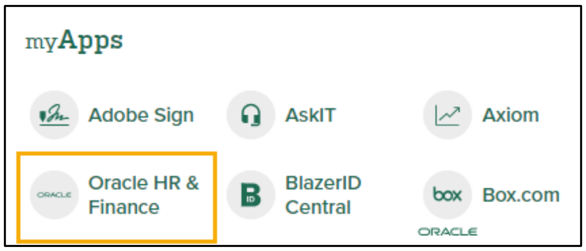
Visit the [Environmental Health and Safety website] for further information, including a list of vendors and item numbers for controlled substances.

Please Note:

- Ordering Controlled Substances, including Radioactive Materials and Pharmaceuticals, with a UAB P-Card is prohibited.
- For Sigma Aldrich orders, please use the appropriate Supplier Site based on Item Type/Category, [as detailed below.]

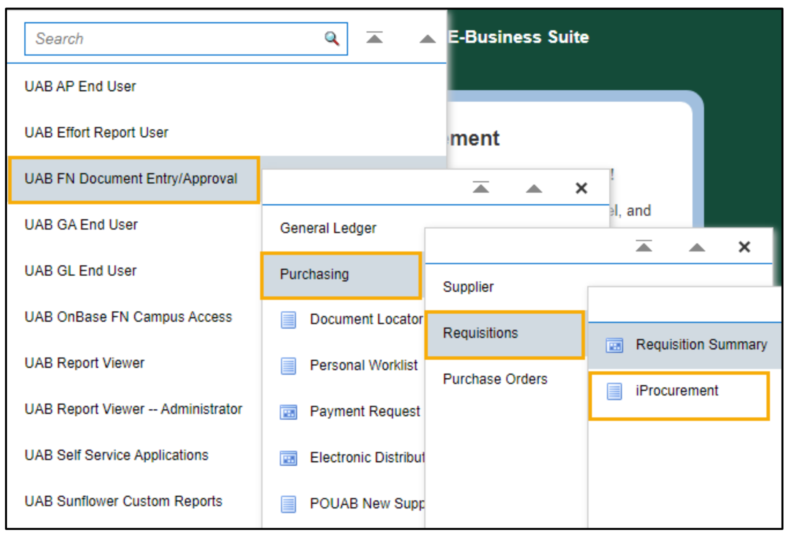
Log in to **Oracle HR & Finance**:

- Navigate to the [myUAB portal.]
- Locate and click **Oracle HR & Finance.**

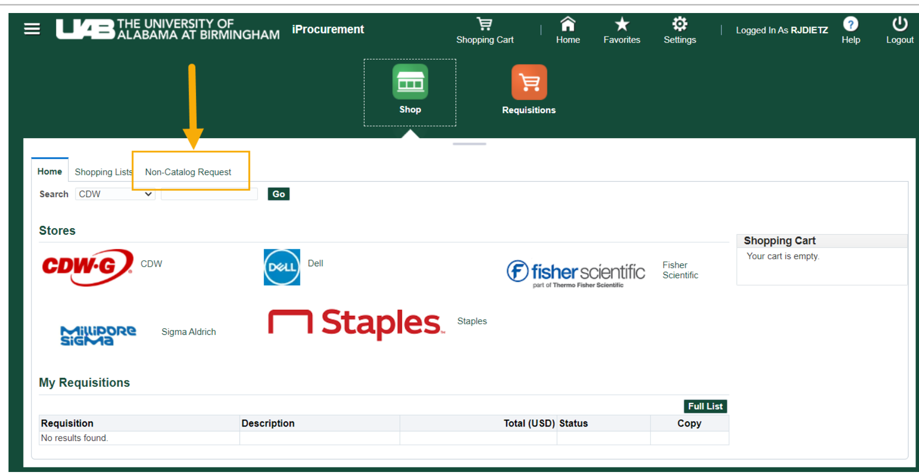


Navigate to **iProcurement**:

- Click the **3-lined navigation button** in the top left of the Oracle homepage.
- From **UAB FN Document Entry/Approval**, choose **Purchasing,** then **Requisitions**, and finally **iProcurement.**

