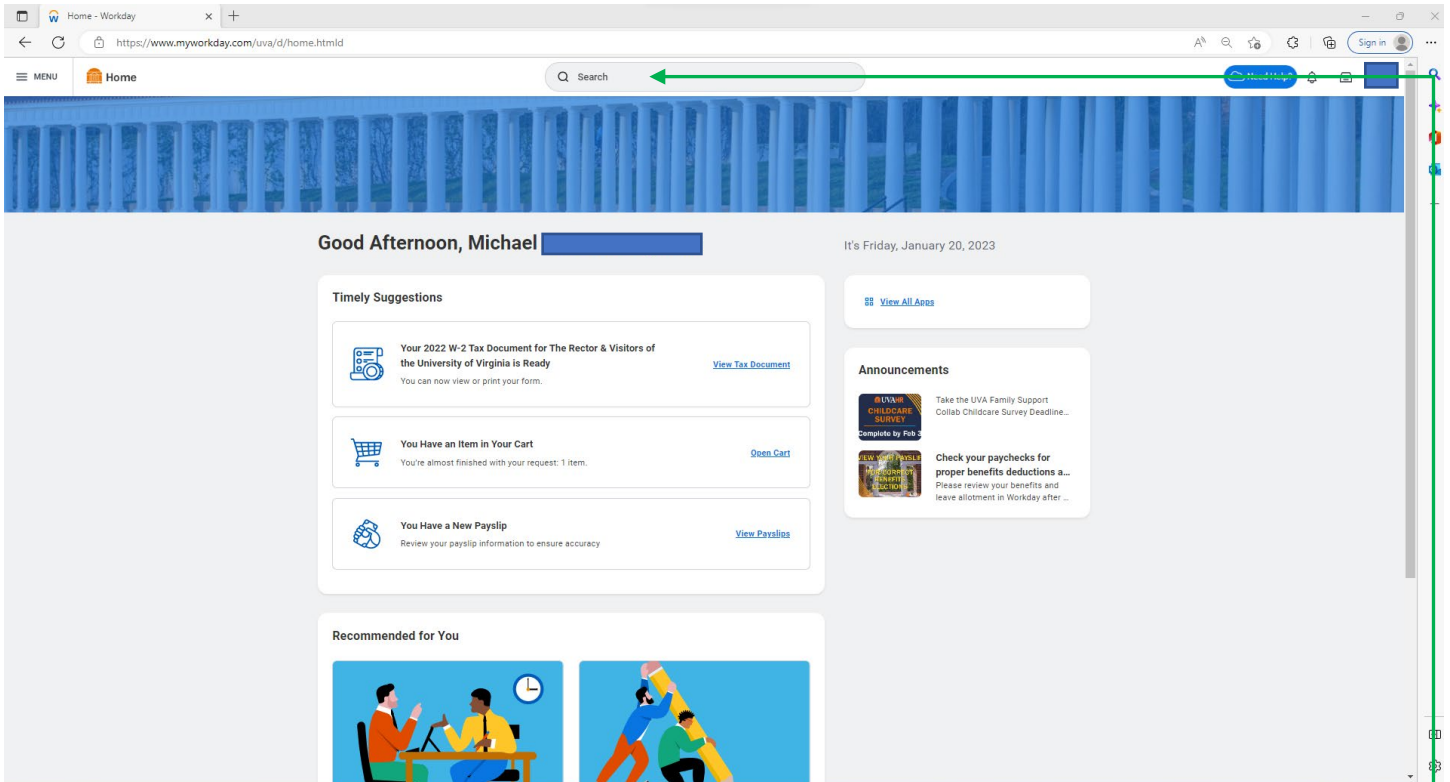


## Ordering Radioactive Material at UVA

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 receive Radioactive Material (RAM).
- Contact vendor for current pricing of material. Prices are subject to change without notice.
- Obtain the correct Work Tag to order with.



For catalog vendors, proceed to the UVA Market place and order through the vendor catalog tab (i.e., PerkinElmer). Add the item(s) to your cart and proceed to checkout.

For Non-Catalog items, use the search feature at the top of the Workday home page and search for "Request Non-Catalog Items".

The search will return the non-catalog order, requester information page.

Review your requester and department information (be sure the red star boxes are filled) and select "OK".

