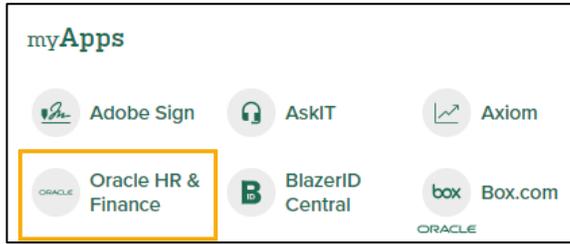


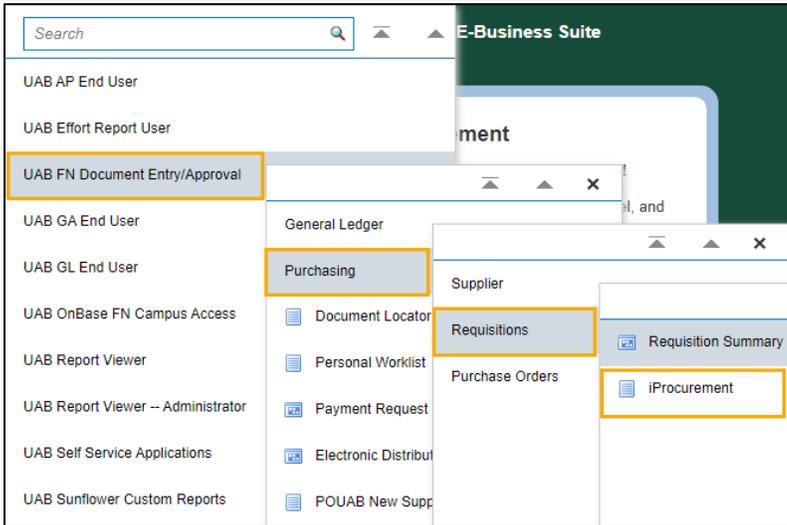
Log in to **Oracle HR & Finance**:

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

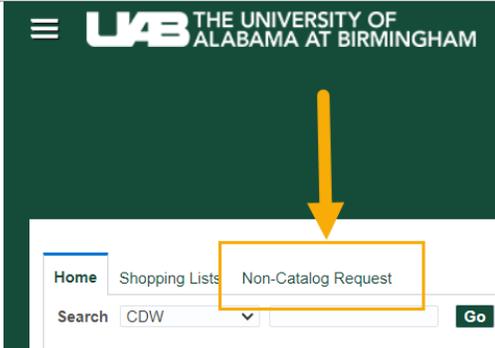


Navigate to **iProcurement**:

- 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**.



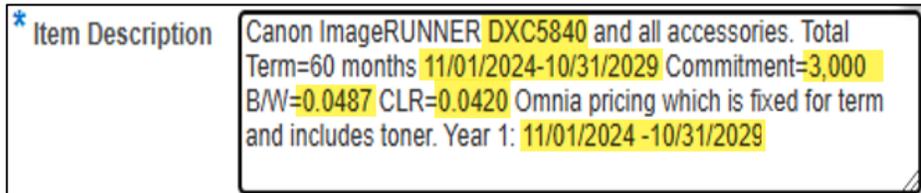
In the iProcurement Shop tab, click **Non-Catalog Request**.



The **Item Description** must be entered as shown to the right →

- Update all **highlighted** text to reflect the machine you have selected including the terms/dates.
- All other text in Item Description **must** remain the same.

Canon ImageRUNNER **DXC5840** and all accessories. Total Term=60 months **11/01/2024-10/31/2029** Commitment=**3,000** B/W=**0.0487** CLR=**0.0420** Omnia pricing which is fixed for term and includes toner. Year 1: **11/01/2024- 10/31/2029**



Complete all of the **required fields**, in addition to the **Supplier Name** and **Site** fields using the text to the right →

- B. Category: Copier.Lease**
- C. Quantity: 12**
- D. Unit of Measure: Months**
- E. Unit Price: Monthly Cost as indicated on the CPC Program sheet [enter a monetary value]**
- F. Supplier Name: Canon Financial Services**
- G. Supplier Site: A-CHICAGO**

Click **Add to Cart and Next**. This will add this Line to your Shopping Cart and clear the fields for you to proceed with adding additional Lines.

Clear All Add to Favorites Add to Cart and New **Add to Cart and Next**

Add an **additional line for each year** of the of the lease.

