

## 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   |              |  |              |           |                  |  |                  |              |           |                          |  |            |  |         |       |              |  |        |                          |  |            |  |         |       |              |                   |               |
|--|---|--------------|--|--------------|-----------|------------------|--|------------------|--------------|-----------|--------------------------|--|------------|--|---------|-------|--------------|--|--------|--------------------------|--|------------|--|---------|-------|--------------|-------------------|---------------|
| <h3>1. Search for a purchase order</h3> <p>A. Click <b>Receiving</b>.</p> <p>B. Enter PO number or cart name in the <b>Search Term</b> field.</p> <p>C. Click <b>Search</b></p> <p><b>Tip:</b> Uncheck the “Show only open items” box to view orders that have already been receipted.</p> | <div><div><div>Receiving</div><div></div></div><div><div>Review, Approve, and Receive • Receiving</div><div><div>No Receiving Search Locations selected. All rooms will be searched.</div><div><div>Search Terms</div><div>Search</div></div><div><input checked="" type="checkbox"/> Show only open items</div></div></div></div>  |              |  |              |           |                  |  |                  |              |           |                          |  |            |  |         |       |              |  |        |                          |  |            |  |         |       |              |                   |               |
| <h3>2. Select items to receive</h3> <p>A. Check the items you want to receive.</p> <p>B. Click <b>Proceed to Receiving Work List (1)</b> to add selected items to Work List.</p>   | <div><div><div>Review, Approve, and Receive • Receiving</div><div><div>2 Results</div><div>Proceed to Receiving Work List (0)</div></div><div><div>No Receiving Search Locations selected. All rooms will be searched.</div><div><div>SC0000235315</div><div>Search</div></div><div><input type="checkbox"/> Show only open items</div></div></div><table><thead><tr><th></th><th>Action</th><th>Request Date</th><th>Recipient</th><th>Status</th><th>Recvd/Ord</th><th>Purchase Order #</th><th>Product Name</th><th>Catalog #</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td> </td><td>16/05/2025</td><td>Boyd, Emily M. (emily.boyd@auckland.ac.nz)</td><td>Ordered</td><td>0 / 2</td><td>SC0000235315</td><td>Shrimp Alkaline Phosphatase (rSAP) - 500 units</td><td>M03715</td></tr><tr><td><input type="checkbox"/></td><td> </td><td>16/05/2025</td><td>Boyd, Emily M. (emily.boyd@auckland.ac.nz)</td><td>Ordered</td><td>0 / 1</td><td>SC0000235315</td><td>Midazolam tablets</td><td>test202515051</td></tr></tbody></table></div> |              | Action                                     | Request Date | Recipient | Status           | Recvd/Ord                                      | Purchase Order # | Product Name | Catalog # | <input type="checkbox"/> |  | 16/05/2025 | Boyd, Emily M. (emily.boyd@auckland.ac.nz) | Ordered | 0 / 2 | SC0000235315 | Shrimp Alkaline Phosphatase (rSAP) - 500 units | M03715 | <input type="checkbox"/> |  | 16/05/2025 | Boyd, Emily M. (emily.boyd@auckland.ac.nz) | Ordered | 0 / 1 | SC0000235315 | Midazolam tablets | test202515051 |
|  | Action  | Request Date | Recipient                                  | Status       | Recvd/Ord | Purchase Order # | Product Name                                   | Catalog #        |              |           |                          |  |            |  |         |       |              |  |        |                          |  |            |  |         |       |              |                   |               |
| <input type="checkbox"/>   |   | 16/05/2025   | Boyd, Emily M. (emily.boyd@auckland.ac.nz) | Ordered      | 0 / 2     | SC0000235315     | Shrimp Alkaline Phosphatase (rSAP) - 500 units | M03715           |              |           |                          |  |            |  |         |       |              |  |        |                          |  |            |  |         |       |              |                   |               |
| <input type="checkbox"/>   |   | 16/05/2025   | Boyd, Emily M. (emily.boyd@auckland.ac.nz) | Ordered      | 0 / 1     | SC0000235315     | Midazolam tablets                              | test202515051    |              |           |                          |  |            |  |         |       |              |  |        |                          |  |            |  |         |       |              |                   |               |

## 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 'Receive 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 

 [Receive All Non-Container Items !\[\]\(eba7e7770db95fb98094caf3fb40f3d3\_img.jpg\)](#)


| Action  | Request Date | Recipient                                      | Status             | Recvd/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  |

Review, Approve, and Receive • Receiving


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 Receive Item

 **Formaldehyde AR 37% 2.5L**

CAS #: 50-00-0 

**Recipient**

 Kumar, Paavan P. (paavan.kumar@auckland.ac.nz)

**Deliver To**

Sector 100 City>110>2>204A

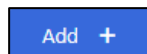
## SciTrack Quick Guide – Receipting and Transferring Orders (Version 3.2)

- 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).

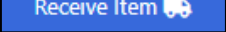
### Important:

- 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



after each bar code.


