Creating a Non-Catalog Order for a Radioactive Exception Item in eProcurement

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](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.

- **See the last page of this guide for a list of email addresses for radioactive materials suppliers who are not on the Ariba Network.**

  The example in this guide uses a supplier that is on the Ariba Network. However, some radioactive materials suppliers are not on the network. For those suppliers, eProcurement will prompt you for a Send PO to email address, so that Procurement Services can email the order to the supplier. The last page of this guide contains a list of email addresses for those suppliers.

Please continue to the next page for step-by-step guidance on how to create a Non-Catalog Order for a Radioactive Exception Item in eProcurement.
Creating a Non-Catalog Order for a Radioactive Exception Item in eProcurement

1. Log into eProcurement: [https://ar.admin.washington.edu/AribaBuyer/uw/login.asp](https://ar.admin.washington.edu/AribaBuyer/uw/login.asp)
2. Click on Create -> Requisition.
3. Click on Create Non-Catalog Item as pictured here:

   ![Create Non-Catalog Item](https://example.com)

4. The system will display a screen where you can enter all of the item information. Enter the item description into the **Full Description** field:

   ![Enter the item description](https://example.com)

   - **Important:** Fields marked with an asterisk (*) are required.
5. To select the **Commodity Code**, follow the steps in the screen captures below:

- Click on the drop-down arrow to search for more...
- Enter part of the Commodity Code Name and click **Search**.
- Locate the Commodity Code you want in the search results and click the corresponding **Select** button.

*Continued on the next page.*
5. Selecting a **Commodity Code** that is associated with a Radioactive category will automatically select the **Account Code** of 053200 (RADIOACTIVE CHEMICALS). This Account Code is also automatically enforced when you specify that the item is a Radioactive Exception Item in a later step.

Note: Selecting a Commodity Code that belongs to the radioactive category automatically selects the Radioactive Chemicals Account Code (053200).

6. To select the **Supplier**, follow the steps in the screen captures that follow:

   - Click on the drop-down arrow
   - Select **Search for more...**
   - Enter *radioactive* into the Also Known As field and click **Search**
7. The search results will return all suppliers of radioactive materials. Click the corresponding Select button for the supplier you want to choose:

8. Enter the Supplier Part Number:
9. Enter the item **Quantity**, **Unit of Measure** and **Price**. Click **OK** to continue:

![Image showing entry of quantity, unit of measure, and price.]

Enter the item **Quantity**, **Unit of Measure**, and **Price**.

Click **OK** to continue.

10. You will be on the Summary tab of the requisition. Enter a title for the order. You must answer **Yes**, to the question, *Is this item on the exception list*?

![Image showing entry of title and answer to the exception list question.]

Enter a meaningful **Title** for the order.

Answer **Yes** to the question: *Is this item listed on the exception item list*?
11. The **Exception Item List** field appears. To select the **Radioactive** Exception type, follow the steps in the screen captures below:

- 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**.

**Continued on the next page.**
12. The search results will return the Radioactive Exception Item. Click the Select button:

13. Selecting the Radioactive Exception type:

a. Automatically sets the **Account Code** to the **Radioactive Chemicals** Account Code (053200). This cannot be changed when the Exception Item is Radioactive.

b. Automatically adds the **RSAapproval** to the Approval Flow as a required approver. This routes the request to Radiation Safety. Radiation Safety must approve the requisition before the order will be sent to the supplier.
14. To ensure you are on the **Summary** tab of the requisition, click on the tab to highlight it. Then scroll down until you see the **Ship To** and **Deliver To** fields.

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

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Continued on the next page.
16. 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**: 

![Screen capture of the Line Items screen with budget number field highlighted]

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

**Click Edit.** 

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

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

![Screen capture of the Line Item Details screen with budget number field highlighted]

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

![Image showing the Accounting - By Line Item section with a drop-down arrow for Budget Number]

Click on the drop-down arrow.

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

![Image showing the Choose Value for Budget Number dialog box]

Enter the Budget Number (without dashes) that you want to use and click Search.
20. Locate the **Budget Number** in the search results and click the corresponding Select button:

![Click Select.]

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

![The Budget Number has been changed.]

Continued on the next page.
22. 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**:

![Submit button](image)

23. Click **View** to view the approval flow of the request:

![View button](image)

24. Below is the approval flow for this request. 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:

![Approval flow](image)

25. 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.

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

**Non-Catalog Order email Addresses for Radioactive Materials Suppliers who are not on the Ariba Network**

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Send PO to email</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORDION</td>
<td><a href="mailto:isotopeorders@nordion.com">isotopeorders@nordion.com</a></td>
</tr>
<tr>
<td>MORAVEK</td>
<td><a href="mailto:info@moravek.com">info@moravek.com</a></td>
</tr>
<tr>
<td>RADQUAL LLC</td>
<td><a href="mailto:keith@radqual.com">keith@radqual.com</a></td>
</tr>
<tr>
<td>ECKERT &amp; ZIEGLER</td>
<td><a href="mailto:daniel.gutierrez@ezag.com">daniel.gutierrez@ezag.com</a></td>
</tr>
<tr>
<td>SIRTEX MED</td>
<td><a href="mailto:Info-us@sirtex.com">Info-us@sirtex.com</a></td>
</tr>
<tr>
<td>NRD LLC</td>
<td><a href="mailto:saughtmon@nrdinc.com">saughtmon@nrdinc.com</a></td>
</tr>
<tr>
<td>SANDERS MED</td>
<td><a href="mailto:sandmed@sandersmedical.com">sandmed@sandersmedical.com</a></td>
</tr>
<tr>
<td>AMSTAT IND</td>
<td>orders@amstat/com</td>
</tr>
</tbody>
</table>

**For PETNET**: Please email [pcshelp@uw.edu](mailto:pcshelp@uw.edu) before placing an order.