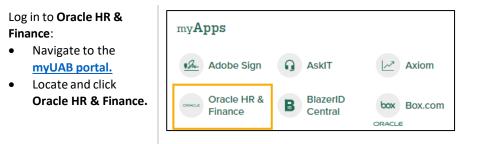
Please Note: Ordering Controlled Substances, including Radioactive Materials and Pharmaceuticals, with a UAB P-Card is prohibited.



| Navigate to <b>iProcurement</b> :                      | Search                          | ۹ 🛋 🖌                             | E-Business Suite | e                   |  |  |
|--|---------------------------------|-----------------------------------|------------------|---------------------|--|--|
| Click the <b>3-lined navigation button</b> in          | UAB AP End User                 | ]                                 |                  |                     |  |  |
| the top left of the                                    | UAB Effort Report User          |                                   | ment             |                     |  |  |
| <ul><li>Oracle homepage.</li><li>From UAB FN</li></ul> | UAB FN Document Entry/Approval  |                                   | <b>— • &gt;</b>  | <                   |  |  |
| Document   | UAB GA End User                 | General Ledger                    |                  | and                 |  |  |
| Entry/Approval,<br>choose Purchasing,                  | UAB GL End User                 | B GL End User Purchasing Supplier |                  |                     |  |  |
| then <b>Requisitions</b> , and                         | UAB OnBase FN Campus Access     | Document Locator                  | Requisitions     | Requisition Summary |  |  |
| finally iProcurement.                                  | UAB Report Viewer               | Personal Worklist                 | Purchase Orders  | iProcurement        |  |  |
|  | UAB Report Viewer Administrator | Payment Request                   |                  |                     |  |  |
|  | UAB Self Service Applications   | Electronic Distribut              | t                |                     |  |  |
|  | UAB Sunflower Custom Reports    | POUAB New Supp                    |                  |                     |  |  |
|  | L                               |                                   |                  |                     |  |  |

| In the iProcurement Shop |   | Image: block intermed block inter | Logged in As RJDIETZ ? U<br>Help Logout |
|--------------------------|---|--|---|
| tab,                     |   |  |   |
| Click Non-Catalog        | Shop                                      | Requisitions   |   |
| Request.                 | Home Shopping List Non-Catalog Request    |  |   |
|                          | Stores                                    |  | Shopping Cart<br>Your cart is empty.    |
|                          |   | Fisher Scientific Fisher Scientific  | rou car is emply.                       |
|                          |   | Staples  |   |
|                          | My Requisitions                           |  |   |
|                          | Requisition Description No results found. | Full List<br>Total (USD) Status Copy   |   |



| Enter the line-item<br>information.<br>• Required fields are  | Home Shopping Lists                           | Non-Catalog Request   |
|---|---|---|
| identified with an<br>* asterisk.   | Non-Catalog R                                 | equest ci   |
| <ul> <li>In Item Description,<br/>enter a brief<br/>description.</li> </ul>   | * Indicates required fiel                     |   |
| <ul> <li>In Category, enter<br/>Radioactive.Material.</li> <li>In Quantity, enter the</li> </ul>  | * Item Type<br>* Item Description             |   |
| <ul> <li>number of items to order.</li> <li>Enter the Unit of Measure.</li> </ul>   | * Category<br>* Quantity<br>* Unit of Measure | 10  |
| <ul> <li>Enter the Unit Price.</li> </ul>   | * Unit Price<br>* Currency                    | 29  |
| <ul> <li>Enter the Supplier Name<br/>and Site:</li> <li>Begin typing the<br/>Supplier Name in the<br/>box.</li> <li>A dropdown menu<br/>will appear.</li> <li>Select the desired<br/>Supplier from the<br/>list.</li> </ul> | Supplier Item                                 | Site       Unique Entity Identifier       Tax Reg Num       TIN         ER GENETICS       P-ATLANTA       251645         ER GENETICS       P-PITTSBURG       251645 |
| The system will<br>automatically populate the<br><b>Site</b> field.<br>• The Phone and<br>Supplier Item can<br>remain blank if not<br>populated by the<br>system.   |   | PERKINELMER GENETICS  |



