

6. Stockroom Purchasing

Overview

This quick guide will show you how to purchase items through the stockroom you are allocated to (see rules below).

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

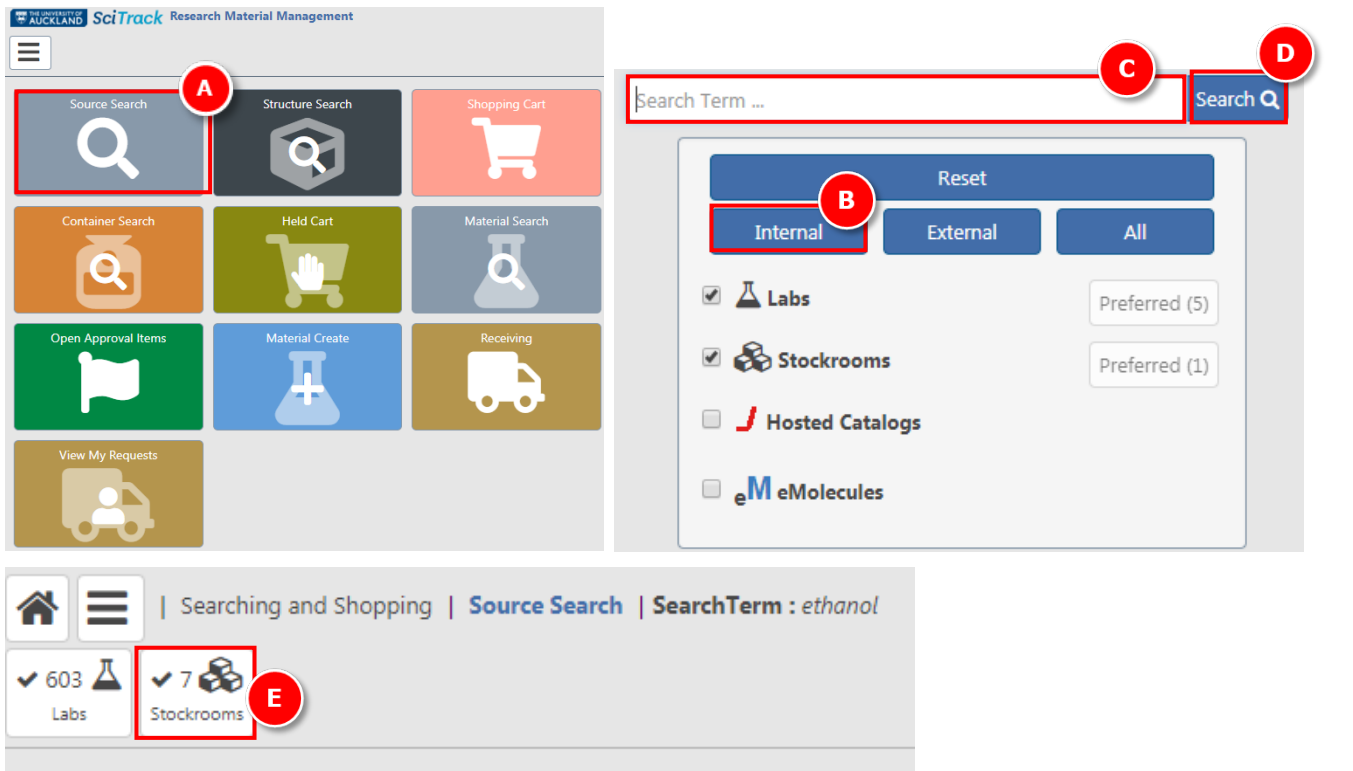
1. Source Search

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>You may use * as a wildcard, for example search sodium* to find sodium acetate or sodium carbonate.</p> <p>D. Click Search.</p> <p>E. Select Stockrooms result channel.</p> <div data-bbox="123 1066 698 1345" 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. It features a grid of navigation buttons: Source Search (A), Structure Search, Shopping Cart, Container Search, Held Cart, Material Search, Open Approval Items, Material Create, Receiving, and View My Requests. A search bar (C) is at the top right with a Search button (D). Below the search bar are filters for Internal (B), External, and All. A list of result channels is shown: Labs (Preferred 5), Stockrooms (Preferred 1), Hosted Catalogs, and eMolecules. At the bottom, a status bar shows '603 Labs' and '7 Stockrooms' (E).</p>

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2. Add items to shopping cart

