UAB FINANCIAL AFFAIRS
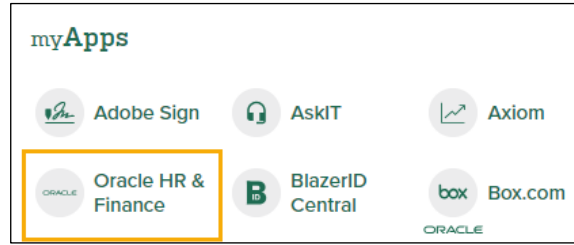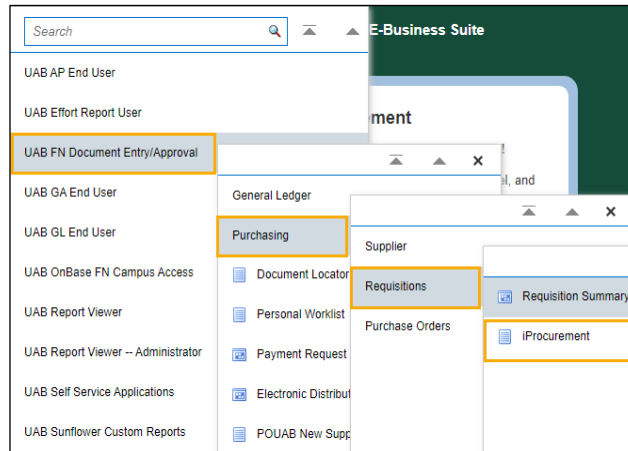The University of Alabama at Birmingham

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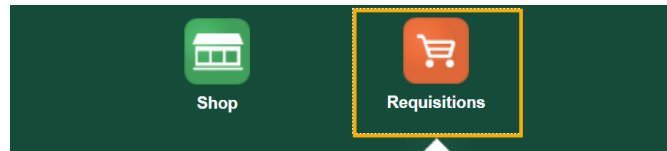- Locate and click **Oracle HR & Finance.**

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 **Requisitions**, and finally **iProcurement.**
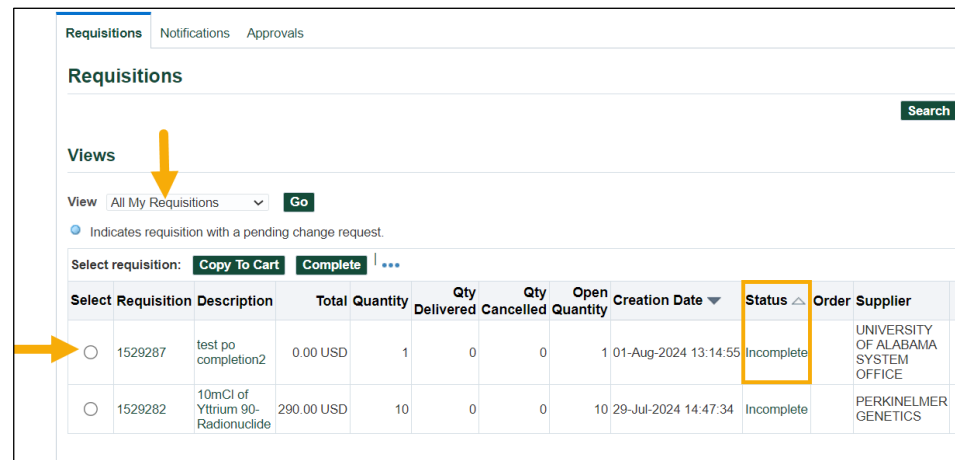
The iProcurement Home page will appear:
- Click the **Requisitions** icon.

View the **All My Requisitions** list:
- Locate the Requisition you would like to delete.
- Ensure the Status of the requisition is **Incomplete.**

If the Status is <u>In Process</u> or <u>Pre-Approved</u>, 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 Finally Closed. [Contact Purchasing](#) if you need to have a purchase order Finally Closed.

Open the requisition you want to delete:

- Click the **Requisition number.**

  OR

- Click the **Description.**

The Requisition information will display:

- Click **Delete**.

You will receive a warning that deleting the requisition cannot be undone:

- Click **Yes**.

You will be directed back to the **Requisitions** screen:

- You should no longer see the requisition **All My Requisitions**.