



**HKU  
Med**

**LKS Faculty of Medicine**  
**Centre for PanorOmic Sciences**  
香港大學泛組學科研中心

# **HKU Centre for PanorOmic Sciences (CPOS)**

## **Bioreagent Core**

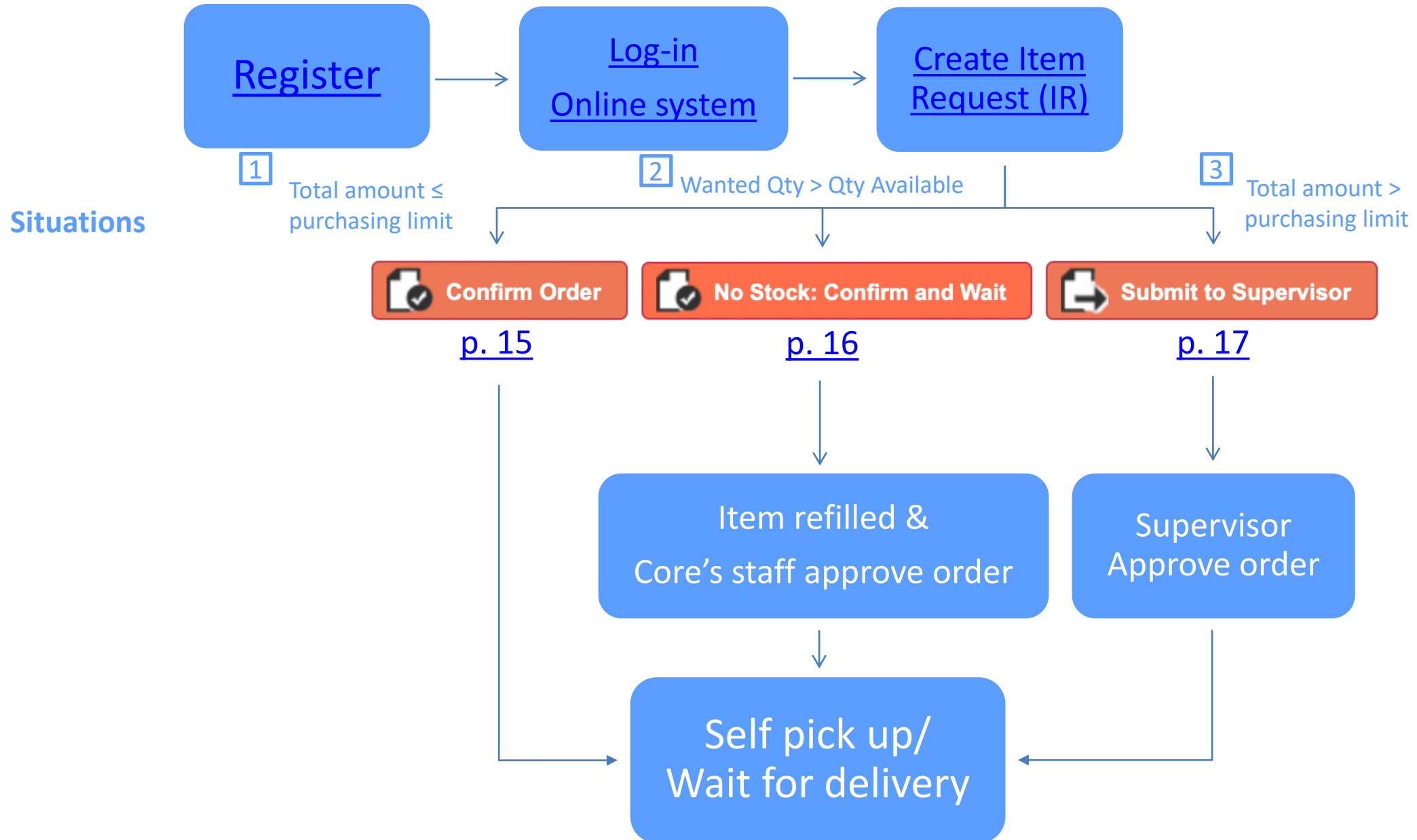
### **Online Ordering System**

### **Manual**

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

Mar 2022

# Ordering Procedure



# 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

# Log-in Page



LI KA SHING FACULTY OF MEDICINE  
THE UNIVERSITY OF HONG KONG  
香港大學李嘉誠醫學院

User Login

User ID:

