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

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Source Search</strong></td>
<td><img src="image_url" alt="Screenshot of Source Search" /></td>
</tr>
<tr>
<td>A. Click Source Search.</td>
<td>![Step A]</td>
</tr>
<tr>
<td>B. Click Internal.</td>
<td>![Step B]</td>
</tr>
<tr>
<td>C. Enter search term.</td>
<td>![Step C]</td>
</tr>
<tr>
<td>D. Click Search.</td>
<td>![Step D]</td>
</tr>
<tr>
<td>E. Select Stockrooms result channel.</td>
<td>![Step E]</td>
</tr>
</tbody>
</table>

**Searching Tip:**
- To see all items sold through your Stockroom, type a space in the search field, then click Search.
2. Add items to shopping cart

A. Click \( \text{+} \) to add item to your cart.

Optionally:

- **New Search**: Click \( \text{+}\text{search} \) to find other items to add to your cart.
- **Filter**: Apply filters by clicking \( \text{+filter} \) after choosing parameters. Click \( \text{-} \) to clear parameters.
- **Sort**: Click \( \text{+sort} \) to sort results.
- **Favourites**: Click \( \text{+favourite} \) to add an item to your favourites.

3. Review shopping cart

B. Click \( \text{+view cart} \) 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.
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.
Appendix:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient</td>
<td>The recipient is the Principal Investigator who owns the Cost Centre account you are ordering from.</td>
</tr>
</tbody>
</table>
| Cost Center                 | **You must** have permission from your Principal Investigator to use the chosen Cost Centre UniServices:  
  - 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 RH_UniServices_Account_Number) |
| 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* | **This field must be populated when a UniServices cost centre code has been selected and must be in the appropriate format:**                                                                                       |
|                             | | **Cost Centre** | **Format of RH_UniServices_Account_Number** |
|                             | UniServices GL Account | 99.9.999.9999   |
|                             | UniServices HOD Account | 99999         |
|                             | UniServices Project    | 99999.999     |