

iProcurement: Creating a Requisition for Controlled Substances*


*Visit the [Environmental Health and Safety website](#) for a list of vendors and items for controlled substances. If you wish to order Buprenorphine SR (sustained release), please contact Malia Ruffin at mlr0@uab.edu.

- To access iProcurement, go to (based on system access): **UAB FN Document Entry/Approval > Purchasing > Requisitions > iProcurement** or **UAB Requisition Input > Requisitions > iProcurement**.
- Under the **Shop** tab, click on **Non-Catalog Request**.

- Enter the required item information on the left side the form (the required fields are noted by the asterisk, or star symbol). Enter Controlled Substance in the **Category** field.

A screenshot of the iProcurement form showing the following fields:

- * Item Type:** Goods.I can provide description, item price and quantity (dropdown)
- * Item Description:** Buprenorphine 0.3mg/ml 5x1ml (text input)
- * Category:** Controlled.Substance (dropdown)
- * Quantity:** 1 (text input)
- * Unit of Measure:** Each (dropdown)
- * Unit Price:** 175 (text input)
- * Currency:** USD (dropdown)

- Enter the supplier’s name in the **Supplier Name** field and then press the tab key on your keyboard.
 - If there is more than one supplier listing with a similar name, the system will provide you with a list of results. Select a supplier from the list by clicking on the Quick Select icon  that appears next to the supplier name. This action will update the **Supplier Name** and **Site** fields.
 - If there is only one match for the supplier name, the system will populate the **Supplier Name** and **Site** fields automatically.
 - The **Phone** and **Supplier Item** fields can remain blank if they are not populated by the system.

A screenshot of the Supplier selection form showing the following fields:

- Supplier Name:** PERKIN ELMER HEALTH (with a search icon)
- Site:** A-SHELTON (with a search icon)
- Phone:** (empty text input)
- Supplier Item:** (empty text input)

- Click on the **Add to Cart** button.
- On the **Special Information** screen, complete the required fields listed under **CON**.
- Click on the **Continue** button.

A screenshot of the Special Information screen showing the following sections:

- Special Information:** Includes a legend for required fields and a **Continue** button with a red arrow pointing to it.
- Selected Line:** A table with columns: Description, Unit, Quantity, Price, Amount (USD), Supplier.

Description	Unit	Quantity	Price	Amount (USD)	Supplier
Buprenorphine 0.3mg/ml 5x1ml	Each	1	175 USD	175.00	PERKIN ELMER HEALTH SCIENCES INC
- Hiring Requirements:** A section for CON with fields for:
 - * Associated Protocol #:** 10058
 - * Amount on Hand:** 0
 - * CSUA#:** 309

8. The **Non-Catalog Request** screen appears again. If you have additional items to add to the order, repeat steps 3-7. When you are finished adding your items, click on the **View Cart and Checkout** button located under your **Shopping Cart**.
9. The **Description** and **Deliver-To Location** fields are pre-populated and can be adjusted. The **Deliver-To Location** field defaults to *Bham Main Campus*. You can update this field to your desired delivery point. A common delivery point is *Deliver to Dept*.

10. Complete the required fields under **Additional Header Information** as shown.

- a. **Order Method:** Enter *Phone* as the method.
- b. **Deliver To:** Enter the order recipient's name.
- c. **Building Room:** Enter the recipient's building and room number. A Building List Lookup is provided at the bottom of this section for your convenience.
- d. **Requester's Phone #:** Enter the recipient's phone number.
- e. **Requester's Email:** Enter the recipient's email address.
- f. **Department Name:** Enter the name of the recipient's department.
- g. **Expiration Date:** leave this field blank.
- h. **Do scanned documents exist?:** Do not change the value of this field.

11. Click on **Show Delivery and Billing**.

12. Under **Delivery**, enter *CON* in the **Hazard Class** field.

13. Go to **Billing**. If you are charging the item(s) to a grant/project account, populate the fields beginning with **Project** and ending with **Expenditure Item Date** as shown. Use 8204099 as the Expenditure Type and the current day as the Expenditure Item Date. Otherwise, skip this step.

14. If you are charging the item(s) to a GL account, go to the **Charge Account** field and click on *Enter Charge Account*. Otherwise, skip this step.
 - a. On the **Edit and Submit Requisition** screen, check the box next to your item and click **Update**.

Sel		Update	Copy	Delete												
Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete					
<input checked="" type="checkbox"/>	Buprenorphine 0.3mg/ml 5x1ml	1	Each	175 USD	175.00	21-Mar-2023 00:01:00	Bham Main Campus	CON			<input type="checkbox"/>					
Total					175.00											

- b. On the **Requisition Information: Update Selected Line** screen, click on the magnifying glass icon located next to the **UAB_AKF** field.

Billing

Line UAB_AKF

GL Date

1 ACCOUNT SUBACCOUNT BALANCING ORGANIZATION FUTURE OBJECT 18-Mar-2022

- c. When the **UAB_AKF** screen appears, enter the first seven digits of your GL account in the **ALIAS** field.

ALIAS 2101656.000

- d. Enter 8204099 in the **Object** field and then click **Search**.
 - e. When the account and object code combination appears at the bottom of your screen, click the **Quick Select** icon
 - f. Go to the **Requisition Information: Update Selected Line** screen and check this box **Apply this Cost Allocation information to all applicable requisition lines** to apply your account and object code to any additional lines on your requisition.
 - g. Scroll to your right and click on the **Apply** button.

15. Click on the **Submit** button.

16. You will receive a **Confirmation**. Click on the **Continue Shopping** button. This action will direct you back to the **Shop** tab, where you can view the requisition under the **My Requisitions** section. The status of the requisition should display *In Process*.