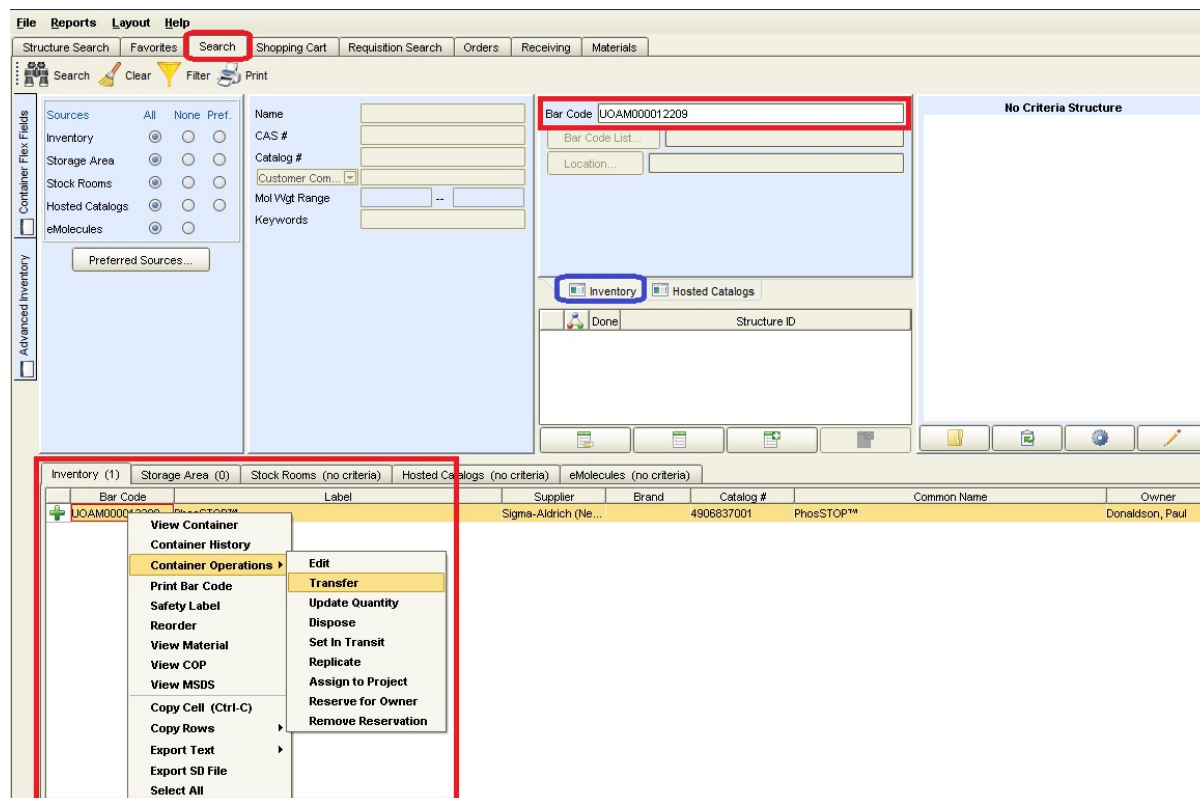


## SciQuest ERM Cheat Sheet – Receipting orders into SciQuest ERM

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



- 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.

Transfer Containers

Investigator, Principal

1030A>10>302>Sector 300 City

Bay-01>SC-01

1030A>10>302>Sector 300 City

Storage

Bar Code	Label Name	Current Amount	Current Amo...	Status
UOAC0000159...	Methanol	4L		AVAILABLE

Transfer

Clear 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 by 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

Save Replicate MSDS Print Label

Bar Code 00001564 Status AVAILABLE Container 1 of 1

**Additional Fields**

A. MPI_Restricted	false
BA/CC#	
Document Repository ID#	
Donor Species DNA	
Host Organism - Species	

**Product Information**

Supplier Sigma-Aldrich (New Zealand) Brand SIGMA-ALDRICH

Catalog # 96479-100G Manufacturer Part # 96479

Lot #

**Reservations**

Allocation

Reservation No

## Receiving 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:

- Computer with SciQuest ERM running
- Scanner
- Barcode worksheet
- 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 receiving, select “Check In”.

## ERM Bar Code Worksheet

### Function



Check In

### User ID



Boyd, Emily



Kennedy, Steve

### Location ID



609>6>502>Sector 500 Grafton

### Clear



Clear

### Done



Done

Contact [SciQuest@auckland.ac.nz](mailto:SciQuest@auckland.ac.nz) 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*

- 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"*

Bar Code	Label Name	Current Amount	Current Amount U...	Status	Room	Floor	Building	Site
UOAC000041643	4-Nitrophenol	100G		AVAILABLE	367	3	620	Sector 600
UOAC000041647	Naphthalene	100G		AVAILABLE	728	7	301	Sector 300 City

6) Scan the **Done** barcode

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



Check In



Done

#### Further steps for receipting MPI restricted items

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:

- 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 **Edit**
- Enter the information under the **Additional Fields** table