| <ul> <li>Add item to cart using one of these options:</li> <li>Click Add to Cart and New.</li> <li>OR</li> <li>Click Add to Cart and Next.</li> </ul>   | Adds the non-catalog item to the cart and<br>refreshes the values you have entered. Any<br>data entered on the previous item is removed<br>once added to the cart.<br>Clear All Add to Favorites Add to Cart and New Add to Cart and Next<br>Adds the non-catalog item to the cart and<br>retains the values you have entered.<br>Retains the item information from the<br>previous item added to the cart.  |
|---|--|
| <ul> <li>On the Special Information screen:</li> <li>Enter Licensee Name.</li> <li>Enter Licensee Number.</li> <li>Enter Shipping Information.</li> <li>Enter Quantity on Hand.</li> <li>Click Continue.</li> </ul> | Home       Shopping Lists       Non-Catalog Request         Special Information       Continue         * Indicates required field       Selected Line         Your selection requires special information.       Price Amount (USD) Supplier         Description       Unit         Quantity       Price Amount (USD) Supplier         10mCl of Yttrium 90-Radionuclide       Each         10       29 USD       290.00         PERKINELMER GENET CS       Hiring Requirements         RAD       * Licensee Name         * Licensee Name       * Licensee Number         * Shipping Information       * Quantity on Hand |
| Use the steps you just<br>completed to add more<br>items to your order, if<br>needed.<br>When you are finished<br>adding items to this order,<br>click View Cart and<br>Checkout.                                   | Shopping Cart         Your cart contains 1 line.         Recently Added Lines         10mCl of Yttriu         10         Each  |
| The <b>Description</b> and<br><b>Deliver-To Location</b> fields<br>are pre-populated and can<br>be adjusted.<br>• A commonly selected<br><b>Deliver-To Location</b><br>is <i>Deliver to Dept</i> .                  | * Description       10mCl of Yttrium 90-Radionuclide         Need By Date       30-Jul-2025 00:01:00         * Deliver-To Location       Deliver to Dept   |



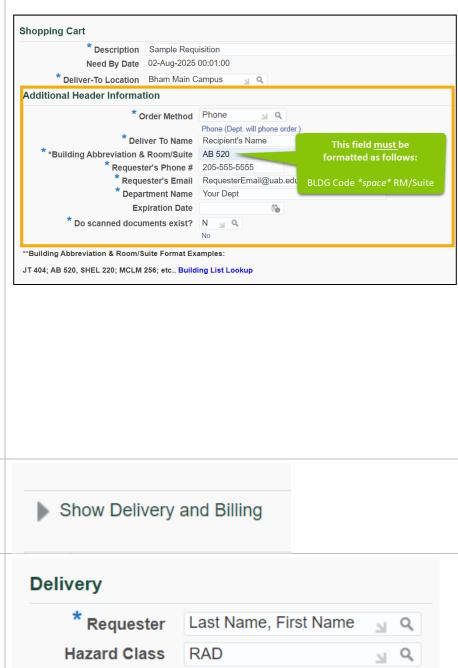
## Complete Additional Header Information:

- In **Order Method**, enter *Phone*.
- In **Deliver To**, enter the order recipient's name.
- In Building Room, enter the recipient's building and room number.
  - A Building List
     Lookup is available at the bottom of this section.
- In Requester's Phone
   #, enter the recipient's phone number.
- In **Requester's Email**, enter the recipient's email address.
- In Department Name, Enter the name of the recipient's department.
- Leave **Expiration Date** field blank.
- Do not change the field Do scanned documents exist?

Click Show Delivery and Billing to reveal the dropdown Delivery and Billing sections.

