

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.

A screenshot of the iProcurement form with the following fields filled out:

- * Item Type:** Goods.I can provide description, item price and quantity
- * Item Description:** Buprenorphine 0.3mg/ml 5x1ml
- * Category:** Controlled.Substance
- * Quantity:** 1
- * Unit of Measure:** Each
- * Unit Price:** 175
- * Currency:** USD

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.

A screenshot of the Supplier selection form with the following fields filled out:

- Supplier Name:** PERKIN ELMER HEALTH
- Site:** A-SHELTON
- Phone:** (empty)
- Supplier Item:** (empty)

- 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**.

A screenshot of the Special Information screen. At the top right, there is a red arrow pointing to a **Continue** button. Below the header, there is a table with the following data:

Description	Unit	Quantity	Price	Amount (USD)	Supplier
Buprenorphine 0.3mg/ml 5x1ml	Each	1	175 USD	175.00	PERKIN ELMER HEALTH SCIENCES INC

Below the table, under the heading **CON**, there are two fields:

- * Associated Protocol #:** 10058
- * Amount on Hand:** 0

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**.

Sel		Update	Copy	Delete											
Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete				
<input checked="" type="checkbox"/>	Buprenorphine 0.3mg/ml 5x1ml	1	Each	175 USD	175.00	21-Mar-2023 00:01:00	Bham Main Campus	CON			+				
Total					175.00										

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

Billing

Line UAB_AKF

1 ACCOUNT SUBACCOUNT BALANCING ORGANIZATION FUTURE OBJECT

GL Date 18-Mar-2022

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

ALIAS 2101656.000

- 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 **Apply this Cost Allocation information to all applicable requisition lines** 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*.