Follow the steps to Retrieve a Requisition (if needed).

From the **Shopping Cart:** • Complete the required fields [*] under **Additional Header Information.** • Use the **Building List Lookup** to determine the correct **Building Abbreviation.**	**Shopping Cart** * **Description** Sample Requisition **Need By Date** 02-Aug-2025 00:01:00 * **Deliver-To Location** Bham Main Campus **Additional Header Information** * **Order Method** Print Print * **Deliver To Name** Recipient's Name * *Building Abbreviation & Room/Suite* AB 520 — *This field must be formatted as follows: BLDG Code *space* RM/Suite* * **Requester's Phone #** 205-555-5555 * **Requester's Email** RequesterEmail@uab.edu * **Department Name** Your Dept **Expiration Date** * **Do scanned documents exist?** N No ****Building Abbreviation & Room/Suite Format Examples:** JT 404; AB 520, SHEL 220; MCLM 256; etc.. **Building List Lookup**
Click **Show Delivery and Billing.**	▶ **Show Delivery and Billing**
Enter your account information under **Billing**: • Entering **Grant (GA) Accounts.** • Entering **General Ledger (GL) Accounts**. • Entering **Split Distributions.**	◢ Hide Delivery and Billing **Delivery** * **Requester** [redacted] **Hazard Class** **Billing** **Project** 34... **Task** 01.01 **Award** 20... **Expenditure Type** 8201099 SUPP-OTHER OFF **Expenditure Organization** 10 **Expenditure Item Date** 01-Aug-2024 **Charge Account** 910... **GL Date** 01-Aug-2024
For Non-Catalog Requests only, if the order contains a **Quote:** • Type quote number (i.e. Q or Quote# 12345) in **Contract/ Quote #** column. • **Upload** a copy of the Quote in OnBase.	See table below

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Contract/Quote #	Delete
1	Whatchamacallit	Each	2	75.39 USD	150.78	TEST EQUIPMENT DEPOT	P-MELROSE	Quote# 12345	🗑
2	Other item	Each	23	10 USD	230.00	TEST EQUIPMENT DEPOT	P-MELROSE		🗑
				Total	380.78				

Review your item information and make changes as needed.

- Click **Save.**

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Contract/Quote #	Delete
1	Fellowes?PlushTouch?Mouse Pad?& Wrist Rest Combination with Microban, Black (9252001)☐	Each	5	10.02 USD	50.10	STAPLES	A-ATLANTA		🗑
2	Logitech MK550 Wireless Desktop Wave Keyboard and Mouse Combo, Black (920-002555)	Each	1	74.98 USD	74.98	STAPLES	A-ATLANTA		🗑
3	Fellowes PlushTouch Wrist Rest with Microban, Black (9252101)	Each	1	12.1 USD	12.10	STAPLES	A-ATLANTA		🗑
				Total	137.18				

Continue Shopping   Edit   Save   Submit

You will receive a **Confirmation.**

- Click **Continue with Checkout.**

Requisitions   Notifications   Approvals

Confirmation

Requisition 1529286 has been saved.

You can continue to checkout, or create a new shopping cart. Creating a new cart will store current requisition. Any manually added approver will be moved to the end of the default approval chain. Incomplete requisitions can be accessed from requisitions page and completed later.

New Cart   Continue with Checkout

From the Edit and Submit Requisition screen:

- Click **Submit.**

Requisitions   Notifications   Approvals

Edit and Submit Requisition 1529286   Check Funds   Refresh   Save   Printable Page   Submit

* Indicates required field

You will receive a confirmation:

- Click **Continue Shopping**.
- Confirm successful submission by viewing **Requisition Notifications & Approval Process**.

Confirmation

Requisition 1529286 has been submitted.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

Continue Shopping