Complete Delivery information:

- Requester information will auto-populate with the name of the person completing the Requisition.
- In Hazard Class, enter *RAD*.





| Information.<br>If you are charging items to<br>a Grant/Project (GA)<br>account:<br>• Enter Project number.<br>• Enter Boyo30 in<br>Expenditure Type<br>• Enter Soy030 in<br>Expenditure Type<br>• Enter Soy030 in<br>Expenditure Type<br>• Enter Ho current date<br>in Expenditure Item<br>Date.<br>If you are charging items to<br>a GL Account:<br>• Do not enter any<br>information in the<br>fields shown (the dates<br>will auto-populate and<br>can remain).<br>• Double click on the<br>zeroes in the Charge<br>Account:<br>• Charge Account:<br>• Double click on the<br>zeroes in the Charge<br>Account field to open<br>the Edit and Submit<br>Requisition screen:<br>• Charge Account GL Date<br>• Double click on the<br>zeroes in the Charge<br>Account field to open<br>the Edit and Submit<br>Requisition screen:<br>• Charge Account GL Date<br>• Double click the box next to<br>your item.<br>• Click the park to<br>your item.<br>• Click the magnifying<br>glass iton in the<br>UAB_AKF field.<br>• Count SuBACCOUNT SUBAC | Proceed to enter <b>Billing</b> | Billing  |  |  |  |  |  |
|---|---------------------------------|--|--|--|--|--|--|
| Jy you are charging items to a Grant/Project (GA) account:       Award       Award       Award         Enter Project number.       Enter Task number.       Expenditure Organization       Image: Charge Account       Coordination (Coordination)         Enter 8209030 in Expenditure Type.       Enter 8209030 in Expenditure Type.       Charge Account       Coordination (Coordination)       Image: Charge Account       Coordination (Coordination)         If you are charging items to a GL Account:       Charge Account       Coordination (Coordination)       Image: Charge Account       Coordination)         If you are charging items to a GL Account:       Billing       Image: Charge Account       Coordination)       Charge Account       Coordination (Coordination)       Image: Charge Account       Coordination)       Image: Charge Account       Coordination)       Image: Charge Account       Coordination)       Image: Charge Account       Image: Ch   | Information.                    | Project 🔄 🖌 🔍  |  |  |  |  |  |
| a Grant/Project (GA)         account:         • Enter Project number.         • Enter Award number.         • Enter S209030 in<br>Expenditure Type.         • Enter Award number.         • Do not enter any<br>information in the<br>fields shown (the dates<br>will auto-populate and<br>can remain).         • Double click on the<br>zeroes in the Charge<br>Account field to open<br>the Edit and Submit<br>Requisition screen.         • Check the box next to<br>your item.         • Click Update.         • Milling  | 10 1 1 1 1 1                    | Task   |  |  |  |  |  |
| account:       • Enter Trask number.         • Enter Task number.       • Expenditure Organization         • Enter Saloudo in Expenditure Type.       • Charge Account         • Enter Task number.       • Expenditure Type.         • Enter Award number.       • Charge Account         • Enter Task number.       • Charge Account         • Enter The current date in Expenditure Item Date.       • Outload Content any information in the fields shown (the dates will auto-populate and can remain).         • Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen:       • Check the box next to your item.         • Click Update.       • Outload Content ang information: Updated Selected line screen,         • Click the magnifying glass icon in the ture.       • Outload Content ang information in the field Shown (the dates will auto-populate and can remain).         • Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen:       • Check the box next to your item.         • Click Update.       • Outload Content is the Charge Account is the cha   |                                 | Award  |  |  |  |  |  |
| <ul> <li>Enter Task number.</li> <li>Enter Award number.</li> <li>Enter Award number.</li> <li>Enter Augustion in Expenditure Type.</li> <li>Enter the current date in Expenditure tem Date</li> <li>(30-Jul-2024)</li> <li>(30-Jul-2024)<th></th><th>Expenditure Type 8209030 SUPP-CHEM/BIOL Q</th></li></ul>  |                                 | Expenditure Type 8209030 SUPP-CHEM/BIOL Q  |  |  |  |  |  |
