

ARC Radioactive Materials (RAM) Procurement Instructions:

(Note: You must have Procurement privilege within the ARC system to be able to process a requisition within that site. View the Finance page <https://www.finance.columbia.edu/content/apply-access-finance-systems> to learn how to gain access from the Finance team.)

Login to ARC: Access the ARC Portal by visiting MyColumbia: <https://my.columbia.edu/>

Login with your UNI and Password. Choose the **ARC Portal** then **Go to ARC**.

Clicking the above link opens up your ARC center in a separate window.

Note: ARC windows will time out after 15 minutes of inactivity.

To open a new requisition: Menu → eProcurement → Requisition

1. Requisition Settings:

The screenshot shows the 'Requisition Settings' page in the ARC system. The page is divided into several sections: Business Unit, Requisition Name, Default Options, Line Defaults, Shipping Defaults, Distribution Defaults, and Accounting Defaults. Two callout boxes provide additional instructions:

- Callout 1:** Points to the 'Requisition Name' and 'Priority' fields. It states: "Provide a title for your requisition in the **Requisition Name** field (Input Principal Investigator's Name). Reset the **Priority** field as needed and declare whether this is a **Sole/Single Source** purchase (follow Purchasing's guideline on <http://finance.columbia.edu/> for that information.)"
- Callout 2:** Points to the 'Supplier', 'Supplier Location', 'Unit of Measure', and 'Category' fields. It states: "Choose the **Supplier** by using the eyeglass icon next to that field to search vendors. Once you choose a vendor, the field titled **Supplier Location** will automatically populate based on the vendor you chose. You can choose the **Buyer** using the eyeglass feature beside that field, however, the ARC system will route to the proper buyer regardless of whether you choose one. Choose **Unit of Measure** by using the eyeglass icon next to that field to search. *****The most important field to focus on in this section is the Category field as it will route the Shipping of your RAM requisition and allow for proper prior approval by the Radiation Safety Office.***** (see next page for instructions.)"

Dist	Percent	Location	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiat
1		CU00000001	COLUM						

Choose **Category Lookup** by clicking the eyeglass icon  to the right of the **Category** field. Search Category by setting the search criteria to **Description** (default is 'category' so use the pull-down menu to instead choose 'description') then type in **RAD** and click **Find**. Click on the desired category code to choose it.

Look Up Category Help

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By: Description

Categories Personalize | Find | View All |  |  First 1-13 of 13 Last

Catalog	Category	Description	Find in Tree
1 Non Catalog	26142300MC	RAD-Radiation detectors - CUMC	
2 Non Catalog	26142300MS	RAD-Radiation Detectors - Morningside	
3 Non Catalog	41106006MS	RAD-Radio nucleotides or nucleosides (Morningside)	
4 Non Catalog	2614240001CAP	Radioactive Equipment-Capital	
5 Non Catalog	41106006ZM	RAD-Radio nucleotides or nucleosides - ZMBBI	
6 Non Catalog	TRADE IN	Trade-in	
7 Non Catalog	41106006LD	RAD-Radio nucleotides or nucleosides - Lamont	
8 Non Catalog	41106006MC	RAD-Radio nucleotides or nucleosides - CUMC	
9 Non Catalog	44101724MC	RAD-Multifunction upgrades (Medical Center)	
10 Non Catalog	41106006NV	RAD-Radio nucleotides or nucleosides - Nevis	
11 Non Catalog	44101724MS	RAD-Multifunction upgrades (Morningside)	
12 CU_ITM_RESEARCH	2614240001	Radioactive Equipment-Minor	
13 CU_ITM_WASTE_CLEAN	76131501	Radioactive waste material treatment	

► Browse Category Tree

Notice campus designations are included in the **category** numbers as well as within the **description** titles. Be sure to choose the correct campus designation to send your package to the correct location by clicking the desired category code. This returns you back to the **Requisition Settings** page.

(Text table version below.)

