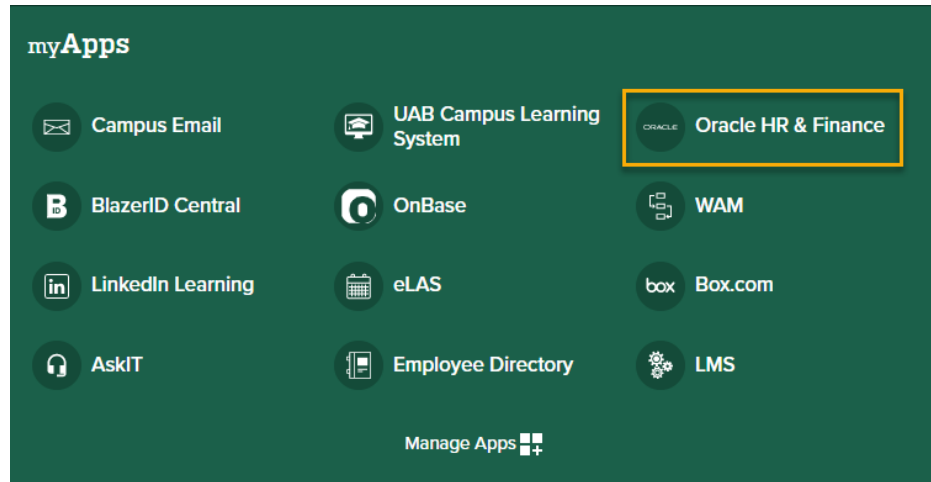


Log in to **Oracle HR & Finance**

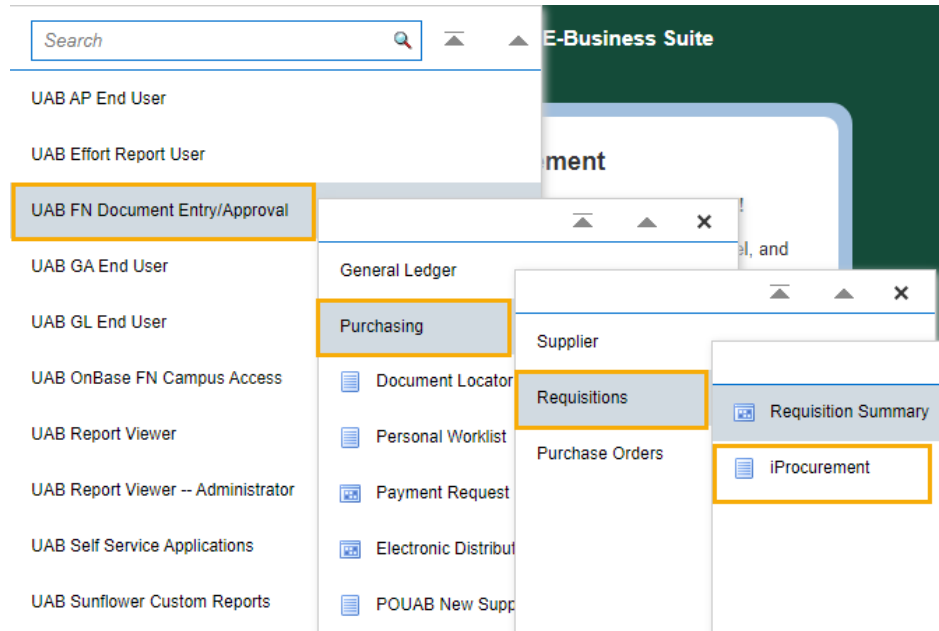
- Navigate to **myUAB**
- Locate and click **Oracle HR & Finance**

myUAB Portal (my.uab.edu)



Navigate to **iProcurement**

- Click the **3-lined navigation button** in the top left of the Oracle homepage
- From **UAB FN Document Entry/Approval**, choose **Purchasing**
- Then select **Requisitions**, and then **iProcurement**



From the iProcurement Home tab, [Retrieve the requisition](#) you want to add or edit lines for

- Follow the steps linked above to retrieve the req.

