Registration

• Fill in the registration form
  – Available here
  – Available at L6-01
• Submit the form to L6-01 or reagent@hku.hk
• Confirmation email will be sent with User ID and password

* The online system is separated from HKU portal system
Login with Registered User ID and Password
Account will be locked upon 3 trial of incorrect password
Validation code will be sent to your registered Email for resetting the password
System Alert

- Pop-up message after log-in
- Important news or messages
- Discounts or new items

* Scroll down and have a quick look!
Banner Message: Important messages (i.e.: Contact; self pick-up time, ...)

Contact: Sharon Hui (delivery): 3917 9445  Sharon Tse (invoice, product): 3917 9440  Cyril (other): 3917 7555
Urgent Item Self pick-up time: Mon-Fri 09:30 - 12:30; 1400 - 17:30

For out of stock item, "create a SEPARATE IR" -> enter qtn -> save -> select 'Bioreagent Core Admin' in submitted to -> press 'submit' ("submitted item cannot be canceled"). We will help to proceed the order...
### Item Master - Item Details

<table>
<thead>
<tr>
<th>Catalog Number</th>
<th>Status</th>
<th>Active</th>
<th>Vendor Name</th>
<th>Brand</th>
<th>Category</th>
<th>Item Description</th>
<th>Barcode</th>
<th>Temperature</th>
<th>CAS No.</th>
<th>Chemical Name</th>
<th>Base Unit</th>
<th>Other Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>S91001</td>
<td>Active</td>
<td></td>
<td>Tien Heng Technology Limited</td>
<td>GE Healthcare Life Sciences</td>
<td>Consumable</td>
<td>PA9900 Paperlab M Roll 4&quot;x125&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Box</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ready Level (Base Unit)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Current Stock Bal.</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Stock In Location</td>
<td>LEZ3202 - LEZ3202-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Related Set Item

<table>
<thead>
<tr>
<th>No.</th>
<th>Catalog Number</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Unit Price

<table>
<thead>
<tr>
<th>No.</th>
<th>Unit Price (MD)</th>
<th>Disc. %</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>20.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Vendor Master - Vendor Details**

**Vendor Code**: V002

**Vendor Name (Eng)**: Tin Heng Technology Limited

**Vendor Name (Eng)**: Tin Heng Technology Limited

**Vendor Type**: Distributor

**Correspondence (Eng)**: 19F., No. 340 Queen's Road Central, Hong Kong

**Correspondence (Chi)**: 19F., No. 340 Queen's Road Central, Hong Kong

**Office (Eng)**: 19F., No. 340 Queen's Road Central, Hong Kong

**Office (Chi)**: 19F., No. 340 Queen's Road Central, Hong Kong

**Tel**: 2817 2121

**Fax**: 2580 7763

**Email**: sales@tinhangtech.com

**Website**: http://www.tinhangtech.com/home/

**Product Category**: Antibody, Consumable, Reagent

**Terms & Condition**

**Supplier’s Terms & Condition**
Remarks:

- Create separate IR for different stock type
  - Items resold by BRC (Vendor: Bioreagent Core)
  - Items distributed by BRC (Vendor: Any other than BRC)
- Remember to input valid account code in order to proceed
- Press ‘Confirm Order’ or else your IR will not be processed
- Submit the IR to supervisor if amount > approval limit
- Submit the IR to Bioreagent Core Admin if the Qty wanted > Qty available *create a separated IR*
- Submitted or confirmed order cannot be re-edited
Click ‘**New Item Request**’ to Create a New Request
Or Click on old Record to **Copy** similar request
Select Group / Subgroup the items you are ordering for

Enter Account Code desired to be charged with
* You must enter the account code in order to proceed

Input Cat. No. or using Item Search Function

Input Order Quantity (must be ≤ Qty Available)

Save to create the Item Request (IR) in the system;
Saved IR can be edited later;
Items in Saved but not confirmed IR is not reserved yet.
Saved IR can be reopened and edited anytime, unwanted edit can be un-do by Un-edit.

Saved IR can be reopened and edited anytime, unwanted edit can be un-do by Un-edit.

