

Ordering Controlled Substances Through iProcurement at UAB

This information will route your order to UAB's Department of Occupational Health and Safety (OH&S). Following these steps will expedite your order, and avoid returned requisitions. If you have any questions, call OH&S at (205) 934-2487.

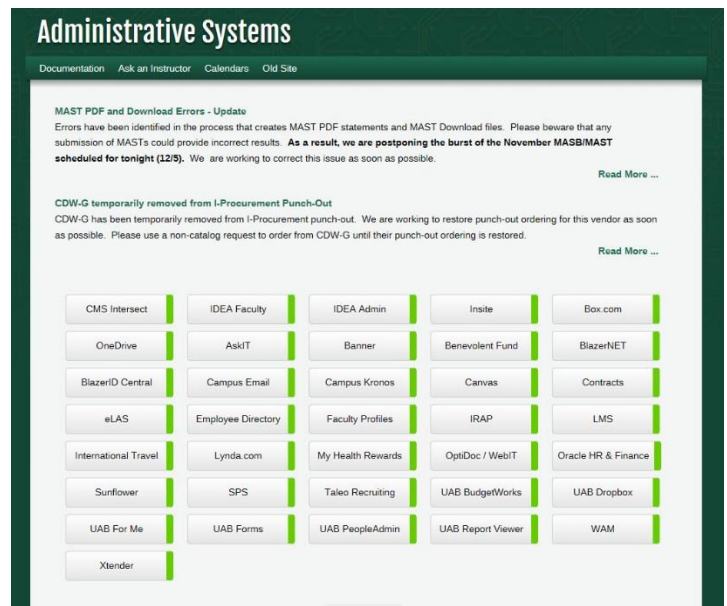
If you are new to creating requisitions in iProcurement, please take the **Requisitions and Payment Requests** course offered via the [Learning Management System](#).



Do not create an order in iProcurement for Controlled Substances if you do not have the correct authorization.

Only PI's are allowed to apply for a Controlled Substances Use Authorization (CSUA) Number. You must be listed as an **Authorized User** on a CSUA to order Controlled Substances.

1. Open the [UAB Administrative Systems](#) homepage in your Internet browser.

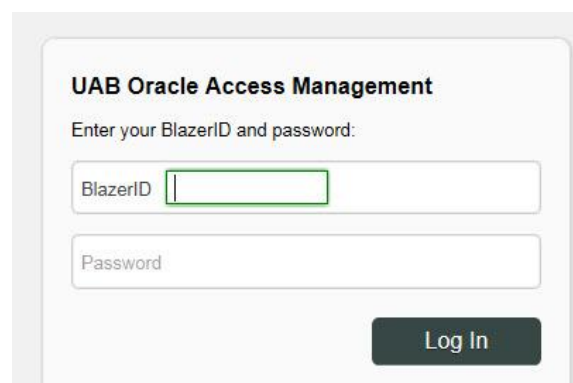


2. Locate and click on the **Oracle & HR Finance Button**.



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3. After clicking on the Oracle & HR Finance button, you will be prompted to sign into the UAB Access Management portal. You will log in using your **BlazerID** and **secure password**.



UAB Oracle Access Management

Enter your BlazerID and password:

