Purchasing Radioactive Material


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1. Click on Purchasing

2. Click the Create New Order (past orders are also listed)
3. Enter the required fields: PO#, Delivery Location, Isotope, Catalog Item. Note that many fields have drop-down menus. Pay particular attention to the Catalog Item as there may be multiple sizes for each isotope in your catalog. You can use the Delivery Notes section to add quote numbers or special instructions to the vendor (fresh-lot requests are in the next step). Then click Add Item to Order (do not click “Submit Order” yet).

4. Once the items have been added, confirm the following details OR enter them for items not yet in your catalog: Funding Source (HCOM is the default), Number of Units Ordered, Activity, Fresh Lot, Mass/Volume (if available), Manufacturer, Part number. To finish click Submit Order. The status of your order will be listed as “submitted” and can be edited until we send your order to the vendor at 4PM, whereupon the status will change to “ordered.”