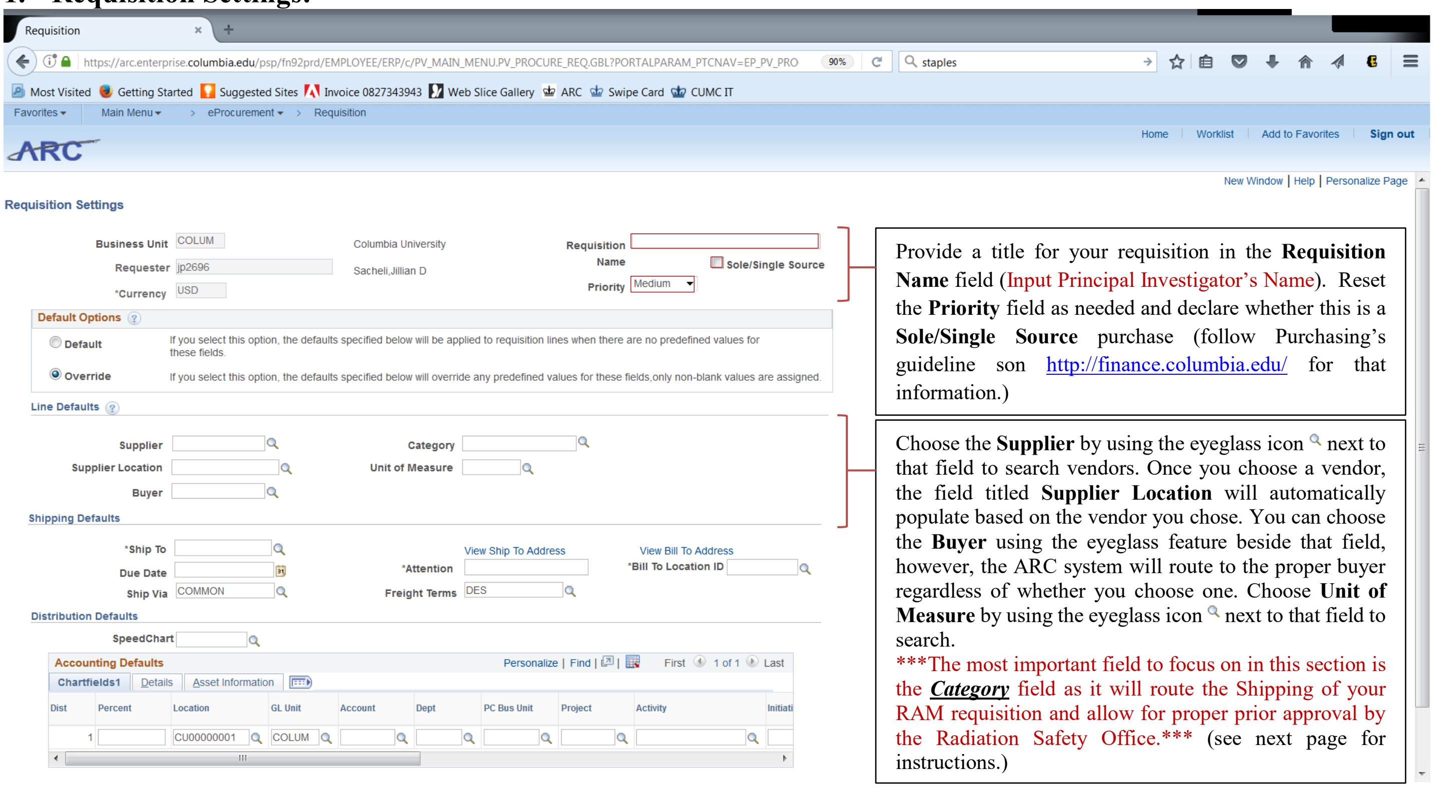
ARC Radioactive Materials (RAM) Procurement Instructions:

(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

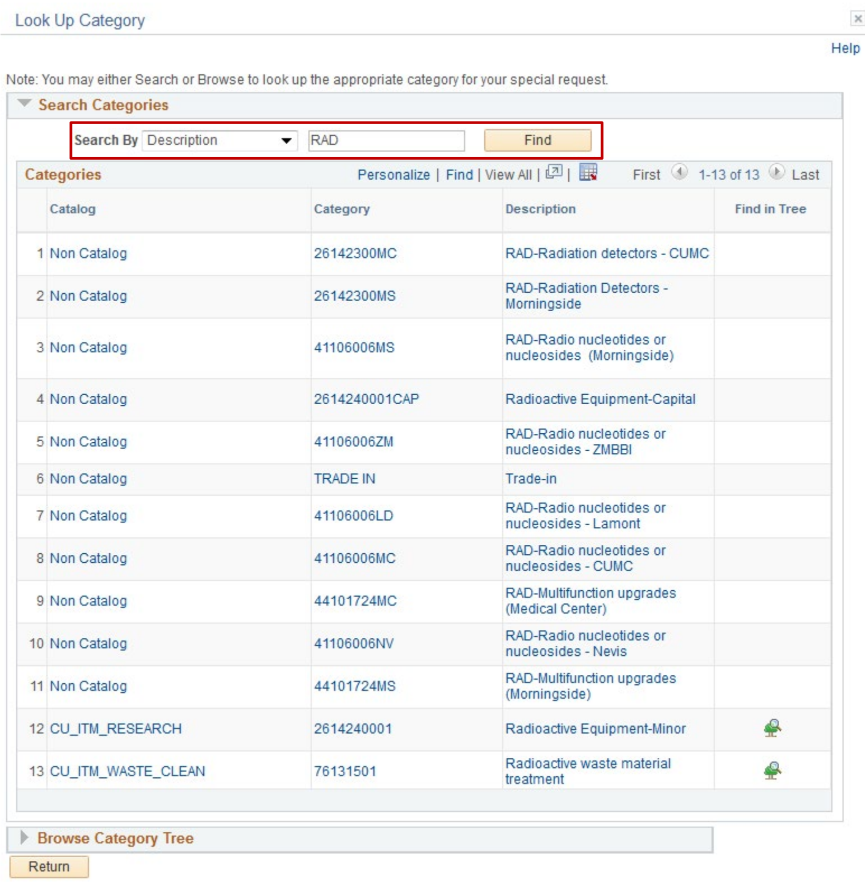
1. Requisition Settings:



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 son http://finance.columbia.edu/ for that information.)

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.)