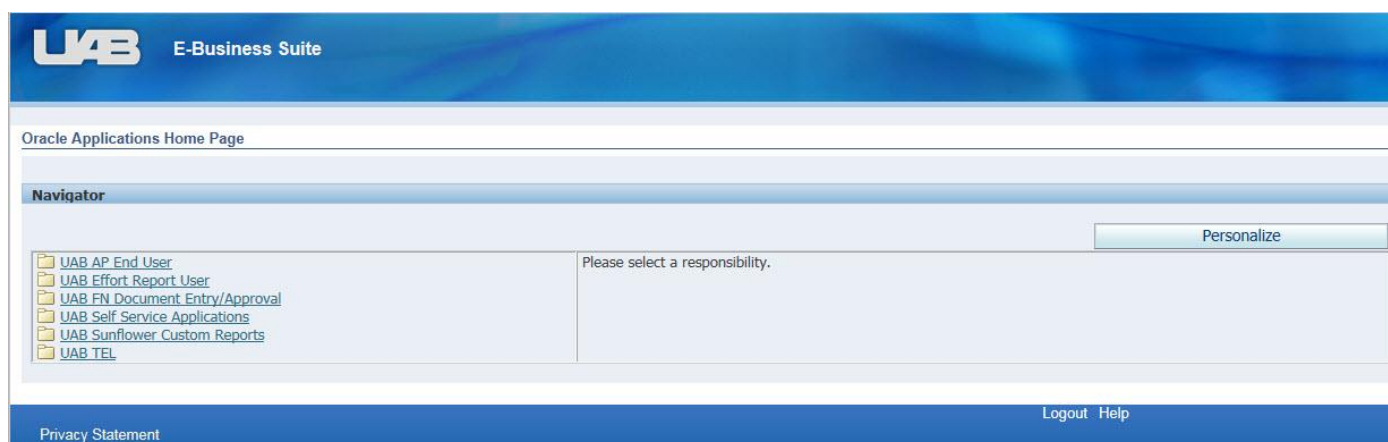
BlazerID

Password

[Log In](#)

1. Upon entering your BlazerID and secure password, you may be asked to answer security questions. These security questions will have been set up by you.

4. Completing the step above will bring you to the Oracle Applications Home Page.



5. Locate and click on the **UAB FN Document Entry/Approval** link on the left-hand side of your screen.

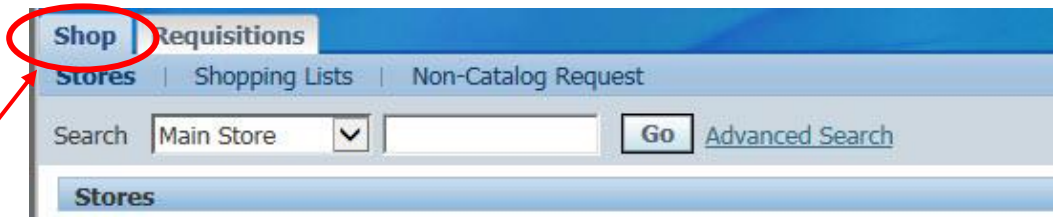


6. Locate and click on the **iProcurement** link on the right hand of your screen.



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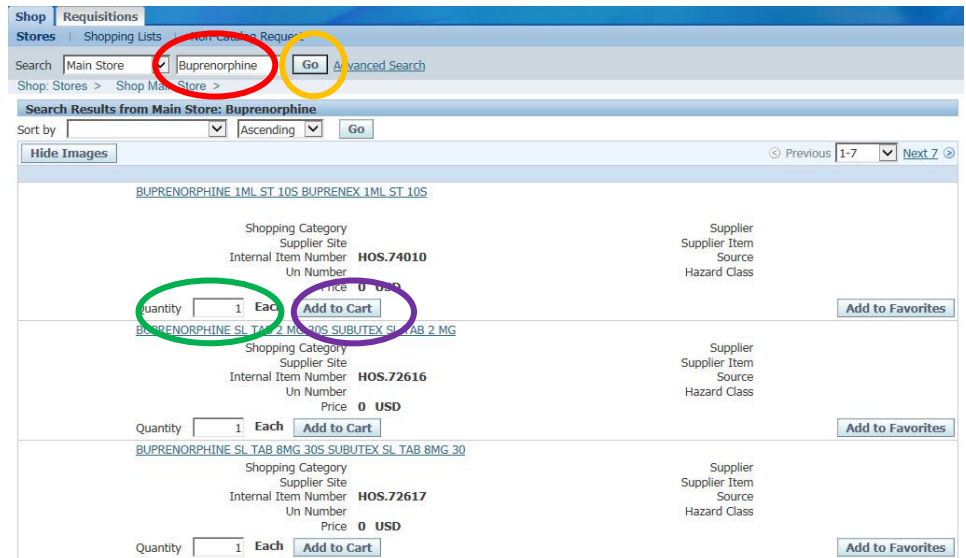
7. At the top of your screen, you may see tabs. Click the **Shop** Tab.



