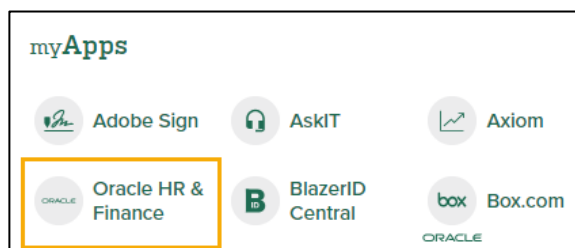


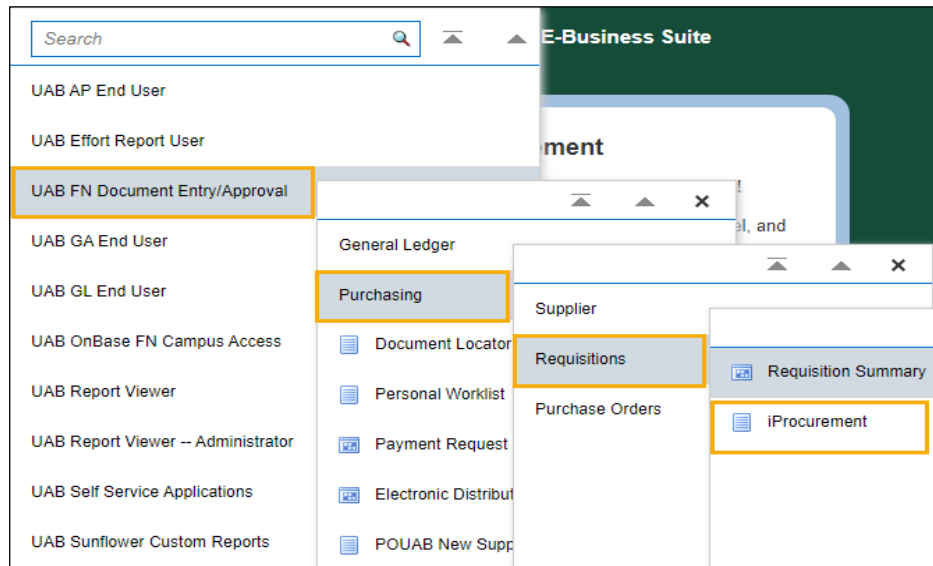
Log in to **Oracle HR & Finance**:

- Navigate to the [myUAB portal](#).
- Locate and click **Oracle HR & Finance**.



