# 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.
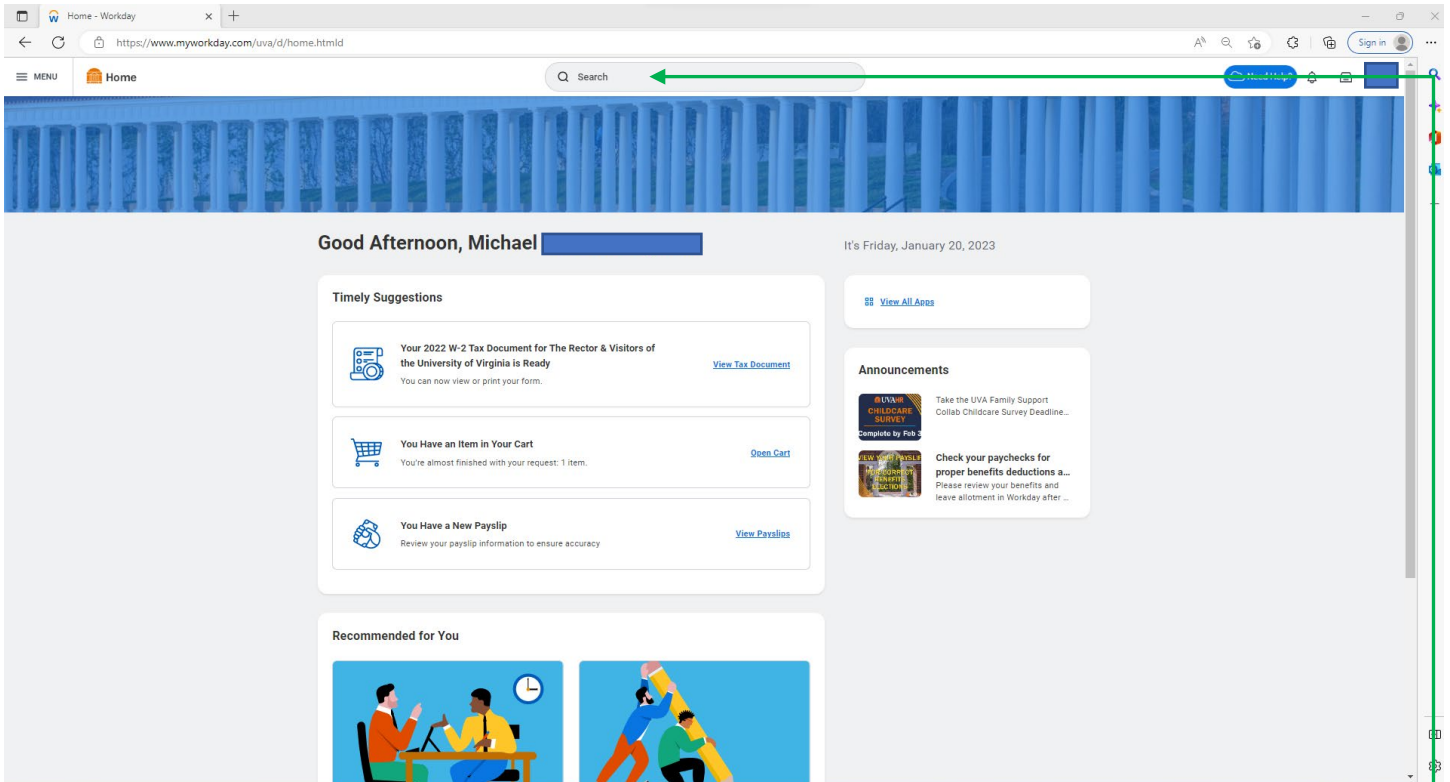


For catalog vendors, proceed to the UVA Market place and order through the vendor catalog tab (i.e., PerkinElmer). Add the item(s) to your cart and proceed to checkout.

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

| Field | Value |
|---|---|
| Requester | * ✕ Michael Frederick Myrsten … ☰ |
| Company | * ✕ The Rector & Visitors of the … ☰ University of Virginia |
| Currency | * ✕ USD … ☰ |
| Requisition Type | ☰ |
| Deliver-To | ✕ Spec Mat Handling Fac … ☰ /EHS > Floor 01 > 146 OFFICE |
| Ship-To | * ✕ 515 Edgemont Rd ☰ Charlottesville, VA 22903 United States of America |
| Gift | ☰ |
| Grant | ☰ |
| Designated | ☰ |
| Project | ☰ |
| Fund | ✕ FD005 Unrestricted Sponsored ☰ Program Indirect Recovery Fund (State 03030) |
| Cost Center | ✕ CC1567 RS-Office of … ☰ Environmental Health and Safety |
| Function | ☰ |
| Program | ☰ |
| Additional Worktags | ☰ |

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 | * | |
| Supplier Item Identifier | | |
| Commodity Code | | |
| Spend Category | * | ← The "Spend Category" for RAM is **SC0271** |
| Supplier | * | |
| Supplier Contract | (empty) | |
| Quantity | * | 0 |
| Unit Cost | | 0.00 |
| Unit of Measure | * | select one |
| Extended Amount | | 0.00 |
| Memo | | |

Add to Cart    Continue Shopping ▾    Cancel

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.



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.



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.