

Overview

- The **Held Cart** tile shows external shopping carts that have not been picked up by the STC or UniServices Purchasing.
- The **My Requests** tile shows shopping carts that have been picked up by the STC or UniServices Purchasing, and submitted Stockroom carts.

1. Use Held Cart to edit or review carts

2. Unload held carts

3. Review Shopping Cart Submitted Reports

4. Use My Requests to track orders and reorder your own carts

5. Use Request Item Search to track and reorder other users' carts

Steps

1. Use Held Cart to edit or review carts

Held carts can only be edited **before** STC/UniServices purchasing pick up the cart. If you need to make changes after the cart has been picked up, you will need to use My Requests to reorder the items in a new cart (see Step 4).

- Click **Held Cart**.
- Filter and search options are available in the "Show" drop-down. Alternatively, hold **CTRL-F** to search for the cart name or cart creator in your browser search.



- Click  to load the cart.

Important:

- Once you load a cart it is very important to proceed to checkout and submit the cart.

If you accidentally close the **Held Cart** window before submitting the cart, you will need to unload it (see **step 2** below).

Screenshots

Home

Source Search, Structure Search, Material Search, Material Create, Container Search, Receiving, Shopping Cart, Held Cart, Open Approval Items

Welcome to SciTrack

This is the UIT version of SciTrack RMM 25.1. Please contact scitrack@auckland.ac.nz if you experience any difficulties.

SciTrack quick guides and video demos are available at <https://www.auckland.ac.nz/scitrack>

For information on management of hazardous chemicals and risk biologicals, please refer to [Chemical Risk Management Protocol](#) and [Biological Risk Management and Containment Protocol](#)

Source Search

Search Terms Search

Advanced Search

Review, Approve, and Receive • Held Cart

Show All Held Carts

All Held Carts

By Cart Name

By User

Carts with Approvals

By Created Date Range

Created Date 29/05/2025 11:18 AM

Last Loaded By Burt, Ray R. (rpbt416@aucklanduni.ac.nz)

SciQuest00005771 2 Items

Creator SciQuest, CAIMEI

Recipient SciQuest, CAIMEI

Created Date 29/05/2025 11:02 AM

Last Loaded By Burt, Ray R. (rpbt416@aucklanduni.ac.nz)

SciTrack Quick Guide – Edit carts, track carts, and reorder (Version 3.1)

D. Make any required changes and click **Proceed to Checkout**.

E. Make any required changes and click **Submit**.

Note:

- If you have the Researcher (default) role, you can view all Held Carts for which you are the Creator or Recipient. DLPs can see all carts in their sector.
- Any changes that you make to a cart are automatically saved as you go, and you cannot revert to the original cart.

Search and Request • Shopping Cart

Cart Name *SciQuest00005771*
Cart Creator *CAIMEI SciQuest (null)*

Add Type In Item + **Proceed To Checkout >>**

Hosted Catalogs **D**

Ethylene Glycol 99% 5L

Class	Supplier	Catalog #	Package	Order Qty
Chemical/Restricted Biolog...	ECP Limited	etr-5L	5 L	1

Search and Request • Shopping Cart • Checkout

E **Submit >>**

Cart Name *
SciQuest00005771

Cart Creator
CAIMEI SciQuest (null)

Recipient *
CAIMEI SciQuest ()

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

2. Unload held carts

Before you start adding items to your cart, ensure you don't mistakenly have another cart loaded.

You have another cart loaded if:

- The shopping cart quick icon shows items are in your cart .
- Your cart already has a cart name:

Cart Name *SciQuest00005771*
Cart Creator *CAIMEI SciQuest (null)*

To unload a held cart, including someone else's:

- Click **Held Cart** tile. 
- Any carts you have loaded will appear at the top of the page with  icon.
- Click  to unload the cart

A

Review, Approve, and Receive • Held Cart

Show All Held Carts

SciQuest00005771 2 Items

C

Creator *SciQuest, CAIMEI*
Recipient *SciQuest, CAIMEI*

Created Date *29/05/2025 11:02 AM*
Last Loaded By *SciQuest, CALIEN*

B

Loaded by me 

SciTrack Quick Guide – Edit carts, track carts, and reorder (Version 3.1)