Password:

Login Reset

Powered by  TOGO Web-based Solution™

- 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

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

Home   Master   Request   Inventory   Report   System   To Do List

Master   Request   Inventory   Report

Vendor Master  
Item Master  
Warehouse Master

Item Request   Stock In   Group's Transa

**System Alert**

Special Arrangement !!!!!!!  
Office closed at 30-31 Jan 2020.  
NO Delivery and NO self-pickup.  
For urgent order please call Cyril at 3917 7555 / 93116887 to discuss.

-----

BIG NEWS!!!!!!  
BIG PRICE DOWN on selected product from NEPTUNE, NEST, SPL, CORNING, GBO. Buy more now to save more.  
<http://www.med.hku.hk/corefac/BRC/FCFBestPrice20191129.pdf>

Please submit order to 'Bioreagent Core Admin' if item is out of stock.

-----

Tentative Delivery Schedule as below. Please place order in advance  
QMH:   Provisional>>> 3 FEB ( Mon ) , 10 FEB ( Mon)  
JCBIR:   Cancel>>>>29 Jan ( Wed ) , 6 FEB ( Wed )

-----

New Item:   .   .   .   .   .   .   .   .

OK

Alert List  
Code Setting  
Data Import  
Holidays Setting

- Important news or messages
- Discounts or new items

\* Scroll down and have a quick look!

# Content / Home Page

## Banner Message: Important messages (i.e.: Contact; self pick-up time, ...)

Contact: Sharon Hui (delivery): 3917 9445   Sharon Tse (invoice, product): 3917 9440   Others: 3917 7558   Urgent Item Self pick-up time: Mon-Fri 09:30 /12:00/14:00/16:30

\*\*\*\*\*To queue for out of stock item, create a !!! SEPARATED !!! IR from other in stock items ->Enter Qty in new IR->Save the Draft-> Click 'No Stock: Confirm and Wait'. We will help to proceed the o

Master

Vendors & Products Information  
p.7-10



Request

Making New Request  
p.11-17



Inventory

Checking Transaction Record  
p.18-19



Report

Printing Transaction Summary  
P.20-21



Vendor Master

Item Request

Stock Out

Group's Transaction Report

Item Master

System

Account Management  
p.22-23



To Do List

Quick Access to  
Pending Request



Code Setting

To Do List

My Information

Change Password

Downloads

# **Master - Item & Vendor Master**

Vendors & Products Information

# Item Master – Search Page

## Item Search

Status: Active

Catalog Number: Like

Category:

Search Item by different Criteria

Item Description: Like

Brand:

Special: All

Vendor: Like

\*\*\*\*Please use "Category" & "Brand" filter for your easy searching. No space between numbers and units "50ml" instead of "50 ml" Use "ul" instead of "µl". Search Key/partial words instead of full name. Most of the pages in this system can be exported

