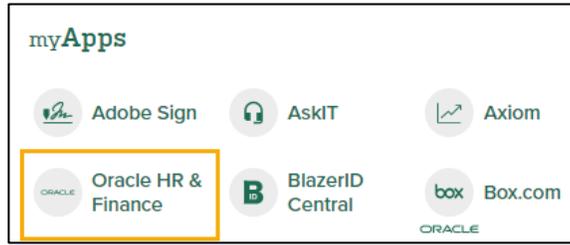


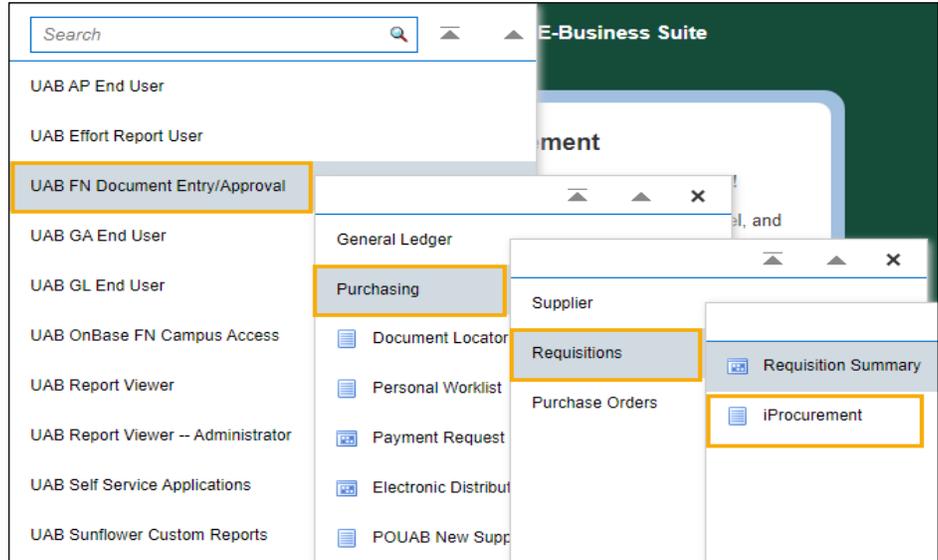
Log in to **Oracle HR & Finance**:

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



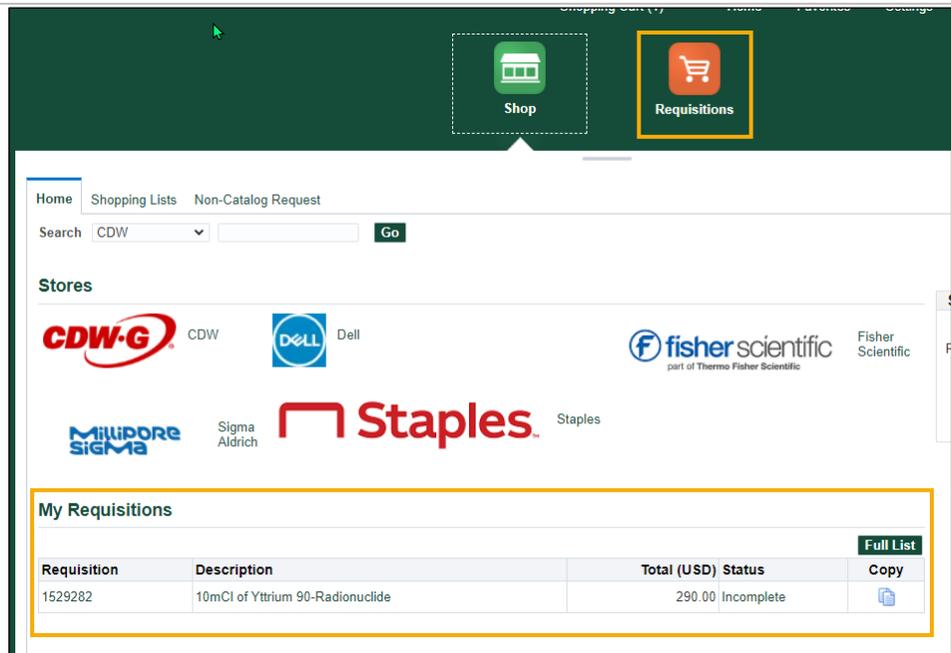
Navigate to **iProcurement**

- 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.





