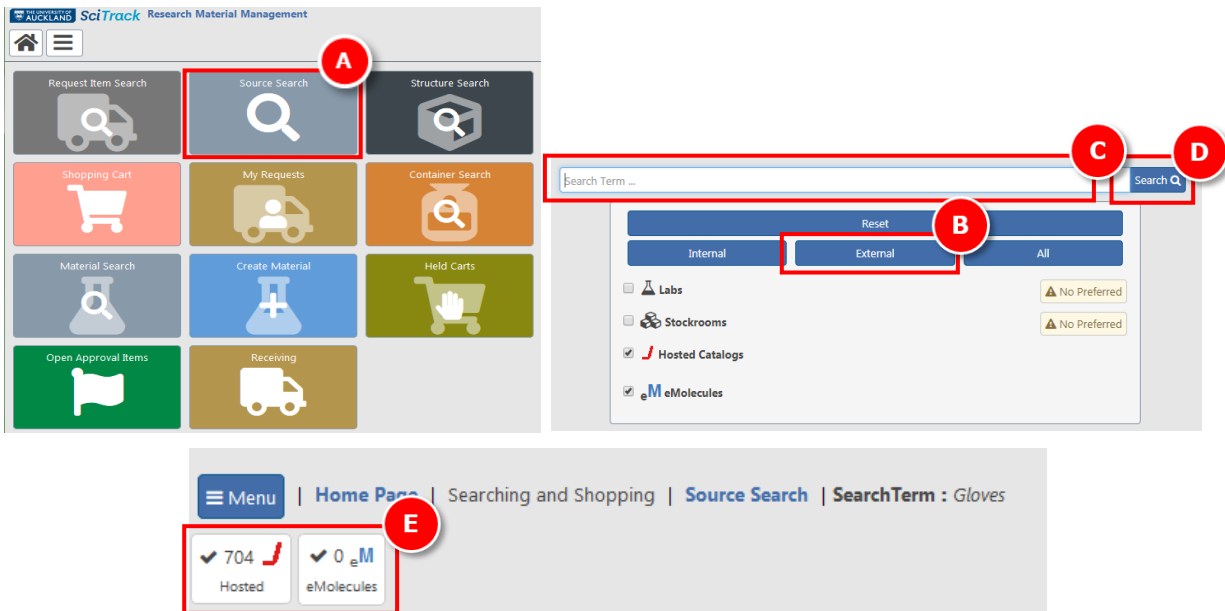# 3. Hosted Catalogue Purchasing

Overview

This quick guide will show you how to purchase items from the SciTrack Hosted Catalogues. The list of suppliers with Hosted Catalogues can be found on the SciTrack website: https://www.auckland.ac.nz/scitrack-info

1. Source Search
2. Add items to shopping cart
3. Review shopping cart and add Type-in items
4. Checkout and Submit
**5. DLP Approval**
6. DLP submits cart to purchasing team

Steps	Screenshots
1. Source Search A. Click **Source Search**. B. Click **External**. C. Enter search term. D. Click **Search**. E. Click **Hosted** or **eMolecules** to view results. ➢ *eMolecules represents a group of specialty chemical suppliers*	

Searching Tips:

➢ Use search operators to refine your search such as AND or "" for an exact search. Searching by CAS number is recommended for chemicals to reduce the number of search results.