Tips for searching

Full Export to Excel

Export to Excel

Click on Heading to Sort

#	Catalog Number		Vendor Name	Brand	List Price	Discounted Price	Item Description	Temp	Qty Available	CAS No.	Base Unit	Category	Status
7	10060	Special Offer	Bioreagent Core	SPL	360.00	360.00	60mm Petri Dish PS Sterile 20/500/case	RT	1		Case	Dishes	Active
8	10090	Special Offer	Bioreagent Core	SPL	324.00	324.00	90mm Petri Dish PS Sterile 10/500/case	RT	6		Box	Dishes	Active
9	101350	New Item	Bioreagent Core	SPL	820.00	820.00	35mm Confocal Dish 20mm hole No.1 cover glass sterile 5/100/case		0		Case	Dishes	Active
10	10150	Special Offer	Bioreagent Core	SPL	412.00	412.00	150mm Petri Dish PS Sterile 10/120/case **Not for TC**	RT	2		Case	Dishes	Active
11	10270106	Special Offer	Bioreagent Core	Gibco	930.00	930.00	Fetal Bovine Serum(FBS) qualified E.U.-approved South America origin 500mL	-20	28		Each	Reag-Culture	Active
12	10297018	Special Offer	LifeTech	Invitrogen	1,135.00	1,135.00	dNTP Set (100mm), 4x250uL (50% off for ordering 2 or more QTY)	-20	8		Each	Reag-Molecular	Active
13	10488058	Special Offer	LifeTech	Invitrogen	1,220.00	854.00	TrackIt™ 100 bp DNA Ladder, 100 reactions	-20	4		Each	Reag-Molecular	Active
14	10488085	Special Offer	LifeTech	Invitrogen	986.00	690.20	TrackIt™ 1 Kb Plus DNA Ladder, 100 reactions	-20	4		Each	Reag-Molecular	Active
15	104-Q	\$	ThermoFisher	QSP	95.00	95.00	10uL Universal Fits Micropoint Tips Graduated Standard Bulk Nonsterile 1000 Tips/bag	RT	10		Bag	Pipette Tips	Active
16	10500064	\$	LifeTech	Gibco	2,094.00	1,884.60	Fetal Bovine Serum (FBS), qualified, heat inactivated, E.U.-approved, South America Origin	-20	4		Each	Reag-Culture	Active
17	10569010	\$	LifeTech	Gibco	248.00	215.76	DMEM, high glucose, GlutaMAX™ Supplement, pyruvate, 500mL	+4	2		Each	Reag-Culture	Active
18	10600003	\$	TinHang	GE	2,363.00	2,126.70	Amersham Protran Premium 0.45um NC 300mm×4m/roll	RT	3		EA	Consu-Western	Active
19	10747012	Special Offer	LifeTech	Invitrogen	1,001.00	700.70	BenchMark™ Protein Ladder, 2x250uL	-20	2		Each	Reag-Molecular	Active

Click on Cat. No.  
for more detail

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

Quantity available



# Item Master - Item Details

Catalog Number *	9910001	Status *	Active	Photo:	1	2	3						
Vendor Name *	Tin Hang Technology Limited												
Brand	GE Healthcare Life Sciences												
Category *	Consumable												
Item Description	PM996 Parafilm M Roll 4"x125'												
Barcode													
Temperature	RT												
CAS No.													
Chemical Name													
Base Unit *	Box												
Other Unit	<table border="1"> <thead> <tr> <th>No.</th> <th>Unit</th> <th>Conversion Factor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>= 0.00 x Base Unit</td> </tr> </tbody> </table>							No.	Unit	Conversion Factor	1		= 0.00 x Base Unit
No.	Unit	Conversion Factor											
1		= 0.00 x Base Unit											
Reorder Level (Base Unit)	5			Current Stock Bal.	10								
Default Stock In Location	L623C2 - L623C2-1			Alert before Expiry Date *	180 Days								
Related Set Item													
No.	Catalog Number	Item Description											
1													
Unit Price													
No.	Qty (From)	Qty (To)	Unit Price (HKD)	Disc. %	Discount								
1	1	9,999	185.00	20.00	0.00								
Attachment													
Remarks													



Purchasing Limit (Max. qty that can be purchased per group per month)


Vendor Master - Vendor Details

HomeMasterRequestInventoryReportSystemTo Do List

Testuser003 | Logout

VENDOR MASTER - V002

StatusActive

 2 / 7 

Created:                      Cyril Lai 06-05-2015 16:34:22

Last Updated:              Cyril Lai 06-05-2015 16:34:22

Vendor Code *	V002	Status *	Active
Vendor Name (Eng) *	Tin Hang Technology Limited		
Vendor Name (Chi)			
Vendor Type *	Distributor		

