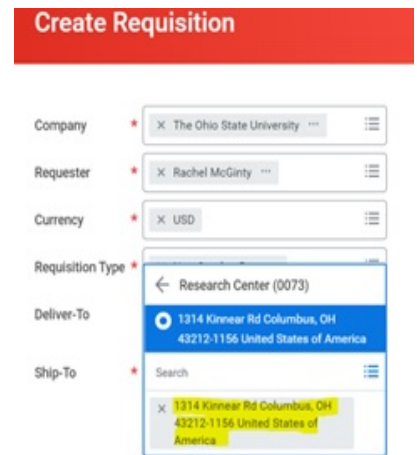
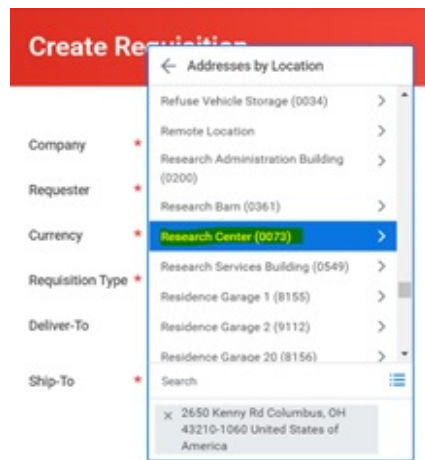
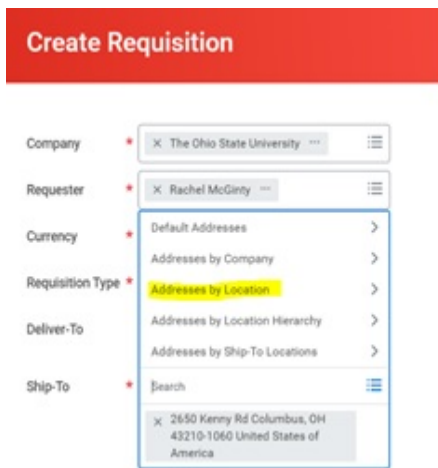


WorkDay Instructions for Ordering Radioactive Materials

1. Select “Request Travel or Purchase.”
2. Select “Request to procure goods and/or services.”
3. Create Requisition: Specific fields on this page need to be correctly entered for radioactive materials to be approved by EHS:
 - a. Requisition Type: non-catalog request
 - b. Deliver to Address: the address of the lab that the materials will be utilized in
 - c. Ship to address: Radiation Safety address. To select Radiation Safety’s address:
 - i. Select “Addresses by Location”, “Research Center” and the 1314 Kinnear Rd address.



- d. Completed the financial section beginning with the “Cost Center.”
4. Select “request Non-catalog Items” to complete the product information.
 - a. Good Request Details:
 - i. “Item Description”: provide a complete item description **AND** the activity of the radioactive material being requested. **Without the activity listed, your request may not be approved by EHS.**
 - ii. “Supplier Item Identifier”: catalog number to be placed here.
 - iii. “Commodity Code”: may be left blank.
 - iv. “Spend Category”: it is important to include the correct spend category for the correct type of radioactive material. **Without correct spend categories, your request may not be approved by EHS.** If you have questions regarding the correct spend category, please contact EHS.
 Ex. If ordering from Perkin Elmer P32-ATP use the spend category for Chemicals-Radioactive SC10688.
 - v. “Supplier”: enter the vender name.
 - vi. “Quantity” how many to purchase.
 - vii. Enter “Unit Cost” and “Measurement”. Please note that for all non-catalog requests, a quote or screenshot from the vendor catalog must be included.
 - viii. “Memo”: Please include that this is a “Radioactive materials order for “PI name” lab”.

Add your materials to the cart and submit the order. Please contact EHS for any questions regarding ordering of radioactive materials. For WorkDay specific questions, please direct them to a WorkDay specialist.