iProcurement: Creating a Requisition for Radioactive Materials

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 Radioactive Material 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 RAD.

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. Go to 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 *RAD* 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 *8209030* 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 8209030 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**.