	Correspondence (Eng)	Correspondence (Chi)	Office (Eng)	Office (Chi)
Address	19/F., No. 340 Queen's Road Central, Hong Kong		19/F., No. 340 Queen's Road Central, Hong Kong	
Tel	2817 2121		2817 2121	
Fax	2580 7763		2580 7763	
Email	sales@tinhangtech.com		sales@tinhangtech.com	
Website	http://www.tinhangtech.com/home/			

Product Category	Antibody,Consumable,Reagent
Attachment	

Terms & Condition	
Remarks	

# **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](mailto:reagent@hku.hk) or 39177558



# Item Request (IR) - Creating a New IR [2]

## ITEM REQUEST

Status

New

Item Request No. *	New Item Request	Type *	Stock Request	Date *	24-09-2015
Department *	Faculty Core Facility	Group *	Faculty Core Facility	Pick Up Date	
Approval Limit	0.00	HKU Account Code		Requested By *	Cyril Lai 81336-Faculty Core Faci
Requester Billing Address	L1-40, Lab Block	Requester Tel		HKU Ref No.	

### Attachment for Signed Request

No.	Catalog Number	Item Description	Vendor	Brand	Category	Qty on Hand	Qty Available	Qty	Unit	Unit Price	Discount	Amount (HKD)
1						0	0	0	\$	0.00	0.00	0.00
Total Amount												0.00

Remarks	
Internal Remarks	

Save		Item Search	
Status	Active	Search Item by different Criteria	
Catalog Number	Like	Item Description	Like
Category		Brand	
Temperature		Qty Available	>
CAS No.	Like	Vendor Name	Like

Sequence	#	Catalog Number	Vendor Name	Brand	Category	Item Description	Temperature	Qty Available	CAS No.	Base Unit	List Price	Status
		4487	Gene Company Limited	Coming	Consum001 Consumable	PIPETT E,5mL	RT	0		Case	520.00	Active
		4487	Genetimes Technology International Holding Limited	Coming	Consum001 Consumable	5mL Serolog		4		Case	370.00	Active
		R0176S	Eastwin International Trading Limited	New England Biolabs	Enzyme003 Enzyme - Restriction	DpnI, 1000 units	-20	0		Each	610.00	Active
		10270106	Life Technologies Limited	Life Technologies Gibco	Reagent001 Reagent	Fetal Bovine	-20	1		Each	1,700.00	Active
		10787026	Life Technologies Limited	Life Technologies Invitrogen	Reagent001 Reagent	1 Kb Plus	-20	1		Each	3,044.00	Active
		15140122	Life Technologies Limited	Life Technologies Gibco	Reagent001 Reagent	Penicillin	-20	1		Each	204.00	Active
		15400054	Life Technologies Limited	Life Technologies Gibco	Reagent001 Reagent	Trypsin-EDTA	-20	2		Each	286.00	Active
		15596018	Life Technologies Limited	Life Technologies Ambion	Reagent001 Reagent	TRIzol	+4	1		Bottle	2,249.00	Active
Total No. of selected Doc.:		0										
Select		Blank										
# 1 - 50 / 266		<< 1 / 6 >> 50 / Page										

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]



LKS Faculty of Medicine  
Centre of PanorOmic Sciences  
香港大學泛組學科研中心

Contact: Sharon Hui (delivery): 3917 9445 Sharon Tse (invoice, product): 3917 9440 Others: 3917 7558

Urgent Item Self pick-up time: Mon-Fri 09:30 /12:00/14:00/16:30

\*\*\*\*To queue for out of stock item, create a ! ! ! ! SEPARATED ! ! ! ! IR from other in stock items ->Enter Qty in new IR->Save the Draft-> Click 'No Stock: Confirm and Wait'. We will help to proceed the or

[Home](#) [Master](#) [Request](#) [Inventory](#) [Report](#) [System](#) [To Do List](#)

