

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.

CMS Intersect	IDEA Faculty	IDEA Admin	Insite	Box.com
OneDrive	AskIT	Banner	Benevolent Fund	BlazerNET
BlazerID Central	Campus Email	Campus Kronos	Canvas	Contracts
eLAS	Employee Directory	Faculty Profiles	IRAP	LMS
International Travel	Lynda.com	My Health Rewards	OptiDoc / WebIT	Oracle HR & Finance
Sunflower	SPS	Taleo Recruiting	UAB BudgetWorks	UAB Dropbox
UAB For Me	UAB Forms	UAB PeopleAdmin	UAB Report Viewer	WAM
Xtender				

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

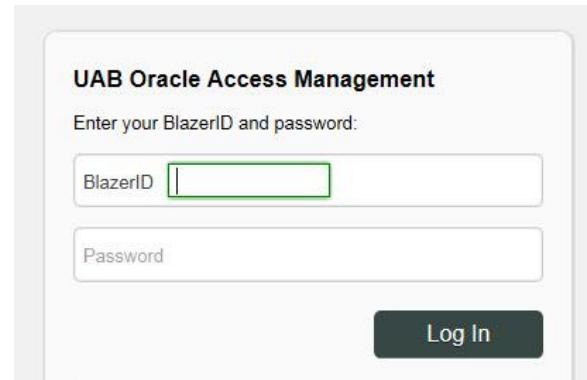
Oracle HR & Finance

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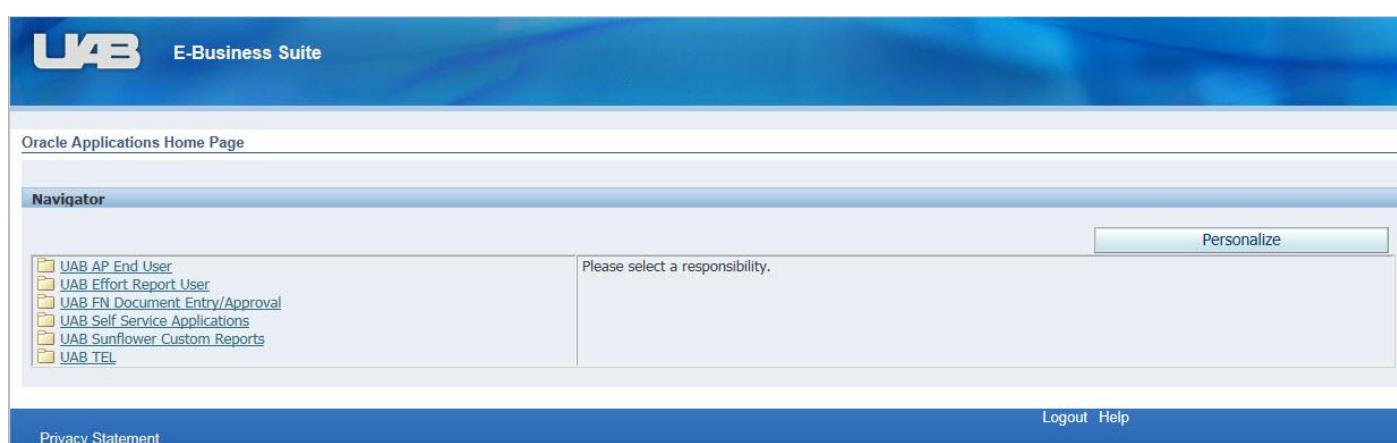
3. After clicking on the Oracle & HR Finance button, you will be prompted to sign into the UAB Access Management portal. You will log in using your **BlazerID and secure password**.

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.



The image shows a login interface for UAB Oracle Access Management. It features a title bar with the text 'UAB Oracle Access Management'. Below it is a field labeled 'Enter your BlazerID and password:' with two input fields: 'BlazerID' and 'Password'. A 'Log In' button is located at the bottom right of the form.



The image shows the Oracle Applications Home Page. The header includes the UAB logo and 'E-Business Suite'. The main content area is titled 'Oracle Applications Home Page' and contains a 'Navigator' section on the left with links like 'UAB AP End User', 'UAB Effort Report User', 'UAB FN Document Entry/Approval', 'UAB Self Service Applications', 'UAB Sunflower Custom Reports', and 'UAB TEL'. To the right of the navigator is a 'Personalize' button and a message 'Please select a responsibility.' At the bottom, there are 'Logout' and 'Help' links, and a 'Privacy Statement' link on the left.

