UNIVERSITY OF AUCKLAND Waipapa Taumata Rau NEW ZEALAND

SciTrack

Overview

- The **Held Cart** tile shows external shopping carts that have not been picked up by the STC or UniServices Purchasing.
- The **My Requests** tile shows shopping carts that have been picked up by the STC or UniServices Purchasing, and submitted Stockroom carts.

1. Use Held Cart to edit or review carts
2. Unload held carts
3. Review Shopping Cart Submitted Reports
4. Use My Requests to track orders and reorder your own carts
5. Use Request Item Search to track and reorder other users' carts

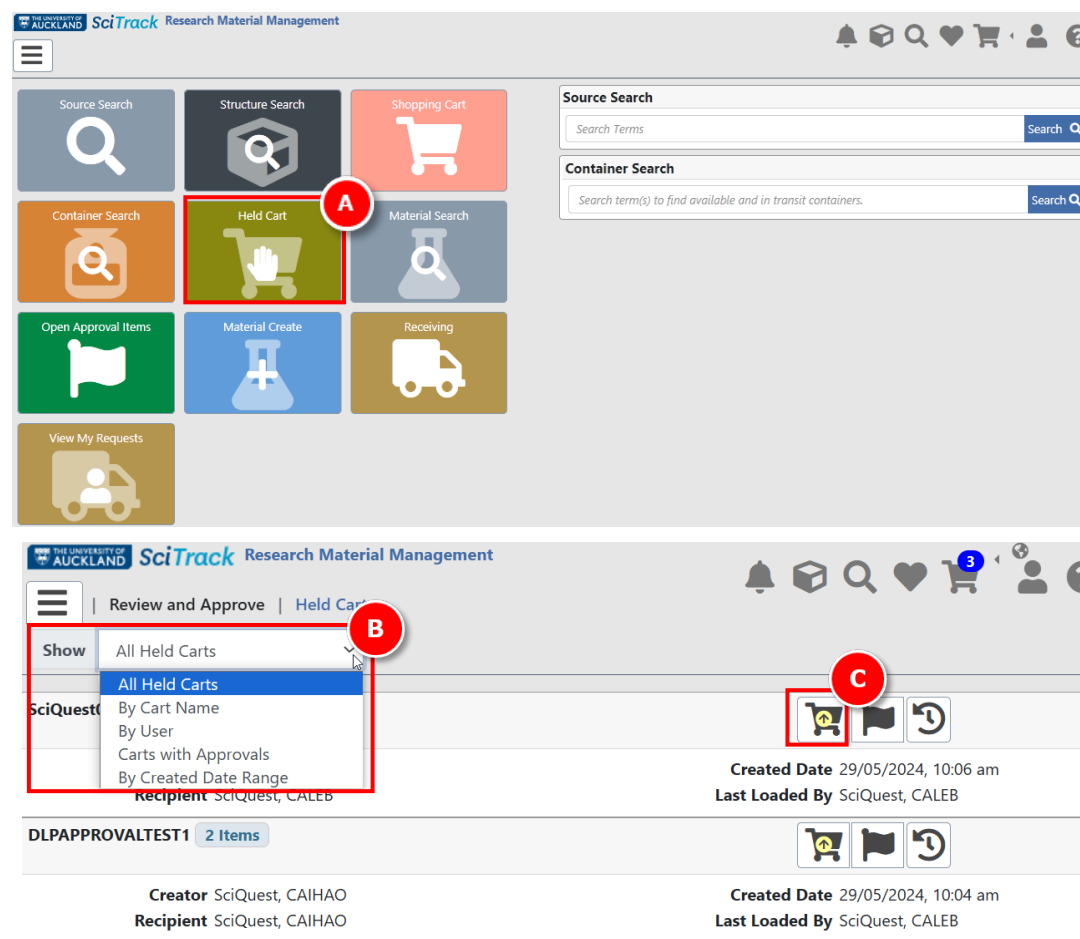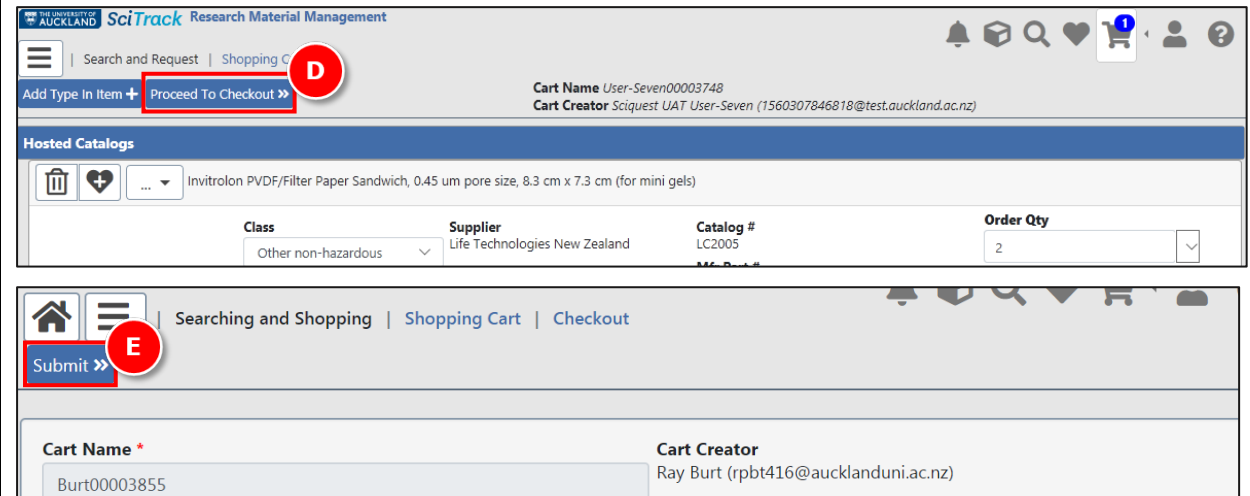| Steps	Screenshots
1. Use Held Cart to edit or review carts *Held carts can only be edited **before** STC/UniServices purchasing pick up the cart. If you need to make changes after the cart has been picked up, you will need to use My Requests to reorder the items in a new cart (see Step 4).* A. Click **Held Cart.** B. Filter and search options are available in the "Show" drop-down. Alternatively, hold **CTRL-F** to search for the cart name or cart creator in your browser search. C. Click 🛒 to load the cart. **Important:** ➢ Once you load a cart it is very important to proceed to checkout and submit the cart. If you accidentally close the **Held Cart** window before submitting the cart, you will need to unload it (see **step 2** below).	