Testuser003 | [Logout](#)

ITEM REQUEST - IR2203090014

Status  
Saved

1 / 1

Created: Testuser003 09-03-2022 17:01:12  
Last Updated: Testuser003 10-03-2022 09:47:11

Item Request No. *	IR2203090014	Type *	Stock Request	Date *	09-03-2022
Department *	Centre of PanorOmic Sciences	Group *	Test Prof 001	Delivery	
Approval Limit	15,000.00	HKU Account Code	must be filled	Requested By *	Testuser003 549328-Centre of P
Requester Billing Address				Requester Tel	436452
Attachment for Signed Request					

Items													Show Details	
No.	Catalog Number	Item Description	Vendor	Brand	Category	Qty on Hand	Qty Available	Qty	Unit	Unit Price	Discount	Amount (HKD)		
1	10270106	Fetal Bovine Serum(FBS) qualified E.U.-	Bioreagent Core	T&C	Gibco	Reag-Culture	402	392	1	\$	Each	1,020.00	0.00	1,020.00
Items: [Add] [Remove] 1 Rows													Total Amount	
													1,020.00	

No/Insufficient stock for Items highlighted in **RED**. Please press "Save Draft" then "No Stock: Confirm and Wait" to proceed.

Remarks	
Internal Remarks	

Saved IR can be reopened  
and edited anytime

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

Un-edit

Save Draft

Confirm Order

Update Remarks / HKU Account No.

NewCopyPrintBackReset

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

# Item Request (IR) - IR submission [Situation 2]



**HKU Med** LKS Faculty of Medicine  
Centre of PanorOmic Sciences  
香港大學泛組學研究中心

Contact: Sharon Hui (delivery): 3917 9445 Sharon Tse (invoice, product): 3917 9440 Others: 3917 7558

Urgent Item Self pick-up time: Mon-Fri 09:30 /12:00/14:00/16:30

\*\*\*\*To queue for out of stock item, create a ! ! ! ! SEPARATED ! ! ! ! IR from other in stock items ->Enter Qty in new IR->Save the Draft-> Click 'No Stock: Confirm and Wait'. We will help to proceed the o

[Home](#) [Master](#) [Request](#) [Inventory](#) [Report](#) [System](#) [To Do List](#)

Testuser003 | [Logout](#)

ITEM REQUEST - IR2203090014

Status  
Saved

Created: Testuser003 09-03-2022 17:01:12  
Last Updated: Testuser003 10-03-2022 11:19:15

Item Request No. *	IR2203090014	Type *	Stock Request	Date *	09-03-2022
Department *	Centre of PanorOmic Sciences	Group *	Test Prof 001	Delivery	
Approval Limit	15,000.00	HKU Account Code	must be filled	Requested By *	Testuser003 549328-Centre of Pz
Requester Billing Address				Requester Tel	436452
				HKU Ref No.	

Attachment for Signed Request

Items <input type="checkbox"/> Show Details											
No.	Catalog Number	Item Description	Vendor	Brand	Category	Qty on Hand	Qty Available	Qty	Unit	Unit Price	Discount
1	FP1500001KT	[order upon request] Opal Polaris 480 Reagent	Bioreagent Core	Akoya	Reagent	0	0	1	Pack	1,980.00	0.00
Items: [Add] [Remove] 1 Rows										Total Amount	1,980.00

No/Insufficient stock for Items highlighted in **RED**. Please press "Save Draft" then "No Stock: Confirm and Wait" to proceed.

Remarks

Internal Remarks

Saved IR can be reopened and edited anytime

Un-edit

Save Draft

No Stock: Confirm and Wait

Update Remarks / HKU Account No.

