Ordering Radioactive Material

This procedure is a guide and overview of the steps necessary to order Radioactive Materials (RAM) through the UVA Workday portal.

Prerequisites to this process are:

- Be authorized to use and order RAM.
- Contact vendor for current pricing of material. Prices are subject to change without notice.
- Obtain ordering Work Tags from your Workday Administrator.
- Add the Workday “Procurement” icon to your Workday homepage.

Accessing the UVA Market Place

Select the Procurement icon from your homepage, this will open the worklets available to you.

From the “tasks” available select the “Connect to Supplier Website”.

In the next window fill in as many of the fields as possible. You may need to enter a specific room in the “Deliver To” field in order to advance to the next screen.

Fill these fields with the pertinent Work tag information for your business unit. These should be available from your system administrator.

Some of these fields will be empty, once you are satisfied select the “OK” button at the bottom of the page.

At the next window select “Connect”.
This will bring you to the Market Place order screen.

Currently there are no radioactive material vendors with a “Punch-Out” catalog so use the “Non-Catalog Form button.

This will direct you to a Purchase Order (PO) reminder page, if your order needs a PO generated (this is the case for “Non-Catalog” orders) select next.
Enter the supplier’s name in the search box and select search.

**NOTE:**

Some suppliers offer goods and services, so look carefully to be sure you are selecting the appropriate vendor and fulfillment location. You will need to verify the address and “select” that option.
Ordering, Form Fields

Complete the form with all the necessary details.

Check with supplier for current price and availability. An incorrect price will delay the order.

Provide as many details about the product as possible, include: isotope, compound, activity (in millicuries), catalog number, and quantity.

Additional lines can be added by selecting the drop down. When the form is complete select “Next”. A summary screen will open, and any missing information will be noted. If everything is correct and completed select “Add and GO to Cart”.
Verify your order and submit the cart to Workday.

And “Checkout”
After checkout you will be directed to the form field area that allows you to fill in “Work Tag” information. The most important field to fill in for Radioactive Material (RAM) is the “Spend Category”, always use “SC0271”.

Fill in all appropriate information and always use **SC0271 “Supplies, Lab Radioactive”** for the RAM Spend Category.

Scroll to the right and fill in all the Work Tag information provided by your administrative office.
Once all the fields are completed “Submit” the cart to workday for order processing. An email with the requisition number will be sent to you for future reference, or to make any changes prior to the requisition being converted to a purchase order.

Please notify Radiation Safety of your pending requisition by emailing radorders@virginia.edu

If you have any questions, contact your business unit Administration Office or Radiation Safety.