

THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

SciQuest ERM 8.1.1

DLP Master Manual

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1 Introduction

Welcome to the SciQuest Enterprise Reagent Manager (ERM). This is a cradle to grave purchasing and inventory system for materials including hazardous chemicals and risk biological materials. The SciQuest ERM system tracks and manages the full life cycle of material from point of purchase, transport, storage, use and disposal of hazardous and restricted materials.

SciQuest ERM also allows you to share materials that are surplus to requirements.

1.1 The purpose of this document

There are three types of system roles in SciQuest ERM

- Researcher
- Designated Laboratory Person (DLP)
- Hazard Approver

This manual is for the DLP. For further information we suggest you contact your Subject Matter Expert (SME) to seek further clarification. You can find who your SME is by accessing SciQuest ERM website: <https://www.staff.auckland.ac.nz/en/human-resources/health-safety-and-wellbeing/health-and-safety-risk-management/chemical-safety/sciquest.html>

If you have been assigned a DLP role the permissions you have in SciQuest ERM allows you to:

- Search for materials
- Create and save a requisition in the form of a shopping cart
- **Review Shopping Carts prior to submission to the Shared Transaction Centre (STC)**
- **Receive orders purchased through SciQuest ERM**
- Create materials and containers
- Transfer containers
- Dispose of containers
- **Handle chemicals that need to be sent to the dangerous goods store for disposal**

Other roles in SciQuest ERM are the Researcher who sends to you (the DLP) their Shopping Cart for approval and the Hazard Approver who approves any Shopping Cart with hazardous or restricted materials.

1.2 Training

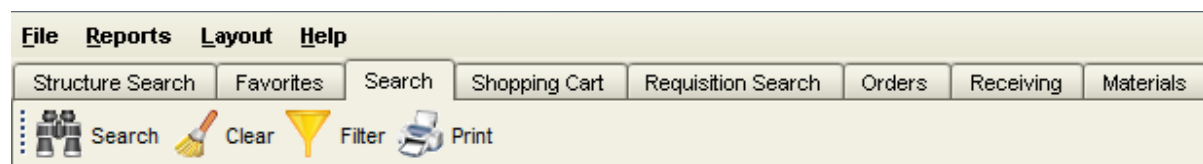
Training is divided into topics and you should view the topics in the order they are numbered.

1. Overview of Tabs and their uses
2. Setting up your Preferences
3. Searching for Materials
4. Creating and reviewing a Shopping Cart
5. Receiving and receipting processes
6. Working with Materials
7. Working with Containers
8. Disposing processes
9. Handling of chemicals that need to be sent to the dangerous goods stored for disposal

1.3 Overview of Tabs and their uses

Clicking on the top-level tabs in the browser window gives you access to functions of the system. Tabs are hidden or displayed depending on your user permissions.

The following Tabs focus on the permissions of a DLP.

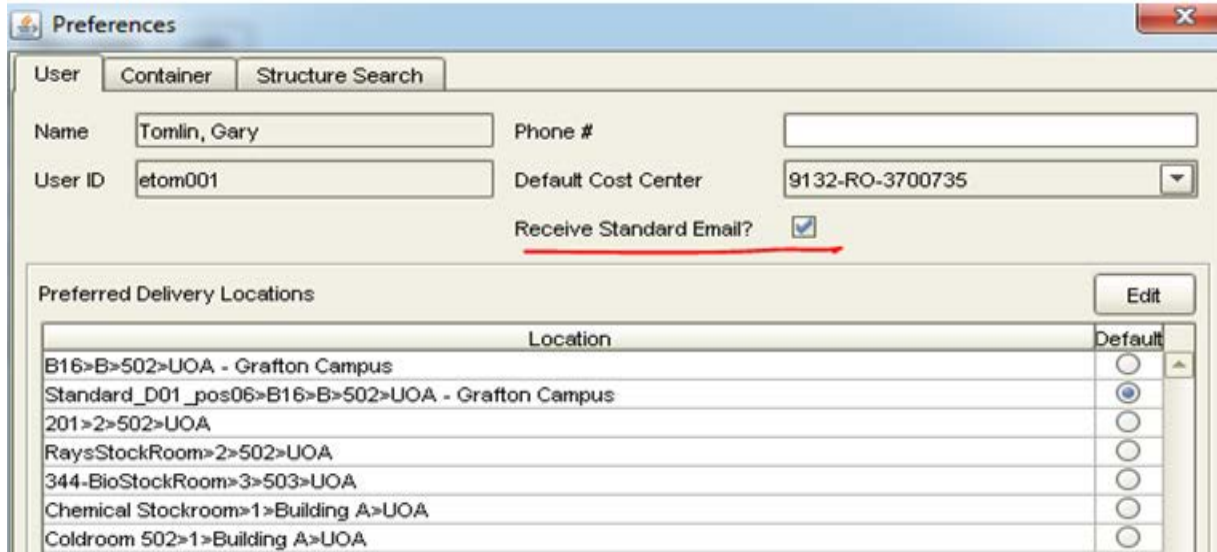


Structure Search Tab	You can search for structures by various identifiers. The search provides results in the form of individual structure renderings that can be manipulated according to your needs.
Favourites Tab	You can create and maintain a list of favourite materials from Hosted Catalogues and Stockrooms. Materials from this list of favourites can be added directly to the Shopping Cart tab from the Favourites tab.
Search Tab	You can search in a number of ways for chemical or non-chemical materials or containers via Hosted Catalogues, Inventory, Storage Area, Stock Rooms, e-Molecules sources.
Shopping Cart Tab	Displays the requested materials from your Search. You can save requisitions and container requests.
Requisition Search	You can search for previously submitted or saved requisitions based on search criteria. Also allows you to select a complete requisition for reuse. This function is not available to the Researcher.
Orders Tab	You can search for and view historical Shopping Carts and also select to be ordered again using the same information.
Receiving Tab	Allows you to receive containers, assign and/or print Barcodes.
Materials Tab	You can search for and view ERM materials by various criteria. All researchers and DLPs have the ability to create containers and create materials

1.4 Setting up your Preferences

Click **File** and **Choose Preferences**. Then you must **Set Up** or check the following:

1.4.1 User Tab

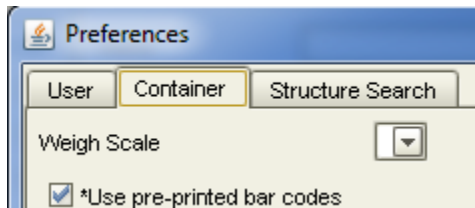


The screenshot shows the 'Preferences' dialog box with the 'User' tab selected. The 'Name' field contains 'Tomlin, Gary', 'User ID' is 'etom001', and 'Default Cost Center' is '9132-RO-3700735'. The 'Receive Standard Email?' checkbox is checked and highlighted with a red arrow. Below this is a table of 'Preferred Delivery Locations' with an 'Edit' button.

Location	Default
B16>B>502>UOA - Grafton Campus	<input type="radio"/>
Standard_D01_pos06>B16>B>502>UOA - Grafton Campus	<input checked="" type="radio"/>
201>2>502>UOA	<input type="radio"/>
RaysStockRoom>2>502>UOA	<input type="radio"/>
344-BioStockRoom>3>503>UOA	<input type="radio"/>
Chemical Stockroom>1>Building A>UOA	<input type="radio"/>
Coldroom 502>1>Building A>UOA	<input type="radio"/>

1. Check that the **“Receive Standard Email”** has been checked.
2. Check that your **Preferred Delivery Location** is correct. If your location is not on the list, **Click** the Edit button and find your location in the left hand panel, **Click >>** and then **Click** the OK button. You can now select the location from the Preferred Delivery Location list.
3. Check your **Default Cost centre** is correct, if applicable. If you are the owner of grants you may also check that you have access to all the cost centres you require by looking through the drop-down list of Cost Centres. If any are missing, please email sciquest@auckland.ac.nz .

1.4.2 Container Tab

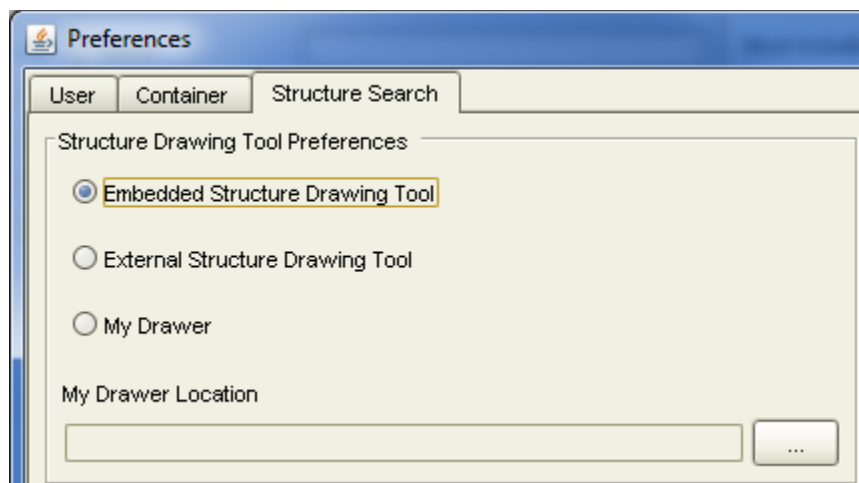


The screenshot shows the 'Preferences' dialog box with the 'Container' tab selected. The 'Weigh Scale' dropdown is set to a downward arrow. The '*Use pre-printed bar codes' checkbox is checked.

1. If pre-printed Barcode labels are being used then **Select** the **“Use pre-printed bar codes”** box.
2. Uncheck the box if Barcode labels are to be generated by SciQuest ERM.

1.4.3 Structure Search Tab

Select the drawing tool to be used.

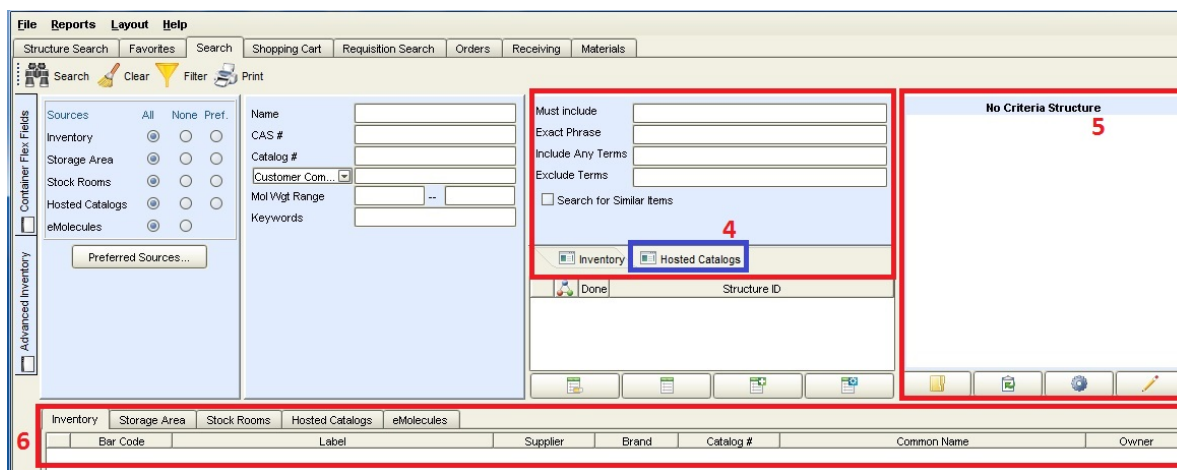
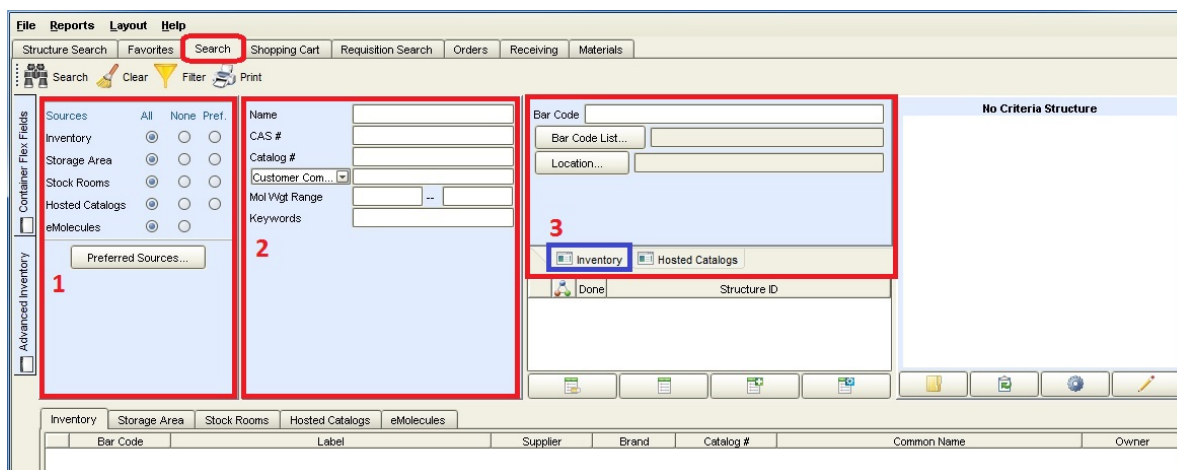


2 Searching

A key benefit of SciQuest ERM is that it allows you to search for materials in sources **Internal and External** to the University.

- **Internal sources** are laboratories, Storage Areas and Stock Room on your site or that you are assigned to.
- **External sources** are Hosted Catalogues of our major suppliers and e-Molecules which is a gateway to smaller chemical companies catalogues.

1. Searches are carried out under the “**Search**” tab.



- The Sources pane is where the source(s) can be selected (1)
- The main search criteria pane is where you can input main criteria (2)
- The Inventory icon is where you can carry out an advanced search with barcode and location (3)
- The Hosted Catalogue tab is where you can carry out an advanced search in Hosted catalogues by including and/or excluding certain phrases/terms/keywords (4)

- The structure quick search pane is where you can search by structure (5)
- The result pane is where the results of your search will appear. It is divided into 5 sub-tabs (6)
Sub-tabs: Inventory, Storage Area, Stock Rooms, Hosted Catalogues, e-Molecules corresponding to the internal and external sources.

2. **Select a Source** for the search i.e. Internal Sources - Inventory, Storage Areas, Stock Rooms, and External Sources - Hosted Catalogues and e-Molecules.

Sources	All	None	Pref.
Inventory	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage Area	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stock Rooms	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hosted Catalogs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
eMolecules	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- **Inventory searches**

Searches all materials stored in the laboratories on your site or those that you are assigned to.

- **Storage Area searches**

Specific areas used for storage of chemicals, where no wet lab activity is carried out are searched.

- **Stock Rooms searches**

On-site stores that sell commonly used consumables and/or chemicals are searched.

Note: Use the **All or Preferred** radio buttons for searching Inventory, Storage Areas and Stock Rooms.

- **Hosted Catalogue searches**


Products from our major suppliers are searched. You have the ability to compare prices between suppliers.

Note: Use the **All** radio button for searching Hosted Catalogues. Refer to Ordering processes in this manual to help you place orders from Non-Hosted catalogues for materials not found.

- **e-Molecule searches**

A gateway company for smaller chemical suppliers is searched.

Note: Use the **All** radio buttons for e-Molecule searches.

3. Enter the CAS number if available. Alternatively you may search by name using wildcards (*), or by other criteria such as molecular weight range or MDL number. Press the search button.  Search

Name	<input type="text" value="*Sodium*bicarbonate*"/>
CAS #	<input type="text"/>
Catalog #	<input type="text"/>
Customer Com...	<input type="text"/>
Mol Wgt Range	<input type="text"/> -- <input type="text"/>
Keywords	<input type="text"/>



2.1 Basic Searches

When performing a search by name, consider the criteria you are using. Entering specific criteria or combining criteria from different fields will return fewer results than using broader terms.

A screenshot of a search form with the following fields: Name, CAS #, Catalog #, Customer Com... (dropdown), Mol Wgt Range (two input boxes with a -- separator), and Keywords.

Search field name	Description
Name	<p>Chemical name, description or alias. Text can be entered or pasted from another application.</p> <p>Searching Hosted Catalogues:</p> <p>No wildcards are used for searching Hosted Catalogues. Search by product name, such as potassium chloride or gloves. This searches for the words in the order listed, so latex gloves gives different results to gloves latex.</p> <p>Searching Inventory and Storage Areas (your inventories):</p> <p>Wildcards (*) can be used. Searching by name must exactly match the name in SciQuest ERM, therefore may not always give you a result without wildcards; consider the text you are using as naming conventions may differ. Try different aliases or use wildcards (*) to search for partial text strings:</p> <p>E.g. to search for Potassium chloride:</p> <p>Potas* will return all materials that begin with “Potas”.</p> <p>*chloride will return all materials that end with “chloride”.</p> <p>*Potas*chlor* will return all materials that contain the text “Potas” followed by “chlor” with anything in-between, and anything at the start or end.</p>
CAS #	<p>A CAS number search is best for finding chemicals. Searching by the CAS # generates a search of all materials in Inventory, Storage Areas, Hosted Catalogues and e-Molecules. Numbers can be entered or pasted from another application. If pasting from another application be careful there is no space at the end.</p>
Catalogue #	<p>Search using the Vendor’s catalogue or manufacturer part number. The number can be entered or pasted from another application.</p>
Customer identifier	<p>Search using either a customer compound number, MDL number or a SciQuest chemical number. Select the type prior to entering number.</p>

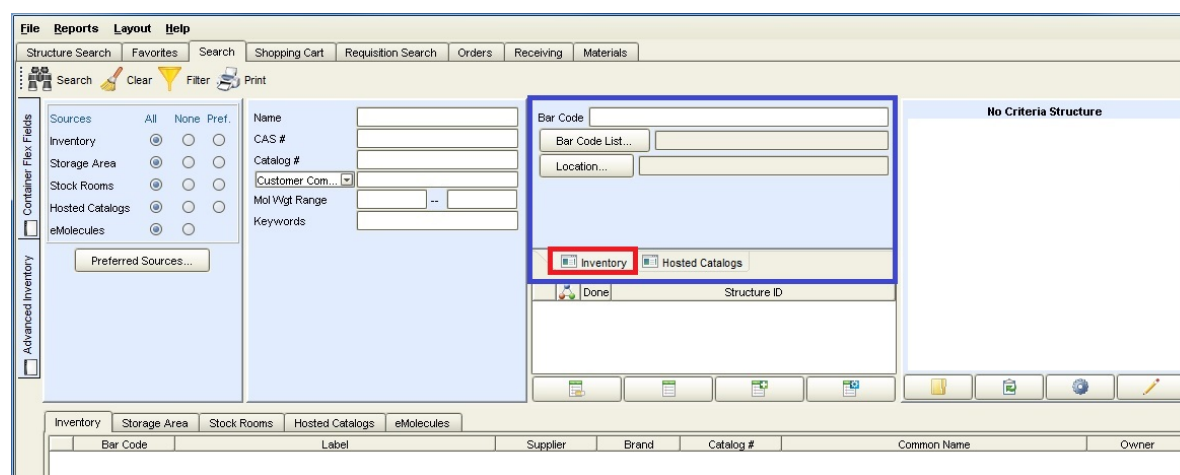
Mol Wgt Range	Search using a Molecular weight range. If a low value is entered, the search is a greater-than-or-equal-to search. If a high value is entered, the search is a less-than-or-equal-to search
Keywords	Searching by grade, size or the type of chemical you are looking for is helpful in limiting the result set

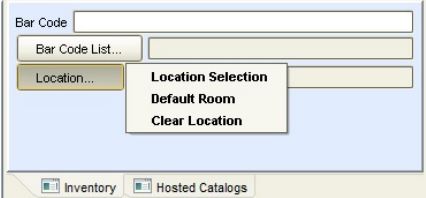
2.2 Advanced searches

When performing advanced searches, additional criteria can be entered to specify and narrow down your search.

2.2.1 Inventory Tab

You can search by Barcode or Barcode List using the Inventory function button. **Click** the Inventory function button to bring up these fields.

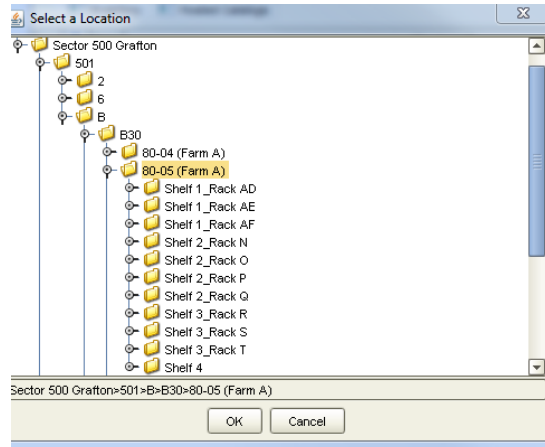


Search Field name	Description
Bar Code	By searching for a container using the Barcode your search is limited to the internal Inventory source. Text can be entered or pasted from another application.
Bar Code List	You can search for a container using Barcodes from an imported or pasted list e.g. from Excel
Location	Searching by using a location room narrows your search. You use the Inventory function button. Click the Inventory function button to bring up the dialogue window. 

Click Location and select one of the options e.g. Location Selection, Default Room or Clear Location

To select Location to search expand the location buttons until you get to appropriate the storage area you wish to search. In the example we are searching -80 freezer 80-05. Select/highlight the freezer name and click OK.

You can drill down to the shelf, box or grid #. Your selected sublocation will then appear to the right of the Location button.



Select Inventory and/or Storage area for your source.

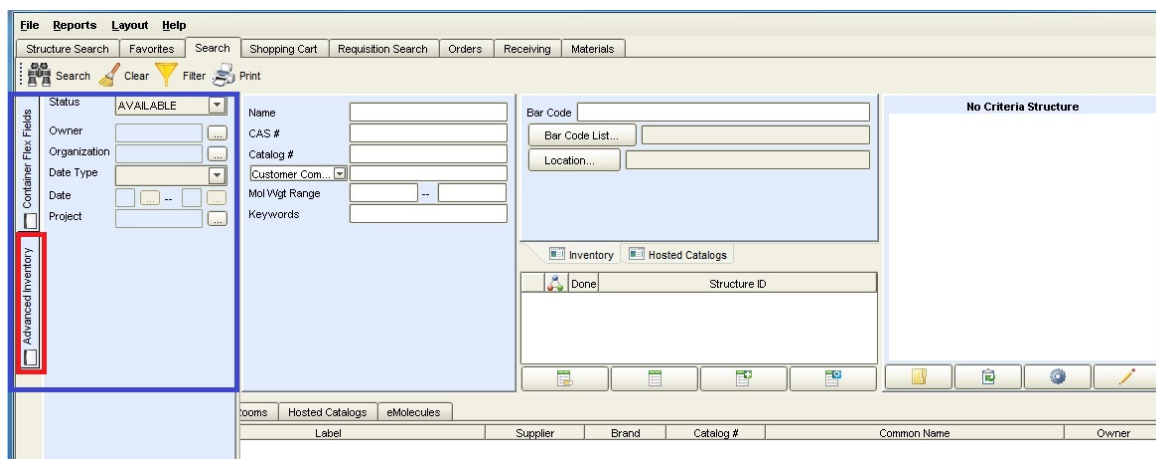
Click the search button and your results should appear in the result pane.

Click on the sublocation title to rearrange the items in descending order.

Sublocation	Expiration D
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid A01	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid A02	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid A04	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid A05	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid A06	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid A07	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid A08	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid B01	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid B02	
>B>B30 80-05 (Farm A)>Shelf 1_Rack AD>Box-17>Grid B04	

2.2.2 Advanced Inventory Tab – Searching by Owner

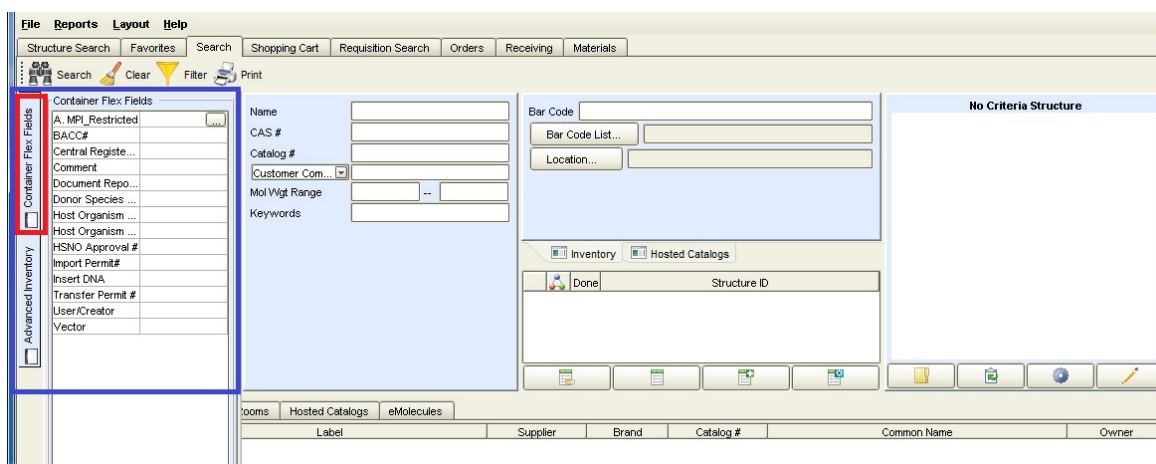
You can find all items owned by a PI by using the Advanced Inventory tab. Click the **Advanced Inventory** tab which will bring up the owner search option as well as other fields to search by.



