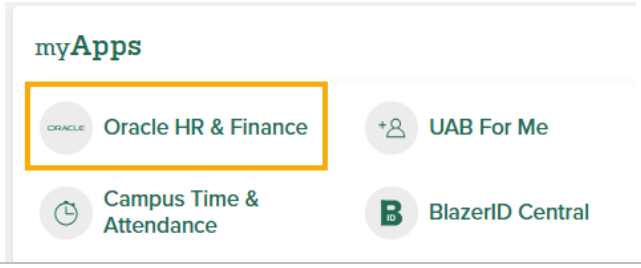
iProcurement: Retrieve a Requisition

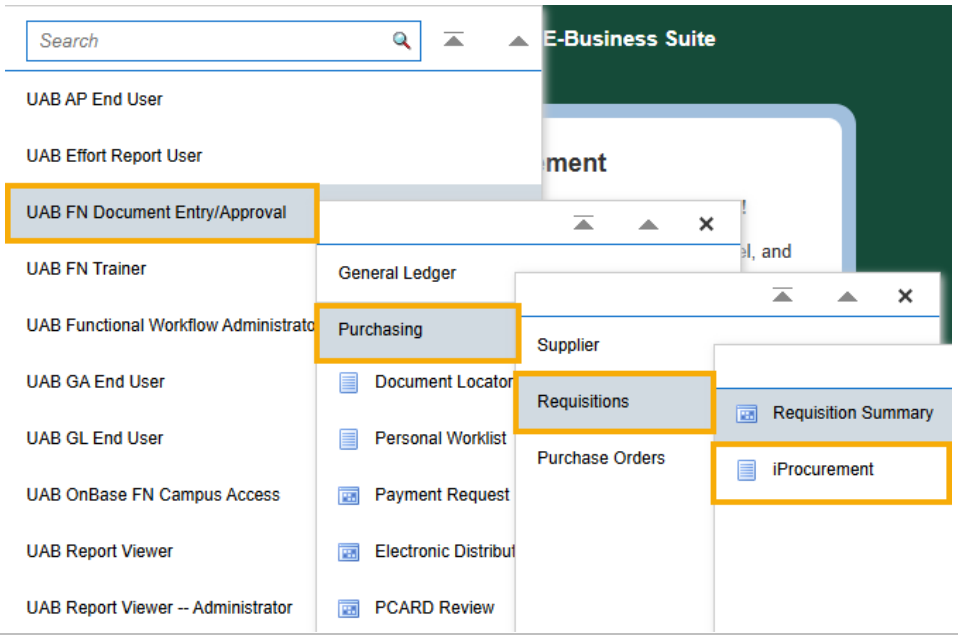
Login to **Oracle HR & Finance**

- Navigate to [my.uab.edu](my.uab.edu)
- Locate and click **Oracle HR & Finance**