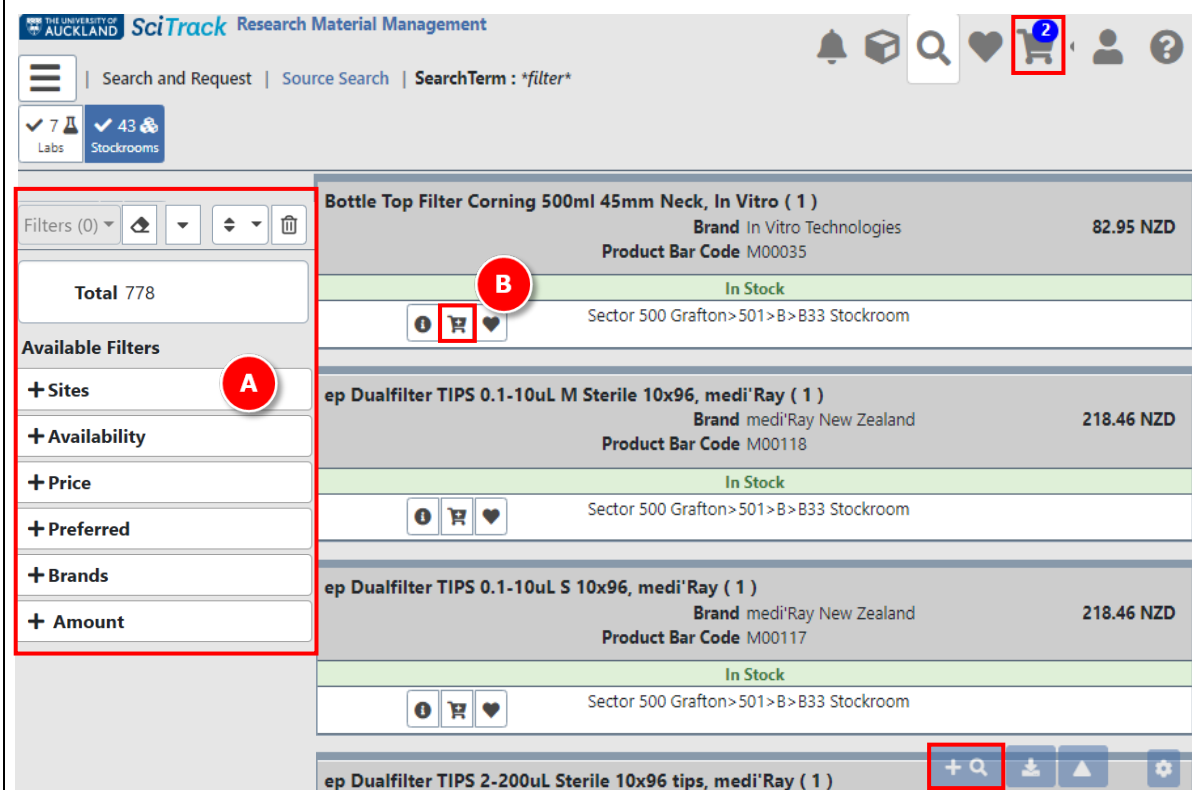
A. Note that the search includes results from all stockrooms in your accessible Sites (see guide 2. Configure Preferences for more information). Filter the results to ensure you only purchase from stores you are permitted to, as per the note below.

➤ Filter and/or sort results:

- Apply **filters** on the left-hand side by clicking **+** to open a section and selecting parameters to apply.
Click  to clear filters.
- **Sort:** Click  for sorting options and  to clear the sort.

Optional:

- Click  to do a new search
- Click  to add an item to your favourites list, accessible from the Heart icon in the top right.
- B. Click  to add item to your cart. Only add each item once, you can change quantities on the following page.



The screenshot shows the SciTrack Research Material Management interface. At the top, there are navigation tabs: 'Search and Request', 'Source Search', and 'SearchTerm: *filter*'. Below this, there are icons for 'Labs' (7) and 'Stockrooms' (43). A sidebar on the left contains a 'Filters (0)' section with a 'Total 778' count, and an 'Available Filters' section with expandable options: '+ Sites', '+ Availability', '+ Price', '+ Preferred', '+ Brands', and '+ Amount'. A red box highlights this sidebar. The main content area displays search results for 'Bottle Top Filter Corning 500ml 45mm Neck, In Vitro (1)'. Each result shows the brand, product bar code, price (82.95 NZD), and availability ('In Stock'). A red circle 'B' highlights the shopping cart icon in the action bar of the first result. Below the results, there are icons for '+Q', a download icon, an up arrow, and a settings icon. A red box highlights the '+Q' icon.


Important Note

Please ensure you only submit purchase requests from stores that you are permitted to as per the rules below:

Store Sector	Terms of use
Sector 100 City (School of Biological Sciences)	Staff/students of the School of Biological Sciences or who work in labs in Sector 100.
Sector 300 City (School of Chemical Sciences)	Staff/students of the School of Chemical Sciences or who work in labs in Sector 300.
Sector 500 Grafton (Faculty of Medical and Health Sciences)	Non-chemical items may be purchased by any SciTrack user, but these must be collected from the Grafton stores, 501-B33. Chemicals may only be purchased for use within Sector 500.

