

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.

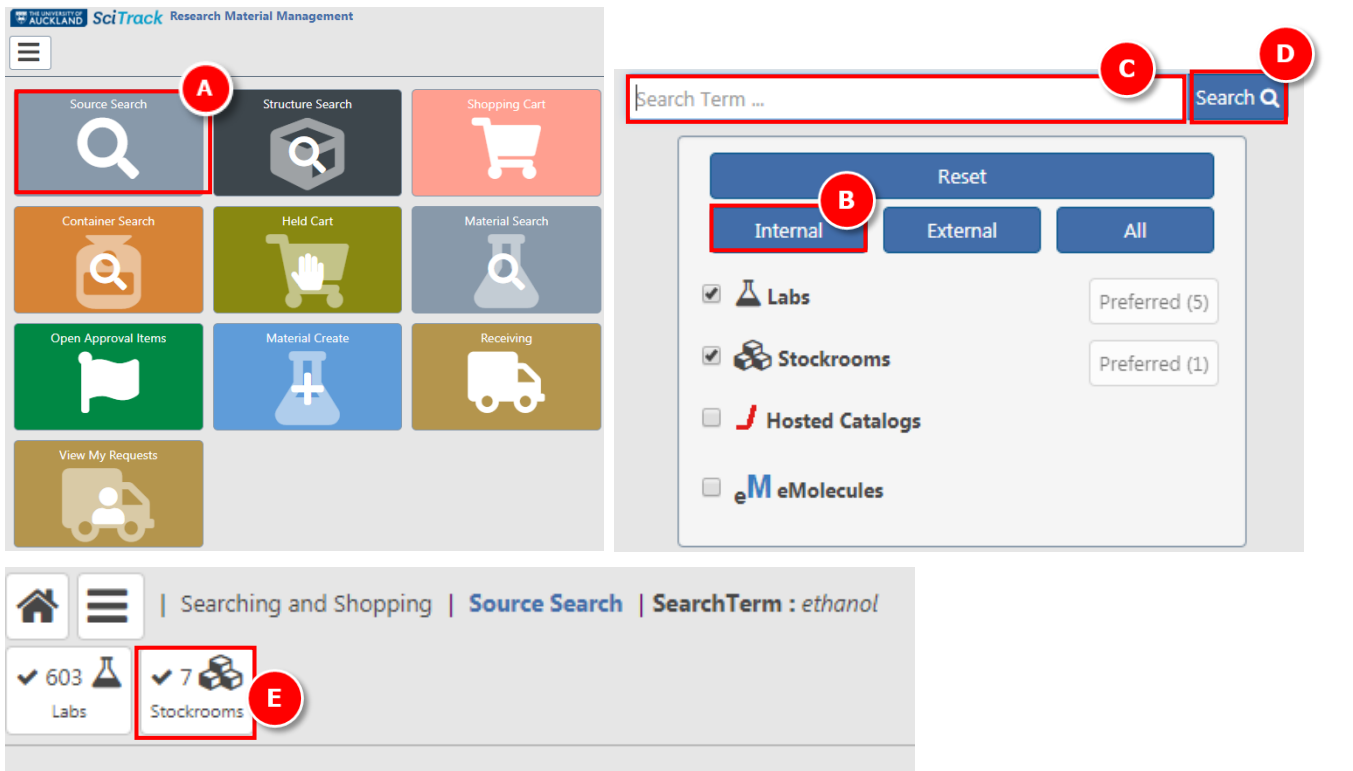
1. Source Search

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="123 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 area features a grid of 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. To the right, a search panel includes a search term input field (C), a Search button (D), and filter options for Internal (B), External, and All. Below the filters, there are checkboxes for Labs (Preferred (5)), Stockrooms (Preferred (1)), Hosted Catalogs, and eMolecules. At the bottom, a navigation bar shows the current page as 'Searching and Shopping Source Search SearchTerm : ethanol' and a summary of results: 603 Labs and 7 Stockrooms (E).</p> |

