

CHEMATIX™, Chemical Management

at Auburn University

User Manual for Laboratory Personnel

Version 1.2



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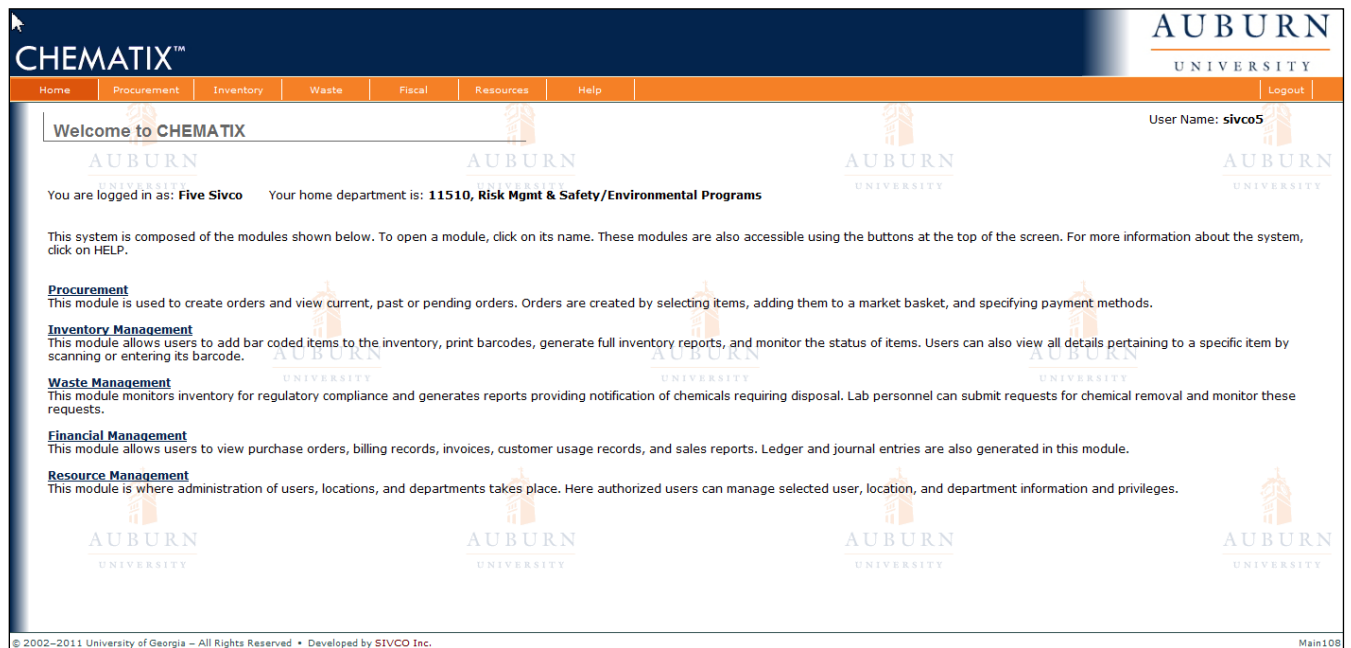
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General Overview

CHEMATIX™ is an inventory and waste tracking system™ that uses barcodes as a unique identifier to track chemical containers.

Once a chemical container and its Chemical Abstract Database (CAD) are associated, unique barcodes for each chemical container are affixed to each container. In addition, each bar coded container is assigned a specific location. These bar-coded chemical containers are utilized as the inventory system's method of tracking the container and its contents from cradle to grave. This permits users to track, inventory, and monitor the status of chemicals and their containers. Users only have access to inventory chemicals in their locations, with the exception of Risk Management & Safety personnel, who have access to all locations. Barcodes are printed on adhesive labels which come in various sizes to accommodate different sizes of containers.

Chemical Inventory Help: Teyei Datiri; 334-740-1283; tld0020@auburn.edu



Please Note:

- You can access Chematix with your choice of Web Browser.
- For proper usage you must enable popup windows to run in CHEMATIX™.
- Some reports can be downloaded to MS Excel or provided in printable (pdf) format. Therefore it is advised to download Adobe Acrobat Reader.

User Access - Resource Management

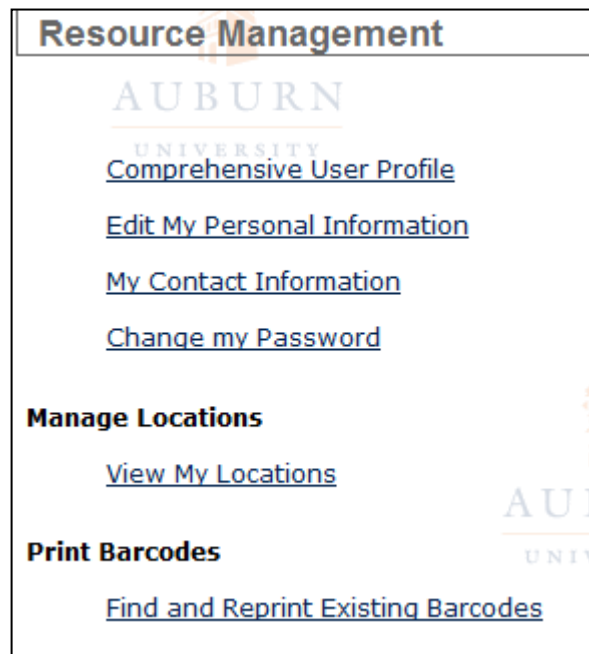
Resource Management provides and restricts access to all levels of the CHEMATIX™ system. User profiles are created for varying levels of access including individual users, departments, vendors and customers. User administration is constructed hierarchically to ensure maximum system security. This module manages user and lab information and you will be able to manage Storage Units within your lab.

To access this module, click the **Resources** button at the top of the CHEMATIX™ screen:



You will now see the opening page for **Resource Management**.

Resource Management

A screenshot of the 'Resource Management' page for Auburn University. The page title is 'Resource Management'. Below the title is the Auburn University logo. The page contains several links: 'Comprehensive User Profile', 'Edit My Personal Information', 'My Contact Information', 'Change my Password', 'Manage Locations' (with a sub-link 'View My Locations'), and 'Print Barcodes' (with a sub-link 'Find and Reprint Existing Barcodes').

Resource Management

AUBURN
UNIVERSITY

[Comprehensive User Profile](#)

[Edit My Personal Information](#)

[My Contact Information](#)

[Change my Password](#)

Manage Locations

[View My Locations](#)

Print Barcodes

[Find and Reprint Existing Barcodes](#)

User Information

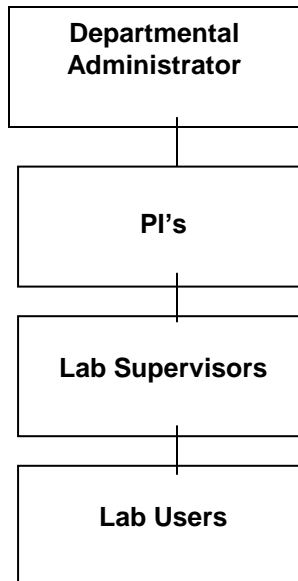
The Resource Management Module starts with user and location information:



The “*Comprehensive User Profile*” link shows a summary of all your roles within CHEMATIX™. It lists the labs you are associated with and your roles within each lab.

CHEMATIX™ has been integrated with the Auburn University user log-in and authentication system, therefore user name and basic contact has been transferred over from the University’s (LDAP) system. Additional contact information can be updated; however it is not mandatory for the current installation.

Please Note: In CHEMATIX™, users are assigned to roles from the top down. A user can assign roles to those below him, but he cannot assign roles upwardly or laterally. This is done to ensure security and to have a clear line of responsibility. In the following example, there are four levels of authority:



In this example, the Departmental Administrator can assign personnel the roles of PI’s, Lab Supervisors, and Lab Users within CHEMATIX™. PI’s can assign the roles of Lab Supervisors and Lab Users while Lab Supervisors can assign only Lab Users. PI’s cannot assign personnel to become Departmental Administrators because Departmental Administrators have a higher level than PI’s. Similarly, PI’s cannot designate other PI’s because PI’s are lateral users and all PI’s have the same status within CHEMATIX™.

Manage Locations

To access this function, click the **Resources** button at the top of the CHEMATIX™ screen:



Scroll down to the link [View My Locations](#) and click it. You will be transferred to the View Lab Locations page.

This function allows PI's and Lab Supervisors to manage personnel, including adding new users to their lab, deleting users from their lab, and changing the status of lab users. These functionalities are only available to PI's and Lab Supervisors.

View Lab Locations				
My Lab as a PI:				
Lab Name	Lab Dept	Lab Status	PI	Lab Supervisor
Test Lab 6	2400	Assigned	Springer, Greg	Springer, Greg
Toxicity Research	2400	Assigned	Springer, Greg	Springer, Greg
My Lab as a Lab Supervisor:				
Lab Name	Lab Dept	Lab Status	PI	Lab Supervisor
Toxicity Research	2400	Assigned	Springer, Greg	Springer, Greg
Test Lab 6	2400	Assigned	Springer, Greg	Springer, Greg

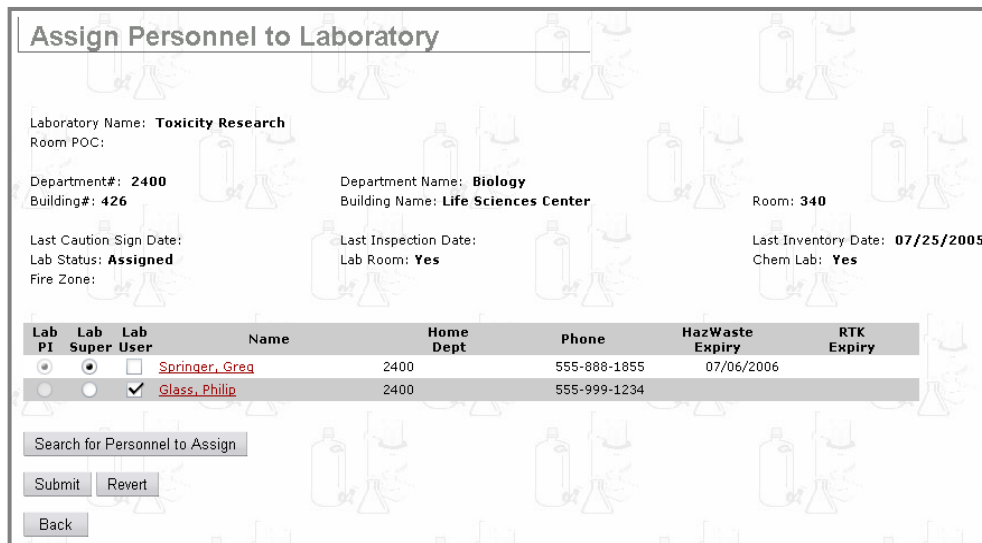
These are the lab locations that you are permitted to access within CHEMATIX™ with your user status. In this example above, Greg Springer has the role of PI in [Test Lab 6](#) and in the [Toxicity Research](#) lab. In addition, Greg Springer has the role of Lab Supervisor in the [Toxicity Research](#) lab and in [Test Lab 6](#).

Click a Lab link, for example [Toxicity Research](#). You will now be transferred to the Laboratory Summary Page, where you can see who has what roles within this lab:

Laboratory Summary Page							
Laboratory Name: Toxicity Research							
Room POC:							
Department#: 2400		Department Name: Biology			Room: 340		
Building#: 426		Building Name: Life Sciences Center					
Last Caution Sign Date:		Last Inspection Date:		Last Inventory Date: 07/25/2005			
Lab Status: Assigned		Lab Room: Yes		Chem Lab: Yes			
Fire Zone:							
Lab Personnel							
Lab PI	Lab Super	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
X	X		Springer, Greg	2400	555-888-1855	07/06/2006	
		X	Glass, Philip	2400	555-999-1234		
Manage Personnel							

As this page shows, Greg Springer has the roles of both Lab PI and Lab Supervisor in the Toxicity Research lab while Philip Glass has the role of Lab User. Note also, that as Lab PI, Greg Springer automatically has the role of Lab User because a higher user automatically has all of the roles beneath him. As a result, Greg Springer does not have to be assigned the role of lab user.

To add or remove a user from your lab location or to change the role of an existing user, click **Manage Personnel**. You will now be transferred to the page below:



Assign Personnel to Laboratory

Laboratory Name: **Toxicity Research**
 Room POC:

Department#: **2400** Department Name: **Biology**
 Building#: **426** Building Name: **Life Sciences Center** Room: **340**

Last Caution Sign Date: Last Inspection Date: Last Inventory Date: **07/25/2005**
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**
 Fire Zone:

Lab PI	Lab Super	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Springer, Greg	2400	555-888-1855	07/06/2006	
<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Glass, Philip	2400	555-999-1234		

Search for Personnel to Assign

Submit Revert

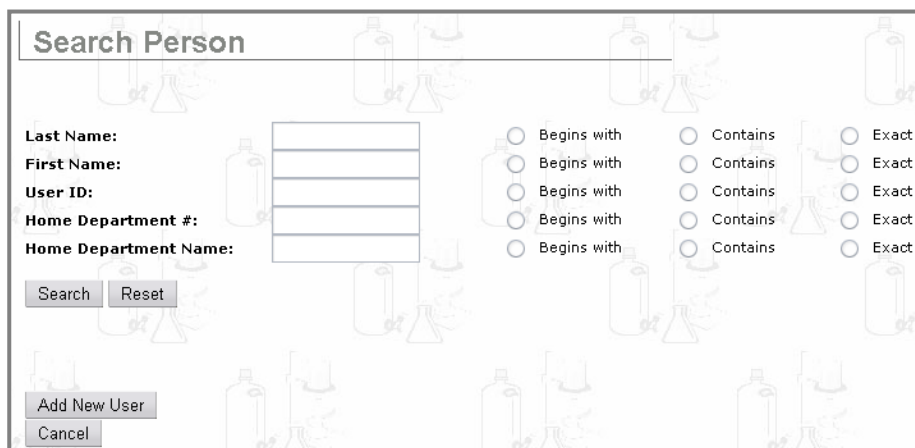
Back

Assigning a New User to Your Lab

In the following example, a PI wishes to assign someone the role of Lab Supervisor or Lab User in a lab.

First, search for the user within the CHEMATIX™ institution registry, which is integrated with the university user data.