My Requisitions

Requisition	Description	Total (USD)	Status	Copy
1448886	Thingamabob 2.0	375.00	Incomplete	

[Full List](#)

Edit Requisition Lines

Once retrieved, the requisition will open to the Edit and Submit Requisition screen

- Edit the item **Description, Quantity, or Price** from this screen
- For items purchased from **vendor catalogs** (Staples, Dell, Fisher Scientific) – only item Quantity can be edited here

To update Supplier or Billing information

- Select the **checkbox** next to the line item (do not select all lines if there is more than one)
- Click **Update** to open up the update screen

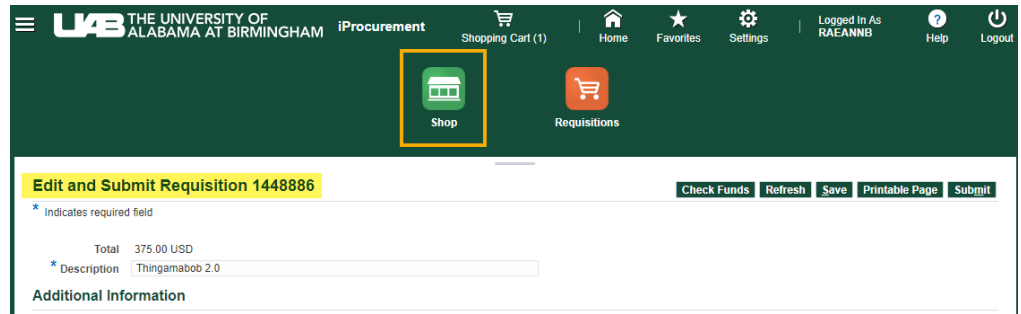
When the screen appears

- Make any necessary changes to the open fields
- Scroll to the right and click **Apply**
- Repeat above steps for additional lines that require edits
- Save or Submit

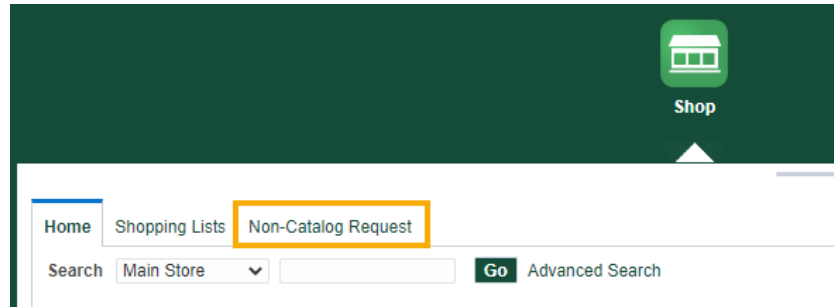
Add Requisition Lines

To add lines to an existing non-catalog requisition manually

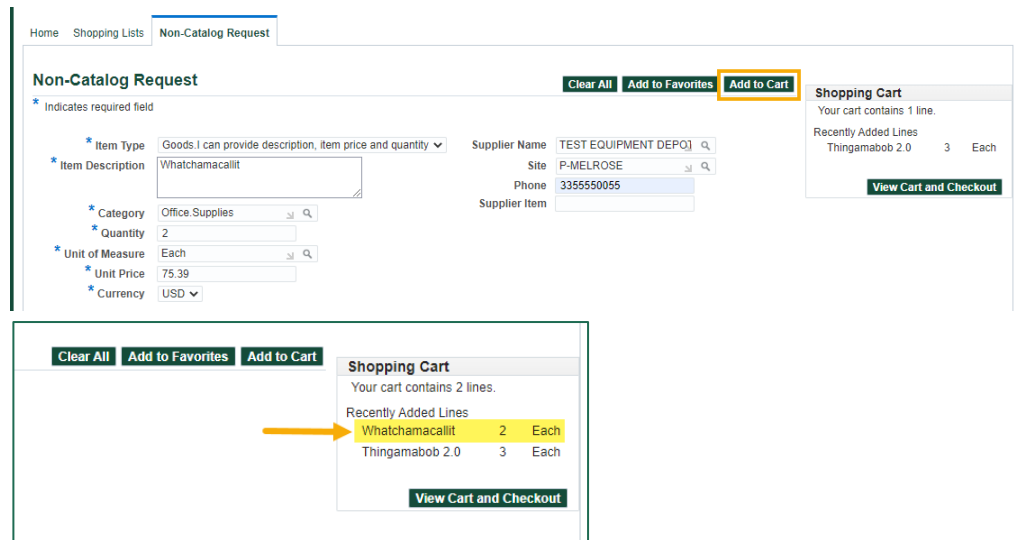
- Retrieve the requisition
- Click on the **Shop** button



