Ordering Controlled Substances Through iProcurement at UAB

This information will route your order to UAB’s Department of Occupational Health and Safety (OH&S). Following these steps will expedite your order, and avoid returned requisitions. If you have any questions, call OH&S at (205) 934-2487.

If you are new to creating requisitions in iProcurement, please take the Requisitions and Payment Requests course offered via the Learning Management System.

Do not create an order in iProcurement for Controlled Substances if you do not have the correct authorization.

Only PI’s are allowed to apply for a Controlled Substances Use Authorization (CSUA) Number. You must be listed as an Authorized User on a CSUA to order Controlled Substances.

1. Open the UAB Administrative Systems homepage in your Internet browser.

2. Locate and click on the Oracle & HR Finance Button.
3. After clicking on the Oracle & HR Finance button, you will be prompted to sign into the UAB Access Management portal. You will log in using your **BlazerID and secure password**.

   1. Upon entering your BlazerID and secure password, you may be asked to answer security questions. These security questions will have been set up by you.

4. Completing the step above will bring you to the Oracle Applications Home Page.

5. Locate and click on the **UAB FN Document Entry/Approval** link on the left-hand side of your screen.

6. Locate and click on the **iProcurement** link on the right hand of your screen.
7. At the top of your screen, you may see tabs. Click the Shop Tab.

8. There are two ways to submit a request for Controlled Substances.

   **Method #1:**
   
   1. Type the name or CON Number of the substance in the search bar. For example, the CON Number for Buprenorphine must be in this format, **CON.30000** (red circle).
   2. After entering the substance name or CON Number click **Go** (yellow circle).
   3. You will see your search results at the bottom of the screen. When you are ready to make your selection, enter your quantity amount, you want to order (green circle). After entering your quantity amount, click **Add to Cart** (purple circle).
4. After clicking **Add to Cart**, you should see a screen like this.

![Image of iProcurement screen](image)

a) Enter the following information:

1. Associated Protocol Number
2. Amount on Hand
3. CSUA Number: You must be listed as an Authorized User on a CSUA to order Controlled Substances. Please do not create an order in iProcurement for Controlled Substances if you do not have the correct authorization.

5. After entering the information from Step 4, click **Continue**.

6. Once you are satisfied with your order, click on the **View Cart and Checkout** button.
   a) Review your order one more time.
   Select **Checkout** to continue.
7. After clicking Checkout, you should see the following screen. Enter your Delivery and Billing information here. You must hit Tab on your keyboard after entering information on each of these lines.
8. You are **required** to enter the following information in the **yellow box** as shown on the previous page.

   a) Requisition Description: **Catalog Number** and **drug name** must be listed here.
   b) Order Method: Always is **PHONE**.
   c) Deliver To: **Your Name**
   d) Building Room: **Your UAB location, office, or lab (for example, CH445)**
   e) Requester’s Phone Number: **Your Phone Extension (for example, 4-2487)**
   f) Requester’s Email: **Your full UAB Email Address**
   g) Department Name: **Your UAB Department abbreviation** (for example, OH&S is the abbreviation for Occupational Health and Safety)

![Image of iProcurement screenshot](image_url)

9. The information in the **red box** will automatically fill in.

10. The **green box** is where you will enter your **billing information**.

   a) Click **Enter Charge Account**. You should see a screen like this. Click **Enter Charge Account** again.
11. After clicking **Enter Charge Account** (blue link within the red circle from Step 8). You should see this screen. Click on the blue link within this red box.

12. After completing Step 9, you see a screen that looks like the one to the right.
   a) You will need to know what to enter in each of these boxes.
   b) You must hit **Tab** your keyboard after entering information on each of these lines.
   c) After entering your specific billing information, click **Search**.
   d) After selecting which account to charge for the order, click **Apply**.

13. Review your order again. Once you are satisfied with your order, click **Submit**.

14. Make sure you print a copy of your order for your records.
Method #2:

1. Click on **Non-Catalog Request**.

2. You should now see the following screen. You must hit **Tab** on your keyboard after entering information on each of these lines.

3. You will need to enter the following information in the **red box**. You must hit **Tab** on your keyboard after entering information on each of these lines.
   
   a. Item Description: **Catalog Number** and **Drug Name**
   
   b. Category: **Controlled.Substance** (the period has to be there for system recognition)
   
   c. Quantity
   
   d. Unit of Measure: **Each**
   
   e. Unit Price: CON Numbers, as well as vendor prices, are located on the **OH&S website**.
4. The **green box** is where you will enter the supplier information. You must hit **Tab** on your keyboard after entering information on each of these lines.

5. After entering all the information from Step 4, click **Add to Cart** (on the right-hand side of your screen).

6. After clicking **Add to Cart**, you should see a screen like this.

   ![Image of iProcurement screen with supplier information fields](image.png)

   a. Enter the following information:
      i. Associated Protocol Number
      ii. Amount on Hand
      iii. CSUA Number: **You must be listed as an Authorized User on a CSUA to order Controlled Substances.** Please do not create an order in iProcurement for Controlled Substances if you do not have the correct authorization.

7. After entering the information from Step 6, click **Continue**.
8. After you have reviewed your order, locate your shopping cart in the upper right-hand corner (will be colored light blue). Click **View Cart and Checkout**.

9. In the next screen, you can change your quantity or the price if necessary. A trash can is available on the right-hand side of your screen. You can click this trash can if you would like to remove anything from your order. If you are satisfied with your order, click **Checkout**.

10. After clicking **Checkout**, you should see the following screen. Enter your **Delivery** and **Billing** information here.
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a. You are **required** to enter the following information in the **yellow box** as shown on the previous page. You must hit the **Tab** on your keyboard after entering information on each of these lines.

iv. Requisition Description: **Catalog Number** and **Drug Name** must be listed here.

v. Order Method: Always is **PHONE**

vi. Deliver To: **Your Name**

vii. Building Room: **Your UAB location, office, or lab** (for example, CH445)

viii. Requester’s Phone Number: **Your UAB Phone Extension** (for example, 4-2487)

ix. Requester’s Email: **Your full UAB Email Address**

x. Department Name: **Your UAB Department Abbreviation** (for instance, OH&S is the abbreviation for Occupational Health and Safety)

![Requisition Description Form]

11. The information in the **red box** will automatically fill in.

12. The **green box** is where you will enter your **billing information**.

b. Click **Enter Charge Account**. You should see a screen like this. Click **Enter Charge Account** again.

![Enter Charge Account Screen]
13. After clicking **Enter Charge Account** (blue link within the red circle from Step 12). You should see this screen. Click on the blue link within this red box.

14. After completing Step 13, you see a screen that looks like the one to the right.
   
   c. You will need to know what to enter in each of these boxes.
   
   d. You must hit **Tab** on your keyboard after entering information on each of these lines.
   
   e. After entering your specific billing information, click **Search**.
   
   f. After selecting which account to charge for the order, click **Apply**.

15. Review your order once more. Once you are satisfied with your order, click **Submit**.

16. Make sure you print a copy of your order for your records.