Step-by-Step Guide

Radioisotope Ordering Process

1. Begin by creating a Shopping Cart in Buy@Duke and populating it with radioactive items they wish to order. Follow these two important steps to ensure proper routing and avoid processing delays:
   a. Use ONLY G/L Account 649400 and Material Group 015.
   b. Order radioactive materials in a cart with no other items.

2. In the Supplier Text box found on the Details: Notes and Attachments tab, enter your Authorized User Name or ID, along with the authorized building and room number (e.g., “Smith LSRC C454” or “MC-999 LSRC C454”).

3. When the Cart is submitted, it will automatically route to OESO’s Radiation Safety Office for review and approval. Staff members may “inquire” (return) the Cart to the Submitter if they need more information or have questions.

4. After the Cart has been reviewed, Radiation Safety staff members will enter the order into OESO’s radioisotope website and approve the Cart in Buy@Duke. The Cart will automatically route to Procurement Services for review.

5. Procurement Services staff members will review the Cart for Radiation Safety’s approval and then process it into a Confirming Purchase Order, indicating the delivery address for orders shipping to the Radiation Safety Office.
   **Note:** Orders for the VA Hospital are placed with the vendor by the end users, who will coordinate the delivery of the radioactive materials through the VA Radiation Safety Office.

6. Once the Confirming Purchase Order has been created, the ordered items will be directed to the Radiation Safety office.

7. Radiation Safety staff members place the order with the Supplier and deliver the items to the lab using the standard process.

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