➢ Selecting **Labs** will display the containers in the University of Auckland inventory, and **Stockrooms** displays items purchasable from the University Stockrooms. **Preferred sources** for these searches can be set in the User Preferences page.
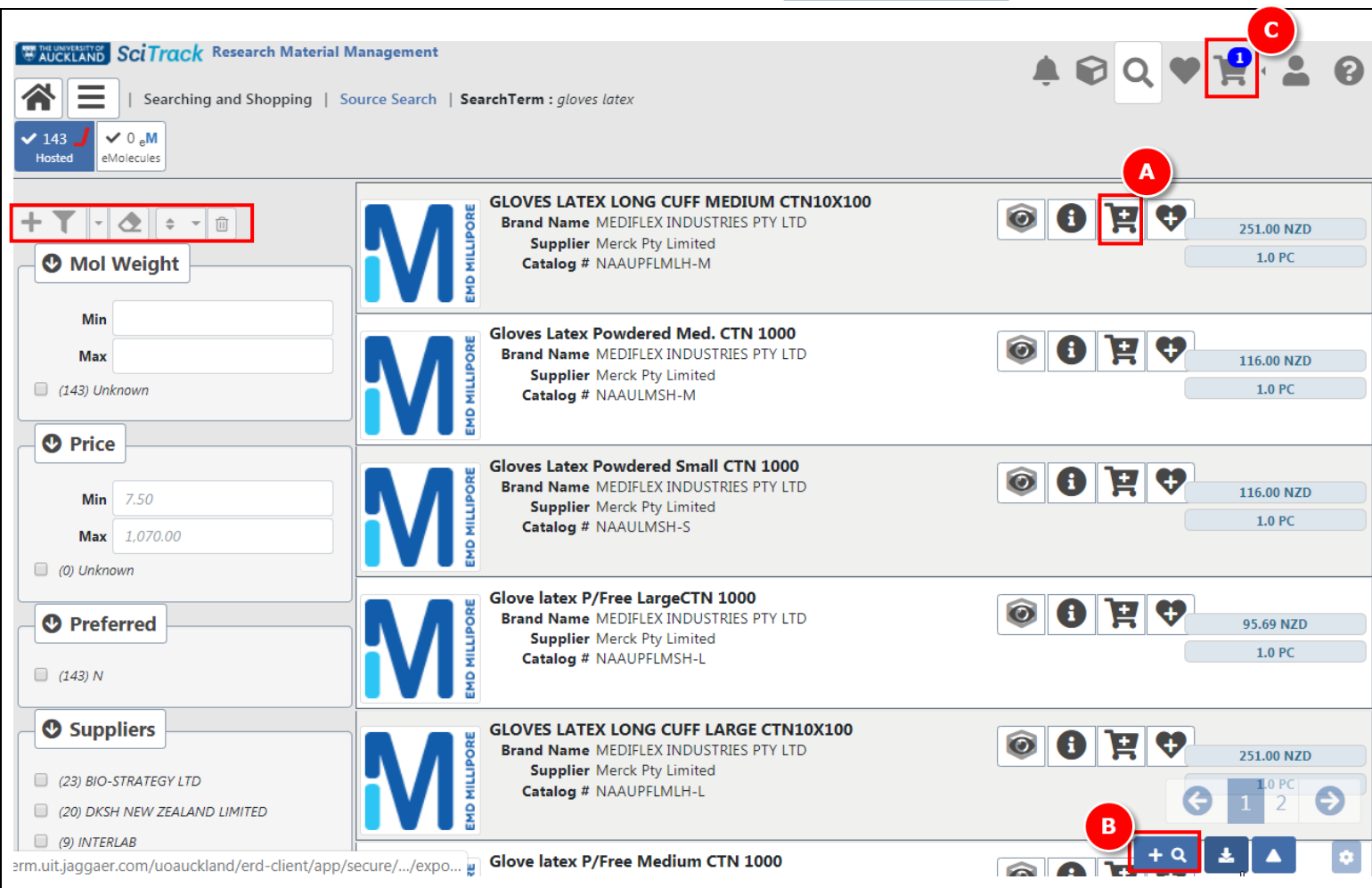
2. Add items to shopping cart

If there are more than 100 results, click through the pages at the bottom right of the screen.

A. Click 🛒 to add an item to your cart.

B. Click ⊕🔍 to start a new search other items to add to your cart.

➔ Note: only one supplier per cart.

C. When you are finished adding items, click 🛒.

Optionally:

➢ **Filter:** Apply filters on the left hand side by clicking ⊕▼ after choosing parameters. Click 🧽 to clear input.

➢ **Sort:** Click ⇕ ▾ on the left hand side to sort results.

THE UNIVERSITY OF AUCKLAND **SciTrack** Research Material Management

🏠 ☰ | Searching and Shopping | Source Search | **SearchTerm :** gloves latex

✔ 143 Hosted   ✔ 0 ₑM eMolecules

⊕ ▼ ▾ 🧽 ⇕ ▾ 🗑

Mol Weight

Min [   ]

Max [   ]

☐ (143) Unknown

Price

Min [7.50]

Max [1,070.00]

☐ (0) Unknown

Preferred

☐ (143) N

Suppliers

☐ (23) BIO-STRATEGY LTD

☐ (20) DKSH NEW ZEALAND LIMITED

☐ (9) INTERLAB

erm.uit.jaggaer.com/uoauckland/erd-client/app/secure/.../expo...