Search Field name	Description
Status	Status is not a standalone search and must be combined with at least one other search option. Status examples include: all, available, in transit, not disposed, disposed, and disposed empty.
Owner	Choose the container owner from the list of users by selecting the Owner menu button.
Organization <input type="button" value="..."/>	Choose the Organisation that owns a container from the list by selecting the Organization menu button.
Date type	Search for containers based on a particular event; Created, disposed, expiration, room acquired (location) or site acquired (Faculty).
Date range	Based on the date type, you can search within a date range e.g. containers which have expired between 01.08.2015 and 31.08.2015
Allocation <input type="button" value="..."/>	Search for containers based on projects from the list by selecting the Allocation menu button and opening Find an Allocation dialogue box

2.2.3 Biological searches

When searching for biologicals you can narrow your search using the **Container Flex Field** function.

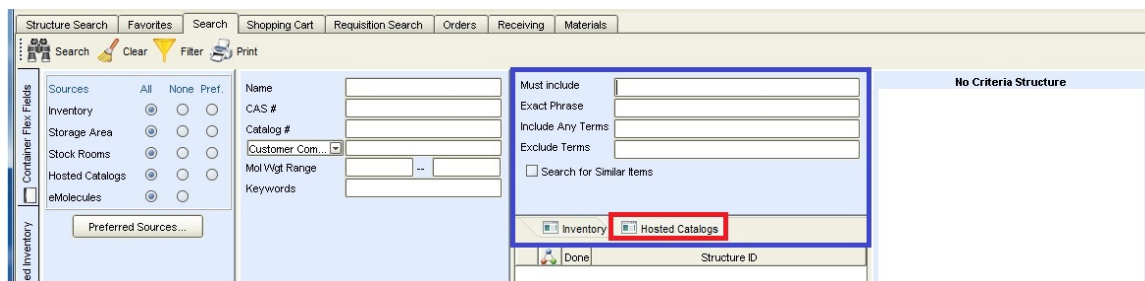


Click the Container Flex Fields function and search using any of the following fields:

Search Field name	Description
MPI_Restricted	MPI restriction status marked either true or false
BACC#	Biosecurity Authority/Clearance Certificate (BACC) number
Document Repository ID#	Document repository identification number
Donor Species DNA	Genetically modified organism (GMO), the insert donor species
Host Organism- Species	Species of the host organism
Host Organism- Subspecies	Subspecies of the host organism
HSNO Approval #	HSNO approval number
Import Permit #	MPI Import permit number
Insert DNA	GMO, description of insert
Transfer Permit #	MPI transfer permit
Vector	GMO, description of vector

2.2.4 Hosted Catalogue searches

When using the Hosted Catalogue icon you can narrow your search within the Hosted Catalogues. Clicking the Hosted Catalogue icon brings up the following fields.




Search Field name	Description
Must include	Only materials which include all words entered in this field are returned in search results.
Exact Phrase	Only materials which include all words entered in this field, in the exact order and including spaces and punctuation are returned in search results.
Include Any Terms	Only materials that include any or all of the words, in any order, are returned in search results. Search by any text or value. If entering multiple values, separate each with a space.
Exclude Terms	Combine this search with one of the others e.g. Must include and all words entered in this field are excluded.

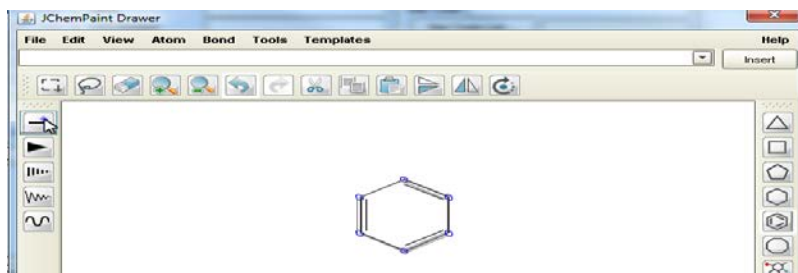
2.2.5 Drawing structure searches in the Search Tab

Searching by drawing a structure narrows your search. Use the SciQuest ERM Structure Drawing Programme or structures imported from external programmes such as Chemdraw.

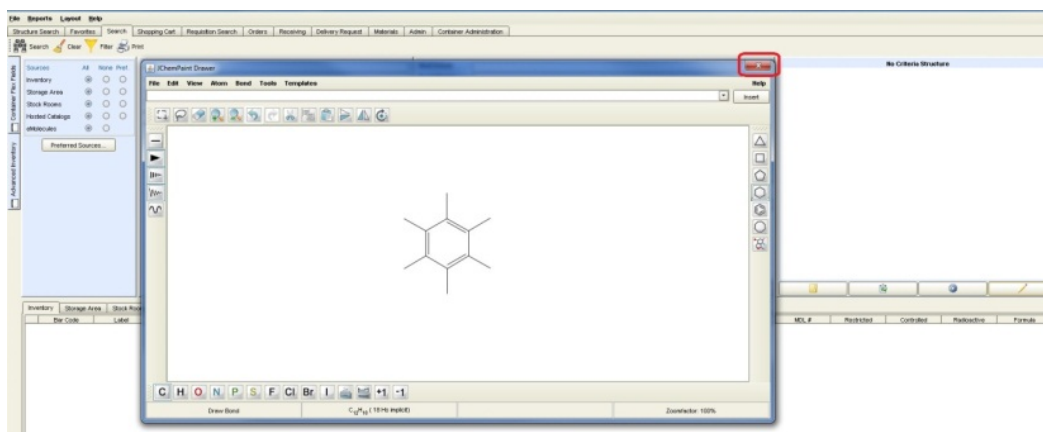
Drawing Structures using the SciQuest ERM Drawing Programme

To draw a structure, **Click** on the  icon. This will **open** the **structure drawing program** specified in your Preferences > Structure Search

Once the drawing programme is open, draw the structure to be searched.




Once your structure is complete, click the **Close** button  to return to the search tab



The structure search will be activated automatically and the results for your selected sources will show in the **Structure ID** panel

Click on each Structure ID returned and find the one that matches your structure


Press the **Search** icon  when the structure is found to start your search in the selected **Source**.

Inventory (2)	Storage Area (0)	Stock Rooms (0)	Hosted Catalogs (6)	eMolecules (4)			
MDL #	CAS #	Product	Supplier	Brand	Catalog #	Manufacture...	Price
	87-85-4	Hexamethylbenzene	AK Scientific, Inc.		Y1420		
	87-85-4	Hexamethylbenzene 98+% 25g	Thermo Fisher (New Zealand)		ACR120570250		460.45
	MFC00008523	Hexamethylbenzene, 99%	Sigma-Aldrich (New Zealand)	SIGMA-ALDRICH	322377-1G	322377	37.00
	MFC00008523	Hexamethylbenzene, 99%	Sigma-Aldrich (New Zealand)	SIGMA-ALDRICH	322377-5G	322377	90.50
	MFC00008523	Hexamethylbenzene, purified by sublimation, =99%	Sigma-Aldrich (New Zealand)	SIGMA-ALDRICH	429082-1G	429082	76.90
	MFC00008523	Hexamethylbenzene, purified by sublimation, =99%	Sigma-Aldrich (New Zealand)	SIGMA-ALDRICH	429082-5G	429082	322.50

- **Drawing Structures using other Drawing Programmes**

Structures can also be drawn using external programmes such as Chemdraw and imported to SciQuest ERM using two methods.

You can either copy from Chemdraw and paste into the structure area or Import from a saved file.

To import a file, **Click Import** . Navigate to the location of the .mol file you want to import

Select the file and **Click Open** or copy a structure from an external application and **Click Paste**



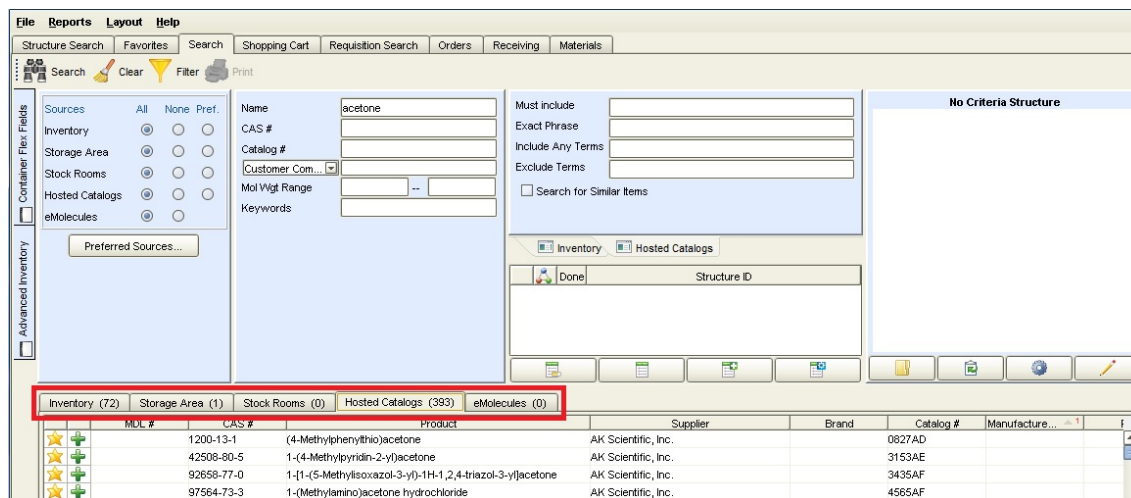
Note: If using this method files must be saved as either an MDL SD File (.sdf) or an MDL Molfile (.mol).

2.2.6 Refining your searches using the result pane

Search results will be displayed on a set of 5 sub-tabs corresponding to the internal and external sources. The number of materials available in each source appears in the sub-tabs e.g. Inventory (1).

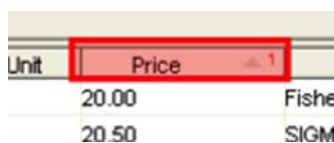
- **Refining your results**

You can further refine results by sorting or filtering columns.



- **Sorting columns**

Click on any column heading. The upward arrow will sort ascending. By clicking on the column heading again, the arrow will change to a downward arrow indicating the sort is descending. Clicking the column heading once again will remove the sort.



- **Sort using multiple criteria**

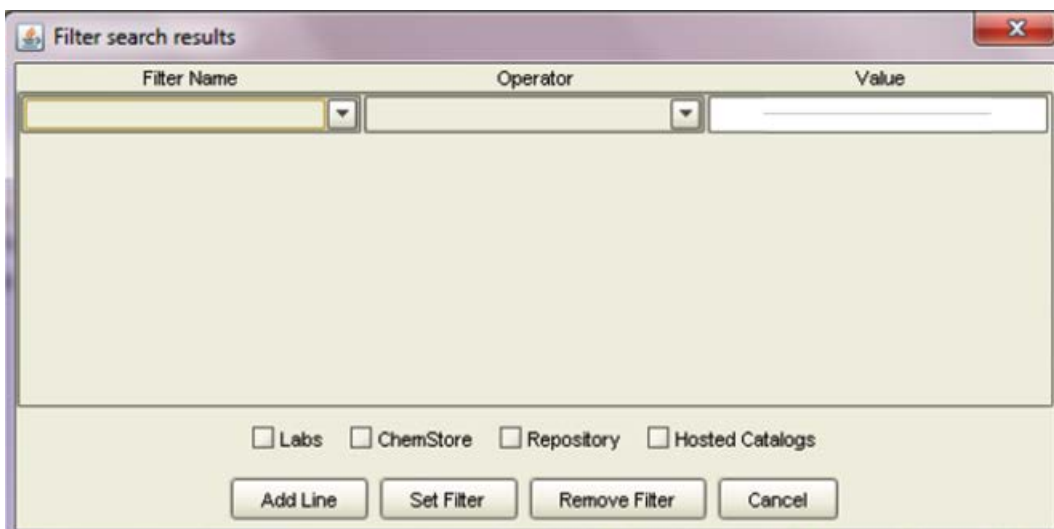
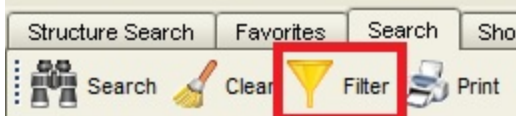
To sort by multiple criteria, press and hold the Control key while you click the criteria in the order they are to be sorted. The number next to each of the selected columns indicates the sort order.



- **Filtering**

Filters can be applied before or after your search and can filter against one, several or all of your source tabs.

Click the **Filter** button to open the **Filter search results** dialogue



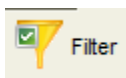
Click the **Filter Name** drop-down and **select** a column heading to be filtered.

Click the **Operator** drop-down and select appropriate operator (e.g. =, <, >) for your filtering criteria and **Enter** an alphanumeric value under **Value**

Click the **Add Line** button to create additional filter(s) if required

Select the check box(s) next to the source(s) to be filtered.

Click the **Set Filter** button. You will automatically be returned to the main Search window. The Filter button and the source tabs selected for filtering will have a filter indicator indicating that a filter is applied



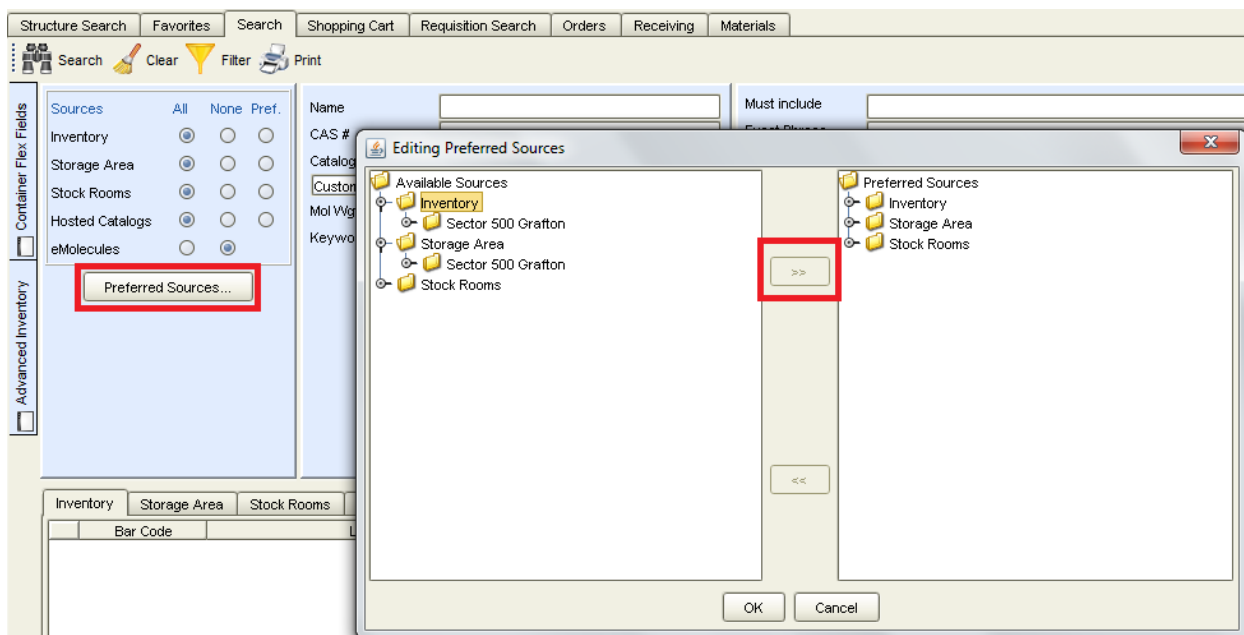
To remove the filter, click the filter button and press the remove filter button.




2.2.7 Drawing structure search of your inventory using Structure Search Tab

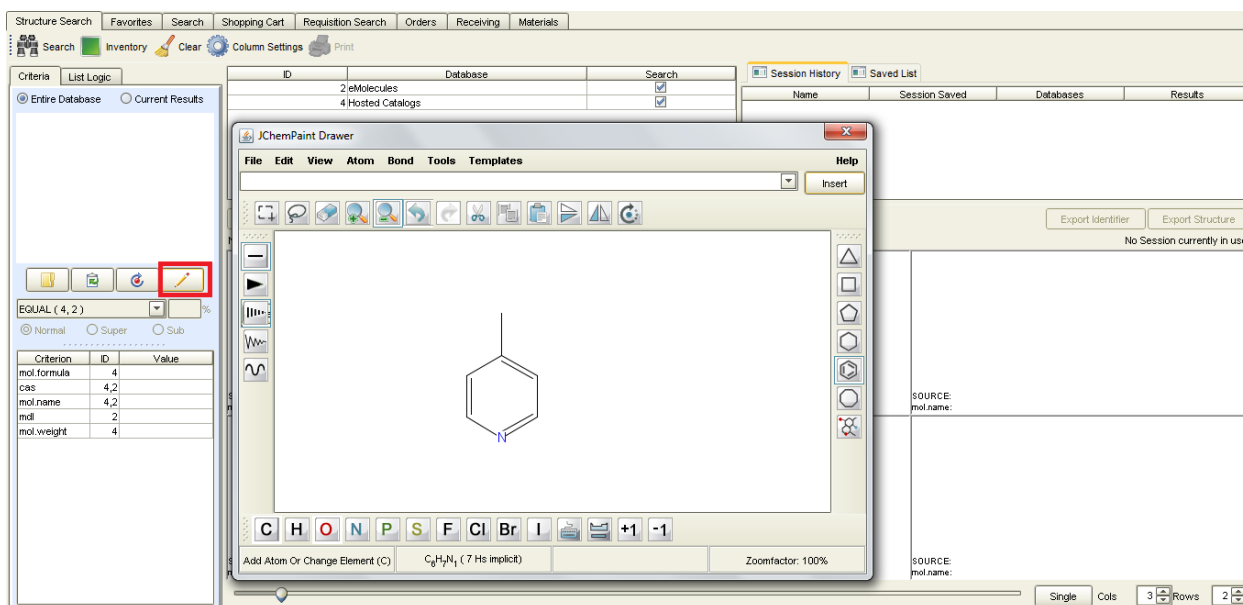
The Structure Search tab can be used to search your own inventory.


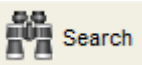
- 1) Start by choosing your **Preferred Sources** on the **Search Tab**. Choose the areas you wish to search in the Available Sources window and click the arrows to put them into the Preferred Sources window:

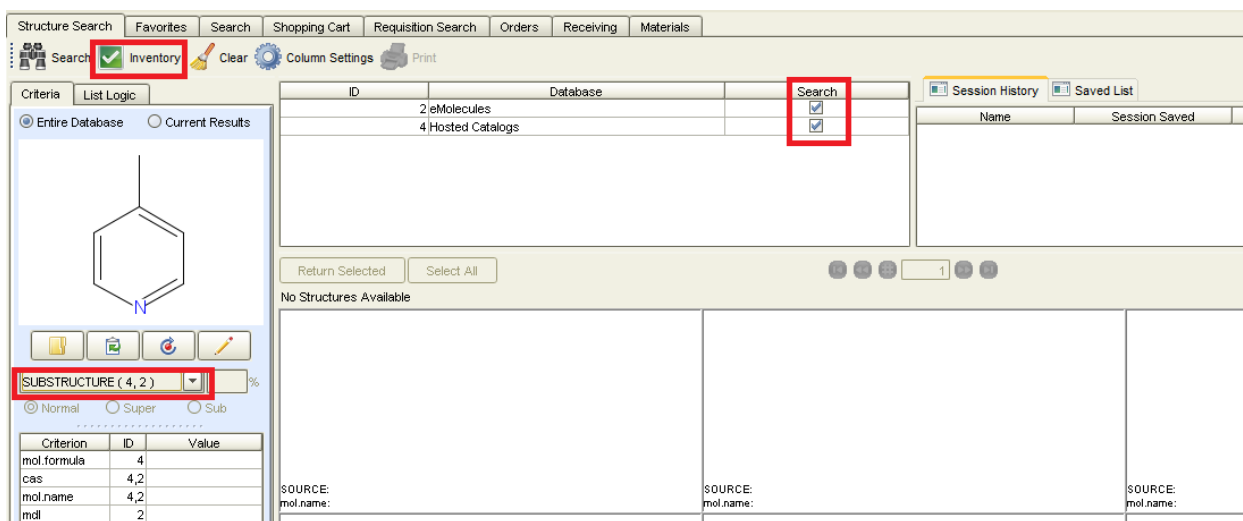


- 2) Go to the Structure Search tab. To draw a structure, **Click** on the  icon. This will **open** the **structure drawing program** specified in your Preferences > Structure Search

Once the drawing programme is open, draw the structure to be searched.



Once your structure is complete, click the **Close** button  to return to the search tab. Tick the box marked **Inventory** and all available Databases. (This searches databases for all available structures; not for catalogue items). You may choose to search by exact structure, similarity, or substructure. Then click the Search icon 



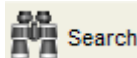
The structures returned are those of containers in the inventory that you are able to view. You can change the number of results per page in the bottom right corner. Select any structures you want to see containers of, then click **Return Selected**.

Return Selected Unselect All

Results Filtered by Inventory based on your Preferred Sources

Name	Session Saved	Databases	Results
Search 1	<input type="checkbox"/>	2, 4	1
Search 2	<input type="checkbox"/>	2, 4	1
Search 3	<input type="checkbox"/>	2, 4	2
Search 4	<input type="checkbox"/>	2, 4	83

The Search Tab will open. Select the radio buttons under Pref. for Inventory and Storage Areas to search for items in your preferred sources. Click the Search icon



Search

Criteria Item 1 of 10

Inventory (22)	Storage Area (0)	Stock Rooms	Hosted Catalogs	eMolecules				
Bar Code	Label	Common Name	CAS #	Current Amount	Units	Location	Expiration Date	Brand
UJAM000000...	Isoniazid	Isoniazid	54-85-3	5G		Sector 500 Grafton-5...	02-Sep-2020	Sigma
UJAM000023...	Isoniazid	Isoniazid	54-85-3	5G		Sector 500 Grafton-5...	02-Sep-2020	Fluka
UJAM000025...	Isonicotinamide	Isonicotinamide	1453-82-3	25G		Sector 500 Grafton-5...	02-Sep-2020	Sigma
UJAM000005...	5-Nitroisoquinoline	5-Nitroisoquinoline	607-32-9	100G		Sector 500 Grafton-5...	02-Sep-2020	Combi-Blocks

2.2.8 List Controlled rooms

A List controlled room is confined to a list of specific users who are able to view the room and operations. Only users assigned to a list controlled room are able to view and manage the containers in those rooms.

If a List controlled room is required contact the SciQuest Advisor.

Searching

- If a user is assigned to a list controlled room, standard search procedures can be used to find the items.
- When searching, containers in a list controlled room will not be visible to users who are not assigned to the room.
- When searching by location, list controlled rooms will not be displayed unless the user is assigned to those rooms.

3 Shopping Cart processes

There are different Shopping processes when requesting items. A process exists for

- **Hosted Catalogues and e-Molecules**
- **Non-Hosted Catalogues**
- **Stock Rooms**

3.1 Hosted Catalogue and e-Molecule processes


DLPs who shop through the Hosted Catalogues or e-Molecules use the following steps to create a request.

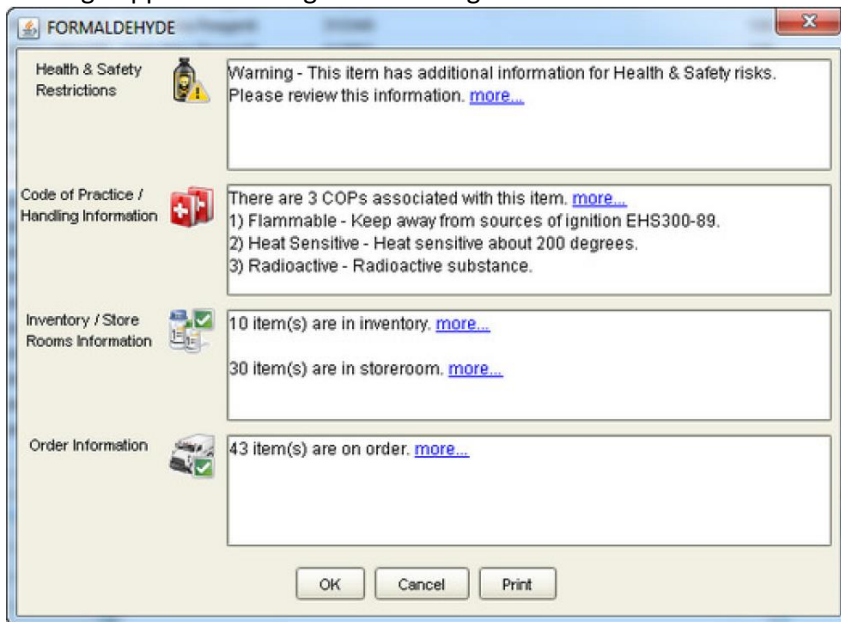
- **Search** for required item in the **Search tab**
- **Add** item to the Shopping Cart
- **Complete** and **Save** the Shopping Cart
- **Review** shopping cart and process through the SSC portal or email purchasing@uniservices.co.nz for Uniservices orders
- **Order Arrives**

3.1.1 Searching for Items

Once you have found the items(s) in the **Search Tab** you then create a requisition in the form of a Shopping Cart.

3.1.2 Adding Materials to the Shopping Cart

Add the material to the Shopping Cart **Click** on the  icon next to the material. A consolidated message appears showing the following information:




Clicking the [more](#) link opens a .pdf report with detailed information regarding that specific section.

Clicking the Print button opens a .pdf page containing the complete report of all sections.