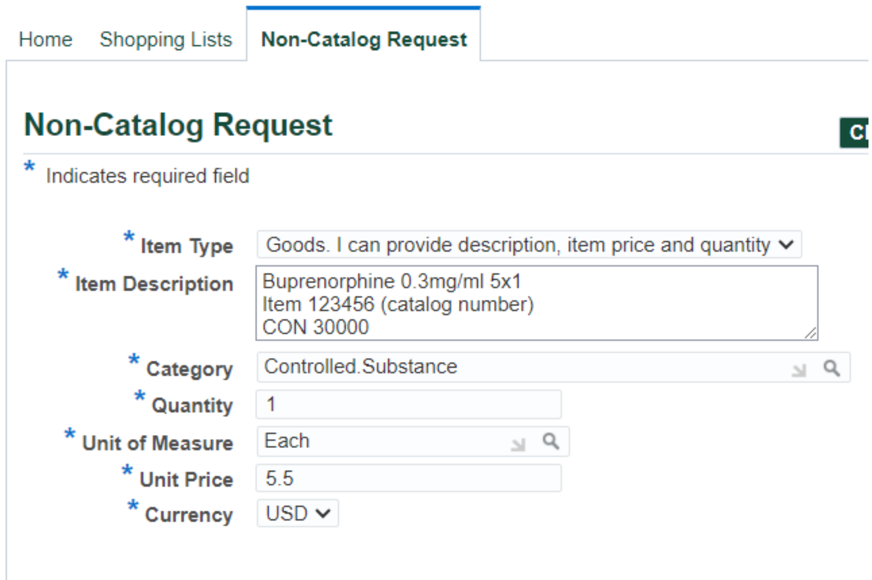


In the iProcurement Shop tab, click **Non-Catalog Request.**



Enter the **line-item information.**

- Required fields are identified with an * asterisk.
- In **Item Description,** enter a brief description of order along with **CON number**.
- In **Category,** enter *Controlled Substance.*
- In **Quantity,** enter the number of items to order.
- In **Unit of Measure**, enter *Each*.
- In **Unit Price,** enter the price listed on the vendor website per item.

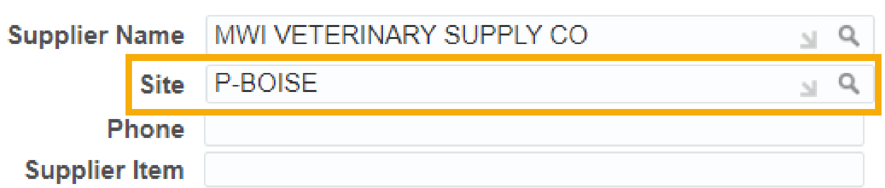


Enter the **Supplier Name** and **Site:**

- Begin typing the **Supplier Name** in the box.
- A dropdown menu will appear.
- Select the desired Supplier from the list.

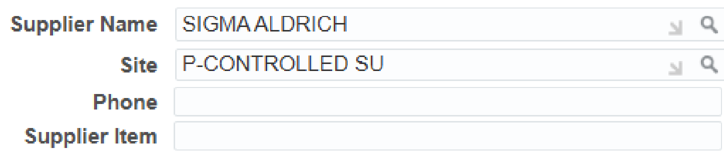
The system will automatically populate the **Site** field.

- The Phone and Supplier Item can remain blank if not populated by the system.



For **Sigma Aldrich** orders, please use the appropriate **Supplier Site** for controlled substance category items:

- Use Supplier Site: P-CONTROLLED SUBSTANCE site



Note:

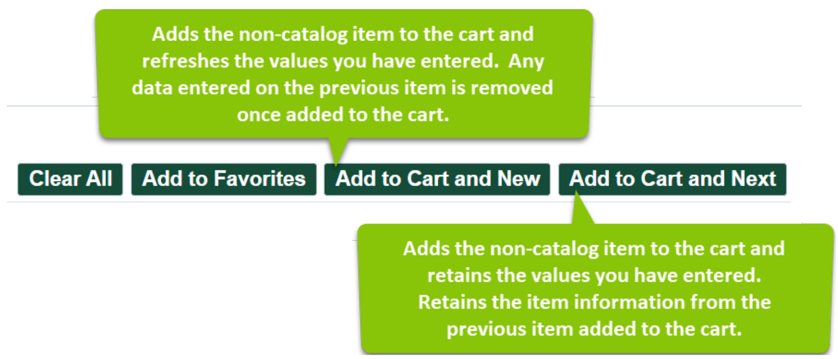
- Controlled and non-controlled items cannot be combined on the same requisition.
- Requisitions submitted to the P-CONTROLLED SUBSTANCE site with non-controlled substance category items will be rejected.
- Requisitions submitted to the P-ST LOUIS site with controlled substance category items will be rejected.