To search for a user's records within the system, click **Search for Personnel to Assign**. You will now be transferred to the page below:



Search Person

Last Name:
 First Name:
 User ID:
 Home Department #:
 Home Department Name:

Begins with Contains Exact
 Begins with Contains Exact
 Begins with Contains Exact
 Begins with Contains Exact

Search Reset

Add New User
 Cancel

You can search for the person in the University person database by typing in information to one (or more) areas and select one of the search options below:

Begins with
 Contains
 Exact
 . For the information as Exact you do not need necessarily to click a radio button:

Helpful hint:

Remember, if you type only the letter “B” into the **Last Name:** field and then click Begins with, you will retrieve all the Last Names in the institution beginning with the letter “B”.

The system will spend a second generating the complete list. If you click Contains, CHEMATIX™ will search for all last names containing the letter “B”, anywhere in the last name. If you click Exact, the computer will look for all last names spelled as the one-letter name “B”.

You may also wish to search a person’s official name as well as his nickname. For example, check to see if the employee is registered in the system as “Bill MacDonald” or as “William MacDonald”.

After filling in the fields on this page, click . If the institution has thousands of users, this search process will take only a few seconds.


If the new user is in your institution’s registry, then your search results will look as follows:

Search Person


Last Name:	<input type="text" value="Myers"/>	<input type="radio"/> Begins with	<input type="radio"/> Contains	<input type="radio"/> Exact
First Name:	<input type="text" value="Michael"/>	<input type="radio"/> Begins with	<input type="radio"/> Contains	<input type="radio"/> Exact
User ID:	<input type="text"/>	<input type="radio"/> Begins with	<input type="radio"/> Contains	<input type="radio"/> Exact
Home Department #:	<input type="text"/>	<input type="radio"/> Begins with	<input type="radio"/> Contains	<input type="radio"/> Exact
Home Department Name:	<input type="text"/>	<input type="radio"/> Begins with	<input type="radio"/> Contains	<input type="radio"/> Exact

Name	User Id	Home Dept. #	Home Dept. Name	Phone
<input type="radio"/> Myers, Michael	myers	2400	BIOLOGY	555-782-5923

Click the link on the person’s name (in this example, [Myers, Michael](#)) to view the contact information for that person. Verify that the person listed is the same as the person to whom you wish to assign a role in your lab. Remember that there may be several people with the same name in your institution.

If this is the same person to whom you wish to assign a role in your lab, click the radio button  next to the person's name in order to select this person as a new user in your lab.

Name	User Id	Home Dept. #	Home Dept. Name	Phone
<input checked="" type="radio"/> Myers, Michael	myers	2400	BIOLOGY	555-782-5923

Scroll down to the bottom of the page and click  to select this person as your new user. Your new user will be added to those with a role in your lab, as in the following example of Michael Myers:

Assign Personnel to Laboratory

The lab user has been added successfully.

Laboratory Name: **Toxicity Research**
 Room POC:

Department#: **2400** Department Name: **Biology**
 Building#: **426** Building Name: **Life Sciences Center** Room: **340**

Last Caution Sign Date: Last Inspection Date: Last Inventory Date: **07/25/2005**
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**
 Fire Zone:

Lab PI	Lab Super	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Myers, Michael	2400	555-782-5923	05/29/2006	
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Springer, Greg	2400	555-888-1855	07/06/2006	
<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Glass, Philip	2400	555-999-1234		

Michael Myers is now a Lab User within this lab.

If the new user is NOT in your institution's registry, then after you have entered the new user's information into page (See steps above in "Adding a New Lab User to Your Lab") and if there is no match for the new user in the CHEMATIX™ institution register, the message

No result matched your search criteria. will appear at the top of page:

Search Person

No result matched your search criteria.

Last Name:	<input type="text" value="Kaiser"/>	<input type="radio"/>	Begins with	<input type="radio"/>	Contains	<input type="radio"/>	Exact
First Name:	<input type="text" value="Jim"/>	<input type="radio"/>	Begins with	<input type="radio"/>	Contains	<input type="radio"/>	Exact
User ID:	<input type="text"/>	<input type="radio"/>	Begins with	<input type="radio"/>	Contains	<input type="radio"/>	Exact
Home Department #:	<input type="text"/>	<input type="radio"/>	Begins with	<input type="radio"/>	Contains	<input type="radio"/>	Exact
Home Department Name:	<input type="text"/>	<input type="radio"/>	Begins with	<input type="radio"/>	Contains	<input type="radio"/>	Exact

In this case, scroll down to the bottom of the page and click . You will be now transferred to a page where new user information can be entered and assigned to the selected user role.

Add New User

Required Field

Home Department #: 100 **Home Dept. Name:** Chemistry

<p>Last Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>Prefix: <input type="text"/></p> <p>User Login ID: <input type="text"/> (GIT MyID)</p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>E-mail: <input type="text"/></p>	<p>First Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>GIT ID: <input type="text"/></p> <p>Alternate Phone: <input type="text"/></p>
---	--

Manage Storage Units

Click the button at the top of the CHEMATIX™ screen:



You will now see the opening page for **Resource Management**.



Manage Locations

[View My Locations](#)

Scroll down to the following text:

Click the link [View My Locations](#).

You will now be transferred to the View Lab Locations page such as in the following example:

View Lab Locations					
My Lab as a PI:					
Laboratory	Department	Type	PI	Supervisor	Status
628/113/Bulk Waste Colection	Environmental Health and Safety/900	Waste Storage 90 days	Conklin, Gerald	Conklin, Gerald	Assigned
1234/001/Demo Storage	Risk Management Services/01321	Waste Storage 30 days	Conklin, Gerald	Conklin, Gerald	Assigned
917/B16/Main Chemistry Lab	Central Research Stores/CRS	Chemical Lab	Conklin, Gerald	Thrasher, Fred	Assigned
My Lab as a Lab Supervisor:					
Laboratory	Department	Type	PI	Supervisor	Status
628/186/Bulk Receiving	Central Research Stores/CRS	Chemical Lab	Thrasher, Fred	Conklin, Gerald	Assigned
774/125/Test Center	Central Research Stores/CRS	Chemical Lab	Thrasher, Fred	Conklin, Gerald	Assigned

The listed laboratories are the laboratories that you are associated with. Click a Lab Name.

You will now be transferred to a page where you will see the lab information. You can now see the Lab Personnel and the Lab Storage Units (if storage unit has been created), with their barcodes, associated with this lab:

Home	Procurement	Inventory	Waste	Fiscal	Resources	Help
------	-------------	-----------	-------	--------	-----------	------

Laboratory Summary Page

AUBURN UNIVERSITY

Laboratory Name: **Scrimm 205 OK** Laboratory Type: **Chemical Lab**
 Laboratory Phone:
 Laboratory Fax:

Room POC:

Department#: **U1211** Department Name: **CHEMISTRY**
 Building#: **SA** Building Name: **Science A** Room: **205**

After-Hours Contacts: **Not specified**

Last Caution Sign Date: Last Inspection Date: **05/13/2008** Last Inventory Date:
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**
 Fire Zone:

Lab Personnel

Lab PI	Lab Super	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
	X	X	John Carpenter	100	877-700-2600	04/13/2011	-
		X	Bill Conrad	CRS	877-700-2600	04/26/2006	-
X		X	Anqus Scrimm	100	877-700-2601	06/21/2011	-

Lab Storage Units

Scroll down to the button and click this button.

Laboratory Summary Page

Laboratory Name: **Sivco Test Lab A**
 Room POC:

Department#: **136301** Department Name: **Chemistry & Biochemistry**
 Building#: **AA W0610** Building Name: **Science Center Labs** Room: **120**

After-Hours Contacts: **Not specified**

Last Caution Sign Date: Last Inspection Date: Last Inventory Date:
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**
 Fire Zone:

Lab Personnel

Lab PI	Lab Super	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
X	X	X	Five Sivco	11510	877-700-2600	-	-
X	X	X	Three Sivco	11510	877-700-2600	-	-

Lab Storage Units

Storage Unit	Storage Unit Barcode	Last Inventory
Undefined	TSTS00009U	

Scroll down to the button **Manage Storage Units** and click this button.

You will now be transferred to the page where you can manage storage units:

Manage Storage Units in Laboratory

Laboratory Name: **Test Center**
 Room POC:

Department#: **CRS** Department Name: **Central Research Stores**
 Building#: **774** Building Name: **Campus Environmental Health & Safety** Room: **125**

Last Caution Sign Date: Last Inspection Date: Last Inventory Date: **04/25/2006**
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**
 Fire Zone: **A**

Storage Unit	Storage Unit Barcode	Last Inventory	Empty
Undefined	GITS000002		

To create a new storage unit, type the name of the new storage unit into the empty field at the bottom of the **Storage Unit** column and Click **Commit New Record**.

Manage Storage Units in Laboratory

The Storage Unit has been created successfully.

Laboratory Name: **Sivco Test Lab A**
 Room POC:

Department#: **136301** Department Name: **Chemistry & Biochemistry**
 Building#: **AA W0610** Building Name: **Science Center Labs** Room: **120**

Last Caution Sign Date: Last Inspection Date: Last Inventory Date:
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**
 Fire Zone:

Storage Unit	Storage Unit Barcode	Last Inventory	Empty
<input type="radio"/> Undefined	TSTS00009U	-	Yes
<input type="radio"/> Flammable Cabinet	TSTS0000AZ	-	Yes

You will receive a confirmation that “*The Storage Unit has been created successfully*”.
 The created Storage Unit can be edited. By selecting the “radio button” in front of the Storage Unit name (please note “*Flammable Cabinet*” example below) the selected field becomes editable.

Manage Storage Units in Laboratory

Laboratory Name: **Sivco Test Lab A**
 Room POC:

Department#: **136301** Department Name: **Chemistry & Biochemistry**
 Building#: **AA W0610** Building Name: **Science Center Labs** Room: **120**

Last Caution Sign Date: Last Inspection Date: Last Inventory Date:
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**
 Fire Zone:


Storage Unit	Storage Unit Barcode	Last Inventory	Empty
<input type="radio"/> Undefined	TSTS00009U	-	Yes
<input checked="" type="radio"/> Flammable Cabinet	TSTS0000AZ	-	Yes

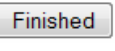
A Storage Unit can be deleted ONLY if it has no stored chemicals in it. By selecting the “*Delete*” button for the Storage Unit which has containers stored in, you will receive the message below:

Manage Storage Units in Laboratory

*The Storage Unit has active chemical inventory.
Please transfer them before deletion.*

In order to delete an existing Storage Unit, you need to transfer all chemical containers out of the Storage Unit.

Clicking on the  button will complete the Storage Unit modification process.


Clicking on the  button will take the user back to the *Laboratory Summary Page*.

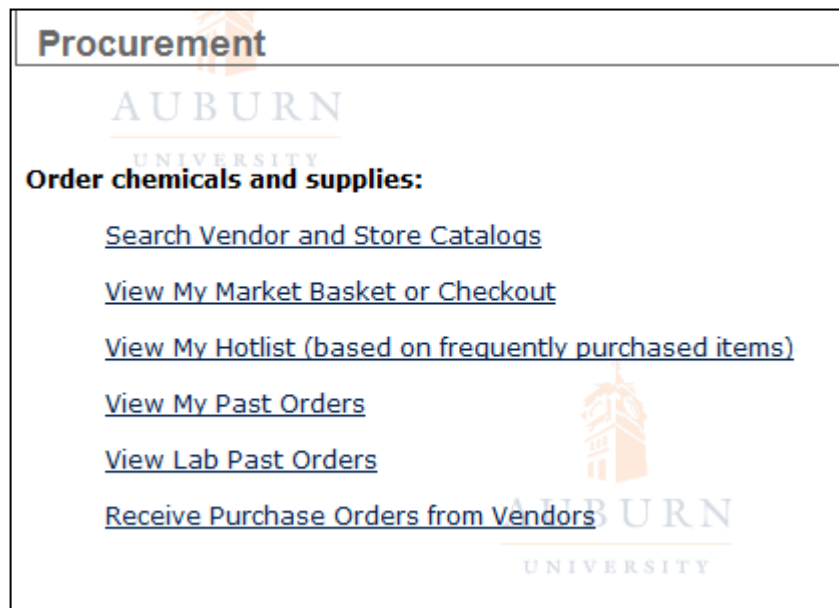
Please note: Each lab can have multiple storage units maintained by the laboratory personnel. The Storage Unit name has to be unique within the lab.

Online Procurement

The **Procurement Module** permits users to purchase scientific chemicals and supplies from VWR via the internet. This module is used to create orders and view current, past, or pending orders. Orders are created by selecting items, adding them to a *Market Basket*, and paying with a procurement card (PCard). Users have access to instant purchasing, can search an online catalogue, order supplies, and receive orders.

Please note: Online ordering is enabled in CHEMATIX™ to complete VWR orders. When ordering from any other (non-VWR) supplier, you need order using your existing ordering method. If the item is not in the catalog within CHEMATIX™, then you need to order the item using the existing ordering methods.

To enter the Procurement Module's main page, click the  button at the top of the CHEMATIX™ screen:



Ordering

CHEMATIX™ Procurement Module contains an up to date VWR catalog with Auburn University specific pricing. By selecting the "Search Vendor and Store Catalogs" link you will open up a search option in the VWR catalog.

Online Ordering

Search for items to purchase online in the following store catalogs:

All

Search for:

Catalog Number(Stores, Vendor, Mfg):

Description:

CAS#:

Display 5 10 15 results per page

begins with contains
 begins with contains


[View My Market Basket or Checkout](#)
[View My Hotlist \(based on frequently purchased items\)](#)
[View My Past Orders](#)
[Order items not in Catalogs: Create a Special Order](#)

You are able to search by VWR Catalog Number, chemical description, or CAS#.

Enter the search information and click on the button.

If there is not a valid item identified, then you will receive the message below:

Online Ordering

 **Activity Status: More Information Required**

No result matched your search criteria.

Search for items to purchase online in the following store catalogs:

All

Search for:

Catalog Number(Stores, Vendor, Mfg):

Description:

CAS#:

Display 5 10 15 results per page

begins with contains
 begins with contains


Enter more information and repeat your search.

Click to clear all of the data fields in this form.

A successful search can return multiple results based on how wide (or narrow) the search was.

