Ordering Controlled Substances Through iProcurement at UAB

This information will route your order to UAB's Department of Environmental Health and Safety (EHS). Following these steps will expedite your order, and avoid returned requisitions. If you have any questions, call EHS 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.

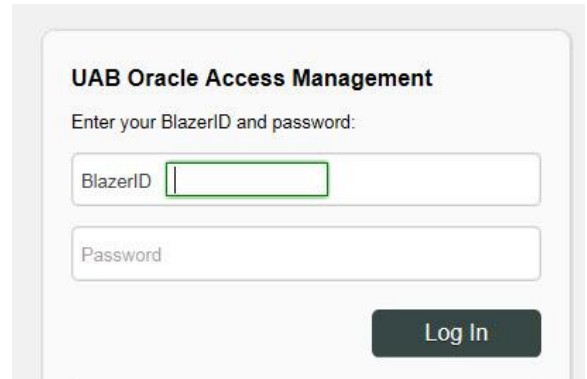1. Open the **UAB Administrative Systems** homepage in your Internet browser.
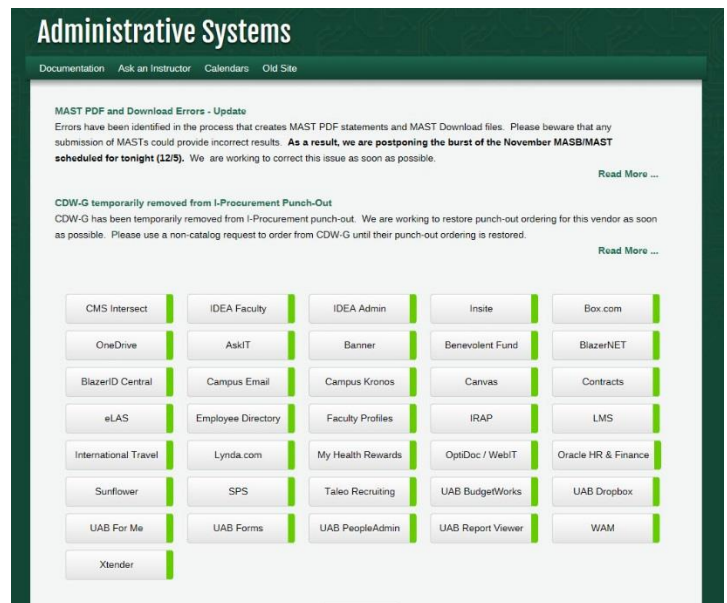
2. Locate and click on the **Oracle & HR Finance Button**.

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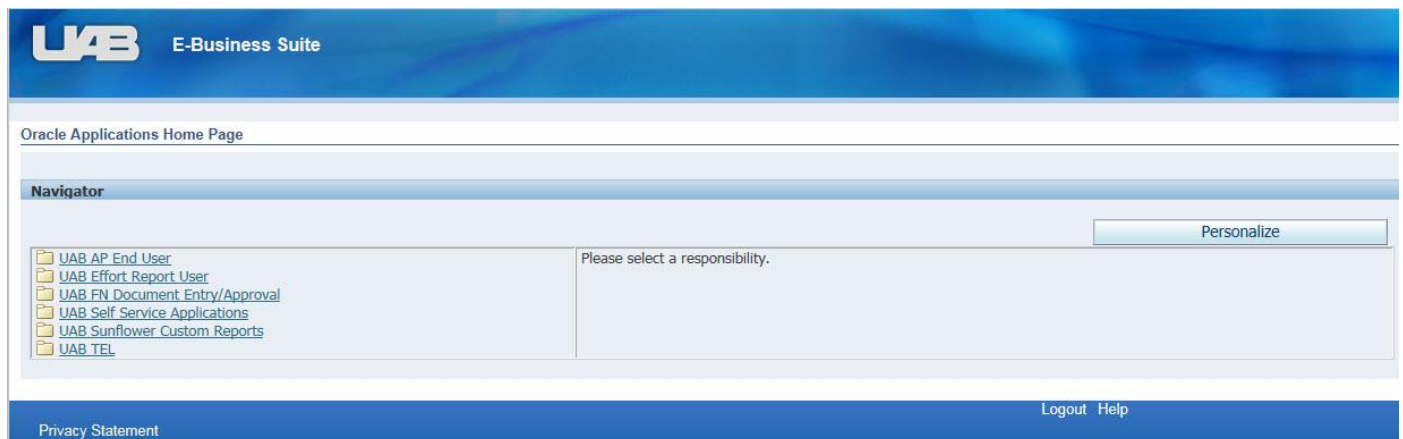
   1. Upon entering your BlazerID and secure password, you may be asked to answer security questions. These security questions will have been set up by you.

