



Safety Services

ORDERING OF RADIOISOTOPES

All radiochemicals should be ordered through SAP (online procurement system –see guide below), with the exception of radiochemicals obtained from hospital sources and gifts from other establishments. Only those authorised by their Head of Department are permitted to order radiochemicals, and all orders must be submitted on one of the special radiochemical order forms.

Annual contracts are drawn up each December with suppliers for particular compounds in order to obtain discount prices. You must not enter into individual contracts with any isotope supplier without first clearing this with Procurement.

Orders for all the main suppliers are usually placed by Safety Services on **THURSDAY MORNINGS at 11am**. The radioisotopes are then delivered the following week to Safety Services at 40 Victoria Street (usually before Tuesday PM). From here they are distributed to users via departmental stores or direct to the user concerned. Only authorised people are permitted to receive/collect radiochemicals, and a form must be signed to acknowledge this receipt.

Each batch of material ordered through this scheme is attributed a reference number by Safety Services. This is of the form A/123 - where the letter denotes the year and the digits the number of that packet within the year. This unique reference number (URN), together with the delivery date, can be found on the delivery note which accompanies deliveries. This information should be recorded on an Isotope Record Form (RPS/1R/6) and the delivery date and activity reference date entered into **Isoinventory** (online database). NB the URN will also be marked on the package.

All radioisotopes obtained via other routes should also be given URNs, and Safety Services should be contacted to obtain these.

Obtaining radioisotopes from Medical Physics

To obtain radioisotopes from Medical Physics you will need to hold a current ARSAC Certificate (for patient work) or have a letter/certificate from the RPA giving authorisation to receive the radioisotope.

NOTES ON THE ORDERING OF RADIOCHEMICALS THROUGH SAP

In myPurchase select SHOP. If this is your first order you will then need to select Describe requirement (otherwise select previous order to edit). You will then be asked to complete these steps:-

1. Select Goods/Service

In the first step of the SAP ordering process you are asked for the following.

1.1 Description

Please give as much detail as you can in the following format: isotope, activity, chem. form
- (e.g. P-32, 9.25MBq, dATP)

1.2 Internal Note

In this box you **MUST** include the work certificate number e.g. us/1669 and the name of the certificate holder. Please also indicate if the order is VAT exempt.

It may also be useful to give the name of the requisitioner or who the product is for.

Also include in this box any comments that you wish to appear on the purchase order. For example a reduced price that has been agreed by supplier (Comments will be transferred from internal note to vendor note when required)

If you do not want the item on the following week (delivery Monday/Tuesday for item requisitioned and authorised by 11am on the Thursday) but are ordering for a later date please indicate.

1.3 Price

Please check you have the correct price these can be checked on:-

<http://procurement.dept.shef.ac.uk/radiochem/>

If the item you require is not on this list it is not part of an agreed contract and the full catalogue price will apply. If you wish to add items to the contract please contact Ms Yi Wu in the procurement office 22172

1.4 Category

It is important you select: **LABORATORY RADIOCHEMICALS**

1.5 Quantity

This is the number of items not the volume or activity of the material

When complete add to shopping cart – see below

2. Shopping Cart

In the NEXT step of the SAP ordering process click on the product description to view/enter the basic data. The following fields will be displayed

Product Type	Goods
Description	As previously entered
Product ID	Leave Blank
Product Category	Laboratory Radiochemicals and Stable Isotopes
Company Code	University of Sheffield
Location	University of Sheffield
Storage Location	Your Department
Purchasing Group	XC9 (if this does not appear you have not selected radiochemicals in the product category)
Order Quantity	As previously entered
Price	As previously entered
Required On	This will be edited by the orderer for correct date. If you are not ordering for the following week please indicate the week you wish the item for in the internal note
Tax**	To be completed
Vendor Product number**	Blank at present
Goods Recipient	PLEASE NOTE THIS IS NOT VISIBLE TO THE PERSON CREATING THE PURCHASE ORDER. IT IS IMPORTANT TO INDICATE WHO (WHICH GROUP) IS RECEIVING THE GOODS IN THE INTERNAL NOTES
Unload Point	Your stores code (this will be changed by orderer)
Requ. Tracking Number	Blank

****You will need to fill in 2 fields in the above table****

Vendor Product number: This should be the FULL product number. For example NEG013H specifies the type of radiochemical required but not the activity. So for 9.25MBq the full code should be NEG013H250UC. You will find the full codes on the vendor web sites or catalogues.

Tax: You will have to indicate what VAT is to be paid. NB if you do not pay VAT please make sure there is a note of this in the internal note (see section 1). ZERO VAT is code U1