

After a requisition has been submitted in iProcurement, its status (*Incomplete, In Process,* or *Approved*) as well as any notifications of errors can be viewed in the **Requisitions** and **Notifications** tab.

Log in to Oracle HR & Finance : • Navigate to the <u>myUAB portal.</u> • Locate and click Oracle HR & Finance.	myApps Adobe Sign AskIT Axiom Oracle HR & Finance BlazerID Central Box.com ORACLE
 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. 	Search C E-Business Suite UAB AP End User ment UAB Effort Report User ment UAB FN Document Entry/Approval Image: Comparison of the second
 View a list of your requisitions: In the Shop tab, click Home, and scroll down to My Requisitions. 	Constant of the UNIVERSITY OF Collement Procurement Procure
 In the Requisitions tab click Requisitions. 	Requisitions Requi



Determine the Status of your requisition.				
If the Status is Approved:	Salact Paguiation Description	Total Quantity Qty	Qty Open Creation Date	Status = Order Supplier
 The requisition has successfully completed workflow. The Purchase Order number has been created and added in the Order column. 	topped topped	108.62 USD 3 0	I Cancelled Quantity Clearabit Date A	Approved 2467129 DELL MARKETING
If the Status of the				
requisition is <i>In Process</i> , it	Select Requisition Description	Total Quantity Delivered	y Qty Open I Cancelled Quantity Creation Date △	Status 🕶 Order Supplier
has entered Workflow but has not yet been fully approved.	O 1529251 Personalization check	104.46 USD 7 0	0 7 17-Jul-2024 13:14:18	In Process ZIGGYS TUBES & WIRES INC
 Monitor the Notifications tab for any important messages about the requisition. Use <u>Document Locator</u> to track the requisition approval process. 				
If the status is <i>Incomplete</i> , there was a problem that	Select Requisition Description	Total Quantity Qty Delivered C	Qty Open Creation Date △ Cancelled Quantity	Status Vorder Supplier
prevented successful submission of the requisition:	1529262 test po completion2	0.00 USD 1 0	0 1 22-Jul-2024 15:25:45	Incomplete UNIVERSITY OF ALABAMA SYSTEM OFFICE
• Check Notifications immediately for further details and directions to correct errors.				
To view Notifications about your requisitions:		Shop	Regulations	
 Click the Requisitions tab. Click the Notifications tab. 	Requisitions Notifications Requisitions Views View All My Requisitions Co • Indicates requisition with a pending change request. Select Requisition Corry Local Control Control • Select Requisition Description • 152220 Whatcharmacalitt	I Quantity City Delivered City Ca 2 2 0	incelled Open Quantity Crestion Date 0 25 02-Aug-2024 10 36 33 In	Status A Order Supplier TEST EQUIPMENT DEPOT



 Select a Notification type to display: Open the View dropdown menu. Click Open Notifications to see notifications that require attention. 	Notifications opprovals Requisitions Notifications View FYI Notifications Select Notifications (Notifications From Me) Reassign Open Notifications equisition To Do Notifications equisition	RROR Notification \$290.00
 Open the notification for further details about the <i>Incomplete</i> requisition: Click the checkbox to select the notification you would like to view. Click Open. 	ELEMBALABAMA AT BIRMINGHAM iProcurement Frequisitons Notifications Approvals View Open Notifications Open Reassign Close 1 Fr & Subject A Requisition 1529289 ERROR Notification 5280.	Shopping Carl (2) Home Favorites Settings Logge Favorites Settings Logge Requisitions Sent 00 02-Aug-2024
 Carefully review the information and respond accordingly. Click OK to move the notification from Open status to Closed status. 	Regulations Notifications Approvals Regulations Notifications > Information This notification set of the set of	OK Reassign More information Requ
To view notifications that are Closed: In the Notifications tab, select All Notifications from the View dropdown menu.	Requisitions Notifications Approvals View All Notifications Go Select Notifications: Open Reassign Close From Type Subject Image: Comparison of the second secon	Sent ▼ Due △ Status △ 02-Aug-2024 Closed



Return to the **Requisitions** tab to view the requisition **Status**:

- If you have corrected the error in the *Incomplete* requisition, the status should have changed to *In Process.*
 - This means it has entered Workflow but has not yet been fully approved.
 - Monitor the Notifications tab for any important messages about the requisition.
 - Use <u>Document</u>
 <u>Locator</u> to track the requisition approval process.

L	4 =] _A	LABAMA	RSITY OF AT BIRMIN	GHAM	iProcur	ement			*		RJDIE
				she	ÞÞ	R	equisitions	5			
Requisit	tions Notific	ations Appr	ovals		_						
Requ	isitions										
Views											Search
View /	All My Requisi	tions 🗸	Go ng change req	uest.							
Select r	equisition:	Copy To Car	Complete	I							
Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date 💌	Status 🛆	Order	Supplier
0	1529290	Sample Requisition	2290.51 USD	28	0	0	28	02-Aug-2024 10:36:33	In Process		Multiple