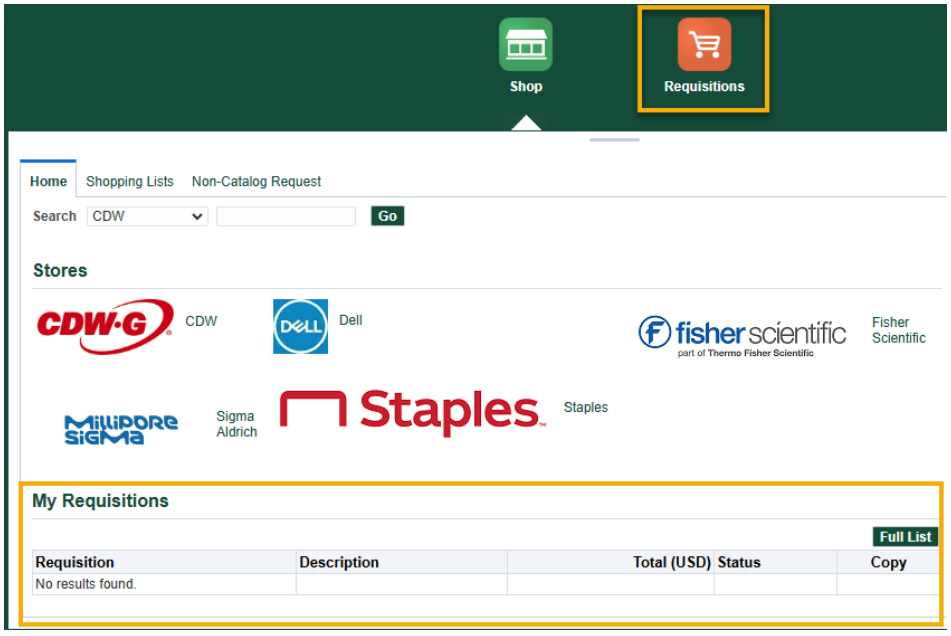


Navigate to **iProcurement**

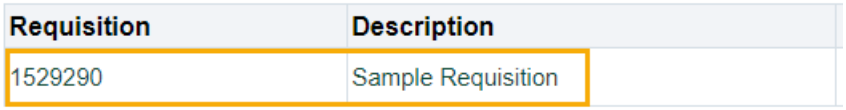
- Click the **3-lined navigator** in the top left of the Oracle home screen
- Choose **UAB FN Document Entry/Approval**
- Select **Purchasing**
- Select **Requisitions**
- Click **iProcurement**



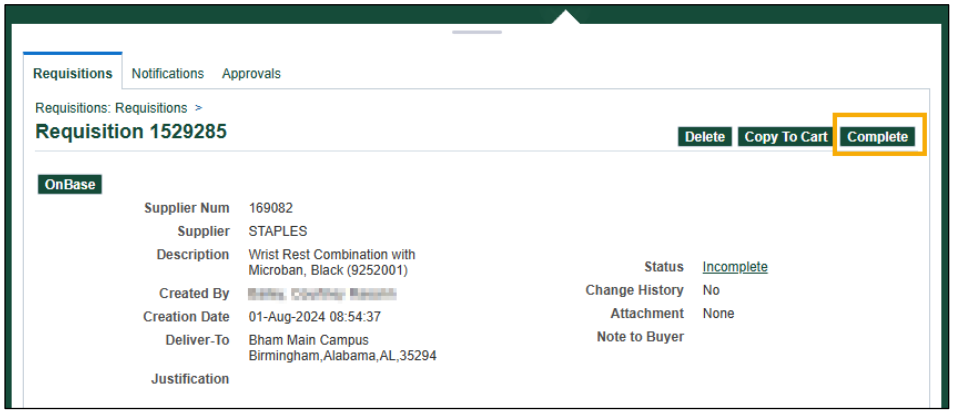
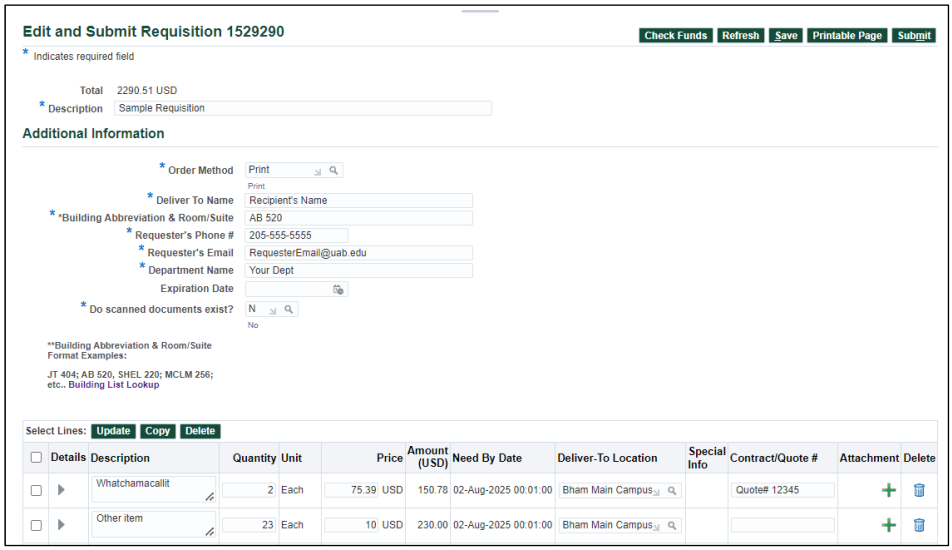
From **My Requisitions**, or using the **Requisitions** button, locate the requisition you wish to open.



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



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



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