Log in to **Oracle HR & Finance**
- Navigate to myUAB or AdminSys
- Locate and click **Oracle HR & Finance**

**myUAB Portal (my.uab.edu)**

Navigate to **AdminSys (uab.edu/adminsys)**
- Click the 3-lined navigation button in the top left of the Oracle homepage
- From **UAB FN Document Entry/Approval**, choose **Purchasing**
- Then select **Requisitions**, and then **iProcurement**
From the iProcurement Home tab, click the appropriate Store link (Dell, Fisher Scientific, or Staples)

- You will be redirected to that store’s website to shop for your items

Once you have completed shopping

- **Check out** your cart on the store’s website to be redirected back to iProcurement
- Your cart will populate in iProcurement as line items
- For additional training on adding billing information and submitting, view the [iProcurement training page](#)