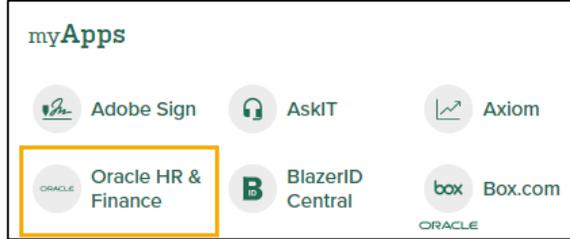


Visit the [Environmental Health and Safety website](#) for further information, including a list of vendors and item numbers for controlled substances. *Please Note: Ordering Controlled Substances, including Radioactive Materials and Pharmaceuticals, with a UAB P-Card is prohibited.*

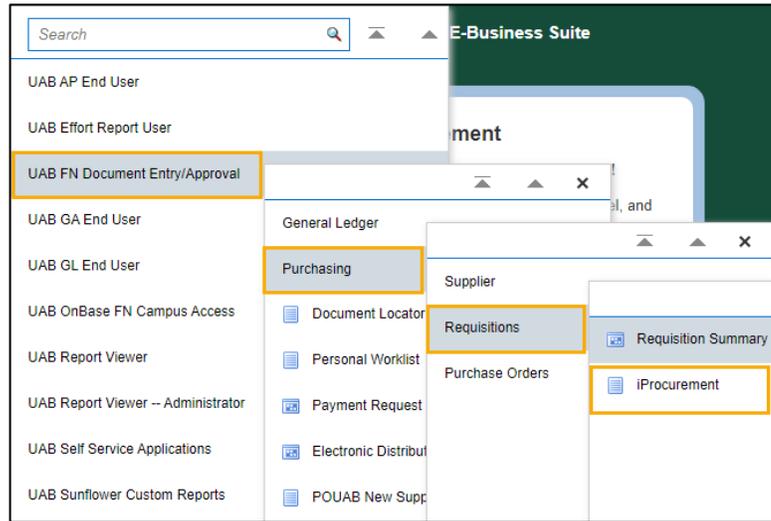
Log in to **Oracle HR & Finance:**

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

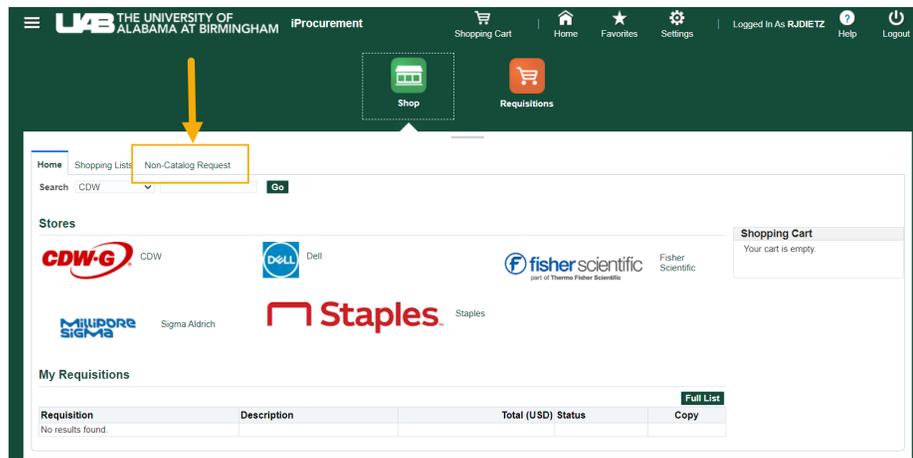


Navigate to **iProcurement:**

- 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 **Continue**

* 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#

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?**

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

Phone (Dept. will phone order.)

* **Deliver To Name** Recipient's Name

* **Building Abbreviation & Room/Suite** AB 520

* **Requester's Phone #** 205-555-5555

* **Requester's Email** RequesterEmail@uab.edu

* **Department Name** Your Dept

Expiration Date

* **Do scanned documents exist?** N

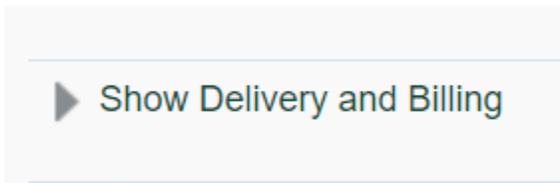
No

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

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

This field must be formatted as follows:
BLDG Code *space* RM/Suite

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 *CON*.

▲ Hide Delivery and Billing

Delivery

* **Requester** [dropdown] [search]

Hazard Class [dropdown] [search]

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 [dropdown] [search]

Task [search]

Award [search]

Expenditure Type [dropdown] [search]

Expenditure Organization [dropdown] [search]

Expenditure Item Date [calendar]

Charge Account [search]

GL Date [calendar]

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 [dropdown] [search]

Task [search]

Award [search]

Expenditure Type [dropdown] [search]

Expenditure Organization [dropdown] [search]

Expenditure Item Date [calendar]

Charge Account [search]

GL Date [calendar]

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			<input type="checkbox"/>	<input type="checkbox"/>	
		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

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:

Shorthand Alias

ALIAS

Search

* **ACCOUNT**

* **SUBACCOUNT**

* **BALANCING**

* **ORGANIZATION**

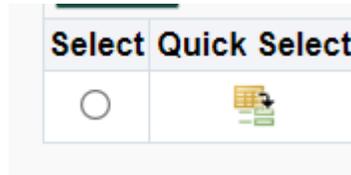
* **FUTURE**

* **OBJECT**

Results

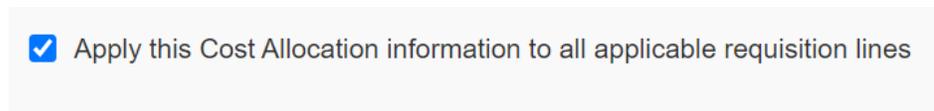
The full account string will appear below the **Results** heading.

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

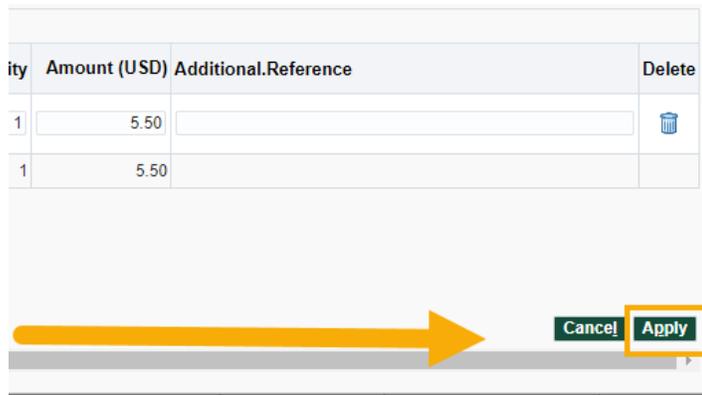


On the **Requisition Information: Update Selected line** screen,

- Check the box to **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**.



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](#).