- H. Click  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

[Back to Work List](#) **H** [Receive Item](#)

 **Formaldehyde AR 37% 2.5L**  
 CAS #: 50-00-0

Recipient:  Deliver To:  **I**

Amount: 2.5 L Supplier/Catalog #: ECP Limited/for24201-P2500 Brand/Mfr. #: ECP Brand/24201-P2500

Quantity to Receive (1 Outstanding) \* **E** Outstanding after Receipt \*

☒ **Create Containers** **F**

Label Name:  Purity:

Lot #:  Container Storage Code:  Expiration Date:

**Container Bar Codes (Please enter 1 Bar Codes)** **G**

[Add +](#)

### Receiving partial orders:

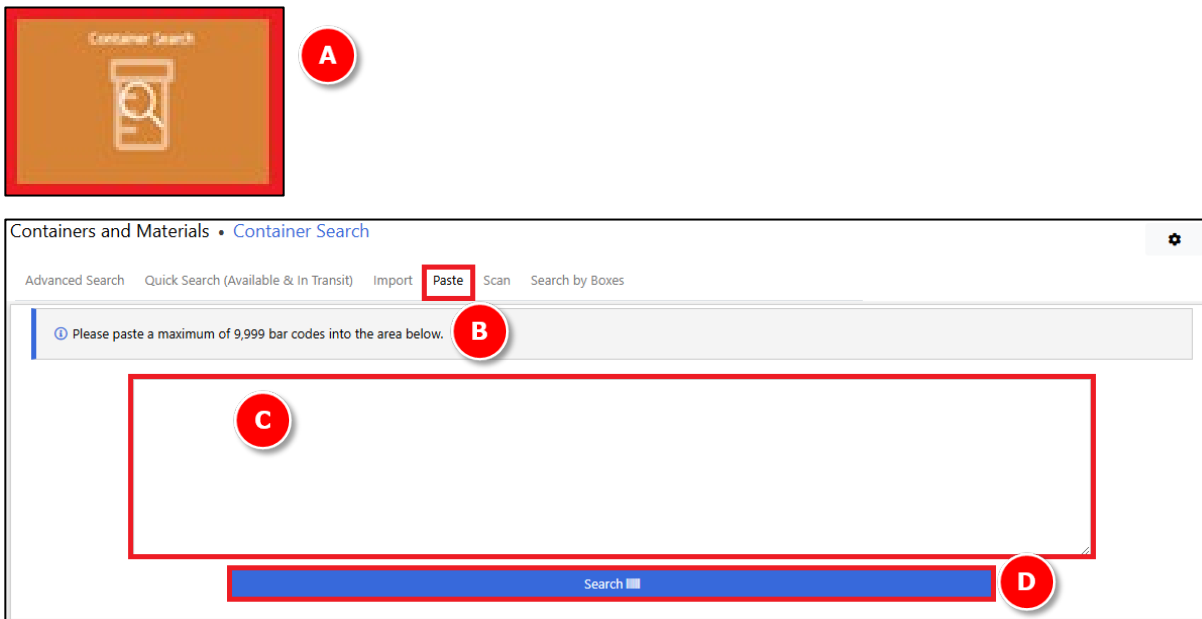
- If you receive a partial order, the Quantity Outstanding after Receipt will automatically calculate what is outstanding.
- If the quantity received is less than what is outstanding and you are not expecting any further receipts for the item, change Quantity Outstanding after Receipt to 0.

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

### 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**.



The screenshot shows the 'Container Search' window. A red box labeled 'A' highlights the 'Container Search' button in the top left. The main window has a tab bar with 'Advanced Search', 'Quick Search (Available & In Transit)', 'Import', 'Paste', 'Scan', and 'Search by Boxes'. The 'Paste' tab is selected and highlighted with a red box labeled 'B'. Below the tabs is a large text area with a red box labeled 'C' and a message: 'Please paste a maximum of 9,999 bar codes into the area below.' At the bottom right of the text area is a blue 'Search' button with a magnifying glass icon, highlighted with a red box labeled 'D'.

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

- E. Select the containers to transfer.
- F. Click **Operations** and select **Transfer Owner/Location**.
- G. Changing owner:
  - a. Enter first name or surname.
  - b. Select desired user.
- H. Changing location:
  - a. Select location from drop-down list **OR**
  - b. 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"

Containers and Materials • [Container Search](#)

New Search

☐ All Containers 7 Results **Operations**

Selected Containers 0 / 2000

| Action | Bar Code            | Status    | Current Amt | Current Amt Units | Site Acquired | Owner          | Common Name    |
|--------|---------------------|-----------|-------------|-------------------|---------------|----------------|----------------|
|        | 25.2TESTCONTAINER12 | AVAILABLE | 1           | L                 | 24/10/2025    | SciTrack, Eric | Methanol       |
|        | 25.2TESTCONTAINER14 | AVAILABLE | 100         | mL                | 24/10/2025    | SciTrack, Eric | Pyridine       |
|        | 25.2TESTCONTAINER13 | AVAILABLE | 100         | g                 | 24/10/2025    | SciTrack, Eric | Sodium sulfate |
|        | 25.2TESTCONTAINER15 | AVAILABLE | 100         | g                 | 24/10/2025    | SciTrack, Eric | Sodium sulfate |
|        | 25.2TESTCONTAINER16 | AVAILABLE | 100         | g                 | 24/10/2025    | SciTrack, Eric | Sodium sulfate |
|        | 25.2TESTCONTAINER17 | AVAILABLE | 100         | g                 | 24/10/2025    | SciTrack, Eric | Sodium sulfate |
|        | 25.2TESTCONTAINER18 | AVAILABLE | 100         | g                 | 24/10/2025    | SciTrack, Eric | Sodium sulfate |

Operations menu: **Transfer Owner/Location**

Containers and Materials • [Container Search](#)

[Back to Container Search](#)

**Selected Containers** (6)

**Owner**

**Use Location**

**Default Storage Location** Sector 100 City>110N>2>2001

☐ Keep use location ?