**iProcurement: Creating a Requisition for Controlled Substances**

This example shows how to order controlled substances using the internal catalog.

**Access to iProcurement:** Follow one of the paths below to access the iProcurement form.

<table>
<thead>
<tr>
<th>UAB FN Document Entry/Approval</th>
<th>Purchasing: Requisitions &gt; iProcurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAB Requisition Input</td>
<td>Requisitions &gt; iProcurement</td>
</tr>
</tbody>
</table>

1. Under the **Shop** tab, go to the **Search** box and enter your search criteria in the field.

   **Tip!** Your search criteria can be a keyword, such as the name of the (ex: ketamine) or it can be one of our internal item numbers with the controlled substance prefix (ex: CON.30000).

2. After entering your search criteria, click on the **Go** button.

3. Your search results appear. When you find the desired item, update the **Quantity** field (if applicable) and then click **Add to Cart**.

   **Note:** Make sure that the item you choose has the code **CON** listed in the **Hazard Class** field as shown.

4. On the **Special Information** screen, complete the required fields similar to the example below.

   **Special Information**
  
   * Indicates required field

   **Selected Line**

   Your selection requires special information.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount (USD) Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUPRENOPHINE INJ 0.3MG/ML 5X1ML</td>
<td>Each</td>
<td>1</td>
<td>0 USD</td>
<td>0.00</td>
</tr>
</tbody>
</table>

   **CON**

   * Associated Protocol #: 10058
   + Amount on Hand: [ ]
   * CSUA#: 309

5. Click on the **Continue** button.
6. If you have additional items to add to the order, repeat steps 1-5. When you are finished adding your items, go to your Shopping Cart located to the right of your screen and click on the View Cart and Checkout button.

7. When the Shopping Cart appears, enter your item price in the Price field.

8. Click on the Checkout button.

9. Complete the required fields on the Checkout: Requisition Information screen as shown.
   a. Requisition Description: This field is pre-populated with the item description. This information can be changed if desired.
   b. Order Method: Enter Phone as the method.
   c. Deliver To: Enter the order recipient’s name.
   d. Building Room: Enter the recipient’s building and room number.
   e. Requester’s Phone #: Enter the recipient’s phone number.
   f. Requester’s Email: Enter the recipient’s email address.
   g. Department Name: Enter the name of the recipient’s department.
   h. Expiration Date: leave this field blank.
   i. Do scanned documents exist?: Do not change the value of this field.

10. Click on the Edit Lines button.

11. When the line information appears, click on the checkbox next to the item and then click on the update button that appears above it.

12. The Requisition Information: Update Selected Line screen appears. The Item section is completed. Go to the Supplier section. 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 rest of the fields that exist in this section can remain blank if they are not populated by the system.

13. Go to the Delivery section. 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.

The Hazard Class field should display the CON code in this section as well.

14. Go to the Billing section located at the bottom right-hand corner of the screen. If you are charging the item(s) to a grant account, populate the fields beginning with Project and ending with Expenditure Item Date as shown. Otherwise, skip this step and go to step 15.

   a. Project: Enter your project number here. This is a six-digit number that begins with the number three (Ex: 322223).

   b. Task: Enter the task here. This is a five-character string beginning with two digits, followed by a period (.) and an additional two digits (Ex: 01.01).

   c. Award: Enter the award number in the here. This is a seven-digit number that begins with the number two (Ex: 2017322).

   d. Expenditure Type: Enter your object code here. For this kind of purchase, the most commonly used object code is 8204099.

   e. Expenditure Organization: Enter the organization number here. This is a two-digit number, which is generally the number ten (10).

   f. Expenditure Item Date: Enter today’s date here.

       ☑ Tip! To allow the system to populate this field, click on the Calendar icon and select the current day from the calendar.

15. 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 and go to step 16.
a. When the **Requisition Information: Split Cost Allocation** screen appears, click on the magnifying glass icon located next to the **UAB_AKF** field.

b. When the **Search and Select: UAB_AKF** screen appears, enter the first seven digits of your GL account in the **Account** field.

c. Enter your object code in the **Object** field. For this kind of purchase, the most commonly used object code is **8204099**.

d. Click on the **Search** button.

e. When the account and object code combination appears at the bottom of your screen, click on the radio button sitting next to the account and then click on the **Select** button.

f. On the **Requisition Information: Split Cost Allocation** screen, click on the **Apply** button that appears to your right.

⚠️ **Tip!** If you have more than one item on the requisition that you would like to charge to a GL account, click the **Apply this Cost Allocation information to all applicable requisition lines** box before you click on the **Apply** button.
16. Click on the **Apply** button that appears to your right on the **Requisition Information: Update Selected Line** screen.

17. Click on the **Apply** button that appears to your right on the **Requisition Information: Edit Lines** screen.

18. When you get back to the **Checkout: Requisition Information** screen, click on the **Submit** button.

19. 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**.