

The University of Alabama at Birmingham

iProcurement: Deleting a Requisition

| Mangate to the myUAB portal. Locate and click Oracle HR & | Adobe Sign AskIT Axiom |
|--|--|
| Finance. | ORACLE |
| Navigate to iProcurement : | Search Q = E-Business Suite |
| Click the 3-lined navigation button in | UAB Effort Report User ment |
| the top left of the Oracle homenage | UAB EN Document EntryApproval |
| From UAB FN | UAB GL End User Purchasing |
| Document | UAB OnBase FN Campus Access |
| Entry/Approval, choose Purchasing | UAB Report Viewer Personal Worklist Purchase Orders |
| then Requisitions , | UAB Report Viewer Administrator in Payment Request |
| and finally | UAB Self Service Applications and Electronic Distribut |
| iProcurement. | UAB Sunflower Custom Reports 📄 POUAB New Supp |
| The iProcurement Home | |
| page will appear: | |
| • Click the Requisitions | Shop Requisitions |
| ICON. | |
| View the All My | Requisitions Approvals |
| Requisitions list: | Requisitions |
| Locate the | Search |
| Requisition voli | |
| Requisition you would like to delete. | Views |
| would like to delete.Ensure the Status of | Views View All My Requisitions V Go |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete | Views View All My Requisitions Go Indicates requisition with a pending change request. |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions Go Indicates requisition with a pending change request. Select requisition: Copy To Cart Complete Select Requisition Description Total Quantity Qty Qty Open Creation Date Status Corder Supplier |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions Go Indicates requisition with a pending change request. Select requisition: Copy To Cart Complete Select Requisition Description Total Quantity Delivered Cancelled Quantity Creation Date Status Order Supplier UNIVERSITY UNIVERSITY UNIVERSITY |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions Colspan="6">Go Indicates requisition with a pending change request. Select requisition Complete Select requisition Description Total Quantity Open Creation Date Status Order Supplier 0 1529287 test po completion2 0.00 USD 1 0 0 1 01-Aug-2024 13:14:55 Incomplete Order Supplier |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions V Go Indicates requisition with a pending change request. Select requisition Copy To Cart Complete I ··· Select Requisition Description Total Quantity Open Creation Date V Status Order Supplier O 1529287 test po completion 2 0.00 USD 1 0 0 1 0.1 0.1 0.1 0.1 0.1 0.1 0.1 0.1 0.1 0.0 0.0 10 |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions Go Indicates requisition with a pending change request. Select requisition: Copy To Cart Complete G C |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions Go Indicates requisitions Copy To Cart Complete Indicates requisition Copy To Cart Complete Select Requisition Description Total Quantity Qty Qty Open Creation Date Status Order Supplier 0 1529287 test po 0.00 USD 1 0 1 01-Aug-2024 13:14:55 Incomplete SYSTABANANANANANANANANANANANANANANANANANANA |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions Go Indicates requisitions Go Indicates requisition with a pending change request. Select requisition Corp To Carl Complete Select Requisition Description Total Quantity Cty Open Creation Date Status Order Supplier 0 1529287 test po 0.00 USD 1 0 1 01-Aug-2024 13:14:55 Incomplete OF ALABAMA SYSTEM 0 1529287 test po 0.00 USD 1 0 1 02-Jul-2024 14:47:34 Incomplete PERKINELMER GENETICS 1 1529282 10mCl of Yitrium 90- Radionuclide 290.00 USD 10 0 10 29-Jul-2024 14:47:34 Incomplete PERKINELMER GENETICS |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions Co Indicates requisition with a pending change request. Select requisition Copy To Cart Complete Select Requisition Description Total Quantity Delivered Cancelled Quantity Status Order Supplier 1529287 test po 0.00 USD 1 0 1 01-Aug-2024 13:14:55 Incomplete SYSTEM 1529282 10mCl of Total Quantity 0 0 10 29-Jul-2024 14:47:34 Incomplete PERKINELMER GENETICS If the Status is In Process or Pre-Approved, the requisition must be rejected by an approver before it can be deleted by the requester. Use Document Locator to find approvers' contact information. |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View All My Requisitions GO Indicates requisitions GO Indicates requisition with a pending change request. Select Requisition Description Total Quantity Pelivered Cancelled Quantity Creation Date Status Order Supplier 0 1529287 test po completion2 0.00 USD 1 0 0 101-Aug-2024 13:14:55 Incomplete UNIVERSITY OF ALABAMA SYSTEM 0 1529287 test po completion2 0.00 USD 1 0 0 1029-Jul-2024 13:14:55 Incomplete PERKINELMER GENETICS 0 1529282 Yittium 90- Radionuclide 290.00 USD 10 0 10 29-Jul-2024 14:47:34 Incomplete PERKINELMER GENETICS |
| Requisition you would like to delete. Ensure the Status of the requisition is Incomplete. | Views View Al My Requisitions Go Indicates requisition with a pending change request. Select requisition Complete Image: Complete Cancelled Cuantity Delivered Cancelled Cuantity Delivered Cancelled Cuantity Delivered Cancelled Cuantity OF ALABAMA Select Requisition Description Total Quantity Delivered Cancelled Cuantity OF ALABAMA Order Supplier 1529287 test po completion2 0.00 USD 1 0 1 01-Aug-2024 13:14:55 Incomplete UNIVERSITY OF ALABAMA 1529282 test po completion2 0.00 USD 1 0 0 10:29-Jul-2024 13:14:55 Incomplete UNIVERSITY OF ALABAMA 1529282 test po completion2 0.00 USD 10 0 10:29-Jul-2024 13:14:55 Incomplete PERKINELMER GENETICS If the Status is In Processs or Pre-Approved, the requisition must be rejected by an approver before it can be deleted by the requester. Use Document Locator to find approvers' contact information. If the Status is Approved, it is now a purchase order. Purchase Orders cannot be deleted only Einally Closed Contact Purchasing if you need to have a purchase order |



The University of Alabama at Birmingham

iProcurement: Deleting a Requisition

| Open the requisition you want to delete: | Views | |
|---|---|--|
| Click the Requisition | View All My Requisitions Go Indicates requisition with a pending change request. | |
| number. | Select requisition: Copy To Cart Complete | |
| OR | Select Requisition Description Total Quantity Qty Delivered Qty Cancelled Qty | |
| • Click the Description . | 1529287 test po completion2 0.00 USD 1 0 0 | |
| | 0 15-182 10m2 of Yttrium 90-Ra 290.00 USD 10 0 0 | |
| The Requisition information will display: Click Delete . | Requisitions Notifications Approvals Requisitions: Requisitions > | |
| | Requisition 1529287 Delete Copy To Cart Complete | |
| You will receive a warning that deleting the requisition cannot be undone: | Warning Once the requisition is deleted, it cannot be undone. Do you still want to delete the requisition? | |
| Click Yes. | | |
| You will be directed back | Requisitions Approvals | |
| to the Requisitions | Requisitions | |
| You should no longer | Search | |
| see the requisition | View All My Requisitions V Go | |
| All My Requisitions. | Indicates requisition with a pending change request. | |
| | Select requisition: Copy To Cart Complete | |
| | Select Requisition Description Total Quantity Delivered Cancelled Quantity Creation Date Status Order Supplier | |
| | Image: 1529282 1umCl of Yttmum 90-Radionuclide 290.00 USD 10 0 10 29-Jul-2024 14:47:34 Incomplete PERKINELMER GENETICS | |
| | | |