IR is not allowed to be edited after submission and Approval.

Situation 2:
Total Amount > Approval Limit
Submit the IR to Group Supervisor for approval on the online system

Situation 1:
Total Amount < Approval Limit
Confirm the IR directly

Situation 3:
Total Amount > Approval Limit
Print a hardcopy of the IR Form for supervisor approval.
Attached the signed copy to the system and Confirm order

Save the IR again when any field above are updated.
### Situation 4:
Qty wanted > Qty available
Create a separated IR
Submit the IR to Bioreagent Core Admin
We will help to proceed the order once it has arrived.

**Remarks:**
Write down any remarks within the box.
• BRC Staff will create a Stock-Out (SO) after the IR is confirmed and the item is ready for delivery.
• Records can be checked in the Stock Out page.

Delivered SO will be shown as ‘Approved’.
One can know the received personnel by clicking to the SO record.
**Group’s Transaction Report**

<table>
<thead>
<tr>
<th>Stock Out Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>Like</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Generate Transaction Report for the Group you have Registered in**
- **Define reporting Period**
- **Filter result base on Vendor(s)**
- **All vendors if left blank**
- **Select for different Groups / subgroups**

---

**Group’s Transaction Report**

<table>
<thead>
<tr>
<th>Item</th>
<th>Request No.</th>
<th>Requested By</th>
<th>Collected By / On</th>
<th>Brand / Cat. No.</th>
<th>Category / Item Description</th>
<th>Unit Price (HK$)</th>
<th>Quantity</th>
<th>Discount</th>
<th>Amount (HK$)</th>
<th>Account to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>IR1504136002</td>
<td>Testuser003</td>
<td>13-04-2015</td>
<td>Biovest</td>
<td>TEST000001 Kit with TEST0002</td>
<td>$870.00</td>
<td>1</td>
<td>10.00%</td>
<td>$783.00</td>
<td>4950824</td>
</tr>
<tr>
<td>10</td>
<td>IR1504136001</td>
<td>Testuser003</td>
<td>13-04-2015</td>
<td>Biovest</td>
<td>TEST000001 Kit with TEST0002</td>
<td>$870.00</td>
<td>2</td>
<td>10.00%</td>
<td>$1,566.00</td>
<td>4950834</td>
</tr>
<tr>
<td>11</td>
<td>IR1504136003</td>
<td>Testuser003</td>
<td>27-08-2015</td>
<td>Biovest</td>
<td>TEST000001 Kit with TEST0002</td>
<td>$870.00</td>
<td>3</td>
<td>10.00%</td>
<td>$2,439.00</td>
<td>4950834</td>
</tr>
<tr>
<td>12</td>
<td>IR1504140001</td>
<td>Testuser003</td>
<td>27-08-2015</td>
<td>Biovest</td>
<td>TEST000001 Kit with TEST0002</td>
<td>$870.00</td>
<td>2</td>
<td>10.00%</td>
<td>$1,566.00</td>
<td>4950834</td>
</tr>
<tr>
<td>13</td>
<td>IR1508200003</td>
<td>Testuser003</td>
<td>24-08-2015</td>
<td>Biovest</td>
<td>TEST000001 Kit with TEST0002</td>
<td>$870.00</td>
<td>3</td>
<td>10.00%</td>
<td>$2,439.00</td>
<td>4950834</td>
</tr>
</tbody>
</table>

**Contact Person:** Cyril LAI 39177555

**Total:** $15,631.00
System – Code Setting / Print Type

System

Code Setting
My Information
Change Password
Downloads

Approval Limit can be edited by Supervisor Account

Price Limit for Approval
1000

Hardcopy Approval

Department

Activation Limit can be edited by Supervisor Account

Approval Limit can be edited by Supervisor Account

Activate Hardcopy Approval if supervisor prefer sign on IR Form instead of approval in the system when Request Amount > Approval Limit (Situation 3)

Edit and Save

Change Print Type between PDF and other file types
For Further Inquiry or Assistant, please contact us at 3917 7558 or reagent@hku.hk