GLOVES LATEX LONG CUFF MEDIUM CTN10X100
Brand Name MEDIFLEX INDUSTRIES PTY LTD
Supplier Merck Pty Limited
Catalog # NAAUPFLMLH-M
251.00 NZD
1.0 PC

Gloves Latex Powdered Med. CTN 1000
Brand Name MEDIFLEX INDUSTRIES PTY LTD
Supplier Merck Pty Limited
Catalog # NAAULMSH-M
116.00 NZD
1.0 PC

Gloves Latex Powdered Small CTN 1000
Brand Name MEDIFLEX INDUSTRIES PTY LTD
Supplier Merck Pty Limited
Catalog # NAAULMSH-S
116.00 NZD
1.0 PC

Glove latex P/Free LargeCTN 1000
Brand Name MEDIFLEX INDUSTRIES PTY LTD
Supplier Merck Pty Limited
Catalog # NAAUPFLMSH-L
95.69 NZD
1.0 PC

GLOVES LATEX LONG CUFF LARGE CTN10X100
Brand Name MEDIFLEX INDUSTRIES PTY LTD
Supplier Merck Pty Limited
Catalog # NAAUPFLMLH-L
251.00 NZD
1.0 PC

← 1 2 →

Glove latex P/Free Medium CTN 1000
⊕🔍 ⬇ ▲ ⚙

Tips:

➢ To add items to your **Favourites**, click 💙.

➢ The number of items in your shopping cart is displayed 🛒¹.

➢ To export the search results to Excel, click ⬇.

3. Review shopping cart and add Type-in items

A. Click 🛒 to view cart.
B. Select a material class (if required)
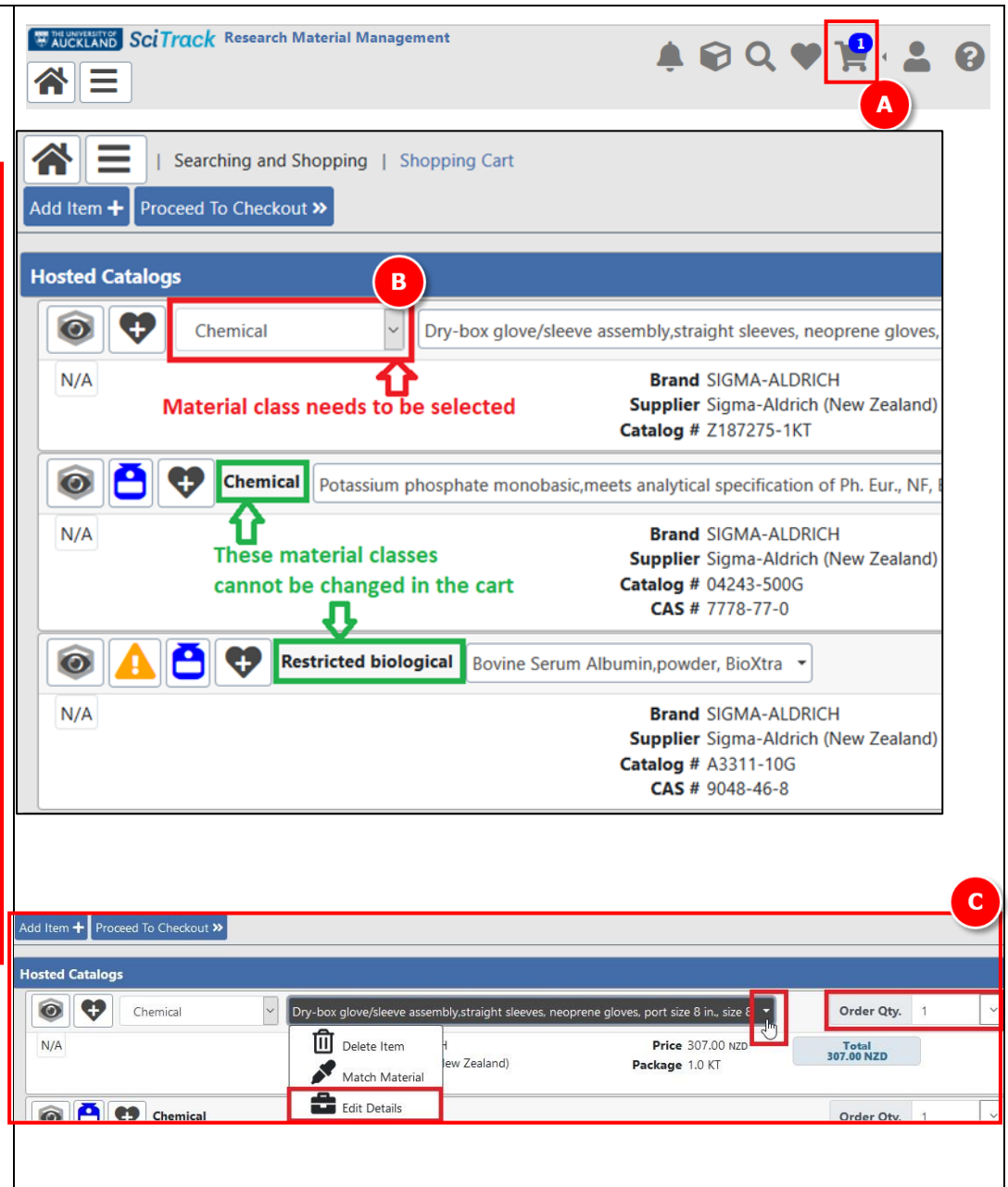
Choosing a material class