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 RAD Find

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	

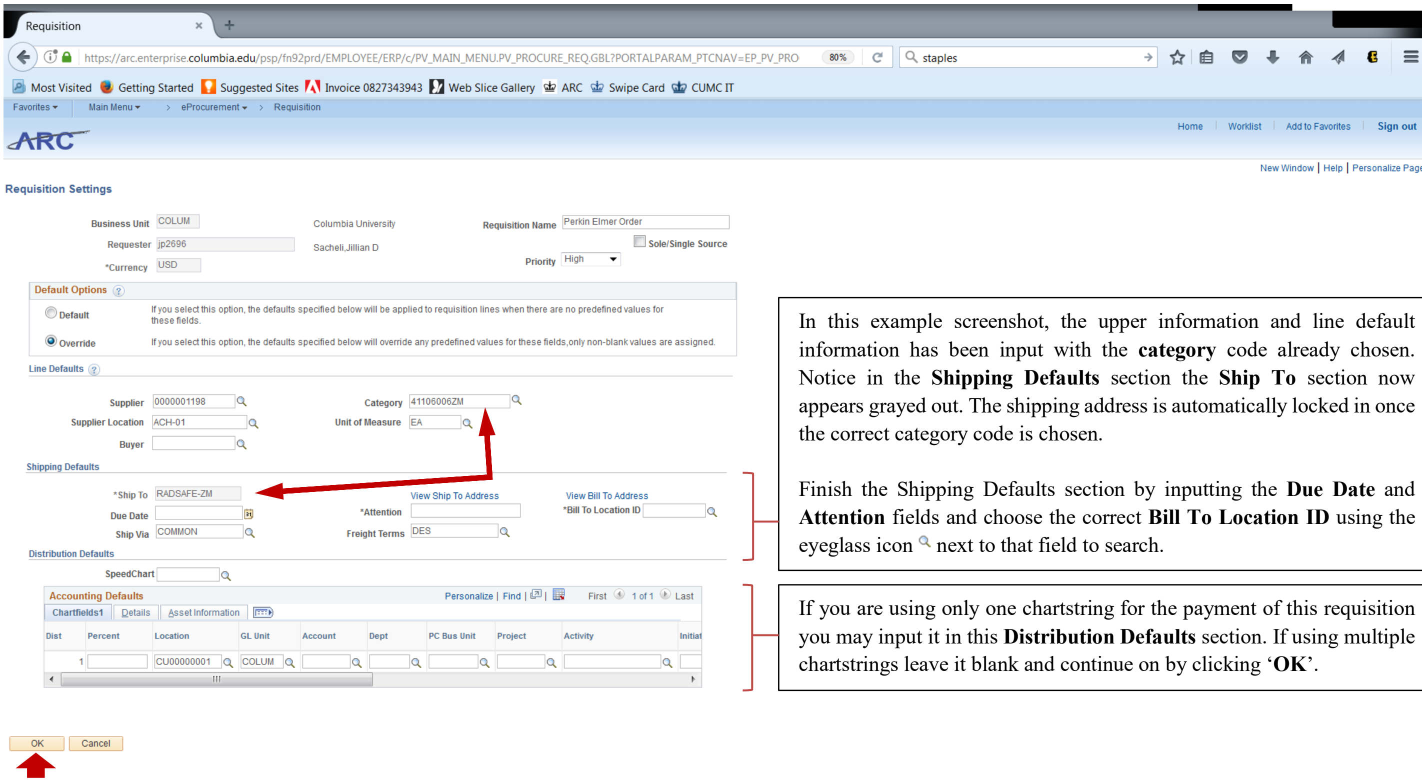
Browse Category Tree

Return

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

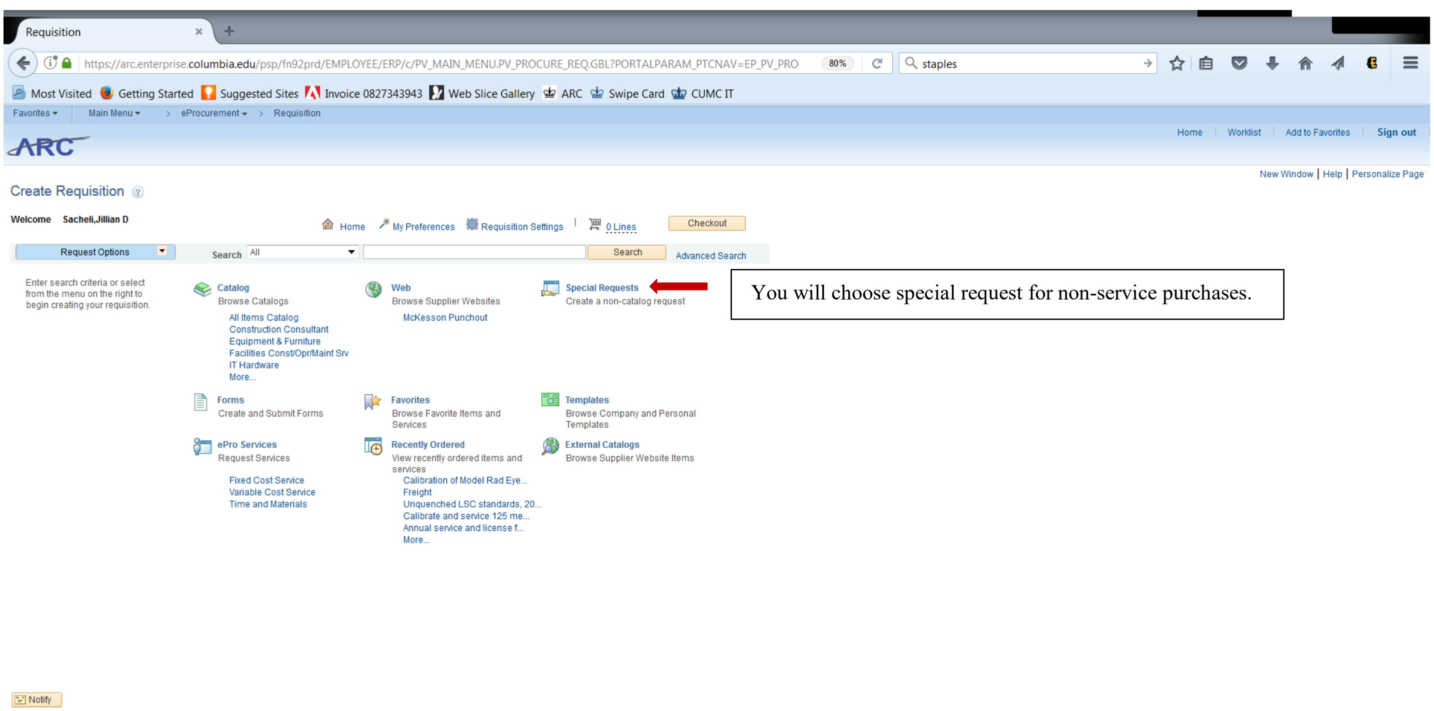


In this example screenshot, the upper information and line default information has been input with the **category** code already chosen. Notice in the **Shipping Defaults** section the **Ship To** section now appears grayed out. The shipping address is automatically locked in once the correct category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

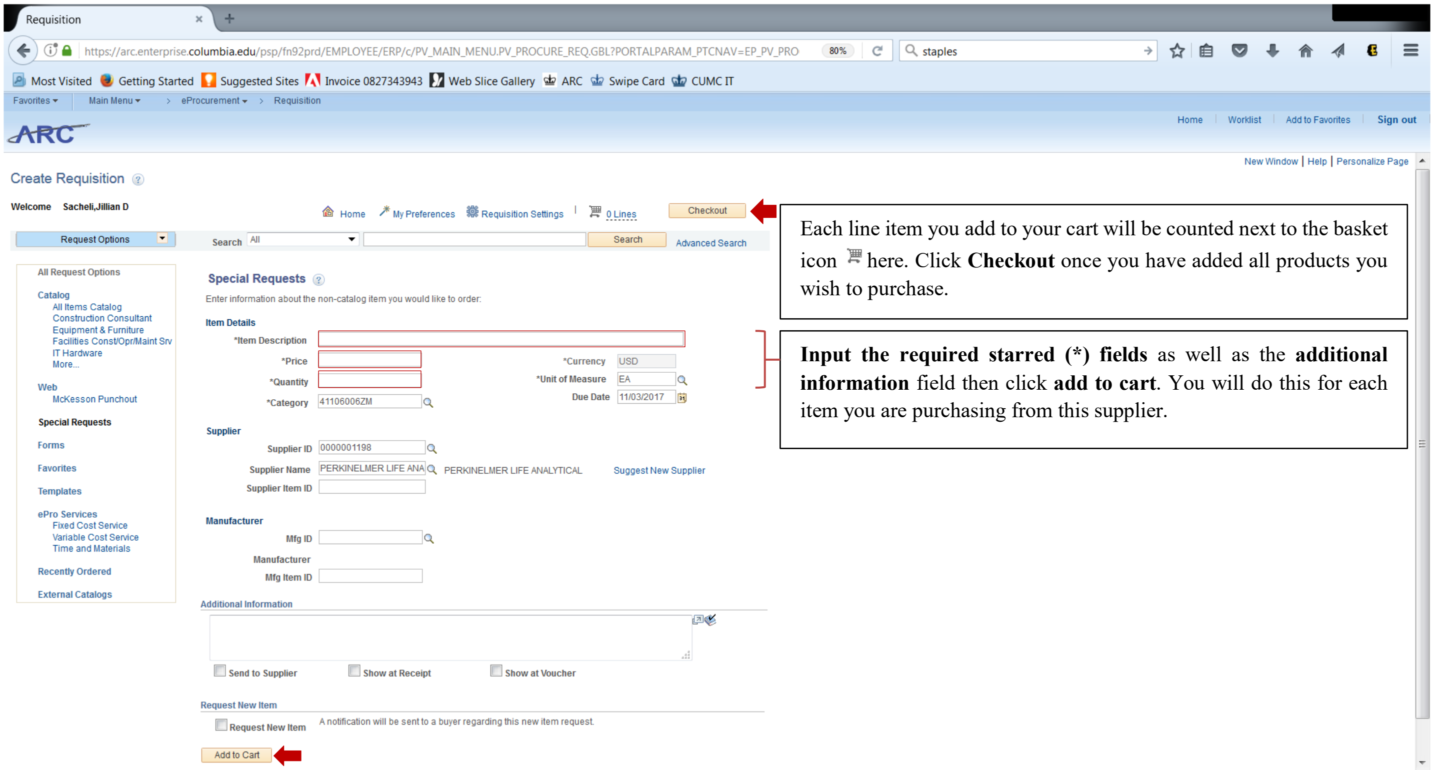
Finish the Shipping Defaults section by inputting the **Due Date** and **Attention** fields and choose the correct **Bill To Location ID** using the eyeglass icon next to that field to search.

