Retrieving Requisitions in iProcurement

UAB FN Spec Document Entry/Approval → Purchasing: Requisitions → iProcurement

1. When the iProcurement screen appears, look under the My Requisitions section to locate the requisition that you want to retrieve. If the requisition is not found there, click on the Requisitions tab located at the top of the screen.

2. Once you locate the desired requisition, click on either the requisition number or description.

3. When the requisition appears, click on Complete. The items that are listed on the requisition will appear in your shopping cart.