If an item has not been purchased before, you must select an appropriate Material Class before clicking Proceed to Checkout. There are three classes to choose from:

Class	Examples
Chemical	Single chemical with a CAS number or a combination of hazardous chemicals.
Restricted biological	Restricted cell lines, animal tissue, or kits containing animal serum (e.g. ELISA kits with BSA), usually imported from overseas.
Other non-hazardous	Lab equipment, unrestricted antibodies, sterile growth media, saline solutions, non-hazardous buffers

➔ If you don't select a class, it will default to **Chemical**.
➔ Items classified as **Other non-hazardous** will not require barcodes during receipting.
➔ Items classified as **Chemical** or **Restricted Biological** will require barcodes by default during receipting (but DLPs can override this if necessary).
➔ Material classes can be changed by editing the material in Material Search. *Please see the Quick Guide **11. Creating Materials and Containers** for instructions on material searching.*

C. View/Edit item details:
  • Select **order quantity.**
  • Click item name for more options. Click Edit Details to **change item price** or **add a quote**.
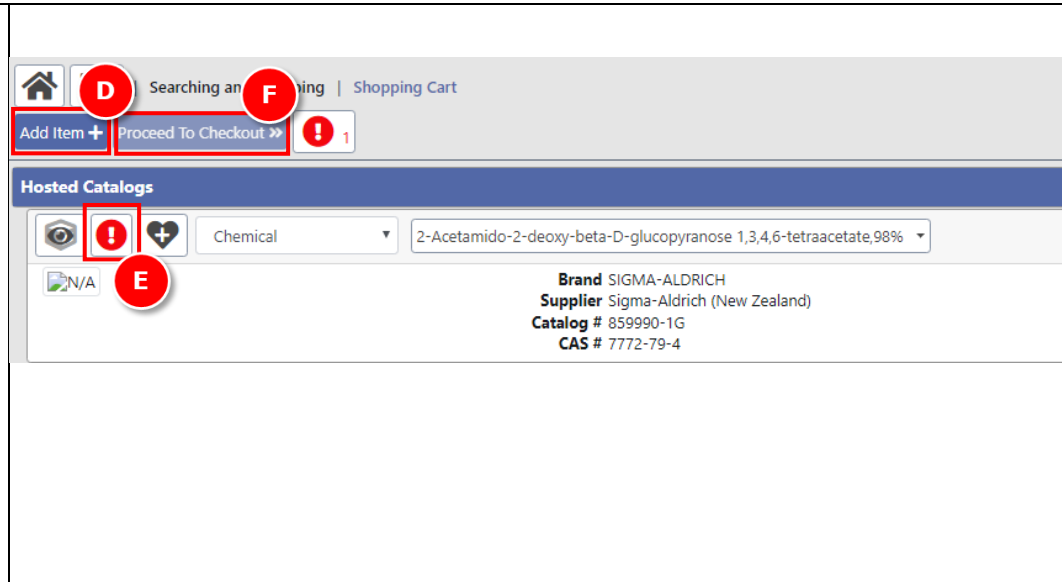
Quotes*: If you have a quote, you need to enter this number into the External Note field for the* <u>*first item in the cart only.*</u>

