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

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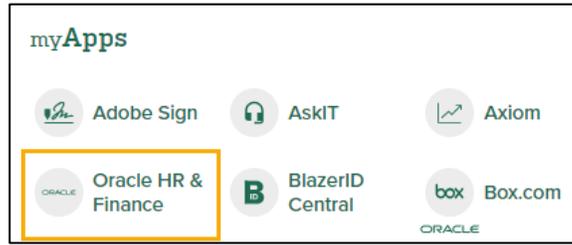
Navigate to **iProcurement**:

- 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.**
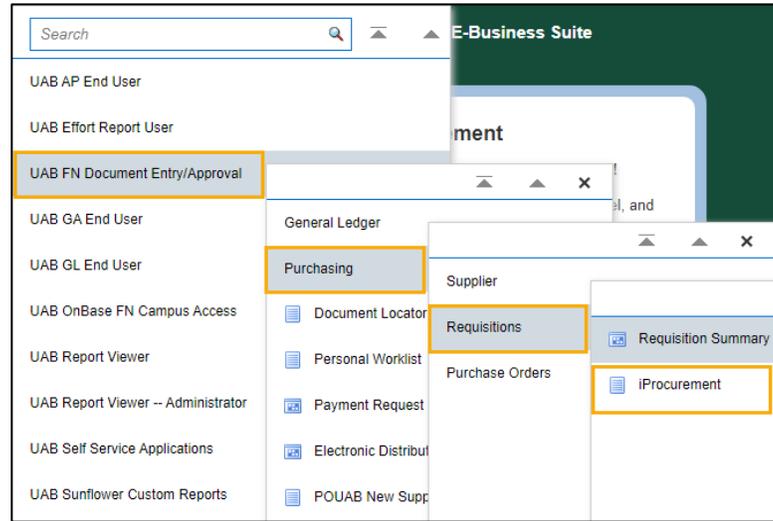
Locate the Requisition:

- Find in the **My Requisitions list**
  OR
- Click the **Requisitions tab.**

  OR

In **My Requisitions list:**

- Click **Copy** icon next to the requisition you want to copy
  OR

In **Requisitions tab:**

- Click the **radio button** next to the requisition you want to copy.
- Click **Copy To Cart.**

  OR

You will be routed to the **Edit and Submit Requisition** screen.

- Make changes if needed.
- Click **Save.**

A **Confirmation** will appear.

- Click **New Cart** to empty your shopping cart

  OR

- Click **Continue with Checkout** to proceed with checkout for this requisition.

Confirmation

Requisition 1529280 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