8. There are two ways to submit a request for Controlled Substances.

Method #1:

1. Type the name or CON Number of the substance in the **search bar**. For example, the CON



Number for Buprenorphine must be in this format, **CON.30000** (red circle).

2. After entering the substance name or CON Number click **Go** (yellow circle).
3. You will see your search results at the bottom of the screen. When you are ready to make your selection, enter your quantity amount, you want to order (green circle). After entering your quantity amount, click **Add to Cart** (purple circle).

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4. After clicking **Add to Cart**, you should see a screen like this.

UAB iProcurement

Shop | Requisitions | Stores | Shopping Lists | Non-Catalog Request

Special Information

* Indicates required field

Continue

Selected Line

Your selection requires special information.

Description	Unit	Quantity	Price	Amount (USD)	Supplier
Buprenorphine	Each	1	17.79 USD	17.79	

CON

* Associated Protocol #

* Amount on Hand

* CSUA#

Continue

a) Enter the following information:

1. Associated Protocol Number
2. Amount on Hand
3. CSUA Number: You must be listed as an Authorized User on a CSUA to order Controlled Substances. Please do not create an order in iProcurement for Controlled Substances if you do not have the correct authorization.

5. After entering the information from Step 4, click **Continue**.

6. Once you are satisfied with your order, click on the **View Cart and Checkout** button.

- a) Review your order one more time.
Select **Checkout** to continue.

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

BUPRENORPHINE	1	Each
---------------	---	------

1...

View Cart and Checkout

Related Links

Shopping Lists

[Click here to see all related shopping lists.](#)

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7. After clicking Checkout, you should see the following screen. Enter your **Delivery** and **Billing** information here. You must hit **Tab** on your keyboard after entering information on each of these lines.

Shop Requisitions

Requisition Information Attachments Review And Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Submit Edit Lines Step 1 of 3 Next

* Requisition Description

* Order Method

* Deliver To

* Building Room

* Requester's Phone #

* Requester's Email

* Department Name

Expiration Date

* Do scanned documents exist? N No

Delivery

Reference Date 20-Dec-2018 00:01:00

* Requester Smith, Joe

* Deliver-To Location Bham Main Campus

Hazard Class

Billing

Project

Task

Award

Expenditure Type

Expenditure Organization

Expenditure Item Date

Charge Account Enter Charge Account

GL Date 20-Dec-2017

Cancel Save Submit Edit Lines Step 1 of 3 Next

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8. You are **required** to enter the following information in the **yellow box** as shown on the previous page.
- a) Requisition Description: **Catalog Number** and **drug name** must be listed here.
 - b) Order Method: Always is **PHONE**.
 - c) Deliver To: **Your Name**
 - d) Building Room: **Your UAB location, office, or lab (for example, CH445)**
 - e) Requester's Phone Number: **Your Phone Extension (for example, 4-2487)**
 - f) Requester's Email: **Your full UAB Email Address**
 - g) Department Name: **Your UAB Department abbreviation (for example, OH&S is the abbreviation for Occupational Health and Safety)**

* Requisition Description 055175 Buprenorphine

* Order Method PHONE

* Deliver To Joe Smith

* Building Room CH445

* Requester's Phone # 4-2487

* Requester's Email joesmith@uab.edu

* Department Name OH&S

Expiration Date

* Do scanned documents exist? N

9. The information in the **red box** will automatically fill in.

10. The **green box** is where you will enter your **billing information**.

- a) Click **Enter Charge Account**. You should see a screen like this. Click **Enter Charge Account** again.

