Please Note: Ordering Controlled Substances, including Radioactive Materials and Pharmaceuticals, with a UAB P-Card is prohibited.



Navigate to iProcurement :	Search	۹ 🛋 🖌	E-Business Suite	e		
Click the 3-lined navigation button in	UAB AP End User]				
the top left of the	UAB Effort Report User		ment			
Oracle homepage.From UAB FN	UAB FN Document Entry/Approval		— • >	<		
Document	UAB GA End User	General Ledger		and		
Entry/Approval, choose Purchasing,	UAB GL End User	B GL End User Purchasing Supplier				
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finally iProcurement.	UAB Report Viewer	Personal Worklist	Purchase Orders	iProcurement		
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Enter the line-item information. • Required fields are	Home Shopping Lists	Non-Catalog Request
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 In Item Description, enter a brief description. 	* Indicates required fiel	
 In Category, enter Radioactive.Material. In Quantity, enter the 	* Item Type * Item Description	
 number of items to order. Enter the Unit of Measure. 	* Category * Quantity * Unit of Measure	10
 Enter the Unit Price. 	* Unit Price * Currency	29
 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 Item	Site Unique Entity Identifier Tax Reg Num TIN ER GENETICS P-ATLANTA 251645 ER GENETICS P-PITTSBURG 251645
The system will automatically populate the Site field. • The Phone and Supplier Item can remain blank if not populated by the system.		PERKINELMER GENETICS



 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 Licensee Name. Enter Licensee Number. Enter Shipping Information. Enter Quantity on Hand. Click Continue. 	Home Shopping Lists Non-Catalog Request Special Information Continue * Indicates required field Selected Line Your selection requires special information. Price Amount (USD) Supplier Description Unit Quantity Price Amount (USD) Supplier 10mCl of Yttrium 90-Radionuclide Each 10 29 USD 290.00 PERKINELMER GENET CS Hiring Requirements RAD * Licensee Name * Licensee Name * Licensee Number * Shipping Information * Quantity on Hand
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 10mCl of Yttriu 10 Each
The Description and Deliver-To Location fields are pre-populated and can be adjusted. • A commonly selected Deliver-To Location is <i>Deliver to Dept</i> .	* Description 10mCl of Yttrium 90-Radionuclide Need By Date 30-Jul-2025 00:01:00 * Deliver-To Location Deliver to Dept



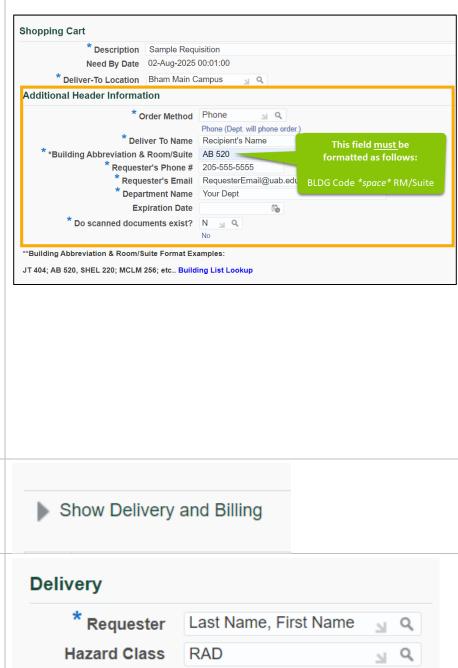
Complete Additional Header Information:

- 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.

Complete Delivery information:

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





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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 <u>Requisition</u> <u>Notifications &</u> <u>Approval Process</u>.