UAB Oracle Access Management

Enter your BlazerID and password:

BlazerID

Password

Log In

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

UAB E-Business Suite

Oracle Applications Home Page

Navigator

Personalize

UAB AP End User
UAB Effort Report User
UAB FN Document Entry/Approval
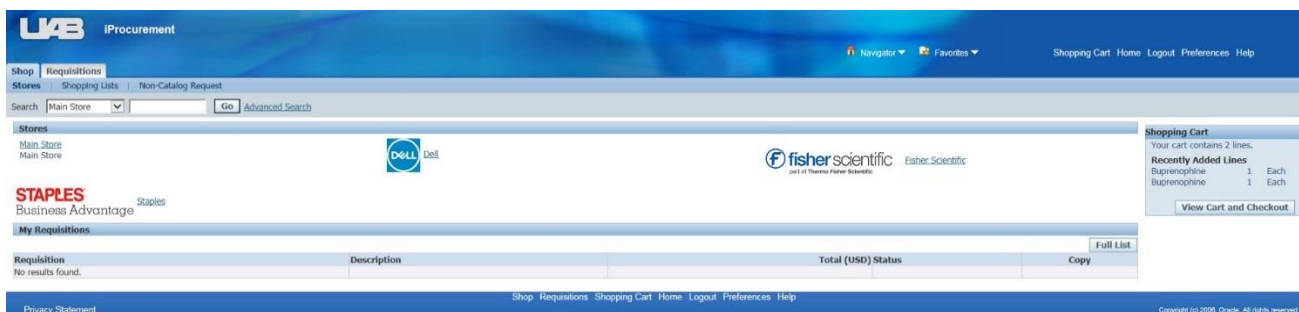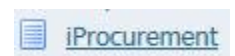UAB Self Service Applications
UAB Sunflower Custom Reports
UAB TEL

Please select a responsibility.

Logout Help

Privacy Statement

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

UAB FN Document Entry/Approval

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

iProcurement

UAB iProcurement

Navigator ▾   Favorites ▾   Shopping Cart Home Logout Preferences Help

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

Search | Main Store ▾ | | Go | Advanced Search

Stores
Main Store
Main Store

DELL Dell

fisher scientific Fisher Scientific

Shopping Cart
Your cart contains 2 lines.
Recently Added Lines
Buprenophine   1   Each
Buprenophine   1   Each

STAPLES
Business Advantage Staples

View Cart and Checkout

My Requisitions

Full List

Requisition   Description   Total (USD) Status   Copy
No results found.

Shop Requisitions Shopping Cart Home Logout Preferences Help

Privacy Statement   Copyright (c) 2006, Oracle. All rights reserved.

