

6. Stockroom Purchasing

Overview

This quick guide will show you how to purchase items through the stockroom you are allocated to.

- Researchers and DLPs can submit Stockroom purchases.
- Stockroom purchases do not require DLP approval, and these requests are never sent to the STC or UniServices purchasing.

1. Source Search

2. Add items to shopping cart


3. Review shopping cart

4. Checkout and submit






5. Transferring barcoded items

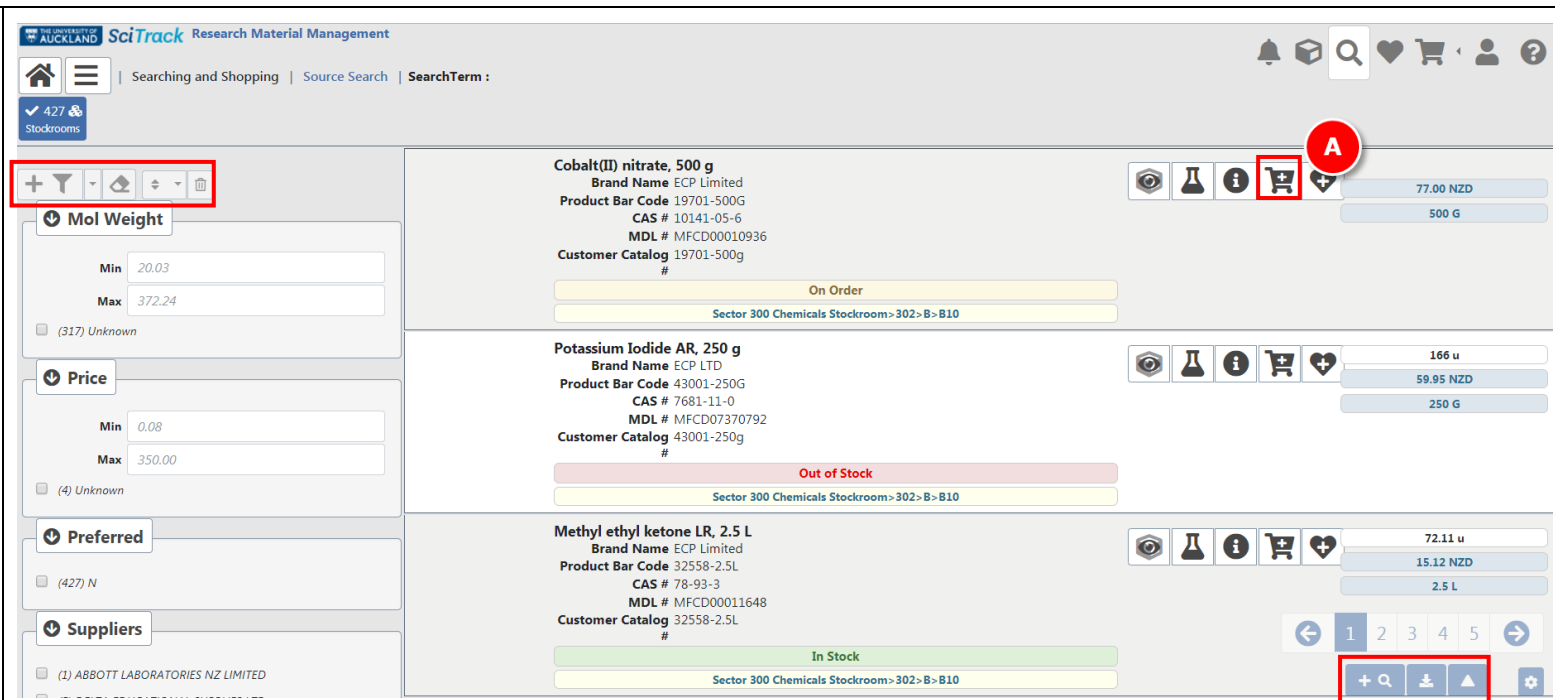
Steps	Screenshots
<p>1. Source Search</p> <p>A. Click Source Search.</p> <p>B. Click Internal.</p> <p>C. Enter search term.</p> <p>D. Click Search.</p> <p>E. Select Stockrooms result channel.</p> <div data-bbox="123 957 698 1232" style="border: 1px solid blue; padding: 5px;"><p>Searching Tip:</p><p>➤ To see all items sold through your Stockroom, type a space in the search field, then click Search.</p></div>	<p>The screenshot displays the SciTrack Research Material Management interface. At the top, there is a search bar (C) with the text 'Search Term ...' and a 'Search' button (D). Below the search bar is a grid of search options (A), including 'Request Item Search', 'Source Search', 'Structure Search', 'Shopping Cart', 'My Requests', 'Container Search', 'Material Search', 'Create Material', 'Held Carts', 'Open Approval Items', and 'Receiving'. The 'Source Search' option is highlighted with a red box and a red circle 'A'. To the right of the grid is a filter panel (B) with a 'Reset' button and three buttons: 'Internal', 'External', and 'All'. The 'Internal' button is highlighted with a red box and a red circle 'B'. Below the filter panel are several checkboxes: 'Labs' (checked), 'Stockrooms' (checked), 'Hosted Catalogs' (unchecked), and 'eMolecules' (unchecked). The 'Labs' and 'Stockrooms' checkboxes have 'Preferred (5)' and 'Preferred (1)' labels respectively. At the bottom of the interface, there is a navigation bar with a home icon, a menu icon, and the text 'Searching and Shopping Source Search SearchTerm : ethanol'. Below the navigation bar is a summary of results: '603 Labs' and '7 Stockrooms'. The 'Stockrooms' result is highlighted with a red box and a red circle 'E'.</p>

