Guide to Ordering Controlled Substances

UAB Controlled Substance Program Contact Information:
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  - Storage information, pick up, delivery, CSUA questions, applications, and renewals.
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  - Controlled substance ordering questions, status of order, etc.

Ordering Controlled Substances Reference Material:
- Visit **https://www.uab.edu/ehs/controlled-substances/ordering-cs**.
- Important *Controlled Substances CON Item Numbers* and *Catalog Numbers by Vendor* information.

Ordering Controlled Substances Steps:
- All controlled substance orders are placed through iProcurement (Oracle) Oracle HR & Finance located at **https://www.uab.edu/adminsys/**.
- ZooPharm orders are placed differently.
- Once you open the application up you will see the SHOP REQUISTIONS tabs under these tabs select **NON-CATALOG REQUEST**.

Non-Catalog Request

* Indicates required field

Clear All   Add to Cart   Add to Favorites

Item Type	Goods billed by quantity
1* Item Description	Buprenorphine 0.3mg/ml 5x1 Item 123456 (catalog number) CON. 30000
2* Category	controlled.substance
3* Quantity	1
4* Unit of Measure	EACH
5* Unit Price	5.50
* Currency	USD

6 Supplier Name	MWI
Site	
Contact Name	NA
Phone	NA
Supplier Item	NA

1. Give a brief description of order along with the item CON number. Example shown.
2. Enter "controlled.substance" for Category.
3. Enter the number of items to order.
4. Enter "EACH" for Unit of Measure.
5. Enter price listed on the vendor website per item.
6. Enter vendor for Supplier Name.

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7. Click Add to Cart
8. When you select add to cart the image below is what you will see.
   Enter in your APN, CSUA, and the amount of the drug you have on hand. Click continue.

* Associated Protocol # [ ]

* CSUA# [ ]

* Amount on Hand [ ]

9. If all that you entered is correct continue to VIEW CART AND CHECK OUT. If you wish to add another item, follow the steps again on this page with your description quantity (Steps 1-5).
10. Enter PHONE for Order Method.
11. Enter your name for Deliver To.
12. Enter your building for Building. Note that orders will come to EHS. However, you may enter your own info.
13. Enter your UAB email address for Email.
14. Enter department for Department Name. Example, Medicine.
15. UNDER THE DELIVERY TAB WHERE IT SAYS HAZARD CLASS, ENTER **CON.**
16. PROCEED WITH YOUR PAYMENT INFORMATION OBJECT CODE FOR DRUG ORDERS IS **8204099**.

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