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 <u>https://www.finance.columbia.edu/content/apply-access-finance-systems</u> to learn how to gain access from the Finance team.)

Login to ARC: Access the ARC Portal by visiting MyColumbia: <u>https://my.columbia.edu/</u> 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 \rightarrow eProcurement \rightarrow Requisition **1** Requisition Settings:

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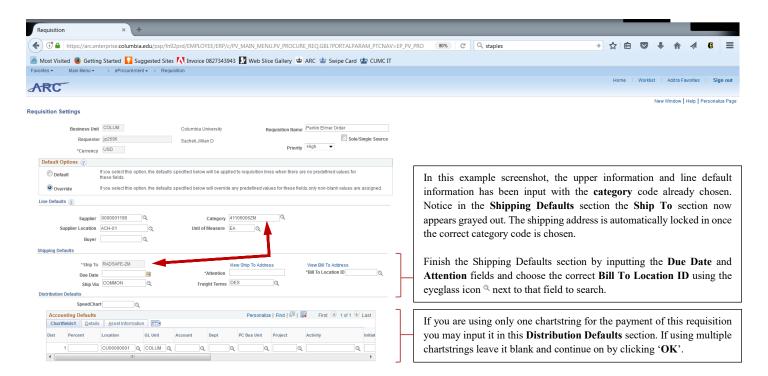
Choose **Category Lookup** by clicking the eyeglass icon ^Q to the right of the **Category** field. Search Category by setting the search criteria to **Description** (default is 'category' so use the pull-down menu to instead choose 'description') then type in **RAD** and click **Find**. Click on the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

S	earch Categories			
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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	æ
13	CU_ITM_WASTE_CLEAN	76131501	Radioactive waste material treatment	£

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.

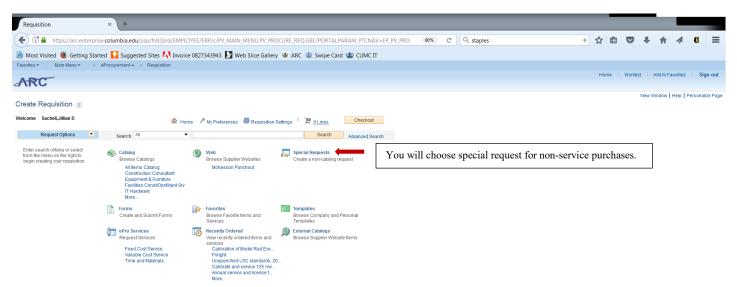
(Text table version below.)

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



OK Cancel

2. Create Requisition



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3. Checkout – Review and Submit

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4. Confirmation