D. Add **type-in item** to cart, if required.
➔ *Please see the Quick Guide 4. Type in Purchases for instructions.*
E. Complete any required actions (see **Matching Materials** below)
F. Click **Proceed to Checkout.**

Note:

➢ Only one supplier and currency per cart.
➢ If a warning flag does not appear for a hazardous chemical, it is important to set the correct hazard flag to TRUE under Edit Details. (See glossary for our definition of a hazardous chemical).
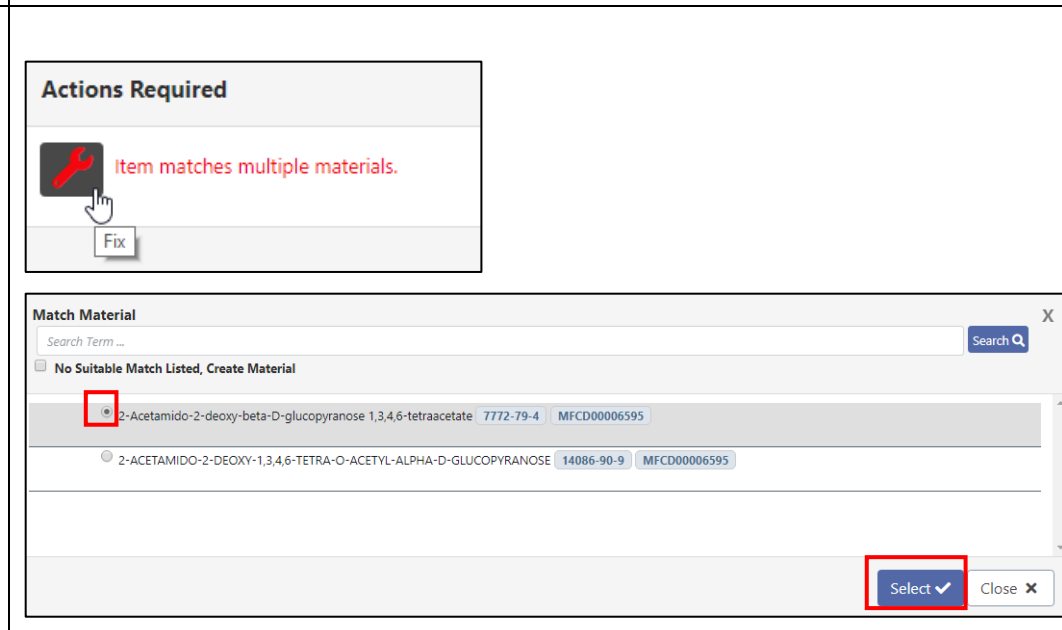
❗ Matching Materials

If your item can be matched to multiple materials, you will be prompted to choose the most suitable material before submitting the cart.

First click the exclamation icon ❗ next to item class. Then click the wrench icon.

➢ Select the most accurate material match by selecting the radio button next to the material name. Then click **Select** to complete the matching process.
➢ If no suitable match is shown, you can try searching for something more appropriate.
➢ Otherwise tick "**No Suitable Match Listed, Create Material**". Please try not to choose this option for anything with a CAS number.

Searching an... ...ing | Shopping Cart

D Add Item + **F** Proceed To Checkout » ❗ 1

Hosted Catalogs

👁 ❗ 💗 Chemical ▾   2-Acetamido-2-deoxy-beta-D-glucopyranose 1,3,4,6-tetraacetate,98% ▾

N/A **E**

Brand SIGMA-ALDRICH
Supplier Sigma-Aldrich (New Zealand)
Catalog # 859990-1G
CAS # 7772-79-4

Actions Required

🔧 Item matches multiple materials.