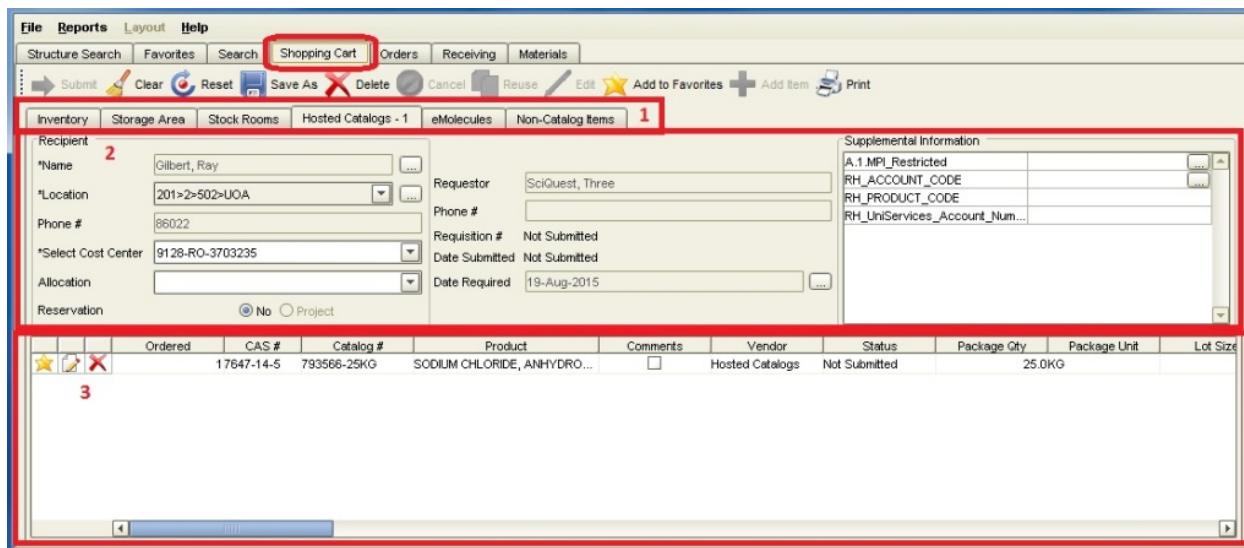
Click the **OK** button to complete the addition of the material to the shopping cart and repeat to add all the required materials into a single Shopping Cart.

Note: All materials in the Shopping Cart need to be from a single supplier. You need to create separate Shopping Carts for materials from each different supplier.

Quick Tip: If the material is a frequent order, click the yellow star  to add this to the **Favourites Tab**

3.1.3 Completing the Shopping Cart

To complete the Shopping Cart, **Click the Shopping Cart Tab.**



The **Shopping Cart** tab has three components:

- (1) The source sub-tabs
- (2) Requisition header
- (3) Requisition line items

Information will need to be filled out in the requisition header and requisition line items to complete the shopping cart order.

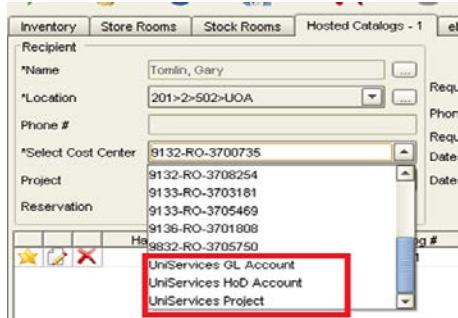
3.1.3.1 Requisition Header




The requisition header contains information about the requester, recipient, payment/allocation/reservation options and configurable “supplemental information”. Required fields are indicated with an asterisk (*).

Information from the requisition header will apply to all the items in the same shopping cart unless it is changed at line item level.

You can only select one Cost Centre per cart.



Panel	Field Name	Description
Recipient	*Name <input type="text"/>	<p>Displays the name of the recipient of the requested items. Defaults to the name of the current user.</p> <p>Clicking the <input type="text"/> button opens the Select a Recipient dialogue box; enter the recipient's last name, click the search button; make the selection and press OK.</p> <p>DLPs may be the recipient of orders placed in SciQuest ERM, but the ownership of all barcoded items must be transferred to the Principal Investigator once the items are received. The Principal Investigator owns the ordered materials and has health and safety accountability.</p>
	Location <input type="text"/>	<p>The delivery location for the request.</p> <p>The default location of the recipient will be displayed once the recipient is selected. If required, the location can be changed by selecting from the dropdown menu. If your desired delivery address does not show please email SciQuest@auckland.ac.nz.</p>
	Phone #	<p>Displays the recipient's telephone number.</p> <p><i>This field is not editable.</i></p>
	Select Cost Center	<p>The cost centre the order will be billed to. The drop-down list is populated with the recipient's cost centres.</p> <p>University of Auckland: The Cost Centre code is required for PeopleSoft Financials accounting purposes.</p> <p>UniServices: Three cost centre codes specific to UniServices are available.</p>  <p>When a UniServices cost centre code is selected, it is also necessary to supply the UniServices account number. (see Supplemental Information section)</p> <p>You can only select one Cost Centre per cart.</p>




Panel	Field Name	Description								
Requestor/Dates	Requestor	Displays the name of the user creating the request. <i>This field is not editable.</i>								
	Phone #	Displays the phone number of the user creating the request. <i>This field is not editable.</i>								
	Requisition #	Displays the ERM requisition number, once the request has been submitted. <i>This field is not editable.</i>								
	Date Submitted	Displays the date when the request was submitted. <i>This field is not editable.</i>								
	Date Required 	This field should not be changed as it has no effect on order processing times.								
Supplemental Information	MPI Restricted 	<p>Indicate whether the requested item is MPI restricted.</p> <p>This field defaults to true. If the material is <u>not</u> MPI restricted Click the  button and select false.</p> <p>If items in the same shopping cart have different MPI Restricted status, they need to be modified individually at the requisition line items level.</p> <p>If all items have the same MPI Restricted status, they do not need to be modified individually at the requisition line items level.</p>								
	RH_ACCOUNT_C ODE*	<p>Displays the PeopleSoft Financials account code this University of Auckland order will be charged to:</p> <table border="1" data-bbox="690 1255 1474 1530"> <tbody> <tr> <td>775020</td> <td>Consumables – Non Hazardous Chemicals/Pharmaceuticals/Gases</td> </tr> <tr> <td>775040</td> <td>Consumables - Lab/Workshop</td> </tr> <tr> <td>775070</td> <td>Consumables - Health and Safety</td> </tr> <tr> <td>775095</td> <td>Consumables – haz chems/restricted biols/radionuclides/vet meds</td> </tr> </tbody> </table> <p>If the required code is not in the dropdown list, please leave this field blank and let the STC know what the code should be when you submit your order through the STC portal.</p>	775020	Consumables – Non Hazardous Chemicals/Pharmaceuticals/Gases	775040	Consumables - Lab/Workshop	775070	Consumables - Health and Safety	775095	Consumables – haz chems/restricted biols/radionuclides/vet meds
775020	Consumables – Non Hazardous Chemicals/Pharmaceuticals/Gases									
775040	Consumables - Lab/Workshop									
775070	Consumables - Health and Safety									
775095	Consumables – haz chems/restricted biols/radionuclides/vet meds									


Panel	Field Name	Description							
Supplemental Information (cont)	RH_PRODUCT CODE*	Displays the PeopleSoft Financials product code (optional) this University of Auckland order will be charged to.							
	RH_UniServices_Account_Number*	<p>Displays the Technology One account number this UniServices order will be charged to.</p> <p>This field must be populated when a UniServices cost centre code has been selected and must be in the appropriate format:</p> <table border="1"> <thead> <tr> <th>Cost Centre</th> <th>Format of RH_UniServices_Account_Number</th> </tr> </thead> <tbody> <tr> <td>UniServices GL Account (Only used by UniServices Operating Centres)</td> <td>99.9.999.9999 e.g. 10.7.125.9760 Light Metals Research Centre. (Entity/Sector/Centre/Department). The system will then supply the remainder of the code.</td> </tr> <tr> <td>UniServices HOD Account</td> <td>99999 (a five digit code)</td> </tr> <tr> <td>UniServices Project</td> <td>99999.999 (a five digit code with a 3 digit suffix)</td> </tr> </tbody> </table>	Cost Centre	Format of RH_UniServices_Account_Number	UniServices GL Account (Only used by UniServices Operating Centres)	99.9.999.9999 e.g. 10.7.125.9760 Light Metals Research Centre. (Entity/Sector/Centre/Department). The system will then supply the remainder of the code.	UniServices HOD Account	99999 (a five digit code)	UniServices Project
Cost Centre	Format of RH_UniServices_Account_Number								
UniServices GL Account (Only used by UniServices Operating Centres)	99.9.999.9999 e.g. 10.7.125.9760 Light Metals Research Centre. (Entity/Sector/Centre/Department). The system will then supply the remainder of the code.								
UniServices HOD Account	99999 (a five digit code)								
UniServices Project	99999.999 (a five digit code with a 3 digit suffix)								

3.1.3.2 Requisition Line Items

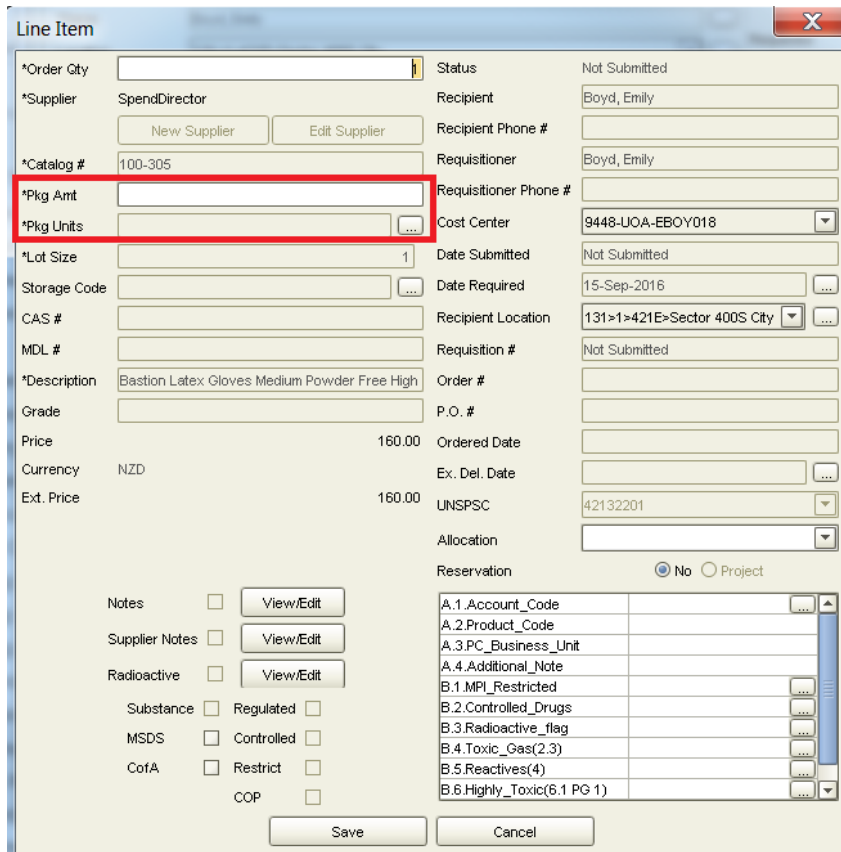
The requisition line items displayed the individual items being requested

Ordered	CAS #	Catalog #	Product	Supplier	Package Qty	Package Unit	Price	Currency
1	647-14-5	793566-25KG	SODIUM CHLORIDE, ANHYDRO...	Sigma-Aldrich (Ne...	25.0KG		576.00NZD	
1	0816-12-0	75632-10ML	Osmium tetroxide solution, for el...	Sigma-Aldrich (Ne...	10.0ML		412.50NZD	

Button / Field	Description
Mark Item as Favorite 	Marks the selected item as a 'Favorite'.
Edit Item 	Opens the Line Item dialog for the selected item
Delete Item 	Removes the selected item from the order set
Ordered	Editable field that contains the quantity of the item to be requested. <i>The default Ordered Quantity is '1'.</i>

Open the Line item dialog by clicking on the  icon to check and edit requested item(s). Most of the line item information will be automatically populated from the Hosted Catalogue, but sometimes the Package Amount and Package Unit are missing and you will need to input this manually.

Required fields are indicated with an asterisk (*).



The dialog box contains the following fields and options:


- *Order Qty: [text input]
- *Supplier: SpendDirector (with New Supplier and Edit Supplier buttons)
- *Catalog #: 100-305
- *Pkg Amt: [text input]
- *Pkg Units: [text input]
- *Lot Size: 1
- Storage Code: [text input]
- CAS #: [text input]
- MDL #: [text input]
- *Description: Bastion Latex Gloves Medium Powder Free High
- Grade: [text input]
- Price: 160.00
- Currency: NZD
- Ext. Price: 160.00
- Status: Not Submitted
- Recipient: Boyd, Emily
- Recipient Phone #: [text input]
- Requisitioner: Boyd, Emily
- Requisitioner Phone #: [text input]
- Cost Center: 9448-UOA-EBOY018
- Date Submitted: Not Submitted
- Date Required: 15-Sep-2016
- Recipient Location: 131>1>421E>Sector 400S City
- Requisition #: Not Submitted
- Order #: [text input]
- P.O. #: [text input]
- Ordered Date: [text input]
- Ex. Del. Date: [text input]
- UNSPSC: 42132201
- Allocation: [text input]
- Reservation: No Project
- Notes: View/Edit
- Supplier Notes: View/Edit
- Radioactive: View/Edit
- Substance: Regulated
- MSDS: Controlled
- CoFA: Restrict
- COP:
- Bottom section with dropdowns: A.1.Account_Code, A.2.Product_Code, A.3.PC_Business_Unit, A.4.Additional_Note, B.1.MPL_Restricted, B.2.Controlled_Drugs, B.3.Radioactive_flag, B.4.Toxic_Gas(2.3), B.5.Reactives(4), B.6.Highly_Toxic(6.1 PG 1)
- Buttons: Save, Cancel

Please note that the cost centre selected in the Requisition header will apply to all line items, regardless of any cost centres selected at the line item level.

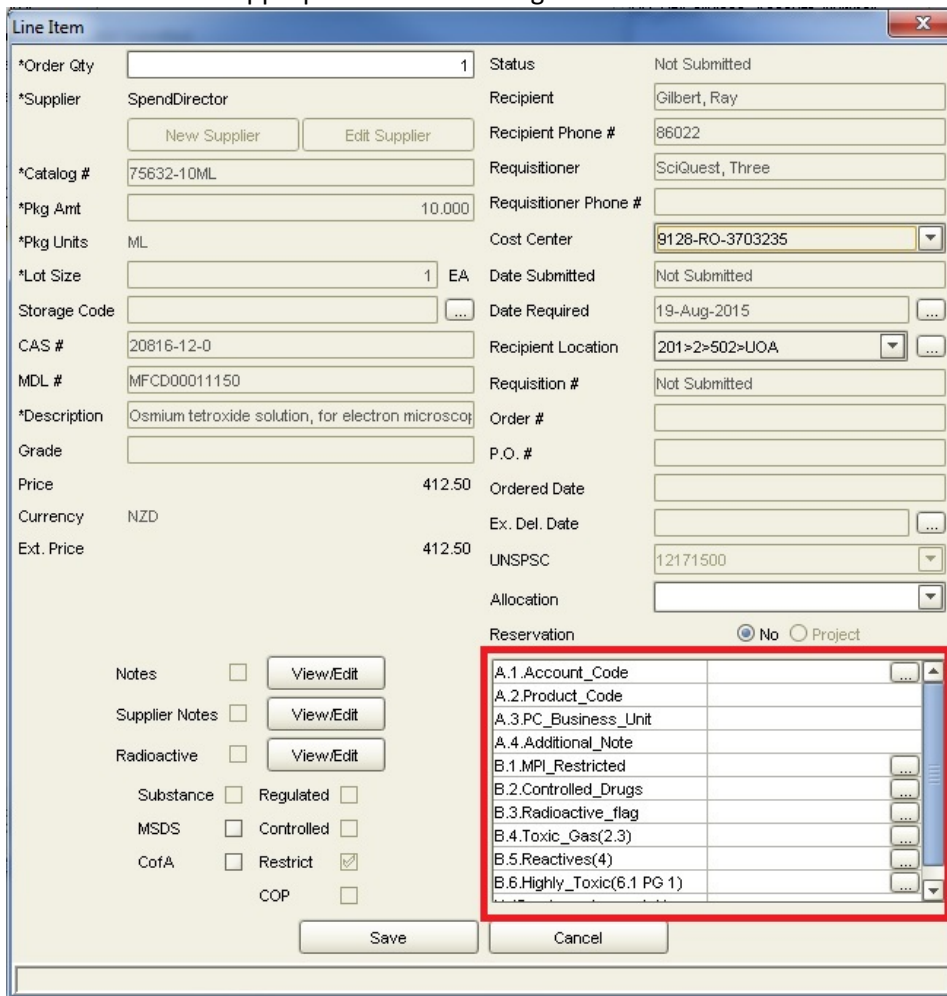
3.1.3.3 Special Requirements for Restricted or Hazardous materials

It is compulsory to declare the item's hazardous and restricted status if the requested item is one of the below.

- MPI Restricted
- Controlled drugs
- Radioactive
- Toxic gas (UN 2.3)
- Highly reactive (UN 4.1 PG1, UN 4.2 PG1, UN 4.3 PG1)
- Highly toxic (UN6.1 PG1)

Click the pencil to open the line for editing. 

Click the  next to the appropriate list and change the status to true.



The screenshot shows the 'Line Item' dialog box with the following fields and options:

- *Order Qty: 1
- *Supplier: SpendDirector (with New Supplier and Edit Supplier buttons)
- *Catalog #: 75632-10ML
- *Pkg Amt: 10.000
- *Pkg Units: ML
- *Lot Size: 1 EA
- Storage Code: (with three dots icon)
- CAS #: 20816-12-0
- MDL #: MFCD00011150
- *Description: Osmium tetroxide solution, for electron microscop
- Grade: (empty)
- Price: 412.50
- Currency: NZD
- Ext. Price: 412.50
- Status: Not Submitted
- Recipient: Gilbert, Ray
- Recipient Phone #: 86022
- Requisitioner: SciQuest, Three
- Requisitioner Phone #: (empty)
- Cost Center: 9128-RO-3703235
- Date Submitted: Not Submitted
- Date Required: 19-Aug-2015 (with three dots icon)
- Recipient Location: 201>2>502>UOA (with three dots icon)
- Requisition #: Not Submitted
- Order #: (empty)
- P.O. #: (empty)
- Ordered Date: (empty)
- Ex. Del. Date: (empty) (with three dots icon)
- UNSPSC: 12171500
- Allocation: (empty)
- Reservation: No Project

At the bottom, there are sections for Notes, Supplier Notes, and Radioactive, each with a View/Edit button. Below these are checkboxes for Substance (Regulated), MSDS (Controlled), CofA (Restrict), and COP.

A red box highlights a list of special requirements with three dots icons next to each:

A.1.Account_Code	...
A.2.Product_Code	...
A.3.PC_Business_Unit	...
A.4.Additional_Note	...
B.1.MPI_Restricted	...
B.2.Controlled_Drugs	...
B.3.Radioactive_flag	...
B.4.Toxic_Gas(2.3)	...
B.5.Reactives(4)	...
B.6.Highly_Toxic(6.1 PG 1)	...

At the bottom of the dialog are Save and Cancel buttons.

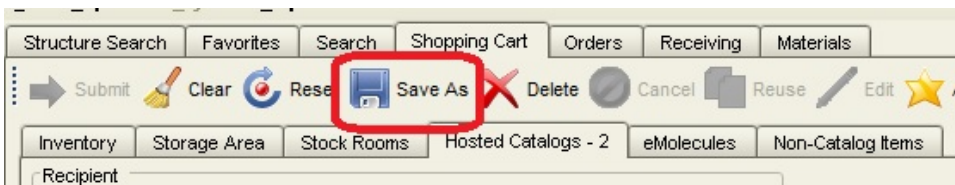
Press **Save** to return to the **Shopping Cart** tab.

3.1.4 Saving the Shopping Cart

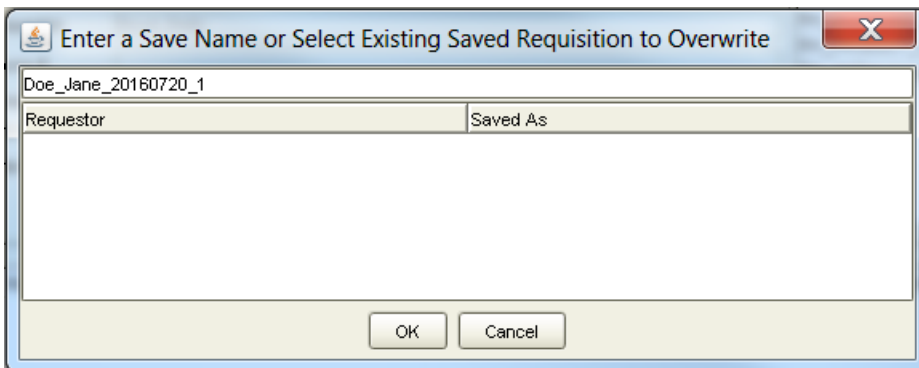
Once all the information is checked and correct, the Shopping Cart can be saved.

- **Saving the Shopping Cart**

Click the **Save As** button.

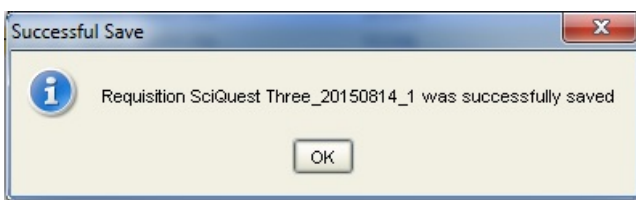


The dialogue window **Enter a Save Name or Select Existing Saved Requisitions to Overwrite** appears and prompts you to save and name your requisition.



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, which is detailed in Section 3.3

3.2 Non-Hosted Catalogue processes

You can still purchase a material when it is not found in Hosted catalogues through Non-Hosted Catalogue suppliers. You may also use this process to order from Hosted catalogue suppliers if the item you require is not shown in the catalogue. In cases where the Supplier is not found in the Non-Hosted catalogue then a formal process to establish the Supplier must be undertaken with the STC.

DLPs who shop through the Non-Hosted catalogue use the following steps to create a Shopping Cart.

- **Add** item to the Shopping Cart
- **Complete** and **Save** the Shopping Cart
- **Review** shopping cart and process through the SSC portal or email purchasing@uniservices.co.nz for Uniservices orders

Note: Non-Hosted Catalogue items cannot be added to the Favourites tab. However if you place the same order often, you can find your previous requisition in the Requisition Search tab and click the plus sign to “Copy As New” which will duplicate the order.

3.2.1 Non-Hosted Catalog Items Tab

Go to the **Shopping Cart** tab and **Select** the **Non-Catalog items** sub-tab (2). Complete the required fields in the Requisition Header.

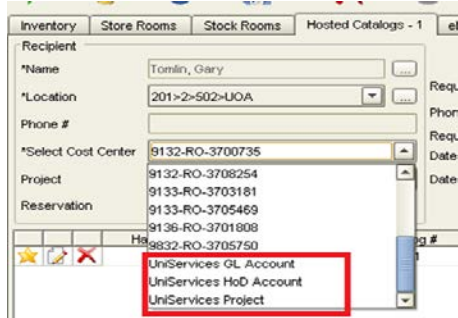
The screenshot shows the SciQuest ERM interface with the Shopping Cart tab selected. The Non-Catalog Items sub-tab is active. The Requisition Header form is highlighted with a red box. The form includes the following fields:




- *Name: SciQuest, Three
- *Location: B061>5>301>UOA - City C...
- Phone #: [Empty]
- *Select Cost Center: UniServices GL Account
- Allocation: [Empty]
- Reservation: No Project
- Requestor: SciQuest, Three
- Phone #: [Empty]
- Requisition #: Not Submitted
- Date Submitted: Not Submitted
- Date Required: 19-Aug-2015
- Supplemental Information: A.1 MPI_Restricted, RH_ACCOUNT_CODE, RH_PRODUCT_CODE, RH_UniServices_Account...

The requisition header contains information about the requester, recipient, payment/allocation/reservation options and configurable “supplemental information”. Required fields are indicated with an asterisk (*).

Information from the requisition header will apply to all the items in the same shopping cart unless it is changed at line item level.


You can only select one Cost Centre per cart.