D. Make any required changes and click **Proceed to Checkout**.

E. Make any required changes and click **Submit**.

Note:

➢ If you have the Researcher (default) role, you can view all Held Carts for which you are the Creator or Recipient. DLPs can see all carts in their sector.

➢ Any changes that you make to a cart are automatically saved as you go, and you cannot revert to the original cart.

2. Unload held carts

Before you start adding items to your cart, ensure you don't mistakenly have another cart loaded.
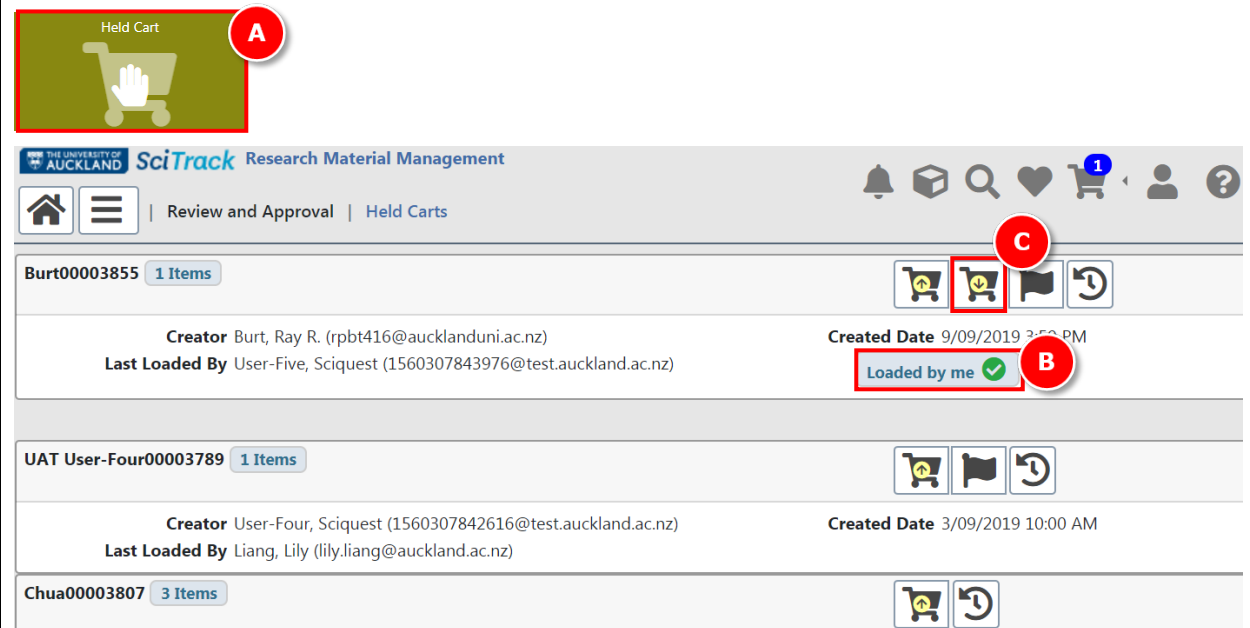
You have another cart loaded if:

- The shopping cart quick icon shows items are in your cart.

- Your cart already has a cart name:

  Cart Name *SciQuest00005241*
  Cart Creator *CALEB SciQuest (null)*

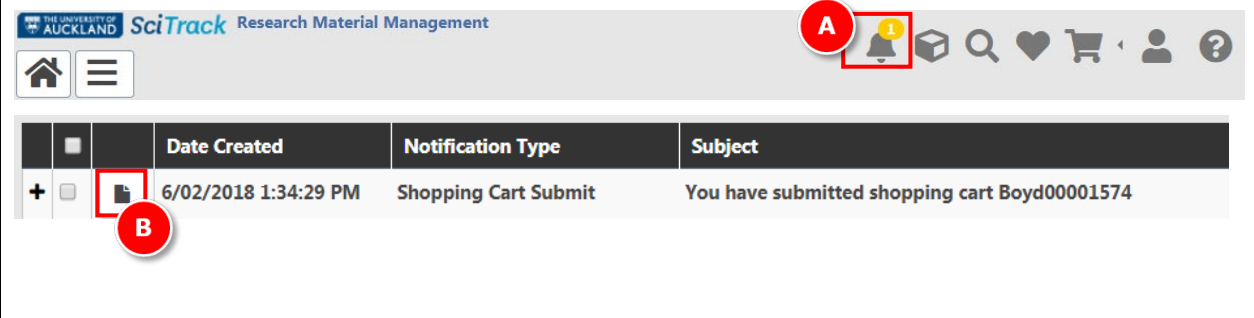**To unload a held cart, including someone else's:**

A. Click **Held Cart** tile.
B. Any carts you have loaded will appear at the top of the page with **Loaded by me** icon.
C. Click [icon] to unload the cart

