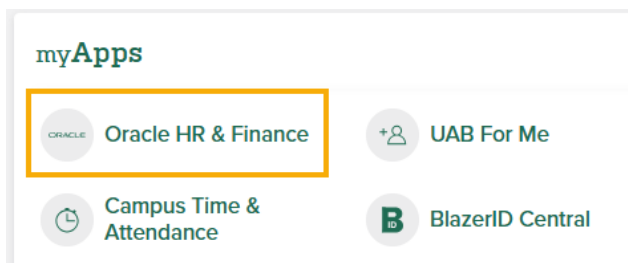


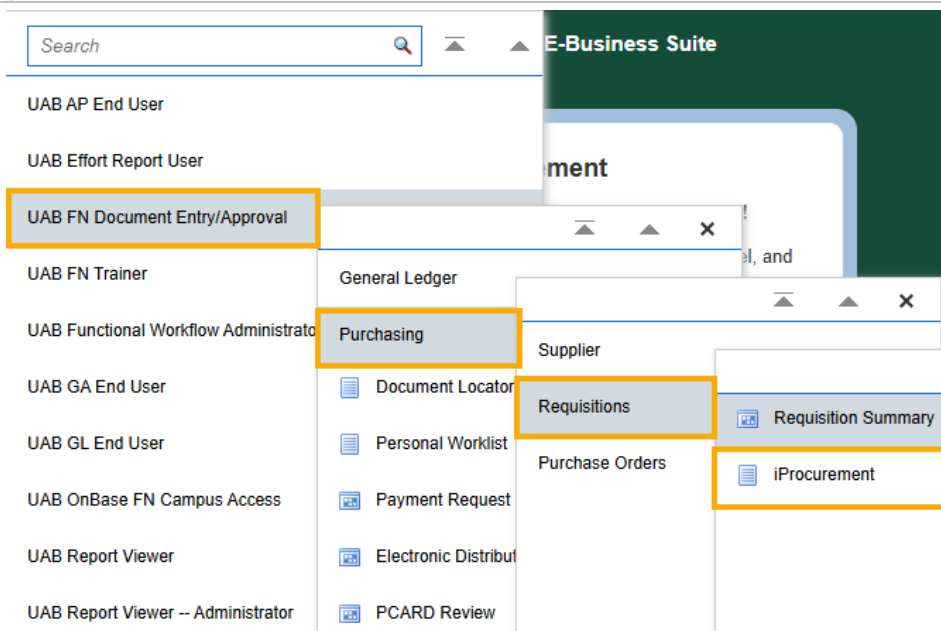
Login to Oracle HR & Finance

- Navigate to my.uab.edu
- Locate and click **Oracle HR & Finance**

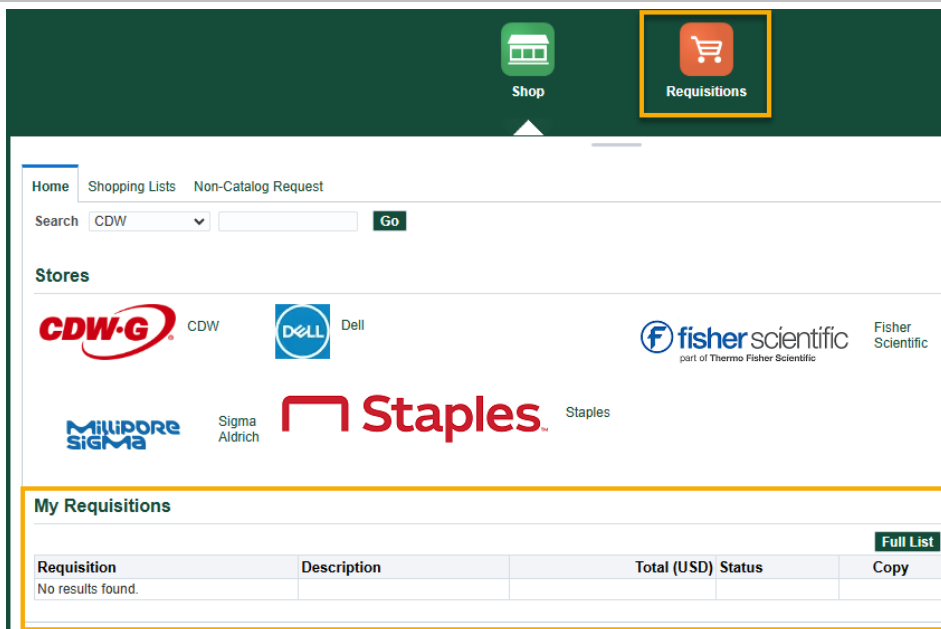


Navigate to iProcurement

- Click the **3-lined navigator** in the top left of the Oracle home screen
- Choose **UAB FN Document Entry/Approval**
- Select **Purchasing**
- Select **Requisitions**
- Click **iProcurement**



From **My Requisitions**, or using the **Requisitions** button, locate the requisition you wish to open.



Click either the **Requisition Number** or the **Description**.

Requisition	Description
1529290	Sample Requisition

Click **Complete** in the top right corner.

Requisitions Notifications Approvals

Requisitions: Requisitions >

Requisition 1529285 Delete Copy To Cart **Complete**

OnBase

Supplier Num	169082	Status	Incomplete
Supplier	STAPLES	Change History	No
Description	Wrist Rest Combination with Microban, Black (9252001)	Attachment	None
Created By	Bates, Courtney	Note to Buyer	
Creation Date	01-Aug-2024 08:54:37		
Deliver-To	Bham Main Campus Birmingham, Alabama, AL, 35294		
Justification			

You will be routed to the **Edit and Submit Requisition** screen to [continue the checkout process](#).

Edit and Submit Requisition 1529290 Check Funds Refresh Save Printable Page Submit

* Indicates required field

Total 2290.51 USD

* Description Sample Requisition

Additional 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

**Building Abbreviation & Room/Suite
Format Examples:
JT 404; AB 520; SHEL 220; MCLM 256;
etc... Building List Lookup

Select Lines: Update Copy Delete

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete	
<input type="checkbox"/>	Whatchamacallit	2	Each	75.39 USD	150.78	02-Aug-2025 00:01:00	Bham Main Campus		Quote# 12345			
<input type="checkbox"/>	Other item	23	Each	10 USD	230.00	02-Aug-2025 00:01:00	Bham Main Campus					