Panel	Field Name	Description
Recipient	*Name <input type="text"/>	<p>Displays the name of the recipient of the requested items. Defaults to the name of the current user.</p> <p>Clicking the <input type="text"/> button opens the Select a Recipient dialogue box; enter the recipient’s last name, click the search button; make the selection and press OK.</p> <p>DLPs may be the recipient of orders placed in SciQuest ERM, but the ownership of all barcoded items must be transferred to the Principal Investigator once the items are received. The Principal Investigator owns the ordered materials and has health and safety accountability.</p>
	Location <input type="text"/>	<p>The delivery location for the request.</p> <p>The default location of the recipient will be displayed once the recipient is selected. If required, the location can be changed by selecting from the dropdown menu. If your desired delivery address does not show please email SciQuest@auckland.ac.nz.</p>
	Phone #	<p>Displays the recipient’s telephone number.</p> <p><i>This field is not editable.</i></p>
	Select Cost Center	<p>The cost centre the order will be billed to. The drop-down list is populated with the recipient’s cost centres.</p> <p>University of Auckland: The Cost Centre code is required for PeopleSoft Financials accounting purposes.</p> <p>UniServices: Three cost centre codes specific to UniServices are available.</p>  <p>When a UniServices cost centre code is selected, it is also necessary to supply the UniServices account number. (see Supplemental Information section)</p>

Panel	Field Name	Description								
Requestor/Dates	Requestor	Displays the name of the user creating the request. <i>This field is not editable.</i>								
	Phone #	Displays the phone number of the user creating the request. <i>This field is not editable.</i>								
	Requisition #	Displays the ERM requisition number, once the request has been submitted. <i>This field is not editable.</i>								
	Date Submitted	Displays the date when the request was submitted. <i>This field is not editable.</i>								
	Date Required 	This field should not be changed as it has no effect on order processing times.								
Supplemental Information	MPI Restricted 	<p>Indicate whether the requested item is MPI restricted.</p> <p>This field defaults to true. If the material is <u>not</u> MPI restricted Click the  button and select false.</p> <p>If items in the same shopping cart have different MPI Restricted status, they need to be modified individually at the requisition line items level.</p> <p>If all items have the same MPI Restricted status, they do not need to be modified individually at the requisition line items level.</p>								
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775020	Consumables – Non Hazardous Chemicals/Pharmaceuticals/Gases									
775040	Consumables - Lab/Workshop									
775070	Consumables - Health and Safety									
775095	Consumables – haz chems/restricted biols/radionuclides/vet meds									

Panel	Field Name	Description								
Supplemental Information (cont)	RH_PRODUCT_CODE *	Displays the PeopleSoft Financials product code (optional) this University of Auckland order will be charged to.								
	RH_UniServices_Account_Number*	Displays the Technology One account number this UniServices order will be charged to. This field must be populated when a UniServices cost centre code has been selected and must be in the appropriate format:								
		<table border="1"> <thead> <tr> <th>Cost Centre</th> <th>Format of RH_UniServices_Account_Number</th> </tr> </thead> <tbody> <tr> <td>UniServices GL Account (Only used by UniServices Operating Centres)</td> <td>99.9.999.9999 e.g. 10.7.125.9760 Light Metals Research Centre. (Entity/Sector/Centre/Department). The system will then supply the remainder of the code.</td> </tr> <tr> <td>UniServices HOD Account</td> <td>99999 (a five digit code)</td> </tr> <tr> <td>UniServices Project</td> <td>99999.999 (a five digit code with a 3 digit suffix)</td> </tr> </tbody> </table>	Cost Centre	Format of RH_UniServices_Account_Number	UniServices GL Account (Only used by UniServices Operating Centres)	99.9.999.9999 e.g. 10.7.125.9760 Light Metals Research Centre. (Entity/Sector/Centre/Department). The system will then supply the remainder of the code.	UniServices HOD Account	99999 (a five digit code)	UniServices Project	99999.999 (a five digit code with a 3 digit suffix)
	Cost Centre	Format of RH_UniServices_Account_Number								
	UniServices GL Account (Only used by UniServices Operating Centres)	99.9.999.9999 e.g. 10.7.125.9760 Light Metals Research Centre. (Entity/Sector/Centre/Department). The system will then supply the remainder of the code.								
UniServices HOD Account	99999 (a five digit code)									
UniServices Project	99999.999 (a five digit code with a 3 digit suffix)									

3.2.2 Adding Items to the Shopping Cart

To add materials to the Shopping Cart **Press** the  **Add Item** and a line item dialogue window appears. Complete the required fields. Press **Save** to return to the **Shopping Cart** tab.

Please note that the cost centre selected in the Requisition header will apply to all line items, regardless of any cost centres selected at the line item level.

Line Item

*Order Qty: 1 Status: Not Submitted

*Supplier: [] Recipient: Gilbert, Ray

 New Supplier Edit Supplier Recipient Phone #: 86022

*Catalog #: [] Requisitioner: SciQuest, Three

*Pkg Amt: 1.000 Requisitioner Phone #: []

*Pkg Units: [] Cost Center: 9128-RO-3703235

*Lot Size: 1 Date Submitted: Not Submitted

Storage Code: [] Date Required: 19-Aug-2015

CAS #: [] Recipient Location: 201>2>502>UOA

MDL #: [] Requisition #: []

*Description: [] Order #: []

Grade: [] P.O. #: []

Price: 0.00 Ordered Date: []

Currency: USD Ex. Del. Date: []

Ext. Price: 0.00 UNSPSC: []

Allocation: []

Reservation: No Project

Notes: View/Edit

Supplier Notes: View/Edit

Radioactive: View/Edit

Substance: Regulated

MSDS: Controlled

Cof.A: Restrict

COP:

A.1.Account_Code []

A.2.Product_Code []

A.3.PC_Business_Unit []

A.4.Additional_Note []

B.1.MPL_Restricted []

B.2.Controlled_Drugs []

B.3.Radioactive_flag []





B.4.Toxic_Gas(2.3) []


B.5.Reactives(4) []

B.6.Highly_Toxic(6.1 PG 1) []

Save Cancel

Button / Field	Description
Order Qty (*)	The desired quantity of the item
Supplier (*) []	The field displays the supplier from whom the item will be purchased. Clicking the Supplier menu button opens the Select a Vendor dialogue to enable you to select a supplier for the item. Non-catalogue items can only be purchased from suppliers loaded in SciQuest ERM and PeopleSoft Financials. When the supplier is not found in SciQuest ERM please contact SciQuest@auckland.ac.nz.
Catalog # (*)	The supplier's catalogue number for the item

Button / Field	Description
Pkg Amt (*)	The quantity amount for a container of the item.
Pkg Units (*) 	The unit of measure for a container of the item. Clicking the Pkg Units menu button opens the Select a Unit dialogue to allow you to select the correct package amount unit for the item.
Lot Size (*)	The Lot size of the item; if not otherwise specified, the value defaults to '1'. (The number of containers/items within one package/box of the item) If lot size = 1 then = EA (Each); If lot size > 1 then = CS (case)
Storage Code 	The text description of the storage code for containers of this item. Clicking the Storage Code menu button opens the Storage Code dialogue to the select the value.
CAS #	The CAS number of the item. This must be included for all chemicals.
MDL #	Unique identification number for each chemical reaction and variation
Description (*)	The Common Name of the item. This value is typically also used for the container label when the item is received.
Price (*)	The price of the item; accepts 2 decimal places
Currency (*)	Currency used
Cost Center	Please note that the cost centre selected in the Requisition header will apply to all line items, regardless of any cost centres selected at the line item level.
Date Required 	This field should not be changed as it has no effect on order processing times.
Recipient Location 	The location the ordered item should be delivered to. Clicking the Recipient Location menu button opens the Select a Location dialogue to allow you to select a recipient location not already displayed in the drop-down list. <i>The drop-down list is populated with the recipient's Preferred Delivery Location entries (from the Preferences > User Preferences dialogue). Use the Select a Location dialogue's navigation tree to select a location or sublocation not included in the drop-down list.</i>

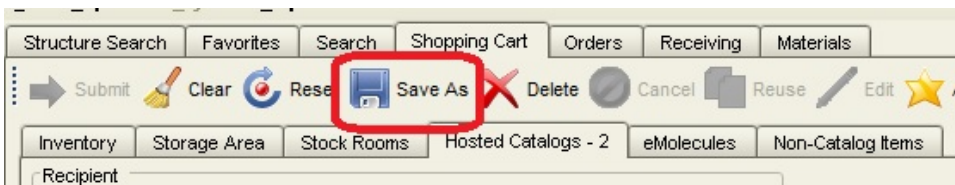
Button / Field	Description																				
<p>Item flex fields (panel)</p> <table border="1" data-bbox="212 348 534 688"> <tr><td>A.1.Account_Code</td><td></td></tr> <tr><td>A.2.Product_Code</td><td></td></tr> <tr><td>A.3.PC_Business_Unit</td><td></td></tr> <tr><td>A.4.Additional_Note</td><td></td></tr> <tr><td>B.1.MPI_Restricted</td><td></td></tr> <tr><td>B.2.Controlled_Drugs</td><td></td></tr> <tr><td>B.3.Radioactive_flag</td><td></td></tr> <tr><td>B.4.Toxic_Gas(2.3)</td><td></td></tr> <tr><td>B.5.Reactives(4)</td><td></td></tr> <tr><td>B.6.Highly_Toxic(6.1 PG 1)</td><td></td></tr> </table>	A.1.Account_Code		A.2.Product_Code		A.3.PC_Business_Unit		A.4.Additional_Note		B.1.MPI_Restricted		B.2.Controlled_Drugs		B.3.Radioactive_flag		B.4.Toxic_Gas(2.3)		B.5.Reactives(4)		B.6.Highly_Toxic(6.1 PG 1)		<p>It is compulsory to declare the item's hazardous and restricted status if the requested item is:</p> <ul style="list-style-type: none"> • MPI Restricted • Controlled drugs • Radioactive • Toxic gas (UN 2.3) • Highly reactive (UN 4.1 PG1, UN 4.2 PG1, UN 4.3 PG1) • Highly toxic (UN6.1 PG1) <p>If the requested item is one of the above, click the  next to the appropriate list and change the status to true.</p> <p><i>Please note that the Account code and Product code selected in the Requisition header will apply to all line items, regardless of any codes selected at the line item level.</i></p>
A.1.Account_Code																					
A.2.Product_Code																					
A.3.PC_Business_Unit																					
A.4.Additional_Note																					
B.1.MPI_Restricted																					
B.2.Controlled_Drugs																					
B.3.Radioactive_flag																					
B.4.Toxic_Gas(2.3)																					
B.5.Reactives(4)																					
B.6.Highly_Toxic(6.1 PG 1)																					

3.2.3 Saving the Shopping Cart

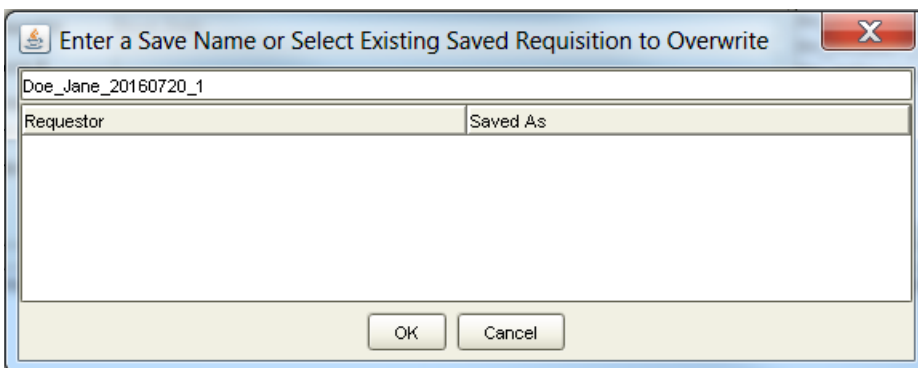
Once all the information is checked and correct, the Shopping Cart can be saved.

- **Saving the Shopping Cart**

Click the **Save As** button.

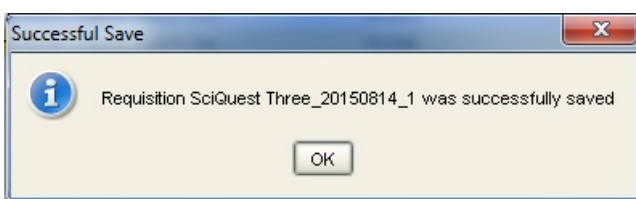


The dialogue window **Enter a Save Name or Select Existing Saved Requisitions to Overwrite** appears and prompts you to save and name your requisition.



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.



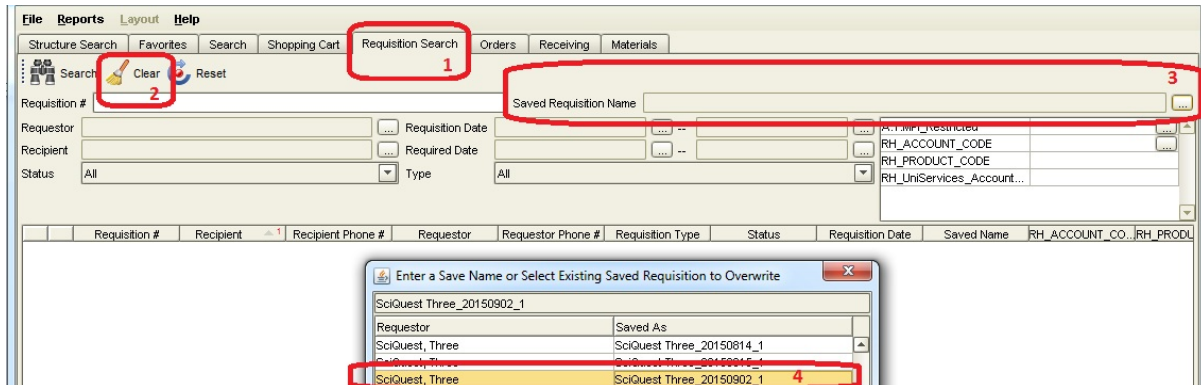
Click **OK** to continue.


The next step is to Review the cart, which is detailed in Section 3.3

3.3 Reviewing and Submitting Shopping Carts


3.3.1 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.

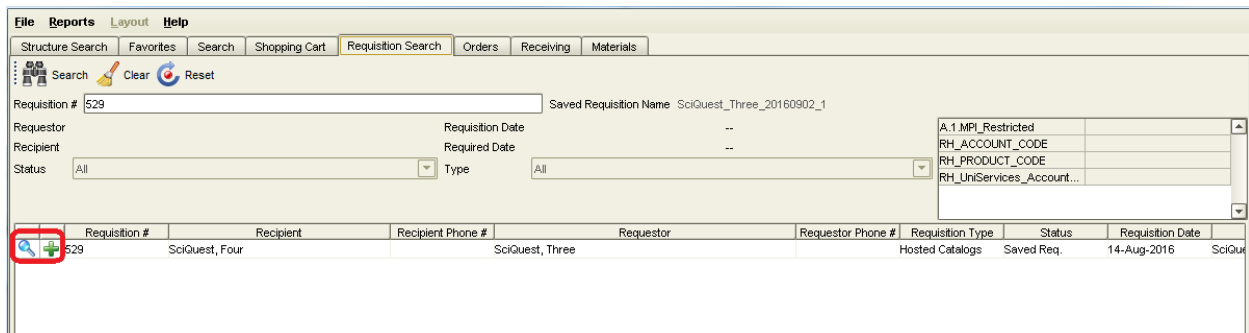



- Go to the **Requisition Search** tab
- Press the **Clear** button
- Click the ellipsis button  next to the **“Saved Requisition Name”** field
- Find the saved requisition and click **OK**.

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.

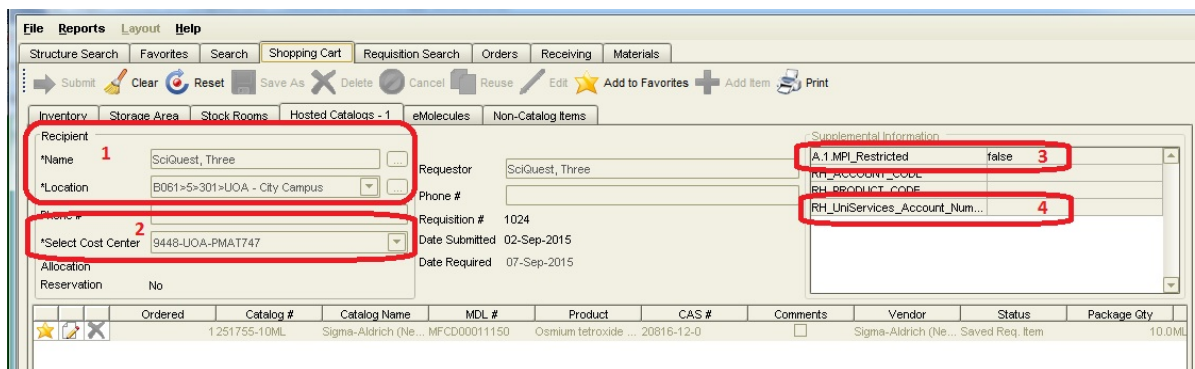
To review your own shopping cart, click the  button. If you need to make changes to your cart, click the  button.



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

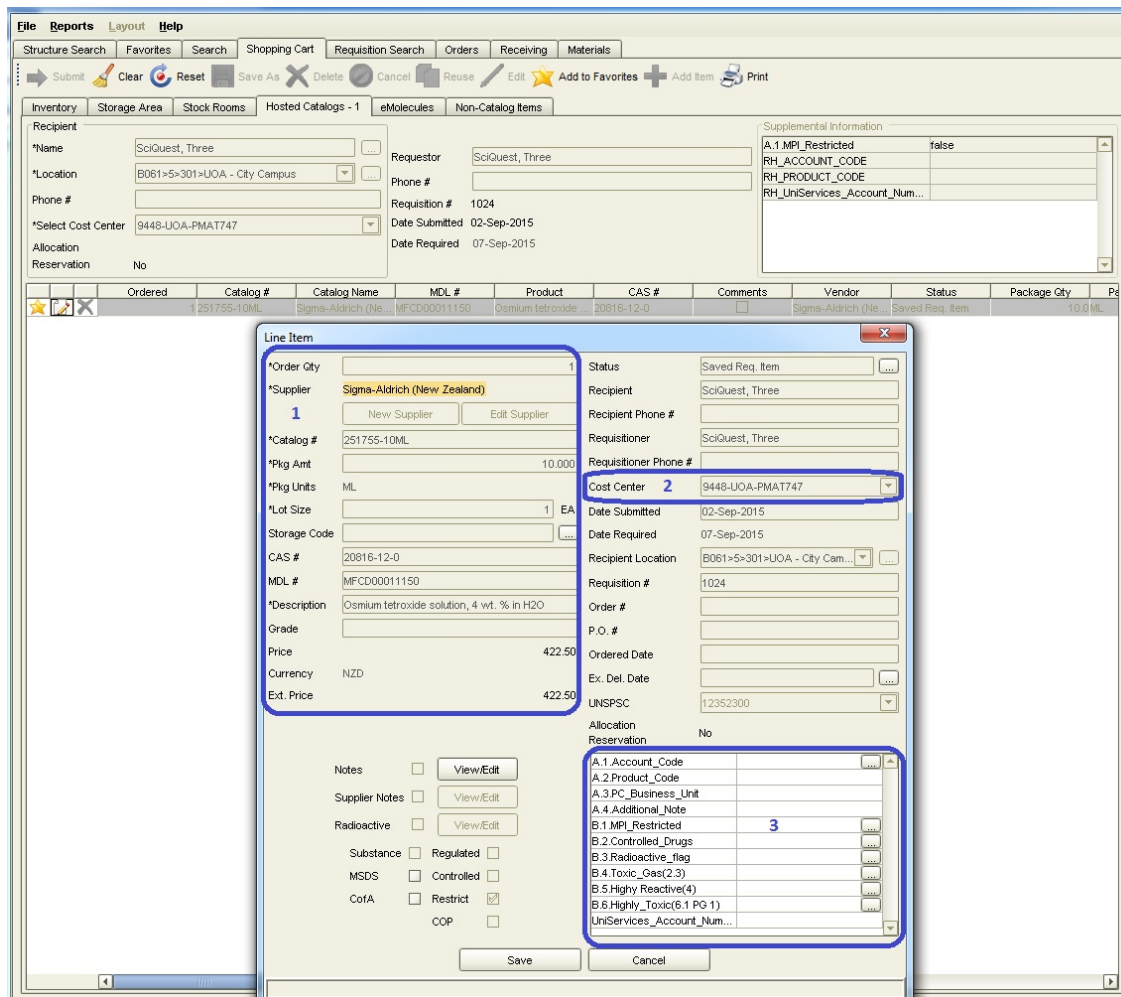
The shopping cart will then show up under the **Shopping cart** tab and you will have to check the following to ensure that accurate information is provided:

Under requisition header:





- 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:



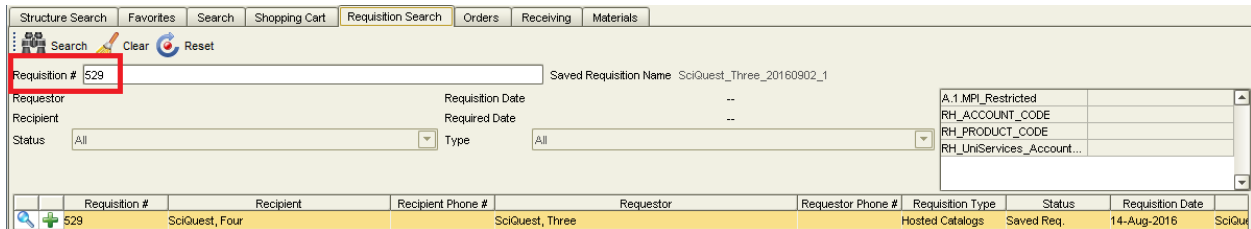
- Item information
- Cost centre is determined by the Requisition Header field value, so should not be different.
- Item’s hazardous and restricted status (It is compulsory to declared the item’s hazardous and restricted status if the requested item is:

- MPI restricted
- Controlled drugs
- Radioactive
- Toxic gas (UN 2.3)
- Highly reactive (UN 4.1 PG1, UN 4.2 PG1, UN 4.3 PG1)
- Highly toxic (UN 6.1 PG1)

If you clicked the  button to review your own cart, the requisition number remains the same. If you clicked the  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  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.



The screenshot shows the 'Requisition Search' tab in a software application. The 'Requisition #' field is highlighted with a red box and contains the value '529'. Below the search fields, there is a table with the following data:

Requisition #	Recipient	Recipient Phone #	Requestor	Requestor Phone #	Requisition Type	Status	Requisition Date	Requestor
529	SciQuest, Four		SciQuest, Three		Hosted Catalogs	Saved Req.	14-Aug-2016	SciQuest, Three

3.3.2 Submitting the Shopping Cart

3.3.2.1 Submitting University order to the STC

Service *
Shared Transaction Centre (STC) ▼

Topic *
Request to Purchase ▼
SciQuest request ▼

SciQuest Requisition Number

Request Details

Attach documents
Attach any supporting documentation to this request if required

No file selected.

- You can use the Request Details field to record the name of the original requestor. You could also record the original requisition number here if you wish as this information doesn't come through in the email notification.
- Attach supporting documentation such as MPI import permit (where required)
- The supporting documentation should be saved to your records and placed on the shared file folder using the complete PO number as the folder name when available
- The shared file folder can be found at <\\uoa.auckland.ac.nz\Shared\MED\MSCI\HazTrack>

3.3.2.2 Submitting TechnologyOne order to Uniservices

The actual processes for searching for items, saving shopping carts and receipting is the same as for Uniservices orders.

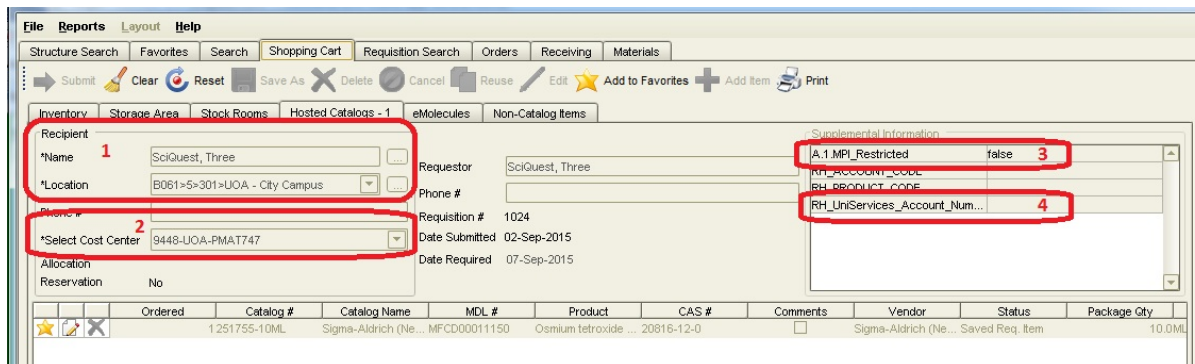
If ordering from Uniservices there are 3 options listed under Cost Centres. **Choose** the appropriate option depending on the type of account.

Inventory Store Rooms Stock Rooms Hosted Catalogs - 1

Recipient
*Name Tomlin, Gery
*Location 201>2>502>UOA
Phone #
*Select Cost Center 9132-RO-3700735
Project 9132-RO-3708254
Reservation 9133-RO-3703181
9133-RO-3705469
9136-RO-3701808
9832-RO-3705750

UniServices GL Account
UniServices HoD Account
UniServices Project

If one of the 3 UniServices cost centre options is selected, the researcher must also supply the actual UniServices account code to charge to in the “Supplemental Information” section using the RH_UniServices_Account_Number field (4).



This must be in the appropriate format.

Cost Centre	Format of RH_UniServices_Account_Number
UniServices GL Account (Only used by UniServices Operating Centres)	99.9.999.9999 e.g. 10.7.125.9760 Light Metals Research Centre. (Entity/Sector/Centre/Department). The system will then supply the remainder of the code.
UniServices HOD Account	99999 (a five digit code)
UniServices Project	99999.999 (a five digit code with a 3 digit suffix)

As with the University’s RH_Account Code and RH_Product Code, this can be overwritten at the line level if the user doesn’t want to charge all the lines to the same UniServices account number.

Email shopping cart # to purchasing@uniservices.co.nz

- Attach supporting documentation such as MPI import permit (where required)
- The supporting documentation should be saved to your records and placed on the shared file folder using the complete PO number as the folder name when available
- The shared file folder can be found at <\\uoa.auckland.ac.nz\Shared\MED\MSCI\HazTrack>

Rule: Do not mix University and Uniservices as this will make the Shopping Cart fail.

3.3.3 Keeping Track of Orders

When the order is placed through the STC portal there is a free text field where you are able to add information about the order. You could also record the original Requisition number here if you wish as this number does not come automatically through in the email notification from the STC.

Note: The Requisition number you submit to the STC for your order changes after the STC processes your order.

After you submit your Requisition to the STC you will receive a notification that you have raised a new request. This notification has a service request number and includes anything recorded in the free text field.

You have raised a new request: Shared Transaction Centre (STC) Request to Purchase SciQuest request [Service Request: 160729-002416]

Staff Service Centre <staffservice@auckland.ac.nz>

- If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Fri 29/07/2016 3:58 p.m.
To: Mary Spellman

Dear Mary

Your service request is 160729-002416 and has been opened with the following information.

Order to Global Science for Rotavap (special price offered as per attached letter.

Your request will be assessed and referred to one of our support staff to clarify, update, resolve or escalate within 4 hours.

When the STC have processed your request you will receive a further notification. The notification includes the new Requisition number (this is the number generated when the STC have punched out to pull the order into PeopleSoft Financials and is not the same cart number you originally sent down) the vendor and the service request number.

