

Create and submit your **Purchase Order Requisition** via iProcurement.

Confirmation

Requisition 1490564 has been submitted.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

[Continue Shopping](#)

Click on the **Requisition number** or **Description**.

[Requisitions](#) [Notifications](#) [Approvals](#)

Requisitions

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: Copy To Cart Complete | ...

| Select | Requisition | Description | Total | Quantity |
|-----------------------|-------------|--------------------------|-----------|----------|
| <input type="radio"/> | 1490564 | one can of test solution | 12.50 USD | 1 |

When the requisition opens, click the **OnBase** button located to your left.

[Requisitions](#) [Notifications](#) [Approvals](#)

Requisitions: [Requisitions](#) >

Requisition 1490564

OnBase

Supplier Num

Supplier

Description

Created By

Creation Date

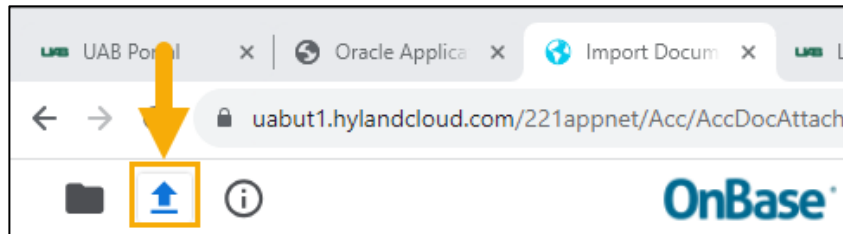
Deliver-To

Justification

If prompted, enter your **BlazerID** and **strong password**.

The image shows the UAB Central Authentication System login page. It features a title "UAB Central Authentication System" and a prompt "Enter your BlazerID and Password:". Below this are two input fields: "BlazerID:" and "Password:". A green "Log In" button is positioned below the fields. Further down, there is a section titled "Having trouble logging in?" with instructions to visit "BlazerID Central" for help or to contact AskIT at 205-996-5555. A "Security Notice" section follows, advising users to quit their web browser when finished and to be wary of any program or web page that asks for their BlazerID and password. The notice also states that legitimate UAB web pages should have addresses starting with https:// and containing "uab.edu". A final disclaimer at the bottom states that the system is available only for authorized purposes by authorized users.

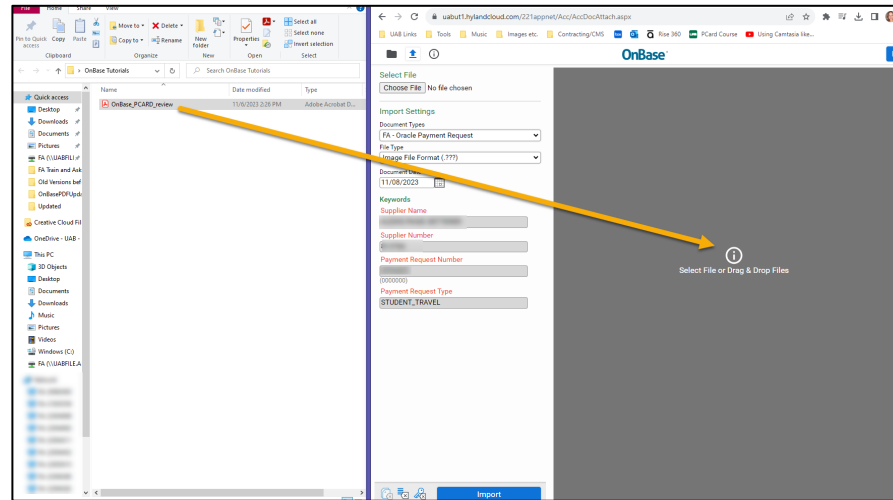
When OnBase opens, click **Upload File** (up arrow) located at the top left of the window.



Click **Choose File** to browse and find the file(s) that you want to upload, or drag and drop your file(s) into the **Import Preview** pane.



OR

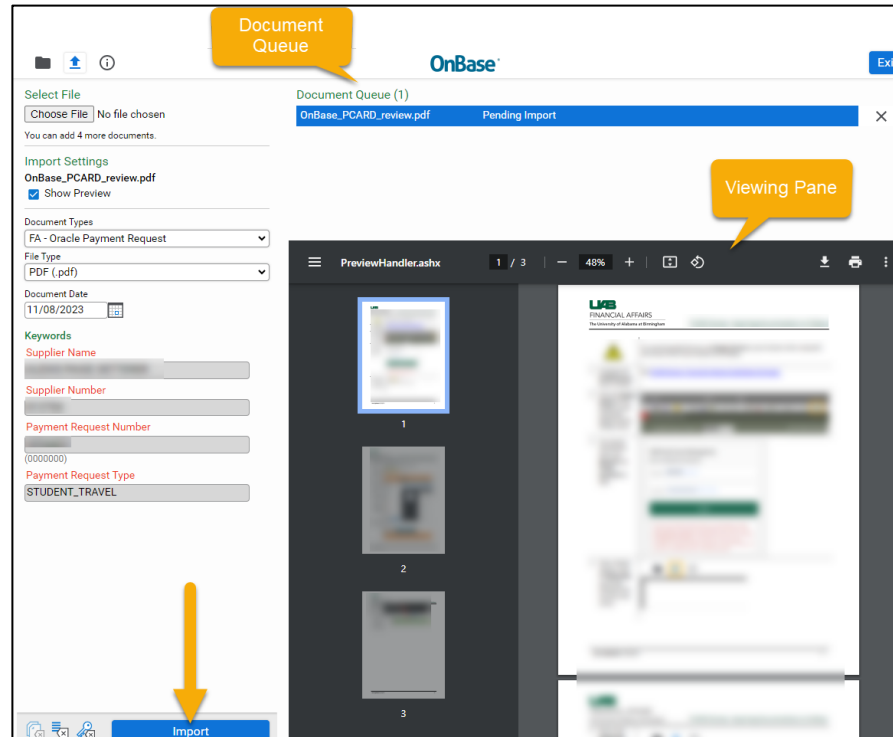


After the files are uploaded, the file name(s) will appear in the **Document Queue**.

A preview of the document may also appear in the **Viewing Pane** under the queue.

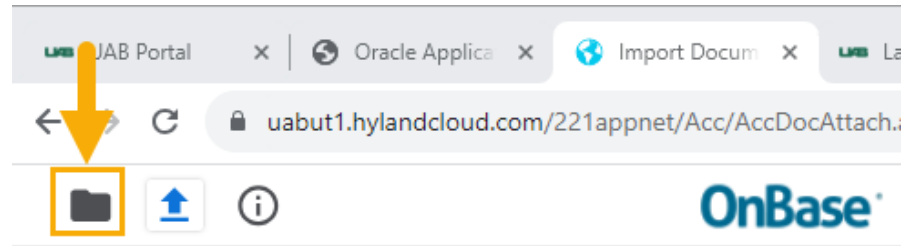
Note: Microsoft Office files may not yield a document preview.

Click the blue **Import** button



Note: When importing multiple files, click on each file in the queue and then click on the **Import** button after each selection.

Click **View Documents** (file folder) to confirm the document(s) were successfully imported.



To exit OnBase, **click the X** to close the OnBase tab.

