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The Emory Marketplace

The Emory Marketplace provides **1-stop shopping** with direct links to **Emory Express** as well as to internal and external suppliers.

The Marketplace also contains purchasing tools, commodity specific information, and other resources.

**To enter the Emory Marketplace**

1. www.finance.emory.edu
2. Select the PROCURE & PAY tab
3. Select the *Buying in the Marketplace* link

- A single place to get information and purchase goods and services
- Streamlined processes - saving time and money
- Provides data on what we buy, who we buy from, and what it costs
- Maximizes our buying power and significantly reduces risk
Emory Express

is an easy to use application for the creation, submission, and approval of requisitions. The application is accessed via a secure website and its powerful search engine provides information on thousands of products. 

also provides direct access to suppliers’ websites (punch-out suppliers), forms to request non-cataloged items, and built-in internal controls.

✓ Purchasing Guidelines
All eligible purchases should go through Emory Express.

✓ Online Access
Via the internet with your Emory username and password.

✓ Online Approvals
Approvals, if required, will be completed online.

✓ Contract Suppliers (denoted with a ♦)
Contract suppliers have University negotiated pricing. Purchase orders for contract suppliers are sent directly to the supplier via Express and do not need to go through Procurement Services unless they are $10,000 and greater.

✓ Punch-out Suppliers
Suppliers who provide links to their websites within Express. Includes Staples, Fisher Scientific, Dell, Apple, Home Depot, etc.

✓ Non-contract Suppliers
Requisitions to non-contract suppliers via the Product Search tool will go through Procurement if they are $2000 or greater before being electronically submitted to the supplier.

✓ Non-Catalog Items
Available to request items that are not available through the hosted catalogs or punch-out suppliers. Requisitions go through Procurement if they are $1499 or greater.
✓ **Radiopharmaceuticals and Controlled Substances**
   All requisitions for Radioactive materials will continue to go to Radiation Safety and then to the vendor. All Radioactive deliveries must be made to the Radiation Safety Office (727-8784 or 727-5922).

   All requisitions for Controlled Substances will go to the Buyer in Procurement Services and then to the vendor. (Procurement must track all licenses.)

✓ **Multiple Suppliers/1 requisition**
   Several suppliers can be on the same requisition. The Purchase Order (P.O.) number will be assigned for each vendor. See purchasing tips for combining multiple suppliers on one requisition.

✓ **P-cards**
   Should be used for field purchases, conference registrations, cell phone bills, catering, grocery store purchases, etc. (See Appendix C)

✓ Department/Division determines purchasing limits and approval queues.

✓ Buyers will continue to be an integral part of the procurement process and are available for assistance
Emory Express Purchasing Tips

The following tips will optimize the Emory Express purchasing process.

**Multiple Suppliers on One Requisition**

An unlimited number of suppliers can be placed on a single requisition; however, please keep the following in mind:

- Requisitions are approved in their entirety. Keep approval workflow in mind when building carts:
  - POs for Contract suppliers (🌟) are sent directly to the supplier and do not go through the Procurement Dept unless they are $10,000 or greater.
  - POs for Non-Contract suppliers are sent directly to the supplier and do not go through the Procurement Dept unless they are $2,000 or greater.
  - Non-Catalog Items are sent directly to the supplier and do not go through the Procurement Dept unless they are $1,500 or greater.
- New Suppliers should be in a separate cart.
- Radiopharmaceuticals should be in separate cart.

**Catalog Searches**

- If an item cannot be located based on a part number, try locating it using the product search by product description (keywords). Suppliers frequently change their part numbers.
- If an item cannot be located by a part number or product description, use the supplier’s punch-out (if available).
- Please contact e-market@emory.edu for any products that are not available through a contract suppliers’ punch-out or hosted catalog.

**Punch-out Suppliers**

- Punch-out suppliers are ideal for DNA sequencing orders.
- Once a punch-out item is placed in the Express shopping cart, the quantity cannot be changed. Confirm the quantity before placing a punch-out item into the Express shopping cart. (See ‘Punch-outs’ for help on changing the quantity once a punch-out item has been placed in the Express shopping cart.)
Express Log-in

Emory Express is easily accessible via the Internet and the Financial Operations website.

Faculty and staff who have been activated in Express can access the system with their Emory Username and Password.

To Login:

1. Go to: www.finance.emory.edu

2. Click on the tab "PROCURE & PAY"

3. Click on the link "Buying in the Marketplace"

4. Click on the logo EMORY EXPRESS and sign in with your Emory ID and password

Note: Please log out of Express and sign out of the Finance Division website to end the purchasing session.
Help

There are several help features available in **EMORY EXPRESS**

Click on the ? to get additional details about the contents of the window.

Point the mouse to a feature or function. If the mouse becomes a ?, click once to view additional information.

Place the mouse on a symbol or icon and a tool tip/description will display

**Telephone Assistance**

(404) 727-5400
Procurement Customer Care

E-mail comments to

e-market@emory.edu
Screen Layout

The Emory Express screen is easy to navigate. There are 4 main sections:

1) Header
2) Menu
3) Desktop: Bulletin Board
4) Desktop: Shopping Area

Header

Menu

Desktop: Shopping Area
Favorites, Search functions, Punch-outs, and Forms

Desktop: Bulletin Board
Organization Messages and User Review Info

Organizational Messages:
Look here for important Procurement and Payment Services updates.

Emory Express - “Where Emory buys the tools of success”
Screen Layout

cont’d

Header

<table>
<thead>
<tr>
<th><strong>EMORY EXPRESS</strong></th>
<th>Click the logo to return to the Home page</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>The user name identified with the account (from Profile)</td>
</tr>
<tr>
<td>Profile</td>
<td>User ID, E-mail Preferences, Smart Keys and accounts, Addresses, Personal Settings, etc.</td>
</tr>
<tr>
<td>Logout</td>
<td>Ends Express and returns the user to the Finance Division website.</td>
</tr>
<tr>
<td>Location (e.g Home-Quick Order)</td>
<td>Current location in Emory Express</td>
</tr>
<tr>
<td>Cart</td>
<td>Active cart: number of items and total dollar amount</td>
</tr>
<tr>
<td>Search for</td>
<td>Searches for Part, PO, and Receipt numbers, etc.</td>
</tr>
</tbody>
</table>

Menu

<table>
<thead>
<tr>
<th><strong>home/shop</strong></th>
<th>favorites</th>
<th>forms</th>
<th>carts</th>
<th>history</th>
<th>settlement</th>
<th>profile</th>
<th>More&gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home/Shop</td>
<td>Return to the Home Page</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Favorites</td>
<td>Create/Edit Favorite folders. Edit Favorite contents.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td>Access Organizational Forms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carts</td>
<td>View active and draft carts, create or remove a cart</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>Information on submitted requisitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Settlement</td>
<td>Settlement of receipts and invoices.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profile</td>
<td>User ID, E-mail Preferences, Smart Keys and accounts, Addresses, Personal Settings, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More&gt;&gt;</td>
<td>Other menu choices.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Emory Express* - “Where Emory buys the tools of success”
## Desktop: Bulletin Board

**Organizational Messages:**
Look here for important Procurement and Payment Services updates.

<table>
<thead>
<tr>
<th>Organization Message</th>
<th>A bulletin board to display information for the end user community</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Quick view at the status of your requisitions.</th>
</tr>
</thead>
</table>

**My Resources**

- Product Release Library
- Terms and Conditions
- Email: e-market@emory.edu
- Phone: +1 (404) 727-5400

**My Resources**

- **Recent Enhancements**: Includes release notes and details about new features
- **E-mail**: System support administrator email
- **Phone**: System support phone
Screen Layout

Desktop: Shopping Area

<table>
<thead>
<tr>
<th>Shop</th>
<th>Drop down arrow used to narrow the search. Use Everything for the broadest search.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Favorites</td>
<td>Items that have been saved as a favorite. (Create Favorite folders or edit favorites using My Favorites on the menu.)</td>
</tr>
<tr>
<td>Forms</td>
<td>Emory forms for special items and services.</td>
</tr>
<tr>
<td>Non-Catalog Item</td>
<td>For products not available through “shop” or the Punch-outs. Also used for special promotions and quotes not available in the Punch-outs.</td>
</tr>
<tr>
<td>Quick Order</td>
<td>Search for products in Express using the part number/SKU</td>
</tr>
<tr>
<td>Other Searches</td>
<td>By Supplier, By Category, By Contract.</td>
</tr>
<tr>
<td>Punch-out</td>
<td>Direct access to suppliers’ online catalogs</td>
</tr>
</tbody>
</table>

*Emory Express - “Where Emory buys the tools of success”*
The profile contains user information and preferences. Some settings are determined by the department/division administration or Procurement Services. Users can customize the following profile areas.

**User Settings:** User ID, Personal Settings, and E-mail notification preferences

**Purchasing:** Custom codes - Smart Keys and Accounts
Addresses - Ship To and Bill To addresses

**Access the profile**

Choose in the Header

<table>
<thead>
<tr>
<th>User Settings</th>
<th>Purchasing</th>
<th>Permissions</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Identification</strong></td>
<td><strong>Smart Keys</strong></td>
<td><strong>Accounts</strong></td>
<td><strong>Ship To and Bill To addresses</strong></td>
</tr>
<tr>
<td><strong>Personal Settings</strong></td>
<td><strong>E-mail Preferences</strong></td>
<td><strong>Smart Keys</strong></td>
<td><strong>Accounts</strong></td>
</tr>
<tr>
<td><strong>User Information</strong></td>
<td><strong>Addresses</strong></td>
<td><strong>Permissions</strong></td>
<td><strong>History</strong></td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td><strong>User Identification</strong></td>
<td><strong>Personal Settings</strong></td>
<td><strong>E-mail Preferences</strong></td>
</tr>
<tr>
<td><strong>User Name</strong></td>
<td><strong>Student</strong></td>
<td><strong>Personal Information</strong></td>
<td><strong>E-mail Preferences</strong></td>
</tr>
<tr>
<td><strong>First Name</strong></td>
<td><strong>Last Name</strong></td>
<td><strong>Public Information</strong></td>
<td><strong>E-mail Preferences</strong></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Country Code, Area, Phone Number, Extension</strong></td>
<td><strong>Department</strong></td>
<td><strong>History</strong></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td><strong><a href="mailto:nobody@emory.edu">nobody@emory.edu</a></strong></td>
<td><strong>Position</strong></td>
<td><strong>History</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User Settings</th>
<th>User Identification, Personal Settings, E-mail Preferences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>Smart Keys, accounts, shipping addresses.</td>
</tr>
<tr>
<td>Permissions</td>
<td>Options determined by the department or Procurement.</td>
</tr>
<tr>
<td>History</td>
<td>An audit trail of additions/modifications made to the user’s profile.</td>
</tr>
</tbody>
</table>
1\textsuperscript{st} time users should review or edit the following profile settings.

**User Settings Tab**
- ✓ User Identification (Position is not used)
- ✓ E-mail Preferences

**Purchasing Tab**
- ✓ Custom Codes – Smart Keys and Accounts
- ✓ Shipping Address(es)
- ✓ Billing Address

**Profile: User Identification**
1. Select Profile
2. Select **User Settings**
3. Select **User Identification**
4. Edit info, if applicable.

4. [Save]
Personal Settings

Express provides the ability to identify your country, time zone and change the color theme on your screen.
Profile: E-mail Preferences

1. Select **Profile**
2. Select **User Settings**
3. Select **Email Preferences**
4. Click the □ to select or deselect a notification.
5. Note: It is recommended to select notifications:
   - PR line item rejected
   - PR rejected
   - PO line item rejected
   - PO rejected
   - PO Requires Receipt Notification

6. **Save**
Profile: Smart Keys

1. Select Profile from the header

2. Select Purchasing

3. Select Custom Fields

4. Smart Keys:
   Select **Edit** to add, view, or change info.

5. Select **Create New Value**

6. **New Value**: Enter a Smart Key on the Value line

7. Choose **Default**, as applicable

8. **Save**

Repeat as needed
Profile: Account Codes

1. Select Profile from the header

2. Select Purchasing

3. Select Custom Fields

4. Account codes: Select to add, view, or change info.

5. Select Create New Value

6. New Value: Enter an Account Code on the Value line

7. Search

8. Select the Value

9. Add Values

Repeat as needed

To default your Account Code, select the link on the right and click default on the left.
Profile: Addresses - Ship To

1. Select **Profile**
2. **Purchasing** tab
3. **Addresses** tab
4. **Ship To** tab

5. 

6. Enter the numeric or text portion of the address, e.g. 700 or Jesse. Choose **Search**

7. Click on the circle in front of the address

8. Change the nickname and/or indicate default (optional)

9. Add or edit the Attn:, Building, Dept/Room (mandatory)

10. **Save**
Profile: Addresses - Bill To

Invoices will be sent to Emory’s Payment Services (A/P).

1. Select **Profile**
2. **Purchasing** tab
3. **Addresses** tab
4. **Bill To** tab

5. Click on

6. From Pull Down Menu, Select Address Template **BILL TO**

7. **Save**
The **Favorites** link allows for quick access to Personal Favorites.

Enter the quantity of items you want to order and select the Add to Cart button.
Choosing Products

Shop provides the tools to search the catalogs within Express. You can view and compare products within a product category, add items to your shopping cart, or add items to your Favorites list.

1. To search within a product category, click the drop down arrow and select the category.

2. Enter the Product Description, Part (SKU) number, or supplier name.

3. For additional search criteria, choose advanced search.

4. Use Include Similar terms if the exact spelling is not known.
Choosing Products
Cont’d

Multiple Search criteria may be used.

<table>
<thead>
<tr>
<th>advance search</th>
<th>Display or hide multiple search lines (one for each of the search functions described below.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>simple search</td>
<td></td>
</tr>
</tbody>
</table>

**Find Results That Have:**

- All of these words: Displays products that have all of these words.
- Supplier Name: Results will display all products for the requested supplier.
- Part No. (SKU): Results will be products that match the part/SKU number. Separate multiple numbers with spaces.
- Manufacturer Name: Results will display all products for the requested manufacturer.

**Other Options**

- Include similar terms: Use if the exact spelling/part number is unknown.
- exact phrase: Displays products containing the entire search string, including spaces and punctuation.
- exclude words: Another Product Description must be used with this function. The results will be the products matching the other criteria that don’t include these words.
- any of the words: Displays products that contain any of the words. Products with more than one match will display first.

**Products per page**

20 to 200 per page. The number here is remembered between searches. Only results on the same page can be compared to one another.
Most preferred supplier: indicates top choice suppliers for Emory

*Contract supplier: Emory negotiated discount pricing with these suppliers

- Refine and filter your search by Supplier, Category, or Packaging using the links to the left
- Enter the number of items and select the Add to Cart button to begin your order
- Select the add to favorite link to save this to your personal favorites list
- Select the compare link for multiple items to compare selected
- Use sort by feature to list results based on best match, part number, unit of measure and price.
Quick Order

Quick Order is a convenient way to add items to a cart when the part number or SKU is known. Quick Order searches supplier and manufacturer catalogs.

1. Select the Category (Everything provides the broadest search.)
2. Enter the part number(s)
3. Select Add to Active Cart.

✓ If only one item is a match, it is added to the active cart.

✓ If multiple matches are found, an index displays the results by Supplier and by Category

✓ If no matches are found, a Non-catalog Item link will display
Punch-outs

Punch-outs are direct access to suppliers’ websites. Users can search for products and add them to the Express shopping cart.

Punch-outs are in categories, e.g. Lab supplies, Office/Computer.

1. Click the supplier’s icon.

2. Search for products, add them to the cart, and complete your order.

You will be returned to the Emory Express cart.

To return to Express without any products, choose Cancel Punch-out

- A punch-out with a yellow triangle in a circle is currently running slowly.
- A punch-out with a red x in a circle is currently not available.

Emory Express - “Where Emory buys the tools of success”
Non-Catalog Item

The Non-Catalog item is used to request items that are not available through Express or have other special requirements such as quoted pricing.

1. Select Non-Catalog Item.
2. Click on **Choose Supplier** to input Supplier Name. Enter a partial name of the supplier for maximum results. If your supplier is not found, enter **New Supplier**.

3. **Select** the correct supplier.

4. Provide the **product name** and a detailed **description**, and **New supplier information**.

5. Enter the **Part Number**.

6. Enter the **quantity**.

7. Enter the **confirmed price**.

8. Enter the Manf Name and Part No (optional)
9. Available Actions:
   a. One Item:
      [Save and Close]
   
   b. Multiple items:
      [Save and Add Another]
      Repeat 4-8.

10. See page 32 for attaching quotes.
Edit cart allows the user to change quantities for catalog products and delete punch-out supplier orders.

1. **Change the quantity of a hosted catalog item:**
   - Type in the new quantity.
   - **Save**

2. **Change the quantity of punch-out item(s):**
   - a. Select all of the punch-out's items.
   - b. Choose **Remove Selected Items** from the pull-down menu.
   - c. Select **Go**
   - d. Return to the punch-out's website to shop again.

---

**Edit Cart**

User Manual - “Where Emory buys the tools of success”  page 28
Review Cart

The Review command provides functionality to view, add, or change:
- The Summary information and Line Item detail(s)
- Shipping and delivery options -including deliveries to different locations
- Accounting codes -including distributions to multiple accounts
- Internal or external notes and attachments, per cart or per line item

The Review function displays the Requisition Summary:
- Information **above** the Supplier/Line Item Details is header information and will be applied to every item in the requisition
- Information **below** the Supplier/Line Item Details can be added or changed for each individual line item
Review Cart Summary

The Requisition Summary tab applies changes to all items in a requisition. Note: you must edit fields **above** the Supplier / Line Item Details line to apply to all items.

1. **Ship To** - To change delivery address for the requisition, click **edit** in the Shipping section.
   a. Select Alternate address from Profile Values pull down menu.
   b. Save

2. **Delivery Options** - To change delivery options for the requisition, click **edit** in the Delivery Options section.
   a. Select Alternate option from Ship Via pull down menu.
   b. Save
3. **Accounting Codes** - To change Smart Keys or accounts for a req, click [edit] in the Accounting Codes section.

   a. Type in a new Smart Key and/or Account Code only. To select codes from the profile, click on Select From Profile Values... and choose from the pull down menu.
   
   b. Click the recalculate/validate values... link
   
   c. [Save]

4. **Internal Notes** (viewable by Emory personnel only). Notes for Emory including any **New Supplier** information. Click [edit] and type the note.
4. **External Notes**
   (viewable by the supplier and Emory personnel). Click **edit** and type the note.

5. **Documentation, quotes, and web URLs** should be added at the line item level
   a. Click **add attachment** under External notes
   b. Click **Browse**
c. Locate the file, Click on the filename and select Open.

d. Click Save.

e. The filename will display
Review Cart: Shipping

The Shipping tab applies address and delivery option changes to individual items in a requisition. Note: you must edit fields below the Supplier / Line Item Details line to edit individual line items.

1. **Line item - Shipping** To change the delivery address or delivery options for per line item, click on the Shipping tab.

   To change the delivery address for a specific item, click edit to the right of Ship To in the product description.

   a. Select Alternate address from Profile Values pull down menu.

   b. **Save**

   To change the delivery options for a specific item, click edit to the right of Delivery Options.

   a. Select Alternate option from Ship Via pull down menu.

   b. **Save**
The Accounting Codes tab applies Smart Key and Account Code changes to individual items in a requisition. Note: you must edit fields below the Supplier / Line Item Details line to apply to all items.

1. **Line item - Accounting**
   To change Smart Key or accounts per line item, click on the Accounting Codes tab.

2. **To change a Smart Key or account for an item,** click **edit** to the right of the Accounting Codes in the product description.
   a. **Type in a new Smart Key and/or Account Code only.** To select codes from the profile, click on Select From Profile Values... and choose from the pull down menu.
   b. **Click the recalculate/validate values... link**
   c. **Save**
Place an Order

After reviewing the cart and making any adjustments, you may review your approvers and place your order.

1. Click PR Approvals in the flowchart
2. Click view approvers
3. A list of approvers for the step will display
4. To place your order, click Place Order in the flowchart
5. A Requisition Information box will appear with the Req number, cart name, total, etc.
Checking Status

You can check the status of your requisition from the History, My Requisitions tabs in the menu bar.

Emory Express provides a listing of requisitions in date sequence.

You may review any pending requisitions by selecting the requisition number and clicking on the PR Approvals Tab.

You may review the reason for rejected requisition by selecting the requisition number and clicking on the History Tab.