Available for Purchase	
<p>Return to Search</p> <p>Refine your selection By:</p> <p>All Manufacturers</p> <p>DRAEGER SAFETY INC EMD CHEMICALS Fisher Scientific Company HF SCIENTIFIC INC MP BIOMEDICALS (FKA ICN BIOMED) Sigma Aldrich ULTRA SCIENTIFIC</p> <p>All Commodities</p> <p>Indicators and Reagents Solvents Drugs and Pharmaceutical Products Proteins Chemistry quality controls or calibrators or</p>	<p>Your search for "sulp" returns 20 results</p> <p>Refined by:</p> <p>Select item to view details and to add to your market basket:</p> <p>Page: 1 2</p> <p>Description SULPROSTONE CAS# 60325-46-4</p> <p>Description SULPROFOS 100MG NEAT CAS# 35400-43-2</p> <p>Description SULPROPHOS PESTANAL 250 MG CAS# 35400-43-2</p> <p>Description SULPROPHOS SULFOXIDE PESTANAL 100 MG CAS# 34643-47-5</p> <p>Description SULPROPHOS SULFOXIDE PESTANAL 100 MG</p>

You will receive more information about the actual items by clicking on the description link.

Online Ordering	
Results for "acetone"	
<p>Description: ACETONITRILE / WATER 50/50 20L</p> <p>CAS: MIXTURE - S</p> <p>Price: \$1,194.00</p> <p>Commodity: Laboratory and scientific equipment [41100000]</p> <p>Manufacturer: BURDICK & JACKSON</p> <p>Supplier: VWR International</p> <p>Size: 1.0/EA</p> <p>Mfc Cat#: NP435-20</p> <p>Suppl Cat#: BJNP435-20</p> <p>Packaging: 1 x 1.0/EA EA</p> <p>Ordering 1 EA of this item will result in 1 x 1 [= 1] 1.0 EA items being received.</p> <p><input type="text" value="1"/> +  ADD</p>	
<input type="button" value="Back"/>	

After reviewing the detailed information, you can select the back button and restart the search option, or proceed with purchasing the selected item.

To proceed with the order you need to add the selected item to the market basket (shopping cart).

Please note that you modify the quantity ordered and select the "shopping cart" link.

+  ADD

Your order will be summarized on the "Basket Details" screen below:

Basket Details User Name: **scrimm**

Cart> Shipping > Payment > Review > Thank You

- If you are satisfied with your basket, click the "Proceed to Checkout" button
- To add more items to your basket from the Hot List, click the "Add from Hot List" button
- To remove an item, select an item and click "Remove"
- To calculate the total value of your market basket, click the "Refresh Total" button
- When the quantity ordered is modified, click "Refresh Total"

	CAS #	Catalog Number	Description	Unit Price	Quantity Available	Quantity Ordered	Fulfillment	Status
<input type="radio"/>	MIXTURE - S	BJNP435-20	ACETONITRILE / WATER 50/50 20L	\$1,194.00		1	VWR International	

The total price is: **\$1,194.00** ** Shipping and Handling fees (if applicable) and Tax not included

Review your market basket

Your Market Basket (aka shopping cart) stores all of the items that you have added to your Market Basket. The contents of your Market Basket remain in the system until the order is submitted or until you manually remove the items. This feature permits you to start orders that can be completed later.

To view and review your Market Basket, click the Procurement button at the top of the CHEMATIX™ screen:

Home
Procurement
Inventory
Waste
Fiscal
Resources
Help

Procurement

You will now see the opening page for Procurement. Selecting the "View my Market Basket or Checkout" link will open up your market basket, which has been created by you previously.

Basket Details User Name: **scrimm**

Cart> Shipping > Payment > Review > Thank You

- If you are satisfied with your basket, click the "Proceed to Checkout" button
- To add more items to your basket from the Hot List, click the "Add from Hot List" button
- To remove an item, select an item and click "Remove"
- To calculate the total value of your market basket, click the "Refresh Total" button
- When the quantity ordered is modified, click "Refresh Total"

	CAS #	Catalog Number	Description	Unit Price	Quantity Available	Quantity Ordered	Fulfillment	Status
<input type="radio"/>	MIXTURE - S	BJNP435-20	ACETONITRILE / WATER 50/50 20L	\$1,194.00		1	VWR International	
<input type="radio"/>	MIXTURE	EMVW3418-10	HYDROCHLORIC ACID (1+1) 200L	\$529.17		2	VWR International	

The total price is: **\$2,252.34** ** Shipping and Handling fees (if applicable) and Tax not included

The only headings on this page which may need an explanation are the following:

Fullfillment indicates the supplier of this item. Remember that the supplier may not be the same as the manufacturer.

Substitutes Not Accepted Clicking on the check box in this column for an item indicates that you will not accept substitutes for this item.

Status indicates the status of your item (for example, approved, submitted, backordered, etc.).

There are several options on the Basket details screen.

Remove

To remove an item, select an item by clicking on the item's radio button . Click **Remove**. The text "*The selected order line has been removed successfully.*" will now appear at the top of page



Click **Refresh Total** when the quantity ordered is modified. This action will recalculate the total value of your Market Basket.

Basket Details User Name: scrimm

Cart> Shipping > Payment > Review > Thank You

- If you are satisfied with your basket, click the "Proceed to Checkout" button
- To add more items to your basket from the Hot List, click the "Add from Hot List" button
- To remove an item, select an item and click "Remove"
- To calculate the total value of your market basket, click the "Refresh Total" button
- When the quantity ordered is modified, click "Refresh Total".

	CAS #	Catalog Number	Description	Unit Price	Quantity Available	Quantity Ordered	Fullfillment	Status
<input type="radio"/>	MIXTURE - S	BJNP435-20	ACETONITRILE / WATER 50/50 20L	\$1,194.00		1	VWR International	
<input type="radio"/>	MIXTURE	EMVW3418-10	HYDROCHLORIC ACID (1+1) 200L	\$529.17		2	VWR International	

The total price is: **\$2,252.34** ** Shipping and Handling fees (if applicable) and Tax not included

Refresh Total

Remove Search for Next Item View Past Orders Add from Hot List

Proceeding with the order continues to the next step, which is **Shipping and Payment Selection**.

Your order summary is displayed again, and you are able to go back and continue ordering or modify your order by selecting the **<- Return to Market Basket Review** button.

Shipping and Payment Selection

[Cart](#) << [Shipping](#) > [Payment](#) > [Review](#) > [Thank You](#)

CAS #	Catalog Number	Description	Unit Price	Quantity Ordered	Fulfillment	Status
MIXTURE - S	BJNP435-20	ACETONITRILE / WATER 50/50 20L	\$1,194.00	1	VWR International	
MIXTURE	EMVW3418-10	HYDROCHLORIC ACID (1+1) 200L	\$529.17	2	VWR International	

The total price is: **\$2,252.34** ** Shipping and Handling fees (if applicable) and Tax not included

[Return to Market Basket Review](#)

Shipping Options: Pick Up

- 5144/340/Toxicity Research
- 917/105/Dr.Fawcetts Lab
- 917/105A/Karolat Main Lab
- 917/133/General Chemistry Lab

Payment Options:

[Continue with Payment](#)

Move forward with the Shipping Option by selecting the radio button in front of the lab name where the ordered chemical will be stored.

The payment option selected should be P Card.

Please note: the Auburn University e-commerce process accommodates P-Card purchases only.

Selecting the Continue with Payment button takes us to the screen below:

[Cart](#) << [Shipping](#) << [Payment](#) > [Review](#) > [Thank You](#)





Shipping Address: **Toxicity Research
 Room 340
 Hanna Biocenter
 724 5th Ave North
 LaCrosse, WI
 49206 - 2295**

CAS #	Catalog Number	Description	Unit Price	Quantity Ordered	Fulfillment	Status
MIXTURE - S	BJNP435-20	ACETONITRILE / WATER 50/50 20L	\$1,194.00	1	VWR International	
MIXTURE	EMVW3418-10	HYDROCHLORIC ACID (1+1) 200L	\$529.17	2	VWR International	

The total price is: **\$2,252.34** ** Shipping and Handling fees (if applicable) and Tax not included

Method of Payment: **P Card**

P CARD INFORMATION

P Card Type :

Name on the Purchase Card:

Card Number (no spaces):

Expiration Month:

Expiration Year:

[Continue to Order Review](#)

To move forward you need to enter the P-Card information and click on the “Continue to Order Review” button. If there is a problem with the payment processing, you will receive an error message. Otherwise, you will receive a confirmation that the payment was processed.

[Cart](#) << [Shipping](#) << [Payment](#) > [Review](#) > [Thank You](#)

Shipping Address: **Toxicity Research
 Room 340
 Hanna Biocenter
 724 5th Ave North
 LaCrosse, WI
 49206 - 2295**

CAS #	Catalog Number	Description	Unit Price	Quantity Ordered	Fulfillment	Status
MIXTURE - S	BJNP435-20	ACETONITRILE / WATER 50/50 20L	\$1,194.00	1	VWR International	
MIXTURE	EMVW3418-10	HYDROCHLORIC ACID (1+1) 200L	\$529.17	2	VWR International	

The total price is: **\$2,252.34** ** Shipping and Handling fees (if applicable) and Tax not included

Method of Payment: **P Card**
 P Card Type: **Visa**
 Name on P Card: **Screen**
 Card Number: *******0007**
 Expiration: **3 - March/2011**

You are able to enter and attach additional information to the order for your own reference such as Internal Reference number, and order description.


Internal Ref #:

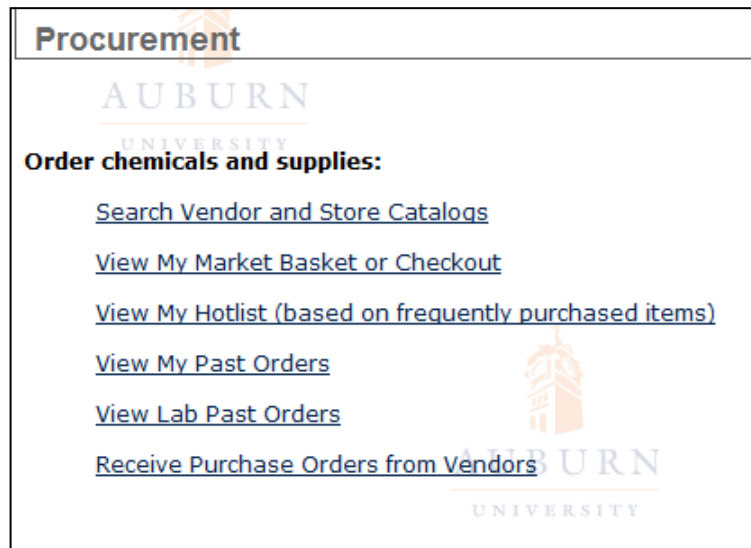
Order Description:

Delivery Instructions:

You are also able to enter Delivery Instructions which may appear on the packing slip from the vendor (pending finalization with VWR). This is your last opportunity to modify your order. By selecting the “Place Order” button, your order will be submitted for fulfillment. You will receive an e-mail notification of your order submission.

View Past Orders

To enter the Procurement Module's main page, click the  button at the top of the CHEMATIX™ screen:



Selecting the “*View My Past Orders*” link will open up your past orders, which have been submitted by yourself.

Selecting the “*View Lab Past Orders*” link will show you orders which have been submitted from a lab by you or others who work in the lab.

Clicking the “*View My Past Orders*” link will take you to the “Search My Past Orders” page where you can identify existing orders. You can search by CHEMATIX™ Order Number, or PO Number. You also can search by Date Range as displayed below.

Search My Past Orders

Chematrix Order Number:

Purchase Order Number:

Date Range:

From:

To:

Helpful Hint: In the “Date Range” field, leaving the “From” and “To” date fields empty and clicking on the “Search” button you will retrieve a FULL list of past orders.

The “empty search” returns all past orders as shown on the screen example on the following page.

Search My Past Orders User Nan

Chematrix Order Number:

Purchase Order Number:

Date Range:

From:

To:

Regular Orders

Date	Order Number	Amount	Vendor	Order Status	PO Number	Internal Reference Number	Description
03/23/2011	000001	\$10.00		Approved			

Point of Sales Orders

Date	Order Number	Amount	Store	PO Number	Internal Reference Number
01/21/2011	000004	\$16.88	Campus Research Store	CRS-11-021-0001	432445

You will be able to see the detailed information of each submitted order by clicking on the order number link.

Search

Include All Orders from My Labs

[GIT-07-186-0001](#) Fisher Scientific

Date	PO Line Number	Description	Quantity	Size
07/05/2007	000001	Filter Paper, Qualitative; Fisherbrand; Grade P5; Cellulose fiber; Particle Retention: 5-10microm; Porosity: Medium; Filtration Speed: Herzberg, 230 seconds; Flowrate: Slow-60mL/min.; Circles; 11cm dia.	20	1x 1.0EA
07/05/2007	000000	Filter Paper; Fisherbrand Qualitative Grade Plain Circles and Sheets - P5 Grade; Diameter (Circles) or L x W (Sheets): 12.5cm diameter; Pack of: 100	10	1x 1.0EA
07/05/2007	000003	Copper(II) Chloride Dihydrate; Technical, 98%; Acros Organics; 500g; Cupric chloride dihydrate; F.W. 170.48; Cl2Cu-2H2O; CuCl2-2H2O; M.P.100 deg.C;CAS: 10125-13-0	6	1x 500.0g
07/05/2007	000002	Tubes, C; Wheaton; Culture; With caps; Standard; Round-bottom; Wheaton 300 in. borosilicate glass; White styrene-butadiene rubber liner; 16 diameter x 125mm height; Pack of 144; 15-415 screw cap size; 18mL	1	1x 1.0EA

[GIT-07-186-0002](#) Fisher Scientific

Date	PO Line Number	Description	Quantity	Size
07/05/2007	000006	Tubes, C; Wheaton; Culture; With caps; Standard; Round-bottom; Wheaton 300 in. borosilicate glass; White styrene-butadiene rubber liner; 16 diameter x 125mm height; Pack of 144; 15-415 screw cap size; 18mL	1	1x 1.0EA
07/05/2007	000007	Copper(II) Chloride Dihydrate; Technical, 98%; Acros Organics; 500g; Cupric chloride dihydrate; F.W. 170.48; Cl2Cu-2H2O; CuCl2-2H2O; M.P.100 deg.C;CAS: 10125-13-0	6	1x 500.0g
07/05/2007	000005	Filter Paper, Qualitative; Fisherbrand; Grade P5; Cellulose fiber; Particle Retention: 5-10microm; Porosity: Medium; Filtration Speed: Herzberg, 230 seconds; Flowrate: Slow-60mL/min.; Circles; 11cm dia.	20	1x 1.0EA
07/05/2007	000004	Filter Paper; Fisherbrand Qualitative Grade Plain Circles and Sheets - P5 Grade; Diameter (Circles) or L x W (Sheets): 12.5cm diameter; Pack of: 100	10	1x 1.0EA

[GIT-07-186-0003](#) Fisher Scientific

Date	PO Line Number	Description	Quantity	Size
07/05/2007	000009	Filter Paper, Qualitative; Fisherbrand; Grade P5; Cellulose fiber; Particle Retention: 5-10microm; Porosity: Medium; Filtration Speed: Herzberg, 230 seconds; Flowrate: Slow-60mL/min.; Circles; 11cm dia.	20	1x 1.0EA
07/05/2007	000008	Filter Paper; Fisherbrand Qualitative Grade Plain Circles and Sheets - P5 Grade; Diameter (Circles) or L x W (Sheets): 12.5cm diameter; Pack of: 100	10	1x 1.0EA
07/05/2007	000011	Copper(II) Chloride Dihydrate; Technical, 98%; Acros Organics; 500g; Cupric chloride dihydrate; F.W. 170.48; Cl2Cu-2H2O; CuCl2-2H2O; M.P.100 deg.C;CAS: 10125-13-0	6	1x 500.0g
07/05/2007	000010	Tubes, C; Wheaton; Culture; With caps; Standard; Round-bottom; Wheaton 300 in.	1	1x 1.0EA

After a previous order has been selected, you can resubmit the order.

