

The University of Alabama at Birmingham

## iProcurement: Copying a Requisition

Log in to Oracle HR & Finance: Navigate to the <u>myUAB portal.</u> Locate and click Oracle HR & Finance.	myApps Adobe Sign AskIT Axiom Oracle HR & BlazerID Central DRACLE
<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, then Requisitions, and finally iProcurement.</li> </ul>	Search       Image: Constraint of the second s
<ul> <li>Locate the Requisition:</li> <li>Find in the My Requisitions list OR</li> <li>Click the Requisitions tab.</li> <li>In My Requisitions list:</li> <li>Click Copy icon next to the requisition you</li> </ul>	Wy Requisitions       Image: Control of the source of the so
<ul> <li>OR</li> <li>OR</li> <li>Click the radio button next to the requisition</li> </ul>	Select requisition:       Copy To Carl       Complete       + • • •         Select Requisition       Description         1392467       Sample Item #123

• Click Copy To Cart.

you want to copy.



The University of Alabama at Birmingham

## iProcurement: Copying a Requisition

ou will be routed to the						<b>↓</b>		
lit and Submit	Edit and Submit Requisition	1 1529290			Check F	unds Refresh <u>S</u> ave Pri	ntable Page Sub	o <u>m</u> it
equisition screen.	* Indicates required field							
NASIAN SHOWNERS IF	Total 2290.51 USD							
Ivlake changes if	* Description Sample Requisition							
needed.	Additional Information							
Click Save	* Order Met	nod Print 🔄 Q						
Click Save.	* Deliver To Name Recipient's Name							
	* *Building Abbreviation & Room/S	**Building Abbreviation & Room/Suite AB 520						
	* Requester's Phor * Requester's Fu	* Requester's Phone # 205-555-5555						
	* Department Nr	ime Your Dept						
	Expiration D	late 🕼						
	* Do scanned documents exit	Ist? N _ Q						
	**Building Abbreviation & Room/Suite							
	Format Examples: IT 404- AB 520, SHEL 220- MCLM 256-							
	etc Building List Lookup							
	Select Lines: Update Copy Delete		Amount			Constal		
	Details Description	Quantity Unit	Price (USD)	Need By Date	Deliver-To Location	Info Contract/Quote #	Attachment De	elet
	Whatchamacallit	2 Each 7	5.39 USD 150.78	02-Aug-2025 00:01:00	Bham Main Campus 🖉 🍳	Quote# 12345	+ t	Î
	Other item	22 5-14	40 1100 000 07		Dhan Main Ormana a			
	Confirmation							-
Confirmation will	Commation							
noor	Requisition 1529280	hae hoon eavod						
		ius been saveu.	5					
ipear.		lus been saveu						
Click New Cart to	You can continue to ch	ackout or croate	a now she	opping cart (	tracting a new (	cart will store our	ront	
Click <b>New Cart</b> to	You can continue to ch	eckout, or create	a new sho	opping cart. C	creating a new	cart will store cur	rent	ate
Click <b>New Cart</b> to empty your shopping	You can continue to ch requisition. Any manua	eckout, or create lly added approv	a new sho er will be n	opping cart. C noved to the	creating a new end of the defa	cart will store cur ult approval chair	rent 1. Incomple	əte
Click <b>New Cart</b> to empty your shopping cart	You can continue to ch requisition. Any manua requisitions can be acc	eckout, or create Ily added approv essed from requi	a new sho er will be n isitions pag	opping cart. C noved to the ge and compl	Creating a new end of the defa leted later.	cart will store cur ult approval chair	rent 1. Incomple	əte
Click <b>New Cart</b> to empty your shopping cart	You can continue to ch requisition. Any manua requisitions can be acc	eckout, or create Ily added approv essed from requi	a new sho er will be n isitions pag	opping cart. C noved to the ge and compl	Creating a new end of the defa eted later.	cart will store cur ult approval chair	rent 1. Incomple	ete
Click <b>New Cart</b> to empty your shopping cart OR	You can continue to ch requisition. Any manua requisitions can be acc New Cart Contin	eckout, or create Ily added approv essed from requi	a new sho er will be n isitions pa <u>c</u> ut	opping cart. C noved to the ge and compl	Creating a new end of the defa eted later.	cart will store cur ult approval chair	rent 1. Incomple	ete
Click <b>New Cart</b> to empty your shopping cart OR	You can continue to ch requisition. Any manua requisitions can be acc New Cart Contin	eckout, or create Ily added approv essed from requi	a new sho er will be n isitions pa <u>o</u> put	opping cart. C noved to the ge and compl	Creating a new end of the defa eted later.	cart will store cur ult approval chair	rent n. Incomple	ete
Click <b>New Cart</b> to empty your shopping cart OR Click <b>Continue with</b>	You can continue to ch requisition. Any manua requisitions can be acc New Cart Contin	eckout, or create Ily added approv essed from requ	a new sho er will be n isitions pag put	opping cart. C noved to the ge and compl	Creating a new end of the defa eted later.	cart will store cur ult approval chair	rent 1. Incomple	ete
Click <b>New Cart</b> to empty your shopping cart OR Click <b>Continue with</b>	You can continue to ch requisition. Any manua requisitions can be acc New Cart Contin	eckout, or create lly added approv essed from requ nue with Checko	a new sho er will be n isitions pa <u>o</u> vut	opping cart. C noved to the Je and compi	Creating a new end of the defa eted later.	cart will store cur ult approval chair	rent 1. Incomple	ete
Click <b>New Cart</b> to empty your shopping cart OR Click <b>Continue with</b> <b>Checkout</b> to proceed	You can continue to ch requisition. Any manua requisitions can be acc New Cart Contin	eckout, or create lly added approv essed from requ nue with Checko	a new sho er will be n isitions pa <u>o</u> vut	opping cart. C noved to the ge and compl	Creating a new end of the defa eted later.	cart will store cur ult approval chair	rent n. Incomple	ete
Click <b>New Cart</b> to empty your shopping cart OR Click <b>Continue with</b> <b>Checkout</b> to proceed with checkout for this	You can continue to ch requisition. Any manua requisitions can be acc New Cart Contin	eckout, or create lly added approv essed from requ tue with Checko	a new sho er will be n isitions pag put	opping cart. C noved to the ge and compl	Creating a new end of the defa eted later.	cart will store cur ult approval chair	rent 1. Incomple	ete
Click <b>New Cart</b> to empty your shopping cart OR Click <b>Continue with</b> <b>Checkout</b> to proceed with checkout for this requisition	You can continue to ch requisition. Any manua requisitions can be acc New Cart Contin	eckout, or create Ily added approv essed from requ	a new sho er will be n isitions pag put	opping cart. C noved to the ge and compi	Creating a new o end of the defa eted later.	cart will store cur ult approval chair	rent 1. Incomple	ete