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**'.

2. Create Requisition



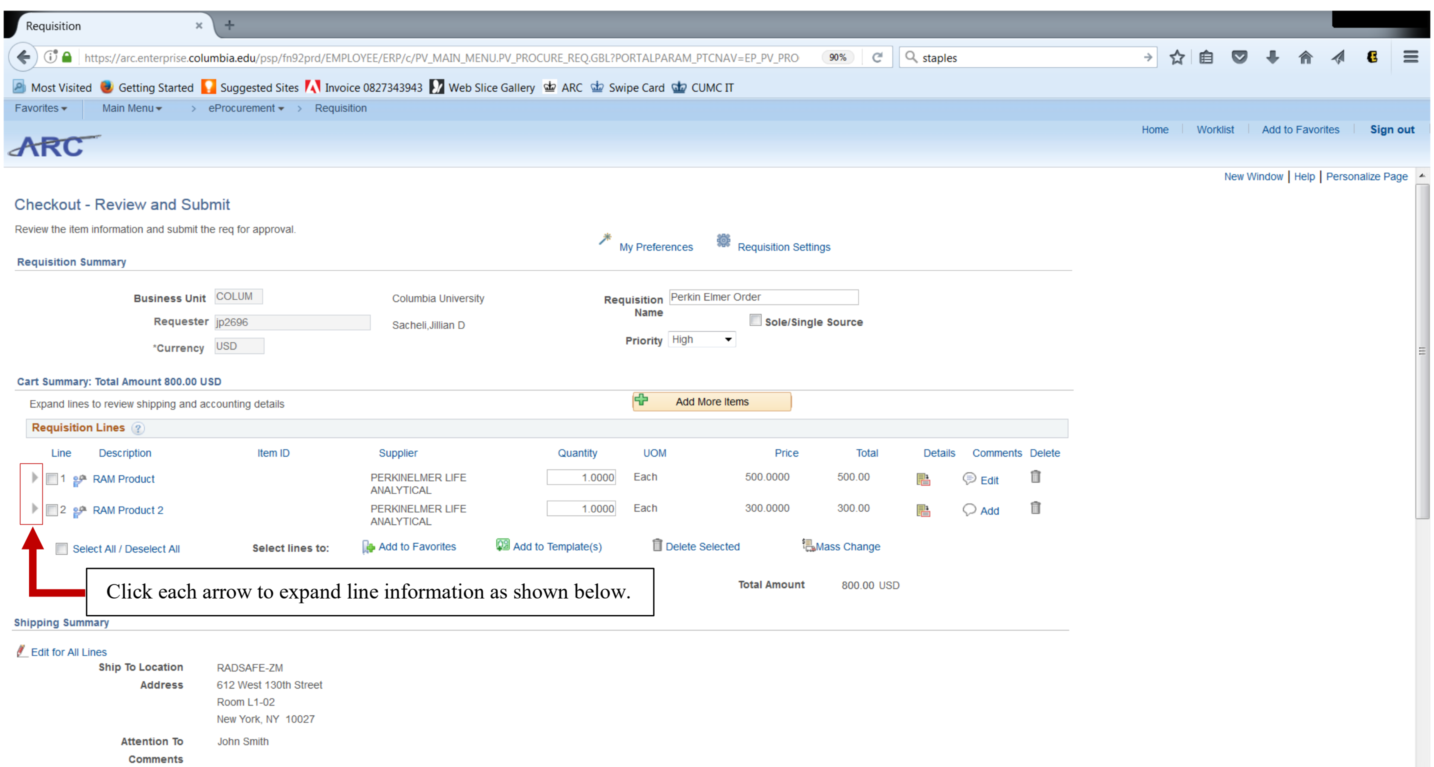
You will choose special request for non-service purchases.



