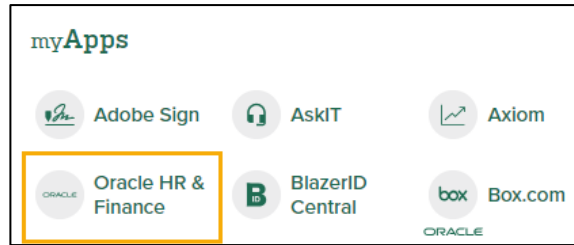


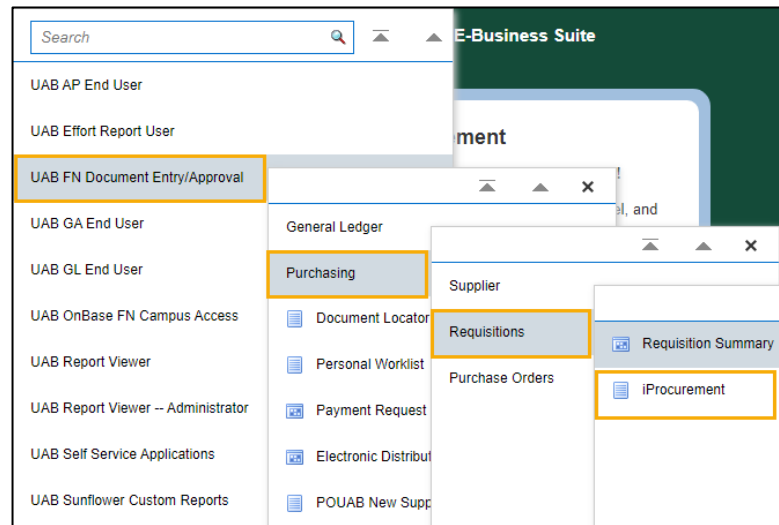
Log in to **Oracle HR & Finance**:

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



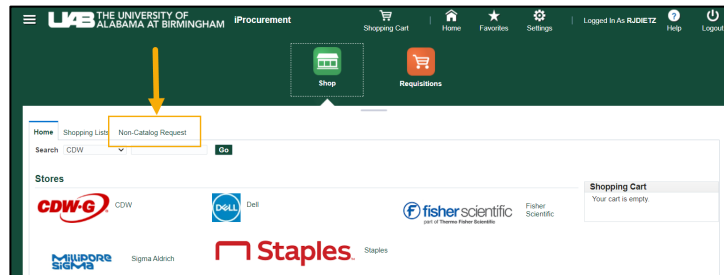
Navigate to **iProcurement**:

- 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**.



In the iProcurement **Shop** tab:

- Click **Non-Catalog Request**.



Enter the **line-item information**:

- Required fields are identified with an * asterisk.

Enter the **Supplier Name** and **Site**:

- Begin typing the **Supplier Name** in the box.
- A dropdown menu will appear.
- Select the desired **Supplier** from the list.

Supplier	Site	Unique Entity Identifier	Tax Reg Num	TIN	Contact	Phone
BUSINESS COLORS LLC	A-ALABASTER			825421822		
BUSINESS EXPERT PRESS LLC	A-NEW YORK			950873108		
BUSINESS INTERIORS INC	A-BIRMINGHAM			630943005		
BUSINESS SYSTEMS & CONSULTANTS INC	A-BIRMINGHAM			630709118	INFO	
BUSINESS SYSTEMS & CONSULTANTS INC	A-BIRMINGHAM-01			630709118		

The system will automatically populate the **Site** field.

Supplier Name: BUSINESS EXPERT PRESS

Site: A-NEW YORK

Phone:

Supplier Item:

Add item to cart using one of these options:

- Click **Add to Cart and New**.
- OR
- Click **Add to Cart and Next**.

Clear All Add to Favorites Add to Cart and New Add to Cart and Next

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.

When you have finished adding items for this order:

- Click **View Cart and Checkout**.

Add to Cart

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

Sample item #5689	35	Each
Sample item #1432	120	Each

View Cart and Checkout

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
 Deliver To Name: Recipient's Name
 * Building Abbreviation & Room/Suite: AB 520
 * Requester's Phone #: 205-555-5555
 * Requester's Email: RequesterEmail@uab.edu
 * Department Name: Your Dept
 Expiration Date:
 * Do scanned documents exist?: N

This field must be formatted as follows:
 BLDG Code *space* RM/Suite

**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:
 Hazard Class:

Billing

Project: 340000
 Task: 01.01
 Award: 20240000
 Expenditure Type: 8201099 SUPP-OTHER OFE
 Expenditure Organization: 10
 Expenditure Item Date: 01-Aug-2024
 Charge Account: 91061001 0000-0401004100 3114000000 0000 8201099
 GL Date: 01-Aug-2024

If the order contains a **Quote**:

- Type quote number (i.e. Q or Quote# 12345) in **Item Description** column.
- Upload a copy of the quote [in OnBase](#).

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Contract/Quote #
1	Whatchamacallit Quote# 12345	Each	2	75.39 USD				
2	Other item	Each	23	10 USD				
Total								

The Contract/Quote # column is for Purchasing use only.
Data entered here will not print on the PO.

Review your item information and make any further changes as needed.

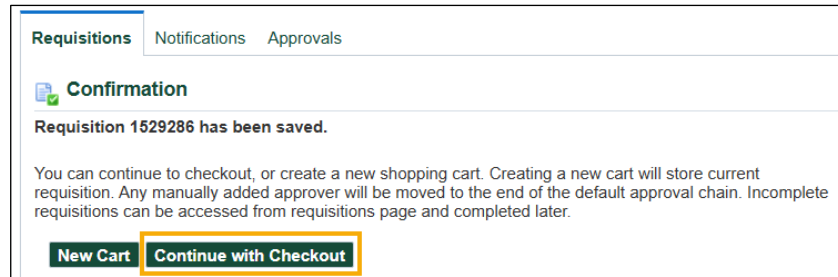
- Click **Save**.

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

[Continue Shopping](#) [Edit](#) [Save](#) [Submit](#)

You will receive a **Confirmation:**

- Click **Continue with Checkout.**



From the **Edit and Submit Requisition** screen:

- Click **Submit.**



You will receive a confirmation:

- Click **Continue Shopping.**
- Confirm successful submission by viewing [Requisition Notifications & Approval Process.](#)