(STC) Request to Purchase SciQuest request#675_ Global Science [Service Request: 160729-002416]

Shared Transaction Centre (STC) <staffservice@auckland.ac.nz>

- If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Mon 1/08/2016 2:35 p.m.
To: Mary Spellman

Dear Mary

Thank you for your purchase request which has been processed. A requisition has been raised in the system is aproved (as per screen shot below).

Confirmation

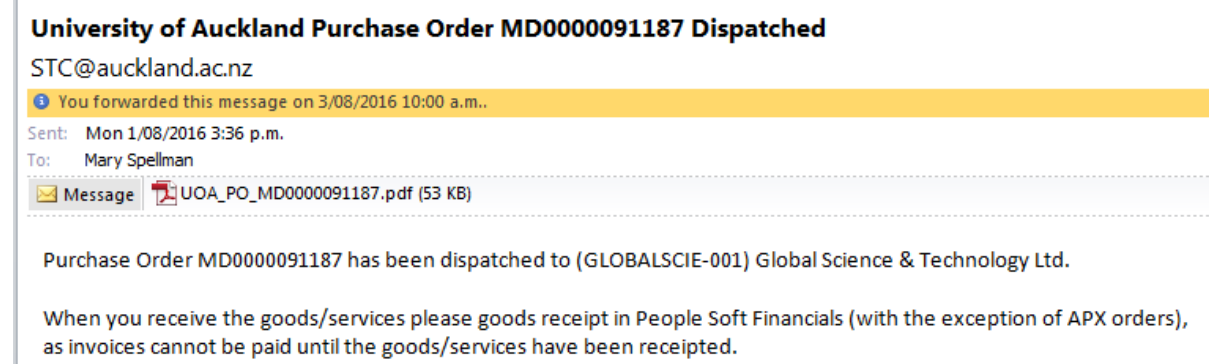
Your requisition has been submitted.

Requested For	Murabula,Phoebe	Number of Lines	1
Requisition Name	MSpellman_ScQ#675_9136_Global	Total Amount	4,950.00 NZD
Requisition ID	0000092272		
Business Unit	MD		
Status	Pending		
Priority	Medium		

New SciQuest ERM
Requisition number is #675

A purchase order (PO) will be generated and automatically dispatched to the supplier. You will also receive an automated email confirmation and copy of the PO.

You will also receive a copy of the PO by email once it is dispatched to the vendor.



When your order is received you will be sent a notification that has the new Requisition number only. Therefore it may be helpful to link these numbers for your own records in a spreadsheet like this:

Req #	Date Ordered	Ordered for:	Description of order	Service Request Number	New Req #	PO #	Received

3.3.4 Order Arrives

Once the Shopping Cart has been processed by STC or Uniservices it becomes an Order. Most orders are received in the stockroom by the stockroom personnel. Some specialist items may be received in the laboratory by a DLP.

Further steps can be found under Section 4.0 Receiving and Section 5.0 Receipting. An item may be Received in the stockroom, but Receipting must be performed by the DLP who submitted the order.

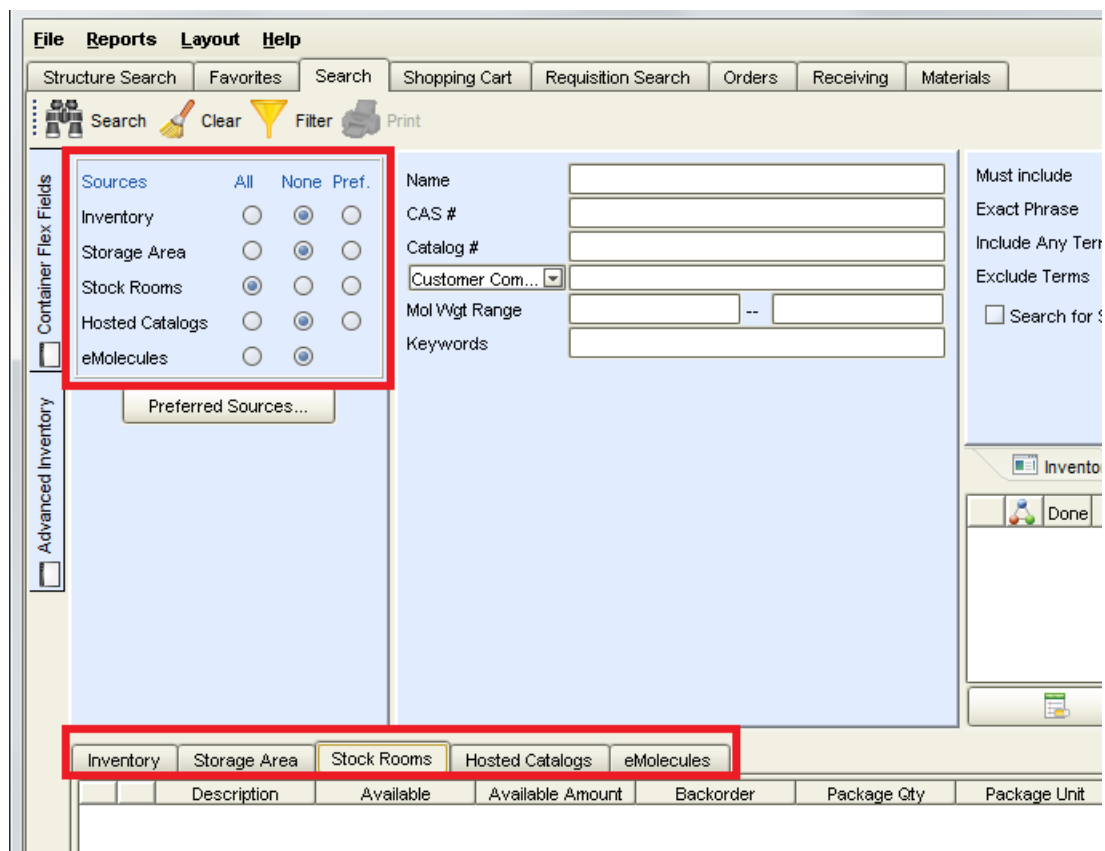
3.4 Stock Room processes

All users are able to purchase through the stockroom they are allocated to and should use the following steps to create a request.


- **Search** for required item in the **Search Tab**
- **Add** item to the Shopping Cart
- **Complete** the Shopping Cart
- **Order is Ready**

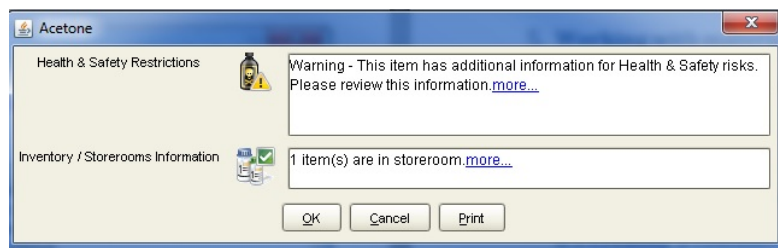
3.4.1 Searching for an Item

In the Search Tab, select the Stock Room All radio button then Search for the item(s). The results will appear on the Stock Rooms tab. To see all items sold through your Stock Room, perform a Stock Rooms search with two wildcards (**) in the Name field.




3.4.2 Adding Items to the Shopping Cart

Add items to the Shopping Cart by **Clicking** on the  icon next to the item. If there are warnings associated with the material, a message appears showing the following information:



Clicking the [more](#) links opens a .pdf report with detailed information regarding that specific section. **Clicking** the Print button opens a .pdf page containing the complete report of all sections.

Clicking the **OK** button completes the addition of the material to the Shopping Cart. Repeat to add all the required materials into a single Shopping Cart.

Quick Tip: If the material is a frequent order, click the yellow star  to add this to the **Favourites Tab**


3.4.3 Completing the Shopping Cart

Complete the Shopping Cart by clicking the **Shopping Cart** tab and going to the **Stock Rooms** tab.

Ordered	Available Amount	Available	Package Qty	Package Unit	Name	Customer Catalog	CAS #	MDL #
1	2	✓	1	BOTTLE	Acetone	100014.2500	67-64-1	

Fill out the information in the requisition header. The quantity can be changed under the “Ordered” column.

Extra codes: If you need to specify a UniServices project code, an Account Code, or a Product Code; right click on the item in your shopping cart and click ‘View/Add notes’. Put the extra code(s) in here.

Press the **Submit** button  and a dialogue window confirming that your Shopping Cart has been successfully submitted appears.



Press **OK**. A **Print Confirmation** dialogue window appears asking if you want to print the requisition.

Clicking Yes generates a “Stockroom Requisition Form” in pdf format which is a record of your request.

3.4.4 Order is Ready

Once the Shopping Cart has been processed it is handled by a Stock Room person. Any items with barcodes need to be receipted into their lab location with a scanner in the Stock Room.

4 Receiving

Items that you have ordered through SciQuest ERM will need to be **Received** into SciQuest ERM.

- When you Receive an item it is automatically receipted in PeopleSoft.
- Barcodes are applied to chemicals and restricted biologicals as they are received. Consumables generally do not require a barcode.

- Most items will be Received into SciQuest ERM by the stores technician, unless they are on dry ice or restricted goods. If items have not been received in the Stock Room, the DLP is responsible for Receiving.

To Receive items go to **Receiving** tab.

The screenshot shows the 'Receiving' tab in the SciQuest ERM software. The interface includes a menu bar with 'File', 'Reports', 'Layout', and 'Help'. Below the menu bar are several tabs: 'Structure Search', 'Favorites', 'Search', 'Shopping Cart', 'Requisition Search', 'Orders', 'Receiving' (highlighted), and 'Materials'. The main workspace is divided into five numbered panes:

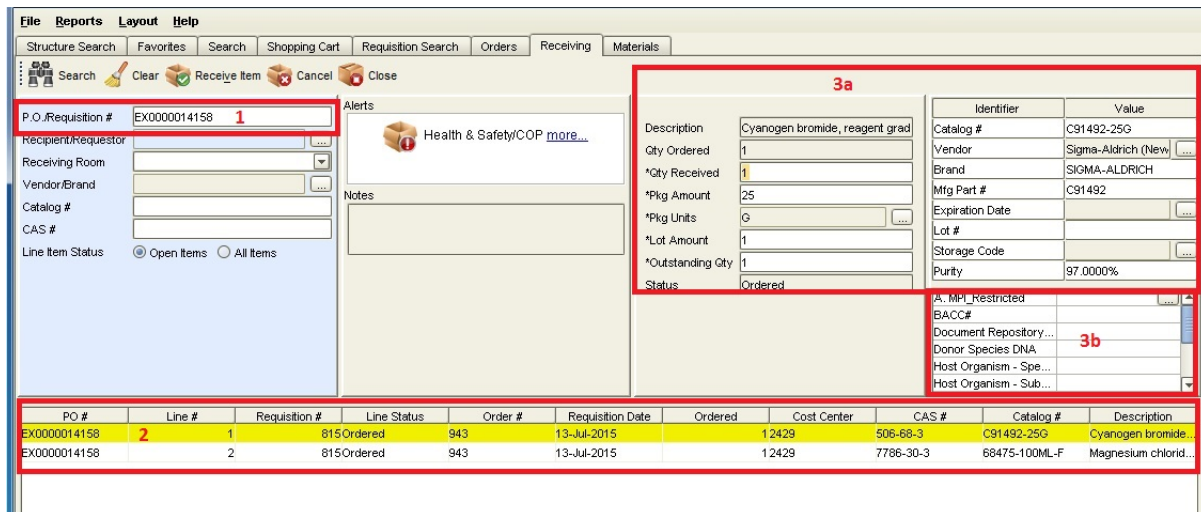
- 1**: Criteria pane with fields for P.O./Requisition #, Recipient/Requestor, Receiving Room, Vendor/Brand, Catalog #, CAS #, and Line Item Status (Open Items/All Items).
- 2**: Alerts/Notes pane with sections for Alerts and Notes.
- 3**: Requested item summary pane with fields for Description, Qty Ordered, *Qty Received, *Pkg Amount, *Pkg Units, *Lot Amount, *Outstanding Qty, and Status.
- 4**: Container attributes pane with a table for Identifier and Value, including fields like Catalog #, Vendor, Brand, Mfg Part #, Expiration Date, Lot #, Storage Code, Purity, and various permit numbers.
- 5**: Request items table with columns for PO #, Line #, Requisition #, Line Status, Order #, Requisition Date, Ordered, Cost Center, CAS #, Catalog #, and Description.

1. The criteria pane allows the user to enter or select search criteria.
2. The alerts/notes pane displays any health, safety or information alerts or note text associated to the selected request item.
3. The requested item summary pane displays the general information for the selected request item, including quantity requested and package size.
4. The container attributes pane displays the attributes that will be associated to all containers created for the request item, including catalogue number and supplier. Container flex fields will also be included.
5. The request items pane displays the request items that match the search criteria.

4.1 Receiving an item

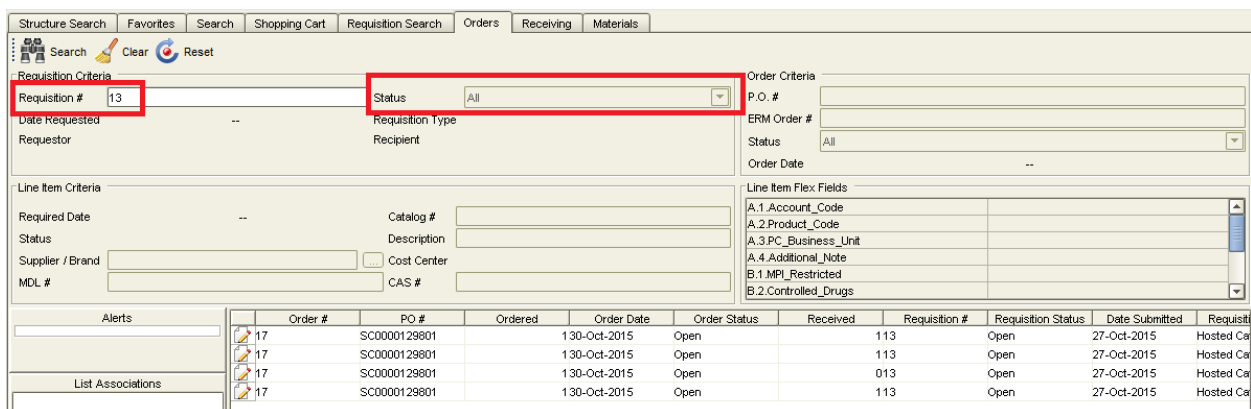
Most orders are received in the stockroom by the stockroom personnel. Some specialist items may be received in the laboratory by a DLP.

Only a single item can be received at a time. Materials requested in a single Shopping Cart will have to be received one at a time.



- Search for the item by entering the PO number in the **P.O./Requisition** field. Note that for T1 orders (UniServices purchasing system), PO numbers have different versions depending on the status. When receiving a Uniservices order you should add a wild card to ensure the order version is found, for example, **AULSQ00016***.
- Items that match the search criteria will be displayed in the result pane. Highlighted row indicates that the item has one or more alerts or is associated with a note. Select the item to be received.
- Item summary and container attributes will be displayed in the requested item summary pane and the container attribute pane.
 - Verify that quantity received matches with the ordered quantity
 - Fill in known container flex fields (mainly for biologicals)

After receiving, an email will be sent to the DLP of the Recipient with details of the order. Note that the Requisition Number provided in this email is not the same as the cart number submitted to STC. To find the PO number of the order, search this new Requisition Number in the Orders Tab after selecting Status All.



4.1.1 Receiving exactly as ordered

After selecting the item to be received, the Quantity Received field will default to the quantity ordered

The screenshot shows the 'Receiving' window with the following details:

Identifier	Value
Catalog #	C91492-25G
Vendor	Sigma-Aldrich (New)
Brand	SIGMA-ALDRICH
Mfg Part #	C91492
Expiration Date	
Lot #	
Storage Code	
Purity	97.0000%
A. MPL Restricted	
BACC#	
Document Repository...	
Donor Species DNA	
Host Organism - Spe...	
Host Organism - Sub...	

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014158	1	815Ordered	815Ordered	943	13-Jul-2015	12429	506-68-3		C91492-25G	Cyanogen bromide...
EX0000014158	2	815Ordered	815Ordered	943	13-Jul-2015	12429	7786-30-3		68475-100ML-F	Magnesium chlorid...



If it is correct, click the **Receive Item** icon

A **Container Bar Codes** dialogue box may appear. Enter/Scan the container barcode(s) and click **OK**.

The 'Container Bar Codes' dialog box contains the following table:

Bar Code	Description	Package Qty	Gross Weight
	Cyanogen bromide, reagent grad...	25 G	

Additional options in the dialog:

- Select Units for Gross Weight: AMP
- Print Bar Codes: Yes, No
- Buttons: Weigh Container, OK, Cancel

The updated status of **Received Full** will be displayed in the result pane.

File Reports Layout Help

Structure Search Favorites Search Shopping Cart Requisition Search Orders Receiving Materials

Search Clear Receive Item Cancel Close

P.O./Requisition # EX0000014158

Recipient/Requestor

Receiving Room

Vendor/Brand

Catalog #

CAS #

Line Item Status Open Items All Items

Alerts

Health & Safety/COP more...

Notes

Description Cyanogen bromide, reagent grad

Qty Ordered 1

*Qty Received 1

*Pkg Amount 25

*Pkg Units G

*Lot Amount 1

*Outstanding Qty 0

Status Received Full

Identifier	Value
Catalog #	C91492-25G
Vendor	Sigma-Aldrich (New)
Brand	SIGMA-ALDRICH
Mfg Part #	C91492
Expiration Date	
Lot #	
Storage Code	
Purity	97.0000%
A. MPL_Restricted	
BACC#	
Document Repository...	
Donor Species DNA	
Host Organism - Spe...	
Host Organism - Sub...	

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014158	1	81	Received Full	343	13-Jul-2015	1,2429	506-68-3	C91492-25G		Cyanogen bromide...
EX0000014158	2	81	Ordered	343	13-Jul-2015	1,2429	7786-30-3	68475-100ML-F		Magnesium chlorid...

After receiving, items with barcodes must be receipted into SciQuest ERM by the DLP into their final location. Please refer to Section 5.0 Receiving.

4.1.2 Receiving a partial order

After selecting the item to be received, the Quantity Received field will default to the quantity ordered

File Reports Layout Help

Structure Search Favorites Search Shopping Cart Requisition Search Orders Receiving Materials

Search Clear Receive Item Cancel Close

P.O./Requisition # EX0000014130

Recipient/Requestor

Receiving Room

Vendor/Brand

Catalog #

CAS #

Line Item Status Open Items All Items

Alerts

Notes

Description BORIC ACID FOR ANALYSIS EMS

Qty Ordered 2

*Qty Received 2

*Pkg Amount 100

*Pkg Units g

*Lot Amount 1

*Outstanding Qty 2

Status Ordered




Identifier	Value
Catalog #	1001650100
Vendor	Merck Pty Limited
Brand	Merck
Mfg Part #	1001650100
Expiration Date	
Lot #	
Storage Code	
Purity	
A. MPL_Restricted	
BACC#	
Document Repository...	
Donor Species DNA	
Host Organism - Spe...	
Host Organism - Sub...	

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014130	4	698	Ordered	701	10-Jun-2015	81004-RO-3330005	65-85-0	1001360100		BENZOIC ACID FO...
EX0000014130	2	698	Ordered	701	10-Jun-2015	21004-RO-3330005	10043-35-3	1001650100		BORIC ACID FOR ...
EX0000014130	1	698	Ordered	701	10-Jun-2015	11004-RO-3330005	7647-01-0	1003132500		HYDROCHLORIC ...

Put the cursor in the **Quantity Received** field, input the received quantity and press the Tab key. The outstanding quantity will be automatically calculated.

File Reports Layout Help

Structure Search Favorites Search Shopping Cart Requisition Search Orders Receiving Materials

Search Clear  Receive Item  Cancel  Close

P.O./Requisition # EX0000014130

Recipient/Requestor

Receiving Room

Vendor/Brand

Catalog #

CAS #

Line Item Status Open Items All Items

Alerts

Notes

Description BORIC ACID FOR ANALYSIS EMS

Qty Ordered 2

*Qty Received 1

*Pkg Amount 100

*Pkg Units g

*Lot Amount 1

*Outstanding Qty 1

Status Ordered

Identifier	Value
Catalog #	1001650100
Vendor	Merck Pty Limited
Brand	Merck
Mfg Part #	1001650100
Expiration Date	
Lot #	
Storage Code	
Purity	
A. MPL Restricted	
BACC#	
Document Repository...	
Donor Species DNA	
Host Organism - Spe...	
Host Organism - Sub...	

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014130	4	698	Ordered	701	10-Jun-2015		81004-RO-3330005 65-85-0		1001360100	BENZOIC ACID FO...
EX0000014130	2	698	Ordered	701	10-Jun-2015		21004-RO-3330005 10043-35-3		1001650100	BORIC ACID FOR ...
EX0000014130	1	698	Ordered	701	10-Jun-2015		11004-RO-3330005 7647-01-0		1003132500	HYDROCHLORIC ...



Click the **Receive Item** icon

A **Container Bar Codes** dialogue box may appear. Enter/Scan the container barcode(s) and click OK.

Container Bar Codes

Bar Code	Description	Package Qty	Gross Weight
	BORIC ACID FOR ANALYSIS EMS...	100 g	

Select Units for Gross Weight

AMP

Print Bar Codes

Yes

No

Weigh Container

OK

Cancel

The updated status if **Received Partial** will be displayed in the result pane.

The screenshot shows the SciQuest ERM interface with the 'Receiving' tab selected. The main window is divided into several sections:

- Left Panel:** Contains fields for P.O./Requisition # (EX0000014130), Recipient/Requestor, Receiving Room, Vendor/Brand, Catalog #, CAS #, and Line Item Status (Open Items selected).
- Alerts and Notes:** Empty text areas.
- Description Panel:** Shows 'BORIC ACID FOR ANALYSIS EM...', Qty Ordered (2), *Qty Received (1), *Pkg Amount (100), *Pkg Units (g), *Lot Amount (1), *Outstanding Qty (1), and Status (Received Partial).
- Identifier Panel:** Lists fields like Catalog # (1001650100), Vendor (Merck Pty Limited), Brand (Merck), Mfg Part # (1001650100), Expiration Date, Lot #, Storage Code, Purity, and A. MPI Restricted.
- Table:** A table with columns: PO #, Line #, Requisition #, Line Status, Order #, Requisition Date, Ordered, Cost Center, CAS #, Catalog #, and Description. The row for PO # EX0000014130, Line # 2, is highlighted in yellow and has 'Received Partial' in the Line Status column, which is enclosed in a red box.

After receiving, an email will be sent to the DLP of the Recipient with details of the order. Note that the Requisition Number provided in this email is not the same as the cart number submitted to STC. To find the PO number of an order, search the new Requisition Number in the Requisition Search Tab

After receiving, items with barcodes must be received into SciQuest ERM by the DLP into their final location. Please refer to Section 5.0 Receiving.

4.1.3 Receiving an order that comes in different packaging

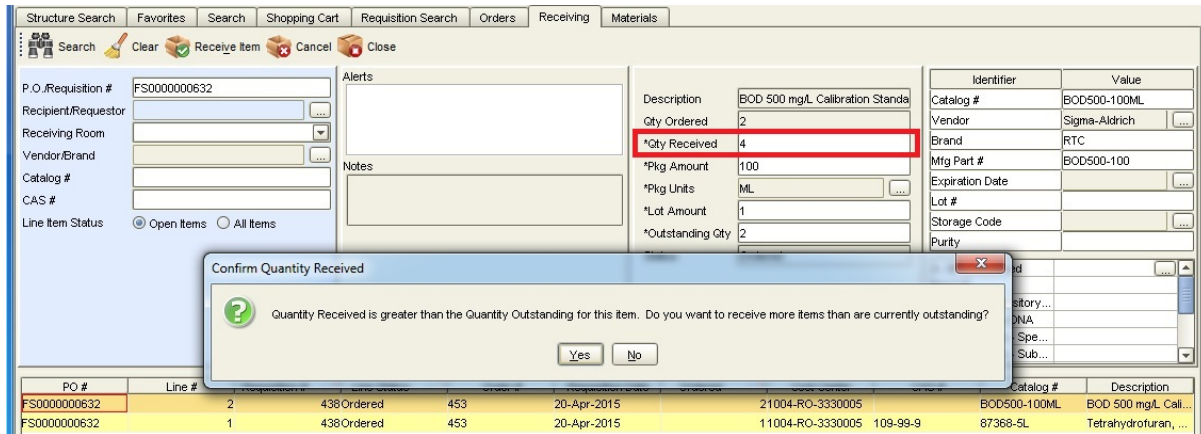
In the following **example**, we will be receiving 4 x 50 ml of the request chemical instead of the 2 x 100 ml that was originally ordered.

After selecting the item to be received, the Quantity Received will default to the quantity ordered.

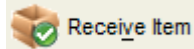
The screenshot shows the SciQuest ERM interface with the 'Receiving' tab selected. The main window is divided into several sections:

- Left Panel:** Contains fields for P.O./Requisition # (FS0000000632), Recipient/Requestor, Receiving Room, Vendor/Brand, Catalog #, CAS #, and Line Item Status (Open Items selected).
- Alerts and Notes:** Empty text areas.
- Description Panel:** Shows 'BOD 500 mg/L Calibration Stand...', Qty Ordered (2), *Qty Received (2), *Pkg Amount (100), *Pkg Units (ML), *Lot Amount (1), *Outstanding Qty (2), and Status (Ordered).
- Identifier Panel:** Lists fields like Catalog # (BOD500-100ML), Vendor (Sigma-Aldrich), Brand (RTC), Mfg Part # (BOD500-100), Expiration Date, Lot #, Storage Code, Purity, and A. MPI Restricted.
- Table:** A table with columns: PO #, Line #, Requisition #, Line Status, Order #, Requisition Date, Ordered, Cost Center, CAS #, Catalog #, and Description. The row for PO # FS0000000632, Line # 2, is highlighted in yellow and has 'Ordered' in the Line Status column.