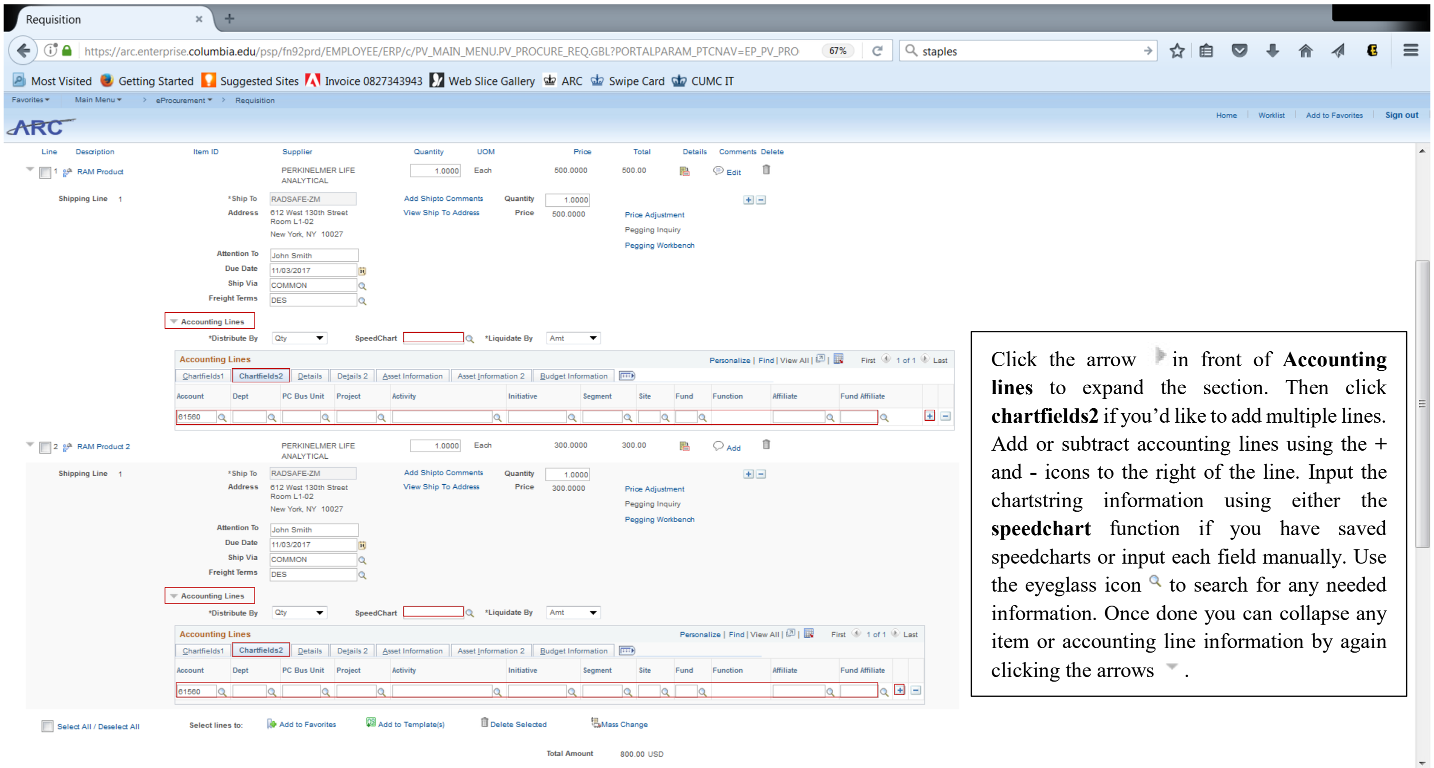
Each line item you add to your cart will be counted next to the basket icon here. Click **Checkout** once you have added all products you wish to purchase.

