

Log in to <b>Oracle HR &amp;</b> <b>Finance</b> : • Navigate to the <u>myUAB</u> <u>portal.</u>	myApps		
	Adobe Sign 🕠 As	kIT 🗠 Axiom	
<ul> <li>Locate and click Oracle</li> <li>HR &amp; Finance.</li> </ul>	Oracle HR & Black	azerID ntral Box.com ORACLE	
<ul> <li>Navigate to iProcurement</li> <li>Click the 3-lined navigation button in the top left of the Oracle homepage.</li> <li>From UAB FN Document Entry/Approval, choose Purchasing.</li> <li>Then select Requisitions, and iProcurement.</li> </ul>	Search UAB AP End User		
	UAB Effort Report User UAB FN Document Entry/Approval	ment	
	UAB GA End User	General Ledger	×
	UAB GL End User	Purchasing Supplier	
	UAB OnBase FN Campus Access	Document Locator Requisitions Requisitions Requisition S	ummary
	UAB Report Viewer Administrator	Payment Request	t
	UAB Self Service Applications	Electronic Distribut	
<ul> <li>Retrieve the desired requisition.</li> <li>Refer to the <u>iProcurement: Retrieve</u> <u>a Requisition guide</u> if</li> </ul>	ķ	Shop	Coungo
necessary.	Home Shopping Lists Non-Catalog Reque	Gö	
	Stores		4
		Dell <b>(F) fisher</b> scientific <b>(S)</b> Dat d Thermo Fisher Scientific <b>(S)</b>	Fisher Scientific F
	My Requisitions		
	Requisition Description	Total (USD) Status	Full List Copy



On the Edit and Submit				
Requisition screen:				
• Edit the item	Select Lines: Update Copy Delete			
Description,	Details Description     Quantity Unit     Price     (USD) Need By Date     Deliver-To Location     Info     Contract/Quote #	Attachment Delete		
Ouantity, and/or	Number of tabulation     Toll Each     29 USD     290.00 30-Jul-2025 00:01:00     Bham Main Campus <sub>31</sub> Q     RAD	+ 🗊		
Price from this	101a1 290.00			
screen.				
<ul> <li>For items purchased</li> </ul>				
from <b>vendor catalogs</b>				
(Staples, Dell, Fisher				
Scientific, CDW, and				
Millipore Sigma) – <u>only</u>				
<u>Quantity</u> can be edited				
To update Supplier or				
Billing information:	Select Lines: Update Copy Delete			
Select the checkbox		Amou		
(do not select all lines	Details Description     Quantity Unit     Price	US		
if there is more than	10mCl of Yttrium 90- De diagonalida	290.		
one).	Radionuclide			
Click Update.	Total	290.		
	Semistion information - Lindate Selected line	۶		
Ine <b>Requisition</b>	Item Supplier	Â		
Information: Opdate	* Description 10mCl of Ythrum 90- Radionuclide Site P-ATLANTA _ Q			
Selected line screen will	Category         Radioactive Material         Q         Contact Name           *Quantity         10         Phone         Contact Name			
appear:	*Unit of Measure Each 2 Q Email *Unit Price 29 Supplier tem			
<ul> <li>Make any necessary</li> </ul>	Amount 299.00 Manufacturer  * Currency USD  Manufacturer Part Number			
changes to the open	Notes Note To Buyer Note To Supplier			
fields.				
	sung +			
	Line UAB_AKF GL Date Project Task Award Expenditure Type Expenditure Type Organization	iture ation		
	1 4000000 000 000000000 000 00000000 000 Q Q 2024 Q 224 Q 22			
	© TIP Total allocation must equal 100% of the selected line values.			
	Apply this Cost Allocation Information to all applicable requisition lines			
	4	b		
Scroll to the right and click				
Apply.				
	Quantity Amount (USD) Additional.Reference Delete			
	10 290.00			
	10 290.00			
	Cancel Apply			