---

**LEGEND**

- ✔ Requisition Approved
- ✗ Requisition Pending Approval
- ✗ Requisition Rejected
- ← Requisition Withdrawn
- ☣ Pending, but line item(s) Rejected
- ✔ Approved, but line item(s) Rejected
Receive/Complete an Order

All purchase orders over $1499 must be received in Emory Express

1. History

2. My Purchase Orders

3. Check the Selection Box to the right of the Purchase Order you need to acknowledge receiving

4. In ‘Available actions’ choose Create Quantity Receipt

5. Click

6. Enter the quantity received for each item.

7. Save updates.

8. Complete.

9. A receipt confirmation will appear. Click on the printer icon to open a printer friendly window.
Appendix

A. Ordering Radioactive Materials

B. Ordering from Specialty Gases Southeast, Inc.

C. Acquisition and Payment of Goods/Services (P-card purchases, Business Travel, and Online Payment Requests)
Appendix A
Ordering Radioactive Items

Below are the 5 requirements when ordering radioactive items:

1. **All radioactive materials** must be shipped to our central receiving location, the Radiation Safety Office.

   This address should be saved in the user’s profile and must be used as the shipping address for radiopharmaceuticals.

   **Radiation Safety Office**
   
   **Attn:** Radiation Safety/<PI’s Full Name>
   
   **Department:** EHSO, Room G44
   
   **Building/Room:** Whitehead Building
   
   **615 Michael Street**
   
   **Atlanta GA 30322**

2. Radioactive materials must be charged to **account 54580**. The account 54580 should be saved in the in the user’s profile and must be used as the subcode for radioactive requisitions.

3. The **PI's authorization number**, usually R - ###, the **amount of radioactive material on hand**, and the **lab location for RSO delivery** must be included in the **internal notes** of the requisition or form.

4. Any radiopharmaceutical that is not available from the hosted catalogs in Express must be requested on a **Request for Radioactive Material** form. See ‘Forms’

5. Radioactive items must be requested in a separate cart.
Ordering Radioactive Items

Add Radiation Safety to ‘Ship to’ Addresses

All radiopharmaceuticals must be shipped to the Radiation Safety Office. The address should be added to the user’s profile and selected when needed.

1. Click Profile

2. Click Purchasing

3. Click Addresses

4. Click Ship To

5. Click Select Addresses for Profile

6. Enter “615” and Search

7. Click on the circle to the left of the address, 615 MICHAEL

8. Enter this information

Nickname: Radiation Safety

Attn, Department, and Building/Room - Must be entered in the format shown

Attn: Radiation Safety/PI’s Name
Dept: EHSO/Room G44
Bldg/Room: Whitehead Building

Save
Ordering Radioactives

Radioactive materials can be ordered from hosted catalogs in Express.

However, to request a radiopharmaceutical that is not available from a hosted catalog in Express, use the Request for Radioactive Material form.

Request a radioactive item from a hosted catalog supplier

1. Search for the item or choose it from Favorites.

   ⚠️ indicates a radioactive item
   ☢️ indicates a hazardous item

2. Add to Cart

Request a radioactive item that is not in a catalog

1. Click the non-catalog item link

2. Complete the non-catalog item as instructed on pp 24-26 and select the Radioactive box.
Review the cart and enter the shipping address, 54580 subcode, and internal notes.

**Shipping, subcode, and internal notes**

1. Review the cart.

2. Choose **Requisition** tab, then **Summary**.

3. **Edit** the shipping details and

4. From the profile select the **Radiation Safety address** or use the org address search to find 615 Michael Street.

5. **Edit** the Accounting Codes and enter the Smart Key and account 54580.

6. **Edit** the Internal Notes. Enter the **PI’s authorization # (R-####)** and the **amount of radioactive material on hand**.
Confirm and Place Order

6. Confirm info including Shipping to **Radiation Safety, Room G 44, 615 Michael**
   Account **54580**
   Internal notes has the PI authorization number, the Amount of radiation on hand, and lab location.

8. Place the order.
   The requisition will be electronically placed into the approval workflow.
Appendix B
Ordering from Nexair

Nexair requires:

- the user’s account number - E#### that is assigned by Nexair
- the Smart Key that the tank rental fee should be charged to.

Enter the information in the external notes field for Nexair.