SciQuest ERM Cheat Sheet – Reviewing Shopping Carts for DLPs

Saving the Shopping Cart and Reviewing

Once all the information is checked and correct, the Shopping Cart can be saved.

Saving the Shopping Cart

Click the Save As button.

Structure Sea	rch Favorites	Search	Shopping Cart	Orders	Receiving	Materials	
Submit	A chan Co					1	
Subint	a Clear U	Rese	Save As De	elete 🕖	Cancel	Reuse E	dit 2

The dialogue window **Enter a Save Name or Select Existing Saved Requisitions to Overwrite** appears and prompt you to save and name your requisition.

😹 Enter a Save Name or Select Existing Saved Requisition to Overwrite												
Doe_Jane_20160720_1												
Saved As												
Cancel												

Note: Name the Shopping Cart in the following format: **Requestor name_date_a number** (this distinguishes the Shopping Carts placed by the same Researcher on the same date)

Click **OK** and a dialogue window confirming your Shopping Cart has been successfully saved appears.



Click OK to continue.

The next step is to Review the cart.

Reviewing and Submitting Shopping Carts

Reviewing the Shopping Cart

After the Shopping Cart has been saved, it needs to be reviewed. You will do this for your own Shopping Carts, as well as for those sent to you by Researchers.

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	Enter a Save Name	or Select Existing Saved Requisition to (Overwrite		
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	Requestor	Cavad Ac			
	SciQuest, Three	SciQuest Three 2015	0814 1		
	SciQuest, Three	SciQuest Three_2015	0902_1 4		

- Go to the **Requisition Search** tab
- Press the Clear button
- Click the ellipsis button next to the "Saved Requisition Name" field
- Find the saved requisition and click **OK**.

The saved requisition will return in the result pane, with a requisition number.

To review shopping carts sent to you by Researchers, click the 🖶 button.

To review your own shopping cart, click the Sutton. If you need to make changes to your cart, click the Flow button.

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Requestor						Requi	sition Dat	te				A.1.MPI_Re:	stricted		-
Recipient	ecipient					Requi	Required Date						RH_ACCOUNT_CODE		
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	Requisi	tion #		Recipient	Recip	ient Phon	e#		Requ	estor	Requestor Phone #	Requisition Type	Status	Requisition Date	
🔍 🕂	529 SciQuest, Four SciQu					uest, Three	iest, Three Hos				Saved Req.	14-Aug-2016	SciQue		

When clicking the 🖶 button, any warnings that the Researcher saw when creating the cart will pop up again.

The shopping cart will then show up under the **Shopping cart** tab and you will have to check the following to ensure that accurate information is provided:

Under requisition header:

tructure Search Favorites Search S	hopping Cart Requisition Search	Orders Receiving M	aterials				
Inventory Storage Area Stock Rooms	ve As X Delete Cancel	Reuse / Edit 🗙 Ada	to Favorites 📥 Ad	d Item <i>ฟ</i> Print			
Scipient SciQuest, Three Name SciQuest, Three *Location B061>5>301>UOA - City	y Campus V Phone #	SciQuest, Three		A.1.MPL	antal Information Restricted OBIN_CODE	false 3	
2 *Select Cost Center 9448-UOA-PMAT747 Allocation Reservation No	Requisition Date Subm Date Requ	# 1024 itted 02-Sep-2015 red 07-Sep-2015		In joins	er vices_Account_v	um •	,
Ordered Catalo	og # Catalog Name N	DL # Product	CAS#	Comments	Vendor	Status	Package Qty

- Recipient (will be the PI who is the owner of the requested item)
- Cost centre
- MPI restricted status (This field cannot be left blank! Either true or false has to be selected)
- UniServices account number (if applicable)

Under requisition line items:

City Dependent Lawrende Hale					
Characteris Canada Constant	conning Cart D	en talling Security Outlang Beautifue M	ataulata]		
structure search Favorites Search S	topping cart	equisition Search Orders Receiving M	ateriais	103	
🖬 Submit 🎸 Clear 🥝 Reset 📰 Sav	e As X Delete	e 🥏 Cancel 🛄 Reuse 🖊 Edit 💢 Ado	to Favorites Add	item 🄊 Print	
Inventory Storage Area Stock Rooms	Hosted Catalogs	s - 1 eMolecules Non-Catalog Items			
Recipient				Supplemental Information	
*Name SciQuest, Three				A.1 MPI_Restricted	false 💽
*Location B061>5>301>UOA - City	Campus	T C Requestor		RH_ACCOUNT_CODE	
	campuo [Phone #		RH_UniServices_Account_Nu	m
Phone #		Requisition # 1024			
*Select Cost Center 9448-UOA-PMAT747		Date Submitted 02-Sep-2015			
Allocation		Date Required 07-Sep-2015			
Reservation No					Y
Ordered Catalo	g # Catalo	g Name MDL # Product	CAS#	Comments Vendor	Status Package Gty Pa
1 251/ 55-10/	L bigma-Alo	anch (Ne., MECLAUUU) 1150 Usmium tetroxide	20616-12-0	Li Sigma-Aldrich (Ne	ved Ked, item 10.0 ML
	Line Item			×	
	*Order Qty	1	Status	Saved Reg. Item	
	*Supplier	Sigma-Aldrich (New Zealand)	Recipient	SciQuest, Three	
	1	New Supplier Edit Supplier	Recipient Phone #		
	-		Requisitioner	SaiQuart Three	
	"Catalog #	201700-10WL	Den i dia Dia 4	Sciencest, mice	
	*Pkg Amt	10.000	Requisitioner Priorie #		
	*Pkg Units	ML	Cost Center 2	9448-UOA-PMAT747	
	*Lot Size	1 EA	Date Submitted	02-Sep-2015	
	Storage Code		Date Required	07-Sep-2015	
	CAS #	20816-12-0	Recipient Location	B061>5>301>UOA - City Cam 💌 🛄	
	MDL #	MFCD00011150	Requisition #	1024	
	*Description	Osmium tetroxide solution, 4 wt. % in H2O	Order #		
	Grade		P.O.#		
	Price	422.50	Ordered Date		
	Currency	NZD	Ex Del Date		
	Ext. Price	422.50	LINCROS		
			Allocation	12332305	
			Reservation	No	
	N		A.1.Account_Code		
			A.2.Product_Code		
	S	upplier Notes	A.4.Additional Note	T	
	R	adioactive 🗌 View/Edit	B.1.MPI_Restricted	3	
		Substance C Regulated	B.2.Controlled_Drugs		
		MSDS Controlled	B.4.Toxic_Gas(2.3)		
		CofA Restrict	B.5.Highy Reactive(4		
		COP 🗍	UniServices_Account	_Num	
		and a second			
		Save	Cancel		

- Item information
- Cost centre is determined by the Requisition Header field value, so should not be different.
- Item's hazardous and restricted status (It is compulsory to declared the item's hazardous and restricted status if the requested item is:
- MPI restricted
 Toxic gas (UN 2.3)
 - Highly reactive (UN 4.1 PG1, UN 4.2 PG1, UN 4.3 PG1)
- Radioactive

Controlled drugs

Highly toxic (UN 6.1 PG1)

If you clicked the Sutton to review your own cart, the requisition number remains the same. If you clicked the E button to review a Researcher's cart (or to edit your own), you need to click Save As to save the shopping cart again and it will receive a new cart number. Find this new requisition number in the Requisition Search tab:

- Go to the **Requisition Search** tab
- Press the Clear button
- Click the ellipsis button line next to the "Saved Requisition Name" field
- Find the saved requisition and click **OK**.

The saved requisition will return in the result pane, with a requisition number.

Structure	Search Fa	vorites s	Search	Shopping Cart	Requisition	Search	Orders	Receiving	Materials							
Search 🔏 Clear 📀 Reset																
Requisition # 529 Saved Requisition Name SciQuest_Three_20160902_1																
Requestor	Requestor				Re	quisition D	ate	te				A.1.MPI_Restricted				
Recipient					Required Date				RH_	RH_ACCOUNT_CODE			_			
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	Requisition	¢		Recipient	R	ecipient Ph	one#		Requ	estor	Requestor Phone a	# Requisitio	on Type	Status	Requisition Date	
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