- **Item Description** and **Unit Price** will be different for each year.
- See example to the right →
- After Year 5 is added, click the **View Cart and Checkout** button

- Item Description: **Year 2: 11/1/2025 – 10/31/2026**
- Category: **Copier.Lease**
- Quantity: **12**
- Unit of Measure: **Months**
- Unit Price: **0**
- Supplier Name: **Canon Financial Services**
- Supplier Site: **A-CHICAGO**

On the **Checkout** screen, enter the following:

- **Order method:** Print
- **Deliver To:** The point-of-contact for this order.
- **Building Room:** Enter the physical address where the machine will be installed, including Building Code & Room #
- **Requester's Phone #:** Enter the full phone number
- **Requester's Email**
- **Department Name**

**Shopping Cart**

\* Description Canon ImageRUNNER DXC5840 and all accessories. Total Term=60 months 11/01/2025 - 10/31/2029  
 Need By Date 11-Feb-2026 00:01:00  
 \* Deliver-To Location Bham Main Campus

**Additional Header Information**

\* Order Method Print  
 Deliver To Name William Never -Purchasing  
 \* Building Abbreviation & Room/Suite 801 5th Ave S 801FIN 200G  
 \* Requester's Phone # 205934-4515  
 \* Requester's Email william.never@uab.edu  
 \* Department Name **University Purchasing**  
 Expiration Date  
 \* Do scanned documents exist? N  
 No

\*\*Building Abbreviation & Room/Suite Format Examples:  
 JT 404; AB 520, SHEL 220; MCLM 256; etc.. [Building List Lookup](#)

After all information is entered, click the **Continue Shopping** button below the Line Items.

\*\*Building Abbreviation & Room/Suite Format Examples:  
 JT 404; AB 520, SHEL 220; MCLM 256; etc.. [Building List Lookup](#)

► Show Delivery and Billing

Line	Item Description	Unit	Quantity	
1	Canon ImageRUNNER	Months	12	1
2	Year 2: 11/01/2025 - 10/31/2026	Months	12	
3	Year 2: 11/01/2026 - 10/31/2027	Months	12	
4	Year 2: 11/01/2027 - 10/31/2028	Months	12	
5	Year 2: 11/01/2028 - 10/31/2029	Months	12	

**Continue Shopping** **Edit**

On the **Edit and Submit Requisition** page:

- Select the **checkbox** in the Details column for **Line 1 only**
- Click the green **Update** button
- Enter the appropriate **billing account information**
- The **Object Code/Expenditure Type** must be entered as **8609994 – PRINT COPY SERVICES**
- Scroll to the right of the page and click **Apply**

The screenshot shows a table with columns for 'Details', 'Description', and 'Quantity Unit'. The first row is selected, showing 'Canon ImageRUNNER' with a quantity of 12 and unit of 'Months'. Below the table, a 'Billing' dialog box is open, showing 'Line UAB\_AKF' and a search field for account information. The search results show 'ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT' with a GL Date of '11-Feb-2025'. An 'Apply' button is highlighted in the bottom right corner.

Once complete, select **Add Attachment:**

- Choose **Long Text** from the **Attachment Type** dropdown
- Select **Category To Supplier**
- **Paste the text to the right** into the provided Long Text box →
- Click **Apply**

Notwithstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for the Customer's administrative convenience only, and any terms and conditions in this purchase order which conflict with or vary from the terms contained in Contract 2020002755, 12/16/2020, between Canon USA, Inc. and the University of California and UC 263461, shall be deemed null and void.

The 'Add Attachment' dialog box shows 'Attachment Type' set to 'Long Text', 'Category' set to 'To Supplier', and a large text area with the placeholder text 'Enter the above text here...'. At the bottom, there are three buttons: 'Cancel', 'Add Another', and 'Apply' (which is highlighted with a yellow border).

**If this is a new copier** and is not replacing one that is currently on the CPC program, click **Submit** to submit the requisition for approval.

**If you are replacing a copier** currently on the CPC program:

- Select **Add Attachment** again
- Choose **Long Text** as the Attachment Type
- Select Category **To Supplier**
- In the text box **enter the text to the right**, editing the **numbers to your original machine** →
- Click **Apply**
- Then **Submit** the requisition for approval

This PO replaces: **Original** PO #, Machine Serial #, Machine Model Number

✕

### Add Attachment

Attachment Type ▼ Long Text

Title

Description

Category ▼ To Supplier

**\*Long Text**

This PO replaces:

PO # - 1234567  
 Serial # - XYZ123  
 Model Number - DXC5640

Cancel
Add Another
Apply