

The University of Alabama at Birmingham

## iProcurement: Retrieve a Requisition

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From <b>My</b> <b>Requisitions</b> , or using the <b>Requisitions</b> button, locate the requisition you wish to open.	Shop     Home     Shopping Lists     Non-Catalog Request     Search     CDW     Go     Stores     CDW     CDW     CDW     Dell     Fisher   Scientific     Scientific					
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## iProcurement: Retrieve a Requisition

Click either the	Requisition	Description	
or the <b>Description</b> .	1529290	Sample Requisition	
Click <b>Complete</b> in the top right corner.	Requisitions         Notifications         Applications           Requisitions:         Requisitions >         Requisition         1529285	pprovals	Delete Copy To Cart Complete
	OnBase Supplier Num Supplier Description Created By Creation Date Deliver-To Justification	169082 STAPLES Wrist Rest Combination with Microban, Black (9252001) 01-Aug-2024 08:54:37 Bham Main Campus Birmingham,Alabama,AL,35294	Status Incomplete Change History No Attachment None Note to Buyer
You will be routed to the <b>Edit and</b> <b>Submit Requisition</b> screen to <u>continue</u> <u>the checkout</u> <u>process.</u>	Edit and Submit Requisition 1 * Indicates required field Total 2290.51 USD * Description Sample Requisition	529290	Check Funds Refresh <u>Save</u> Printable Page Sub <u>m</u> it
	Additional Information * Order Method Deliver To Name * "Building Abbreviation & Room/Suite * "Building Abbreviation & Room/Suite Capartment Name Expiration Date * Do scanned documents exist? "Building Abbreviation & Room/Suite Format Examples: JT 404; AB 520, SHEL 220; MCLM 256; etcBuilding List Lookup	Print J Q Print Recipient's Name AB 520 205-55555 RequesterEmail@uab edu Your Dept € N J Q Ne	
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