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.

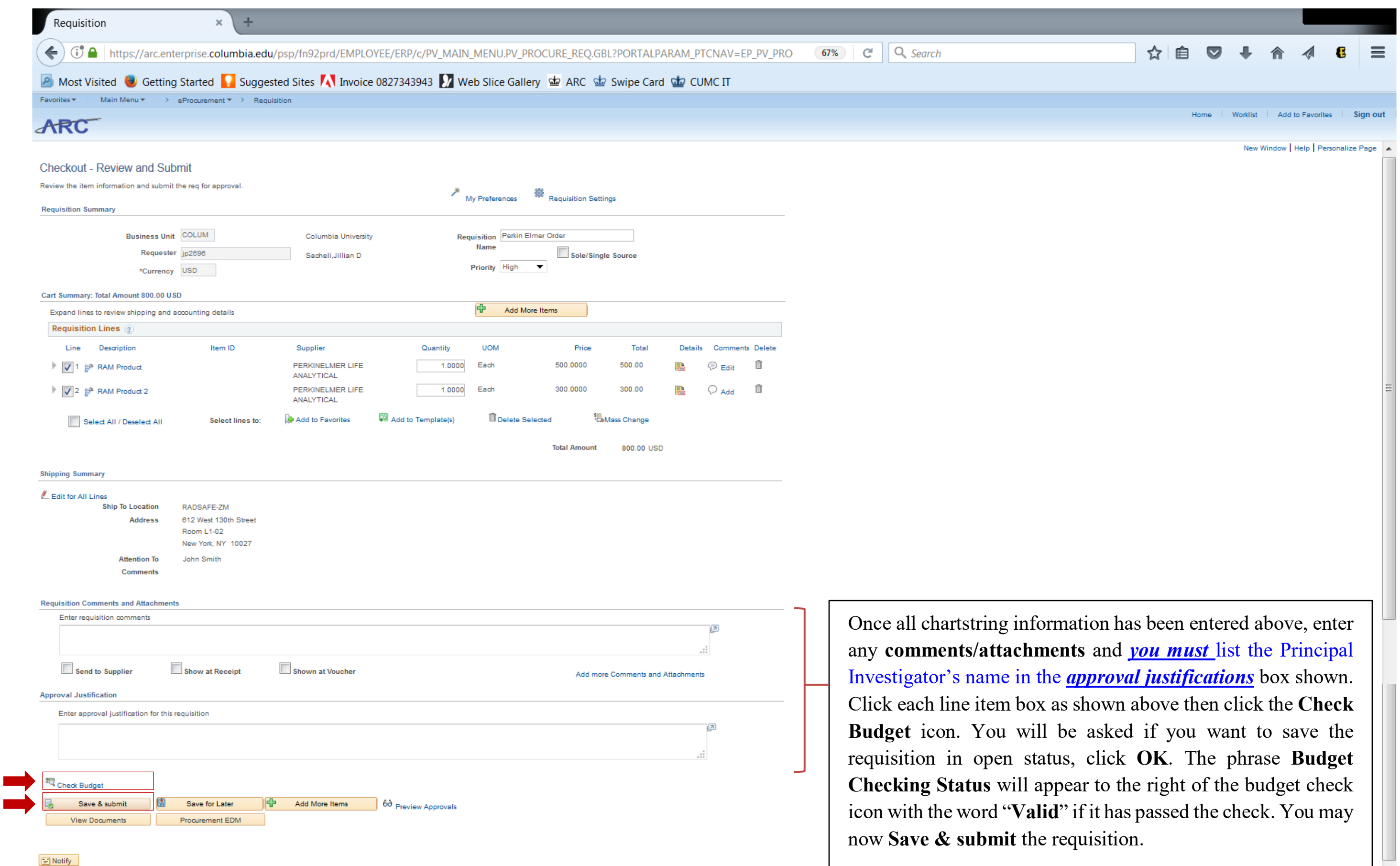
3. Checkout – Review and Submit



Click each arrow to expand line information as shown below.

