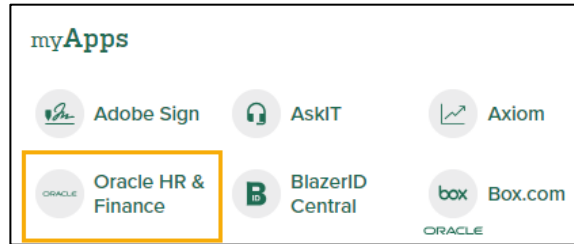After a requisition has been submitted in iProcurement, its status (*Incomplete*, *In Process*, or *Approved*) as well as any notifications of errors can be viewed in the **Requisitions** and **Notifications** tab.
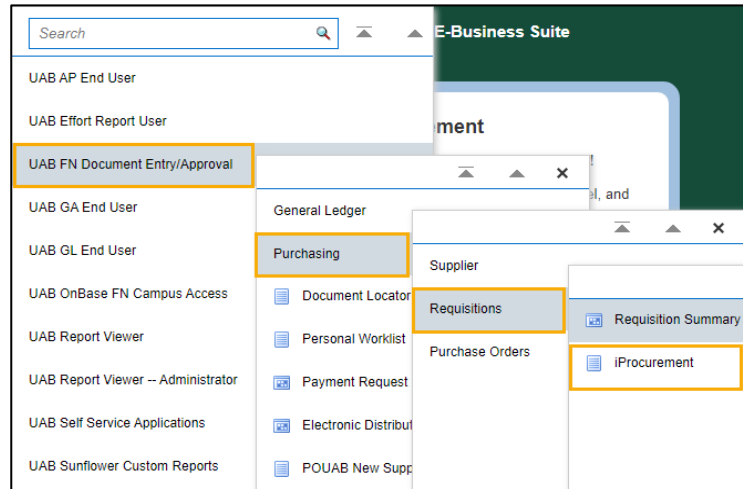
Log in to **Oracle HR & Finance**:
- Navigate to the [myUAB portal.](#)
- Locate and click **Oracle HR & Finance.**

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.**
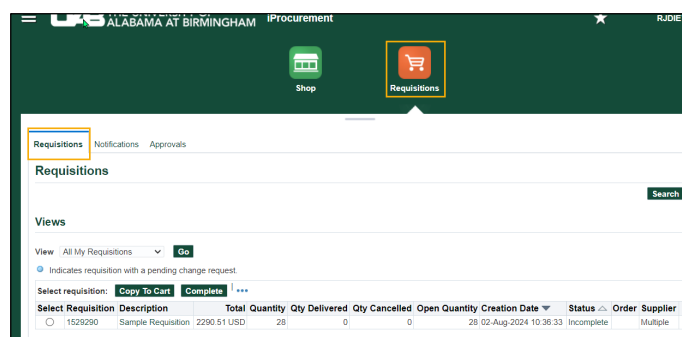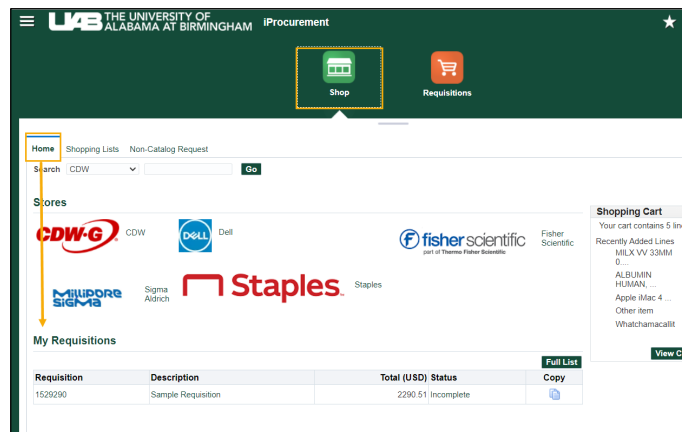

View a list of your requisitions:
- In the **Shop** tab, click **Home**, and scroll down to **My Requisitions.**

OR

- In the **Requisitions** tab click **Requisitions**.

Determine the **Status** of your requisition.

If the **Status** is *Approved:*

- The requisition has successfully completed workflow.
- The Purchase Order number has been created and added in the **Order** column.

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date △	Status ▼	Order	Supplier
○	1529266	Dell Pro Wireless Keyboard and Mouse - KM5221W	108.62 USD	3	0	0	3	23-Jul-2024 11:04:30	Approved	2467129	DELL MARKETING LP

If the **Status** of the requisition is *In Process*, it has entered Workflow but has not yet been fully approved.

- Monitor the **Notifications** tab for any important messages about the requisition.
- Use Document Locator to track the requisition approval process.

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date △	Status ▼	Order	Supplier
○	1529251	Personalization check	104.46 USD	7	0	0	7	17-Jul-2024 13:14:18	In Process		ZIGGYS TUBES & WIRES INC

If the status is *Incomplete*, there was a problem that prevented successful submission of the requisition:

- Check **Notifications** immediately for further details and directions to correct errors.

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date △	Status ▼	Order	Supplier
○	1529262	test po completion2	0.00 USD	1	0	0	1	22-Jul-2024 15:25:45	Incomplete		UNIVERSITY OF ALABAMA SYSTEM OFFICE

To view **Notifications** about your requisitions:

- Click the **Requisitions** tab.
- Click the **Notifications** tab.

Select a **Notification** type to display:

- Open the **View** dropdown menu.
- Click **Open Notifications** to see notifications that require attention.

Open the notification for further details about the *Incomplete* requisition:

- Click the **checkbox** to select the notification you would like to view.
- Click **Open**.

Carefully review the information and respond accordingly.

- Click **OK** to move the notification from **Open** status to **Closed** status.

To view notifications that are **Closed**:

- In the **Notifications** tab, select **All Notifications** from the **View** dropdown menu.

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 Document Locator to track the requisition approval process.