3. Review Shopping Cart Submitted Reports

A. After submitting a cart, a report is generated. To find this, click the notification bell.
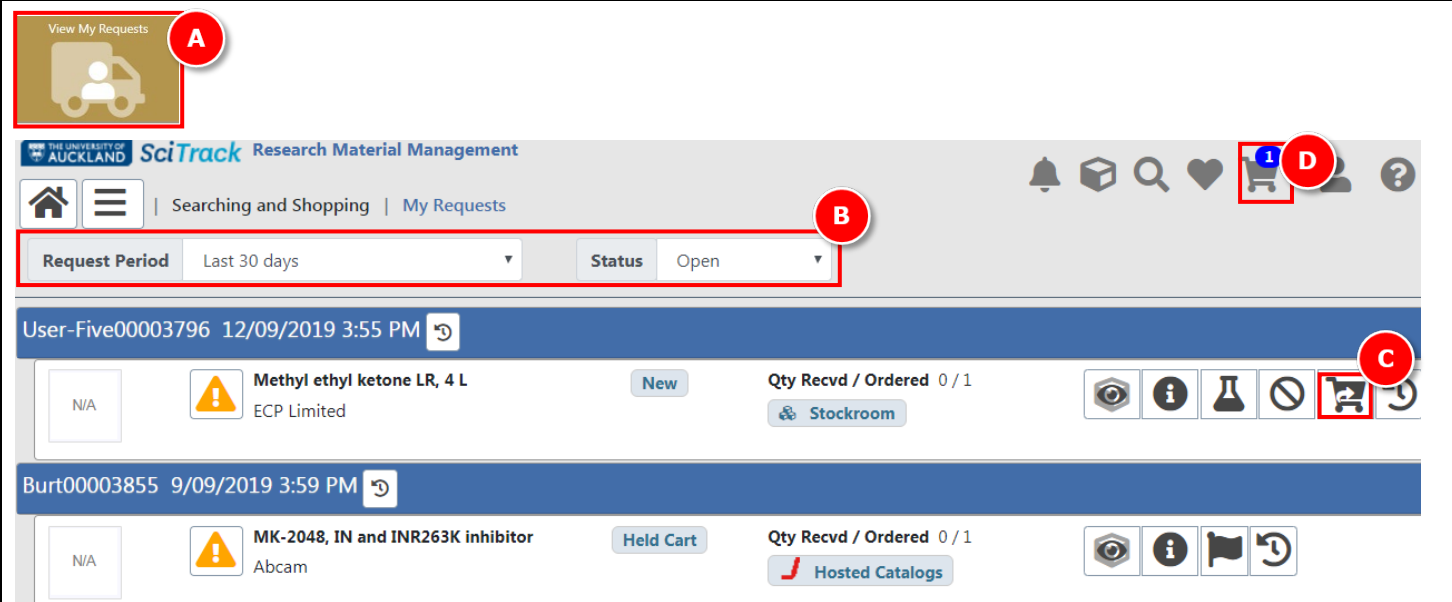
B. Open the report by clicking 📄

			Date Created	Notification Type	Subject
+	☐	📄	6/02/2018 1:34:29 PM	Shopping Cart Submit	You have submitted shopping cart Boyd00001574

4. Use My Requests to track orders and reorder

A. Click **My Requests.**

B. Change the **Request Period** or **Status** to see more items.

➢ The order status definitions are in the appendix

C. Click 🛒 to add the item to your cart.

D. Complete the cart (refer to SciTrack Quick Guides "3. Hosted Catalogue Purchasing" or "4. Type In Purchases").
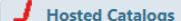
Searching and Shopping	My Requests

Request Period	Last 30 days ▼	Status	Open ▼

User-Five00003796 12/09/2019 3:55 PM 🕘

N/A	⚠️ Methyl ethyl ketone LR, 4 L ECP Limited	New 🔬 Stockroom	Qty Recvd / Ordered 0 / 1	👁️ ℹ️ 🧪 🚫 🛒 🕘

Burt00003855 9/09/2019 3:59 PM 🕘

N/A	⚠️ MK-2048, IN and INR263K inhibitor Abcam	Held Cart 📕 Hosted Catalogs	Qty Recvd / Ordered 0 / 1	👁️ ℹ️ 🚩 🕘

Notes:

➢ Reordered items will be added to your shopping cart with a quantity of 1, regardless of original quantity

➢ Reordering items does not replicate the recipient or account information from the original cart. The cart will also have a new name.