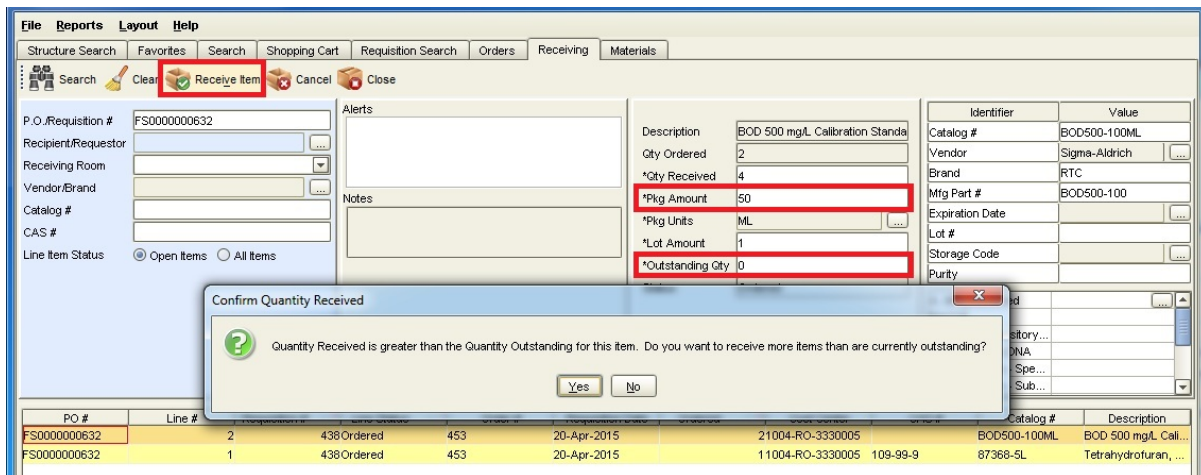
Put the cursor in the **Quantity Received** field, input the received quantity and press the Tab key. A **Confirm Quantity Received** dialogue box will appear. Click **No**.



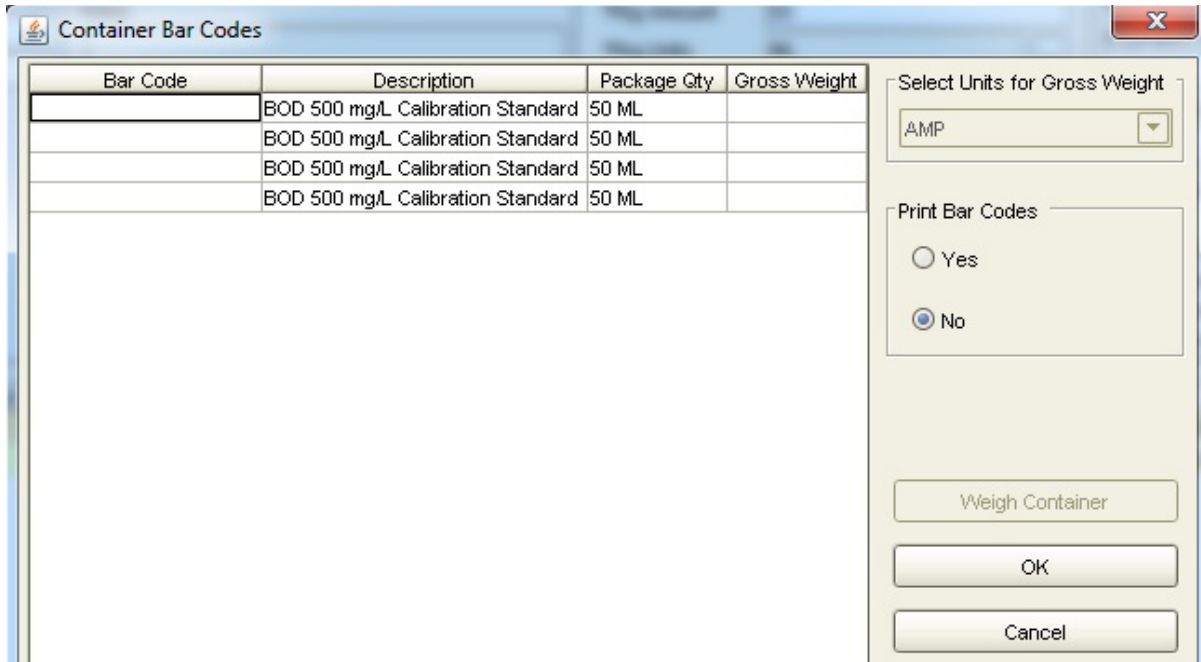
Change the **Package amount**, change the **outstanding quantity** to 0 and click the **Receive Item** icon



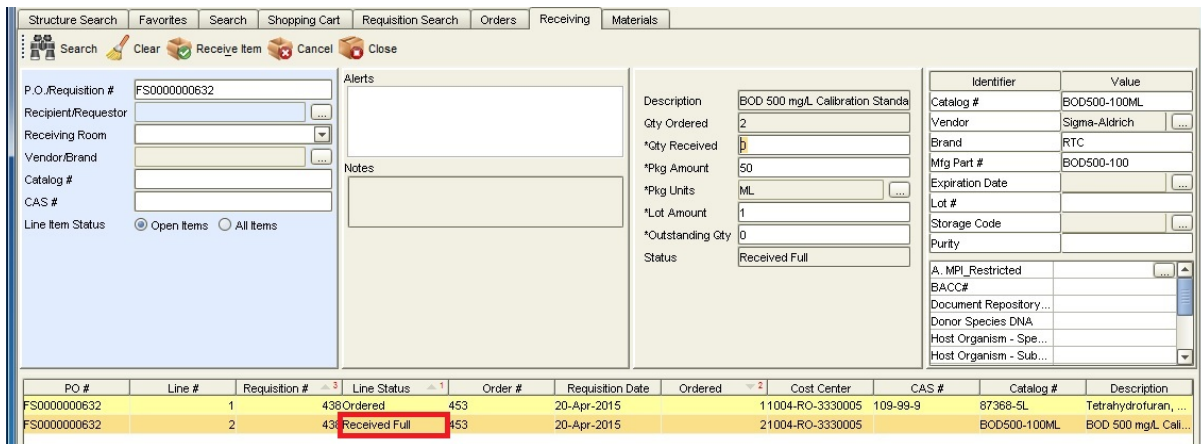
. A **Confirm Quantity Received** dialogue box will appear. Click **Yes**



A **Container Bar Codes** dialogue box will appear. Enter/Scan the container barcode(s) and click OK.



The updated status of **Received Full** will be displayed in the result pane.

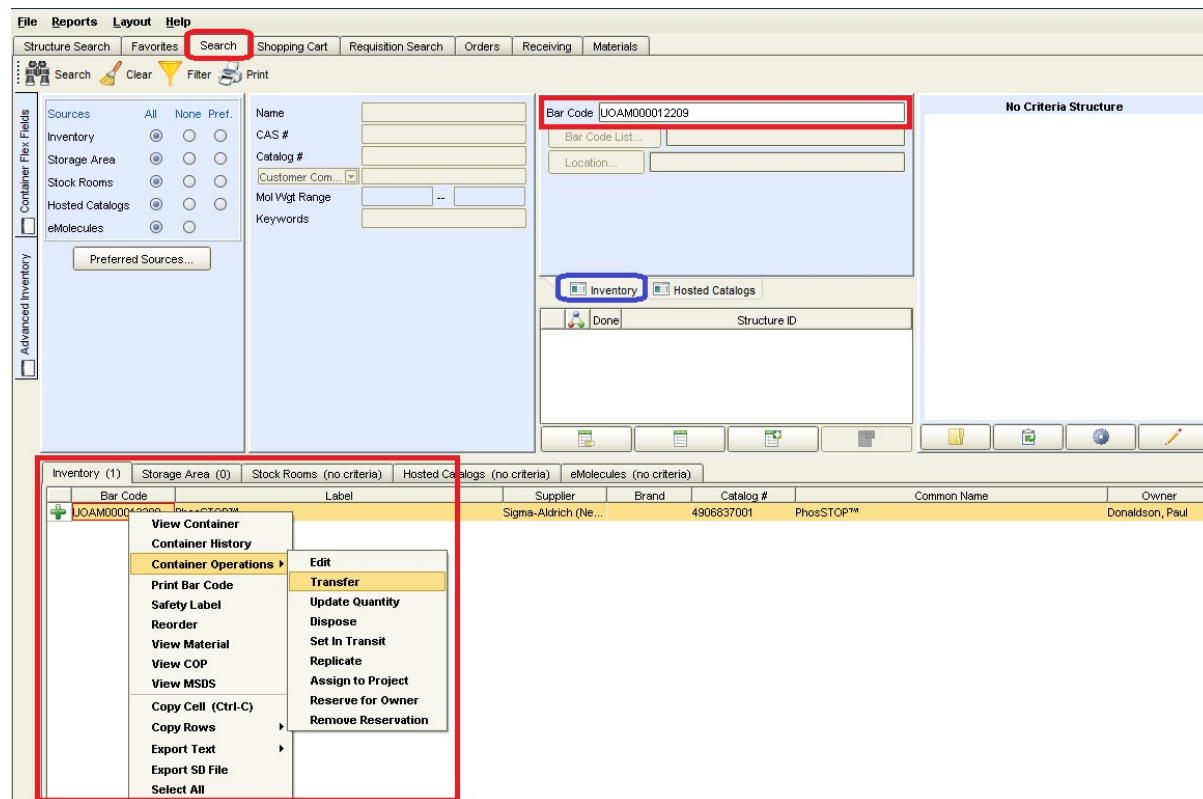


5 Receipting

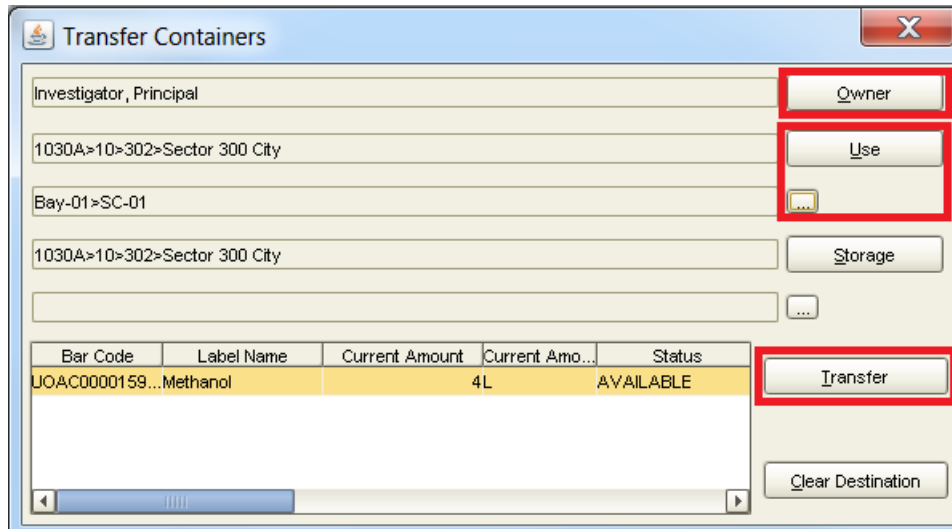
Receipting is when the DLP transfers received barcoded items into their actual storage location.


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.

The following instructions show how to Receipt manually. This can also be done using a scanner – see Section 8.1.



- 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.



- 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

The screenshot shows a software window titled 'Container'. At the top, there are icons for 'Save', 'Replicate', 'MSDS', and 'Print Label'. Below the icons, the 'Bar Code' is 00001564 and the 'Status' is AVAILABLE. The window is divided into several sections:

- Additional Fields:** This section is highlighted with a red box. It contains a table with the following data:

A. MPI_Restricted	false
BACC#	
Document Repository ID#	
Donor Species DNA	
Host Organism - Species	
- Product Information:** This section contains fields for 'Supplier' (Sigma-Aldrich (New Zealand)), 'Brand' (SIGMA-ALDRICH), 'Catalog #' (96479-100G), and 'Manufacturer Part #' (96479). There is also a 'Lot #' field.
- Reservations:** This section shows 'Allocation' and 'Reservation No'.

6 Working with Materials

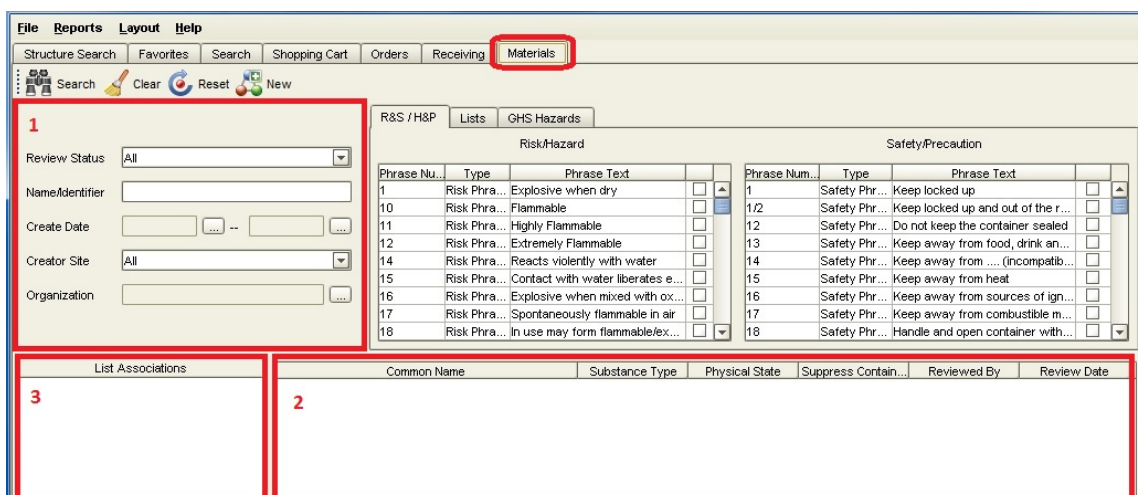
As a DLP you may need to search for, view and create a new material (e.g. newly created chemicals, newly created genetically modified organisms).


6.1 Searching for Materials

DLPs can search for materials using the **Materials Tab**


The Materials Tab has 3 information panes:

- The Text Criteria pane which allows you to enter and select common search criteria (1)
- The Search Results pane which displays materials matching search criteria (2)
- The List Associations pane which displays any regulatory lists that have been associated to the selected material (3)

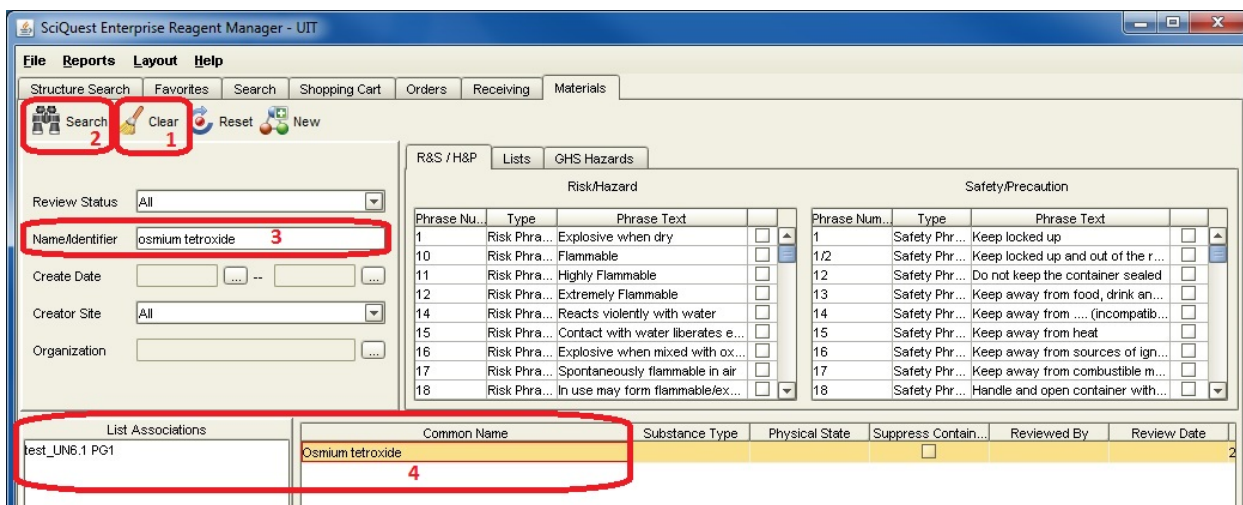


Begin your search by **Clicking** the **Clear** button  to re-set the search to the default criteria where ALL materials are searched for regardless of their review status and creator site.

Enter your text (preferably a CAS number) in the Name/Identifier field. You can narrow your search by using a common name, a MDL number, a CAS number or Custom Compound ID. A Wildcard (*) can also be used in this field, and should generally be used if searching by names.

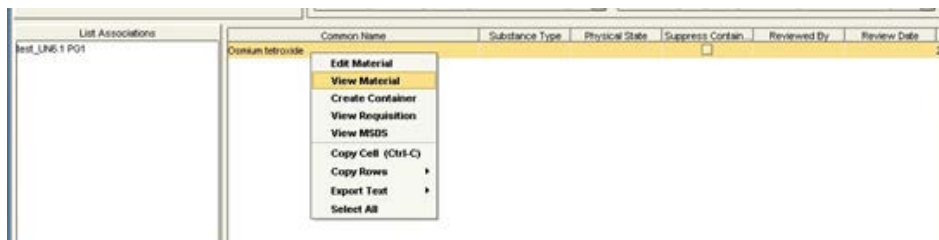
Click the **Search** icon  to get your results which are displayed in the Search Results pane.

Selecting any individual material populates the List Associations pane (if any lists are associated with the material).

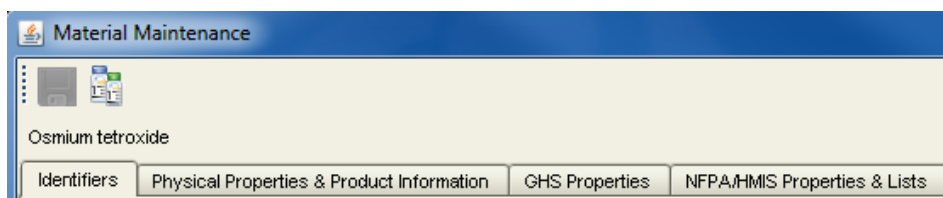


6.2 Viewing materials

More information on your materials can be obtained by **Right Clicking** on a material and selecting the **View Material** option.

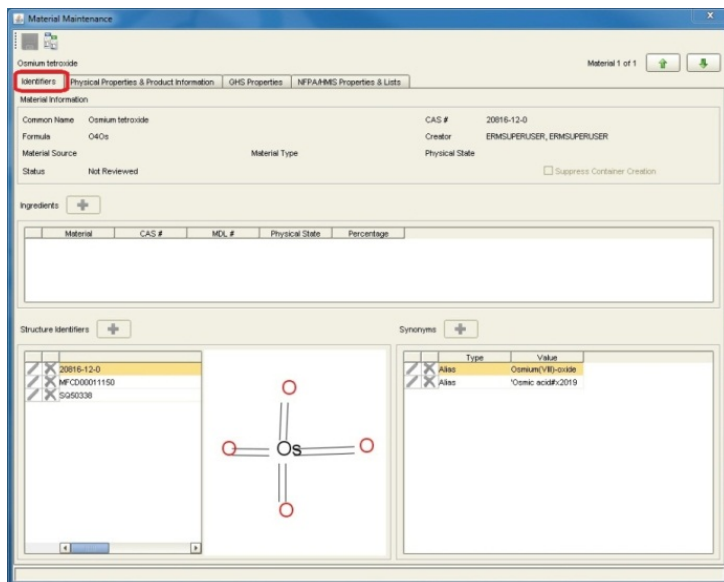


This option opens the **Material Maintenance** dialogue window where information on the materials properties is displayed. Information is organised into several tabs:



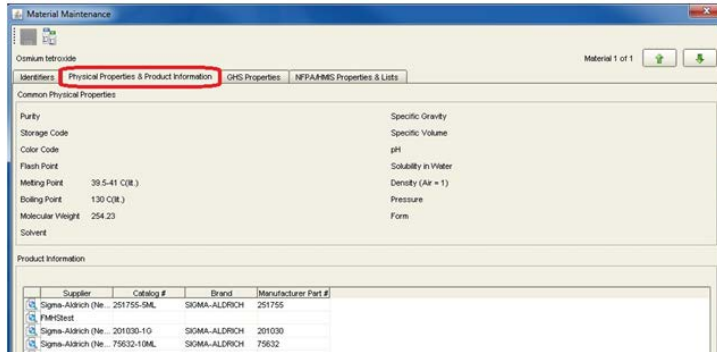
Identifiers tab

Here general information about the material including ingredients, structures, structure identifiers and synonyms can be found.



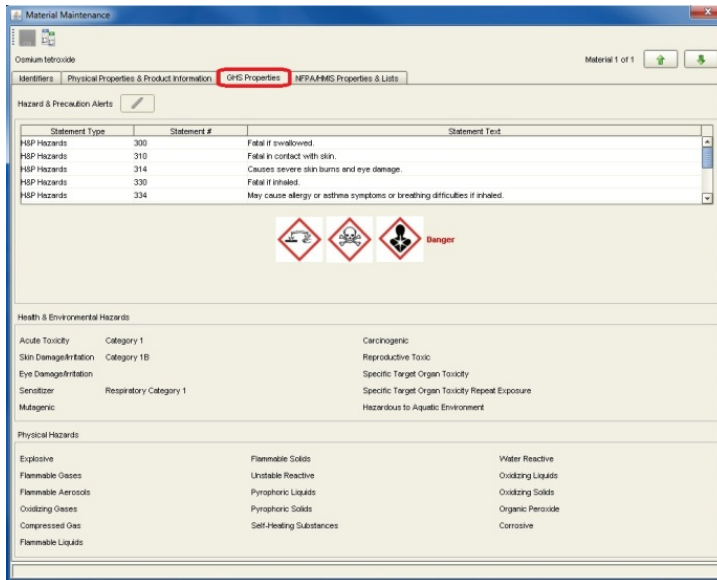
Physical Properties & Product information tab

You can find common physical properties for the material and catalogue information (supplier, catalogue#, brand, manufacturer part number) for containers that have been received or created.



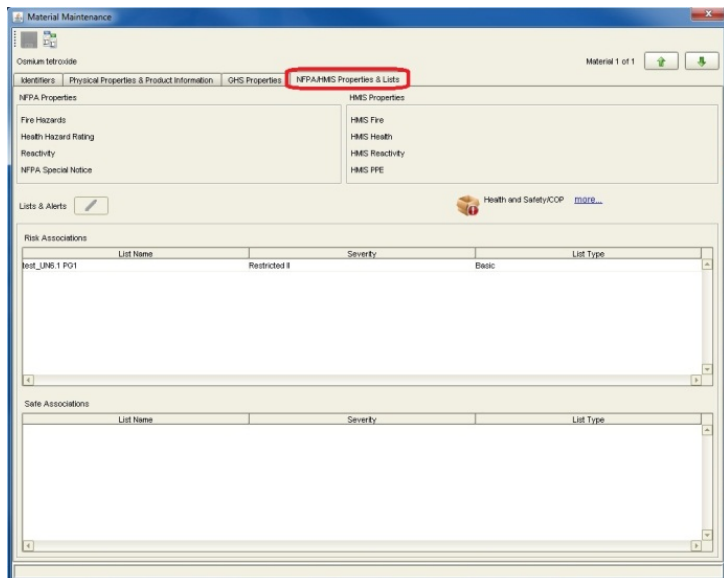
GHS Properties

Here you can find information on the Standard GHS properties. Signal Word, hazard statements and risk/safety phrases and pictograms are displayed.



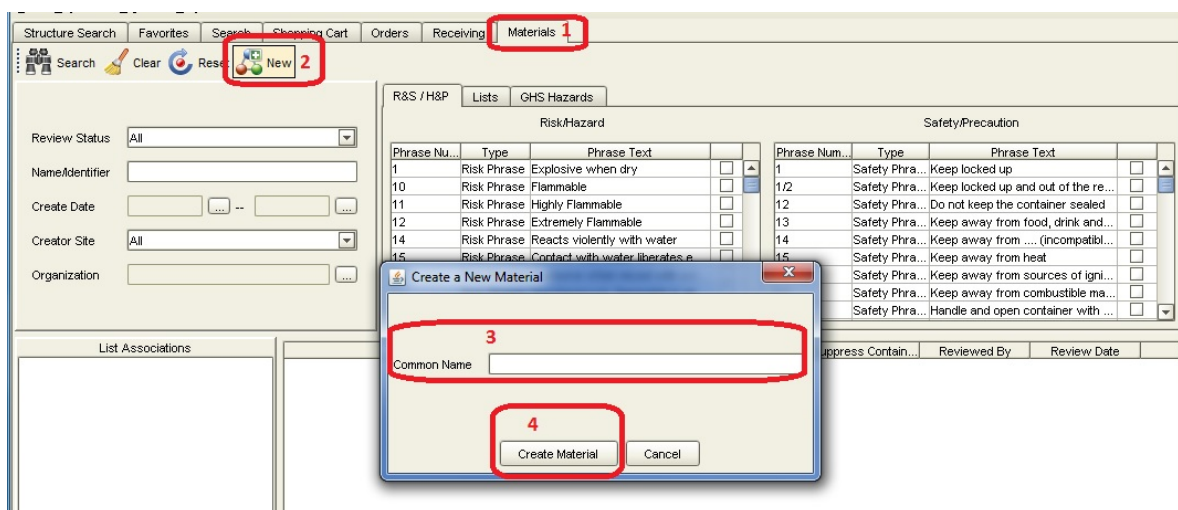
NFPA/HMIS Properties & Lists

You can find information here on NFPA ratings, HMIS ratings, alerts and associated lists



6.3 Creating a new Material

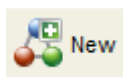
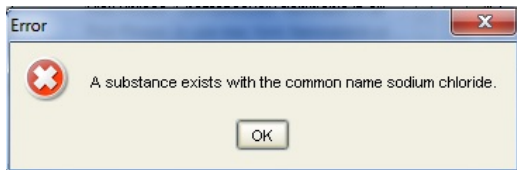
As a DLP you may want to create a new material. To create new materials go to the **Material** tab. Make sure the material has not already been created by searching for CAS number and/or various common names with wildcards (*) in the Name/Identifier field.



