Controlled Substances Workflow Process

**Step 1 - Shopper**
- Complete BearBuy Non-Catalog Form
- Check "Controlled Substance" box
- Include only controlled substances on form
- Add to Cart and Route

**Step 2 - Shopper**
- Add catalog item to Cart (include only controlled substances in Cart)
- Route Cart

**Step 3 - Req Creator**
- Enter org node and chartstring
- Review cart and create Requisition
- Submit Requisition for approval

**Step 4 - Req Approver**
(Org node approver)
- Review and approve Requisition

**Step 8 -**
- Work with EH&S to approve requestor and add to database

**Step 7 -**
- Notify EH&S and department

**Step 5 -**
- Verify in EH&S database that Shopper is authorized to purchase this particular item in this specific quantity

**Step 6 -**
- Approve Requisition in BearBuy

**Step 9 -**
- Work with department to approve the requestor
- Add PI to EH&S database and notify Controlled Substance Buyer

**Step 6 -**
- Dispatch Purchase Order to supplier