Hosted Catalogue and Type In items should not be combined with Stockroom requests.



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Searching and Shopping | Source Search | SearchTerm :



THE UNIVERSITY OF AUCKLAND **SciTrack** Research Material Management


Search and Request | Shopping Cart

Add Type In Item + **Proceed To Checkout** » E

Cart Name STCUser-Seven00004060
Cart Creator Sciquest UAT User-Seven (1560307846818@test.auckland.ac.nz)

Stockroom

  ... 10ul TIPS Eclipse Loading System 14x96, Interlab

 D

N/A

Brand Interlab

Customer Catalog # Lab 352IL

Mfr Part # LC1036 260

Product Bar Code M00134

Order Qty 1 D

Price 26.25 NZD Total 26.25 NZD

Room B33 Stockroom


In Stock

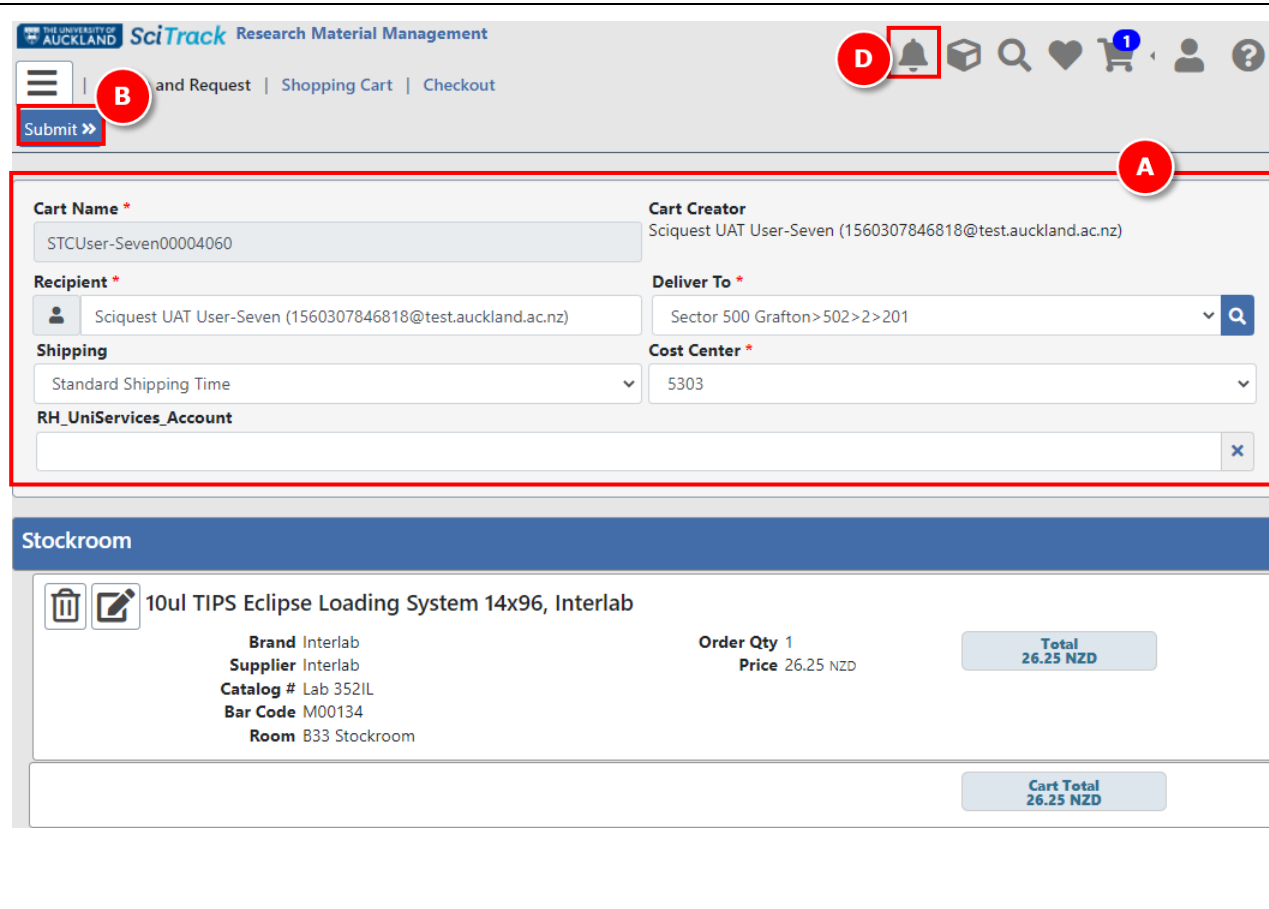
4. Checkout and submit

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.

Product Codes should be entered in the RH_UniServices_Account field for Stockroom orders only.

- 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 



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and Request | Shopping Cart | Checkout

Submit >>

Cart Name * STCUser-Seven00004060

Cart Creator Sciquest UAT User-Seven (1560307846818@test.auckland.ac.nz)

Recipient * Sciquest UAT User-Seven (1560307846818@test.auckland.ac.nz)



Deliver To * Sector 500 Grafton > 502 > 2 > 201

Shipping Standard Shipping Time

Cost Center * 5303

RH_UniServices_Account

Stockroom

  10ul TIPS Eclipse Loading System 14x96, Interlab

Brand Interlab **Order Qty** 1 **Total** 26.25 NZD

Supplier Interlab **Price** 26.25 NZD

Catalog # Lab 352L

Bar Code M00134

Room B33 Stockroom

Cart Total 26.25 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 <i>must</i> have permission from your Principal Investigator to use the chosen Cost Centre. The cost centers available depend on who is selected as the Recipient of the order.
RH_UniServices_Account_Number	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) Product Codes e.g. A76X or should also be entered into this field where applicable.