

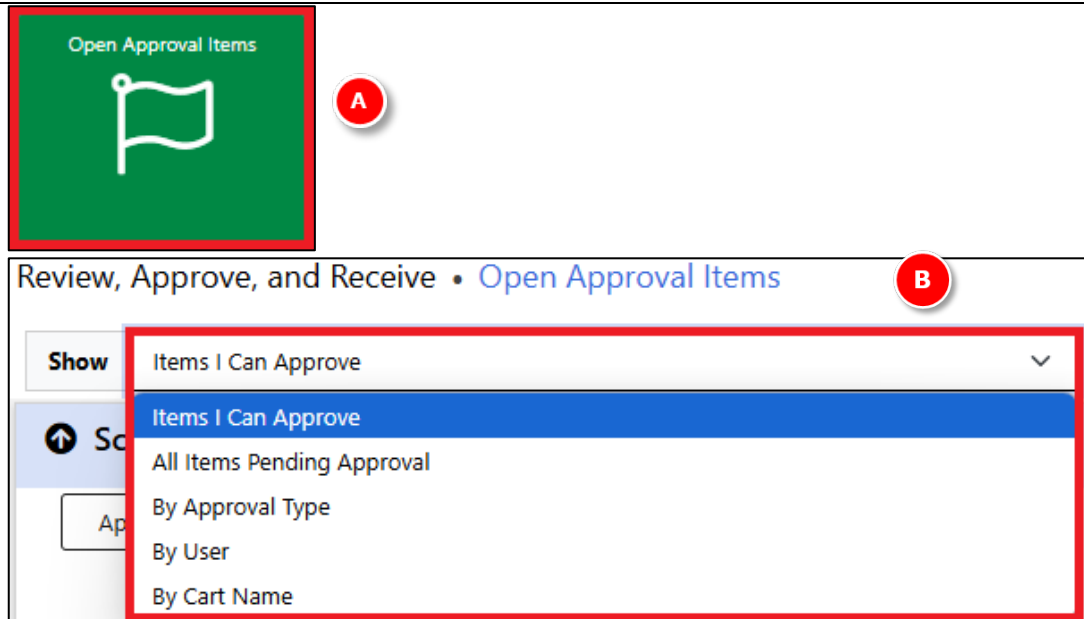
Overview

This guide will show you how to review and approve carts in SciTrack and submit them to purchasing. Designated Lab Persons (DLPs) are responsible for approving carts for their research area and submitting them to the Shared Transaction Centre (STC).

- Carts created by DLPs do not require approval. Neither do Stockroom or Storeroom requests from internal stores.
- DLPs should only approve carts that they have been specifically asked to approve by the cart creator

1. Find Researcher Carts to Approve
2. Review and Approve Carts
3. Reviewing Chemical Purchases - CAS Numbers
4. Reviewing Chemical Purchases - Warning Flags
5. Submit carts to purchasing

Appendix 1: Anticipated tasks associated with the DLP role in SciTrack


Steps	Screenshots
<p>1. Find Researcher Carts to Approve</p> <p>A. Click Open Approval Items.</p> <p>B. Filter and search options are available in the “Show” drop-down. Alternatively, hold CTRL-F to search for the cart name in your browser search.</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ Open Approval Items and “Items I Can Approve” shows <u>all</u> carts in your accessible site(s). Please only approve the cart(s) you have been specifically asked to. ➤ If you need to approve carts from outside of your site, please update your Sites preferences as shown in SciTrack Quick Guide 2. Configure Preferences. ➤ DLP-approving an item does not stop the item from going through hazard approval or financial approval. Those approvals happen as an automatic workflow once the requisition is raised in PeopleSoft Financials. 	 <p>The screenshot shows the SciTrack interface. At the top, there is a green button labeled 'Open Approval Items' with a flag icon, highlighted by a red box and labeled 'A'. Below this, there is a section titled 'Review, Approve, and Receive' with a dropdown menu labeled 'Open Approval Items' highlighted by a red box and labeled 'B'. The dropdown menu is open, showing the following options: 'Items I Can Approve' (selected), 'All Items Pending Approval', 'By Approval Type', 'By User', and 'By Cart Name'.</p>

SciTrack Quick Guide – DLP Cart Approval and Submit (Version 3.1)


2. Review and Approve Carts


Please review the cart using the checklist on the following page (page 3).


- A. To see a summary of the cart

information, click . Note that any fields left blank will not show in the summary.

- B. For chemical purchases, click the

material properties icon  to check the CAS number has been entered. If the icon isn't showing, the item is likely missing its CAS number. Edit the cart to add this, following instructions in section 3.

