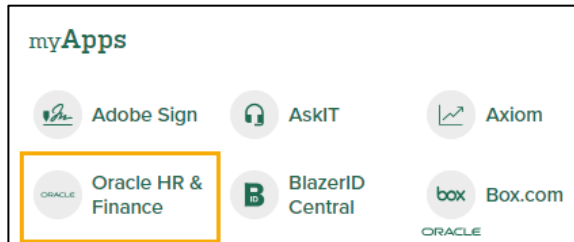


Visit the [Environmental Health and Safety website](#) for further information, including a list of vendors and item numbers for controlled substances. *Please Note: Ordering Controlled Substances, including Radioactive Materials and Pharmaceuticals, with a UAB P-Card is prohibited.*

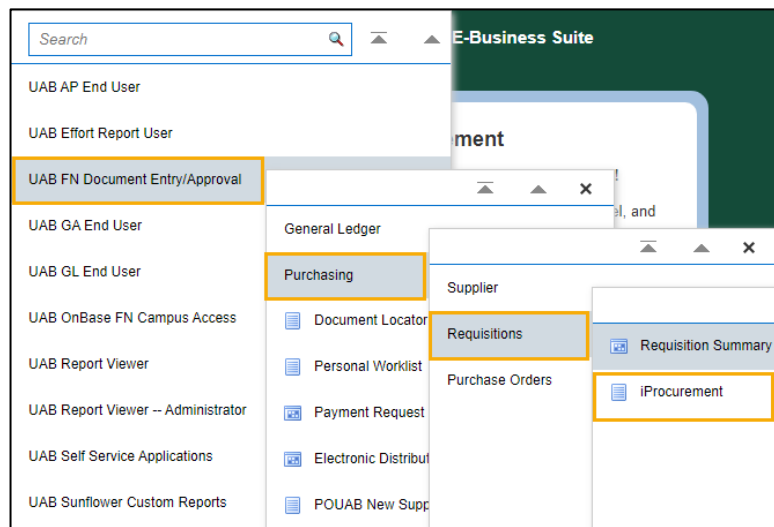
Log in to **Oracle HR & Finance**:

- Navigate to the [myUAB portal](#).
- Locate and click **Oracle HR & Finance**.

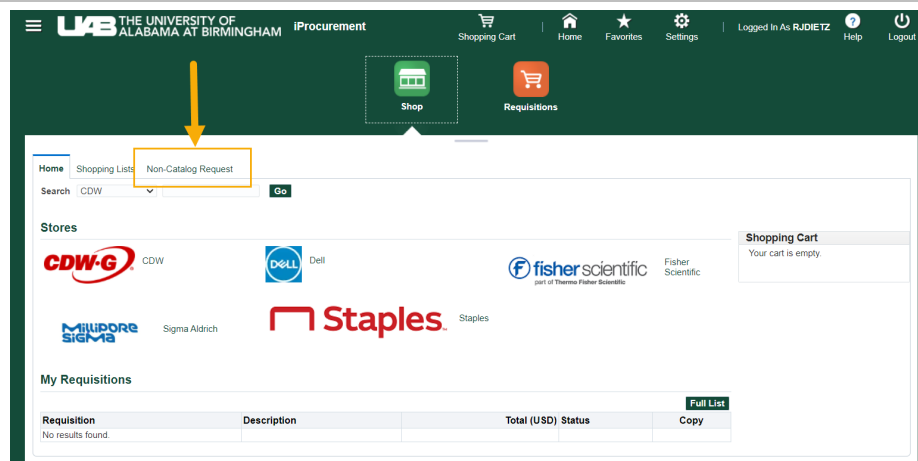


Navigate to **iProcurement**:

- Click the **3-lined navigation button** in the top left of the Oracle homepage.
- From **UAB FN Document Entry/Approval**, choose **Purchasing**, then **Requisitions**, and finally **iProcurement**.



In the iProcurement Shop tab, click **Non-Catalog Request**.



Enter the **line-item information**.

- Required fields are identified with an * asterisk.
- In **Item Description**, enter a brief description of order along with **CON number**.
- In **Category**, enter *Controlled Substance*.
- In **Quantity**, enter the number of items to order.
- In **Unit of Measure**, enter *Each*.
- In **Unit Price**, enter the price listed on the vendor website per item.

Home Shopping Lists **Non-Catalog Request**

Non-Catalog Request

* Indicates required field

* **Item Type** Goods. I can provide description, item price and quantity ▾

* **Item Description** Buprenorphine 0.3mg/ml 5x1
Item 123456 (catalog number)
CON 30000

* **Category** Controlled.Substance ▾ 🔍

* **Quantity** 1

* **Unit of Measure** Each ▾ 🔍

* **Unit Price** 5.5

* **Currency** USD ▾

Enter the **Supplier Name and Site**:

- Begin typing the **Supplier Name** in the box.
- A dropdown menu will appear.
- Select the desired Supplier from the list.

Supplier Name MWI 🔍

Site Supplier Site Unique Entity Identifier Tax Reg Num TIN Contact Phone

Phone MWI VETERINARY SUPPLY CO P-BOISE 820476687

Supplier Item 🔍 < 1 - 1

The system will automatically populate the **Site** field.

- The Phone and Supplier Item can remain blank if not populated by the system.

Supplier Name MWI VETERINARY SUPPLY CO ▾ 🔍

Site P-BOISE ▾ 🔍

Phone

Supplier Item

Add item to cart using one of these options:

- Click **Add to Cart and New**.

OR

- Click **Add to Cart and Next**.

Adds the non-catalog item to the cart and refreshes the values you have entered. Any data entered on the previous item is removed once added to the cart.

