ERM User Update June 2018

Receipting in ERM

As there has been some confusion about how to receipt in ERM, we hope the chart below will be helpful. Please review the ERM Quick Guide 9. Receipting and Transferring orders

Receipting in ERM

Have the Stores staff already receipted the item?

Yes

No

Does the item have a barcode?

Yes

No

Receipt the item in ERM

• Note there are three steps to complete receiving
• Please refer to ERM quick guide #9 and follow steps 1-3

Transfer the item in ERM

• This is required to update ERM with the correct owner and location.
• Please refer to ERM quick guide #9 and follow step 4

Nothing further is required of you. ERM will update the STC/UniServices Purchasing automatically.

Ordering from ex-UniServices accounts through the STC

To use the new accounts in ERM, select the new cost centre from the drop-down list, and submit the cart request to the STC.

If the account you need is missing from the drop-down list, please submit a request change in cost centre form.

Please note that the account codes in the table below are for illustrative purposes. They are not actual codes.

<table>
<thead>
<tr>
<th>Account type</th>
<th>Old UniServices format e.g.</th>
<th>New UoA format e.g.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UniServices HOD Account</td>
<td>10123</td>
<td>8679-RO-H10123</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• First 4 digits are a new department code; more information here</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Last 5 digits are the same as the old HOD Account code</td>
</tr>
<tr>
<td>UniServices Project</td>
<td>31234.001</td>
<td>9150-RO-31234001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• First 4 digits are your usual department cost centre code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Last 8 digits are the same as the old UniServices project code</td>
</tr>
</tbody>
</table>

Note: projects that were not fully activated by April 4 2018 may have a new project number. Please contact the Research Operations Centre for further information.

New Hosted Catalogue: Bio-Strategy

Bio-Strategy now have a hosted catalogue on ERM.

Unrestricted BSA reminder

If you are looking for BSA or another serum, please see the instructions here for how to easily find unrestricted NZ sources on ERM.

Unrestricted BSA does not need a permit to transfer or to be tracked.