➢ Note that items in held carts cannot be reordered in **My Requests** until the cart has been picked up by purchasing staff.

➢ Click the 🚩 icon to see whether it the item has been DLP approved yet.

5. Use Request Item Search to track and reorder other users' carts

A. Click Request Item Search

If you don't see this tile on your homepage, add it by following instructions in quick guide "2. Configure preferences"
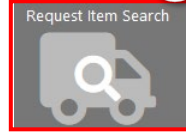
B. Search by cart name or PO number

OR

C. Do an advanced search

- The **User** field includes the creator or recipient of a cart. Type **either** a first or last name and select the user from the list that appears.
- **Cost center** must be exact or use wildcards *. Accepted formats examples: 4080-UOA-09123 or 9145-RO-3234567
- Multiple **cart statuses or types** may be selected. Click on one from the drop-down list, and repeat to add more.

D. Click [···] to find details of the order, including whether it has been DLP approved

E. Options are available to sort or export the results

F. Click 🛒 to add items to a new cart.

G. Complete the cart (refer to SciTrack Quick Guides "3. Hosted Catalogue Purchasing" or "4. Type In Purchases").

and Shopping | Request Item Search

Advanced Search | Lookup

Search 🔍

Reset Criteria ☁

User	👤 Sciquest User-Eleven () 🗑
Deliver To Location	🔍 🗑
Date Submitted	From 📅 To 📅
Product Name Contains	
Supplier / Brand Contains	
Catalog # / Mfr Part #	
Structure Identifier	
Cost Center	*Wildcard * is supported*
Status(es)	▼ 🗑 Received Partial, Received Full
Type(s)	▼ 🗑 Type In, Hosted Catalogs
▼	*Only three flex fields are allowed in search …* Add ➕ 🗑 (A.1.MPI_Restricted = true)

