HKU Centre for PanorOmic Sciences (CPOS)
Bioreagent Core
Online Ordering System
Manual

http://bioreagent.med.hku.hk/HKU/

Mar 2022
Ordering Procedure

1. Register
   - Online system

2. Log-in
   - Create Item Request (IR)

3. Situations
   - Total amount ≤ purchasing limit: Confirm Order (p. 15)
   - Wanted Qty > Qty Available: No Stock: Confirm and Wait (p. 16)
   - Total amount > purchasing limit: Submit to Supervisor (p. 17)

   - Item refilled & Core’s staff approve order
   - Supervisor Approve order

   - Self pick up/Wait for delivery
Registration

• Fill in the registration form
  – Soft copy available [here](#)
  – Hard copy available at L6-01

• Submit the form to L6-01 or [reagent@hku.hk](mailto: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 trials of incorrect password
• Validation code will be sent to your registered Email for resetting the password
System Alert

- Important news or messages
- Discounts or new items

* Scroll down and have a quick look!
Master - Item & Vendor Master

Vendors & Products Information
Item Master – Search Page

Search Item by different Criteria

Discount/New Item/Special Offer/Order Upon Request Box

Click on Cat. No. for more detail

Tips for searching

Click on Heading to Sort

Quantity available
<table>
<thead>
<tr>
<th>No.</th>
<th>Catalog Number</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9010001</td>
<td></td>
</tr>
</tbody>
</table>

**Purchasing Limit (Max. qty that can be purchased per group per month)**
Vendor Master - Vendor Details

Supplier's Terms & Condition

Contact Information

Vendor Code: V002
Vendor Name (Eng): Tin Hang Technology Limited
Vendor Name (Chi):
Vendor Type: Distributor

Address
Correspondence (Eng): 18/F, No. 340 Queen's Road Central, Hong Kong
Correspondence (Chi):
Office (Eng): 18/F, No. 340 Queen's Road Central, Hong Kong
Office (Chi):

Tel: 2817 2121
Fax: 2580 7763
Email: sales@tinhangtech.com
Website: http://www.tinhangtech.com/home/

Product Category: Antibody/Consumable/Reagent
Attachment:

Terms & Condition

Remainds
Request - Item Request (IR)
Making New Request
Item Request (IR)

Remarks:

• Create separate IR for different stock type
  – Type (I) Retailing stock: Items resold by BRC (Vendor: Bioreagent Core)
  – Type (II) Consignment stock: Items distributed by BRC (Vendor: Any other than BRC)

• Remember to input valid account code for ordering Type (I) stock in order to proceed. Type (II) order will be settled by direct invoice issued from the vendor.

• Press one of below else your IR will not be processed
  – ‘Confirm Order’; or
  – Submit the IR to supervisor if amount > purchasing limit (p.17)
    • Notify supervisor to ‘Confirm Order’ in order to proceed
  – Press ‘No Stock: Confirm & Wait’ if the Qty wanted > Qty available
    *create a separated IR from in stock items* (p.16)

• Submitted or confirmed order cannot be re-edited
  – For Changes, please contact reagent@hku.hk or 39177558
Click ‘New Item Request’ to Create a New Request
Or  Click on old Record to Copy similar request
Item Request (IR) - Creating a New IR [2]

Steps:

1. Select the Group you are ordering for
2. Enter Account Code desired to be charged with (must be entered if including Type (I) items from Bioreagent Core)
3. Input Cat. No. or using Item Search Function
4. Choose Vendor of the item
5. Input Order Quantity
6. Choose appropriate unit
7. Write Remarks if needed
8. Save IR

Saved IR can be edited later
Order is not yet confirmed and held

Con’t →
Item Request (IR) - IR submission [Situation 1]

Saved IR can be reopened and edited anytime.

Save the IR again when any field above are updated. IR is not allowed to be edited after submission and Approval.

Situation 1: Total Amount < Approval Limit
Confirm the IR directly.
### Item Request (IR) - IR submission [Situation 2]

**Situation 2:** Qty wanted > Qty available

1. Create a separated IR
2. **Confirm and wait**
   - We will help to proceed the order once it has arrived

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**Saved IR can be reopened and edited anytime**

**Red highlight when wanted Qty > Qty available**

**Save the IR again when any field above are updated**

**IR is not allowed to be edited after submission and Approval**
### Situation 3: Total Amount $>\$ Approval Limit

**a** Submit the IR to Group Supervisor for approval on the online system

**b**
1. Print a hardcopy of the IR Form for supervisor approval
2. Attached the signed copy to the system and Submit the IR to Group Supervisor

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**Saved IR can be reopened and edited anytime**

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**Save the IR again when any field above are updated**

IR is not allowed to be edited after submission and Approval
Inventory - Stock Out (SO)

Checking Transaction Records
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 personal by clicking to the SO record.
Report – Group’s Transaction Report

Printing Transaction Summary
Report – Group’s Transaction Report

Define report Period
Filter result base on Vendor(s)
All vendors if left blank
Select for different Groups

Generate Transaction Report for the Group you have Registered in

BIOREAGENT CORE
System –
Code Setting, My Information & Change Password
Account Management
System – Code Setting, My Information & Change Password

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).

Account Code can be edited by Supervisor Account.

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