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| <ul> <li>Enter Award number.</li> <li>Enter 8209030 in Expenditure Type.</li> <li>Enter the current date in Expenditure Item Date.</li> <li>If you are charging items to a GL Account:</li> <li>Do not enter any information in the fields shown (the dates will auto-populate and can remain).</li> <li>Double click on the zeroes in the Charge Account GL Date</li> <li>On the Edit and Submit Requisition screen:</li> <li>Check the box next to your item.</li> <li>Click Update.</li> <li>Do the Requisition Inthe Scleeted line screen,</li> <li>Click the magnifying glass icon in the LUB AKE Field</li> <li>Selected line screen,</li> <li>Click the magnifying glass icon in the LUB AKE Field</li> </ul>  | -                               |  |  |  |  |  |  |
| <ul> <li>Enter #220930 in<br/>Expenditure Type.</li> <li>Enter the current date<br/>in Expenditure Item<br/>Date.</li> <li>If you are charging items to<br/>a GL Account:</li> <li>Do not enter any<br/>information in the<br/>fields shown (the dates<br/>will auto-populate and<br/>can remain).</li> <li>Double click on the<br/>zeroes in the Charge<br/>Account field to open<br/>the Edit and Submit<br/>Requisition screen:</li> <li>Check the box next to<br/>your item.</li> <li>Click Update.</li> <li>On the Requisition<br/>Information in the<br/>selected line screen,</li> <li>Click the magnifying<br/>glass icon in the<br/>LUB AKE Fould</li> </ul>   |                                 |  |  |  |  |  |  |
| <ul> <li>Enter the current date<br/>in Expenditure Item<br/>Date.</li> <li>If you are charging items to<br/>a GL Account:         <ul> <li>Do not enter any<br/>information in the<br/>fields shown (the dates<br/>will auto-populate and<br/>can remain).</li> <li>Double click on the<br/>zeroes in the Charge<br/>Account field to open<br/>the Edit and Submit<br/>Requisition screen.</li> </ul>         Submit Requisition screen:         <ul> <li>Check the box next to<br/>your item.</li> <li>Click Update.</li> </ul> </li> <li>On the Requisition<br/>Information: Updated<br/>Selected line screen,</li> <li>Click the magnifying<br/>glass icon in the<br/>UNB ACE field</li> </ul> <li>Enter the current date<br/>in UAB_AKF</li> <li>Information: Updated<br/>Selected line screen,</li> <li>Click the magnifying<br/>glass icon in the<br/>UNB ACE field</li> <ul> <li>Submit Screen:</li> <li>Click the magnifying<br/>glass icon in the</li> <li>Click the magnifying<br/>glass icon in the</li> <li>Click the magnifying</li> <li>Click the magnif</li></ul>  |                                 |  |  |  |  |  |  |
| in Expenditure Item<br>Date.       Image: Construct of the system of the syst   |                                 |  |  |  |  |  |  |
| If you are charging items to a GL Account: <ul> <li>Do not enter any information in the fields shown (the dates will auto-populate and can remain).</li> <li>Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen.</li> <li>Check the box next to your item.</li> <li>Click Update.</li> <li>Billing</li> <li>Billing</li> <li>Billing</li> <li>Billing</li> <li>Billing</li> <li>Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen.</li> <li>Check the box next to your item.</li> <li>Click Update.</li> <li>Click Update.</li> <li>Billing</li> <li>Billing</li></ul>  |                                 |  |  |  |  |  |  |
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| <ul> <li>a GL Account:</li> <li>Do not enter any information in the fields shown (the dates will auto-populate and can remain).</li> <li>Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen.</li> <li>Check the box next to your item.</li> <li>Click Update.</li> </ul>   |                                 |  |  |  |  |  |  |
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| <ul> <li>Do not enter any information in the fields shown (the dates will auto-populate and can remain).</li> <li>Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen.</li> <li>On the Edit and Submit Requisition screen:</li> <li>Check the box next to your item.</li> <li>Click Update.</li> <li>On the Requisition Information: Updated Selected line screen,</li> <li>Click the magnifying glass icon in the UAB_AKF</li> </ul>   |                                 |  |  |  |  |  |  |
| <ul> <li>information in the fields shown (the dates will auto-populate and can remain).</li> <li>Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen.</li> <li>Check the box next to your item.</li> <li>Click Update.</li> <li>Click the magnifying glass icon in the UNPACE field ACCOUNT the UNPACE field ACCOUNT the UNPACE field ACCOUNT AC</li></ul>  | • Do not enter any              | Billing  |  |  |  |  |  |
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| <ul> <li>can remain).</li> <li>Double click on the zeroes in the Charge Account field to open the Edit and Submit Requisition screen.</li> <li>Charge Account GL Date</li> <li>Charge Account GL Date</li> <li>Oo000000.000000000.000000000.0000000000</li></ul>  | •                               |  |  |  |  |  |  |
