

The University of Alabama at Birmingham

Log in to Oracle HR & Finance: • Navigate to the <u>myUAB portal.</u> • Locate and click Oracle HR & Finance.	myApps Adobe Sign AskIT Axiom Oracle HR & BlazerID Finance Central CORACLE
Navigate to iProcurement: • Click the 3-lined navigation button in the top left of the Oracle homepage. • From UAB FN Document Entry/Approva I, choose Purchasing • Then select Requisitions, and iProcurement.	Search E-Business Suite UAB AP End User ment UAB Effort Report User ment UAB FN Document Entry/Approval Image: Comparison of the system of the sy
From the iProcurement Home tab, click the appropriate Store link (CDW-G, Dell, Fisher Scientific, Millipore Sigma, or Staples): • You will be redirected to that store's website to shop for your items. • Enter details for any quotes you may have.	Home Shopping Lists Non-Catalog Request Search CDW CDW CDW Dell Fisher Scientific Scientific Sigma Aldrich Sigma Aldrich Sigma Aldrich



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iProcurement: Adding Items from a Punchout Store

 If you have a quote for CDW-G: Follow the directions given on the home screen. 	Bearch Quote/Order/PO Cuote/Order/PO Home Welcome to the UAB Contract Page. Please note that all products found on this page have been approved on Contract for authorized faculty & staff purchase on behalf of UAB. Product Categories Cisco Remote Phone Equipment Enter your quote number in 'Find my Quote' and click 'Find' to retrieve your quote Mac Studio & Displays Click the 'Add to Cart' button next to your quote Apple Macbook Air & Pro Continue shopping or Click on 'Transfer Cart' to return to the e-procurement system	es
If you have a quote for Dell : • Click the Quotes icon on the home screen.	Search Dell Premier Q Puniversity of Alab ~ Cart Shop ~ APEX Artificial Intelligence Deals ~ Account Image: Configurations Quotes Order Status	
 If you have a quote for Fisher Scientific: Click the Your Account dropdown. Click Quotes in the Shopping Tools menu. 	Weicome, Dietz: Manage Your Account Sign-up for Enail Products Chemical Structure Safety Data Sheets Certificates Order Status Special Offers Order By Callog Number Shop Products Search Alt Search by keyword, Catalog Number, CAS Number Q Your Account Your Account ntibodies & Protein Biology saarch by keyword, Catalog Number, CAS Number Q Your Account Your Account all Culture & Analysis Succonstructure Shopping Tools Orders Account My Latis Involces Quick Order Requisitions My Account Fisher Scientific is the approved primary supplier to UAB for research laboratory supplies, chemicals, equipment & Instruments LAB Sustainability Team Preferred Recyclable Gloves	
If you have a quote for Millipore Sigma: • Open the dropdown menu next to the account name. • Click Quotes.	Products Type in Product Numbers, or CAS Numbers to see suggestions. Products Applications Products Service Products Service <th></th>	



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iProcurement: Adding Items from a Punchout Store

After you have completed shopping:

- Check out your cart on the store's website to be redirected back to iProcurement.
- Your cart will populate in iProcurement as line items.
- If necessary, you can return to a punchout store to <u>Edit or Add</u> <u>Requisition Lines</u> before submitting the requisition.
- For additional training on adding billing information and submitting the requisition, view the <u>iProcurement</u> training page.

Dell	CDW-G					
Savings \$1,557.73 Subtotal (1) \$2,286.73 Price does not reflect applicable shipping, taxes and state environmental fee.		Order Summary Subtotal: \$1,567.02 Tax and Shipping calculated at checkout.				
Create Order Requisition Save as eQuote Continue shopping	Lease Option Pricing ? \$45.46 / Month Checkout					
Fisher Scient	ific	Milli	pore Sigma			
Return Cart to Purchasing Applica	SUMMARY Subtotal \$133.00					
Order Summary Subtotal - 1 items \$13.52		Total \$133.00 Transfer Cart Request Quote Save Cart				
Order Total \$13.52						
Cancel Punchout						
Staple	S					
Review & Checkout						
Print to pdf	ញি <u>Clear car</u>	t				
Order total: \$767.96		~				
Delivery to: <u>Birmin</u> Submit	gham <u>, 35203</u> Order					