Add item to cart using one of these options:

- Click **Add to Cart and New.**

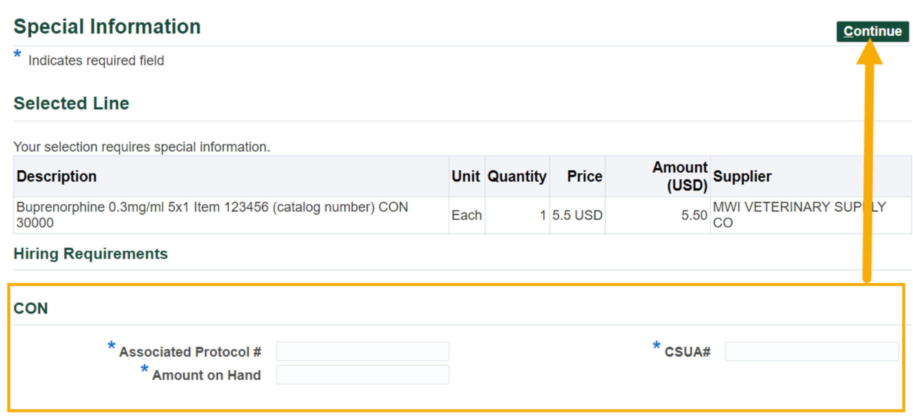
  OR

- Click **Add to Cart and Next.**



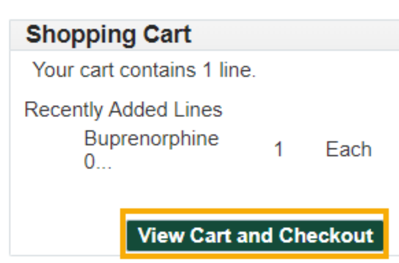
On the **Special Information** screen:

- Enter **Associated Protocol #**
- Enter **Amount on Hand**
- Enter **CSUA#**
- Click **Continue**



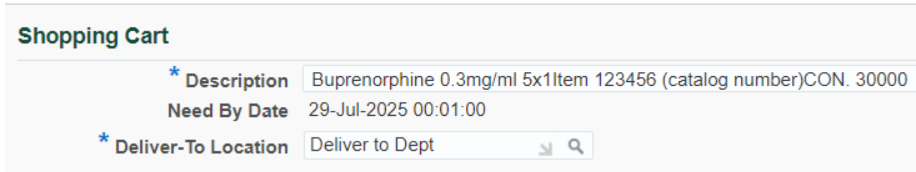
Use the steps you just completed to add more items to your order, if needed.

When you are finished adding items to this order, click **View Cart and Checkout.**



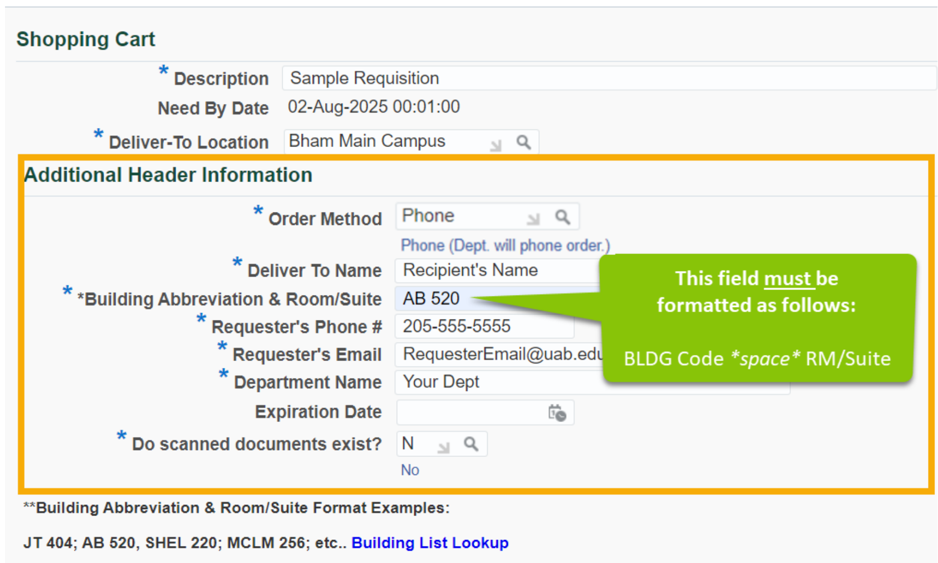
The **Description** and **Deliver-To Location** fields are pre-populated and can be adjusted.

