iProcurement: Creating a Requisition for Controlled Substances*

*Visit the Environmental Health and Safety website for a list of vendors and items for controlled substances. If you wish to order Buprenorphine SR (sustained release), please contact Malia Ruffin at mlr0@uab.edu.

1. To access iProcurement, go to (based on system access): UAB FN Document Entry/Approval > Purchasing > Requisitions > iProcurement or UAB Requisition Input > Requisitions > iProcurement.

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

3. Enter the required item information on the left side the form (the required fields are noted by the asterisk, or star symbol). Enter Controlled.Substance in the Category field.

4. 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 Phone and Supplier Item fields can remain blank if they are not populated by the system.

5. Click on the Add to Cart button.

6. On the Special Information screen, complete the required fields listed under CON.

7. Click on the Continue button.
8. The Non-Catalog Request screen appears again. If you have additional items to add to the order, repeat steps 3-7. When you are finished adding your items, click on the View Cart and Checkout button located under your Shopping Cart.

9. The Description and Deliver-To Location fields are pre-populated and can be adjusted. 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.

10. Complete the required fields under Additional Header Information as shown.
   a. **Order Method:** Enter Phone as the method.
   b. **Deliver To:** Enter the order recipient’s name.
   c. **Building Room:** Enter the recipient’s building and room number. A Building List Lookup is provided at the bottom of this section for your convenience.
   d. **Requester’s Phone #:** Enter the recipient’s phone number.
   e. **Requester’s Email:** Enter the recipient’s email address.
   f. **Department Name:** Enter the name of the recipient’s department.
   g. **Expiration Date:** Leave this field blank.
   h. **Do scanned documents exist?:** Do not change the value of this field.

11. Click on Show Delivery and Billing.

12. Under Delivery, enter CON in the Hazard Class field.

13. Go to Billing. If you are charging the item(s) to a grant/project account, populate the fields beginning with Project and ending with Expenditure Item Date as shown. Use 8204099 as the Expenditure Type and the current day as the Expenditure Item Date. Otherwise, skip this step.
14. 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.
   a. On the Edit and Submit Requisition screen, check the box next to your item and click Update.

   b. On the Requisition Information: Update Selected Line screen, click on the magnifying glass icon located next to the UAB_AKF field.

   c. When the UAB_AKF screen appears, enter the first seven digits of your GL account in the ALIAS field.

   d. Enter 8204099 in the Object field and then click Search.

   e. When the account and object code combination appears at the bottom of your screen, click the Quick Select icon.

   f. Go to the Requisition Information: Update Selected Line screen and check this box to apply your account and object code to any additional lines on your requisition.

   g. Scroll to your right and click on the Apply button.

15. Click on the Submit button.

16. 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.