

The purchase of goods and non-professional services requires a purchase order when placed through the Oracle system. The first step in preparing an Oracle iProcurement requisition or payment request is to determine if the vendor is active and available for purchasing and/or payment activity.

Answer each question below to assist with:

- Creating new Oracle [iProcurement Requisitions](#) or [Payment Requests](#).
- Finding supplier issues that may interfere with your Requisitions or Payment Requests.

### Question 1:

Use [Supplier Inquiry](#) to answer—Is the vendor registered in the UAB system?

- Yes
  - Continue to [Question 2](#)
- No
  - Vendor completes [iSupplier Registration Request Form](#)  
OR
  - UAB Department completes [UAB Non iSupplier Set Up Form](#) for:
    - Patient & Other Refunds
    - Petty Cash
    - Study Participants

### Question 2:

Use [Supplier Inquiry](#) to answer—Is the vendor active in the UAB system?

- Yes
  - Continue to [Question 3](#)
- No
  - Is the vendor registered in iSupplier?
    - Yes: Continue to [Question 3](#)
    - No
      - Vendor completes [iSupplier Registration Request Form](#)  
OR
      - UAB Department completes [UAB Non iSupplier Set Up Form](#) for:
        - Patient & Other Refunds

- Petty Cash
- Study Participants

### Question 3:

Use Supplier Inquiry to answer—Is the vendor on purchasing or payment hold?

- Yes
  - Email [purchasing@uab.edu](mailto:purchasing@uab.edu) detailing the business purpose to request the vendor be updated and made available for UAB business activity
- No
  - Continue to [Question 4](#)

### Question 4:

What is the vendor's current business "purpose"?

- Payment
  - Vendor is AVAILABLE for UAB business activity
- Purchasing
  - Vendor is AVAILABLE for UAB business activity
- Request for Quotation (RFQ):
  - Vendor is ON HOLD and currently UNAVAILABLE for UAB business activity
  - To use this vendor, Email [purchasing@uab.edu](mailto:purchasing@uab.edu) and provide the supplier name and a detailed explanation of the products and/or non-professional services you are intending to purchase from the vendor.
    - The email will be reviewed to determine if the vendor reactivation request submitted may be approved.