- A commonly selected **Deliver-To Location** is *Deliver to Dept.*

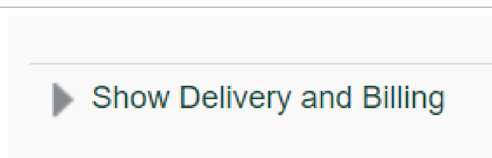


Complete **Additional Header Information**:

- In **Order Method**, enter *Phone*.
- In **Deliver To**, enter the order recipient's name.
- In **Building Room**, enter the recipient's building and room number.
  - A **Building List Lookup** is available at the bottom of this section.
- In **Requester's Phone #,** enter the recipient's phone number.
- In **Requester's Email**, enter the recipient's email address.
- In **Department Name**, Enter the name of the recipient's department.
- Leave **Expiration Date** field blank.
- Do not change the field **Do scanned documents exist?**

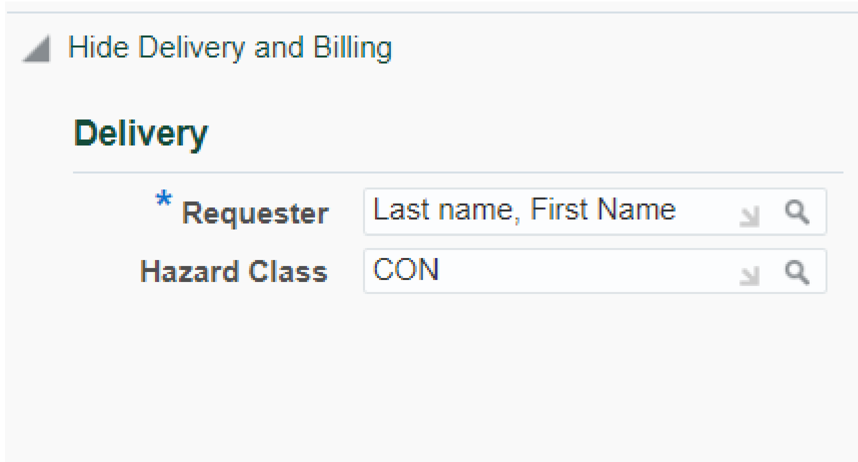


Click **Show Delivery and Billing** to reveal the dropdown **Delivery** and **Billing** sections.



Complete Delivery information:

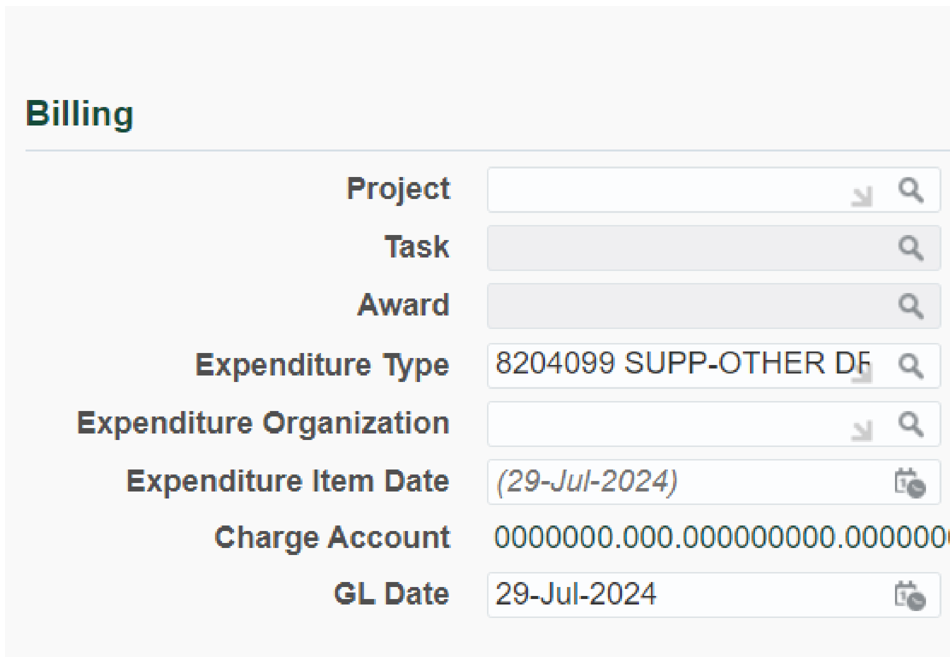
- **Requester information** will auto-populate with the name of the person completing the Requisition.
- In **Hazard Class,** enter *CON*.



Proceed to enter **Billing** Information.

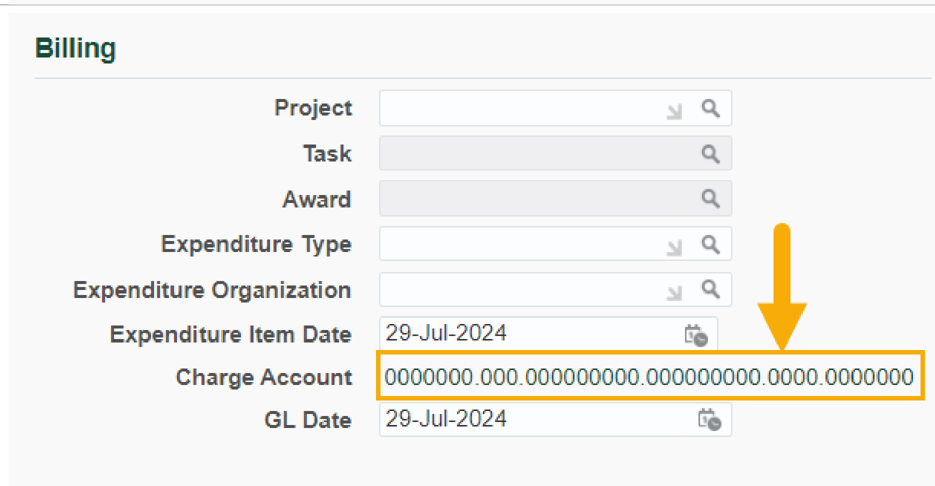
If you are charging items to a **Grant/Project (GA)** account:

- Enter **Project number**
- Enter **Task number**
- Enter Award number
- Enter *8204099* in **Expenditure Type**
- Enter the current date in **Expenditure Item Date.**



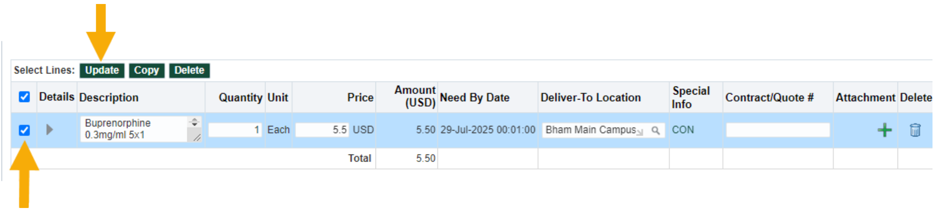
If you are charging items to a **GL Account:**

- Do not enter any information in the fields shown (the dates will auto-populate and can remain).
- Double click on the zeroes in the **Charge Account** field to open the Edit and Submit Requisition screen.



