

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:**

<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:

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

- **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:

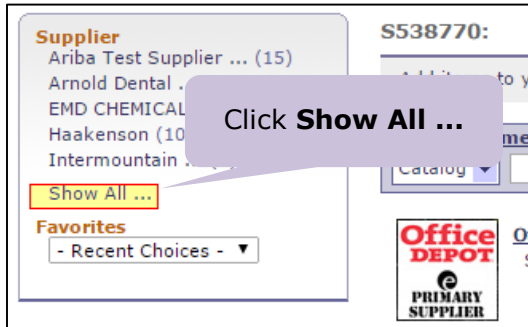
- **Radiation Safety, Health Sciences Bldg., Room T274**
1705 NE Pacific St.
Seattle, WA 98195-4400

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

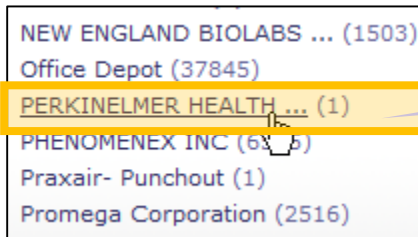
Please continue to the next page for step-by step guidance on how to create an Exception Item Catalog Order for Perkin Elmer

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

1. Log into eProcurement: <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:



Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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:

PerkinElmer For the Better

Welcome University Of Washington | USA SHOPPING CENTER (0)

ENTER SEARCH TERM

HOME CORPORATE PRODUCTS TECHNOLOGIES INDUSTRIES SERVICES RESOURCES

Home > Shop Online

SHOPPING CENTER

SHOP ONLINE

Do you want to order online? Do you have custom needs? Do you have an e-procurement system? The PerkinElmer e-Business team can help.

Start Shopping

- Shop by product number
- View My Favorites List
- View My Order History
- Analytical Science Products
- Life Science Products

Competitor Cross

Tools

- Certificate of Analysis
- Materials Safety Data Sheets
- Cocktail and Vial Selection Guide

Shop By Product Number

Product number	Quantity
BLU507H001MC	1


ADD TO CART

Enter part numbers and quantities

Click **ADD TO CART**

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

Review your order

Description	Qty	Unit size	Shipment Date	Unit price	Line Total
 UTP, [α - 32 P]- 3000Ci/mmol 10mCi/ml EasyTide, 1 mCi BLU507H001MC	1	1 mCi	31-Mar-15	378.70	378.70

Subtotal: 378.70 USD

Remove Update

When will I get this product?

Add to Favorites

Promotional code for this order: **Apply**

Subtotal: 378.70 USD
Shipping and handling charges: 36.00 USD
Tax: 39.40 USD
Total: 454.10 USD

Click **CHECKOUT**

BACK TO SHOPPING **CHECKOUT**

Continued on the next page. 

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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)

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.

Continued on the next page. →

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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:

SHIPPING - ENTIRE REQUISITION

Ship To: * FISHERY SCIENCES (NEW)

Deliver To(Room/Name): RWEIGEL/Room 116

COMMENTS - ENTIRE REQUISITION

SHIPPING - ENTIRE REQUISITION

Ship To: * FISHERY SCIENCES (NEW)

Deliver To(Room/Name): * FISHERY SCIENCES (NEW)
PURCHASING & ACCOUNTING B

Search for more...

COMMENTS - ENTIRE REQUISITION

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

Choose Value for Ship To

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: Name

Name ↑	Street	City	State	Country	
100 NE NORTHLAKE	100 NE NORTHLAKE WY	SEATTLE	WA	United States	<input type="button" value="Select"/>
10303 MERIDIAN AVE	10303 MERIDIAN AVE	SEATTLE	WA	United States	<input type="button" value="Select"/>
1071 WING DRIVE	1071 WING DRIVE	ANN ARBOR	MI	United States	<input type="button" value="Select"/>
10750 30TH AVE NE	10750 30TH AVE NE	SEATTLE	WA	United States	<input type="button" value="Select"/>

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

16. Locate the address in the search results and click the corresponding **Select** button:

Choose Value for Ship To

Field: Name ▾ radiation safety Search

Name ↑	Street	City	State	Country	
RADIATION SAFETY HEALTH SCIENCES	1705 NE Pacific	Seattle	WA	United States	Select
Bldg Room	T274				

Click **Select**.

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

SHIPPING - ENTIRE REQUISITION

Ship To: * RADIATION SAFETY HEA ▾

Deliver To(Room/Name): * Radiation Safety

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:

SHIPPING - ENTIRE REQUISITION

Ship To: * RADIATION SAFETY HEA ▾

Deliver To(Room/Name): * Radiation Safety

COMMENTS - ENTIRE REQUISITION

Final delivery destination for this order is the Nuclear Medicine Clinic, UMNW NW 290 at 1959 NE Pacific Street, Seattle, WA

Principal Investigator Authorize to order radioactive material: Dr. Emmett Brown

Comments:

Visible to Supplier

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.

Continued on the next page. ➔

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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**:

The screenshot shows a table with the following data:

Line Item	Description	Account	Budget	Quantity	Unit	Price	Total
1	UTP, [α ;- ³² P]-3000Ci/mmol ...	053200	143750	1	each	\$902.00 USD	\$902.00 USD

Callouts include:

- "Ensure there is a check in the box next to the item. If not, click in the box to select it." (pointing to the checkbox in the first column)
- "Click **Edit**." (pointing to the Edit button)
- "In this example, you want to use **Budget Number 743460**, instead of the default that is set up in your user profile, **143750**" (pointing to the Budget field)

Total Cost: \$902.00 USD
Update Total

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

The screenshot shows the following fields:

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

Callout: "Scroll down to view the **Budget Number** field." (pointing to the right side of the screen)

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

21. 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

Click on the drop-down arrow.

Budget Number: 143750 (EPROCUREMENT)

Organization Code: 2080302026 (ECOMMERCE) Bien:2013

Task: 660077 (ASTRAZENECA XENOGRAFTS) Bien:2013

Option: 751210 (FISHERIES RCR) Bien:2013

Project: 013985 (SUPERVISORY TRAINING) Bien:2013

657537 (ENDOWMENT ADMIN) Bien:2013

Search for more...

Select **Search for more...**

22. 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**.

23. 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. ➔

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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

Add Comment

ATTACHMENTS - BY LINE ITEM

Add Attachment

Click **OK**.

OK Cancel

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

Back to Catalog Submit Exit

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

Click **Submit**.

Creating a Radioactive Exception Item Catalog Order for Perkin Elmer

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