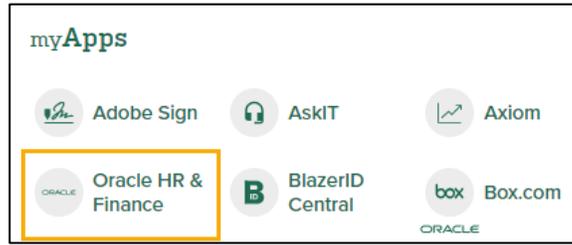


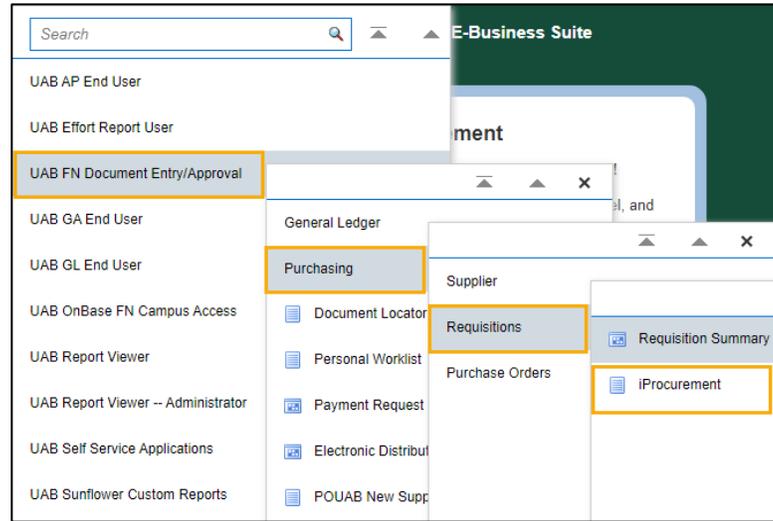
Log in to **Oracle HR & Finance**:

- 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**.

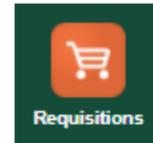


Locate the Requisition:

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

Requisition	Description	Total (USD)	Status	Full List	Copy
1392467	Sample Item #123	55.00	Incomplete		
1380855	test	6175.00	Incomplete		
1370029	3M Desktop Document Copy Holder, Black (DP340MB)	36.31	Incomplete		
1364992	200UL TOP RACK,STEEL 966PK	582.56	Incomplete		
1358990	sample item	12.00	Incomplete		

OR



In **My Requisitions list**:

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



OR



In **Requisitions tab**:

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

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

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

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #	Attachment	Delete
<input type="checkbox"/>	Whalchamacallit	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				

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**