## Request Non-Catalog Items

Requester	*	<input type="text" value="X Michael Frederick Myrsten ..."/>	
Company	*	<input type="text" value="X The Rector &amp; Visitors of the University of Virginia"/>	
Currency	*	<input type="text" value="X USD ..."/>	
Requisition Type		<input type="text"/>	
Deliver-To		<input type="text" value="X Spec Mat Handling Fac /EHS &gt; Floor 01 &gt; 146 OFFICE"/>	
Ship-To	*	<input type="text" value="X 515 Edgemont Rd Charlottesville, VA 22903 United States of America"/>	
Gift		<input type="text"/>	
Grant		<input type="text"/>	
Designated		<input type="text"/>	
Project		<input type="text"/>	
Fund		<input type="text" value="X FD005 Unrestricted Sponsored Program Indirect Recovery Fund (State 03030)"/>	
Cost Center		<input type="text" value="X CC1567 RS-Office of Environmental Health and Safety"/>	
Function		<input type="text"/>	
Program		<input type="text"/>	
Additional Worktags		<input type="text"/>	

OK

Cancel

e next page is the non-catalog item order page, which is where your specific order information is entered.

## Request Non-Catalog Items

Company: The Rector & Visitors of the University of Virginia | Requester: Michael Frederick Myrsten

Requisition Currency: USD

### Non-Catalog Request Type

Request Goods  
 Request Service

### Goods Request Details

Item Description *	<input type="text"/>
Supplier Item Identifier	<input type="text"/>
Commodity Code	<input type="text"/>
Spend Category *	<input type="text"/>
Supplier *	<input type="text"/>
Supplier Contract	(empty)
Quantity *	<input type="text" value="0"/>
Unit Cost	<input type="text" value="0.00"/>
Unit of Measure *	<input type="text" value="select one"/>
Extended Amount	0.00
Memo	<input type="text"/>

The "Spend Category" for RAM is **SC0271**

Complete the "red star" items and include a description that contains the isotope, activity, vendor item or catalog number and price. It is the responsibility of the requesting lab to get the most current price and item number from the manufacturer, any discrepancy will cause the order to be returned to the requester and delay processing.

The Spend Category for Radioactive Material (RAM) must be **SC0271**. Failure to use this spend category code will delay processing of your order.

Add the item to your cart and proceed to checkout.

Once you have checked out you will be directed to the “Checkout Goods and Services” page. At this point the checkout process is the same for catalog and non-catalog orders.

**Checkout**

Company: The Rector & Visitors of the University of Virginia | Requester: Michael Frederick Myrsten | Requisition: -new- | Status: Draft | Total Amount: 100.00 USD

**Shipping Address**

Deliver-To: \* Spec Mat Handling Fac /EHS > Floor 01 > 146 OFFICE

Ship-To Address: 515 Edgemont Rd, Charlottesville, VA 22903, United States of America

**Requisition Information**

Request Date: \* 01/23/2023

Currency: \* USD

Requisition Type: \*

Sourcing Buyer: \*

Submitted by: Michael Frederick Myrsten

Memo to Suppliers: [ ]

Internal Memo: [ ]

**Goods**

Order	Company	Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount	Deliver-To	*Ship-To Address
	The Rector & Visitors of the University of Virginia		Isotope, activity, catalog number, vendor name I-125, 0.05mCi, XXXXXX, MP, Biomedicals *EXAMPLE*	Commodity Code Spend Category * Supplies Lab Radioactive (SC0271)	Quantity * 1 Unit of Measure * Each	Unit Cost 100.00	100.00	Spec Mat Handling Fac /EHS > Floor 01 > 146 OFFICE	515 Edgemont Rd, Charlottesville, VA 22903, United States of America

Buttons: Submit, Save for Later, Continue Shopping, ...

Verify your order and department information, be sure all “red star” items are filled in (NOTE - all the above information are examples, your information will be different).

Scroll the page to the right and fill in your Workday work tags to complete the requisition process.

**Checkout**

Company: The Rector & Visitors of the University of Virginia | Requester: Michael [ ] | Requisition: -new- | Status: Draft | Total Amount: 100.00 USD

**Shipping Address**

Deliver-To: \* Spec Mat Handling Fac /EHS > Floor 01 > 146 OFFICE

Ship-To Address: 515 Edgemont Rd, Charlottesville, VA 22903, United States of America

**Requisition Information**

Request Date: \* 01/23/2023

Currency: \* USD

Requisition Type: \*

Sourcing Buyer: \*

Submitted by: Michael [ ]

Memo to Suppliers: [ ]

Internal Memo: [ ]

**Goods**

Gift	Grant	Designated	Project	*Fund	*Cost Center	*Function	Program	Additional Worktags	Splits
				FD005 Unrestricted Sponsored Program Indirect Recovery Fund (State 03030)	CC1507 RS-Office of Environmental Health and Safety				

Buttons: Submit, Save for Later, Continue Shopping, ...

Fill in all work tags that are applicable.

Once all information is correct select the “Submit” button to place the order. The Radiation Safety office will receive the requisition once it is approved by your department procurement individual for approval and ordering from the vendor. If there are any errors or discrepancies the requisition will be returned to the requester for corrections. Resubmit the order once errors are fixed.