

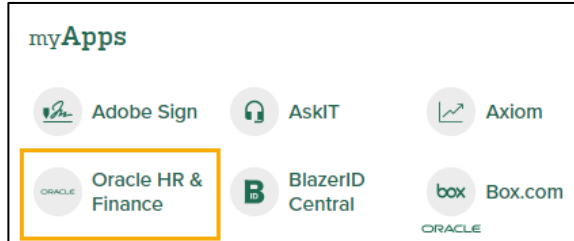
Visit the [Environmental Health and Safety website](#) for further information, including a list of vendors and item numbers for controlled substances.

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](#).

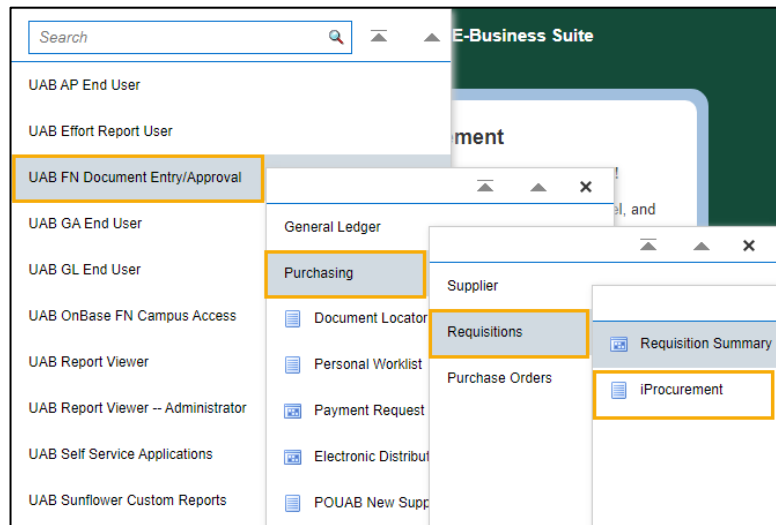
Log in to **Oracle HR & Finance:**

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

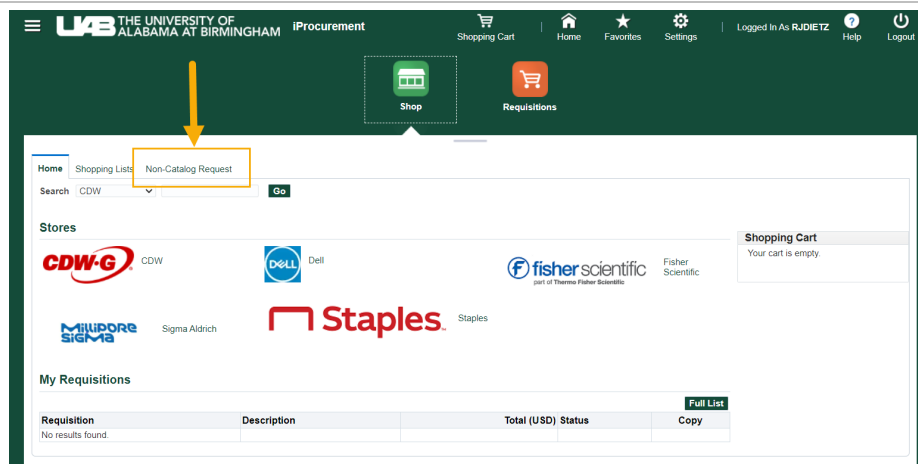


Navigate to **iProcurement:**

- 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.

Home Shopping Lists **Non-Catalog Request**

Non-Catalog Request

* Indicates required field

* **Item Type** Goods. I can provide description, item price and quantity

* **Item Description** Buprenorphine 0.3mg/ml 5x1
Item 123456 (catalog number)
CON 30000

* **Category** Controlled.Substance

* **Quantity** 1

* **Unit of Measure** Each

* **Unit Price** 5.5

* **Currency** USD

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.

Supplier Name MWI

Site Supplier Site Unique Entity Identifier Tax Reg Num TIN Contact Phone

Phone MWI VETERINARY SUPPLY CO P-BOISE 820476687

Supplier Item

Recently Blanked

< 1 - 1

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

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

Supplier Name MWI VETERINARY SUPPLY CO

Site P-BOISE

Phone

Supplier Item

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

- Use Supplier Site: P-CONTROLLED SUBSTANCE site

Supplier Name

Site

Phone

Supplier Item

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**.