- Once reviewed, you can add this past order to a market basket by clicking the "Resubmit Order" button. Items can be modified once in the market basket.
- If this is not the past order of choice, you can perform another order search by clicking "Back to Order Search" button.
- If you need to go back to the main procurement page, select "Procurement" from the menu bar at the top of the page

Order Summary

Order Number: **000007**
 Customer Name: **Al Shook**
 Shipping Address: **805/127/Corrosion Research**
 Date: **02/17/2011**

Account Information

Account Number	Description	Amount Paid
300-GENERAL2004	General Expenses	\$22.50

Order Line Items

CAS #	Catalog Number	Description	Unit Price	Quantity Ordered	Shipment	Status
75-20-7	270296-25G	CALCIUM CARBIDE PIECES CA. 8MM THICK &	\$22.50	1		Submitted

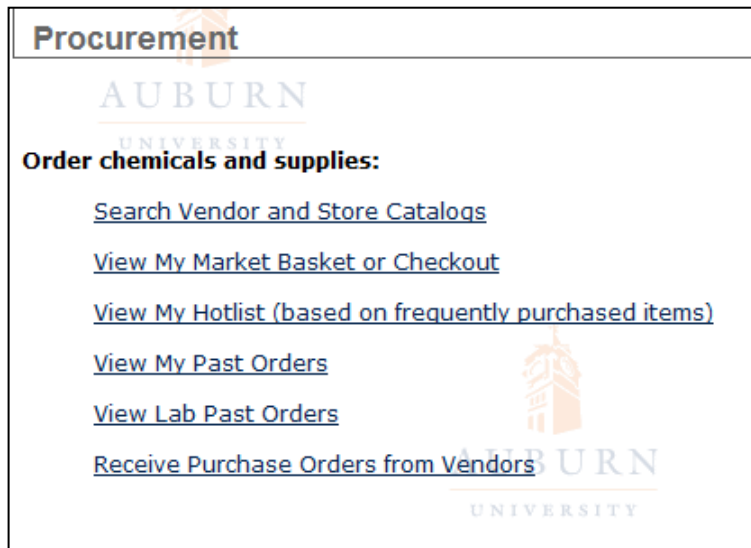
The total price is: **\$22.50**

Clicking the button will place the items from the selected order into the market basket where they can become part of a new order. If you do not wish to reorder all of the items, you can remove the unwanted ones from the market basket before you submit it.

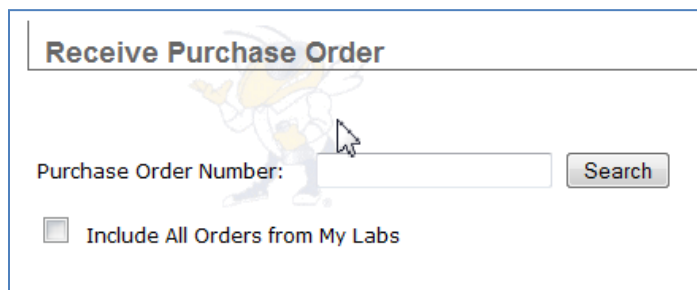
Receiving Orders

Chemicals ordered through CHEMATIX™ will be delivered to your laboratory, and will be entered into your inventory by receiving the chemical within CHEMATIX™ Procurement Module.

Please Note: Ordering and receiving chemicals through CHEMATIX™ is currently available for orders submitted to VWR chemical vendor (all other items have to be ordered outside CHEMATIX™ and entered into CHEMATIX™ through the Chemical Inventory Module).



Scroll down to the [Receive Purchase Orders from Vendors](#) link, and click on it. You will now be transferred to the page below.

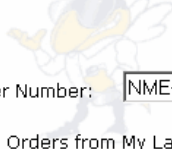



The screenshot shows the "Receive Purchase Order" form. It has a title "Receive Purchase Order" and a search bar labeled "Purchase Order Number:" with a "Search" button. Below the search bar, there is a checkbox labeled "Include All Orders from My Labs".

Enter the and click . Alternatively, leave this field blank and click . The system will now generate a list of all purchase orders.

For example:

Receive Purchase Order

Purchase Order Number:

Include All Orders from My Labs

[NME-6-72-0001](#) Fisher Scientific

Date	PO Line Number	Description	Quantity	Size
03/13/2006	000048	Hydrochloric Acid Tech 19l	1	1x 19.0L

Click on the purchase order number link. You will be transferred to the Receive Purchase Order page:

Receive Purchase Order

User Name: sivco5

TST-11-081-0001 VWR International

Ordered By : [Sivco_Five](#)
 Order Delivery Location : AA_X0303/Ross Hall/111/SIVCO Test Ordering Lab
 Laboratory PI : [Sivco_Five](#)
 Laboratory Supervisor : [Sivco_Five](#)

Order Instruction1 : Do Not Deliver
 Order Instruction2 :
 Order Instruction3 :

Description	Status	Container Size/Unit	Unit Price	Qty Ordered	Qty Received	Container Size Received	Container Unit Received	Expiry Date	Lot Number
GLACIAL ACETIC ACID USP 500ML	Submitted	500.00 /mL	\$60.43	1	<input type="text" value="1"/>	<input type="text" value="500.0"/>	<input type="text" value="mL"/>	<input type="text" value="03/16/2012"/>	<input type="text" value="85734"/>

Enter the quantity received (number of containers), expiry date and lot number. This allows you to change the number of containers received and container size to match what the vendor shipped (in case the vendor substituted products from the original order). Expiry date is optional except in the case where the chemical has been marked as a potentially explosive chemical, in which case an expiry date is mandatory.

Using pre-printed barcodes click the button. It will transfer you to the next page.

Receive Purchase Order

Description: **Hydrochloric Acid Tech 19L**

Qty Ordered: **1** Qty Received: **1**

Unit Price: **\$85.84** Container Size Received: **19.00 /L**

Container Size: **19.00 /L**

Container Barcode	Expiry Date	Lot Number
<input type="text" value="NMEC0105D3"/>	<input type="text" value="6/18/08"/>	<input type="text" value="384534"/>

Scan or enter the pre-printed barcode number into the Container Barcode field. The expiry date and lot

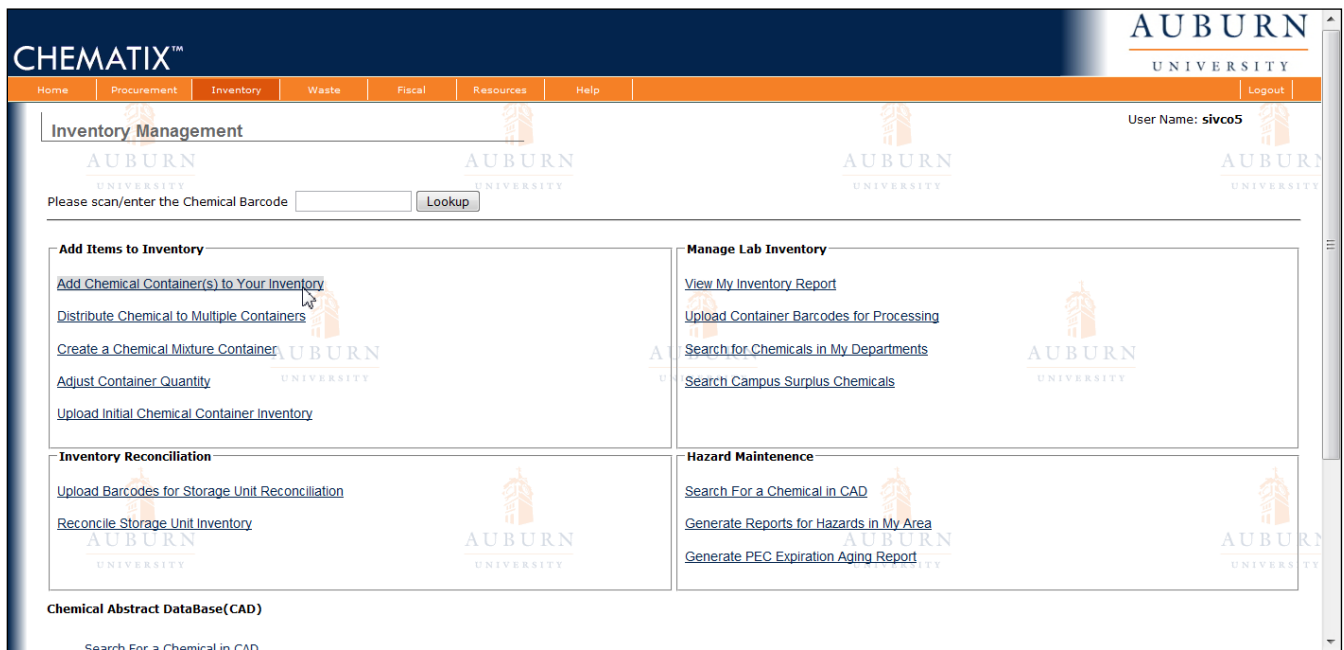
number can be changed here also. Click the button to receive the order into your inventory. The chemical container(s) will now appear in your inventory and you will be returned to page to receive more chemicals into you inventory if needed.

Inventory Management

CHEMATIX™ Chemical Inventory system assigns a unique identifier (barcode) for each chemical container and tracks each container through the system. Therefore we need to *enter each container into the inventory, and associate the container with a preprinted barcode*. To do so, you need to *attach a pre-printed barcode* to each container.

Add items to your inventory

Add the selected chemical to your inventory by picking one method from the available choices. From the Inventory Management Screen you need to select the [Add chemical container to your inventory](#) link.



Entering a chemical into the inventory can be completed in multiple ways:

- Lookup chemical container information by searching CAD
- Lookup chemical container information by Entering Manufacturer/Vendor Part Number
- Lookup chemical container information by Entering Container Barcode

Each scenario is acceptable and presents the same results. We suggest selecting the method that is easiest based on the particular entry.

Lookup chemical container information by searching the CAD

To search the CAD, enter either the chemical name or the CAS# (Chemical Abstracts Services Registry Number) into the following fields:

Lookup chemical container information by Searching CAD

Chemical Name: begins with contains exact

CAS#: begins with contains

Enter Chemical Name or CAS# and click .

Click to clear the and data fields

Enter **Chemical Name** or **CAS#** search criteria:

Helpful Hint:

When using a chemical name to search the CAD, remember that singular and plural forms of certain chemicals may refer to different chemicals.

To refine your or search in the CAD, click begins with, contains, or exact. If the chemical name is in the CAD, a generated list will appear at the bottom of the page, as in this example:

Chemical Name	CAS Number
Iron oxide dust and fume (as Fe)	1309-37-1
Saccharated iron oxide	8047-67-4
Iron oxide, spent, or Iron sponge, spent obtained from coal gas purification	1309-37-1
Iron oxide (FeO)	1345-25-1
Chromium iron oxide; Iron chromite brown spine	12737-27-8

After finding the appropriate chemical, click the Chemical Name or CAS Number from the generated list (for example, [Iron oxide dust and fume \(as Fe\)](#)) to add this chemical to your inventory.

You will now be transferred to the page for adding container information to your inventory (follow instructions on page 36) **Enter Container Information.**

What should you do if the *item that you have searched for is not in the CAD?*

Your CAD search will return with the "Search Results: Found 0 items", but at the same time an additional button will appear at your CAD search option:

Lookup chemical container information by Searching CAD

Chemical Name: begins with contains exact
 CAS#: begins with contains

Search Results: Found 0 items.

Chemical Name	CAS Number
---------------	------------

Clicking on the button an entry page will be displayed which allows you to enter the chemical information.

Chemical Abstract

[View Chemical Abstract and MSDS Details](#) [Search Google](#)

Required Field

Chemical Full Name:

Add new Synonym:

CAS Number:

EC Number:

Chemical Formula:

MSDS URL:

NFPA Hazard Rating (U = "Unknown"):

Health	<input type="text" value="U"/>
Flammability	<input type="text" value="U"/>

When entering the mandatory information (chemical name, CAS number), it is useful to enter as much information as you can. If there is not CAS number available, you can "Generate Z Number" by clicking on the provided link.

Please note: “Z number” is a pseudo CAS number which is generated by CHEMATIX™, providing a unique number.

Active Inventory: 0 containers on campus.
 Previously Used: 0 containers on campus.

Complete the chemical abstract update by clicking on the “*Save and Request Review*” button and continue the container information entry (listed in this user manual on page 36).

Lookup chemical container information by Entering Manufacturer/Vendor Part Number

It is possible to enter an item into the inventory by searching for the item’s catalog number. The manufacturer / vendor’s catalog number must be in the internal catalog in CHEMATIX™ before the item can be added to the inventory.

Enter the catalog number for the item into the following field:

Lookup chemical container information by Entering Manufacturer/Vendor Part Number

Manufacturer/Vendor Part Number:

If the item is in the catalog, the results of the search will be displayed in a list for you to select from:

Lookup chemical container information by Entering Manufacturer/Vendor Part Number

Manufacturer/Vendor Part Number:

Description	Vendor	Catalog Number
Acme Acetone	Acme United Corporation	1234ABCD

Lookup chemical container information by Entering Container Barcode

Entering an existing barcode is useful when creating a new chemical container that has the same properties of a chemical container that already exists in the inventory.