5. Locate and click on the **UAB FN Document Entry/Approval**

link on the left-hand side of your screen.

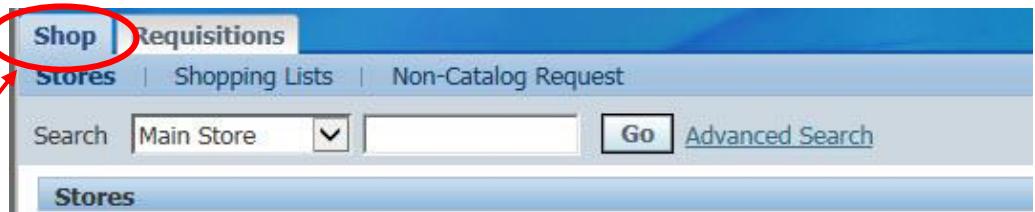
6. Locate and click on the **iProcurement** link on the right hand of your screen.



The image shows the iProcurement interface. The header includes the UAB logo and 'iProcurement'. The main menu has 'Shop' and 'Requisitions' selected. Below the menu are links for 'Stores', 'Shopping Lists', and 'Non-Catalog Request'. A search bar is present. The center of the page shows product logos for 'Dell' and 'fisher scientific' (part of Thermo Fisher Scientific). The 'My Requisitions' section shows a table with columns 'Requisition', 'Description', 'Total (USD)', 'Status', and 'Copy'. The 'Shopping Cart' section shows a cart containing 'Buprenorphine' (1 Each) and 'Buprenorphine' (1 Each). A 'View Cart and Checkout' button is available. At the bottom, there are links for 'Privacy Statement', 'Shop', 'Requisitions', 'Shopping Cart', 'Home', 'Logout', 'Preferences', and 'Help'. A copyright notice at the bottom right states 'Copyright (c) 2009, Oracle. All rights reserved.'

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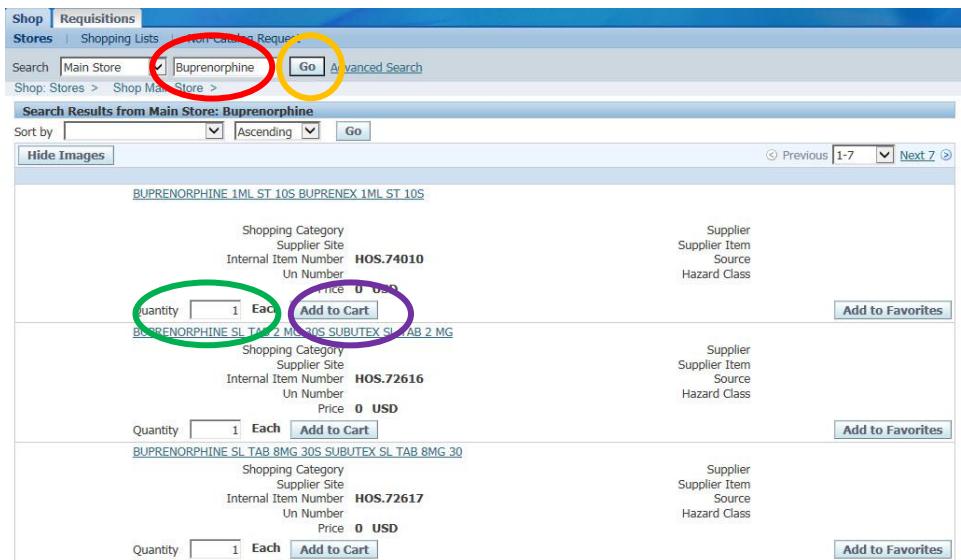
7. At the top of your screen, you may see tabs. Click the **Shop** Tab.



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.

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 #		<input type="text"/>		
* Amount on Hand		<input type="text"/>		
<input type="button" value="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			
BURPENORPHINE	1	Each	
1...			
<input type="button" value="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.