Adds the non-catalog item to the cart and refreshes the values you have entered. Any data entered on the previous item is removed once added to the cart.

Clear All **Add to Favorites** **Add to Cart and New** **Add to Cart and Next**

Adds the non-catalog item to the cart and retains the values you have entered. Retains the item information from the previous item added to the cart.

On the **Special Information** screen:

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

Special Information

* Indicates required field

Selected Line

Your selection requires special information.

Description	Unit	Quantity	Price	Amount (USD)	Supplier
Buprenorphine 0.3mg/ml 5x1 Item 123456 (catalog number) CON 30000	Each	1	5.5 USD	5.50	MWI VETERINARY SUPPLY CO

Hiring Requirements

CON

* Associated Protocol #

* Amount on Hand

* CSUA#

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**.

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

Buprenorphine 0...	1	Each
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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.*

Shopping Cart

* Description	Buprenorphine 0.3mg/ml 5x1Item 123456 (catalog number)CON. 30000
Need By Date	29-Jul-2025 00:01:00
* Deliver-To Location	Deliver to Dept <input type="text"/>

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?**

Shopping Cart

* Description	Sample Requisition
Need By Date	02-Aug-2025 00:01:00
* Deliver-To Location	Bham Main Campus <input type="text"/>


Additional Header Information

* Order Method	Phone <input type="text"/>
	Phone (Dept. will phone order.)
* Deliver To Name	Recipient's Name
* Building Abbreviation & Room/Suite	AB 520
* Requester's Phone #	205-555-5555
* Requester's Email	RequesterEmail@uab.edu
* Department Name	Your Dept <input type="text"/>
Expiration Date	<input type="text"/>
* Do scanned documents exist?	N <input type="text"/>
	No

This field must be formatted as follows:
BLDG Code *space* RM/Suite

**Building Abbreviation & Room/Suite Format Examples:
JT 404; AB 520, SHEL 220; MCLM 256; etc.. [Building List Lookup](#)

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

 **Show Delivery and Billing**

Complete Delivery information:

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

▲ Hide Delivery and Billing

Delivery

* **Requester** Last name, First Name [dropdown] [search]

Hazard Class CON [dropdown] [search]

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**.

Billing

Project [dropdown] [search]

Task [dropdown] [search]

Award [dropdown] [search]

Expenditure Type 8204099 SUPP-OTHER DE [dropdown] [search]

Expenditure Organization [dropdown] [search]

Expenditure Item Date (29-Jul-2024) [calendar]

Charge Account 0000000.000.000000000.0000000

GL Date 29-Jul-2024 [calendar]

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.

Billing

Project [dropdown] [search]

Task [dropdown] [search]

Award [dropdown] [search]


Expenditure Type [dropdown] [search]

Expenditure Organization [dropdown] [search]

Expenditure Item Date 29-Jul-2024 [calendar]

Charge Account 0000000.000.000000000.000000000.000000000

GL Date 29-Jul-2024 [calendar]



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

- Check the box next to your item.
- 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"/>	Buprenorphine 0.3mg/ml 5x1	1	Each	5.50 USD	5.50	29-Jul-2025 00:01:00	Bham Main Campus	CON				
					Total	5.50						

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

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

Billing

Line UAB_AKF

1

Enter information on the UAB_AKF screen:

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

UAB_AKF

Search and Select:

Shorthand Alias:

Search:

* ACCOUNT: 0000000 (BALANCE SHEET)

* SUBACCOUNT: 000 (DEFAULT SUBACCOUNT)

* BALANCING: 000000000 (SETUP DEFAULT VALUE ONLY)

* ORGANIZATION: 000000000 (SETUP DEFAULT VALUE ONLY (DO NOT DELETE))

* FUTURE: 0000 (DEFAULT)

* OBJECT: 8204099 (SUPP-OTHER DRUGS)

Results

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.

Select Quick Select

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

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

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**.

Line Item	Amount (USD)	Additional.Reference	Delete
1	5.50		
1	5.50		

Cancel 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](#).

Submit