

Overview

Items that you have ordered through SciTrack need to be **receipted** in SciTrack and then **transferred** to the owner and final location. This quick guide will show you how to do so.

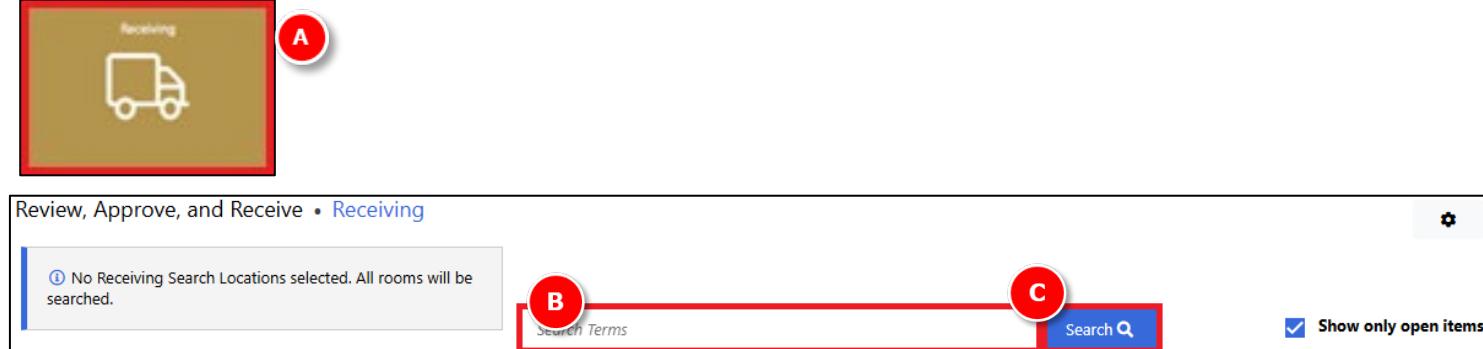
- **Receipting (aka receiving)** is sometimes completed in the inwards goods store. Otherwise items should be receipted by a DLP.
- **Transferring** items to their correct location and owner must be completed by the DLP or requestor for all barcoded items.
- When an item is receipted in SciTrack, it will be automatically receipted in PeopleSoft Financials/UniServices Purchasing within 1-3 days.

1. Receipting part 1: Search for a purchase order

2. Receipting part 2: Select items to receive

3. Receipting part 3: Review and receive an item

4. Transfer barcoded items

Steps	Screenshots
<p>1. Search for a purchase order</p> <p>A. Click Receiving. B. Enter PO number or cart name in the Search Term field. C. Click Search</p> <p>Tip: Uncheck the "Show only open items" box to view orders that have already been receipted.</p>	
<p>2. Select items to receive</p> <p>A. Check the items you want to receive. B. Click Proceed to Receiving Work List to add selected items to Work List.</p>	

SciTrack Quick Guide – Receipting and Transferring Orders (Version 3.2)

Note:

- Click  heading to select all items in the search screen.
- Click  to cancel the request item (**note that this will not cancel the purchase order for the supplier** – you will need to contact the STC for this).

3. Receive the selected items

C. If the quick receipt icon

 is available, click this to instantly fully receipt the item without barcodes or click 'Receipt all Non-Container Items' to do this for all quick receipt items. This is for items classified as "Other non-hazardous", not for Chemicals or Restricted Biologicals.

Otherwise, click  to continue to the receiving page.

D. For items with barcodes that will create a container in SciTrack, you can change the owner here. Select the Recipient field and type either the first or last name of the new owner.

Continued on next page...

Review, Approve, and Receive • Receiving

Back to Search 

Action	Request Date	Recipient	Status	Recv'd/Ord	Purchase Order #	Product Name	Catalog #
 	25/06/2025	Kumar, Paavan P. (paavan.kumar@auckland.ac.nz)	Sent To Purchasing	0 / 1		Formaldehyde AR 37% 2.5L	for24201-P
  ...	25/06/2025	Kumar, Paavan P. (paavan.kumar@auckland.ac.nz)	Sent To Purchasing	0 / 1		Gloves Nitrile Large	GLVN-200P

 C Receive All Non-Container Items 

Review, Approve, and Receive • Receiving

Back to Work List 

 **Formaldehyde AR 37% 2.5L** D

CAS #: 50-00-0

Recipient	Deliver To
 Kumar, Paavan P. (paavan.kumar@auckland.ac.nz)	Sector 100 City>110>2>204A

Receive Item 

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- E.** Change the **Quantity to Receive** value if you have received a partial order.
- F.** Make sure **Create Containers** is checked for all chemicals and restricted biologicals. Uncheck it to receive a non-hazardous item without barcodes (DLPs only).