New

Copy

Print

Back

Reset

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

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



# Item Request (IR) - IR submission [Situation 3]



**HKU Med**  
LKS Faculty of Medicine  
Centre of PanorOmic Sciences  
香港大學泛組學科學中心

Contact: Sharon Hui (delivery): 3917 9445 Sharon Tse (invoice, product): 3917 9440 Others: 3917 7558

Urgent Item Self pick-up time: Mon-Fri 09:30 /12:00/14:00/16:30

\*\*\*\*To queue for out of stock item, create a ! ! ! ! SEPARATED ! ! ! ! IR from other in stock items ->Enter Qty in new IR->Save the Draft-> Click 'No Stock: Confirm and Wait'. We will help to proceed the or

[Home](#) [Master](#) [Request](#) [Inventory](#) [Report](#) [System](#) [To Do List](#) Testuser003 | Logout

**ITEM REQUEST - IR2203090014** Status: Saved 1 / 1

Created: Testuser003 09-03-2022 17:01:12  
Last Updated: Testuser003 10-03-2022 10:25:48

Item Request No. *	IR2203090014	Type *	Stock Request	Date *	09-03-2022
Department *	Centre of PanorOmic Sciences	Group *	Test Prof 001	Delivery	
Approval Limit	15,000.00	HKU Account Code	must be filled	Requested By *	Testuser003 549328-Centre of P
Requester Billing Address				Requester Tel	436452
				HKU Ref No.	

Attachment for Signed Request

Items <input type="checkbox"/> Show Details												
No.	Catalog Number	Item Description	Vendor	Brand	Category	Qty on Hand	Qty Available	Qty	Unit	Unit Price	Discount	Amount (HKD)
1	10270106	Fetal Bovine Serum(FBS) qualified E.U.-	Bioreagent Core	T&C	Gibco	402	392	15	\$ Each	1,020.00	0.00	15,300.00
Items: <a href="#">Add</a> <a href="#">Remove</a> 1 Rows												Total Amount 15,300.00

No/Insufficient stock for Items highlighted in **RED**. Please press "Save Draft" then "No Stock: Confirm and Wait" to proceed.

Remarks	
Internal Remarks	

## 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**

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

Saved IR can be reopened and edited anytime

[Un-edit](#) [Save Draft](#) [Submit to Supervisor](#) [Update Remarks / HKU Account No.](#)

[New](#) [Copy](#) [Print](#) [Back](#) [Reset](#)

# **Inventory - Stock Out (SO)**

Checking Transaction Records

# Stock Out (SO) – Search Page



HKU  
Med

LKS Faculty of Medicine  
Centre of PanorOmic Sciences  
香港大學泛組學科研中心

Contact: Sharon Hui (delivery): 3917 9445 Sharon Tse (invoice, product): 3917 9440 Others: 3917 7558

\*\*\*\*To queue for out of stock item, create a !! !! !! SEPARATED !! !! !! IR from other in stock items ->Enter Qty in new IR->Sa

Home	Master	Request	Inventory	Report	System	To Do List
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Master Request Inventory

Vendor Master

Item Request

Stock Out

Item Master



LKS Faculty of Medicine  
Centre of PanorOmic Sciences  
香港大學泛組學科研中心

Contact: Sharon Hui (delivery): 3917 9445 Sharon Tse (invoice, product): 3917 9440 Others: 3917 7558

Urgent Item Self pick-up time: Mon-Fri 09:30 - 12:00; 1400 - 17:00

For out of stock item, "create a SEPARATE IR" -> enter qty (enter wanted qty in Remarks if exceed the limit)-> save -> "No Stock: Confirm and Wait". We will help to proceed the order once it has arrived.

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Home	Master	Request	Inventory	Report	System	To Do List	Testuser003   Logout
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Stock Out Record Search

Search Item by different Criteria

Status

Non-cancelled

Stock Out No.

Like

Item Request No.

Like

Received By

Like

Brand

Group

Stock Out Date

From To

Catalog Number

Like

CAS No.

