Online Learning

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

March 31, 2015

BEFORE YOU START - Important Related Information

- Ensure you are knowledgeable with current Radiation Safety Program Information, described on the Environmental Health & Safety (EH&S) website at: http://www.ehs.washington.edu/rso

The Radiation Safety Office at the University of Washington issues Authorizations (sub-licenses) for certain uses of radiation. All investigators planning to do research on humans using any type of radiation (x-rays, nuclear medicine, radiation therapy, etc.) must apply for an Authorization to Use Radiation on Human Subjects.

Before you can order, store, or use radioactive materials, you must either make arrangements to work under another researcher's Authorization or call Radiation Safety at 206.543.0463 or e-mail radsaf@u.washington.edu to determine if you meet the requirements to become an Authorized Investigator.

- Understand how to specify that your item is radioactive material in eProcurement.

You should use a Radioactive Commodity Code and specify that your item is on the exception item list. eProcurement automatically assigns the Account Code of the 053200 Radioactive Chemicals to the item and it cannot be changed when:

  - You answer Yes to the question: Is this item listed on the exception item list?
  - You select a Commodity Code that falls into the Radioactive category. Below is a list of available Commodity Code Choices in eProcurement for Radioactive items:

<table>
<thead>
<tr>
<th>Radioactive Commodity Code Name</th>
<th>Commodity Code ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radioisotope</td>
<td>12142201</td>
</tr>
<tr>
<td>Radionuclide</td>
<td>12142203</td>
</tr>
<tr>
<td>Radioactive</td>
<td>12142204</td>
</tr>
<tr>
<td>Radioactive chemical</td>
<td>12142205</td>
</tr>
<tr>
<td>Radiopharmaceutical</td>
<td>12142206</td>
</tr>
<tr>
<td>Nuclear</td>
<td>12142208</td>
</tr>
</tbody>
</table>

- Specifying shipping locations.

Radioactive materials can only be shipped to specific locations on campus. If you don’t already have a shipping location approved by Radiation Safety, please select this address for the Ship To field on the Summary tab of the request:

  - Radiation Safety, Health Sciences Bldg., Room T274
  1705 NE Pacific St.
  Seattle, WA 98195-4400

  NOTE: You can search for this address by typing Radiation Safety into the Name field and clicking Search.

Please continue to the next page for step-by-step guidance on how to create an Exception Item Catalog Order for Perkin Elmer
1. Log into eProcurement: [https://ar.admin.washington.edu/AribaBuyer/uw/login.asp](https://ar.admin.washington.edu/AribaBuyer/uw/login.asp)
2. Enter your UW NetID and password.
3. On the **Procurement** tab, click **Create > Requisition**
4. On the left **Supplier** section, click **Show All...**

5. Click **PerkinElmer Health**:

6. Click the green **Buy from Supplier** button:
7. Enter one or more product numbers and quantity for each in the **Shop by Product Number** field. Then click the green **ADD TO CART** button:

8. Review your order, then click the green **CHECKOUT** button in the lower right corner:

**Review your order**

**Click CHECKOUT**

Continued on the next page.
9. You will be on the Summary tab of the requisition. Enter a **Title** for the order and answer **Yes**, to the question, *Is this item on the exception list?:*

10. The **Exception Item List** field appears. To select the **Radioactive** Exception type, follow the steps in the screen captures below:

   - Enter a meaningful **Title** for the order.
   - Answer **Yes** to the question: *Is this item listed on the exception item list?*
   - The **Exception Item List** field appears.
   - Click on the drop-down arrow.
   - Select **Search for more…**
   - If you don’t see the Radioactive Exception Item, you can enter part of the name and click **Search**.
   - The list is in alphabetical order by **Name**.
11. The search results will return the Radioactive Exception Item. Click the **Select** button:

![Choose Value for Exception Item List]

12. Selecting the Radioactive Exception type, automatically sets the **Account Code** to RADIOACTIVE CHEMICALS (053200). This cannot be changed when the Exception Item is Radioactive:

![Line Items]

Note: Setting the **Exception Item to Radioactive** also sets the Account Code to Radioactive (053200)

13. If you have an approved shipping location from Radiation Safety, select it for the **Ship To** field as outlined in the steps that begin on the next page. If not, use the default address that is listed on page 1 of this document.
14. Scroll down to the SHIPPING – ENTIRE REQUISITION area of the Summary tab. Click on the drop-down arrow of the Ship To field and then select Search for more... to search for and select the approved shipping location:

Click on the drop-down arrow.

Select Search for more...

15. Enter the name of the shipping address and click Search:

Enter the name of the shipping address and click Search.
16. Locate the address in the search results and click the corresponding **Select** button:

![Choose Value for Ship To](image)

- **Click Select.**

17. Enter the name of the individual ordering the items into the **Deliver To** field.

![Shipping - Entire Requisition](image)

- **Enter Radiation Safety into the Deliver To field.**

18. Use the **Comments – Entire Requisition** field on the Summary tab to enter instructions to Radiation Safety for final delivery location:

![Comments - Entire Requisition](image)

- **Use the Comments – Entire Requisition field to enter instructions to Radiation Safety for final delivery location.**

Also include the name of the **Principal Investigator (PI)** who is authorized to purchase.

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**Continued on the next page.**
19. Scroll back to the top of your request, and carefully review all of the information you have entered. Pay special attention to the line item information and verify that the **Budget Number** matches the budget to be charged. If the **Budget Number** is incorrect or not visible, then you must edit the line item to select the correct budget. The screen captures that follow illustrate how to select the correct **Budget Number**:

In this example, you want to use **Budget Number 743460**, instead of the default that is set up in your user profile, **143750**.

Ensure there is a check in the box next to the item. If not, click in the box to select it.

Click **Edit**.

20. The **Line Item Details** screen will appear. Scroll down to locate **Budget Number** field:

Scroll down to view the **Budget Number** field.
21. Click on the drop-down arrow next to the **Budget Number** and then select **Search for more**...

![Click on the drop-down arrow.]

22. Enter the **Budget Number** (without dashes) that you want to use and click **Search**:

![Select Search for more...]

23. Locate the **Budget Number** in the search results and click the corresponding **Select** button:

![Click Select.]

*Continued on the next page.*
24. Verify that the **Budget Number** has been changed and then click **OK** (buttons are at the bottom and the top of the display):

![Image of accounting details]

The **Budget Number** has been changed.

25. You will be back on the **Summary** page. Scroll up to the top. If, to the best of your knowledge everything is correct on the request, click **Submit** to submit the order for approval:

![Image of summary page]

Click **Submit**.
26. Click the **View** link to view the status of the request:

27. "**RSApproval**" should be on the approval flow:

28. The preparer will receive email notifications when the request is approved (or denied). The boxes will turn **green** and include the name of who **approved** for each step. If the request is **denied**, the role that denied the request will turn **red** and include the name of who denied the request.

29. The request will be kept in the **My Documents** area of your **Home** or **Procurement Dashboard**. You can check its status at any time. If the request is fully approved, then an EI order will be sent to the supplier.

30. If you are finished, you can click on **Logout** in the upper right hand corner and close your browser window: