

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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:**

<https://www.ehs.washington.edu/radiation-safety>

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:

Radioactive Commodity Code Name	Commodity Code ID
Radioisotope	12142201
Radionuclide	12142203
Radioactive	12142204
Radioactive chemical	12142205
Radiopharmaceutical	12142206
Nuclear	12142208

- **Specifying shipping locations.**

When entering a requisition into Ariba for radioactive materials, the ship to address below will be automatically set and cannot be edited:

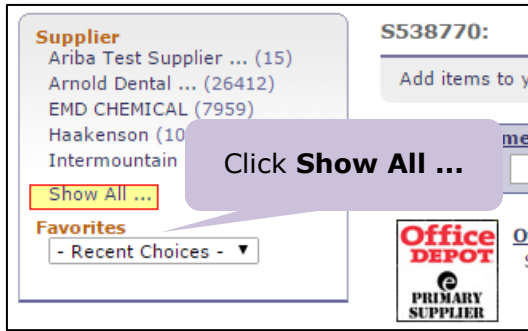
- **Radiation Safety, Health Sciences Bldg., Room T274**
1705 NE Pacific St.
Seattle, WA 98195-4400

NOTE: You will use the Comment section of the requisition to enter the final delivery destination and authorized PI name.

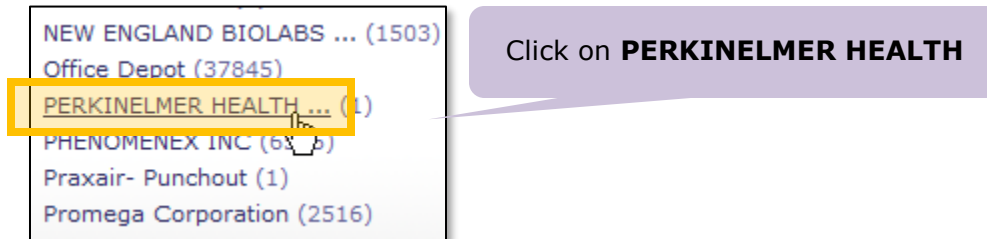
Please continue to the next page for step-by step guidance on how to create an Exception Item Catalog Order for Perkin Elmer

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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:



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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:

The screenshot shows the PerkinElmer Shopping Center interface. At the top, there is a search bar with the text "ENTER SEARCH TERM" and a magnifying glass icon. Below the search bar is a navigation menu with links for HOME, CORPORATE, PRODUCTS, TECHNOLOGIES, INDUSTRIES, SERVICES, and RESOURCES. The main content area is titled "SHOPPING CENTER" and includes a "SHOP ONLINE" section. A callout box points to the "Shop By Product Number" form, which has two columns: "Product number" and "Quantity". The first row contains "BLU507H001MC" and "1". Below the form is a green "ADD TO CART" button. Another callout box points to the "ADD TO CART" button with the text "Click **ADD TO CART**".

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

The screenshot shows the "Review your order" page. At the top, there is a blue header with the text "Review your order". Below the header is a table with the following columns: Description, Qty, Unit size, Shipment Date, Unit price, and Line Total. The table contains one row with the following data: Description: UTP, [α - 32 P]- 3000Ci/mmol 10mCi/ml EasyTide, 1 mCi BLU507H001MC; Qty: 1; Unit size: 1 mCi; Shipment Date: 31-Mar-15; Unit price: 378.70; Line Total: 378.70. Below the table is a green "Remove" button and a green "Update" button. To the right of the table is a green "Add to Favorites" button. Below the table is a form for a promotional code with a text input field and a green "Apply" button. To the right of the form is a summary of the order: Subtotal: 378.70 USD, Shipping and handling charges: 36.00 USD, Tax: 39.40 USD, Total: 454.10 USD. At the bottom right of the page is a green "CHECKOUT" button, which is highlighted with a yellow border and a callout box pointing to it with the text "Click **CHECKOUT**".

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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?*:

Summary Approval Flow

Title: *Perkin Elmer Catalog Order Demo

On Behalf Of: ROBIN WEIGEL

Delay Purchase Until:

Telephone: 206-616-1160

Template:

Is this item listed on the exception item list? Yes No

Definition of Exceptions

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

Summary Approval Flow

Title: *Perkin Elmer Catalog Order Demo

On Behalf Of: ROBIN WEIGEL

Delay Purchase Until:

Telephone: 206-616-1160

Exception Item List: Radioactive Chemicals/Materials/Equipment

Definition of Exceptions

Is this item listed on the exception item list? Yes No

Definition of Exceptions

Exception Item List: (none selected)

Search for more...