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

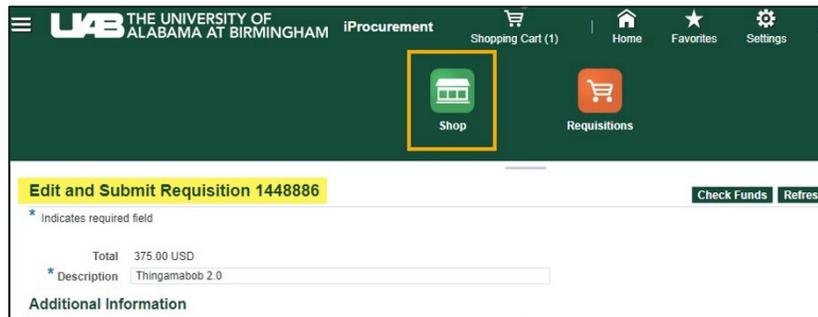
- Click **Save** if you simply want to save changes.
- Click **Submit** if you are ready to submit the requisition for approval.
- Confirm successful submission by viewing [Requisition Notifications & Approval Process](#).



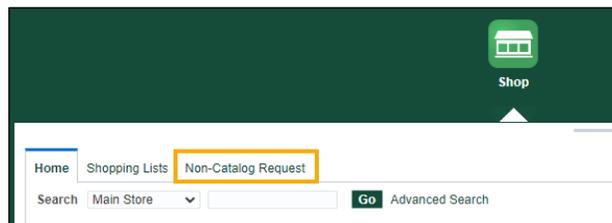
**Add Requisition Lines for Non-Catalog Items**

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

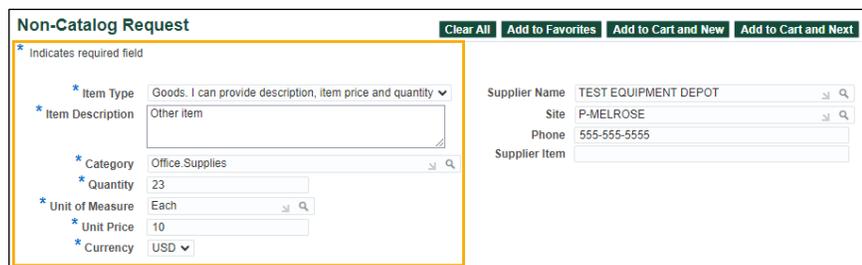
- [Retrieve the desired requisition](#).
- Click the **Shop** tab.



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



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

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.



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.

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

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

**Shopping Cart**

Your cart contains 2 lines.

Recently Added Lines

Other item	23	Each
Whatchamacallit	2	Each

**View Cart and Checkout**



**Add Requisition Lines for Punchout Store Orders**

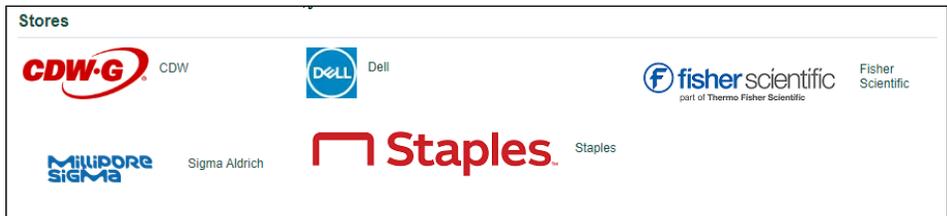
To add lines to an existing requisition for a **Punchout Store** (Fisher Scientific, Staples, Dell, CDW, and Millipore Sigma):

- 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](#).

Expiration Date

\* Do scanned documents exist?  Yes

\*\*Building Abbreviation & Room/Suite Format Examples:  
JT 404; AE 20; 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"/>		Faloves? FlushTouch? 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			+	🗑️
		Avery Matte Clear										

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](#).