Delivery Billing Accounts Attachments

Select Lines: Update Copy Delete

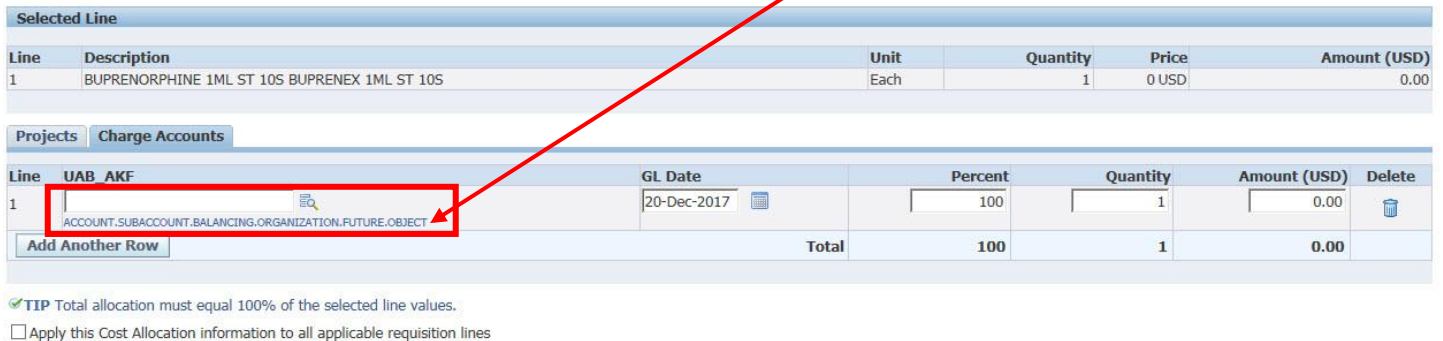
Select All Select None

Select Line	Description	Charge Account	GL Date	Split
<input type="checkbox"/> 1	BUPRENORPHINE 1ML ST 10S BUPRENEX 1ML ST 10S	Enter Charge Account	20-Dec-2017	

✓TIP Click on a Split icon to allocate costs to multiple accounts.

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11. After clicking **Enter Charge Account** (blue link within the red circle from Step 8). You should see this screen. Click on the blue link within this red box.



Selected Line						
Line	Description	Unit	Quantity	Price	Amount (USD)	
1	BUPRENORPHINE 1ML ST 10S BUPRENEX 1ML ST 10S	Each	1	0 USD	0.00	

Projects Charge Accounts						
Line	UAB_AKF	GL Date	Percent	Quantity	Amount (USD)	Delete
1	ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT	20-Dec-2017	100	1	0.00	
Add Another Row			Total	100	1	0.00

✓ **TIP** Total allocation must equal 100% of the selected line values.
☐ Apply this Cost Allocation information to all applicable requisition lines

12. After completing Step 9, you see a screen that looks like the one to the right.

- You will need to know what to enter in each of these boxes.
- You must hit **Tab** your keyboard after entering information on each of these lines.
- After entering your specific billing information, click **Search**.
- After selecting which account to charge for the order, click **Apply**.



Search

* ACCOUNT

SUBACCOUNT

* BALANCING

* ORGANIZATION

* FUTURE

DEFAULT

* OBJECT

Search

Clear

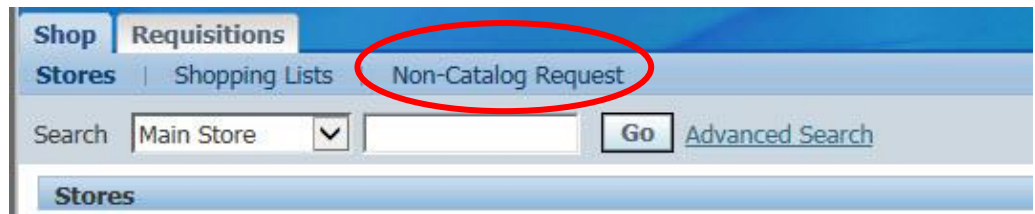
13. Review your order again. Once you are satisfied with your order, click **Submit**.