<ul> <li>Repeat the above steps to edit any additional lines in this requisition. When you have made all changes:</li> <li>Click Save if you simply want to save changes.</li> <li>Click Submit if you are ready to submit the requisition for approval.</li> <li>Confirm successful submission by viewing Requisition Notifications &amp; Approval Process.</li> </ul>	Check Funds Refresh Save Printable Page Submit
Add Requisition Lines for Non	-Catalog Items
To add lines to an existing non-catalog requisition manually: • <u>Retrieve the</u> <u>desired</u> <u>requisition</u> . • Click the Shop tab.	Edit and Submit Requisition 1448886 * Indicates required field * Description Thingamabob 2.0 Additional Information
Select the <b>Non- Catalog</b> <b>Request</b> tab.	Shop         Home       Shopping Lists         Non-Catalog Request         Search       Main Store         Go       Advanced Search
Complete all <b>required</b> fields for the new item.	Non-Catalog Request       Clear All       Add to Favorites       Add to Cart and New       Add to Cart and Next         * Indicates required field       *       *       *       Supplier Name       TEST EQUIPMENT DEPOT       u       u         * Item Description       Other Item       Supplier Name       TEST EQUIPMENT DEPOT       u       u         * Category       Office Supplies       u       u       site       P-MELROSE       u       u         * Unit of Measure       Each       u       u       u       supplier Item       supplier Item       use         * Unit of Measure       Each       u       u       u       u       u       u       u         * Currency       USD v       use       use       use       use       use       use       use



<ul> <li>Add the new line to your existing requisition's shopping cart:</li> <li>Click Add to Cart and New or Add to Cart and New or Add to Cart and Next.</li> <li>Repeat these steps to manually add other lines as needed.</li> </ul>	Adds the non-catalog item to the cart and refreshes the values you have entered. Any data entered on the previous item is removed once added to the cart.		
	Clear All Add to Favorites Add to Cart and New Add to Cart and Next Adds the non-catalog item to the cart and retains the values you have entered. Retains the item information from the previous item added to the cart.		
<ul> <li>o update billing nformation for the new ine(s):</li> <li>Click View Cart and Checkout.</li> <li>Use the <u>iProcurement</u> <u>Shopping Cart</u> <u>Checkout guide</u> for further instructions.</li> </ul>	Shopping Cart         Your cart contains 2 lines.         Recently Added Lines         Other item       23         Each         Whatchamacallit       2         View Cart and Checkout		
dd Requisition Lines for Pun o add lines to an existing equisition for a <b>unchout Store</b> (Fisher cientific, Staples, Dell, DW, and Millipore igma): Click on the <b>Shop</b> tab.	chout Store Orders		
<ul> <li>Open the desired store catalog:</li> <li>Click the store icon to leave iProcurement and open the store catalog.</li> <li>Add items to your cart in the store catalog, and checkout to return to iProcurement.</li> </ul>	Stores COW COW COW COW Sigma Aldrich Sigma Aldrich Sigma Aldrich Sigma Aldrich		



## iProcurement: Editing/Adding Requisition Lines

Update billing information on the Expiration Date 0 iProcurement Edit and \* Do scanned documents exist? Y 🔄 🤉 **Submit Requisition** \*\*Building reviation & Room/Suite Format Examples: screen: JT 404; AE 20, SHEL 220; MCLM 256; etc., Building List Lookup • Click the box next to the line you want Select Lines: Update Copy Delete Price Amount (USD) Need By Date to update. Details Description Quantity Unit Deliver-To Location Special Info Contract/Quote # Attachment Delete Centon OTM Basics 1080p Webcam, Black (OB-AKK) Fellowes? PlushTouch? Mouse Pad? & Wrist Rest Combination • Click Update. • 3 Each 39.98 USD 119.94 28-Nov-2023 00:01:00 Bham Main Campus ÷ Î For further details on how to update billing information, 27.15 28-Nov-2023 00:01:00 Bham Main Campus 9 Î • 3 Each 9.05 USD + Combination view the with Microban, **iProcurement** Black (9252001)□ training guides. Avery Matte

When you have made all necessary updates to the requisition:

- Click Save if you simply want to save changes.
- Click Submit if you ٠ are ready to submit the requisition for approval.
- Confirm successful submission by viewing Requisition Notifications & Approval Process.