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| zeroes in the Charge<br>Account field to open<br>the Edit and Submit<br>Requisition screen.          On the Edit and Submit<br>Requisition screen:       Charge Account<br>GL Date       (30-Jul-2024)       (a)         On the Edit and Submit<br>Requisition screen:       Select Lines:       Update       Copy       Delete         Image: Charge Account<br>Out the Edit and Submit<br>Requisition screen:       Select Lines:       Update       Copy       Delete         Image: Charge Account<br>Out the Edit and Submit<br>Requisition screen:       Select Lines:       Update       Copy       Delete         Image: Charge Account<br>Out the Edit and Submit<br>Requisition screen:       Select Lines:       Update       Copy       Delete         Image: Charge Account<br>Out the Requisition<br>Information:       Updated<br>Selected line screen,       Select Lines:       Update       Copy       Delete         Image: Chick the magnifying<br>glass icon in the<br>UAB_AKF       Select Lines   | ,                               |  |  |  |  |  |  |
| Account field to open the Edit and Submit Requisition screen.       Charge Account 00000000.0000000000000000000000000000  |                                 |  |  |  |  |  |  |
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| Needuisition screen:         • Check the box next to your item.         • Click Update.         On the Requisition Information: Updated Selected line screen,         • Click the magnifying glass icon in the UNAP. AVE field  |                                 |  |  |  |  |  |  |
| Requisition screen:       • Check the box next to your item.         • Click Update.       • Details Description       Quantity Unit       Price Amount (USD) Need By Date       Deliver-To Loc         • Click Update.       • 10mCl of Yitrium 90-<br>Radionuclide       10 Each       29 USD       290.00       30-Jul-2025 00:01:00       Deliver to Dept         • On the Requisition<br>Information: Updated<br>Selected line screen,       • Click the magnifying<br>glass icon in the<br>UAB_AKF       • Ime UAB_AKF       • Ime UAB_AKF  | Requisition screen.             |  |  |  |  |  |  |
| Requisition screen:       • Check the box next to your item.         • Click Update.       • Details Description       Quantity Unit       Price Amount (USD) Need By Date       Deliver-To Log         • Click Update.       • 10 Each       29 USD       290.00 30-Jul-2025 00:01:00       Deliver to Dept         • On the Requisition Information: Updated Selected line screen,       • Click the magnifying glass icon in the       • Billing   |                                 |  |  |  |  |  |  |
| <ul> <li>Check the box next to your item.</li> <li>Click Update.</li> <li>Click Update.</li> <li>On the Requisition Information: Updated Selected line screen,</li> <li>Click the magnifying glass icon in the UAB_AKF</li> </ul>   |                                 |  |  |  |  |  |  |
| your item.<br>• Click Update.<br>On the Requisition<br>Information: Updated<br>Selected line screen,<br>• Click the magnifying<br>glass icon in the   | •                               | Select Lines: Update Copy Delete   |  |  |  |  |  |
| <ul> <li>Click Update.</li> <li>Click Update.</li> <li>10mCl of Yttrium 90-<br/>Radionuclide</li> <li>10 Each 29 USD 290.00 30-Jul-2025 00:01:00 Deliver to Dept</li> <li>Total 290.00</li> <li>Deliver to Dept</li> <li>Total 290.00</li> </ul>  |                                 | Details Description     Quantity Unit     Price     Amount     (USD)     Need By Date     Deliver-To Log |  |  |  |  |  |
| On the Requisition<br>Information: Updated<br>Selected line screen,     Billing       • Click the magnifying<br>glass icon in the<br>UAB_AKF     •  |                                 | 10mCl of Yttrium 90-   |  |  |  |  |  |
| Information: Updated<br>Selected line screen,<br>• Click the magnifying<br>glass icon in the<br>UAB_AKF   |                                 |  |  |  |  |  |  |
| Information: Updated<br>Selected line screen,<br>• Click the magnifying<br>glass icon in the<br>UAB_AKF   |                                 |  |  |  |  |  |  |
| Selected line screen,     Image: Click the magnifying glass icon in the       UAP_AKE field     1   | -                               | Billing  |  |  |  |  |  |
| Click the magnifying<br>glass icon in the<br>UAB_AKF field  | -                               | +  |  |  |  |  |  |
| glass icon in the   |                                 | Line UAB_AKF   |  |  |  |  |  |
|   |                                 |  |  |  |  |  |  |
|   | UAB_AKF field.                  | 1  |  |  |  |  |  |