The screenshot shows the 'Requisition Information' screen in iProcurement. At the top, there are tabs for 'Shop' and 'Requisitions'. Below the tabs, the 'Checkout: Requisition Information' section is displayed. A note says '* Indicates required field'. The 'Requisition Information' panel (highlighted with a yellow box) contains fields for Requisition Description, Order Method, Deliver To, Building Room, Requester's Phone #, Requester's Email, Department Name, and Expiration Date. A question 'Do scanned documents exist?' with options 'Yes' and 'No' is also present. The 'Delivery' panel (highlighted with a red box) contains fields for Reference Date (20-Dec-2018 00:01:00), Requester (Smith, Joe), Deliver-To Location (Bham Main Campus), and Hazard Class. The 'Billing' panel (highlighted with a green box) contains fields for Project, Task, Award, Expenditure Type, Expenditure Organization, Expenditure Item Date (example: 20-Dec-2017), Charge Account (Enter Charge Account), and GL Date (20-Dec-2017). At the bottom, there are buttons for 'Cancel', 'Save', 'Submit', 'Edit Lines', 'Step 1 of 3', and '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)**

The screenshot shows a requisition form with the following fields and their 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

Other fields include:

- Expiration Date: (empty)
- * 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.

Select Lines:		Update	Copy	Delete			
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.

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	

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.

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

Search

* ACCOUNT	<input type="text"/>	
SUBACCOUNT	<input type="text"/>	
* BALANCING	<input type="text"/>	
* ORGANIZATION	<input type="text"/>	
* FUTURE	0000	
DEFAULT		
* OBJECT	<input type="text"/>	

Search
Clear

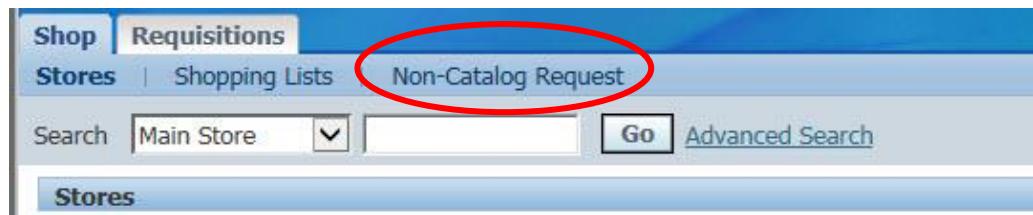
13. Review your order again. Once you are satisfied with your order, click **Submit**.

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

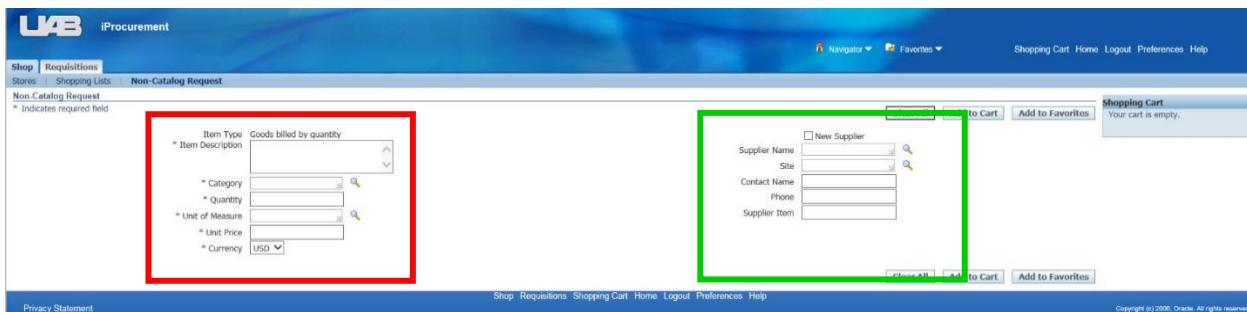
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Method #2:

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

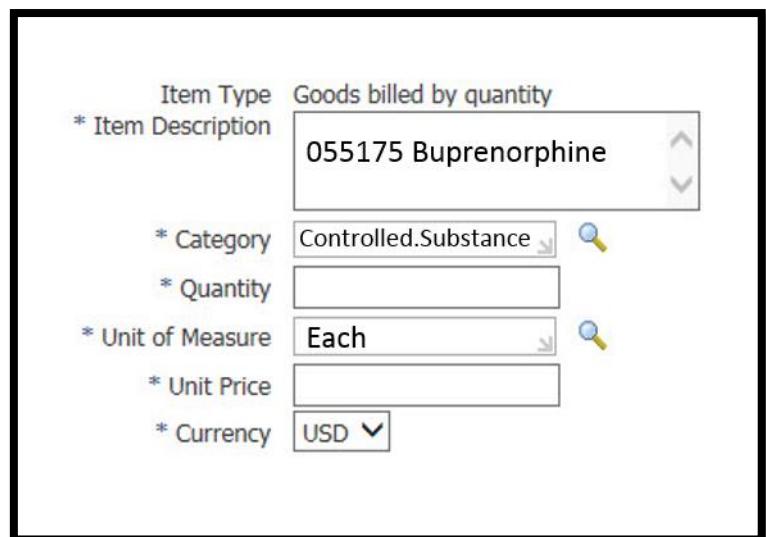


2. You should now see the following screen. You must hit **Tab** on your keyboard after entering information on each of these lines.

