iProcurement: Creating a Requisition for Radioactive Materials

Access to iProcurement: Follow one of the paths below to access the iProcurement form.

UAB FN Document Entry/Approval > Purchasing: Requisitions > iProcurement
UAB Requisition Input > Requisitions > iProcurement

1. Under the Shop tab, click on Non-Catalog Request.

2. Enter the required item information on the left side the form (the required fields are noted by the asterisk, or star symbol).
   a. **Item Description:** Enter in your item information such as: a quote, item or catalog number, the chemical form of your item as well as the amount and size of the item.
   b. **Category:** Enter *Radioactive.Material*
   c. **Quantity:** Enter the desired item quantity.
   d. **Unit of Measure:** Enter a unit value, such as *each, kit*, etc.
   e. **Unit Price:** Enter the cost of the item.
   f. **Currency:** This field defaults to USD and cannot be changed.

3. 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 **Contact Name**, **Phone** and **Supplier Item** fields can remain blank if they are not populated by the system.

4. Click on the Add to Cart button.
5. On the Special Information screen, complete the required fields similar to the example below.

6. Click on the Continue button.

7. The Non-Catalog Request screen appears again. If you have additional items to add to the order, repeat steps 2-6. When you are finished adding your items, click on the View Cart and Checkout button located under your Shopping Cart.

8. When the Shopping Cart appears, click on the Checkout button.

9. Complete the required fields on the Checkout: Requisition Information screen as shown.
   a. Requisition Description: This field is pre-populated with the item description. This information can be changed if desired.
   b. Order Method: Enter Phone as the method.
   c. Deliver To: Enter the order recipient’s name.
   d. Building Room: Enter the recipient’s building and room number.
   e. Requester’s Phone #: Enter the recipient’s phone number.
   f. Requester’s Email: Enter the recipient’s email address.
   g. Department Name: Enter the name of the recipient’s department.
   h. Expiration Date: leave this field blank.
   i. Do scanned documents exist?: Do not change the value of this field.
10. Go to the **Delivery** section located at the bottom left-hand corner of the screen. 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**.

11. Enter **RAD** in the **Hazard Class** field.

12. Go to the **Billing** section located at the bottom right-hand corner of the screen. If you are charging the item(s) to a grant account, populate the fields beginning with **Project** and ending with **Expenditure Item Date** as shown. Otherwise, skip this step and go to step 13.

   a. **Project**: Enter your project number here. This is a six-digit number that begins with the number three (Ex: 322223).
   
   b. **Task**: Enter the task here. This is a five-character string beginning with two digits, followed by a period (.) and an additional two digits (Ex: 01.01).
   
   c. **Award**: Enter the award number in the here. This is a seven-digit number that begins with the number two (Ex: 2017322).
   
   d. **Expenditure Type**: Enter your object code here. For this kind of purchase, the most commonly used object code is **8209030**.
   
   e. **Expenditure Organization**: Enter the organization number here. This is a two-digit number, which is generally the number ten (10).
   
   f. **Expenditure Item Date**: Enter today’s date here.

   🎉 Tip! To allow the system to populate this field, click on the Calendar icon and select the current day from the calendar.
13. 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 and go to step 14.
   a. When the **Requisition Information: Edit Lines** screen appears go to your item line and click on the **Enter Charge Account** link.
   
   ![Requisition Information: Edit Lines](image1)

   b. When the **Requisition Information: Split Cost Allocation** screen appears, click on the magnifying glass icon located next to the **UAB_AKF** field.
   
   ![Requisition Information: Split Cost Allocation](image2)

   c. When the **Search and Select: UAB_AKF** screen appears, enter the first seven digits of your GL account in the **Account** field.

   d. Enter your object code in the **Object** field. For this kind of purchase, the most commonly used object code is **8209030**.

   e. Click on the **Search button**.
f. When the account and object code combination appears at the bottom of your screen, click on the radio button sitting next to the account and then click on the Select button.

![Select Code Combination]

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![Apply button]

Tip! If you have more than one item on the requisition that you would like to charge to a GL account, click the Apply this Cost Allocation information to all applicable requisition lines box before you click on the Apply button.

h. Click on the Apply button that appears to your right on the Requisition Information: Edit Lines screen.

14. When you get back to the Checkout: Requisition Information screen, click on the Submit button.

15. 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.