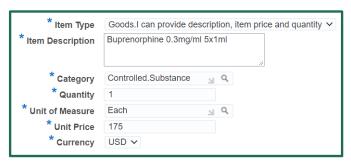
iProcurement: Creating a Requisition for Controlled Substances*

*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.

- 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.
- Enter the required item information on the left side the form (the required fields are noted by the asterisk, or star symbol).
 Enter <u>Controlled.Substance</u> in the Category field.



4. Enter the supplier's name in the **Supplier Name** field and then press the tab key on your keyboard.

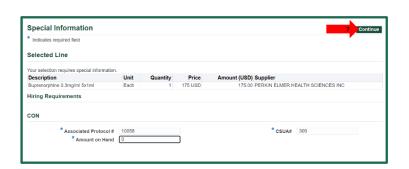
• If there is more than one supplier listing with a similar name, the system will provide you with a list of results. Select a supplier from the list by

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.



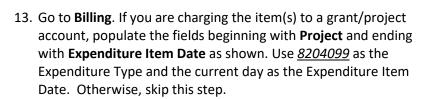
- The **Phone** and **Supplier Item** fields can remain blank if they are not populated by the system.
- 5. Click on the Add to Cart button.
- On the Special Information screen, complete the required fields listed under CON.
- 7. Click on the **Continue** button.



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- 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**.
- 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.





y Q

Phone (Dept. will phone order.)

* Order Method Phone

* Requester's Phone # 205-934-1234

* Requester's Email ssmith@uab.edu

Department Name Sample Dept

No

Expiration Date

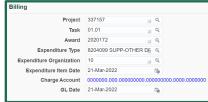
*Building Abbreviation & Room/Suite WTI 123

* Do scanned documents exist? N

JT 404; AB 520, SHEL 220; MCLM 256; etc.. Building List Lookup

**Building Abbreviation & Room/Suite Format Examples:

* Deliver To Name Susan Smith



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- 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 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
 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*.

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