Clear All

Add to Favorites

Add to Cart and New

Add to Cart and Next

Adds the non-catalog item to the cart and retains the values you have entered. Retains the item information from the previous item added to the cart.

On the **Special Information** screen:

- Enter **Associated Protocol #**
- Enter **Amount on Hand**
- Enter **CSUA#**
- Click **Continue**

Special Information

* Indicates required field

Selected Line

Your selection requires special information.

Description	Unit	Quantity	Price	Amount (USD)	Supplier
Buprenorphine 0.3mg/ml 5x1 Item 123456 (catalog number) CON 30000	Each	1	5.5 USD	5.50	MWI VETERINARY SUPPLY CO

Hiring Requirements

CON

* Associated Protocol #
* Amount on Hand

* CSUA#

Continue

Use the steps you just completed to add more items to your order, if needed.

When you are finished adding items to this order, click **View Cart and Checkout**.

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

Buprenorphine 0... 1 Each

View Cart and Checkout

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

- A commonly selected **Deliver-To Location** is *Deliver to Dept*.

Shopping Cart

* Description Buprenorphine 0.3mg/ml 5x1Item 123456 (catalog number)CON. 30000

Need By Date 29-Jul-2025 00:01:00

* Deliver-To Location Deliver to Dept

Complete **Additional Header Information**:

- In **Order Method**, enter *Phone*.
- In **Deliver To**, enter the order recipient's name.
- In **Building Room**, enter the recipient's building and room number.
 - A **Building List Lookup** is available at the bottom of this section.
- In **Requester's Phone #**, enter the recipient's phone number.
- In **Requester's Email**, enter the recipient's email address.
- In **Department Name**, Enter the name of the recipient's department.
- Leave **Expiration Date** field blank.
- Do not change the field **Do scanned documents exist?**

Click **Show Delivery and Billing** to reveal the dropdown **Delivery** and **Billing** sections.

Shopping Cart

* Description	Sample Requisition
Need By Date	02-Aug-2025 00:01:00
* Deliver-To Location	Bham Main Campus

Additional Header Information

* Order Method	Phone
* Deliver To Name	Phone (Dept. will phone order.)
* Building Abbreviation & Room/Suite	Recipient's Name
* Requester's Phone #	AB 520
* Requester's Email	205-555-5555
* Department Name	RequesterEmail@uab.edu
Expiration Date	Your Dept
* Do scanned documents exist?	No

This field must be formatted as follows:

BLDG Code *space* RM/Suite

****Building Abbreviation & Room/Suite Format Examples:**

JT 404; AB 520, SHEL 220; MCLM 256; etc.. [Building List Lookup](#)

► Show Delivery and Billing

Complete Delivery information:

- **Requester information** will auto-populate with the name of the person completing the Requisition.
- In **Hazard Class**, enter *CON*.

Hide Delivery and Billing

Delivery

* **Requester** Last name, First Name

Hazard Class CON

Proceed to enter **Billing** Information.

If you are charging items to a **Grant/Project (GA)** account:

- Enter **Project number**
- Enter **Task number**
- Enter Award number
- Enter *8204099* in **Expenditure Type**
- Enter the current date in **Expenditure Item Date**.

Billing

Project

Task

Award

Expenditure Type 8204099 SUPP-OTHER DE

Expenditure Organization

Expenditure Item Date (29-Jul-2024)

Charge Account 0000000.000.000000000.0000000

GL Date 29-Jul-2024

If you are charging items to a **GL Account**:

- Do not enter any information in the fields shown (the dates will auto-populate and can remain).
- Double click on the zeroes in the **Charge Account** field to open the Edit and Submit Requisition screen.

Billing

Project

Task

Award

Expenditure Type

Expenditure Organization

Expenditure Item Date 29-Jul-2024

Charge Account 0000000.000.000000000.000000000.000000000

GL Date 29-Jul-2024

On the **Edit and Submit Requisition** screen:

- Check the box next to your item.
- Click **Update**.

Select Lines: 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 5x1	1	Each	5.5	USD	5.50	29-Jul-2025 00:01:00	Bham Main Campus	CON		
						Total	5.50						

On the **Requisition Information: Updated Selected line** screen,

- Click the **magnifying glass** icon in the UAB_AKF column.

Billing

Line UAB_AKF

1

ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT

Enter information on the UAB_AKF screen:

- In **ALIAS**, enter the first seven digits of your GL account.
- In **Object**, enter 8204099
- Click **Search**.

UAB_AKF

Search and Select:

Cancel **Select**

Shorthand Alias

ALIAS

Search

* ACCOUNT 0000000
BALANCE SHEET

* SUBACCOUNT 000
DEFAULT SUBACCOUNT

* BALANCING 000000000
SETUP DEFAULT VALUE ONLY

* ORGANIZATION 000000000
SETUP DEFAULT VALUE ONLY (DO NOT DELETE)

* FUTURE 0000
DEFAULT

* OBJECT 8204099
SUPP-OTHER DRUGS

Search **Clear**

Results

The full account string will appear below the **Results** heading.

- Click the **Quick Select** icon to choose this account string and return to the Billing screen.

Select Quick Select



On the **Requisition Information: Update Selected line** screen,

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

☒ Apply this Cost Allocation information to all applicable requisition lines

On the **Requisition Information: Update Selected line** screen, scroll all the way to the right and click **Apply**.

ity	Amount (USD)	Additional.Reference	Delete
1	5.50		
1	5.50		

Cancel Apply

After you have entered necessary Billing information for **either** a **Grant/Project account** OR a **GL Account**:

- Click the **Submit** button to submit your requisition.
- Confirm successful submission by viewing [Requisition Notifications & Approval Process](#).

Submit