Radioactive Material shopping in BobcatBUY

*Note: All Radioactive Material orders must be shipped to the Ohio University Radiation Safety Officer*

Attn: Alan Watts

49 Factory Street # 142

1 Ohio University

Athens, OH 45701

There are two ways to shop for Radiocative Materials in BobcatBUY;

1. Catalog orders
2. Non-Catalog item orders

Catalog Orders

Radioactive materials ordered from catalog suppliers (e.g. Fisher Scientific, VWR) are flagged in BobcatBUY;

This flag ensures that after the Requisition is submitted it routes to the ‘EHS RSC’ workflow bucket for approval;
The ‘EHS RSC’ workflow bucket routes the Requisition to the Radiation Safety Officer (RSO, Alan Watts) for review and approval. The RSO will review the order and ensure that the shopper is permitted to order the items and confirm the ship to address is correct (RSO can edit the ship to address if the Requisition is assigned to him/her, see instructions below for editing the shipping).

If the RSO confirms that the shopper is permitted for these materials and the shipping is correct, then the RSO can approve the order. A Purchase Order will be created and delivered to the supplier and the Radioactive Materials will be shipped to the RSO.

Non-Catalog Item Orders

For radioactive materials ordered from non-catalog suppliers, use the ‘Non-Catalog Item’ order form. This order form has a check box for Radioactive that must be checked by the shopper, this will ensure that the order is routed to the Radiation Safety Office for review and approval. If the Radioactive category is not checked, the Procurement department will still have final review before the Purchase Order is created and can return the order to the department with a comment to please check the Radioactive category;

*Note: All Radioactive material orders must have the Natural Account code: 331500 ‘RADIOACTIVE MATERIALS’
**Changing the Ship To address**

The ship to address can be changed by the shopper or by the Radiation Safety Officer (REQ must be assigned to edit Shipping);

Click the ‘edit’ button in the Shipping section of the Requisition to change the Shipping

![Image of shipping section]

Choose ‘select from org addresses’

![Image of select from org addresses]

Enter ‘49 Factory St’ in the popup window and click ‘Search’

![Image of address search]

Click ‘select’ on search results

![Image of search results]

The correct ship to address is now loaded into the order but the ‘Attn:’ field needs changed from the shopper’s name to ‘Alan Watts’. After the Attn: field is changed click ‘Save’ at the bottom of the Ship To window;
Blanket PO’s (standing orders) may be used but these orders need to be placed in ORITS (Online Radioactive Isotope Tracking System) so that Radiation Safety is aware your order is coming.

Check out the BobcatBUY Quick Reference Guides and Training documents at [http://www.ohio.edu/finance/procuretopay/procurement/bobcatbuy.cfm](http://www.ohio.edu/finance/procuretopay/procurement/bobcatbuy.cfm)

If purchase through BobcatBUY is problematic, the old Procurement of Radioactive Material system by way of requisition must be followed. Those procedures are included within this Appendix 12 section.