| Enter information on the UAB_AKF screen:   | UAB_AKF ×   |
|--|---|
| <ul> <li>In ALIAS, enter the first</li> </ul>  | Search and Select:  |
| <ul> <li>seven digits of your GL account.</li> <li>When the account string populates, click to select it and populate the remaining Account fields.</li> </ul>   | Cancel Select Shorthand Alias ALIAS Search * ACCOUNT 0000000 S  |
| <ul> <li>In <b>Object</b>, enter<br/>8209030.</li> <li>Click Search.</li> </ul>  | BALANCE SHEET<br>* SUBACCOUNT<br>DEFAULT SUBACCOUNT<br>* BALANCING 00000000 a Q   |
|  | * ORGANIZATION       000000000       Q         SETUP DEFAULT VALUE ONLY (DO NOT DELETE)         * FUTURE       0000       Q         DEFAULT       DEFAULT |
|  | * OBJECT 8209030 a Q<br>SUPP-CHEMBIOLOG<br>Search Clear   |
| The full account string will appear below the <b>Results</b>   | Select Quick Select   |
| <ul> <li>Provide the contract of the contr</li></ul> |   |
| account string and<br>return to the Billing<br>screen.   |   |
| On the <b>Requisition</b><br>Information: Update<br>Selected line screen,  | Apply this Cost Allocation information to all applicable requisition lines  |
| • Check the box to Apply<br>this Cost Allocation<br>information to all<br>applicable requisition<br>lines.   |   |



| On the <b>Requisition</b><br>Information: Update<br>Selected line screen, scroll<br>all the way to the right and<br>click <b>Apply</b> . | ity<br>1 | Amount (USD)<br>5.50<br>5.50 | Additional.Reference | Cancel | Delete |
|--|----------|------------------------------|----------------------|--------|--------|
|  |          |                              |                      | Cancel | Apply  |
| After you have entered   |          |                              |                      |        |        |

necessary **Billing information** for either a Grant/Project account OR a GL Account:

- Click the **Submit** button to submit your requisition.
- Confirm successful submission by viewing <u>Requisition</u> <u>Notifications &</u> <u>Approval Process</u>.