Click the **New** substance icon  to open the **Create a New Material** dialogue window

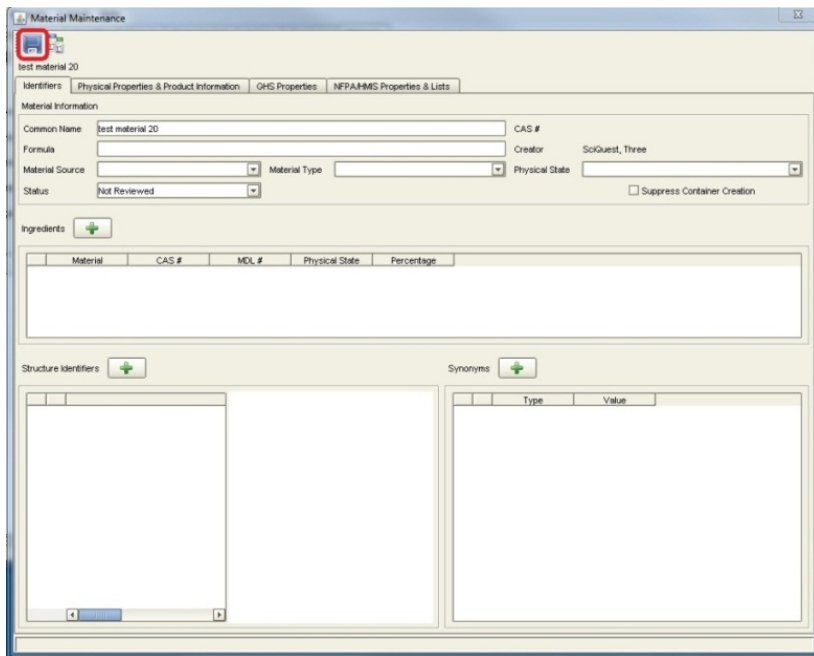
Enter a material common name.

The common name is checked against existing materials, if a duplicate material exists, an error message is displayed.



The **New** substance icon needs to be clicked again and a new name entered in the **Create a New Material** dialogue window.

Click the **Create material** button which opens the **Material Maintenance** dialogue window. This is where you can enter information of the new material. Include the CAS number if it exists for the material. **Click** the **Save** button to save the material.



Material Maintenance

Save Create Container

ARSENIC (III) CHLORIDE Material 24 of 42

GHS Properties NTPA/HMS Properties & Lists MSDS Document Properties

Identifiers Physical Properties & Product Information

Material Information

Common Name ARSENIC (III) CHLORIDE CAS Number 7784-34-1

Formula AsCl3 Creator Gorsky, Marianne

Material Source Material Type Physical State

Status Not Reviewed Suppress Container Creation

Ingredients

Material	CAS #	MDL #	Physical State	Percentage

Structure Identifiers Synonyms


Value	Type	Value
7784-34-1	CAS	
DEMO00021124	Custor	
24570	Custor	
DEMO00021123	Custor	
MFCD00014165	MDL#	
5073126	50 CH	

Chemical Structure: ClC(Cl)Cl

Type	Value
Obsolete SciQuest...	10537

6.3.1 Creating a new genetically-modified organism (GMO) or restricted biological (RB)

When creating a new genetically-modified organism (GMO) or restricted biological (RB), create the new material as outlined in the above section (Section 6.3 Creating a new Material) **AND** add the following steps before saving:

Select the  icon next to "Structure Identifiers. Select "Customer Compound ID" in the Type field and enter "GMO" (for genetically-modified organism) or "RB" (for restricted biological) in the Name field. Press Save. If the item is both a GMO and a RB, repeat the step so the item can have both "GMO" and "RB" as "Customer Compound ID". Once the material is created, a container of this material should be created (please refer to Section 7.1 Creating a new container).

Material Maintenance

Save Create Container

Fetal Bovine Serum, USA origin, cell culture tested

Identifiers Physical Properties & Product Information GHS Properties NFPA/HMIS Properties & List:

Material Information

Common Name Fetal Bovine Serum, USA origin, cell culture tested

Formula

Material Source Material Type

Status Not Reviewed

Ingredients +

Material	CAS #	MDL #	Physical State	Percentage
----------	-------	-------	----------------	------------

Structure Identifiers +

Material Structure Identifier

Name RB

Type Customer Compound ID

Save Cancel

7 Working with Containers

Note: All container owners must be current Principal Investigators.

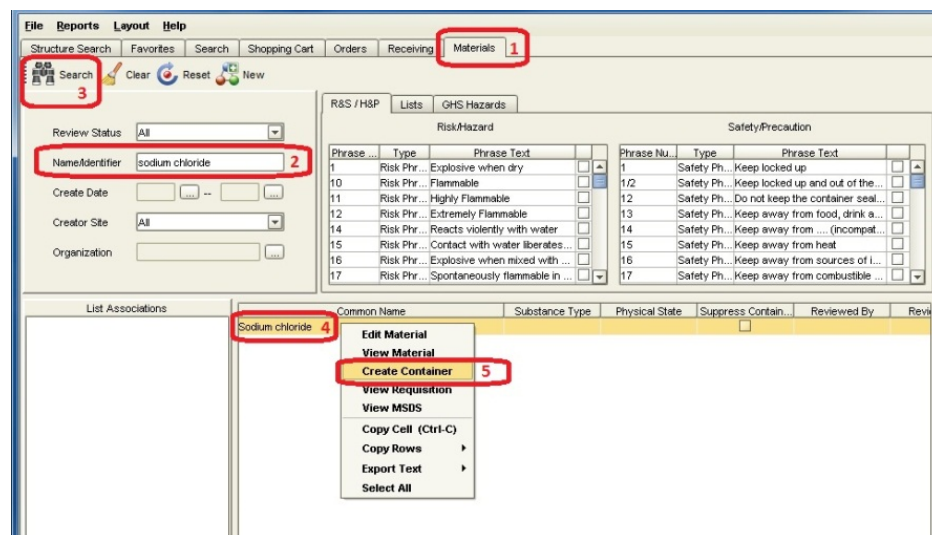
7.1 Creating a new Container

As a DLP you may want to create a Container. To do this, go to the **Materials** tab.

Enter the text search criteria in Name/Identifier field. It can be a common name, MDL number, CAS number or Custom Compound ID. Wildcard (*) can also be used in this field.

Click the search icon  and **Right Click** the selected material in the result pane

Select the “Create Container” option



A **Container** dialogue window appears

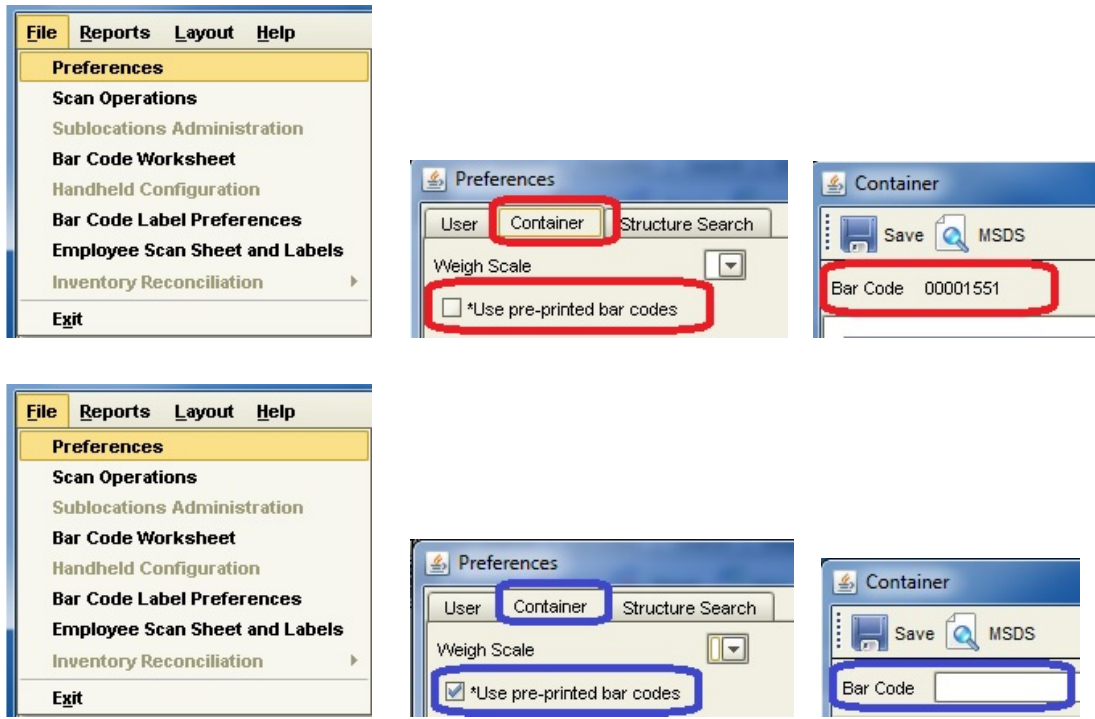
Complete the container information. **It is compulsory to change the owner to the Principal Investigator who will be the responsible owner of the container.** Locations of containers are also required.

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)

Note: For Supplier, Select “UOA created” if the material is a newly generated material or GMO created in the University of Auckland.

Depending on your preference settings, either SciQuest ERM automatically generates a Barcode for the new container (circled in red in the following screenshots) or you can scan/enter a pre-printed barcode (circled in blue in the following screenshots).



Click the **Save** button to save the container.

7.1.1 Printing labels for a container

Go to the **Search** tab. Search for the container.

Right Click the selected container in the result pane.

Select **Print Bar Codes**

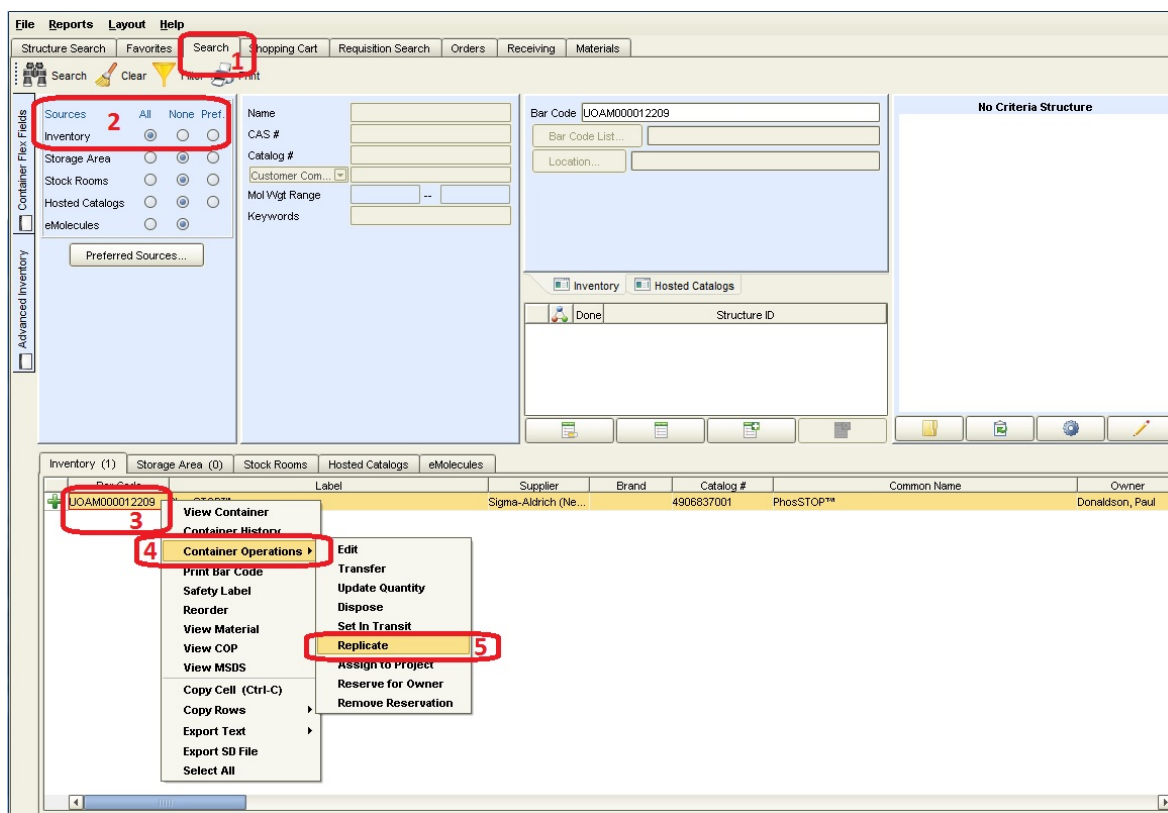
7.2 Replicating an existing container

As a DLP you may want to replicate an existing container.

Go to the **Search** tab and Search for the container.

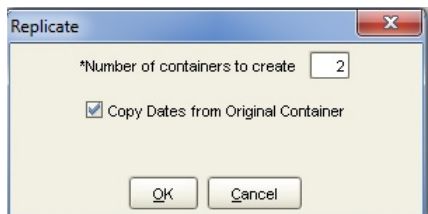
Right Click the selected container in the result pane.

Select **Container Operations** and Select **Replicate**.



A **Replicate** dialogue window appears.

Enter the number of containers to create. Check the **Copy Dates from Original Container** box if preferred.



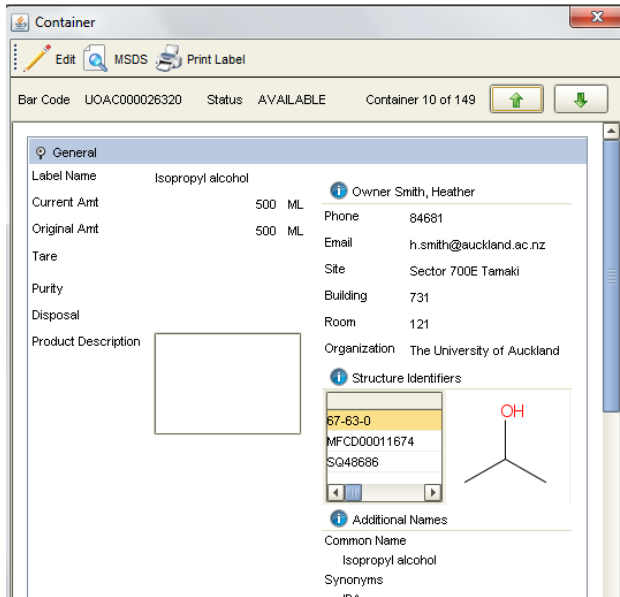
Depending on your preference setting, SciQuest ERM either automatically generates a BarCode(s) for the new container(s) or allows you to scan/enter pre-printed Barcode(s).

7.3 Viewing a container

Go to the **Search** tab. Search for the container.

Right Click the selected container in the result pane.

Select **View Container**



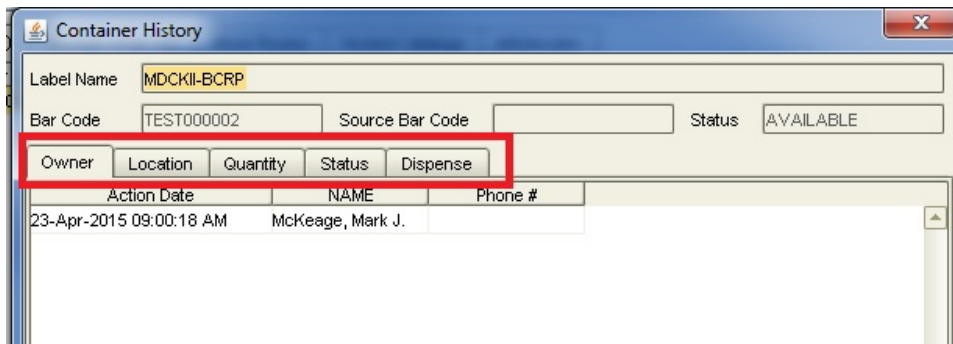
7.4 Checking container history

Go to the **Search** tab. Search for the container.

Right Click the selected container in the result pane.

Select **Container History**.

The information on owner, location, quantity, status and dispense are displayed under different tabs.



7.5 Editing a container

Go to the **Search** tab. Search for the container.

Right Click the selected container in the result pane.

Select **Container Operations**, then **Edit**

Depending on your permissions, the selected container may be edited. If not, the following error message appears.



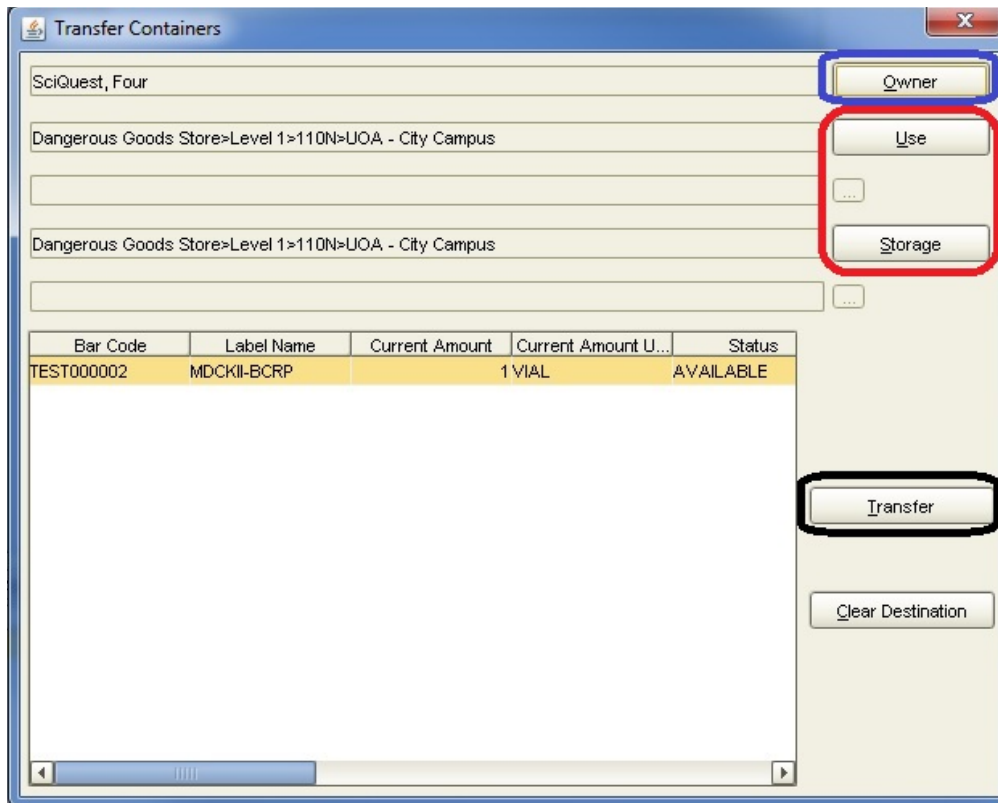
7.6 Transferring a container

Go to the **Search** tab. Search for the container.

Right Click the selected container in the result pane.

Select **Container Operations**, then **Transfer**.

Note: The default identity and location of the current user is automatically be populated. Please ensure the original owner is **NOT** changed if the container is only intended to be temporarily relocated.



- **Transferring Ownership of the Container**

Reminder: Only Principal Investigator can be a container owner.

You can change the Owner of the Container by **Pressing** the **Owner** button. Find the new Owner using their last name, select the new owner. The new owner's default location is automatically populated.

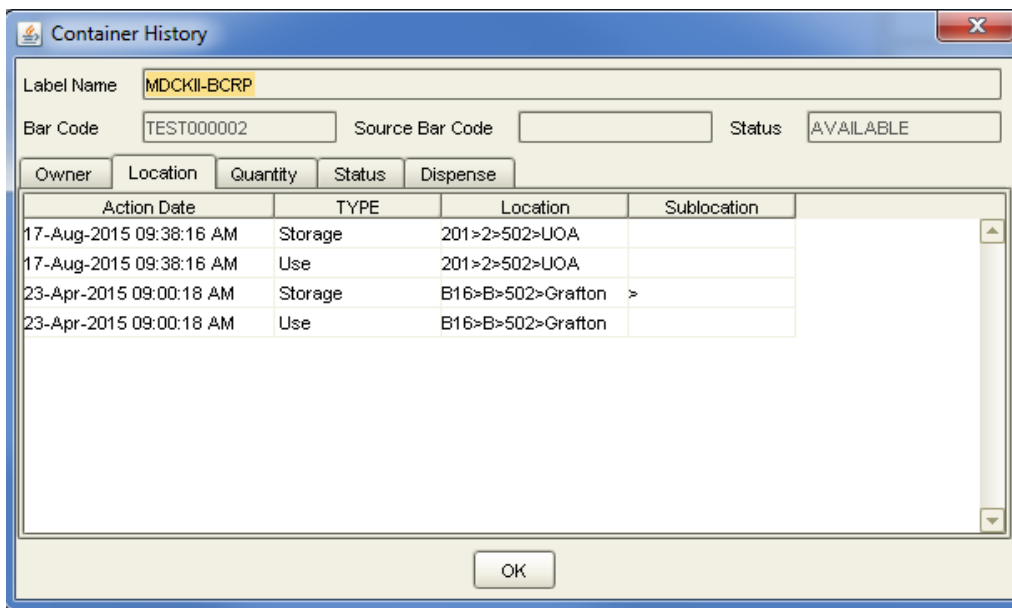
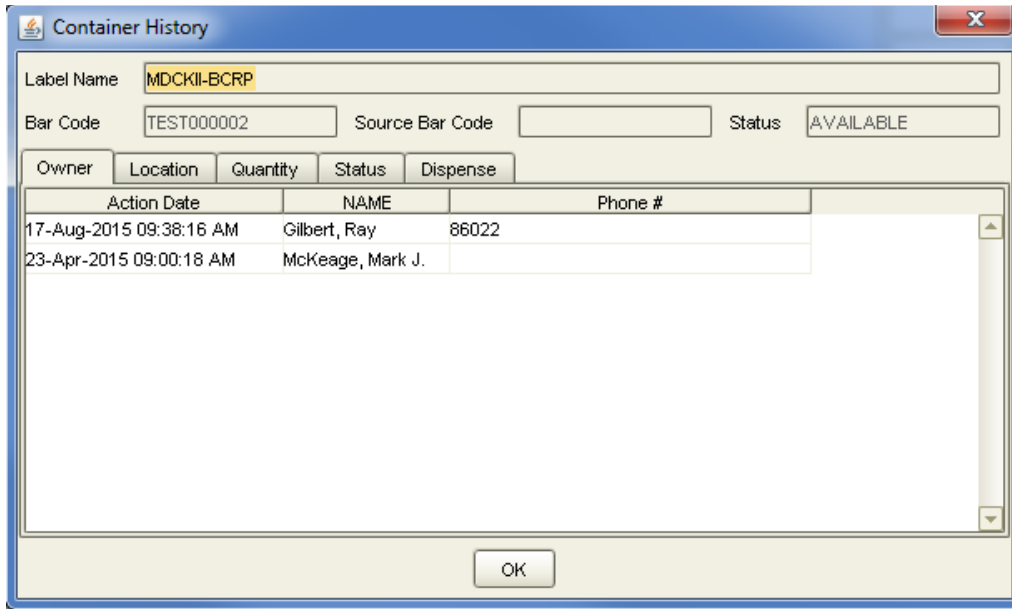
Press the **Transfer** button to confirm the transfer.

- **Changing the storage location**

You can change the storage location by **Pressing** the **Use** button and changing the location, then **Pressing** the **Storage** button and changing the location.

Press the **Transfer** button to confirm the transfer.

The transfer of ownership and location is recorded and can be checked under **Container History**



7.7 Updating the quantity of material in a Container

Go to the **Search** tab. Search for the container of interest (as outlined in section 3).

Right Click the selected container in the result pane and Select **View Container**, then **Update Quantity**.

Enter the end amount in the **End Amount** field and press **OK**.

Update Container Quantity

Bar Code 00001254

Current Amount 9 g (Change Current Amount Unit)

Original Amount 10 g

Tare Weight

Gross/Tare Weight (Section not available for containers with amounts in volume)

Gross Weight [] G

Tare Weight [X]

End Amount

Change/End Amount

Change Amount []

End Amount [] Fill

OK Cancel

8 Scan Operations

8.1 Receipting items or changing location/owner 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

8.1.1 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

Function



Check In

User ID

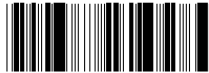


Boyd, Emily



Kennedy, Steve

Location ID



609>6>502>Sector 500 Grafton

Clear



Clear

Done



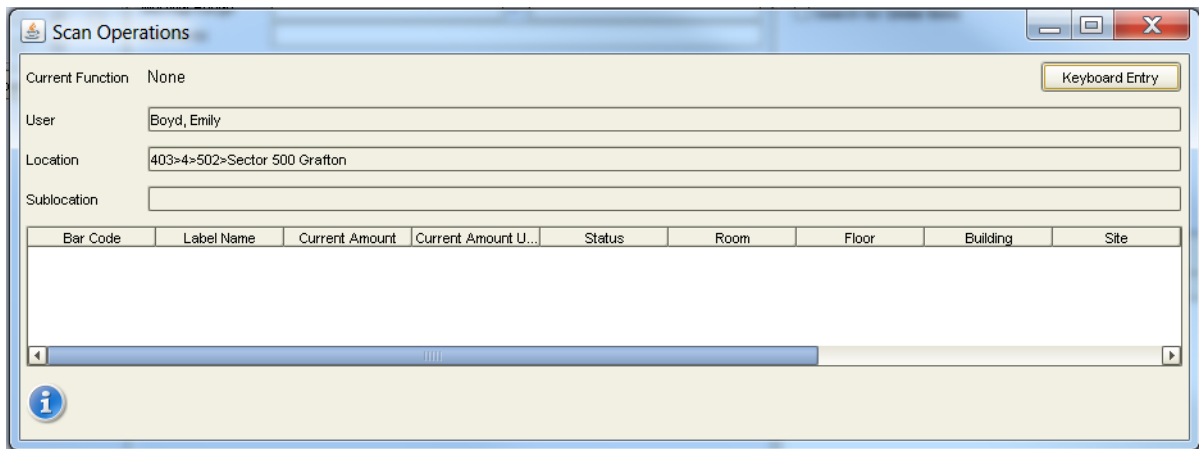
Done

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

8.1.2 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
JOAC000041643	4-Nitrophenol	100G		AVAILABLE	367	3	620	Sector 600
JOAC000041647	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 receiving 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

Additional Fields	
A. MPI_Restricted	false
BACC#	
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

8.2 Disposal with a Scanner

Chemicals may be quickly disposed of in bulk using Scan Operations. Biological items require a more rigorous record of disposal – please refer to section 10.1 for more details.

