SciQuest ERM Cheat Sheet – Receipting orders into SciQuest ERM

Receipting is when the DLP transfers received barcoded items into their actual storage location.

Containers to be receipted in SciQuest will be picked up, by the DLP, from the stockroom or certain holding areas. DLPs will have to physically transfer the containers to the storage location and record this transfer in SciQuest.

Receipting without a scanner

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													٥ - (/
	Inventory (1)	Storage Area (0)	Stock R	ooms (no criteria) Hosted	Calalogs (no crit	teria)	eMolecule	s (no criteria						
	Bar C	ode		Label		Sup	oplier	Brand	Catalog #		Common Name		0	wner
		View Container		1	Sigm	ia-Ald	drich (Ne		4906837001	PhosSTOP™			Donaldso	on, Paul
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		Print Bar Code		Transfer										
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		View Material		Replicate										
		View MSDS		Assign to Project										
		Copy Cell (Ctrl-	3	Reserve for Owner										
		Copy Rows	· ,	Remove Reservation										
		Export Text												
		Export SD File												
		Select All												

- Go to the **Search** tab. Search for the item by **barcode** in the **inventory** tab.
- **Right Click** the selected container in the result pane.
- Select Container Operations, then Transfer. The default location of the current user will automatically be populated.

S Transfer Containers									
Investigator, Prin	Investigator, Principal 1030A>10>302>Sector 300 City								
1030A>10>302>									
Bay-01>SC-01	Bay-01>SC-01								
1030A>10>302>	1030A>10>302>Sector 300 City								
Bar Code	Label Name	Current Amount	Current Amo	Status					
UOAC0000159	Methanol		1L	AVAILABLE		<u>T</u> ransfer			
1	11111					<u>C</u> lear Destination			

- Change the owner of the container to the Principal Investigator who will be the responsible owner of the container. Press the Owner button, find the new owner by his/her last name, select the new owner. The new owner's default location will be automatically populated.
- Change the location. Press the Use button and change the location (Sublocations can be found be pressing the ellipsis icon underneath, after the room location has been selected). The Storage location will auto update to the Use location and sublocation automatically once you click Transfer.
- Press the **Transfer** button to confirm the transfer.
- For MPI restricted items, it is compulsory to enter the following information into SciQuest:
 - MPI restricted status (true)
 - BACC#
 - Document repository ID#
 - Donor species DNA (insert donor species) (only for GMO)
 - Host organism species (only for GMO)
 - Host organism subspecies (only for GMO)
 - HSNO approval # (for GMO and competent cells)
 - Import permit number
 - Insert (only for GMO)
 - Transfer permit # (this can be obtained from the lab manager/technical team leader)
 - Vector (only for GMO)

To input the above information:

- Right click the selected container in the result pane
- Select Container Operations, then Edit
- Enter the information under the Additional Fields table

🛃 Container					x					
🔜 Save 📰 Replicate 🔕 MSDS 🎭 Print Label										
Bar Code 00001564	Status AVAILABLE			Container 1 of 1						
♀ Additional Fields					1-					
A. MPI_Restricted	fals	e								
BACC#										
Document Repository ID#										
Donor Species DNA										
Host Organism - Species				▼						
Product Information										
Supplier Sigma-Aldrich (New Zealand)		Brand	SIGMA-ALDRICH							
Catalog # 96479-1000		Manufacturer Part #	96479							
30473-1003			30473							
Lot #										
Q Reservations										
Allocation										
Reservation No										
					-					

Receipting with a scanner

DLPs can carry out a **Scan Transaction** to "transfer/check-in" the item in SciQuest ERM instead of performing a manual Container Transfer. The same process can be used to change the location or owner of containers. The scan transaction should be performed in the pre-defined delivery points (if applicable) where the following are available:

- a. Computer with SciQuest ERM running
- b. Scanner
- c. Barcode worksheet
- d. Directory of barcodes for users, locations and/or sublocations

Generate a Barcode Worksheet

A **Barcode Worksheet** can be generated which will provide up to four user barcodes and the ERM function barcodes:

- 1) Select File > Bar Code Worksheet
- 2) Select up to four users
- 3) Select a location (optional)
- 4) Select the Scan Functions required. For receipting, select "Check In".

ERM Bar Code Worksheet













Contact <u>SciQuest@auckland.ac.nz</u> for assistance in generating a directory of barcodes for users, locations and/or sublocations.

Performing Scan Transactions to change item owner/location

1) Select File > Scan Operations

The name and location of the person logged into SciQuest ERM is shown

🛓 Scan Oper	ations		-					
Current Function	None						[Keyboard Entry
User	Boyd, Emily							
Location	403>4>502>Sector 50	10 Grafton						
Sublocation								
Bar Code	Label Name	Current Amount	Current Amount U	Status	Room	Floor	Building	Site
1			11111					Þ

2) Scan the Check In barcode

The Current Function will change to "Transfer"

- 3) Scan the barcode of the item's Principal Investigator owner
- 4) Scan the barcode of the item's new location or sublocation
- 5) Scan the HazTRAC barcode of the item(s) that are to be transferred

These barcodes can be entered manually by selecting "Keyboard Entry"

🍝 Scan Opera	ations	rape loss losses for	- 1			a					
Current Function	ransfer Keyboard Entry										
User	Kennedy, Steve 367>3>620>Sector 600										
Location											
Sublocation	Shelf-01										
Bar Code	Label Name	Current Amount	Current Amount U	. Status	Room	Flo	or Buildin	g Site			
UOAC000041643	4-Nitrophenol	100	G	AVAILABLE	367	3	620	Sector 600			
UOAC000041647	Naphthalene	100	G	AVAILABLE	728	7	301	Sector 300 City			
•											
0											

6) Scan the **Done** barcode

The item will update in SciQuest ERM with a status of Available.





Done

Further steps for receipting MPI restricted items

For MPI restricted items, it is compulsory to enter the following information into SciQuest:

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- Host organism species (only for GMO)
- Host organism subspecies (only for GMO)
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