2. Add items to shopping cart

A. Click  to add item to your cart.

Optionally:


- **New Search:** Click  to find other items to add to your cart.
- **Filter:** Apply filters by clicking  after choosing parameters. Click  to clear parameters.
- **Sort:** Click  to sort results.
- **Favourites:** Click  to add an item to your favourites.



THE UNIVERSITY OF AUCKLAND SciTrack Research Material Management

Searching and Shopping | Source Search | SearchTerm :

427 Stockrooms

+ Q **+ Y** 

Mol Weight

Min 20.03
Max 372.24
(317) Unknown

Price

Min 0.08
Max 350.00
(4) Unknown

Preferred

(427) N

Suppliers

(1) ABBOTT LABORATORIES NZ LIMITED

Cobalt(II) nitrate, 500 g
Brand Name ECP Limited
Product Bar Code 19701-500G
CAS # 10141-05-6
MDL # MFCD00010936
Customer Catalog 19701-500g


On Order
Sector 300 Chemicals Stockroom>302>B>B10
77.00 NZD
500 G

Potassium Iodide AR, 250 g
Brand Name ECP LTD
Product Bar Code 43001-250G
CAS # 7681-11-0
MDL # MFCD07370792
Customer Catalog 43001-250g


Out of Stock
Sector 300 Chemicals Stockroom>302>B>B10
166 u
59.95 NZD
250 G

Methyl ethyl ketone LR, 2.5 L
Brand Name ECP Limited
Product Bar Code 32558-2.5L
CAS # 78-93-3
MDL # MFCD00011648
Customer Catalog 32558-2.5L