7. At the top of your screen, you may see tabs. Click the **Shop Tab**.
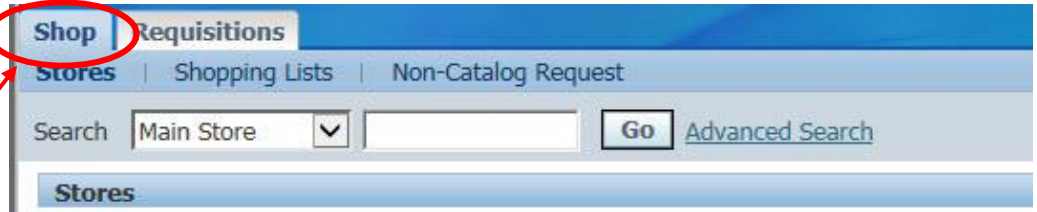
8. There are two ways to submit a request for Controlled Substances.
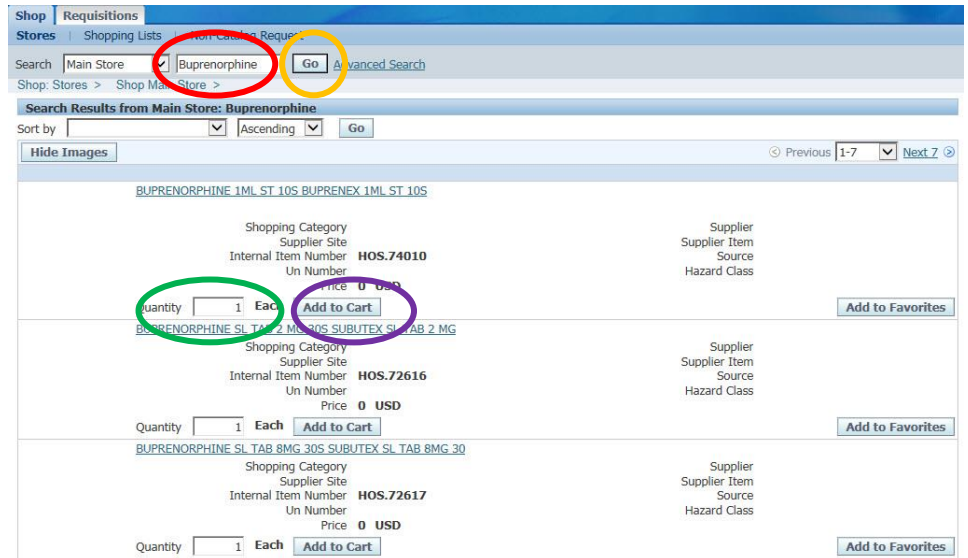
   Method #1:

   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).

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

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.

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.

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	EHS
Expiration Date	
* Do scanned documents exist?	N No

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**
☐ 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.						

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		20-Dec-2017	100	1	0.00	🗑
	ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT					
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.

  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 [   ] 🔍
SUBACCOUNT [   ]
* BALANCING [   ] 🔍
* ORGANIZATION [   ] 🔍
* FUTURE [0000] 🔍
DEFAULT
* OBJECT [   ] 🔍

Search
Clear

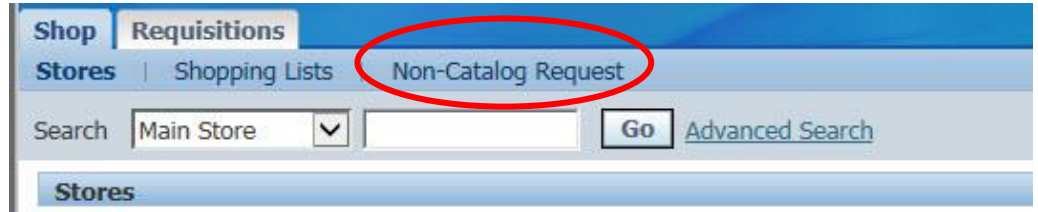13. Review your order again. Once you are satisfied with your order, click **Submit**.

