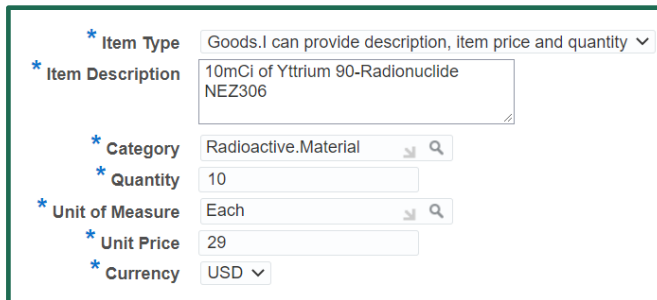


iProcurement: Creating a Requisition for Radioactive Materials

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


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

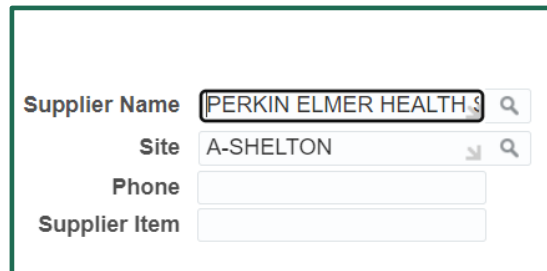


A screenshot of the iProcurement form showing the following fields:

- * Item Type:** Goods.I can provide description, item price and quantity
- * Item Description:** 10mCi of Yttrium 90-Radionuclide NEZ306
- * Category:** Radioactive.Material
- * Quantity:** 10
- * Unit of Measure:** Each
- * Unit Price:** 29
- * Currency:** USD

4. 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.

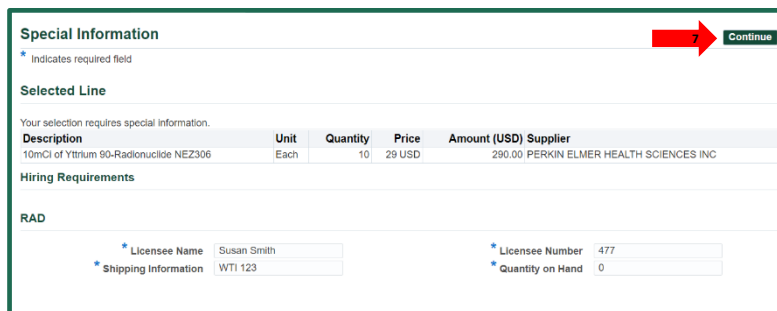


A screenshot of the Supplier Name field showing the text "PERKIN ELMER HEALTH" entered. Below it, the Site field is populated with "A-SHELTON".

- 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.

5. Click on the **Add to Cart** button.

6. On the **Special Information** screen, complete the required fields listed under **RAD**.



A screenshot of the Special Information screen. It features a table with the following data:

Description	Unit	Quantity	Price	Amount (USD)	Supplier
10mCi of Yttrium 90-Radionuclide NEZ306	Each	10	29 USD	290.00	PERKIN ELMER HEALTH SCIENCES INC

Below the table, there are fields for **Hiring Requirements** and **RAD** (Radioactive Material) information:

- * Licensee Name:** Susan Smith
- * Licensee Number:** 477
- * Shipping Information:** WTI 123
- * Quantity on Hand:** 0

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. Go to 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 *RAD* 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 *8209030* 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**.

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete	
<input checked="" type="checkbox"/>	10mCi of Yttrium 90- Radionuclide NEZ306	10	Each	29 USD	290.00	17-Mar-2023 00:01:00		RAD				
Total					290.00							

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

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

- d. Enter 8209030 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 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*.