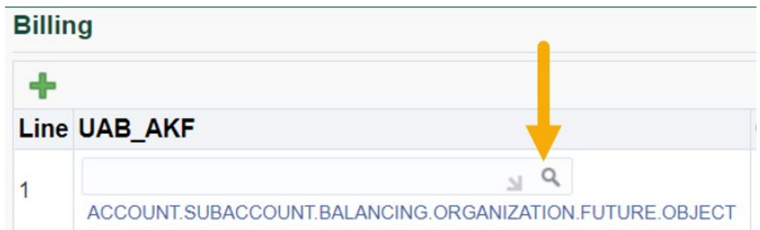
On the **Edit and Submit Requisition** screen:

- Check the box next to your item.
- Click **Update.**



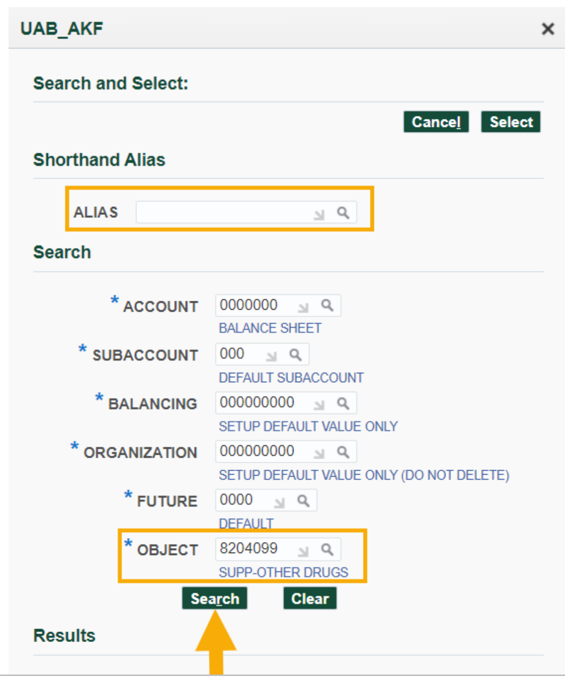
On the **Requisition Information: Updated Selected line** screen,

- Click the **magnifying glass icon** in the UAB_AKF column.



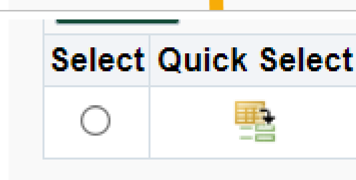
Enter information on the UAB_AKF screen:

- In **ALIAS**, enter the first seven digits of your GL account.
- In **Object**, enter 8204099
- Click **Search**.



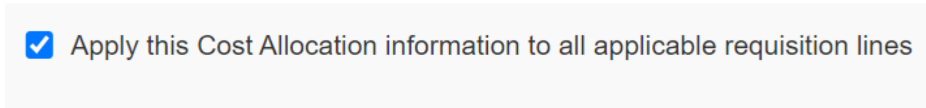
The full account string will appear below the **Results** heading.

- Click the **Quick Select** icon to choose this account string and return to the Billing screen.

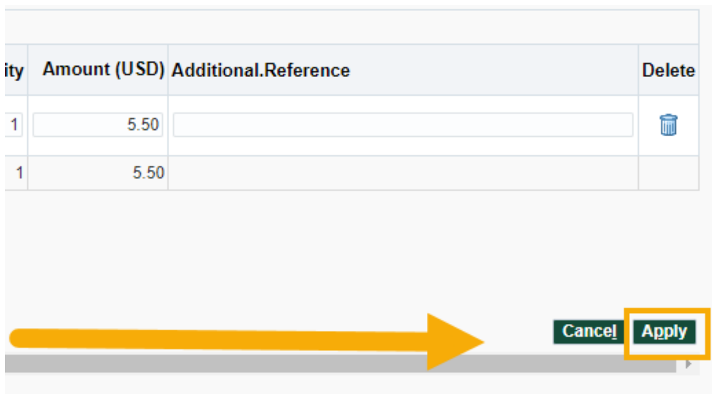


On the **Requisition Information: Update Selected line** screen,

- Check the box to **Apply this Cost Allocation information to all applicable requisition lines.**



On the **Requisition Information: Update Selected line** screen, scroll all the way to the right and click **Apply**.



After you have entered necessary Billing information for **either** a **Grant/Project account** OR a **GL Account**:

- Click the **Submit** button to submit your requisition.
- Confirm successful submission by viewing [Requisition Notifications & Approval Process](#).