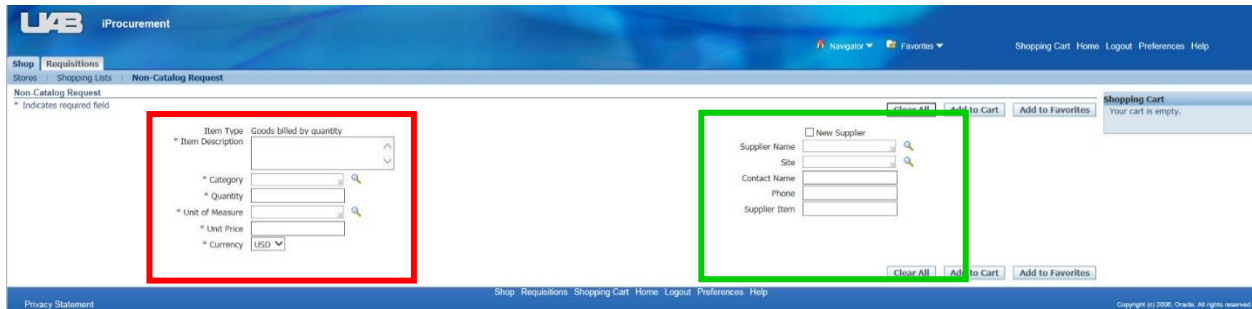14. Make sure you print a copy of your order for your records.

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.

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 **EHS website**.
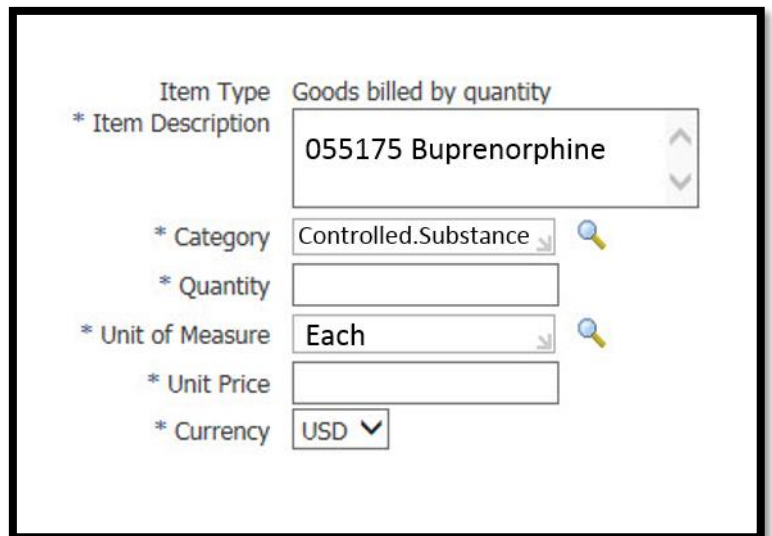
4. The **green box** is where you will enter the supplier information. You must hit **Tab** on your keyboard after entering information on each of these lines.

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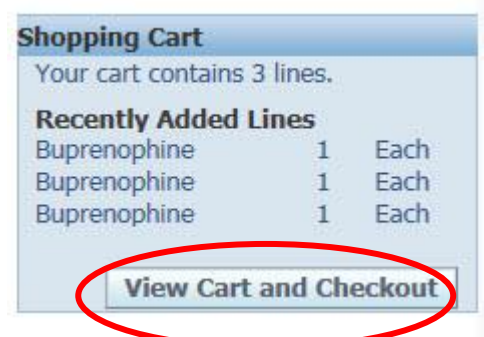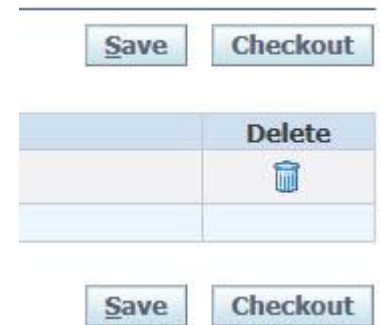
7. After entering the information from Step 6, click **Continue**.

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.

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, EHS is the abbreviation for Environmental Health and Safety)**

Field	Value
* 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	EHS
Expiration Date	
* Do scanned documents exist?	N No

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.

Delivery	Billing	Accounts	Attachments

Select Lines: Update | Copy | Delete

Select All | Select None

Select Line	Description	Charge Account	GL Date	Split
☐ 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.

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	🗑
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**.

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.