14. Make sure you print a copy of your order for your records.

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Method #2:

1. Click on **Non-Catalog Request**.



2. You should now see the following screen. You must hit **Tab** on your keyboard after entering information on each of these lines.

A screenshot of the 'Non-Catalog Request' form in the iProcurement system. The form is divided into two main sections. The left section, outlined in red, contains fields for 'Item Type' (set to 'Goods billed by quantity'), '* Item Description', '* Category', '* Quantity', '* Unit of Measure', '* Unit Price', and '* Currency' (set to 'USD'). The right section, outlined in green, contains fields for 'New Supplier', 'Supplier Name', 'Site', 'Contact Name', 'Phone', and 'Supplier Item'. The form also includes a 'Shopping Cart' status indicator on the right.

3. You will need to enter the following information in the **red box**. You must hit **Tab** on your keyboard after entering information on each of these lines.

- a. Item Description: **Catalog Number and Drug Name**
- b. Category: **Controlled.Substance** (the period has to be there for system recognition)
- c. Quantity
- d. Unit of Measure: **Each**
- e. Unit Price: CON Numbers, as well as vendor prices, are located on the [OH&S website](#).

A close-up screenshot of the item details section of the form, which is outlined in black. The fields are filled with the following information: 'Item Type' is 'Goods billed by quantity', '* Item Description' is '055175 Buprenorphine', '* Category' is 'Controlled.Substance', '* Quantity' is empty, '* Unit of Measure' is 'Each', '* Unit Price' is empty, and '* Currency' is 'USD'.

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4. The **green box** is where you will enter the supplier information. You must hit **Tab** on your keyboard after entering information on each of these lines.
5. After entering all the information from Step 4, click **Add to Cart** (on the right-hand side of your screen).
6. After clicking **Add to Cart**, you should see a screen like this.



A form for entering supplier information. It includes a checkbox for "New Supplier" and five input fields: "Supplier Name", "Site", "Contact Name", "Phone", and "Supplier Item". Each input field has a magnifying glass icon to its right, indicating a search function.



The main screen of the UAB iProcurement system. It shows a navigation bar with "Shop" and "Requisitions" tabs. Below the navigation bar, there is a "Selected Line" section with a table showing a single line item for Buprenorphine. The table has columns for Description, Unit, Quantity, Price, and Amount (USD) Supplier. Below the table, there are input fields for "Associated Protocol #", "Amount on Hand", and "CSUA#". A "Continue" button is located at the bottom right of the screen.

- a. Enter the following information:

- i. Associated Protocol Number
- ii. Amount on Hand
- iii. CSUA Number: **You must be listed as an Authorized User on a CSUA to order Controlled Substances.** Please do not create an order in iProcurement for Controlled Substances if you do not have the correct authorization.



Two input fields for entering information. The first field is labeled "* Associated Protocol #" and the second field is labeled "* Amount on Hand".



An input field for entering the CSUA number, labeled "* CSUA#".

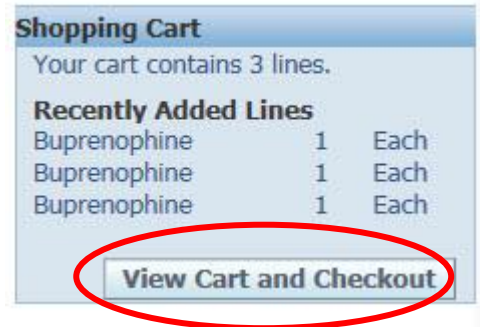
7. After entering the information from Step 6, click **Continue**.



A button labeled "Continue" with a blue border and a white background.