Choose Value for Exception Item List

Field: Name radioactive Search

Name ↑ Description

(no value) Select

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11. The search results will return the Radioactive Exception Item. Click the **Select** button:

Choose Value for Exception Item List

Field: Name

Name ↑	Description
Radioactive	Radioactive
Chemicals/Materials	Chemicals/Materials
/Equipment	/Equipment

Click **Select**

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 (1) [Show Details](#)

<input checked="" type="checkbox"/>	No.	Type	Description	Add.Info	Account	Budget:Task:Option:Project	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		UTP, [α]- ³² P]-3000Ci/mmol ...		053200	751210:::	1	each	\$378.70 USD	\$378.70 USD

|

Cost: \$378.70 USD

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

Continued on the next page. 

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

SHIPPING - ENTIRE REQUISITION

Ship To: SCIENCE Bldg Room T274

Deliver To: [Un-editable]

Comments: Final delivery destination for this order is the Nuclear Medicine Clinic, UMNW NW 290 at 1959 NE Pacific Street, Seattle WA. Authorized to order radioactive material: Dr. Emmett Brown

Visible to Supplier

ATTACHMENTS - ENTIRE REQUISITION

Add Attachment

14. 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**:

Line Items (1)

No.	Type	Description	Add.Info	Account	Budget	Price
1		UTP, [α ;- ³² P]-3000Ci/mmol ...		053200	143750:::	1 each \$902.00 USD \$902.00 USD

Buttons: Edit, Copy, Delete, Add from Catalog..., Add Non-Catalog Item...

Total Cost: \$902.00 USD

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

LINE ITEM DETAILS

Market Price:
No.: 1

Description: Radioactive Item Example

Qty: 1

UOM: each

Amount: \$500.00 USD

Price: \$500.00 USD

Commodity Code: Radioactive

Supplier: AMERICAN RADIOLABELED CHEMI..

Contact: AMERICAN RADIOLABELED CHEMICALS INC [select]

Supplier Part Number: BLU507H001MC

Scroll down to view the **Budget Number** field.

16. Click on the drop-down arrow next to the **Budget Number** and then select **Search for more...**

ACCOUNTING - BY LINE ITEM

Account Code: 053200 (RADIOACTIVE CHEMICALS)

Object SubObject: 0532

Sub SubObject: 00

Budget Number: 143750 (EPROCUREMENT)

Organization Code: 2080302026 (ECOMMERCE) Bien:2013

Budget Number: 143750 (EPROCUREMENT)

Organization Code: 143750 (EPROCUREMENT) Bien:2013
670074 (HHS EWARDS FELLOW) Bien:2013
660077 (ASTRAZENECA XENOGRAFTS) Bien:2013
751210 (FISHERIES RCR) Bien:2013
013985 (SUPERVISORY TRAINING) Bien:2013
657537 (ENDOWMENT ADMIN) Bien:2013

Split Accounting

Search for more...

Continued on the next page. →

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

Choose Value for Budget Number

Alert: There are too many matches to display the entire list. Refine your search criteria and try again.

Field: Budget# 743460 Search

Budget#	Name	Org Code	Status	Eff. Date	Biennium
(no value)					

Select

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

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

Choose Value for Budget Number

Field: Budget# 743460 Search

Budget#	Name	Org Code	Status	Eff. Date	Biennium
(no value)					
743460	PROCUREMENT SERVICES	2080302025	1	19750628	2013

Select

Click **Select**.

Continued on the next page. →

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

ACCOUNTING - BY LINE ITEM

Account Code: 053200 (RADIOACTIVE CHEMICALS)
Object SubObject: 0532
Sub SubObject: 00

Budget Number: 743460 (PROCUREMENT)

Organization Code: 2080302025 (PROCUREMENT SERVICES) Bien:2013

Task:
Option:
Project:

Split Accounting

SHIPPING - BY LINE ITEM

Ship To: *UNIVERSITY MEDICAL CE

Deliver To(Room/Name): *I. M. Glowen

COMMENTS - BY LINE ITEM

ATTACHMENTS - BY LINE ITEM

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:

S538959: Perkin Elmer Catalog Order Demo

This is a summary of your current requisition. Review the information to be sure it is correct. You can go back to any previous step to ...

Summary Approval Flow

Title: *Perkin Elmer Catalog Order Demo

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

New Requisition - Submitted

Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress ...

S538959 - Perkin Elmer Catalog Order Demo has been submitted.

- Print a copy of this request
- **View** the status of this request
- Add labels to tag this document
- Create the [same](#) type of request
- Return to the Ariba [Home](#) Page

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

Summary **Approval Flow** Orders Receipts History

Legend: Active Pending Watcher

ComplianceBgtApprover-743460 BgtApprover-743460-\$Lim-3000+ **RSApproval**

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:

ARIBA SPEND MANAGEMENT

Home Contracts **Procurement** T & E Invoicing Reimbu

Create Search Manage Recent Preferences

S538959 - Perkin Elmer Catalog Order Demo Status: Submitted

Welcome ROBIN WEIGEL