Category	Description
26142300MC	RAD-Radiation detectors - CUIMC
26142300MS	RAD-Radiation detectors - Morningside
41106006MS	RAD-Radio nucleotides or nucleosides (Morningside)
2614240001CAP	Radioactive Equipment - Capital
41106006ZM	RAD-Radio nucleotides or nucleosides - ZMBBI
41106006LD	RAD-Radio nucleotides or nucleosides - Lamont
41106006MC	RAD-Radio nucleotides or nucleosides - CUIMC
44101724MC	RAD-Multifunction upgrades (Medical Center)
41106006NV	RAD-Radio nucleotides or nucleosides - Nevis
44101724MS	RAD-Multifunction upgrades (Morningside)
2614240001	Radioactive Equipment - Minor
76131501	Radioactive waste material treatment

Requisition Settings

Business Unit: COLUM Columbia University Requisition Name: Perkin Elmer Order

Requester: jp2696 Sacheli, Jillian D. Priority: High Sole/Single Source

*Currency: USD

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Supplier: 000001198 Category: 41106006ZM

Supplier Location: ACH-01 Unit of Measure: EA

Buyer: [Search]

Shipping Defaults

*Ship To: RADSAFE-ZM

Due Date:

Ship Via: COMMON *Attention: *Bill To Location ID:

Freight Terms: DES

Distribution Defaults

SpeedChart:

Accounting Defaults

Chartfieldst	Details	Asset Information							
Dist	Percent	Location	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initials
1		CU00000001	COLUM						

In this example screenshot, the upper information and line default information has been input with the **category** code already chosen. Notice in the **Shipping Defaults** section the **Ship To** section now appears grayed out. The shipping address is automatically locked in once the correct category code is chosen.

Finish the Shipping Defaults section by inputting the **Due Date** and **Attention** fields and choose the correct **Bill To Location ID** using the eyeglass icon next to that field to search.

If you are using only one chartstring for the payment of this requisition you may input it in this **Distribution Defaults** section. If using multiple chartstrings leave it blank and continue on by clicking 'OK'.

OK Cancel

2. Create Requisition

Create Requisition

Welcome Sacheli, Jillian D. Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

- Catalog**
 - Browse Catalogs
 - All Items Catalog
 - Construction Consultant
 - Equipment & Furniture
 - Facilities Cons/Opr/Maint Srv
 - IT Hardware
 - More...
- Web**
 - Browse Supplier Websites
 - McKesson Punchout
- Special Requests**
 - Create a non-catalog request
- Forms**
 - Create and Submit Forms
- Favorites**
 - Browse Favorite Items and Services
- Templates**
 - Browse Company and Personal Templates
- ePro Services**
 - Request Services
 - Fixed Cost Service
 - Variable Cost Service
 - Time and Materials
- Recently Ordered**
 - View recently ordered items and services
 - Calibration of Model Rad Eye...
 - Freight
 - Unquenched LSC standards, 20...
 - Calibrate and service 125 me...
 - Annual service and license T...
 - More...
- External Catalogs**
 - Browse Supplier Website Items

Notify

You will choose special request for non-service purchases.

Requisition

https://arc.enterprise.columbia.edu/psp/fn92prd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCLURE_REQ_GBL?PORTALPARAM_PTCNAV=EP_PV_PRO

ARC

Create Requisition

Welcome Sacheli, Jillian D

Request Options Search All Search Advanced Search

0 Lines Checkout

Special Requests

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price *Currency USD

*Quantity *Unit of Measure EA

*Category 41106006ZM Due Date 11/03/2017

Supplier

Supplier ID 0000001198

Supplier Name PERKINELMER LIFE ANALYTICAL PERKINELMER LIFE ANALYTICAL Suggest New Supplier

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

Each line item you add to your cart will be counted next to the basket icon here. Click **Checkout** once you have added all products you wish to purchase.

Input the required starred (*) fields as well as the additional information field then click **add to cart**. You will do this for each item you are purchasing from this supplier.

3. Checkout – Review and Submit

Requisition

https://arc.enterprise.columbia.edu/psp/fn92prd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCLURE_REQ_GBL?PORTALPARAM_PTCNAV=EP_PV_PRO

ARC

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit COLUM Columbia University

Requester jp2696 Sacheli, Jillian D

Requisition Name Perkin Elmer Order

*Currency USD

Priority High

Sole/Single Source

Cart Summary: Total Amount 800.00 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	RAM Product		PERKINELMER LIFE ANALYTICAL	1.0000	Each	500.0000	500.00			
2	RAM Product 2		PERKINELMER LIFE ANALYTICAL	1.0000	Each	300.0000	300.00			

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 800.00 USD

Shipping Summary

Edit for All Lines

Ship To Location RADSAFE-ZM

Address 612 West 130th Street
Room L1-02
New York, NY 10027

Attention To John Smith

Comments

Click each arrow to expand line information as shown below.

