Log in to Oracle HR & Finance
- Navigate to myUAB or AdminSys
- 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 select Requisitions, and then iProcurement

From the iProcurement Home tab, click the appropriate Store link (CDW-G, Dell, Fisher Scientific, Sigma, 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](#).

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**Fisher Scientific**

![Fisher Scientific Purchase Cart](image)

**Dell**

![Dell Purchase Cart](image)

**Staples**

![Staples Purchase Cart](image)