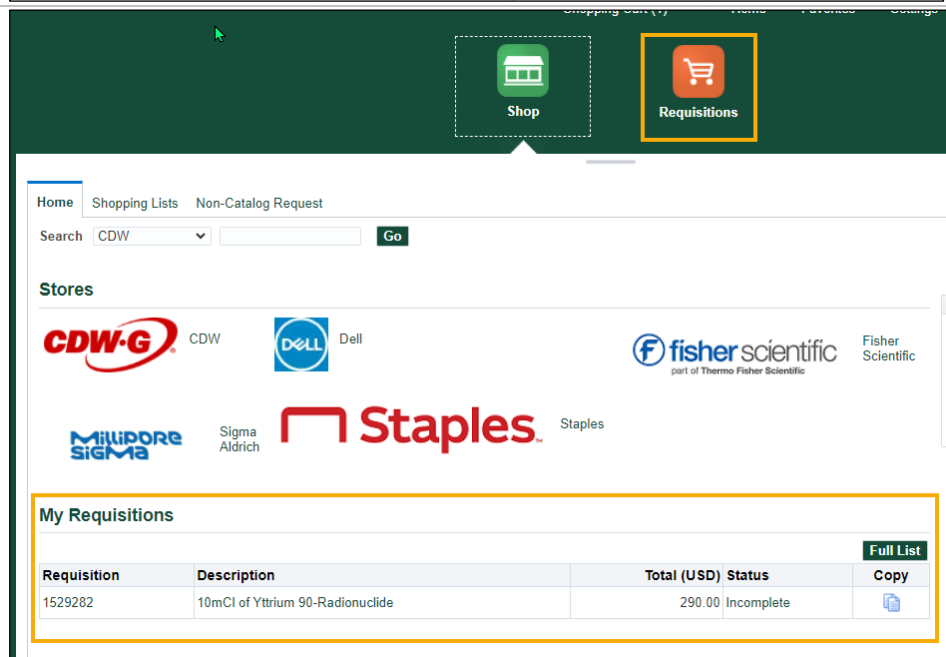
Navigate to **iProcurement**

- 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 **iProcurement**.



Retrieve the desired requisition.

- Refer to the [iProcurement: Retrieve a Requisition guide](#) if necessary.



Edit Requisition Lines

On the Edit and Submit Requisition screen:

- Edit the item **Description**, **Quantity**, and/or **Price** from this screen.
- For items purchased from **vendor catalogs** (Staples, Dell, Fisher Scientific, CDW, and Millipore Sigma) – only Quantity can be edited on this screen.

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"/>	10mCi of Yttrium 90-Radionuclide	10	Each	29 USD	290.00	30-Jul-2025 00:01:00	Bham Main Campus	RAD		+
Total					290.00					

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**.

Select Lines: Update Copy Delete										
<input checked="" type="checkbox"/> Details	Description	Quantity	Unit	Price	Amount (USD)					
<input checked="" type="checkbox"/>	10mCi of Yttrium 90-Radionuclide	10	Each	29 USD	290.00					
Total					290.00					

The **Requisition Information: Update Selected line** screen will appear:

- Make any necessary changes to the open fields.

Item

Description

10mCi of Yttrium 90-Radionuclide

Category

Radioactive Material

Quantity

10

Unit of Measure

Each

Unit Price

29

Amount

290.00

Currency

USD

Supplier

Supplier

PERKINELMER GENETICS

Site

P-ATLANTA

Contact Name

Phone

Fax

Email

Supplier Item

Manufacturer

Manufacturer Part Number

Notes

Note To Buyer

Note To Supplier

Billing

Line

UAB_AKF

GL Date

02-Aug-2024

Project

Task

Award

Expenditure Type

Expenditure Organization

TIP

Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Scroll to the right and click **Apply**.

Quantity	Amount (USD)	Additional.Reference	Delete
10	290.00		
10	290.00		

Cancel

Apply

Repeat the above steps to edit any additional lines in this requisition. When you have made all changes:


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

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



Add Requisition Lines for Non-Catalog Items

To add lines to an existing **non-catalog requisition** manually:

- Retrieve the desired requisition.
- Click the **Shop** tab.


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[iProcurement](#)
[Shopping Cart \(1\)](#)
[Home](#)
[Favorites](#)
[Settings](#)

[Shop](#)
[Requisitions](#)

[Edit and Submit Requisition 1448886](#)
[Check Funds](#)
[Refresh](#)

* Indicates required field

Total	375.00 USD
* Description	Thingamabob 2.0

Additional Information

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

Shop

Home Shopping Lists Non-Catalog Request

Search Main Store Go Advanced Search

Complete all **required** fields for the new item.