Enter an existing chemical Barcode into the following field:

You can scan the existing container barcode and the barcode number will be automatically populated on the *Container Barcode* field, or simply type in the barcode number.

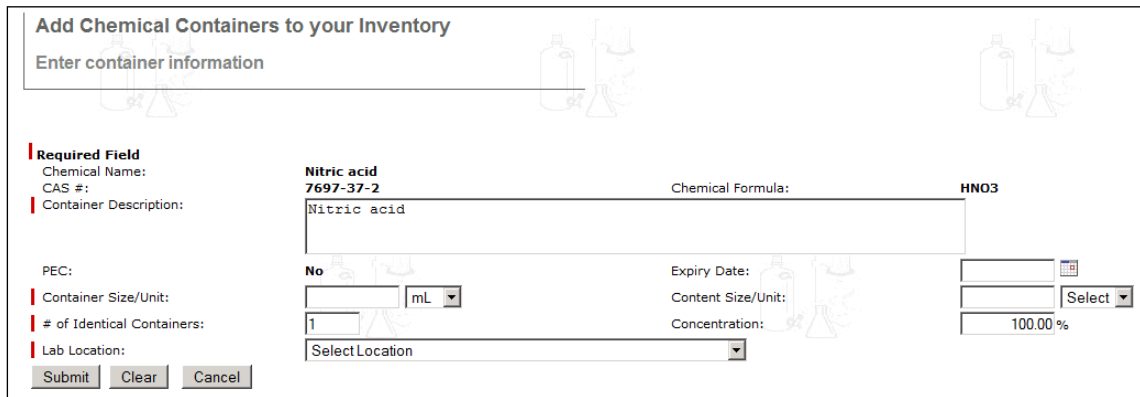
Lookup chemical container information by Entering Container Barcode

Container Barcode:

Click .

You will now be transferred to the page for adding container information to your inventory.

Regardless of how you choose to search for the chemical, you will be directed to the "Enter Container Information" screen as seen below:



The chemical information has already been entered into the above form on the page and you will now enter the container information for this chemical. Please note that data must be entered in the fields that are marked "Required Field".

PEC is a chemical that can become a Potentially Explosive Chemical through aging. This is defined by your institution.

NO indicates that this chemical is not a PEC.

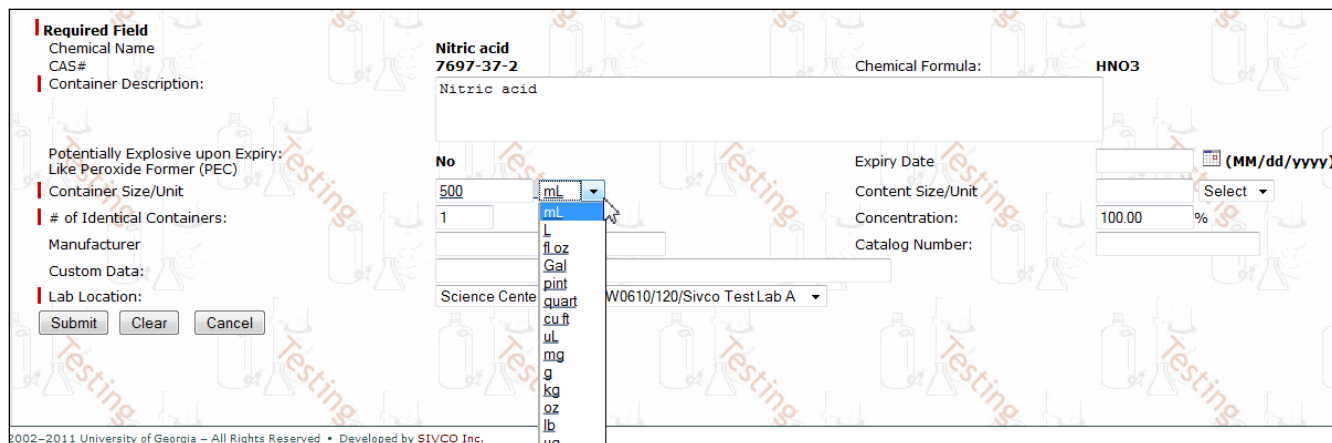
YES indicates that this chemical is a PEC. If YES, you must enter an for this chemical.

Enter the . This is the expiration date of a chemical as listed on the label of a chemical container.

To select the Expiry Date, click the pop-up calendar  next to the field to select the expiry date OR enter the numerical date MM/DD/YYYY into the expiry date field.

The is only enforced for PEC's. However, this is still useful information for non-PEC's because the will be shown on the Inventory Report.

Enter the



The **Container Size** field refers to the actual size of the container, not to how much chemical is held within the container. The **Unit** field refers to the unit used to quantify container size.

Enter the **Content Size/Unit**:

The **Content Size** field refers to the actual amount of chemical held “inside” the container.

The **Content Unit** field refers to the unit used to quantify content size.

If a container is new, the **Container Size/Unit** and the **Content Size/Unit** will be the same.

If the **Content Size/Unit** fields are empty, it is assumed that the **Content Size/Unit** quantities are the same as the **Container Size/Unit** quantities.

Enter the **Concentration** or leave it at 100.00%. Concentration refers to the concentration of the chemical in the container.

Select the **Lab Location** where the chemical is going to be stored from the pull-down menu. You must allow the page to refresh after selecting the lab location.

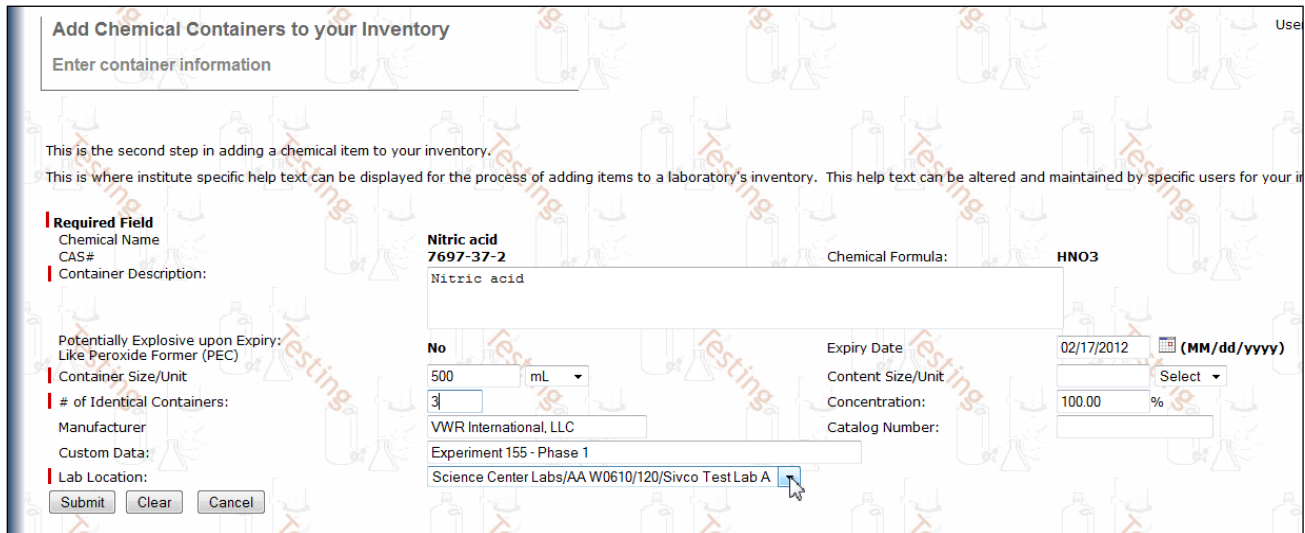
The **Lab Location** pull-down menu will display all lab locations associated with the user who is adding the chemical to his or her inventory.

If applicable, select the **Storage Unit** from the pull-down menu.

The **Storage Unit** is the “actual physical location” of the chemical in the **Lab Location**. There may be multiple storage units in a lab location. Examples can include cabinets, refrigerators, shelves, bench tops, etc. It is not required that a Storage Unit be entered within the Lab Location.

Use to indicate that the chemical is located in an undefined location “somewhere” in the .

Enter the to be entered into your inventory. Identical containers (four pack, six pack) can be entered at once, and CHEMATIX™ assigns a unique barcode for each container separately.



Enter the Manufacturer by selecting the Manufacturer name from the provided drop down list. If the Manufacturer’s name is not in the drop down list, enter the name in the box to the right of the drop down list.

The Custom Data field is an optional field for you to make references or notes in case desired.

Click to accept and submit the above information.

Please Note:

The system will inform you if you have missed a required field. If you have missed a required field, the screen will scroll up to the top of the page. There will be a notification written in red saying which fields need to be completed. Fill in the necessary fields, and click again.

After submitting the container information, you need to apply a barcode to each container and associate them with the container within CHEMATIX™.

Your successful *submission* will take you to the screen that summarizes the previously entered data and completes the bar-coding process.

You will use preprinted barcode labels, which will be distributed by Risk Management and Safety. The barcodes are available in your departmental office or by contacting RMS at 750-8040.

Chemical Name:	Nitric acid	Chemical Formula:	HNO3
CAS #:	7697-37-2	Expiry Date:	02/17/2012
Container Description:	Nitric acid	Content Size/Unit:	500.000 mL
PEC:	No	Storage Unit:	Undefined
Container Size/Unit:	500.000 mL	Concentration:	100.00%
Lab Location:	AA W0610/120/Sivco Test Lab A		

Select Label: Please select an IP printer from the list.

Start Row: IP Printers:

Start Col:

Container Barcode	Content Size/Unit	Expiry Date (MM/dd/yyyy)	Lot Number
<input type="text"/>	<input type="text" value="500.0"/>	<input type="text" value="02/17/2012"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="500.0"/>	<input type="text" value="02/17/2012"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="500.0"/>	<input type="text" value="02/17/2012"/>	<input type="text"/>

The bottom of this screen displays the area where you need to manually enter (or scan in) the barcode numbers which will be applied to each container. The number of rows, which is displayed here, will always be identical with the number of containers that you entered during your container entry. You can update the expiration date at this point (for example if the three container's expiration date are not identical, this is the place to make corrections). Selecting three preprinted barcodes and entering (or scanning in) the barcode numbers your screen will look like the screen below:

Container Barcode	Content Size/Unit	Expiry Date (MM/dd/yyyy)	Lot Number
<input type="text" value="TSTC000064"/>	<input type="text" value="500.0"/>	<input type="text" value="02/17/2012"/>	<input type="text"/>
<input type="text" value="TSTC000065"/>	<input type="text" value="500.0"/>	<input type="text" value="02/17/2012"/>	<input type="text"/>
<input type="text" value="TSTC000066"/>	<input type="text" value="500.0"/>	<input type="text" value="02/17/2012"/>	<input type="text"/>

Please note that tracking the Lot Number is optional. You can enter the lot number information if this information is useful for you.

Click to accept and submit this transaction.

If there are errors in the information submitted, an error message will appear at the top of the screen.

Correct the incorrectly inputted data, and click again.

If there are no errors in the information submitted, the following reminder window will appear on the screen:



Apply the pre-generated barcode(s) to the correct chemical container(s) and click



You will now be transferred back to the "Add Chemical Containers to your Inventory" page.

Inventory Report

Select the Inventory Module on the opening page for **Inventory Management** and scroll down to the "Manage Lab Inventory" section.



Click on the "View My Inventory Report" link which will display the list of laboratories that you are assigned to:

View Inventory by Laboratory

Laboratory List

<input type="checkbox"/>	Building Name/#	Room#	Lab	Type	PI	Supervisor
<input type="checkbox"/>	Hanna Biocenter/5144	360	Waste Treatment Research	Chemical Lab	Al Shook	Dawn Evans
<input type="checkbox"/>	Siemens Engineering Commons/805	127	Corrosion Research	Chemical Lab	Al Shook	Dawn Evans
<input type="checkbox"/>	Swanson Chemistry Center/917	339	Thermodynamics Lab	Chemical Lab	Jack Karolat	Al Shook
<input type="checkbox"/>	Swanson Chemistry Center/917	133A	Chemical Research	Chemical Lab	Al Shook	Al Shook

Container Description: begins with contains

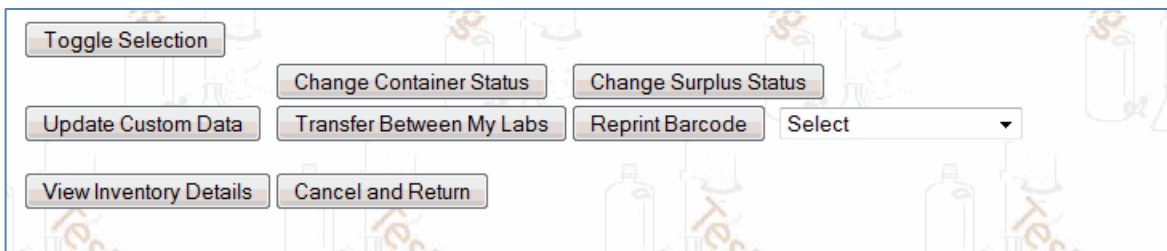
CAS Number:

You will need to select the lab for which you wish to view your inventory report. Additionally you can target specific chemicals in your inventory that you wish to display by filling out one of the provided search fields. By selecting all of your labs, leaving the search fields blank and clicking "Search Active Lab Inventory" you will be transferred to your inventory report page (below) which lists all of the chemicals that are in your inventory:

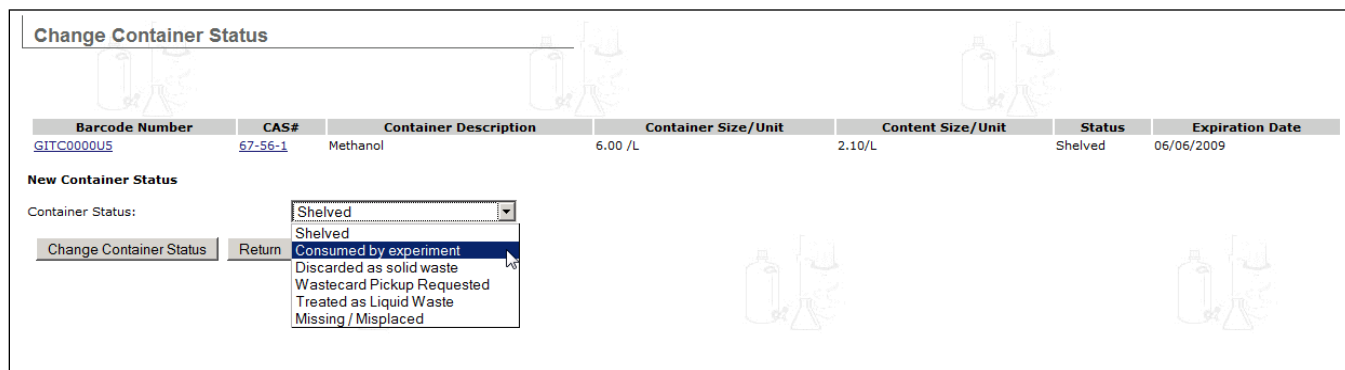
Inventory Report

<input type="checkbox"/>	Barcode	CAS #	Container Description	Container Size	Content Size	Status	Expiration Date
<input type="checkbox"/>	GITC00000V	12159-07-8	Copper silicide (Cu5Si)	100.00 mg	100.00 mg	Unopened - Sealed	
<input type="checkbox"/>	GITC00000W	12159-07-8	Copper silicide (Cu5Si)	100.00 mg	100.00 mg	Partially used	
<input type="checkbox"/>	GITC00000X	12159-07-8	Copper silicide (Cu5Si)	100.00 mg	100.00 mg	Shelved	
<input type="checkbox"/>	GITC00000Y	12159-07-8	Copper silicide (Cu5Si)	100.00 mg	100.00 mg	Shelved	
<input type="checkbox"/>	GITC00005J	67-56-1	Methanol	4.00 L	4.00 L	Shelved	8/16/06
<input type="checkbox"/>	GITC00006K	110-54-3	Hexane	4.00 L	4.00 L	Shelved	5/18/06
<input type="checkbox"/>	GITC00006L	67-56-1	Methanol	2.00 L	2.00 L	Unopened - Sealed	8/25/07
<input type="checkbox"/>	GITC00006M	67-56-1	Methanol	2.00 L	2.00 L	Shelved	8/25/07
<input type="checkbox"/>	GITC00006S	13473-90-0	Aluminum nitrate	500.00 g	500.00 g	Shelved	2/20/06
<input type="checkbox"/>	GITC00008H	7647-14-5	VWR SODIUM CHLORIDE 0.025N 1L	1.00 L	1.00 L	Shelved	7/3/06
<input type="checkbox"/>	GITC00008O	7647-01-0	HYDROCHLORIC ACID 0.5N,BAR,19L	19.00 L	19.00 L	Shelved	6/22/08
<input type="checkbox"/>	GITC00008S	60-29-7	ethyl ether	1.00 L	1.00 L	Shelved	1/2/07

By selecting one inventory item you can Change Container Status:

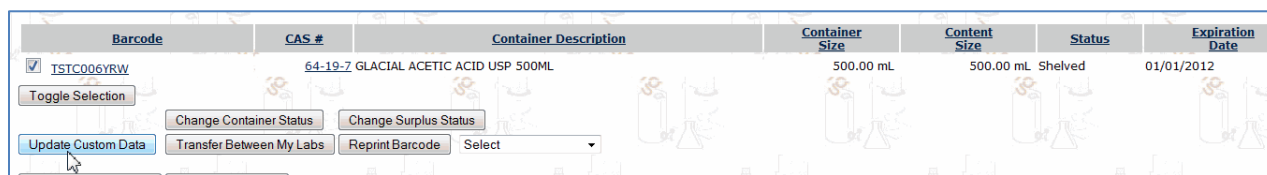


Chemicals designated as Consumed by Experiment can be done by selecting the “Change Container Status” button:

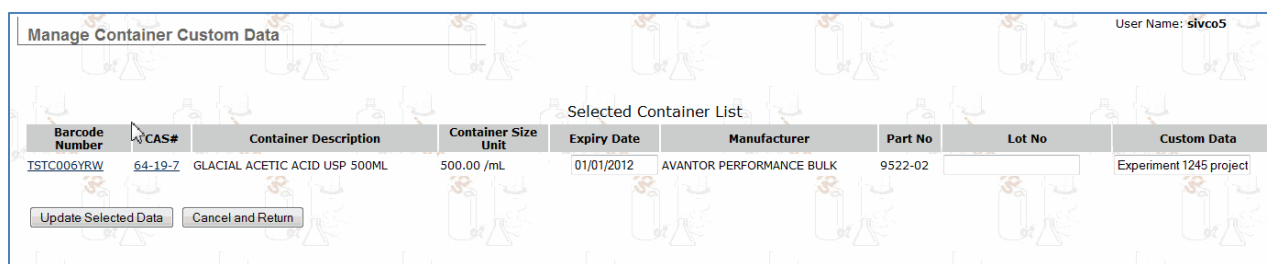


“Change Surplus Status” button is not applicable in your institution at this point.

The “Update Custom Data” button accommodates modifying the text that you entered initially. You need to select a container (or multiple containers) by checking off the checkbox in front of each barcode.



Click on the “Update Custom Data” button you will be able to edit the custom data field.



Container Details

Container Barcode: TSTC006YRW
 Chemical Name: Acetic acid
 CAS#: [64-19-7](#)
 Chemical Formula: C2H4O2
 Container Description: Acetic acid
 Container Size/Unit: 500.00/mL
 Content Size/Unit: 500.00/mL
 Container Status: Shelved

PEC: No
 Expiration Date: 01/01/2012
 Lot#:

Surplus: No

Date Received: 03/23/2011
 Date Last Changed: 06/01/2011
 Store Catalog Number:
 Manufacturer: AVANTOR PERFORMANCE BULK
 Manufacturer Catalog Number: 9522-02
 Supplier: VWR International
 Supplier Catalog Number: J19522-2
 Custom Data: Experiment 1245 project number 12-2345

Building Name: AA_X0303 / Ross Hall
 Location: 111/SIVCO Test Ordering Lab
 Lab Barcode: TSTL00014X
 Storage Unit: Storage Cabinet
 Storage Unit Barcode: TSTS00016X

You can enter updated text to the Custom Data field by clicking on the "Update Selected Data" button. When you click that button, the custom text (which is associated with the container) is updated.

View Inventory Details

The Full Inventory report is an initial inventory summary and you are able to "drill down" to more detailed inventory information.

<input type="checkbox"/>	GITC00014C	7552057	CALCIUM CARBIDE GRANULATED 0.3-1 MM	1.00 kg	1.00 kg	Shelved	7/23/12
<input type="checkbox"/>	GITC00014D	7647-01-0	HYDROCHLORIC ACID ACS 6LB	6.00 lb	6.00 lb	Shelved	7/23/12
<input type="checkbox"/>	GITC000153	67-56-1	Methanol	6.00 L	3.60 L	Shelved	8/28/09
<input type="checkbox"/>	GITC000154	67-56-1	Methanol	6.00 L	3.60 L	Shelved	8/28/09

Selecting the "View Inventory Details" button at the end of the chemical list will provide a detailed inventory list broken down to individual labs and storage units:

Detailed Inventory Report

Building Name: **Swanson Chemistry Center** [Download Lab Inventory](#)
 Laboratory: **Chemical Research** Department Name: **100/Chemistry**
 PI Name: **Al Shook** Lab Supervisor: **Al Shook**

Storage Unit: **Undefined** [Download Storage Unit Inventory](#)

Barcode Number	CAS#	Container Description	Container Size	Content Size	Status	Expiration Date
<input type="checkbox"/> GITC00010K	67-56-1	Methanol	55.00 gal	195.00 lb	Shelved	1/15/12
<input type="checkbox"/> GITC00010L	67-56-1	Methanol	55.00 gal	250.00 lb	Shelved	1/15/12
<input type="checkbox"/> GITC00010N	67-64-1	Acetone	45.00 gal	150.00 lb	Shelved	1/16/09
<input type="checkbox"/> GITC00010O	67-64-1	Acetone	45.00 gal	150.00 lb	Shelved	1/16/09
<input type="checkbox"/> GITC00010P	67-64-1	Acetone	45.00 gal	150.00 lb	Shelved	1/16/09

[Toggle](#)
[Change Container Status](#) [Change Surplus Status](#) [Return](#)
[Transfer Containers within My Lab Locations](#) [Reprint Barcode](#)

Inventory report tables (and other reports through the entire system) are sortable, and sorting can be requested by any selected column heading.

Inventory reports and most reports are downloadable to Excel (or other "csv" file), providing additional filtering or reporting capabilities.

CHEMATIX™ Inventory provides detailed container and chemical information throughout the entire system. Within each module throughout the entire system, clicking on a barcode link will open up a window with detailed container information.

Container Details

Container Barcode:	GITC00000N
Chemical Name:	Hydrochloric acid
CAS #:	7647-01-0
Chemical Formula:	ClH
Container Description:	Hydrochloric acid
Container Size/Unit:	4.00/L
Content Size/Unit:	3.50/L
Container Status:	Shelved
PEC:	No
Expiration Date:	11/15/2008
Lot#:	
Surplus:	No
Date Received:	
Date Last Changed:	11/29/2006
Store Catalog Number:	
Manufacturer:	
Manufacturer Catalog Number:	
Supplier:	
Supplier Catalog Number:	
Building Name:	Patterson Biology Center
Location:	213/276/Cytology Lab
Lab Barcode:	GITL00000V
Storage Unit:	Undefined
Storage Unit Barcode:	GITS00000P
PI Name:	Michelle Stark
PI Contact:	877-700-2600
Lab Supervisor:	Chris Swanson
Lab Supervisor Contact:	877-700-2600

TRANSFER HISTORY

Date	From Person	From Location	To Person	To Location

Selecting the CAS# link will open up the chemical information and MSDS data.

Chemical Abstract and MSDS Details

Close Window

Chemical Full Name: Hydrochloric acid
 CAS Number: 7647-01-0
 Chemical Formula: ClH
 Potentially Explosive Chemical: No

NFPA 49 Hazard Rating (U = "Unknown"):

Health 3
 Flammability 0
 Reactivity 1



DOT Hazardous Material Data

Division(DOT Code): To be reviewed
 I.D.#(UN Code):
 Packing Group: N/A
 Label Code: 0

Environmental Law:

CERCLA RQ: 5,000 [pounds]
 Clean Water Act RQ Units: 5,000 [pounds]

P Listed:

U Listed:

D Listed:

F Listed:

K Listed:

Exposure Limits		TWA		STEL		Ceiling	
		ppm	mg/m ³	ppm	mg/m ³	ppm	mg/m ³
IDLH (in ppm):	50	OSHA	--	--	--	--	5 7
Primary Hazard:	Not classified	NIOSH	--	--	--	--	5 7
Carcinogen Status:	Not classified	ACGIH	--	--	--	--	5 7.5
Skin Designation:	Not classified	CANADA	--	--	--	--	5 7.5

Carcinogen Status:

IARC Rating:

3

NTP Rating:

OSHA Carcinogen:

Risk Phrases:

Safety Phrases:

Physical Characteristics:

Molecular Weight:

Specific Gravity:

Melting Point:

°C °F

Boiling Point:

°C °F

Flash Point:

°C °F

Vapor Pressure:

Vapor Temperature:

°C °F

Normal State

unspecified

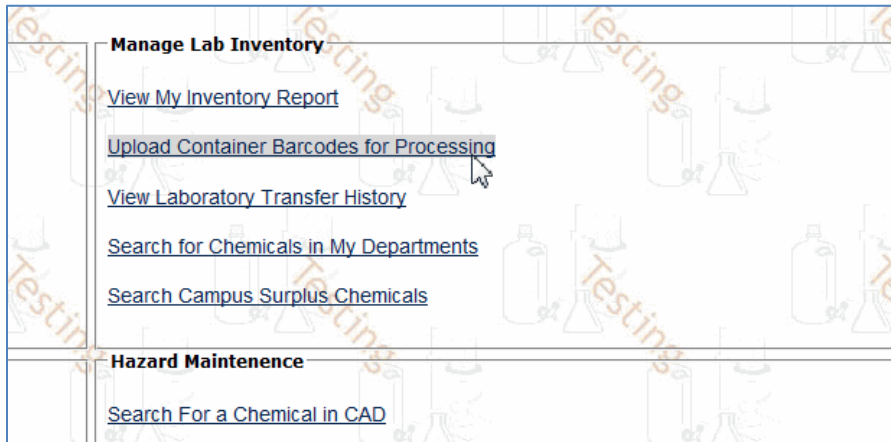
You have 127 MSDS results from the uploaded Sigma-Aldrich MSDS database.
 The CAS# you searched for is :7647-01-0

[MSDS1](#)

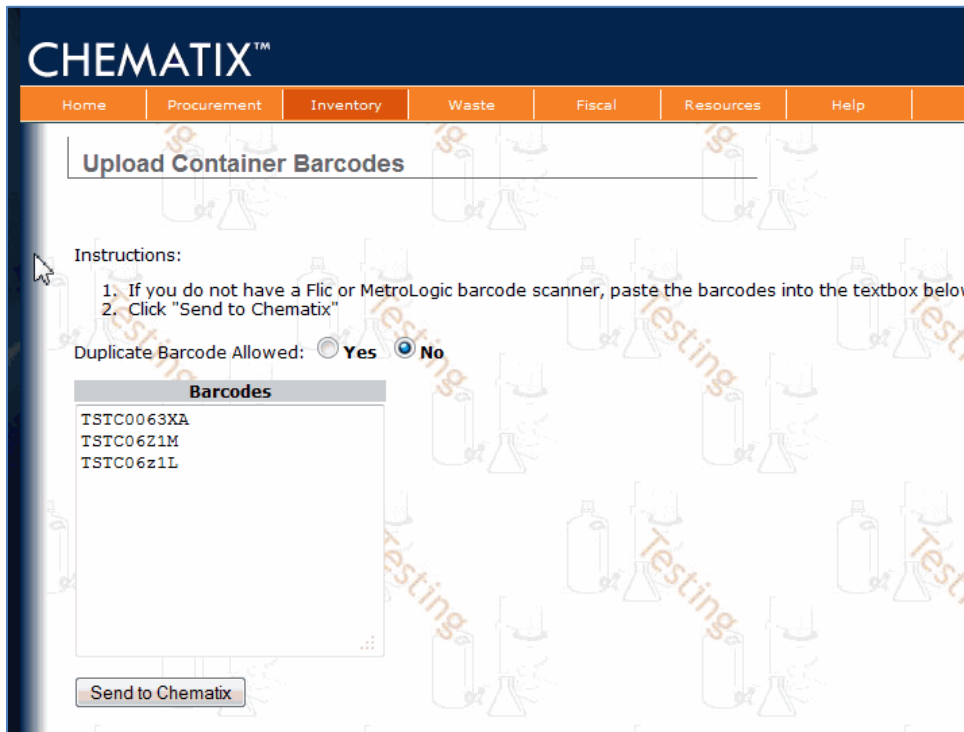
[MSDS2](#)


The CHEMATIX™ Inventory maintains chemical expirations with e-mail notifications, and users are able to generate inventory lists based on hazard categories that are set up by Risk Management and Safety.

