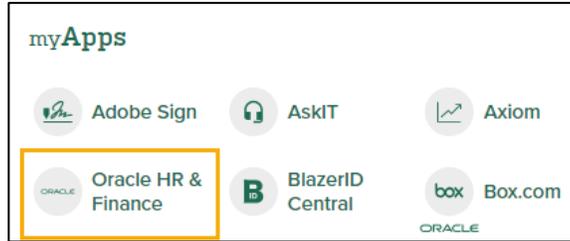


Please Note: Ordering Controlled Substances, including Radioactive Materials and Pharmaceuticals, with a UAB P-Card is prohibited.

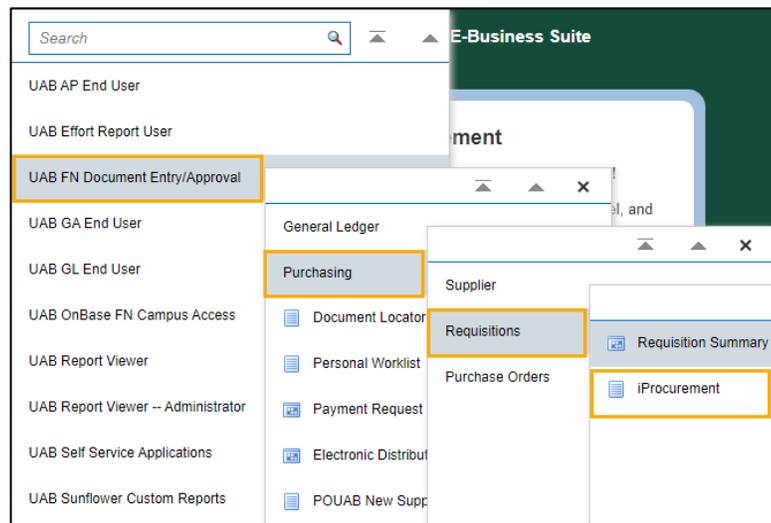
Log in to **Oracle HR & Finance:**

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



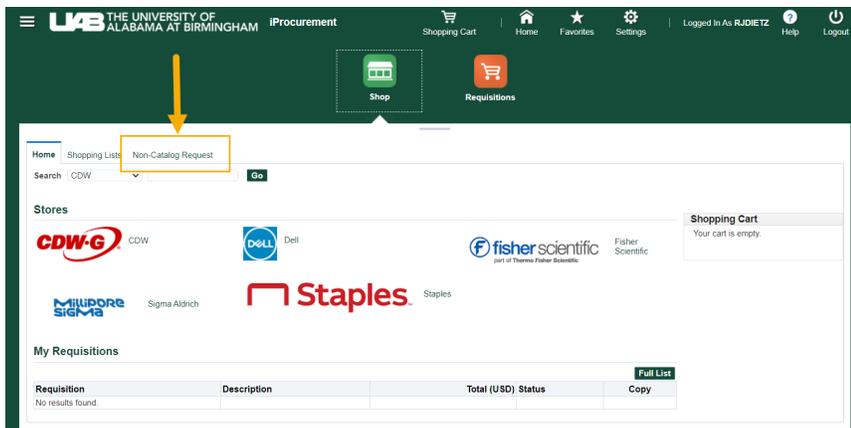
Navigate to **iProcurement:**

- 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.
- In **Category**, enter *Radioactive.Material*.
- In **Quantity**, enter the number of items to order.
- Enter the **Unit of Measure**.
- Enter the **Unit Price**.

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**: 10mCi of Yttrium 90-Radionuclide NEZ306
- * **Category**: Radioactive.Material
- * **Quantity**: 10
- * **Unit of Measure**: Each
- * **Unit Price**: 29
- * **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

Supplier	Site	Unique Entity Identifier	Tax Reg Num	TIN
PERKINELMER GENETICS	P-ATLANTA			251648
PERKINELMER GENETICS	P-PITTSBURG			251648

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

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

Supplier Name

Site

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.



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.

Description	Unit	Quantity	Price	Amount (USD)	Supplier
10mCl of Yttrium 90-Radionuclide	Each	10	29 USD	290.00	PERKINELMER GENETICS

Hiring Requirements

RAD

* 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 Yttri...	10	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** 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?**

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: [blank]
 * Do scanned documents exist?: N

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

Examples: **Building Abbreviation & Room/Suite Format Examples: JT 404; AB 520, SHEL 220; MCLM 256; etc.. [Building List Lookup](#)

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

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 *RAD*.

Delivery

* Requester: Last Name, First Name
 Hazard Class: RAD

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 **8209030** in **Expenditure Type**.
- Enter the current date in **Expenditure Item Date**.

Billing

Project

Task

Award

Expenditure Type 8209030 SUPP-CHEM/BIO

Expenditure Organization

Expenditure Item Date (30-Jul-2024)

Charge Account 0000000.000.000000000.000000000.0000.00000000

GL Date 30-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 (30-Jul-2024)

Charge Account 0000000.000.000000000.000000000.0000.00000000

GL Date 30-Jul-2024

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

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

Select Lines: **Update** **Copy** **Delete**

<input checked="" type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Loc
<input checked="" type="checkbox"/>		10mCi of Yttrium 90-Radionuclide	10	Each	29 USD	290.00	30-Jul-2025 00:01:00	Deliver to Dept
Total						290.00		

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

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

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.
- When the account string populates, click to select it and populate the remaining Account fields.
- In **Object**, enter **8209030**.
- Click **Search**.

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**.

ity	Amount (USD)	Additional.Reference	Delete
1	5.50	<input type="text"/>	
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](#).