Like

Remarks

Like

Requested By

Like

Item Description

Like

Category

Department

List Type

By Item

#	Stock Out No.	Stock Out Date	Item Request No.	Catalog Number	Vendor	Brand	Item Description	Category	SO Qty	Unit	Unit Cost	Amount	Received By	Requested By	Remarks	Status
1	SO1509230001	23-09-2015	IR1509230001	TEST000001	FCFTestVendor1	Biowest	TEST000001 Kit with TEST0002	Reagent001 Reagent	1	Unit	1,100.00	1,000.00	Testuser003	Testuser003 549328-Other		Approved
2	SO1509230001	23-09-2015	IR1509230001	TEST000002	FCFTestVendor1	Biowest	Component in Kit TEST000001	Reagent001 Reagent	1	Bottle	0.00	0.00	Testuser003	Testuser003 549328-Other		Approved
3	SO1509210001	21-09-2015	IR1509210002	TESTKIT01	FCFTestVendor1		Kit of : 1) 1 unit of TEST000001 & 2)	Kit001 Kit	1	Unit	0.00	-203.00	Testuser003	Testuser003 549328-Other		Approved
4	SO1509210001	21-09-2015	IR1509210002	TEST000002	FCFTestVendor1	Biowest	ABD 48KG	Reagent001 Reagent	1	Bottle	500.00	420.00	Testuser003	Testuser003 549328-Other		Approved
5	SO1509210001	21-09-2015	IR1509210002	TEST000001	FCFTestVendor1	Biowest	ABC 47KG	Reagent001 Reagent	1	Unit	870.00	783.00	Testuser003	Testuser003 549328-Other		Approved
6	SO1509150002	15-09-2015	IR1509150002	TEST000001	FCFTestVendor1	Biowest	ABC 47KG	Reagent001 Reagent	2	Unit	870.00	1,566.00	549328	Testuser003 549328-Other		Approved
7	SO1508300001	30-08-2015	IR1508300001	TEST000002	FCFTestVendor1	Biowest	ABD 48KG	Reagent001 Reagent	4	Bottle	500.00	320.00	123	Testuser003 549328-Other		Approved
8	SO1508240002	24-08-2015	IR1508200003	TEST000001	FCFTestVendor1	Biowest	ABC 47KG	Reagent001 Reagent	3	Unit	870.00	2,349.00	999	Testuser003 549328-Other	qqq	Approved

# **Report – Group's Transaction Report**

Printing Transaction Summary

Report – Group’s Transaction Report

Others: 3917 7558      Urgent Item Self pick-up time: Mon-Fri 09:30 /12:00/14:00/16:30

lock items ->Enter Qty in new IR->Save the Draft-> Click 'No Stock: Confirm and Wait'. We will help to proceed the o

Testuser003 | Logout



Report



Group's Transaction Report

Generate Transaction Report for the Group you have Registered in



LKS Faculty of Medicine  
Centre of PanorOmic Sciences  
香港大學泛組學科研中心

Contact: Sharon Hui (delivery): 3917 9445    Sharon Tse (invoice, product): 3917 9440    Otr  
For out of stock item, \*create a SEPARATE IR\* ->enter qty (enter wanted qty in Remarks if e)

Home

Master

Request

Inventory

Report

System

To Do List

Group's Transaction Report

Stock Out Date

From  To

Vendor Name

Like

Group \*

Print

Clear Criteria

Define report Period

Filter result base on Vendor(s)  
All vendors if left blank

Select for different Groups



LKS Faculty of Medicine  
Centre of PanorOmic Sciences  
香港大學泛組學科研中心

BIOREAGENT CORE

CPOS Bioreagent Core, L6-01,  
Laboratory Block, 21 Sassoon Road  
Opening hour for urgent pick-ups:  
Mon-Fri 09:30 - 12:00; 1400 - 17:00  
Tel: (852) 3917-7557  
E-mail: [reagent\\_cpos@hku.hk](mailto:reagent_cpos@hku.hk)  
Website: <http://cpos.hku.hk>

Group’s Transaction Report

Duration :      Page : 1 of 2

Supervisor			
Name	Prof 001	Email	hkufctest3@gmail.com
Billing Address	Prof 001 Office	Contact	34790 / 78045738
Remarks			