Upload Container Barcodes for Processing



Clicking on the link opens up a page below:



You are able to scan (or type) in multiple barcode numbers and click on the  button.

This opens up a page where you can manipulate with the containers individually or as a group. Selecting the checkbox beside the container barcode will assign the container for transfer or other activities.

Selecting the button will enter a “checkmark” and selects all containers from your list.

Inventory Report

Barcode	CAS #	Container Description
<input checked="" type="checkbox"/> GITC000122	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
<input checked="" type="checkbox"/> GITC000123	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
<input checked="" type="checkbox"/> GITC000121	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-

Hazard Maintenance

Hazard Maintenance information is accessible on the main Chemical Inventory page:

Hazard Maintenance

[Search For a Chemical in CAD](#)

[Generate Reports for Hazards in My Area](#)

[Generate PEC Expiration Aging Report](#)

“Search For a Chemical in CAD” link provide access to items in the CAD (Chemical Abstract Database). Selecting the link a search option becomes available:

Search for a Chemical in CAD

- For faster results use one entry field only
- Enter a combination of letters and click "Search"
- Under search results, click on the CAS Number

Chemical Name:
 begins with
 contains
 exact

CAS#:
 begins with
 contains

You can search by a chemical name and CAS# and clicking on the “Search” button a list of chemicals returned as selectable options.



Search for a Chemical in CAD User Name: sivco5

- For faster results use one entry field only
- Enter a combination of letters and click "Search"
- Under search results, click on the CAS Number

Chemical Name: acetone begins with contains exact
 CAS#: begins with contains

Search Results: Found 44 items.

Chemical Name	CAS Number
Acetonall	67-64-1
Acetone	67-64-1
Acetone cyanohydrin	75-86-5
Acetone cyanohydrin, stabilized	75-86-5
Acetone dicarboxylic acid, dimethyl ester; Dimethyl acetonedicarboxylate; Dimethyl 3-oxoglutarate	1830-54-2
Acetone Extra Strength	200087582
Acetone oils	67-64-1
Acetone thiosemicarbazone	1752-30-3

Selecting the CAS Number the CAD information will become available including MSDS.

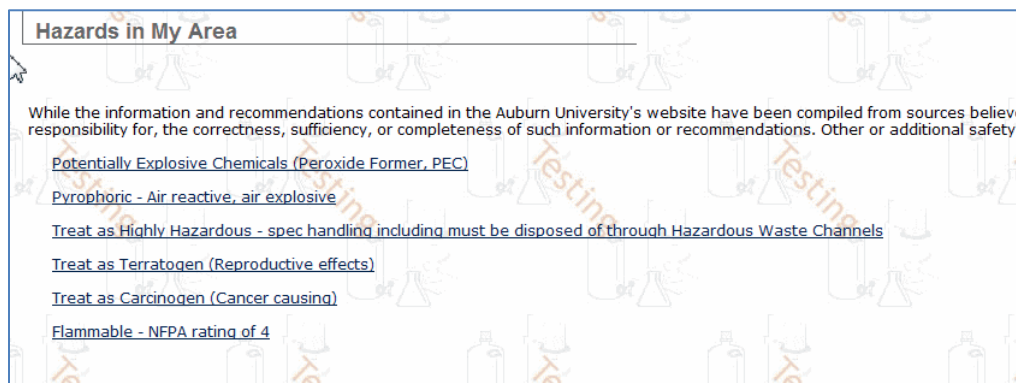
The “Generate Reports for Hazards in My Area” link provides access to inventory reports based on specific hazards in your laboratories:



Hazard Maintenance

- [Search For a Chemical in CAD](#)
- [Generate Reports for Hazards in My Area](#)
- [Generate PEC Expiration Aging Report](#)

The list of hazards is set up by Risk Management and Safety department, and it can change over time. Selecting the links from the list (next page), you will receive container based report of the specific containers within the selected hazard category.

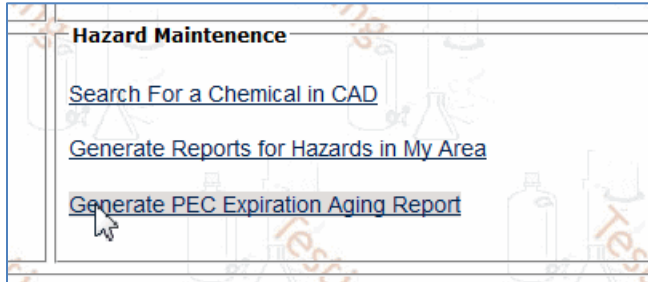


Hazards in My Area

While the information and recommendations contained in the Auburn University's website have been compiled from sources believed responsible for, the correctness, sufficiency, or completeness of such information or recommendations. Other or additional safety n

- [Potentially Explosive Chemicals \(Peroxide Former, PEC\)](#)
- [Pyrophoric - Air reactive, air explosive](#)
- [Treat as Highly Hazardous - spec handling including must be disposed of through Hazardous Waste Channels](#)
- [Treat as Terratogen \(Reproductive effects\)](#)
- [Treat as Carcinogen \(Cancer causing\)](#)
- [Flammable - NFPA rating of 4](#)

The "Generate PEC Expiration Report" link provides you a report of PEC chemicals in your inventory.



PEC Expiration Aging Report User Name: **scrimm**

Expired PECs

Expiration Date	Barcode	Chemical Name	CAS#	Building/Room/Lab/ Storage Unit	PI	Lab Supervisor
05/15/2006	GITC00000L	Picric acid	88-89-1	5144/340/Toxicity Research/Liquid Storage Shelf 1	Scrimm, Angus	Carpenter, John
01/15/2011	GITC000130	Ammonium Picronitrate	131-74-8	5144/340/Toxicity Research/Undefined	Scrimm, Angus	Carpenter, John
01/15/2011	GITC000131	Ammonium Picronitrate	131-74-8	5144/340/Toxicity Research/Undefined	Scrimm, Angus	Carpenter, John
01/15/2011	GITC000132	Ammonium Picronitrate	131-74-8	5144/340/Toxicity Research/Undefined	Scrimm, Angus	Carpenter, John
01/15/2011	GITC00012Z	Ammonium Picronitrate	131-74-8	917/133/General Chemistry Lab/Undefined	Carpenter, John	Scrimm, Angus

Container Transfer Process

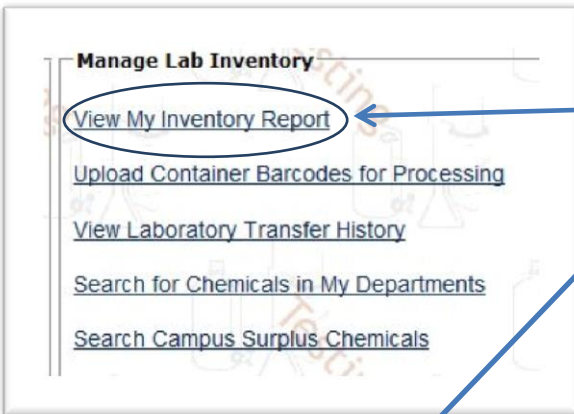
Transfer Container between My Lab Locations

There are multiple ways to complete this task. It is useful to be familiar with each transfer process and select them based on the actual activity.

You are able to transfer container to another lab from the Inventory Report screen.

Please note: In order to complete this transfer you have to be associated with both labs where you transfer from and the target lab where you are transferring the chemical(s) to.

With this process, you will select containers from your inventory report and you are able to transfer multiple containers at once. It is recommended to go with this method, for example, if you want to transfer your entire lab (or storage unit inventory at once).



By selecting the “View My Inventory Report” link at the bottom of the Inventory Report page the user can select the “Transfer Between My Labs” button to initiate a transfer.

Please note that this option also available in the detailed inventory view. You can select the “View Inventory Details” first where each lab and storage unit inventory listed broken down by labs and storage units.



Please select the container that you want to transfer.

Please note: Multiple containers can be selected and transferred at once.

Use either option by clicking on the “Transfer Between My Labs” button, and the new screen opens up (displayed on the next page).

Barcode Number	CAS#	Container Description	Container Size/Unit	Content Size/Unit	Expiration Date
TSTC006YRW	64-19-7	GLACIAL ACETIC ACID USP 500ML	500.00 /mL	500.00/mL	01/01/2012

View Location Information

.lab Location: AA_M1702/103/Sivco Test Lab 2
 Storage Unit: Undefined

The pull down menu displays all laboratories with which you are associated. By selecting the “target” lab on the pull-down, you will identify the location where your container will be transferred.

Container Transfer

Barcode Number	CAS#	Container Description	Container Size/Unit	Content Size/Unit	Expiration Date
TSTC006YRW	64-19-7	GLACIAL ACETIC ACID USP 500ML	500.00 /mL	500.00/mL	01/01/2012

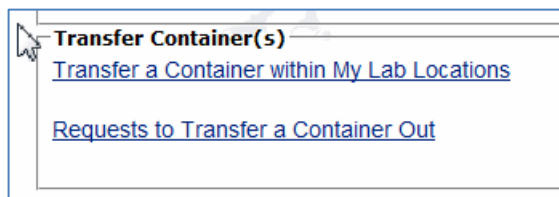
View Location Information

.lab Location: AA_M1702/103/Sivco Test Lab 2
 Storage Unit: AA_M1702/103/Sivco Test Lab 2
 AA_W0610/120/VWR Test Order Lab
 AA_X0303/111/SIVCO Test Ordering Lab
 AA_X0702/334/VWR Order test lab 2

Please note: You also can select the storage unit within the lab and transfer your container to the selected storage unit.

Click on the “Transfer “ button, and your container transfer process is completed.

The other way to transfer chemical containers between labs that you are associated with is by selecting the “*Transfer a Container within My Lab Locations*” link. This is available on your main inventory page Transfer Container(s) section.



Selecting the “Transfer a Container within My Lab Locations” link opens a screen that provides a space for you to scan in (or alternatively type) the container barcode, which will be transferred.

Container Transfer

Please scan/enter the Chemical Barcode:

Barcode Number	CAS#	Container Description
----------------	------	-----------------------

Clicking on the “Lookup” button will populate the container information.

Container Transfer

Please scan/enter the Chemical Barcode:

Barcode Number	CAS#	Container Description	Container Size/Unit
GITC00011X	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-	5.00 L

Current Location: **917/105/Dr.Fawcetts Lab/Undefined**

New Location Information

Lab Location:

Storage Unit:

The next step is to select the Lab Location where the container will be transferred, and potentially the storage unit also can be selected within the lab by selecting the proper storage unit from the pull down menu.

Container Transfer

Please scan/enter the Chemical Barcode:

Barcode Number	CAS#	Container Description	Container Siz
GITC00011X	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-	5.00 L

Current Location: **917/105/Dr.Fawcetts Lab/Undefined**

New Location Information

Lab Location:

Storage Unit: (dropdown menu open showing: Undefined, Flammable Cabinet)

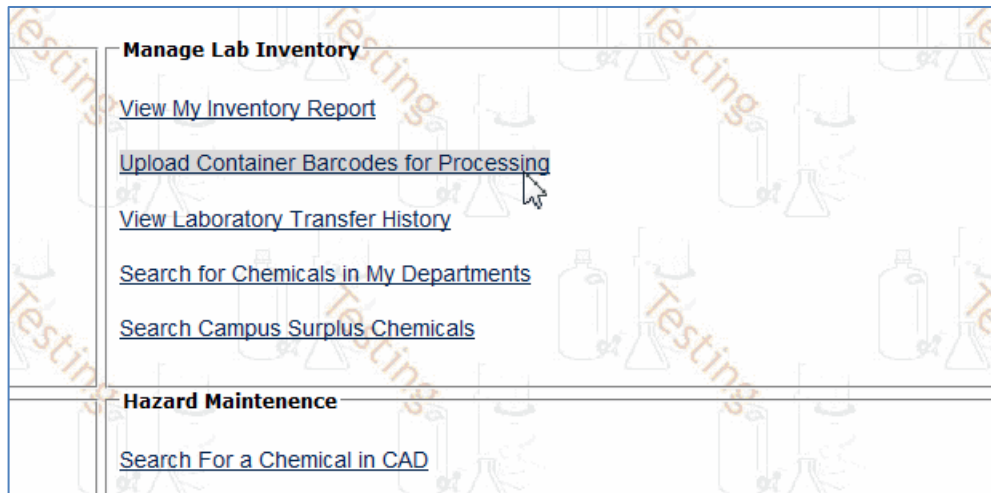
After clicking on the “Transfer” button, you will receive a transfer confirmation message (next page).

Container Transfer

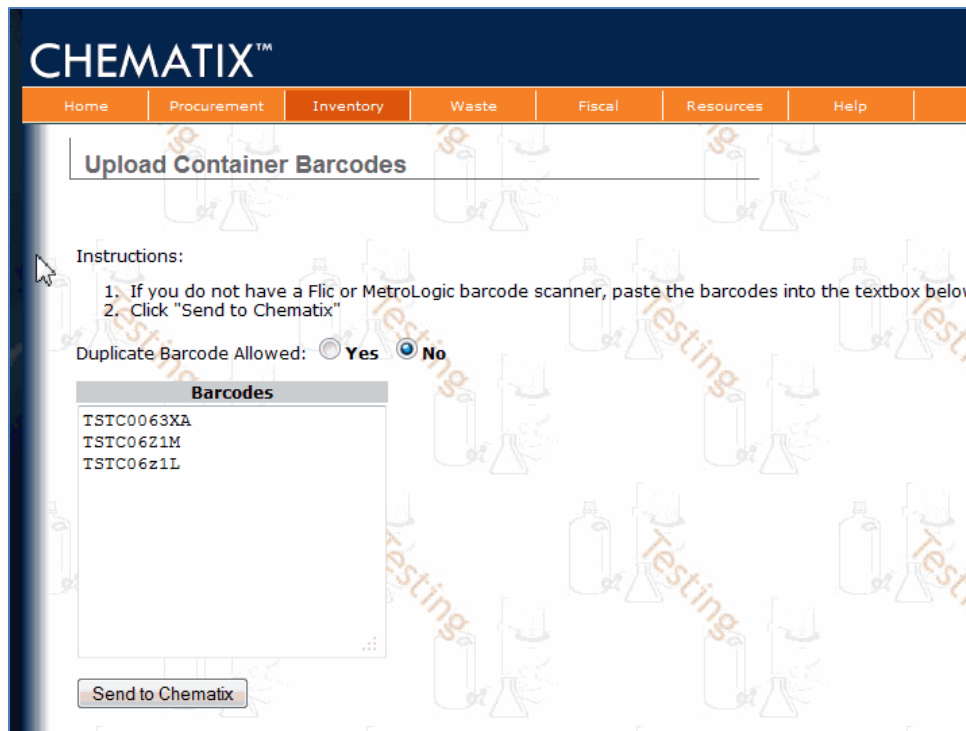
The containers have been transferred successfully.