Requisition

https://arc.enterprise.columbia.edu/psp/fn92prd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURER_REQ_GBL?PORTALPARAM_PTCNAV=EP_PV_PRO

ARC

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	RAM Product		PERKINELMER LIFE ANALYTICAL	1.0000	Each	500.0000	500.00			

Shipping Line 1

*Ship To: RADSFAE-ZM
Address: 612 West 130th Street, Room L1-02, New York, NY 10027

Attention To: John Smith
Due Date: 11/03/2017
Ship Via: COMMON
Freight Terms: DES

Accounting Lines

Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information
Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment
61500						

2 RAM Product 2

Shipping Line 1

*Ship To: RADSFAE-ZM
Address: 612 West 130th Street, Room L1-02, New York, NY 10027

Attention To: John Smith
Due Date: 11/03/2017
Ship Via: COMMON
Freight Terms: DES

Accounting Lines

Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information
Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment
61500						

Total Amount: 800.00 USD

Click the arrow in front of **Accounting lines** to expand the section. Then click **chartfields2** if you'd like to add multiple lines. Add or subtract accounting lines using the + and - icons to the right of the line. Input the chartstring information using either the **speedchart** function if you have saved speedcharts or input each field manually. Use the eyeglass icon to search for any needed information. Once done you can collapse any item or accounting line information by again clicking the arrows.

Requisition

https://arc.enterprise.columbia.edu/psp/fn92prd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURER_REQ_GBL?PORTALPARAM_PTCNAV=EP_PV_PRO

ARC

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit: COLIM Columbia University
Requester: jp2696 Sacheli, Jillian D
*Currency: USD

Requisition Name: Perkin Elmer Order
Priority: High
Solar/Single Source

Cart Summary: Total Amount 800.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	RAM Product		PERKINELMER LIFE ANALYTICAL	1.0000	Each	500.0000	500.00			
2	RAM Product 2		PERKINELMER LIFE ANALYTICAL	1.0000	Each	300.0000	300.00			

Total Amount: 800.00 USD

Shipping Summary

Ship To Location: RADSFAE-ZM
Address: 612 West 130th Street, Room L1-02, New York, NY 10027
Attention To: John Smith

Requisition Comments and Attachments

Enter requisition comments

Approval Justification

Enter approval justification for this requisition

Check Budget
Save & Submit
Save for Later
Add More Items
Preview Approvals

Once all chartstring information has been entered above, enter any **comments/attachments** and **you must list the Principal Investigator's name in the approval justifications** box shown. Click each line item box as shown above then click the **Check Budget** icon. You will be asked if you want to save the requisition in open status, click **OK**. The phrase **Budget Checking Status** will appear to the right of the budget check icon with the word "**Valid**" if it has passed the check. You may now **Save & submit** the requisition.

4. Confirmation

Requisition

https://arc.enterprise.columbia.edu/psp/fn92prd/EMPLOYEE/ERP/c/PV_MAIN_MENU/PV_PRODUCE_REQ_GBL?PORTALPARAM_PTCNAV=EP_PV_PRO

Most Visited Getting Started Suggested Sites Invoice 0827343943 Web Slice Gallery ARC Swipe Card CUMC IT

Confirmation

Your requisition has been submitted.

Requested For: Sacheli, Jillian D.	Number of Lines: 2
Requisition Name: Perkin Elmer Order	Total Amount: 800.00 USD
Requisition ID: 0002112105	Pre-Encumbrance Balance: 800.00 USD
Business Unit: COLUM	
Status: Pending	
Priority: High	
Budget Status: Valid	

View printable version Edit This Requisition Check Budget

Department Approval

Line 1 Schedule 1 Distribution 1: Pending

Item: RAM Product

Department Approval

Pending

Multiple Approvers

Department Approval

Line 2 Schedule 1 Distribution 1: Pending

Item: RAM Product 2

Department Approval

Pending

Multiple Approvers

Department Approval

Prior approval

Perkin Elmer Order: Awaiting Further Approvals

Radioactive Materials

Not Routed

Multiple Approvers

Prior Appr - Radioactive Mtrls

Apply Approval Changes

Create New Requisition Manage Requisitions

On the confirmation page you will see that your requisition has been assigned a requisition number and has routed first for **Department Approval** and then **Prior Approval for RAM**. By clicking the blue words “**Multiple Approvers**” in either section you will be able to see who the approvers are for each section. Note that the requisition must first be approved by the department before the prior approvers will be able to see it in their queue to provide the RAM approval.

The bottom button to **Manage Requisitions** allows you to search for your currently open requisitions where you will see your new one listed and be able to click the requisition number to view it and can add additional files if needed by clicking **Procurement EDM**.