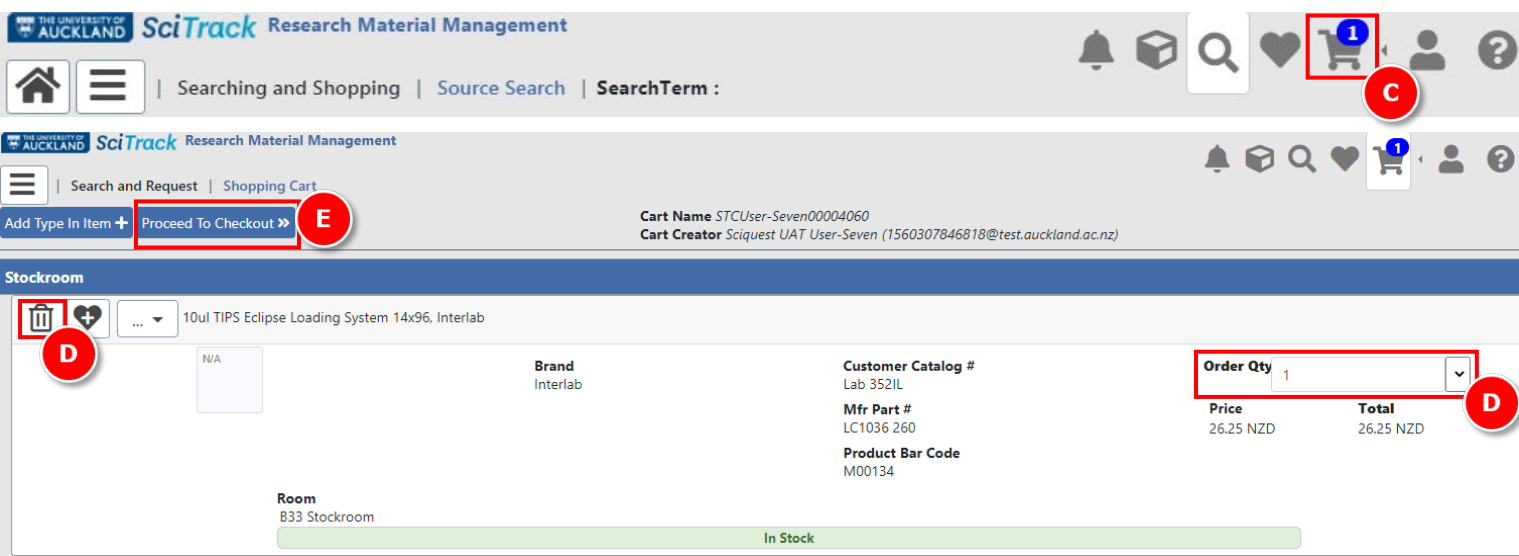
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3. Review shopping cart

- C. Click  to view cart.
- D. Optional:
 - a. Change **order quantity** with the drop down, or manually typing a quantity.
 - b. **Delete** item from cart.
- E. **Proceed to checkout.**

Note:

Hosted Catalogue and Type In items should never be combined with Stockroom requests.



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

Home | Searching and Shopping | Source Search | SearchTerm :



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

Search and Request | Shopping Cart

Add Type In Item + **Proceed To Checkout** » E

Cart Name: STCUser-Seven00004060
Cart Creator: Sciquest UAT User-Seven (1560307846818@test.auckland.ac.nz)

Stockroom

  ... 10ul TIPS Eclipse Loading System 14x96, Interlab

N/A	Brand Interlab	Customer Catalog # Lab 352IL	Order Qty 1
	Mfr Part # LC1036 260	Price 26.25 NZD	Total 26.25 NZD
	Product Bar Code M00134		

