



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

SciQuest ERM

Glossary

SciQuest ERM Glossary

EHS	Environmental Health & Safety.
ERM	Enterprise Reagent Manager.
STC	Shared Transaction Centre receives all SciQuest Requisitions and processes them into Orders to Suppliers.
PeopleSoft	Purchasing system used by STC Finance.
PI	A PI (Principal Investigator) in SciQuest ERM is the responsible owner of chemicals and risk biologicals purchased by them or for them
MPI	Ministry of Primary Industries

Roles

DLP	The Designated Laboratory Person is responsible for validation and control of requests and communications with STC. Ensures quality, health and safety standards are adhered to and also receives and identifies the final location of goods.
Researcher	A researcher in SciQuest ERM is a PI, technician, or student
Super User	Uses SciQuest ERM a lot and is the first point of contact for minor issues.
Hazard Approver	Able to approve orders of Hazardous chemicals and biologicals which require extra precautions, permits and documentation.
Subject Matter Expert	Lead technical and content advisors to SciQuest ERM.
Stock Room Manager	The SciQuest role refers to logistics coordinators who are responsible for maintaining stockroom. They are able to receive and receipt orders, print detailed barcodes and affix them to Containers and generate Barcode Labels for the Barcode Label Dispensers on request.

Storage Areas

Stock Room	Stock Room is the new name for Stores. This is where most orders are delivered and stored.
Storage Area	Places where items may be stored but no wet lab activity is carried out, e.g. Freezers rooms.
Repository	A dedicated online server folder for storing permits and associated documentation.

Other

CAS number	A unique number used to identify chemicals.
Biological	A material created from a living organism.
Container Flex Field	A field to record important details regarding your biological items.
Material	Any chemical or biological in the inventory system.
Container	Any vessel that holds a material.
Shopping Cart	Requisitions are saved in the form of a Shopping Cart. When a Shopping Cart is created accurate information in the “Requestor” (the Designated Lab Person) and “Recipient” (Principal Investigator) fields is extremely important, in particular for MPI restricted items, as the MPI transfer application is a legal document under the BioSecurity Act, and false information captured on the application could result in penalties under the Act.
Requestor	This is the Designated Laboratory person.
Recipient	This is the Principal Investigator or the project leader. In all cases the Principal Investigator is responsible for Health & Safety and Containment.
Receiving Locations	Primary delivery locations for receiving SciQuest orders into the university.
Closing an Order	An ordered Item with a status of “Received Partial” for which no further quantity will be received can be Closed.
Cancelling an Order	Ordered Items with a status of “Received Partial” or “Received Full” that are not to be received can be Cancelled.
Disposed	Container still has contents or is no-longer required and is disposed of.
Disposed Empty	Container is empty and is disposed of.
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. The format was originally developed and published by Molecular Design Limited (MDL). MOL is another file format from MDL.
Spend Director	See Hosted Catalogues.



Hosted Catalogues	<p>A number of suppliers form the Hosted Catalogues, 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. Freight is included and is free into Stock Room for most hosted catalogues.</p> <p>All other PeopleSoft registered vendors that you use will still be available using the non-hosted catalogue supplier process.</p> <p>Spend Director is a name also used for describing Hosted Catalogues in the Stock Room module.</p>
Non- Hosted Catalogues Suppliers	<p>Ordering through the Non-Hosted catalogue items can only be made through SciQuest ERM if the Vendor is loaded in PeopleSoft Financials. In the cases where the Supplier can not be found then a formal process to establish the supplier must be undertaken with STC.</p>
e-molecules	<p>A gateway to search for smaller chemical companies.</p>



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

SciQuest ERM

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

SciQuest@auckland.ac.nz

The University of Auckland

Private Bag 92019, Auckland 1142
New Zealand