Item	Document No	Requested By	Collected By / On	Brand / Cat. No.	Category / Item Description	Unit Price (HK\$)	Quantity	Discount	Amount (HK\$)	Account to be charged
1	IR1503300001 IN1503300001	Testuser003	hjdthjk4 4983049 30-03-2015	TEST000001		\$870.00	2	10.00%	\$1,566.00	4950834
2	IR1504020001 IN1504020001	Testuser003	945374 02-04-2015	TEST000001		\$870.00	1	10.00%	\$783.00	4950834
Contact Person:									Total :	\$2,349.00

# **System –**

## **Code Setting, My Information & Change Password**

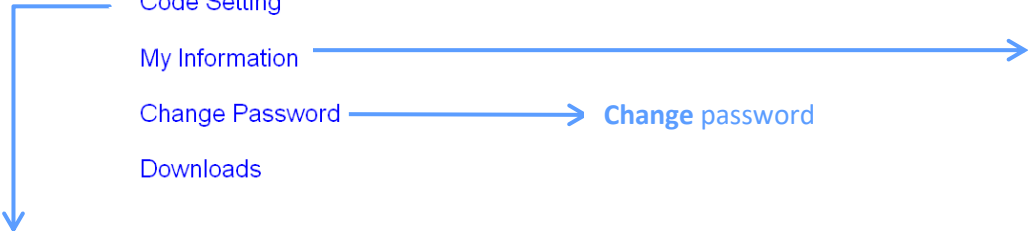
### Account Management

System – Code Setting, My Information & Chang Password

System



- Code Setting
- My Information
- Change Password
- Downloads



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香港大學泛組學科學中心

Contact: Sharon Hui (delivery): 3917 9445   Sharon Tse (invoice, pr  
For out of stock item, \*create a SEPARATE IR\* ->enter qty (enter war

HomeMasterRequestInventoryReportSystemTo Do List

GROUP - TEST PROF 001

Status  
Saved

Created: FCFadmin 30-03-2015 18:53:14  
Last Updated: Prof 001 25-08-2015 17:01:26

Group Name \*

Test Prof 001

Group Supervisor \*

Prof 001

HKU Account Code

No. HKU Account Code

1

Price Limit for Approval

1500

Hardcopy Approval

☐

Department \*

Other

Account Code 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

Edit and Save

HomeMasterRequestInventoryReportSystemTo Do List

User ID \*  
testu003

User Name \*  
Testuser003

Staff ID / Student No.  
549328

Title  
Technician

Institute / Department  
Other

Supervisor Name  
Prof 001

Lab Address  
L3-66, Lab Block, 21 Sassoon Road

Billing Address  
L3-66, Lab Block, 21 Sassoon Road

Tel  
39177555

Mobile  
91775553

Email \*  
hkufctest4@gmail.com

Print Driver Type  
PDF  
PDF  
TG Viewer NextGen

Change user information

Change Print Type between  
PDF and other file types

PrintSave

Document File...  
Adobe PDF File...  
Microsoft XPS File...  
Microsoft PowerPoint File...  
HTML File...  
Text File...  
Rich Text File...  
Microsoft Word File...  
OpenDocument Writer File...  
Microsoft Excel File...  
OpenDocument Calc File...  
Data File...  
Image File...

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BIOREAGENT CORE

Group's Transaction Repo

Duration :

Supervisor

Name

Prof 001

Email

Billing Address

Prof 001 Office

Contact

Remarks

Item	Document No	Requested By	Collected By / On	Brand / Cat. No.	Category / Item Description
1	IR1503300001 IN1503300001	Testuser003	hjdthjk4 4983049 30-03-2015	TEST000001	
2	IR1504020001 IN1504020001	Testuser003	945374 02-04-2015	TEST000001	

For Further Inquiry or Assistant, please contact  
us at 3917 7558 or [reagent@hku.hk](mailto:reagent@hku.hk)