- C. If available, click the warning flag  to review it. Please refer to section 4 to see what actions may be required.

- D. To edit the cart, click . Changes are saved as you go. Click through to Proceed to Checkout and click **Submit** once you are finished.

Approve each cart item

- E. **Click the tick icon next to each item in the cart to approve it.**

SciQuest00005625 28/05/2025 7:07 AM

Approve ✓ Midazolam tablets
 NEB New Zealand Limited

E DLP R2

B

Order Qty 1 Total Price 2.00 NZD

View material properties window:

Midazolam

Danger

General Info

Identifiers
 Physical Properties

Health/Safety

H&P Statements
 GHS
 EHS List
 NFPA/HMIS Ratings
 Hazard Properties
 Radioactivity
 Transport Hazards

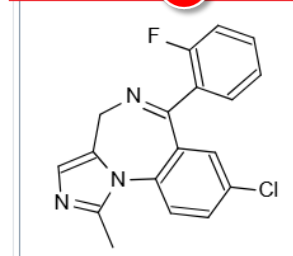
Product Info

Product Info

Identifiers

Status Not Reviewed
 Creator ERMSUPERUSER, ERMSUPERUSER
 Primary CAS # 59467-70-8
 Material Type
 Material Source
 Material Class Chemical/Restricted Biological
 Formula

Cust Compound ID	CAS #	MDL #
	59467-70-8	




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3. Reviewing Chemical Purchases- CAS Numbers


Adding CAS Numbers if required

All chemical cart items must have a CAS number assigned. This ensures any warning flags are applied. To add a CAS number to a cart item, go to the Shopping Cart screen. (Refer to step 2B for how to check if a CAS is assigned, and step 2D to edit a cart).

Adding a CAS number to a Type-in item

- A. On the Shopping Cart screen, click the  icon and click Edit Item.
- B. Type the CAS number into the CAS # field. Only put in the numbers and dashes.

Adding a CAS number to a Hosted Catalogue item

- C. On the Shopping Cart screen, click the  icon and click Match Material
- D. Type the CAS number into the search bar and click Search.
- E. Select the most appropriate match from the list and click Select.

*A CAS number is a unique internationally recognised identifying code for single chemicals. You can find it on the Safety Data Sheet, supplier website, or Google. Chemical mixtures don't have a CAS and should instead be matched where possible to an existing SciTrack material, as shown in steps 3C-E above.

Search and Request • Shopping Cart

Cart Name DLPTest4-052025
Cart Creator Researcher SciQuest (null)

Type In

NaH

Sodium metal sticks

Match Material
View Material
View COP
View SDS
Edit Item
Edit Disposal Code

Danger

Supplier
ECP Limited

CAS #

7440-23-5

Hosted Catalogs

Nitric acid AR 69% 2.5L Baker Instra-Analyzed Reagent

Match Material
View Material
View COP
View SDS
Edit Details

Danger

Supplier
ECP Limited
Brand
JT Baker

Catalog #
nil9601-04
Mfr Part #
9601-04-G2

Match Material - Nitric acid AR 69% 2.5L Baker Instra-Analyzed Reagent

CAS # 7697-37-2

Restricted

Search Terms

Search

No Suitable Match Listed, Create Material

Nitric acid 7697-37-2 MFCD00011349 Danger

Close Select

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4. Reviewing Chemical Purchases- Hazard Flags

Once a chemical is correctly classified in SciTrack by its CAS number or a material match, the warning flag sign may display. The requestor and DLP must review all warnings before submitting the cart.

The EHS List section shows you which lists* the chemical is associated to.

EHS List Severity	Actions to take
Restricted	The chemical is highly hazardous and/or controlled and will be flagged for hazard approval. If you are unaware of the requirements for ordering this, contact your Hazard Approver for advice before placing the order. Read the COPs.
Warning	The chemical has hazardous properties that you need to be aware of before placing the order. Read the COPs.
Information	Information lists are mainly used for searching and reporting on different groups of chemicals. They are for information, no action required.

If there are no EHS lists, or only those with 'Information' severity, the warning flag can be ignored.

If Codes of Practice (COPs) are available, please click on the description to read additional important information

*List Names starting with HSNO or UN contain chemicals associated with the specified HSNO or UN classification.