A screenshot of the 'Non-Catalog Request' screen. The left side contains fields for Item Type (selected as 'Goods billed by quantity'), Item Description, Category, Quantity, Unit of Measure, Unit Price, and Currency (set to 'USD'). The right side contains fields for Supplier Name, Site, Contact Name, Phone, and Supplier Item. A red box highlights the item description field, and a green box highlights the supplier information section.

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 screenshot of the item description fields. The 'Item Description' field contains '055175 Buprenorphine'. The 'Category' field contains 'Controlled.Substance'. The 'Quantity' field is empty. The 'Unit of Measure' field contains 'Each'. The 'Unit Price' and 'Currency' fields are empty.

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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 screenshot of a web form for entering supplier information. The form includes fields for Supplier Name, Site, Contact Name, Phone, and Supplier Item. There is a checkbox for 'New Supplier' and two search icons. The entire form is enclosed in a black border.



A screenshot of the UAB iProcurement system. The top navigation bar includes links for Shop, Requisitions, Stores, Shopping Lists, Non-Catalog Request, Navigator, Favorites, Shopping Cart, Home, Logout, Preferences, and Help. The main content area shows a selected line for 'Buprenorphine' with a quantity of 1 and a price of 17.79 USD. The 'Amount (USD) Supplier' field contains '17.79'. Below this, there are fields for 'Associated Protocol #' and 'Amount on Hand'. A note states: 'Your selection requires special information.' A 'Continue' button is visible at the bottom right.

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



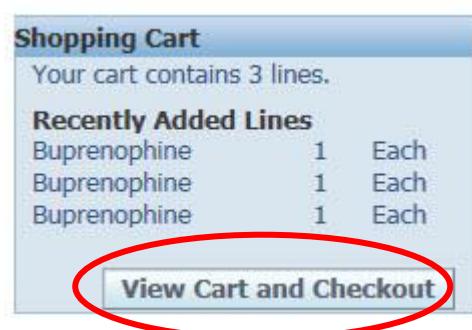
A screenshot showing fields for 'Associated Protocol #' and 'Amount on Hand'. Both fields are marked with an asterisk (*) indicating they are required. The 'Associated Protocol #' field is empty, and the 'Amount on Hand' field contains a value.



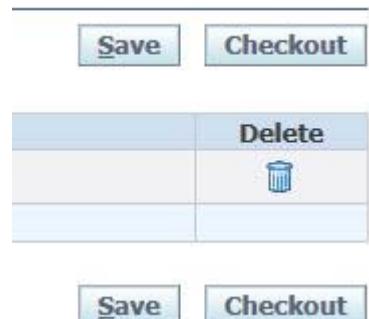
A screenshot showing a field for 'CSUA#'. The field is marked with an asterisk (*) and contains a value. A 'Continue' button is visible at the bottom right.

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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**.



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**.



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

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

The image shows the 'Requisition Information' screen. It has tabs for 'Shop', 'Requisitions', 'Requisition Information', 'Attachments', and 'Review And Submit'. The 'Requisition Information' tab is active. A yellow box highlights the 'Requisition Description' and other requester details. A red box highlights the 'Delivery' section, which includes fields for Reference Date, Requester, Deliver-To Location, and Hazard Class. A green box highlights the 'Billing' section, which includes fields for Project, Task, Award, Expenditure Type, Expenditure Organization, Expenditure Item Date, Charge Account, and GL Date.

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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)**



The form shows the following data:

* 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

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.



The screen shows the following interface:

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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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.

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

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	<input type="text"/>	
SUBACCOUNT	<input type="text"/>	
* BALANCING	<input type="text"/>	
* ORGANIZATION	<input type="text"/>	
* FUTURE	0000	
DEFAULT		
* OBJECT	<input type="text"/>	

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.