- 1) Use the provided Barcode Disposal Sheet, or generate a barcode worksheet with the functions “Dispose” and “Dispose Empty”
- 2) Select **File > Scan Operations**
- 3) Scan the “Dispose” or “Dispose Empty” barcode as required (Dispose Empty means that the material was used up before disposal and “Dispose” means that some material was disposed).
- 4) Scan the barcodes to be disposed
- 5) Scan the “Done” barcode

9 Naming Locations and Sublocations

Locations and Sublocations are structured within SciQuest ERM to assist in finding chemicals and biologicals across the University.

Terms used are in line with those used in the university insite website

(http://floorplans.auckland.ac.nz/NetFM/space_viewer_start.aspx?db=aumxprd)

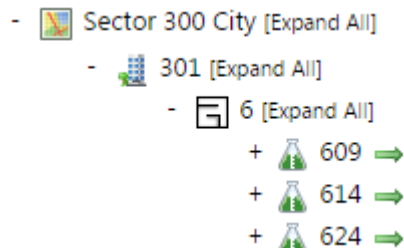
The screenshot shows a web-based location selection interface. It consists of five dropdown menus stacked vertically. The first four are selected: 'CITY - CITY CAMPUS', '300 - SECTOR 300 CITY', '301 - SCIENCE CENTRE - CHEMISTRY', and 'B'. The fifth menu, labeled 'Room', is open, displaying a list of room numbers: 003, 006, 00C2, 00C3, 00C4, 00C6, 00E1, 00E2, 00L1, 00S1, 00S4, 00S5, 002, 011, 011A, 033, 033A, 033B, and 034. The room '003' is currently selected and highlighted in blue.

1. **Site: Sector number has to be included** (e.g. Sector 500 Grafton for most of FMHS, Sector 300 City for most of SCS, Sector 100 City for most of SBS).
2. **Building:** Please refer to the building number used in the insite website
3. **Floor:** Please be aware that sometimes “G” is used to refer to the ground level while “0” is used in some buildings, please refer to the insite website
4. **Room:** the website does not put the floor number in front of the room name (e.g. 034 instead of B034 which is the usual label on the door) but floor name is included in SciQuest.

9.1 Locations

Location names are fixed. Example of Location:

1. Site (Sector 300 city)
2. Building (301)
3. Floor (6)
4. Room (609, 614, 624)



9.2 Sublocations

Possible storage locations within Rooms (4) are called sublocations and can be added by the DLP.

Sublocation types and their levels, currently loaded in SciQuest, are:

Sublocation type	Abbreviation	Level
Bay	Bay	1
Fridge	FG	2
Freezer	<ul style="list-style-type: none"> • FZ (any freezer that is not -80) • 80 (-80 freezer) 	2
Dewar	DW	2
Cupboard	<ul style="list-style-type: none"> • CB (any other cabinet/cupboard that does not have an abbreviation) • UF (under fume hood cupboard/cabinet) • DC (drug cabinet/drug safe) 	2
Fumehood	FC	2
Solvent cabinet	SC	2
Corrosive cabinet	CC	2
Dangerous goods cabinet	DG	2
Dessicator	DS	2
Toxic cabinet	TC	2
Shelf	Shelf	3
Drawer	Drawer	3
Rack	Rack	4
Stack	Stack	4
Bin	Bin	5
Box	Box	6
Cane	Cane	6
Grid	Grid	10

Sublocations examples as follows:

F	G	H	I	J	K	L	M
Sublocation 1	sublocation 1 Type	Sublocation2	Sublocation2 Type	Sublocation3	Sublocation3 Type	Sublocation4	Sublocation4 Type
Bay-1	Bay (Level 1)	FZ-1	Freezer (Level 2)	Shelf-3	Shelf (Level 3)	Box-1	Box (Level 6)
FZ-2	Freezer (Level 2)	Shelf-1	Shelf (Level 3)	Box-1	Box (Level 6)	Grid A01	Grid (Level 10)
Bay-1	Bay (Level 1)	Shelf-12	Shelf (Level 3)				
Shelf-13	Shelf (Level 3)	Box-39	Box (Level 6)				

Each **sublocation layer** has to be assigned a type. (e.g. Freezer, Shelf, Box etc) and *then*

Each **sublocation type** has to be assigned a level (i.e. levels 1, 2, 3, 4, 5, 6, 10).

Preceding the sublocation type a smaller level has to be entered e.g.

Level 1 → Level 2 → Level 5 → Level 10

Level 1 → Level 5 → Level 10

Level 2 → Level 5 → Level 10

Level 2 → Level 10

Examples

A	B	C	D	E	F	G	H	I	J	K	L	M	R
Site	Building	Floor	Room	Room Type	Sublocation1	Sublocation1 Type	Sublocation2	Sublocation2 Type	Sublocation3	Sublocation3 Type	Sublocation4	Sublocation4 Type	Label
Sector 300 City	301	7	709 Lab	FC-15	Fumehood								Sector 300 City-301-7-709-FC-15
Sector 300 City	301	7	709 Lab	DS-03	Desiccator								Sector 300 City-301-7-709-DS-03
Sector 300 City	301	7	716 Lab	FG-01	Fridge								Sector 300 City-301-7-716-FG-01
Sector 300 City	301	6	624 Lab	Bay-01	Bay	Shelf-01	Shelf						Sector 300 City-301-6-624-Bay-01-Shelf-01
Sector 500 Grafton	502	3	317 Lab	80-1	Freezer	Shelf 1_Rack A	Rack	Box 01	Box		Grid A01	Grid	Sector 500 Grafton-502-3-317-80-1-Shelf 1_Rack A-Box 01-Grid A01

The above examples show:

- Fumehood#15 in room 709 on the 7th floor of Building 301 in Sector 300 of the City Campus
- Dessicator#3 in room 709 on the 7th floor of Building 301 in Sector 300 of the City Campus
- Fridge #1 in room 709 on the 7th floor of Building 301 in Sector 300 of the City Campus
- Shelf#1 in Bay#1 in room 624 on the 6th floor of Building 301 in Sector 300 of the City Campus
- Grid A01 in Box 01 in Shelf 1_Rack A inside Freezer 80-1 located at room 317 on the 3rd floor of building 502 of the Grafton Campus

9.3 Standardised nomenclature for shelves, racks, boxes and grids

Please refer to the University of Auckland Containment Procedure 8 for standardised nomenclature for shelves, racks, boxes and grids.

10 Disposal processes

10.1 Disposing of Hazardous and Restricted Materials

Some hazardous chemicals need to be transferred to a holding area (e.g. hazardous goods bunker) for disposal. These disposals require further action from either you DLP and Hazard Approver.

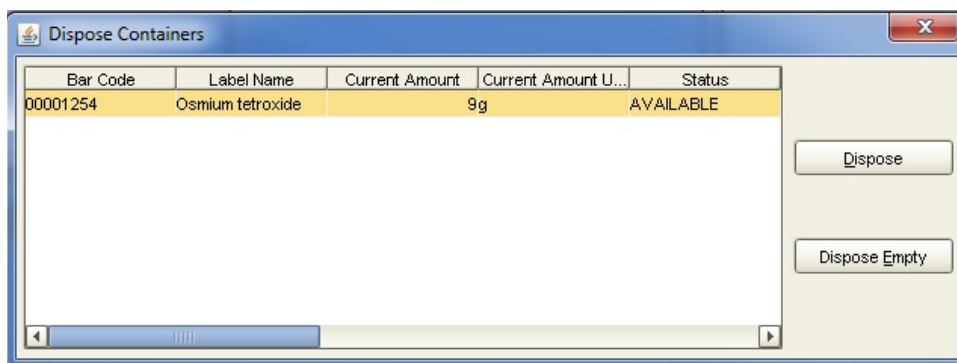
10.1.1 Disposing of Chemicals

Note – this operation can be performed with a Scanner. Refer to section 8.2 for instructions.

Go to the **Search** tab. Search for the Container.

Right Click the selected container in the result pane.

Select **Container Operations**, then **Dispose**




Select **Dispose** if the container is not empty, or **Dispose Empty** if it is.


10.1.2 Disposing of Biologicals

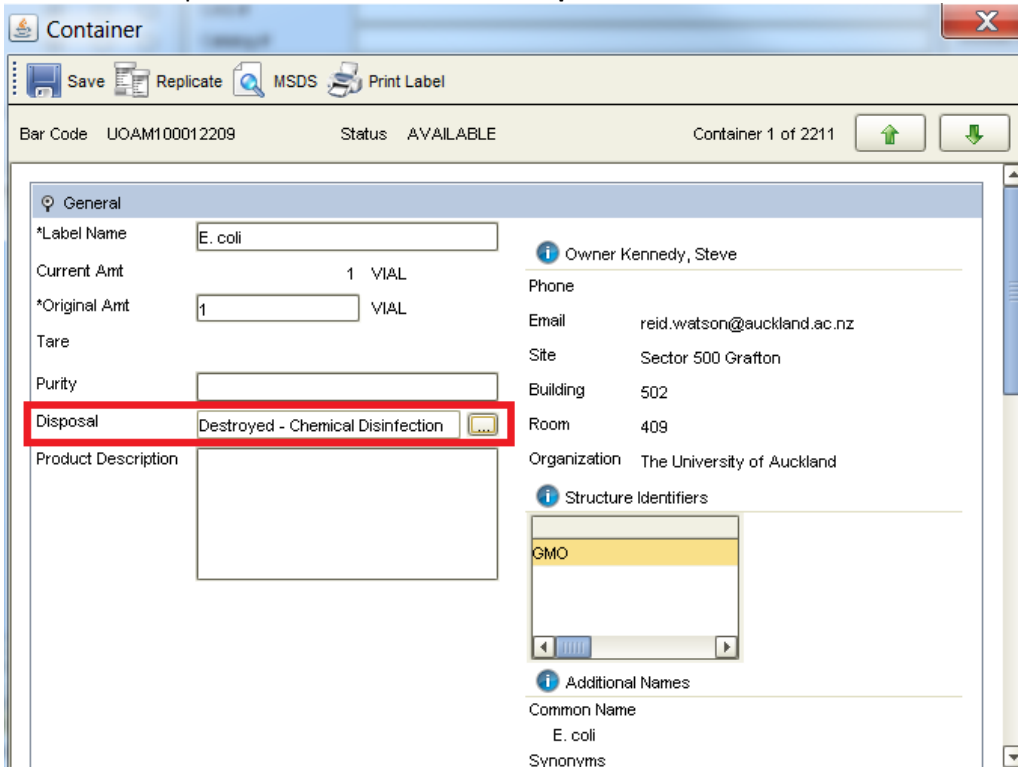
(Note that cell lines that are thawed for use or culture should be “disposed empty” in the same method as chemicals above).

Go to the **Search** tab. Search for the container.

Right Click the selected container in the result pane.

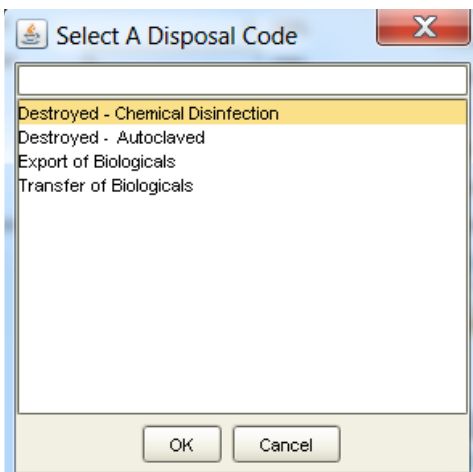
Select **View Container**, click the Edit button 

Click on the ellipsis button  next to the **Disposal** field



The screenshot shows a 'Container' window with the following details:

- Bar Code: UOAM100012209
- Status: AVAILABLE
- Container 1 of 2211
- General tab selected.
- *Label Name: E. coli
- Current Amt: 1 VIAL
- *Original Amt: 1 VIAL
- Disposal: Destroyed - Chemical Disinfection (highlighted with a red box and an ellipsis button next to it)
- Product Description: (empty text area)
- Owner: Kennedy, Steve
- Phone: (empty)
- Email: reid.watson@auckland.ac.nz
- Site: Sector 500 Grafton
- Building: 502
- Room: 409
- Organization: The University of Auckland
- Structure Identifiers: GMO
- Additional Names: Common Name: E. coli, Synonyms: (empty)

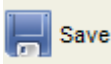


The 'Select A Disposal Code' dialog box shows the following options:

- Destroyed - Chemical Disinfection (selected)
- Destroyed - Autoclaved
- Export of Biologicals
- Transfer of Biologicals

Buttons: OK, Cancel

Depending on the disposal method, choose either **Destroyed – Chemical Disinfection** or **Destroyed – autoclaved**. If the biological has been exported or transferred out of the University of Auckland rather than disposed, select the correct code here. Click **OK**.

Save the change by clicking the **Save** button 

The next step is to set the status of the item to “Disposed”. This can be done in bulk using a scanner (see section 8.2) or manually as follows:

Right click the selected container in the result pane.

Select **Container Operations**, then **Dispose**

Select **Dispose**

10.2 Handling of chemicals that need to be transferred to the dangerous goods store for disposal

10.2.1 Waste solvents

Mixing of chemicals prior to disposal is generally discouraged.

However, some solvents can be combined for waste disposal. They are “Waste non-chlorinated solvent” and “Waste chlorinated solvent”.

These solvents can remain in the laboratory before transferring to the dangerous goods store for disposal. Follow these procedures to ensure tracking of such chemicals.

Create a new container of “Waste non-chlorinated solvent” or “Waste chlorinated solvent”

The screenshot shows the SciQuest Enterprise Reagent Manager - UI interface. The 'Materials' tab is selected. The 'Name/Identifier' field contains 'waste nonchlorinated solvent'. A right-click context menu is open over the 'waste nonchlorinated solvent' entry in the 'List Associations' table, with 'Create Container' highlighted. Red boxes and numbers 1-4 indicate key UI elements: 1. Clear button, 2. Name/Identifier field, 3. Search button, 4. Create Container menu item.

Phrase Number	Type	Phrase Text
1	Risk Phrase	Explosive when dry
10	Risk Phrase	Flammable
11	Risk Phrase	Highly Flammable
12	Risk Phrase	Extremely Flammable
14	Risk Phrase	Reacts violently with water
15	Risk Phrase	Contact with water liberates extre...
16	Risk Phrase	Explosive when mixed with oxidisin
17	Risk Phrase	Spontaneously flammable in air
18	Risk Phrase	In use may form flammable/explosiv
19	Risk Phrase	May form explosive peroxides
2	Risk Phrase	Risk of explosion by shock friction

Go to the **Materials** tab

Press the **Clear** button  to remove any previous/residue search criteria

Enter either “Waste non-chlorinated solvent” or “Waste chlorinated solvent” in the **Name/Identifier** field.

Click the **Search** button

Right Click either “Waste non-chlorinated solvent” or “Waste chlorinated solvent” in the result pane.

Select the **Create Container** option

Provide the locations, barcode and amount (maximum capacity of the container) of the container. Select “UOA created” as the supplier. Press **Save**.

The screenshot shows a software window titled "Container" with a status of "AVAILABLE". The form is divided into several sections:

- General:** *Label Name: waste nonchlorinated solvent; *Current Amt: [input field]; *Original Amt: [input field]; Tare: [input field]; Gross: [input field]; Purity: [input field]; Disposal: [input field]; Product Description: [text area].
- Owner:** Owner: SciQuest, Three; Phone: [input field]; Email: sciquest3@test.auckland.ac.nz; Site: UOA - City Campus; Building: 301; Room: B061; Organization: The University of Auckland>Faculty of Medical ar
- Structure Identifiers:** [empty list box]
- Additional Names:** Common Name: waste nonchlorinated solvent; Synonyms: [input field]
- Locations:** Use: B061>5>301>UOA - City Campus; Storage: B061>5>301>UOA - City Campus

Red boxes highlight the Bar Code field, the *Current Amt and *Original Amt fields, and the Locations section.

Collect used solvent in the waste solvent container. When it is full, contact the lab manager/technical team leader/ dangerous waste person, to organise transfer to the dangerous goods store.

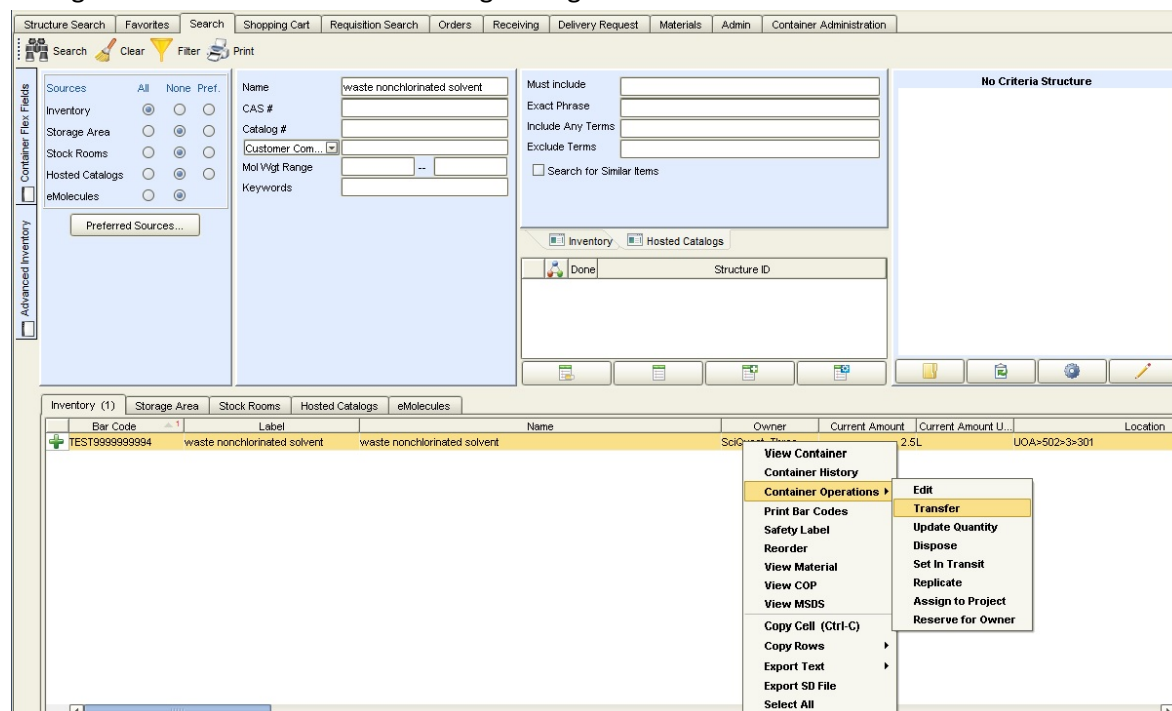
Record the transfer to the dangerous good store by going to the **Search** tab.

Search for the waste solvent container.

Right Click the container in the result pane.

Select **Container Operations** and then **Transfer**.

Change the locations to the on-site dangerous goods store.



10.2.2 Unwanted dangerous chemicals

Contact the lab manager/technical team leader/ dangerous waste person to organise transfer to the dangerous goods store.

Record the transfer to the dangerous goods store by going to the **Search** tab.

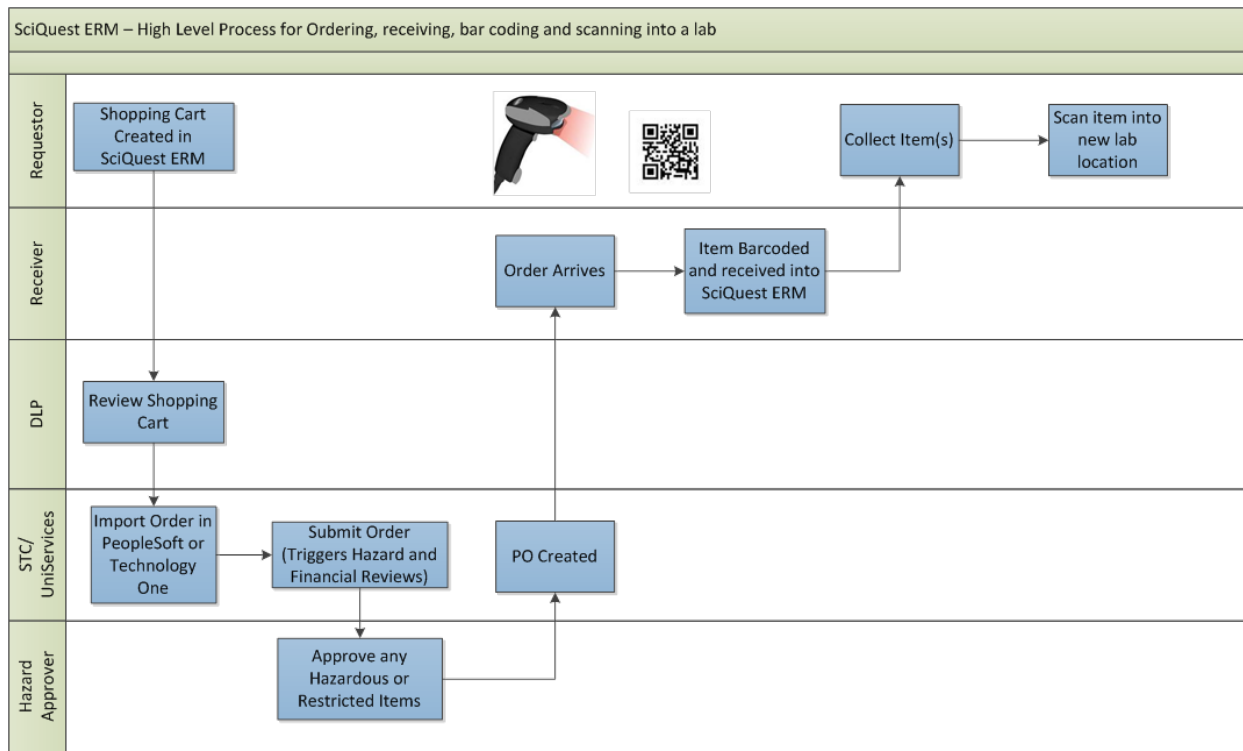
Search for the container of unwanted dangerous chemical.

Right Click the container in the result pane.

Select Container Operations and then **Transfer**.

Change the locations to the on-site dangerous goods store.

Outline of the Procurement Process



Glossary

Term	Description
Biological	A material created from a living organism
CAS number	A unique number used to identify chemicals
Container	Any vessel that holds a material. All containers must be owned by a current PI.
Container Flex Field	A field to record important details regarding your biological items
DLP	The Designated Laboratory Person is responsible for validation and control of Shopping Carts and communications with STC regarding these. Ensures quality, health and safety standards are adhered to and also receives and identifies the final location of goods
eMolecules	A gateway to search for smaller chemical companies
SciQuest ERM	SciQuest Enterprise Reagent Manager
Hazard Approver	Able to approve Shopping Carts of Hazardous chemicals and biologicals which require extra precautions, permits and documentation
Hosted Catalogs	A number of suppliers form the Hosted Catalogs. These are the University's key suppliers of laboratory products and most of them are managed by way of formal contracts. Price comparisons are able to be made.
Material	Any chemical or biological in the inventory system
MDL	Chemical table file format. They are text files that adhere to a strict format for representing multiple chemical structure records and associated data fields.
MPI	Ministry for Primary Industries, a regulatory body for hazardous and restricted materials
MPI Restricted	An item that requires MPI authorisation to import or transfer.
MSDS	Material Safety Data Sheets
Non-Hosted Catalogue	Requests for Non-Hosted Catalogue items can only be made through SciQuest ERM if the vendor is set up in PeopleSoft Financials.

PeopleSoft Financials	Financial and purchasing system used by the University of Auckland
PI	A PI (Principal Investigator) in SciQuest ERM is the responsible owner of chemicals and risk biologicals purchased by them or for them
Receiving Locations	Primary delivery locations for receiving SciQuest ERM Orders into the University
Recipient	This is the Principal Investigator or the project leader. In all cases the Principal Investigator is responsible for Health & Safety and Containment
Researcher	A researcher in SciQuest ERM is a PI, technician, or student
Shopping Cart	Requisitions are saved in the form of a Shopping Cart
STC	Shared Transaction Centre. A team within University of Auckland Finance Service Division who are responsible for processing Shopping Carts (purchase orders) placed through SciQuest.
Stock Room	On-site stores that sell commonly used consumables and/or chemicals. Internal requests can be made to purchase items in the stockrooms. Stockrooms are also where most orders are delivered.
Storage Area	Location where chemicals may be stored but, no wet lab activity is carried out
Super User	A frequent user of SciQuest ERM and first point of contact for minor issues
TechnologyOne	The Finance system used by Uniservices



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SciQuest ERM

<https://www.auckland.ac.nz/en/for/current-students/cs-current-pg/sciquest-erm.html>

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