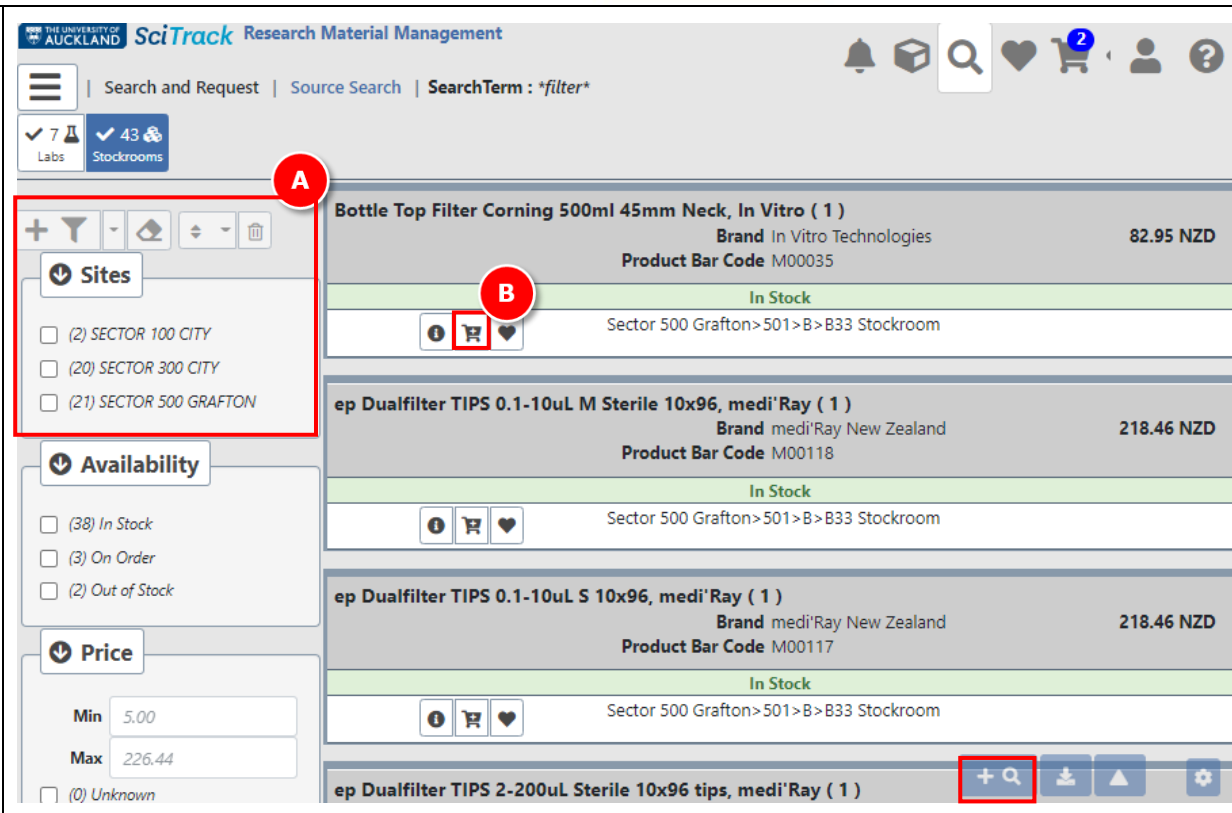
2. Add items to shopping cart

A. If you have access to All Sites, the search includes results from all stockrooms (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:

- **New Search:** Click  to find other items to add to your cart.
- **Filter:** Select parameters in the left menu and then apply by clicking . Click  to clear parameters.
- **Sort:** Click  to sort results.
- **Favourites:** Click  to add an item to your favourites.




The screenshot shows the SciTrack interface with search results for 'Bottle Top Filter Corning 500ml 45mm Neck, In Vitro (1)'. The interface includes a search bar, navigation tabs (Labs, Stockrooms), and a left-hand filter menu. The filter menu is divided into three sections: Sites, Availability, and Price. The Sites section is highlighted with a red box and labeled 'A', containing three options: (2) SECTOR 100 CITY, (20) SECTOR 300 CITY, and (21) SECTOR 500 GRAFTON. The Availability section shows (38) In Stock, (3) On Order, and (2) Out of Stock. The Price section has a Min value of 5.00 and a Max value of 226.44. The search results list three items, each with a price and 'In Stock' status. The first item is 'Bottle Top Filter Corning 500ml 45mm Neck, In Vitro (1)' priced at 82.95 NZD. The second and third items are 'ep Dualfilter TIPS 0.1-10uL M Sterile 10x96, medi'Ray (1)' and 'ep Dualfilter TIPS 0.1-10uL S 10x96, medi'Ray (1)', both priced at 218.46 NZD. A red box labeled 'B' highlights the shopping cart icon in the action bar of the first item. At the bottom of the results, there is 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:

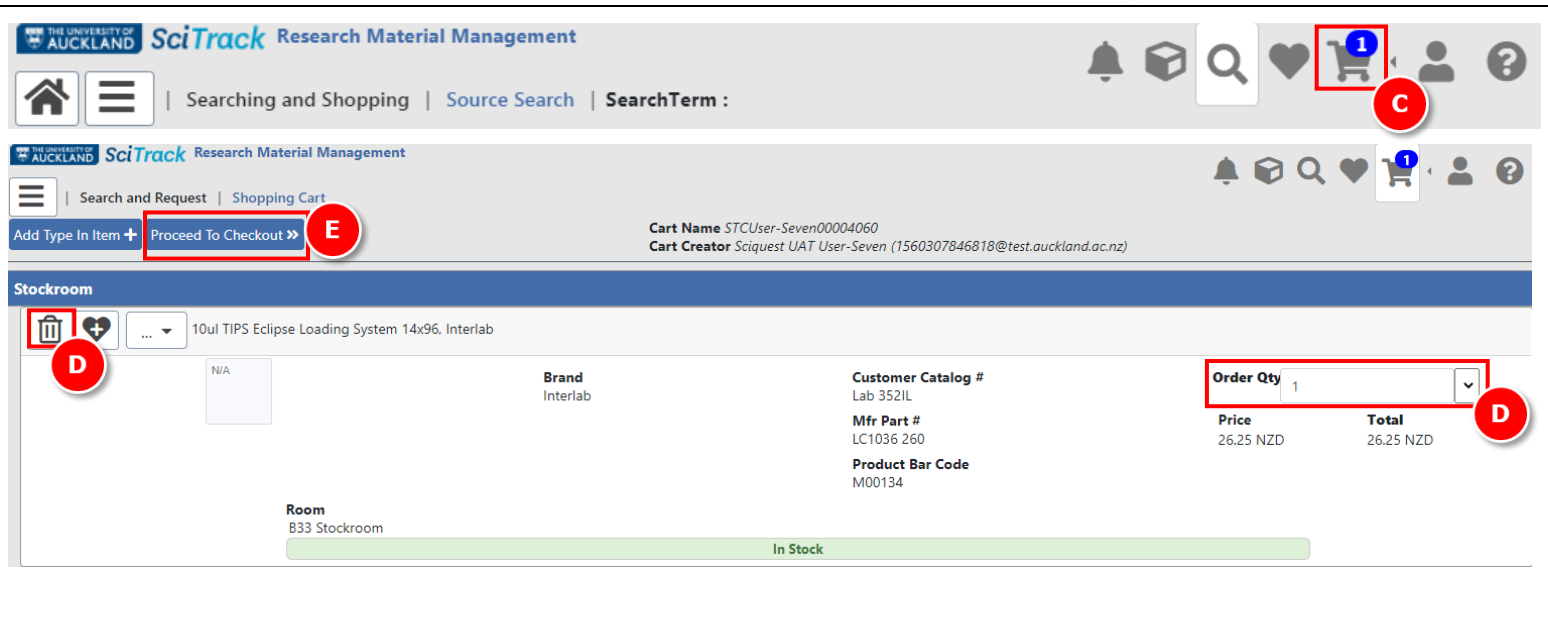
| Store Sector | Terms of use |
|---|--|
| Sector 100 City (School of Biological Sciences) | Staff/students of the School of Biological Sciences or who work in labs in Sector 100. |
| Sector 300 City (School of Chemical Sciences) | Staff/students of the School of Chemical Sciences or who work in labs 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.




The screenshot shows the SciTrack Research Material Management interface. At the top, there is a navigation bar with the University of Auckland logo and the SciTrack logo. Below this, there is a search bar and a 'Proceed To Checkout' button. The main content area displays a shopping cart with one item: '10ul TIPS Eclipse Loading System 14x96, Interlab'. The item details include Brand (Interlab), Customer Catalog # (Lab 352IL), Mfr Part # (LC1036 260), Product Bar Code (M00134), and Room (B33 Stockroom). The price is 26.25 NZD and the total is 26.25 NZD. The 'Order Qty' is set to 1. A green bar at the bottom indicates 'In Stock'.