Fix

Match Material   X

Search Term ...   [Search 🔍]

☐ No Suitable Match Listed, Create Material

◉ 2-Acetamido-2-deoxy-beta-D-glucopyranose 1,3,4,6-tetraacetate 7772-79-4 MFCD00006595

○ 2-ACETAMIDO-2-DEOXY-1,3,4,6-TETRA-O-ACETYL-ALPHA-D-GLUCOPYRANOSE 14086-90-9 MFCD00006595

[Select ✔] [Close ✖]

4. Checkout and Submit

A. Complete the fields (*refer to Appendix for more information on the fields*).

➤ **IMPORTANT**: Please do not change the Cart Name from the default.

B. Optional: you may choose a different cost centre for each line item. The 'Cost Center' selected in the header field (A) applies to all line items <u>unless</u> a different cost centre is selected for the line.
- Click the pencil for the line item to display more fields.
- Choose another cost centre from the drop-down list.
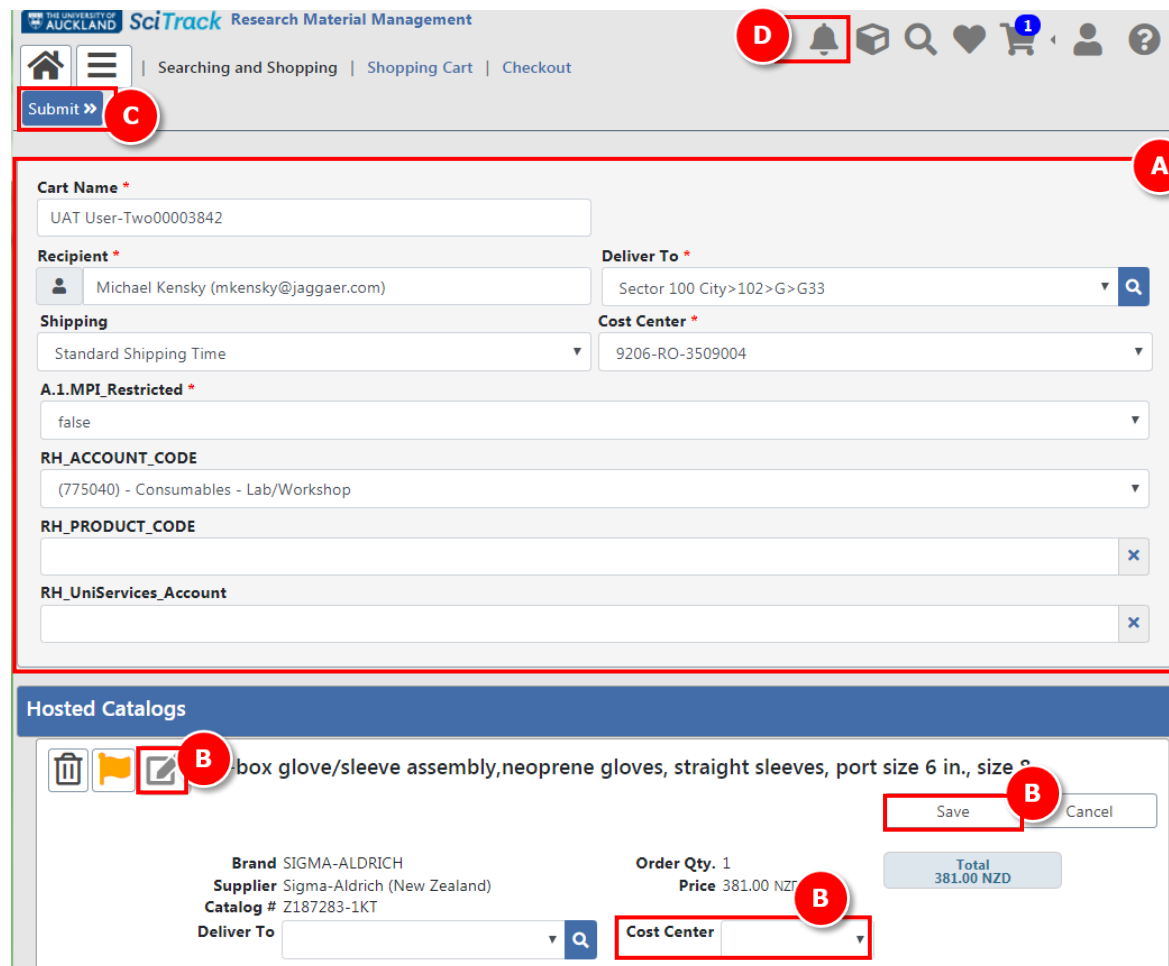- Click **<u>Save</u>.**

