

The University of Alabama at Birmingham iProcurement: Creating a PO Requisition, Non-Catalog Request

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 & Finance BlazerID Central Box.com ORACLE
<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
<ul> <li>In the iProcurement Shop tab:</li> <li>Click Non-Catalog Request.</li> </ul>	COV     COV     COV     Code     C
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From the Shopping Cart:	Shopping Cart				
<ul> <li>Complete the required fields [*] under</li> </ul>	* Description         Sample Requisition           Need By Date         02-Aug-2025 00:01:00				
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Information.	Additional Header Information				
<ul> <li>Use the Building List Lookup to determine the correct Building Abbreviation.</li> </ul>	* Order Method Print * Deliver To Name * Building Abbreviation & Room/Suite * Requester's Phone # 205-555-5555 * Requester's Phone # 205-555-5555 * Requester's Phone # 205-555-5555 * Requester's Email * Department Name Your Dept Expiration Date * Do scanned documents exist? N SO *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				
<ul> <li>Enter your account information under Billing:</li> <li>Entering Grant (GA) <u>Accounts</u></li> <li>Entering General <u>Ledger (GL)</u> Accounts</li> <li>Entering Split <u>Distributions</u></li> </ul>	Hide Delivery and Billing   Delivery   * Requester   Hazard Class     Award   2022165   2022165   2022165   2022165   2022165   2022165   2022165   2022165   2022165 <t< td=""></t<>				
If the order contains a Quote: • Type quote number (i.e. Q or Quote# 12345) in Item Description column. • Upload a copy of the guote in OnBase	Line     Item Description     Unit     Quantity     Price     Amount (USD)     Supplier     Supplier     Supplier       1     Whatchamacallin Quote#12345     Each     2     75.39     USD     The Contract/Quote # column is for Purchasing use only.     The Contract/Quote # column is for Purchasing use only.       2     Other item     Each     23     10     USD     Data entered here will not print on the PO.				
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<b>Review</b> your item information and make any further changes as needed.	Line         Item Description         Unit         Quantity         Price         Amount (USD)         Supplier         Supplier         Contract/Quote #         Delete           1         Whatchamacallit Quote# 12345         Each         2         75.39         USD         150.78         TEST EQUIPMENT P- DEPOT         MEL ROSE         Image: Contract/Quote #         Image: Contract/Quot				
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You will receive a Confirmation:	Requisitions Approvals
Click Continue with Checkout.	Confirmation Requisition 1529286 has been saved. You can continue to checkout, or create a new shopping cart. Creating a new cart will store current requisition. Any manually added approver will be moved to the end of the default approval chain. Incomplete requisitions can be accessed from requisitions page and completed later. New Cart Continue with Checkout
From the <b>Edit and Submit</b> <b>Requisition</b> screen: • Click <b>Submit.</b>	Requisitions         Notifications         Approvals           Edit and Submit Requisition 1529286         Check Funds         Refresh         Save         Printable Page         Submit           * Indicates required field         Save         Printable Page         Submit
<ul> <li>You will receive a confirmation:</li> <li>Click Continue Shopping.</li> <li>Confirm successful submission by viewing Requisition Notifications &amp; Approval Process.</li> </ul>	Confirmation Requisition 1529286 has been submitted. To check on this requisition's status, click on the Requisitions tab or look in My Requisitions on the Shop page. Continue Shopping