This transfer process is useful if you have the container on hand and able to scan (or type) the container barcode in to the system. This process accommodates one container transfer at the time.

Multiple container transfers can be accommodated also by selecting the “Upload Container Barcodes for Processing” link from the main Inventory page.



Clicking on the link opens up a page below:



[Send to Chematix](#)

You are able to scan (or type) in multiple barcode numbers and click the [Send to Chematix](#) button. This opens up a page where you can manipulate the containers individually or as a group. Selecting the checkbox beside the container barcode will assign the container for transfer or other activities.

[Toggle Selection](#)

Selecting the [Toggle Selection](#) button will enter a “checkmark” and selects all containers from your list.

Inventory Report

Barcode	CAS #	Container Description
<input checked="" type="checkbox"/> GITC000122	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
<input checked="" type="checkbox"/> GITC000123	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
<input checked="" type="checkbox"/> GITC000121	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-

[Toggle Selection](#)

[Change Container Status](#)
[Change Surplus Status](#)

[Update Custom Data](#)
[Transfer Between My Labs](#)
[Reprint Barcode](#)
Select ▼

[View Inventory Details](#)
[Cancel and Return](#)

Selecting the “Transfer Between My Labs” button will open up the lab and storage unit locations as addressed above.

Container Transfer

Barcode Number	CAS#	Container Description
GITC000122	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
GITC000123	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
GITC000121	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-

New Location Information

Lab Location: 5144/340/Toxicity Research ▼

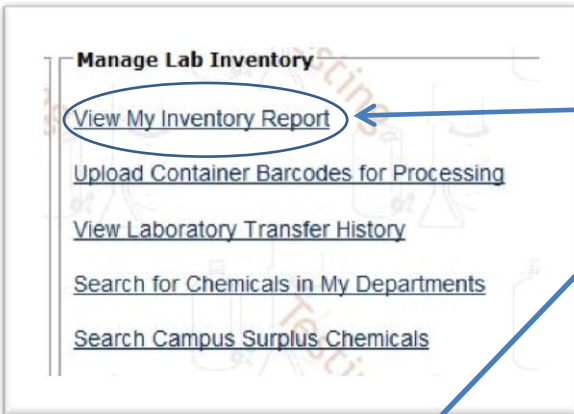
Storage Unit: Undefined ▼

Liquid Storage Shelf 1

Transfer
Return

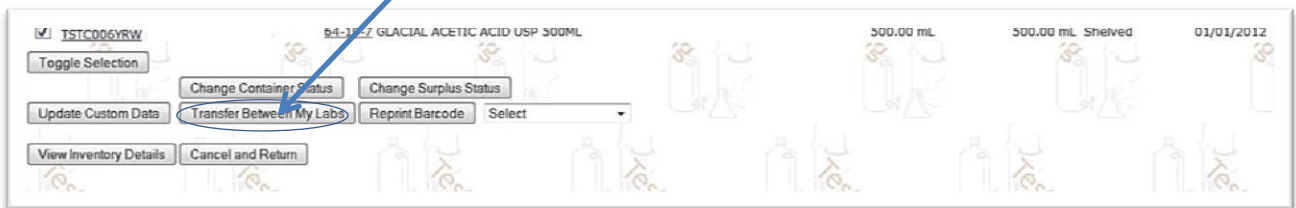
Transfer Container between Storage Units within the lab

The process is very similar to the container transfer between labs process (described on the previous pages). There are multiple options available following the same process as described with the container transfer between labs.



By selecting the “View My Inventory Report” link at the bottom of the Inventory Report page the user can select the “Transfer Between My Labs” button to initiate a transfer.

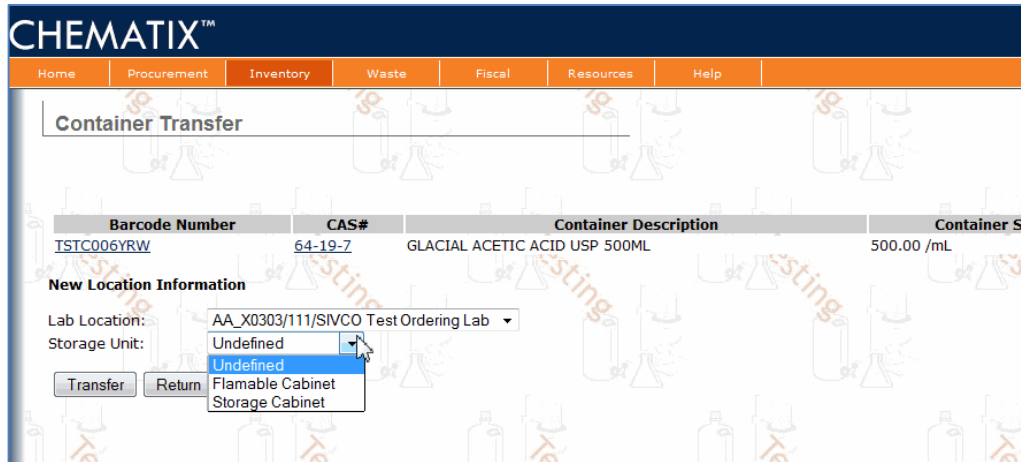
Please note that this option is also available in the detailed inventory view. You can select the “View Inventory Details” where each lab and storage unit inventory listed is broken down by labs and storage units.



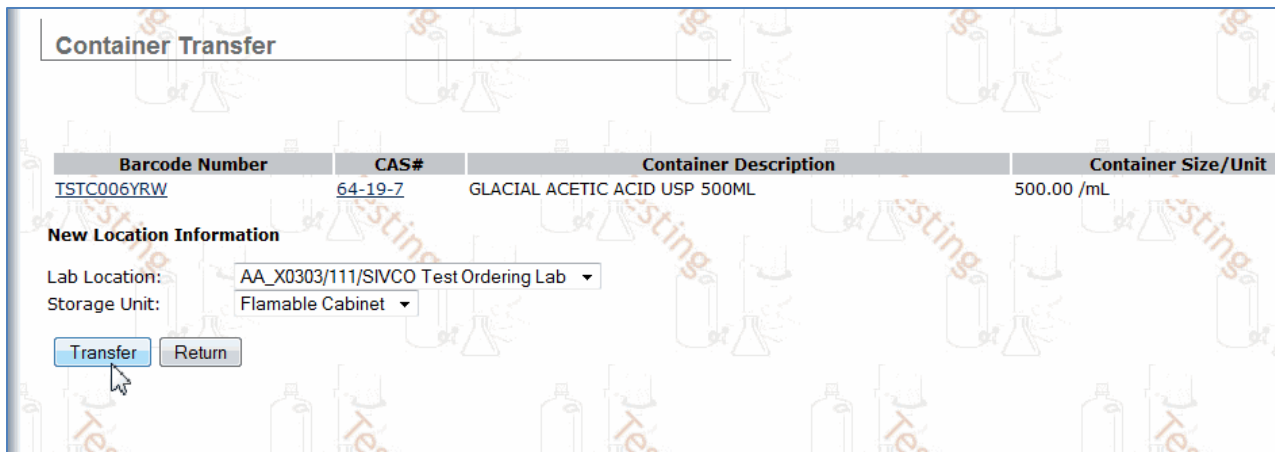
Please select the container that you want to transfer.

Please note: Multiple containers can be selected and transferred at once.

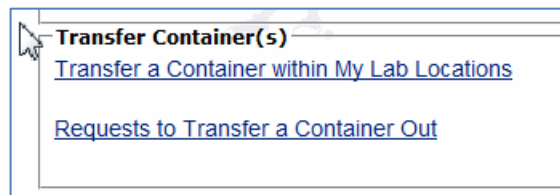
Using either option by clicking on the “Transfer Between My Labs” button the new screen opens up displayed on the next page.



Please note: You need to select the lab from the Lab Location pull down menu, even if you are not transferring between the labs, because the lab selection will enable the display of the storage units within the lab. By selecting the proper Storage Unit from the pull-down menu your container has been transferred to the desired storage unit.



Transfer between storage units also can be completed by selecting the “*Transfer a container within My Lab Locations*” link similar to container transfer between labs.



Container Transfer

Please scan/enter the Chemical Barcode:

Barcode Number	CAS#	Container Description
----------------	------	-----------------------

Scanning (or typing) in the container barcode and clicking on the “Lookup” button, the container information will be displayed and the transfer process can be initiated.

Please note: You need to select the lab (even you don’t do transfer between labs) in order to make all storage units to be displayed in the lab.

Container Transfer

Please scan/enter the Chemical Barcode:

Barcode Number	CAS#	Container Description	Container Siz
GITC00011X	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-	5.00 L

Current Location: **917/105/Dr.Fawcetts Lab/Undefined**

New Location Information

Lab Location:

Storage Unit:

- Undefined
- Flammable Cabinet

Transfer completion will be confirmed by a message listed above.

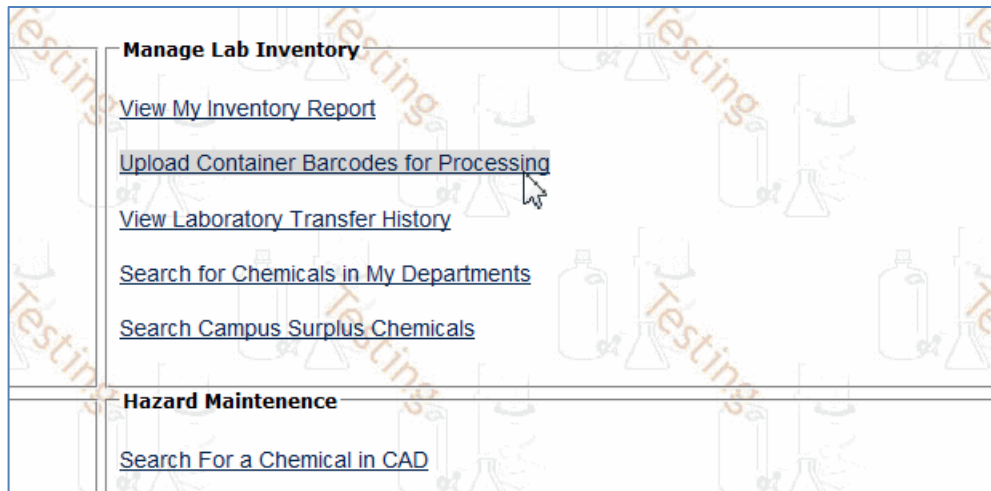
CHEMATIX™

Home | Procurement | Inventory | Waste | Fiscal | Resource

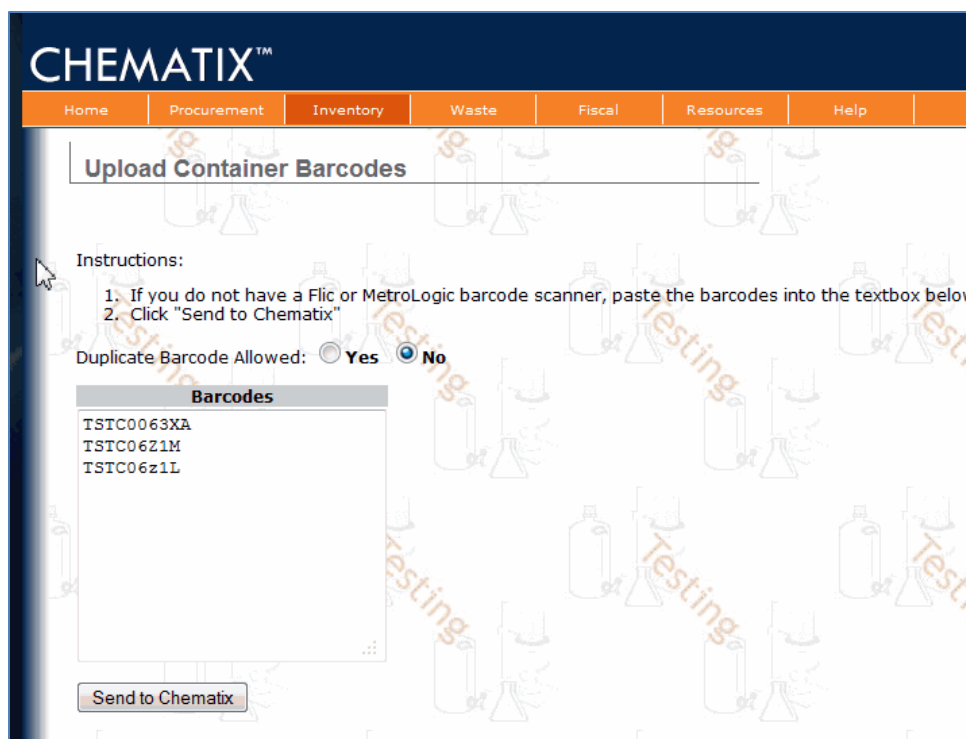
Container Transfer

The containers have been transferred successfully.

Additionally, container transfer between storage units are accommodated by selecting the “Upload Container Barcodes for Processing”.



Clicking on the link opens up the page below:



You are able to scan (or type) in multiple barcode numbers and click the button. This opens up a page where you can manipulate with the containers individually or as a group. Selecting the checkbox beside the container barcode will assign the container for transfer or other activities.

Selecting the button will enter a "checkmark" and selects all containers from your list.

Inventory Report

Barcode	CAS #	Container Description
<input checked="" type="checkbox"/> GITC000122	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
<input checked="" type="checkbox"/> GITC000123	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-
<input checked="" type="checkbox"/> GITC000121	129-79-3	9H-Fluoren-9-one, 2,4,7-trinitro-

Selecting the “Transfer Between My Labs” button will open up the lab and storage unit locations as addressed above.

The Container Transfer Options between different lab owners are being reviewed by Auburn University. This section will be updated when the process and procedures for the transfer process are finalized.