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8. After you have reviewed your order, locate your shopping cart in the upper right-hand corner (will be colored light blue). Click **View Cart and Checkout**.

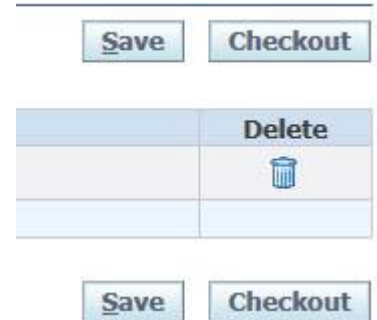


Shopping Cart
Your cart contains 3 lines.


Recently Added Lines		
Buprenorphine	1	Each
Buprenorphine	1	Each
Buprenorphine	1	Each

View Cart and Checkout

9. In the next screen, you can change your quantity or the price if necessary. A trash can is available on the right-hand side of your screen. You can click this trash can if you would like to remove anything from your order. If you are satisfied with your order, click **Checkout**.



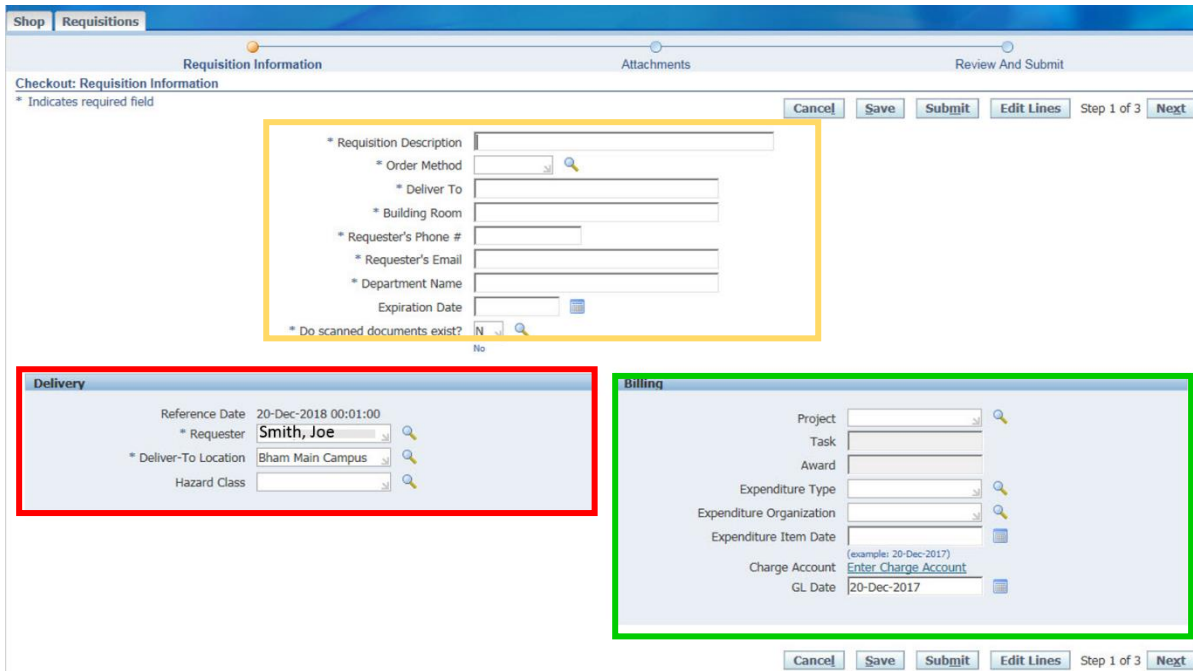
Save **Checkout**

	Delete
	

Save **Checkout**

10. After clicking **Checkout**, you should see the following screen.

Enter your **Delivery** and **Billing** information here.