Important:

- Please make sure you only uncheck Create Containers (**F**) for non-hazardous items.
- Unchecking Create Containers on chemicals or restricted biologicals may breach the Health and Safety at Work Hazardous Substances Regulations, HSNO Regulations and the University Health, Safety and Wellbeing Policy.

- G.** Scroll to the bottom of the page to type/scan the pre-printed barcode to be attached to the item. If typing, click

Add + after each bar code.

- H.** Click **Receive Item**  to complete the receipt.

Note:

- Click Package Information button to open Package Information Details pane and edit if required (**I**). **Expanding this section lets you change the Lot Size, which determines how many barcodes are asked for.**

Review, Approve, and Receive • Receiving

H **Receive Item** 

I

E

F

G

Container Bar Codes (Please enter 1 Bar Codes)

Receiving partial orders:

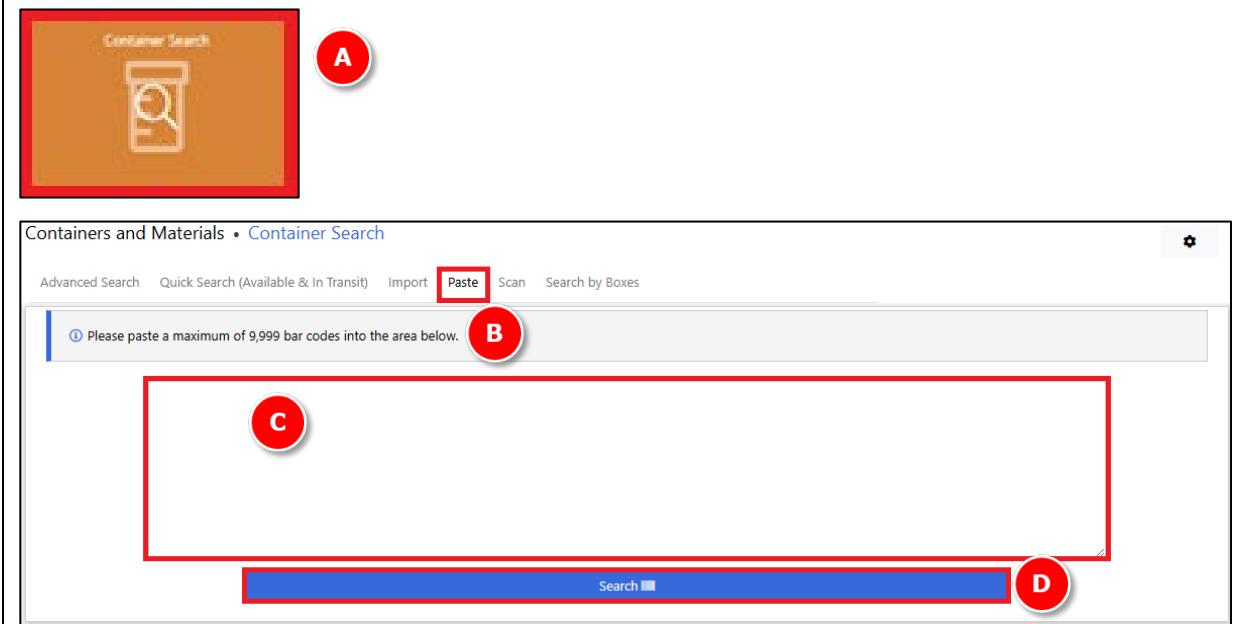
- If you receive a partial order, the Quantity Outstanding after Receipt will automatically calculate what is outstanding.
- If the quantity received is less than what is outstanding and you are not expecting any further receipts for the item, change Quantity Outstanding after Receipt to 0.

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4. Transferring items

This feature allows you to change the location and/or the owner of inventory items. For more information about the Container Search window, please see SciTrack Quick Guide "10. Container Search and Operations"

- A. Click **Container** Search.
- B. Click **Paste** tab.
- C. Type or paste in the barcode(s).
- D. Click **Search**.



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E. Select the containers to transfer.

F. Click **Operations** and select **Transfer Owner/Location**.

G. Changing owner:

- Enter first name or surname.
- Select desired user.

H. Changing location:

- Select location from drop-down list **OR**
- If required location is not available, use location search button to select the location.

I. Click **Transfer**.

Note:

- Owner defaults to the logged-in user.
- The locations drop-down is populated by the selected recipient's alternate delivery locations. You may change your own alternate delivery locations in User Preferences.
- For more details on how to transfer only the owner or location, please see the SciTrack Quick Guide "10. Container Search and Operations"