In Stock
Sector 300 Chemicals Stockroom>302>B>B10
72.11 u
15.12 NZD
2.5 L

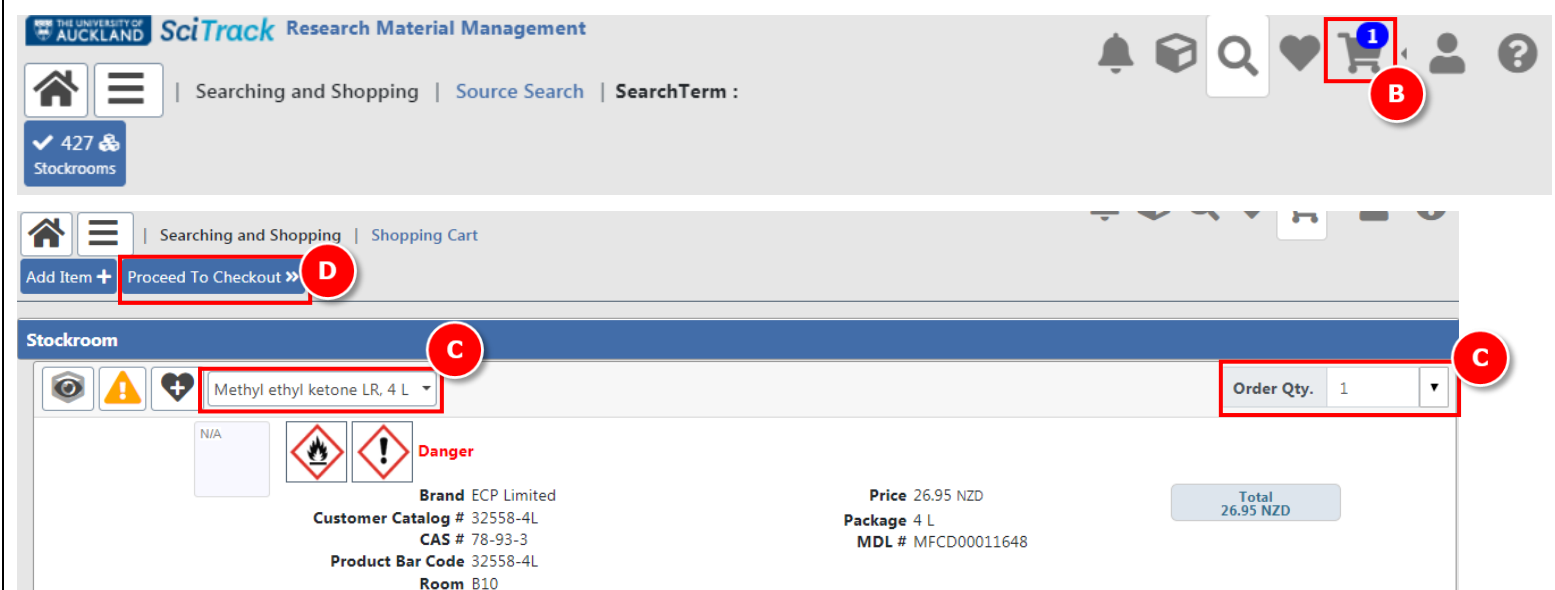
1 2 3 4 5
+ Q **+ Y** 

3. Review shopping cart

- B. Click  to view cart.
- C. View/Edit item details:
a. Select **order quantity**.
- b. Select item name to **delete** item from cart.
- D. **Proceed to checkout.**

Note:

Hosted Catalogue and Type In items should not be combined with Stockroom requests.



THE UNIVERSITY OF AUCKLAND SciTrack Research Material Management

Searching and Shopping | Source Search | SearchTerm :




427 Stockrooms



1 **B**

Home | Searching and Shopping | Shopping Cart

Add Item **+ D** Proceed To Checkout **>>**

Stockroom **C**

   Methyl ethyl ketone LR, 4 L **C** Order Qty. 1 **C**

N/A   **Danger**

Brand ECP Limited
Customer Catalog # 32558-4L
CAS # 78-93-3
Product Bar Code 32558-4L
Room B10


Price 26.95 NZD
Package 4 L
MDL # MFCD00011648

Total 26.95 NZD

4. Checkout and submit

- A. Complete the fields (*Refer to Appendix*).

