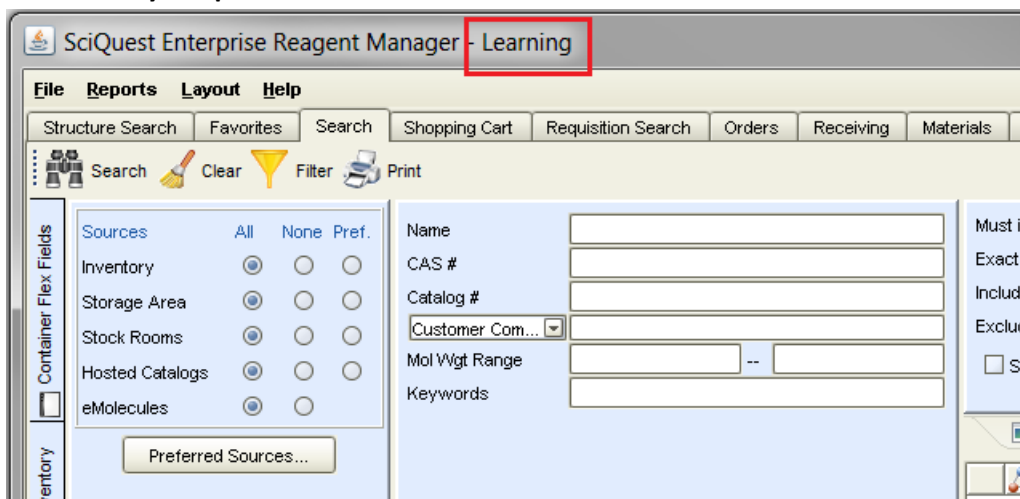


Getting Started with SciQuest ERM

- Suggest you book some time out in your calendar to view the online training videos
- Apply for access to SciQuest ERM if you don't already have it at <https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/sciquest-erm.html>
- When you have access check if your accounts codes are correct so you will be able to order
- You have access to SciQuest ERM you also have access to the learning site. Practice the SciQuest ERM functionality you want to use in the SciQuest ERM Learning system. Details of the site can be found on the above website. **Make sure you are in the learning site as identified by the picture below:**



- SciQuest ERM can be slow to load - be patient.
- There are quick reference guides, cheat sheets and manuals on the website above.
- Remember SciQuest is the system you must use when purchasing from any laboratory based company for all chemicals, biologicals and lab consumables.
- A researcher in SciQuest ERM is a PI, technician or student
- A PI (Principal Investigator) in SciQuest ERM is the responsible owner of chemicals and risk biologicals purchased by them or for them
- A DLP is the Designated Laboratory Person is responsible for validation and control of requests and communications with STC. Ensures quality, health and safety standards are adhered to and also receives and identifies the final location of goods.
- A material is a substance, and a container is the vessel which holds the material.
- One supplier one cart.
- Do not mix Technology One and PeopleSoft orders in the same cart.
- You may have multiple grants on the same cart.
- PI must be identified as a recipient on all orders.
- PI is responsible for all items held by the research group.
- When creating a shopping cart if your item is not a restricted biological you must identify the MPI restricted flag as false.
- When copy and pasting a CAS # check it has been pasted in the correct format (that there is no space).
- Use Wildcards (*) often when searching by names.