Shop **Requisitions**

Requisition Information Attachments Review And Submit

Checkout: Requisition Information

* Indicates required field

Requisition Information

* Requisition Description
* Order Method
* Deliver To
* Building Room
* Requester's Phone #
* Requester's Email
* Department Name
Expiration Date
* Do scanned documents exist? ☐ No

Delivery

Reference Date 20-Dec-2018 00:01:00
* Requester **Smith, Joe**
* Deliver-To Location **Bham Main Campus**
Hazard Class

Billing

Project
Task
Award
Expenditure Type
Expenditure Organization
Expenditure Item Date
(example: 20-Dec-2017)
Charge Account **Enter Charge Account**
GL Date 20-Dec-2017

Cancel **Save** **Submit** **Edit Lines** Step 1 of 3 **Next**

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- a. You are **required** to enter the following information in the **yellow box** as shown on the previous page. You must hit the **Tab** on your keyboard after entering information on each of these lines.
- iv. Requisition Description: **Catalog Number** and **Drug Name** must be listed here.
 - v. Order Method: Always is **PHONE**
 - vi. Deliver To: **Your Name**
 - vii. Building Room: **Your UAB location, office, or lab (for example, CH445)**
 - viii. Requester's Phone Number: **Your UAB Phone Extension (for example, 4-2487)**
 - ix. Requester's Email: **Your full UAB Email Address**
 - x. Department Name: **Your UAB Department Abbreviation (for instance, OH&S is the abbreviation for Occupational Health and Safety)**

A screenshot of a web form for ordering controlled substances. The form contains several fields with labels and values:

- * Requisition Description: 055175 Buprenorphine
- * Order Method: PHONE
- * Deliver To: Joe Smith
- * Building Room: CH445
- * Requester's Phone #: 4-2487
- * Requester's Email: joesmith@uab.edu
- * Department Name: OH&S
- Expiration Date: (empty field with a calendar icon)
- * Do scanned documents exist?: N (with a dropdown arrow and a magnifying glass icon)

11. The information in the **red box** will automatically fill in.

12. The **green box** is where you will enter your **billing information**.

- b. Click **Enter Charge Account**. You should see a screen like this. Click **Enter Charge Account** again.

A screenshot of the iProcurement interface. At the top, there are tabs for Delivery, Billing, Accounts, and Attachments. Below the tabs, there are buttons for Select Lines, Update, Copy, and Delete. A table is displayed with the following columns: Select Line, Description, Charge Account, GL Date, and Split. The first row of the table has the following data:

Select Line	Description	Charge Account	GL Date	Split
1	BUPRENORPHINE 1ML ST 10S BUPRENEX 1ML ST 10S	Enter Charge Account	20-Dec-2017	

Below the table, there is a tip: **TIP** Click on a Split icon to allocate costs to multiple accounts.

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13. After clicking **Enter Charge Account** (blue link within the red circle from Step 12). You should see this screen. Click on the blue link within this red box.

Selected Line						
Line	Description	Unit	Quantity	Price	Amount (USD)	
1	BUPRENORPHINE 1ML ST 10S BUPRENEX 1ML ST 10S	Each	1	0 USD	0.00	

Projects Charge Accounts						
Line	UAB_AKF	GL Date	Percent	Quantity	Amount (USD)	Delete
1	ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT	20-Dec-2017	100	1	0.00	
Total			100	1	0.00	

☒ **TIP** Total allocation must equal 100% of the selected line values.
☐ Apply this Cost Allocation information to all applicable requisition lines

14. After completing Step 13, you see a screen that looks like the one to the right.

- c. You will need to know what to enter in each of these boxes.
- d. You must hit **Tab** on your keyboard after entering information on each of these lines.
- e. After entering your specific billing information, click **Search**.
- f. After selecting which account to charge for the order, click **Apply**.

Search

* ACCOUNT

SUBACCOUNT

* BALANCING

* ORGANIZATION

* FUTURE
DEFAULT

* OBJECT

Search
Clear

15. Review your order once more. Once you are satisfied with your order, click **Submit**.
16. Make sure you print a copy of your order for your records.