Non-Catalog Request

* Indicates required field

* Item Type

Goods. I can provide description, item price and quantity ▾

* Item Description

Other Item

* Category

Office Supplies

* Quantity

23

* Unit of Measure

Each

* Unit Price

10

* Currency

USD ▾

Clear All

Add to Favorites

Add to Cart and New

Add to Cart and Next

Supplier Name

TEST EQUIPMENT DEPOT

Site

P-MELROSE

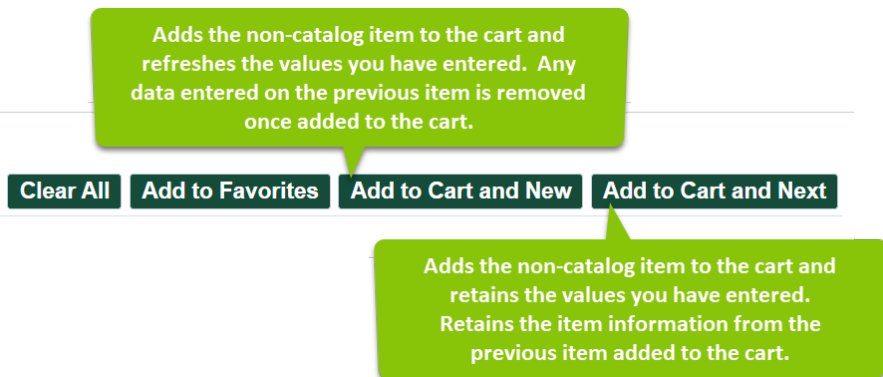
Phone

555-555-5555

Supplier Item

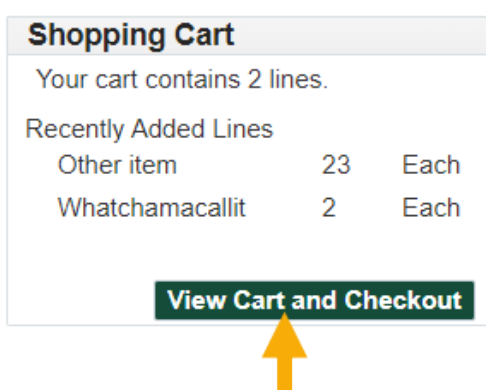
Add the new line to your existing requisition's shopping cart:

- Click **Add to Cart** and New or **Add to Cart and Next**.
- Repeat these steps to manually add other lines as needed.



To update billing information for the new line(s):

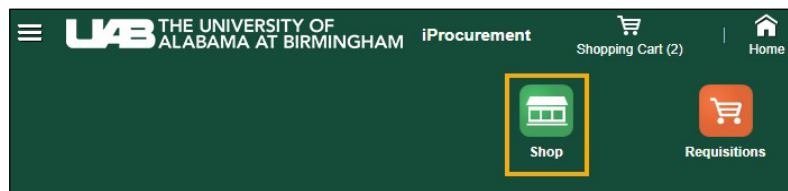
- Click **View Cart and Checkout**.
- Use the [iProcurement Shopping Cart Checkout guide](#) for further instructions.



Add Requisition Lines for Punchout Store Orders

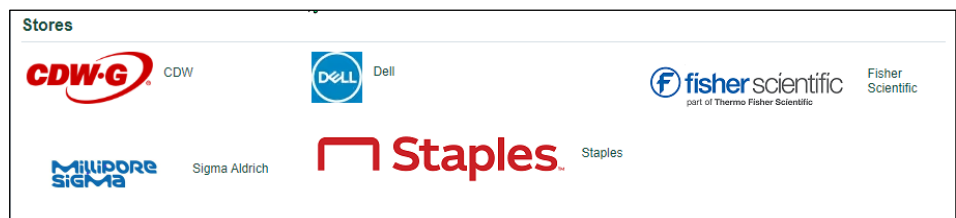
To add lines to an existing requisition for a **Punchout Store** (Fisher Scientific, Staples, Dell, CDW, and Millipore Sigma):

- Click on the **Shop** tab.



Open the desired store catalog:

- Click the store icon to leave iProcurement and open the store catalog.
- [Add items to your cart](#) in the store catalog, and checkout to return to iProcurement.



Update billing information on the iProcurement **Edit and Submit Requisition** screen:

- Click the box next to the line you want to update.
- Click **Update**.
- For further details on how to update billing information, [view the iProcurement training guides](#).

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete
<input type="checkbox"/>	Canton 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? PlushTouch? 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			+	

When you have made all necessary updates to the requisition:

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

Check Funds
Refresh
Save
Printable Page
Submit