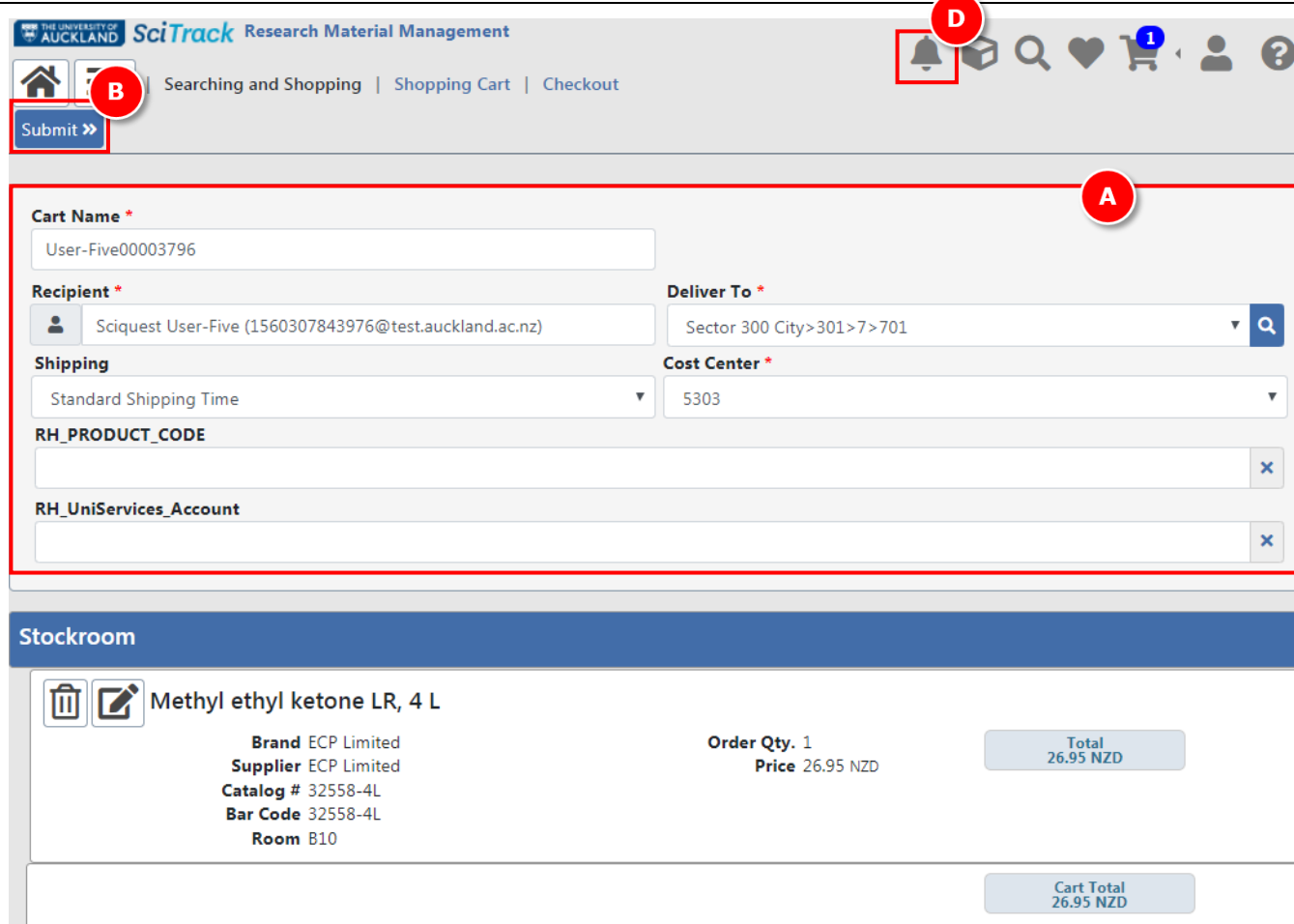
To be able to select a valid cost centre, you may need to change the Recipient to the person whose account you are charging (e.g. the PI or your supervisor). Select the Recipient field then type EITHER the first or last name of the recipient. Wait a moment, then click the correct person's name. Once selected, the list of available cost centres will change.

- B. Click **Submit**.
- C. Your order can be collected from the stockroom.
- D. A notification will be generated with a pdf report of your cart. Click the notification bell, then open the report by clicking 

5. Transferring barcoded items

IMPORTANT:

All items with barcodes purchased through the Stockroom need to be transferred into their correct location after purchase. Please see the SciTrack Quick Guide "10. Container Search and Operations" for instructions.



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

Searching and Shopping | Shopping Cart | Checkout

Submit >>

Cart Name *
User-Five00003796



Recipient * Sciquest User-Five (1560307843976@test.auckland.ac.nz) **Deliver To *** Sector 300 City>301>7>701

Shipping Standard Shipping Time **Cost Center *** 5303

RH_PRODUCT_CODE

RH_UniServices_Account

Stockroom

  Methyl ethyl ketone LR, 4 L

Brand ECP Limited **Order Qty.** 1 **Total** 26.95 NZD
Supplier ECP Limited **Price** 26.95 NZD
Catalog # 32558-4L
Bar Code 32558-4L
Room B10

Cart Total 26.95 NZD

Appendix:

Field Name	Description								
Recipient	The recipient is the Principal Investigator who owns the Cost Centre account you are ordering from.								
Cost Center	<p>You must have permission from your Principal Investigator to use the chosen Cost Centre</p> <p>UniServices:</p> <ul style="list-style-type: none"> • Three cost centre codes specific to UniServices are available: UniServices GL Account, UniServices HOD Account and UniServices Project • When a UniServices cost centre code is selected, it is also necessary to supply the UniServices account number. (see <i>RH_UniServices_Account_Number</i>) 								
RH_PRODUCT CODE*	Type in the PeopleSoft Financials product code (optional) this order will be charged to. E.g. A76x or 760								
RH_UniServices_Account_Number*	<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</td> <td>99.9.999.9999</td> </tr> <tr> <td>UniServices HOD Account</td> <td>99999</td> </tr> <tr> <td>UniServices Project</td> <td>99999.999</td> </tr> </tbody> </table>	Cost Centre	Format of RH_UniServices_Account_Number	UniServices GL Account	99.9.999.9999	UniServices HOD Account	99999	UniServices Project	99999.999
Cost Centre	Format of RH_UniServices_Account_Number								
UniServices GL Account	99.9.999.9999								
UniServices HOD Account	99999								
UniServices Project	99999.999								