🏠 ☰ | Searching and Shopping | Request Item Search

Advanced Search 🔍 (5) | Lookup

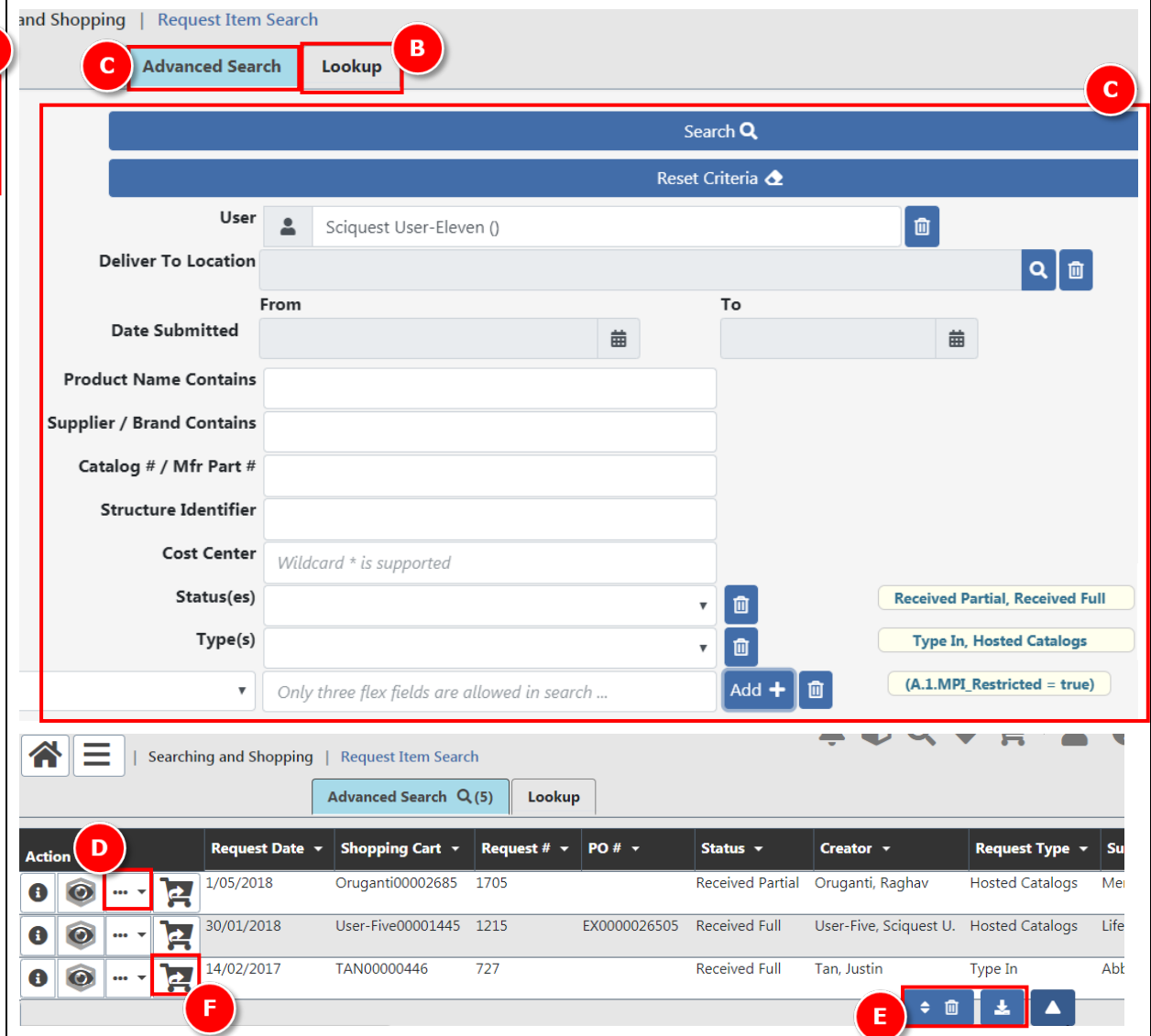| Action	Request Date ▼	Shopping Cart ▼	Request # ▼	PO # ▼	Status ▼	Creator ▼	Request Type ▼	Su
ℹ 👁 ··· ▼ 🛒	1/05/2018	Oruganti00002685	1705		Received Partial	Oruganti, Raghav	Hosted Catalogs	Me
ℹ 👁 ··· ▼ 🛒	30/01/2018	User-Five00001445	1215	EX0000026505	Received Full	User-Five, Sciquest U.	Hosted Catalogs	Life
ℹ 👁 ··· ▼ 🛒	14/02/2017	TAN00000446	727		Received Full	Tan, Justin	Type In	Abb

↕ 🗑 ⬇ ▲

Notes:

➤ Reordered items will be added to your shopping cart with a quantity of 1, regardless of original quantity.

➤ Reordering items does not replicate the recipient or account information from the original cart.

Appendix

My Requests Item status	Description	Can item be re-ordered?
New	Stockroom cart that has not been fulfilled yet	No
Held Cart	Cart has not been picked up by the STC or UniServices purchasing. Note that you need to raise a request for this to happen.	No - may be edited by going to Held Cart.
Sent to Purchasing	Has been picked up by the STC or UniServices purchasing. Once a purchase order is successfully raised, it becomes Ordered	Yes
Ordered	A purchase order has been successfully raised.	Yes
Received Full/ Partial	The item has been receipted (or fulfilled by the Stockroom if it is a stockroom order)	Yes