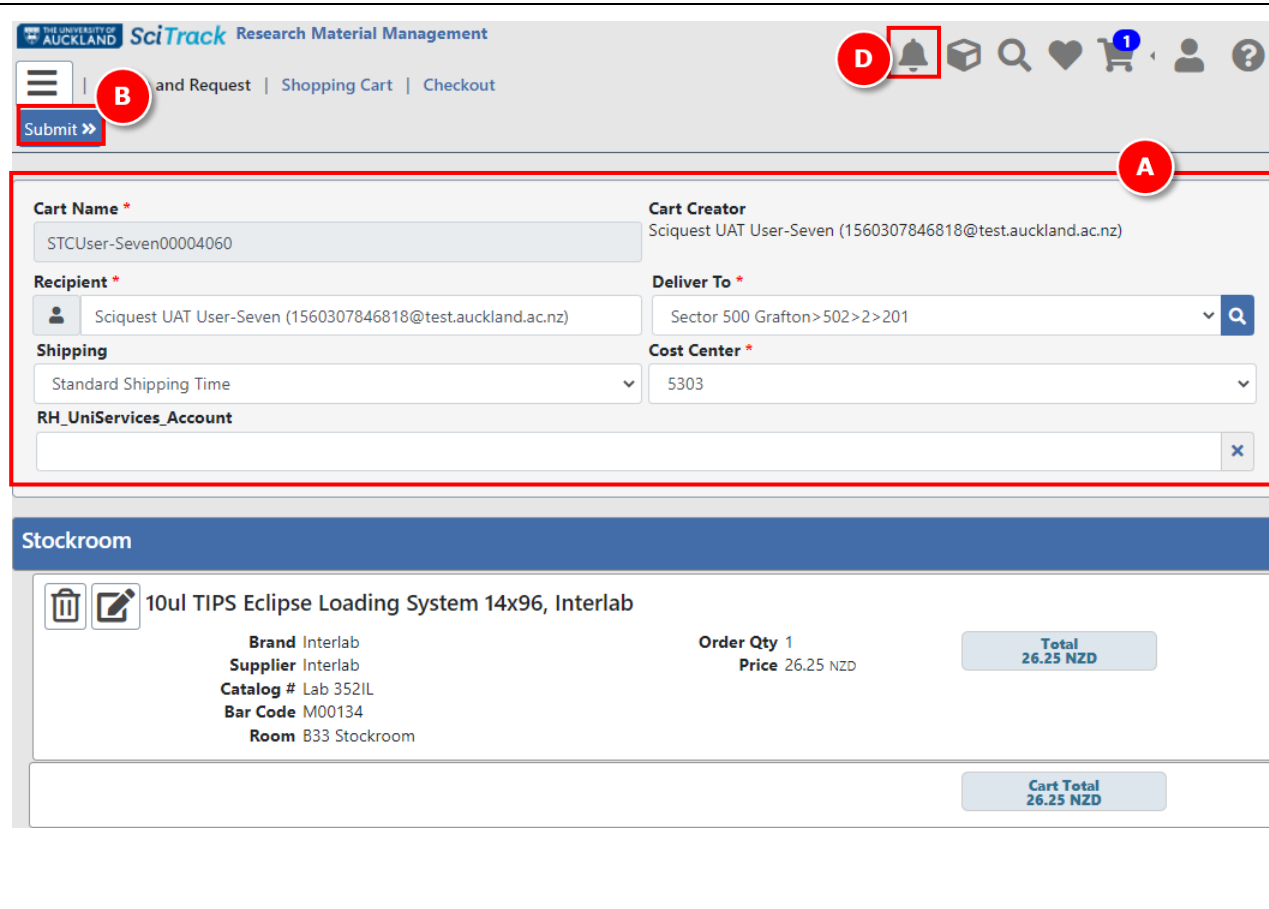
4. Checkout and submit

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 



UNIVERSITY OF AUCKLAND SciTrack Research Material Management

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 must 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. |