- Select the **Non-Catalog Request** tab

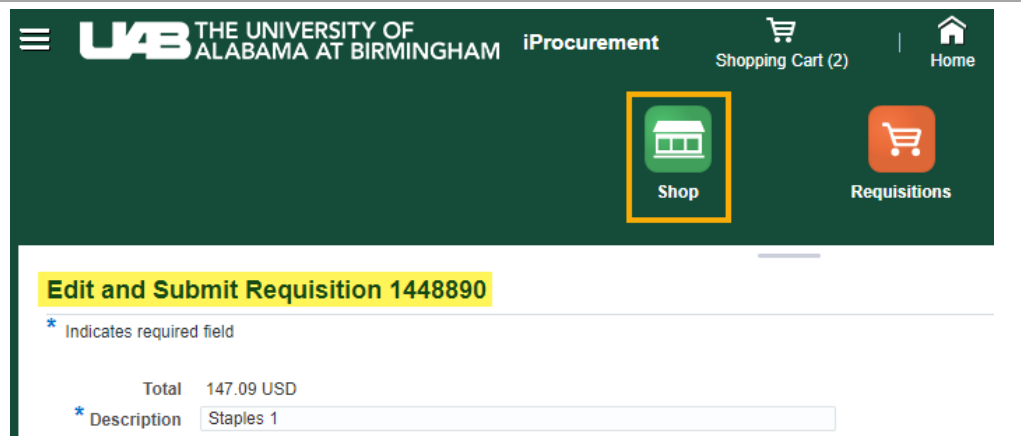


- Complete all required fields for the new item
- Click **Add to Cart** to add the new line to your existing requisition's Shopping Cart
- Repeat these steps to manually add additional items
- **View Cart and Checkout** to update [Billing Information](#) for the new line(s)



To add lines to an existing requisition for **Fisher Scientific, Staples, or Dell**

- Retrieve the requisition
- Click on the **Shop** button



- Open the appropriate **store catalog** from the Home tab
- [Add items](#) to your cart as normal, and checkout to return to iProcurement
- Update the new line item(s) with the correct [Billing Information](#)
- Save or Submit the requisition

Home Shopping Lists Non-Catalog Request

Search Advanced Search

Stores

[Check Funds](#) [Refresh](#) [Save](#) [Printable Page](#) [Submit](#)

Edit and Submit Requisition 1448890

* Indicates required field

Total 173.86 USD

* Description Staples 1

Additional Information

* Order Method

* Deliver To Name

* Building Abbreviation & Room/Suite

* Requester's Phone #

* Requester's Email

* Department Name

Expiration Date

* Do scanned documents exist?

**Building Abbreviation & Room/Suite
Format Examples:
JT 404; AB 520, SHEL 220; MCLM 256;
etc.. [Building List Lookup](#)

Select Lines: [Update](#) [Copy](#) [Delete](#)

<input type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete
<input type="checkbox"/>		Centon OTM Basics 1080p Webcam, Black (OB-AKK)	3	Each	39.98 USD	119.94	28-Nov-2023 00:01:00	Bham Main Campus				
<input type="checkbox"/>		Fellowes? Plush Touch? Mouse Pad? & Wrist Rest Combination with Microban, Black (9252001)	3	Each	9.05 USD	27.15	28-Nov-2023 00:01:00	Bham Main Campus				
<input type="checkbox"/>		Avery Matte Clear Shipping Labels, Sure Feed Technology	1	Package	14.57 USD	14.57	28-Nov-2023 00:01:00	Bham Main Campus				