

Guide to Ordering Controlled Substances

UAB Controlled Substance Program Contact Information:

- Julie Gray, Senior Safety Officer - Labs and Chemical grayj@uab.edu
- Sri Dayana, Research Safety Coordinator svdayana@uab.edu
 - Storage information, pick up, delivery, CSUA questions, applications, and renewals.
- Malia L. Ruffin, Program Coordinator II mlr0@uab.edu (205) 996-4173
 - Controlled substance ordering questions, status of order, etc.
 - Please have your requisition number when asking about order status

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/>.
- Buprenorphine ER are the only drugs that are not ordered through Oracle at this time. Please email Malia with those request
- Once you open the application up you will see the SHOP REQUISITIONS 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	6Supplier Name	MWI
1* Item Description and con number	Buprenorphine 0.3mg/ml 5x1 Item 123456 (catalog number) CON. 30000	Site	
2* Category	controlled.substance	Contact Name	NA
3* Quantity	1	Phone	NA
4* Unit of Measure	EACH	Supplier Item	NA
5* Unit Price	5.50		
* Currency	USD		

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

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).

Enter PHONE for Order Method.

(This means the Controlled Substance Program (EH&S) will call in your order on your behalf.

Do not contact the vendor to place the order.)

Enter your name for Deliver To.

Enter your building for Building. Note that orders will come to EHS. However, you may enter your own info.

Enter your UAB email address for Email.

Enter department for Department Name. Example, Medicine.

UNDER THE DELIVERY TAB, WHERE IT SAYS HAZARD CLASS, type in the CON.

PROCEED WITH YOUR PAYMENT INFORMATION OBJECT CODE FOR DRUG ORDERS IS **8204099**.