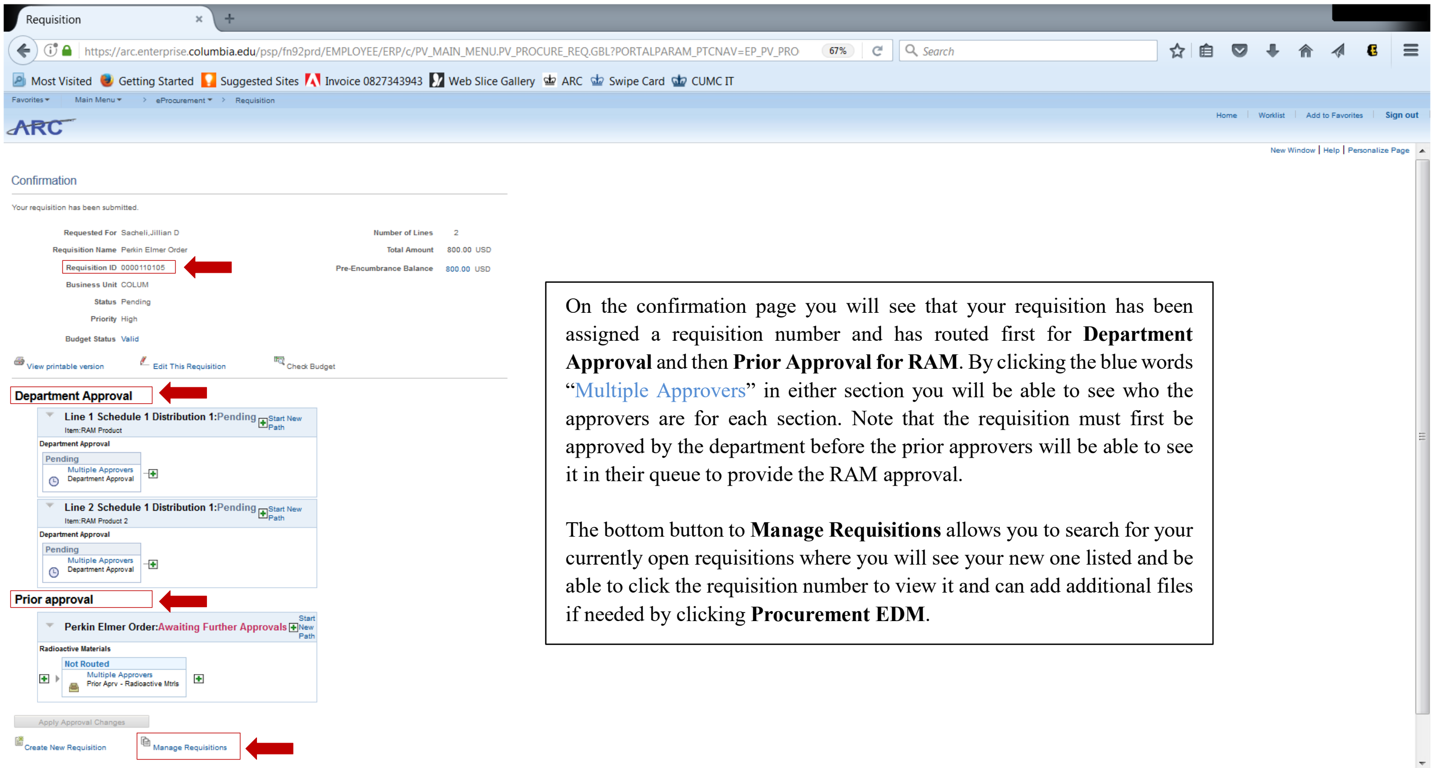


Click the arrow in front of **Accounting lines** to expand the section. Then click **chartfields2** if you'd like to add multiple lines. Add or subtract accounting lines using the + and **-** icons to the right of the line. Input the chartstring information using either the **speedchart** function if 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 .



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



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**.