Warning flag in Open Approval Items:



Warnings

Controlled Restricted Warning Hazardous

EHS List

Severity	List Name
Restricted 2	UN4.3 PG1 - Highly Reactive
Restricted 2	UN6.1 PG1 - Highly Toxic
Warning	HSNO 4.3A
Warning	HSNO 6.1A
Warning	Unstable on prolonged storage
Information	HSNO 3.1A
Information	HSNO 6.1B
Information	UN4 - Reactive Solids


COPs

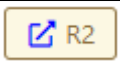
^ Highly Reactive Solids

^ Highly Toxic Substances

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Important - DLPs must review carts to check:

Stage	Description
Before purchasing	Check inventory for existing stock.
Before purchasing	Before purchasing items that you know are restricted, check that required permits/licenses have been obtained.
Before purchasing	Ensure there are appropriate storage facilities for the item (e.g. solvent cabinet for flammables). Refer to the SMOU for the class of chemical for details. https://www.auckland.ac.nz/en/health-safety-wellbeing/health-safety-topics/laboratory-safety/chemical-safety/lab-rules-and-safe-methods.html
Shopping Cart	Check that the item and quantity are appropriate. Consider end-of-life disposal costs and only buy the amount you require.
Shopping Cart	If ordering chemicals, CAS number must be included (refer to section 3 above). Hazard flags should be set automatically based on the CAS number, but if missing please flag manually in the item details.
Shopping Cart	Review any warning flags  and take action as required, shown in section 4 above.
Shopping Cart	Quote numbers need to be typed into the External Notes section for the first line item only.
Shopping Cart	Correct material class is selected (see note below).
Checkout	Recipient is a staff member.
Checkout	Cost Centre and product code selected are correct and approved for use.
Checkout	MPI Restricted is set to TRUE for restricted biologicals, but FALSE otherwise.
Checkout	Account code is correct (if a PReSS account is used, account code must be 312775).

-  indicates the item has been flagged as highly hazardous or restricted.
- Each item in a cart needs to be approved individually.
- The material class is set to "Chemical/Restricted Biological" by default. Non-hazardous items should have the material class set to "Other non-hazardous" so that barcodes are not required at time of receipting. If the material class is incorrect and cannot be changed in the cart, the material itself will need to be edited. Please refer to quick guide **11. Creating materials and containers** or email scitrack@auckland.ac.nz for assistance.

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5. 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. Choose SciTrack as the supplier
 - c. Enter **cart name** into the **SciTrack cart name** field (e.g. Boyd00043128).
 - d. Attach supporting documentation for the supplier where required, e.g. MPI import permit.
- 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.

[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

Appendix 1: Anticipated tasks associated with the DLP role in SciTrack**DLP working in a restricted biological containment area**

- Attend the DLP Containment training course (sign up on Career Tools)
- Purchase all biologicals through SciTrack. If the supplier you need is not set up in SciTrack, contact scitrack@auckland.ac.nz
- All restricted biological purchases should be received in SciTrack and updated in SciTrack with the correct location, owner, and BACC# or central register number (as applicable) **within 1 week of delivery**. This also applies to restricted biologicals transferred into a containment facility.
- Restricted biologicals that are created in-house (not purchased) should be entered into SciTrack **within 1 month of creation**. This can be done by sending the SciTrack biologicals upload template to scitrack@auckland.ac.nz
- Ensure the SciTrack containers of restricted biologicals include all applicable identifiers (e.g. BACC#, central register number (e.g. GRAF#), HSNO application#), and have owner/location updated as required.
- When disposed of or destroyed, the SciTrack container must be recorded as disposed and the method of disposal or destruction noted. Transfers out to other facilities and exports must also be recorded as disposed.

DLP required to purchase chemicals

- Purchase all chemicals through SciTrack. If the supplier you need is not set up in SciTrack, contact scitrack@auckland.ac.nz
- Include the CAS number when purchasing chemicals and ensure any highly hazardous chemicals have the appropriate hazard class flag (e.g. UN6.1 PG1 Highly Toxic).
- All chemical purchases must be received in SciTrack with a physical barcode applied, then transferred in to the correct SciTrack location and owner within 1 week of receipt.
- When disposed of or destroyed, the SciTrack container must be recorded as disposed empty (if used up) or disposed (if sent away for chemical disposal). Transfers out to other facilities and exports must also be recorded as disposed.
- <https://www.auckland.ac.nz/en/health-safety-wellbeing/health-safety-topics/laboratory-safety/chemical-safety/purchase-storage-disposal-chemicals.html>

DLP not lab-based (typically purchases only non-hazardous items)

- Seek advice before creating or approving carts that may contain chemicals or restricted biologicals.
- All purchases through SciTrack-listed suppliers must go through SciTrack, including raising purchase orders for repairs or maintenance.
- Receipt all SciTrack orders in SciTrack (unless they have already been receipted by the staff at the delivery point). Once receipted in SciTrack, you do not have to request receipt through the Staff Service Centre.
- Dispose of any barcodes in SciTrack that have been applied during receipting by mistake.