C. Click **Submit.**

D. A notification will be generated with a pdf report of your cart. Click the notification bell, then open the report by clicking 📄

Tip:

To change the **recipient** name:

In the Checkout screen, click on your name in the Recipient field. Then type **either** the first or last name of the recipient (not both!). Wait a moment, then select the correct one.

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5. DLP approval

➤ **IMPORTANT**: Carts that are not created by DLPs require DLP approval before they can be processed by the purchasing team. Please **email your cart name to your DLP** who can approve the order in SciTrack.

➤ **DLPs please see the SciTrack Quick Guide "8. DLP cart approval and submit" for instructions.**

6. DLPs Submit carts to purchasing

A. Submit the request to the Shared Transaction Centre through e-Quote Purchase Order Requests.

   a. Go to the e-Quote request form: https://www.forms.auckland.ac.nz/en/staff/financial-services/e-quote-purchase-order-request.html/

   b. Enter **cart name** into the **SciTrack cart name** field (e.g. Boyd00043128).

   c. Attach supporting documentation for the supplier where required, e.g. MPI import permit.

B. **OR** Submit **UniServices** orders to UniServices Purchasing:

   a. Fill out **UniServices Request Template** found on the University SciTrack website

   b. Email request to purchasing@uniservices.co.nz.

Home　　**Search Results**　　**Submit a request**　　**My requests**

Submit a question to our service team

Service *

Shared Transaction Centre (STC) ▾

Request to Purchase ▾

e-Quote Purchase Request /SciTrack ▾

To submit a request,CLICK HERE

Select supplier

SciTrack ⌄

Do you have a cart name or a replenishment number?

● SciTrack cart name

○ SciTrack replenishment request number

SciTrack cart name

[　　　　　　　　]

Note:

➢ To view or edit a cart after clicking Submit, please see the SciTrack Quick Guide "7. Track orders and reorder".

Appendix:

Field Name	Description
Recipient*	The recipient is the person who the item will be addressed to. **Only Principal Investigators or DLPs are allowed to be the recipient.** Note – 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 under the Health and Safety at Work Hazardous Substances Regulations and the University Health, Safety and Wellbeing Policy.
Deliver To*	The delivery location is predetermined based on your Site, regardless of the room you pick. To find your SciTrack delivery point, please visit the SciTrack website.
Cost Center*	The Cost Centres displayed are those assigned to the Recipient. If a recipient's codes are missing, please complete a "request change" form from the SciTrack website. **UniServices:** • When a UniServices cost centre code is selected ("UniServices Project") it is also necessary to supply the UniServices account number *(see RH_UniServices_Account_Number below)*
MPI Restricted*	This will apply to all items in the cart unless MPI_Restricted has been selected at the individual line item level. This should be TRUE for any restricted biologicals.
RH_PRODUCT CODE	**Optional:** Enter the PeopleSoft Financials product code this order will be charged to. E.g. A76x or 760.
RH_UniServices_Account _Number	This field must be populated when "UniServices Project" cost centre code has been selected and must be in the appropriate format ie 99999.999 (5 digits, full stop, 3 digits)
RH_ACCOUNT CODE	**Optional:** Select the PeopleSoft Financials product code this order will be charged to. ➢ **IMPORTANT**: When using a PReSS account, you must select the RH_ACCOUNT_CODE of **312775**

Shopping Cart Icons:

	Displays the chemical structure associated to the material.		Click to see what action is required to submit your cart. Click the Fix button to take action.
	View warnings and Codes of Practice associated to the material.		Click to add the item to your favourites.
	View similar items that already exist in the inventory.		Click to check status of DLP approval. If status shows "Pending ERM Approval", you need to ask a DLP to approve the item. If you are a DLP, your carts will not require DLP approval.