Room
B33 Stockroom

In Stock

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4. Checkout and submit

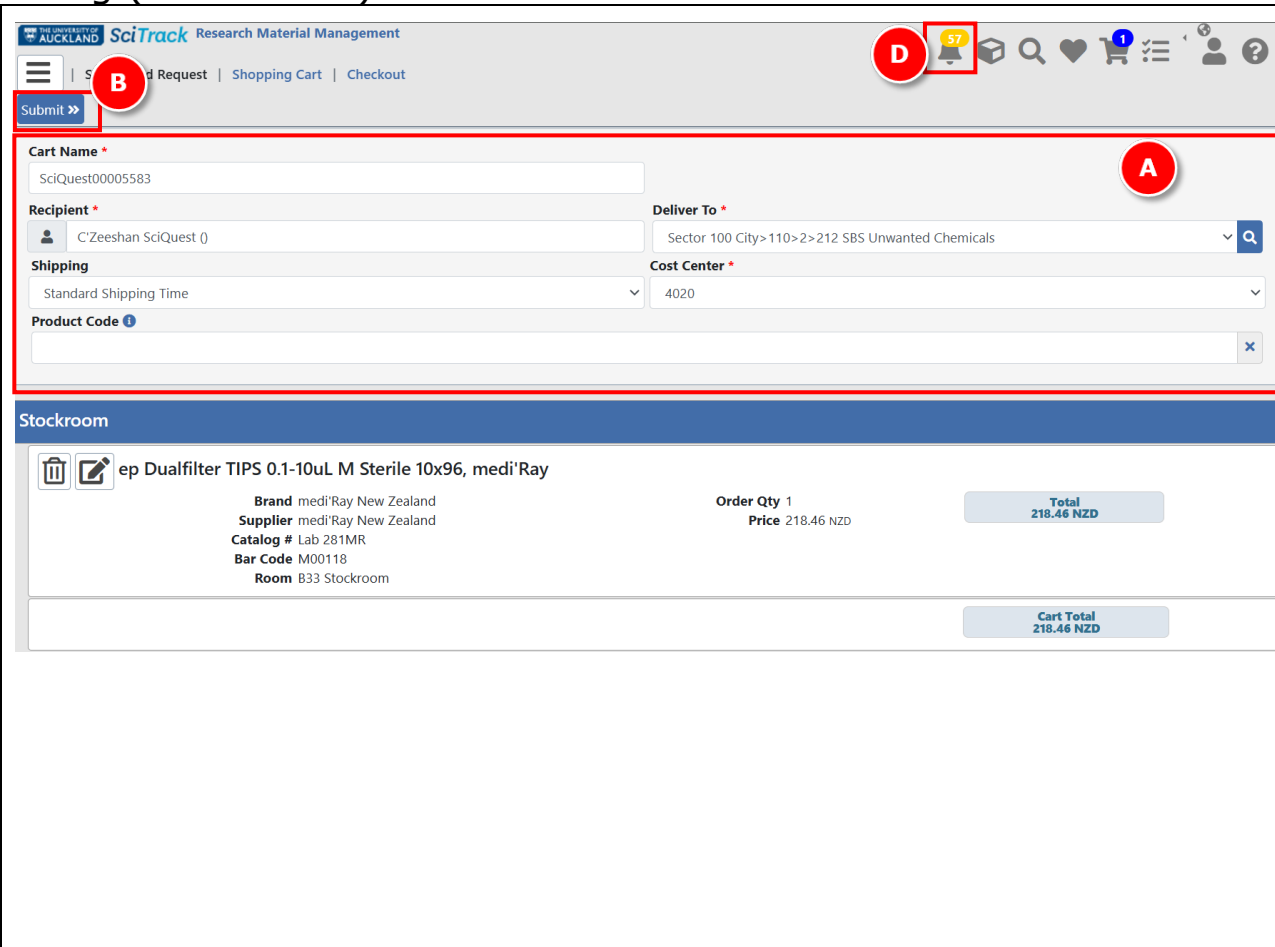
A. Complete the fields (*Refer to Appendix*).

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.

Note: Changing the 'Deliver To' location will have no effect. You will need to collect your order from the Stockroom.

Product Codes should be entered in the Product Code field.

- 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 



The screenshot displays the SciTrack checkout process. At the top, there are navigation links for 'Request', 'Shopping Cart', and 'Checkout'. A 'Submit' button is highlighted with a red circle and letter 'B'. A notification bell icon is highlighted with a red circle and letter 'D'. The main form area is outlined in red and contains several fields: 'Cart Name' (SciQuest00005583), 'Recipient' (C'Zeeshan SciQuest 0), 'Deliver To' (Sector 100 City>110>2>212 SBS Unwanted Chemicals), 'Shipping' (Standard Shipping Time), and 'Cost Center' (4020). A red circle with letter 'A' is placed over the 'Cost Center' field. Below the form is a 'Stockroom' section with a blue header. It lists an item: 'ep Dualfilter TIPS 0.1-10uL M Sterile 10x96, medi'Ray'. The item details include Brand (medi'Ray New Zealand), Supplier (medi'Ray New Zealand), Catalog # (Lab 281MR), Bar Code (M00118), and Room (B33 Stockroom). The order quantity is 1, and the price is 218.46 NZD. A 'Total' button shows 'Total 218.46 NZD'. At the bottom right, a 'Cart Total' button shows 'Cart Total 218.46 NZD'.

5. Transferring barcoded items

IMPORTANT:

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

Appendix:



Field Name	Description
Recipient	The recipient is the Principal Investigator who owns the Cost Centre account you are ordering from.
Cost Center	You must have permission from your Principal Investigator to use the chosen Cost Centre. The cost centers available depend on who is selected as the Recipient of the order.
Product Code	Product Codes e.g. A76X or should also be entered into this field where applicable.