3. Review Shopping Cart Submitted Reports

A. After submitting a cart, a report is generated. To find this, click the notification bell.

B. Open the report by clicking



		Date Created	Notification Type	Subject
+		19/06/2025 1:48:04 PM	Shopping Cart Submit	You have submitted shopping cart
+		18/06/2025 5:56:13 PM	Shopping Cart Submit	You have submitted shopping cart

4. Use My Requests to track orders and reorder

A. Click **My Requests**.

B. Change the **Request Period** or **Status** to see more items.

➤ The order status definitions are in the appendix

C. To reorder an item, click to add the item to your cart (only applies to hosted catalogue or type in items).

D. Complete the cart (refer to SciTrack Quick Guides “3. Hosted Catalogue Purchasing” or “4. Type In Purchases”).

Search and Request • [View My Requests](#)

Request Period: Last 12 months | Status: Open

Select Shopping Cart from Results

29/05/2025 11:02 AM		SciQuest00005771	
Action	Product Name	Supplier	Catalog #
	Ethylene Glycol 99% 5L	ECP Limited	etr-5L
	TLC plates	ECP Limited	MN818333

23/04/2025 3:43 PM		SciQuest00005684	
Action	Product Name	Supplier	Catalog #
	OMIX C18 pipette tips, 2 - 10 uL, 1 x 96 tips	Agilent Technologies New Zealand Ltd	A5700310

Notes:

- Reordered items will be added to your shopping cart with a quantity of 1, regardless of original quantity
- Reordering items does not replicate the recipient or account information from the original cart. The cart will also have a new name.
- Note that items in held carts cannot be reordered in **My Requests** until the cart has been picked up by purchasing staff.
- Click the icon to see whether it the item has been DLP approved yet.

SciTrack Quick Guide – Edit carts, track carts, and reorder (Version 3.1)

5. Use Request Item Search to track and reorder other users' carts

A. Click Request Item Search

If you don't see this tile on your homepage, add it by following instructions in quick guide "2. Configure preferences"



B. Search by cart name or PO number (Lookup tab)

OR

C. Do an Advanced Search (click the headings to expand the selection criteria boxes)

- The **User** field includes the creator or recipient of a cart. Type **either** a first or last name and select the user from the list that appears.
- Cost center** must be exact or use wildcards *. Accepted formats examples: 4080-UOA-09123 or 9145-RO-3234567
- Multiple **cart statuses or types** may be selected. Click on the box and select as many as applicable.

D. Click  to find details of the order, including whether it has been DLP approved

E. Options are available to sort or export the results

F. Click  to add items to a new cart.

G. Complete the cart (refer to SciTrack Quick Guides "3. Hosted Catalogue Purchasing" or "4. Type In Purchases").

Search and Request • Request Item Search

Advanced Search | Lookup

Reset Criteria | Search

User: CALIEN SciQuest 0

Date Submitted: From: To:

Types(s): Hosted Catalogs | Storeroom

List Names:

Status(es):

All Statuses

All Open

All Closed

Select Statuses: Closed | Ordered | Sent To Purchasing

Locations

Item Information

Product Name Contains

Supplier Contains

Brand Contains

Catalog # / Mfr Part #

Structure Identifier

Cost Center

Flex Fields

Search and Request • Request Item Search

New Search

Selected Request(s) / 4

Action	Request Date	Shopping Cart	Request #	PO #	Status	Creator	Request Type	Supplier
	29/04/2025	SciQuest00005684	3086		Sent To Purchasing	SciQuest, CALIEN	Hosted Catalogs	Agilent Technologies Ne
	30/04/2024	SciQuest00005248	3000		Sent To Purchasing	SciQuest, CALIEN	Hosted Catalogs	Thermo Fisher Scientific

Notes:

- Reordered items will be added to your shopping cart with a quantity of 1, regardless of original quantity.
- Reordering items does not replicate the recipient or account information from the original cart.

SciTrack Quick Guide – Edit carts, track carts, and reorder (Version 3.1)

Appendix

My Requests Item status	Description	Can item be re-ordered?
New	Stockroom cart that has not been fulfilled yet	No
Held Cart	Cart has not been picked up by the STC or UniServices purchasing. Note that you need to raise a request for this to happen.	No - may be edited by going to Held Cart.
Sent to Purchasing	Has been picked up by the STC or UniServices purchasing. Once a purchase order is successfully raised, it becomes Ordered	Yes
Ordered	A purchase order has been successfully raised.	Yes
Received Full/ Partial	The item has been receipted (or fulfilled by the Stockroom if it is a stockroom order)	Yes