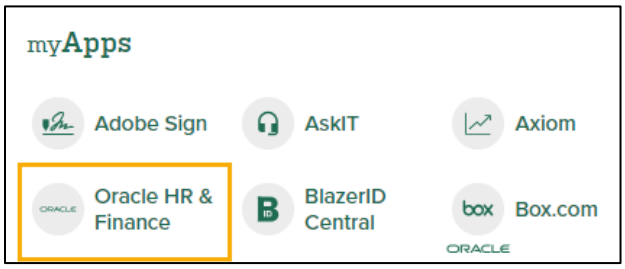
iProcurement: Requisition Notifications & Approval Process

After a requisition has been submitted in iProcurement, its status (Incomplete, In Process, or Approved) as well as any notifications of errors can be viewed in the Requisitions and Notifications tab.

Step 1

Log in to Oracle HR & Finance:

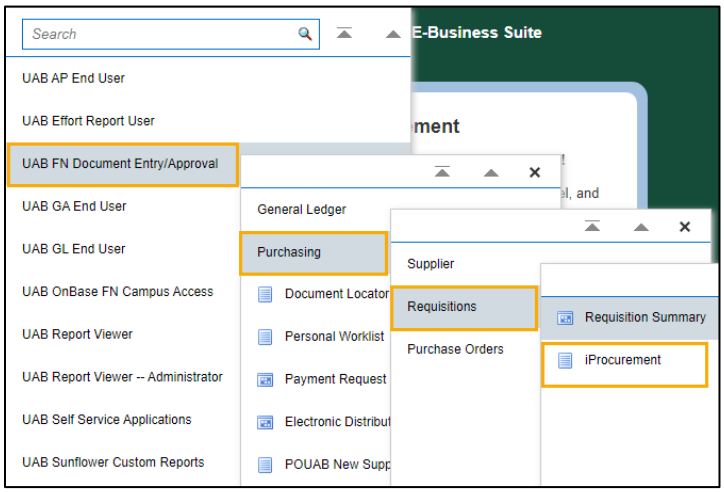
- Navigate to the myUAB portal.
- Locate and click Oracle HR & Finance.



Step 2

Navigate to iProcurement:

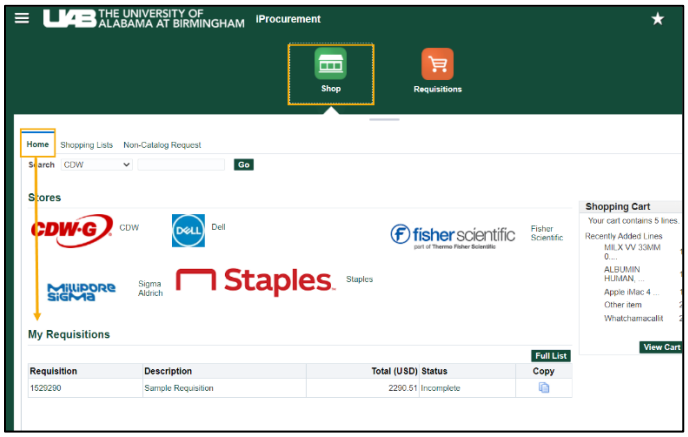
- Click the 3-lined navigation button in the top left of the Oracle homepage.
- From UAB FN Document Entry/Approval, choose Purchasing, then Requisitions, and finally iProcurement.



Step 3

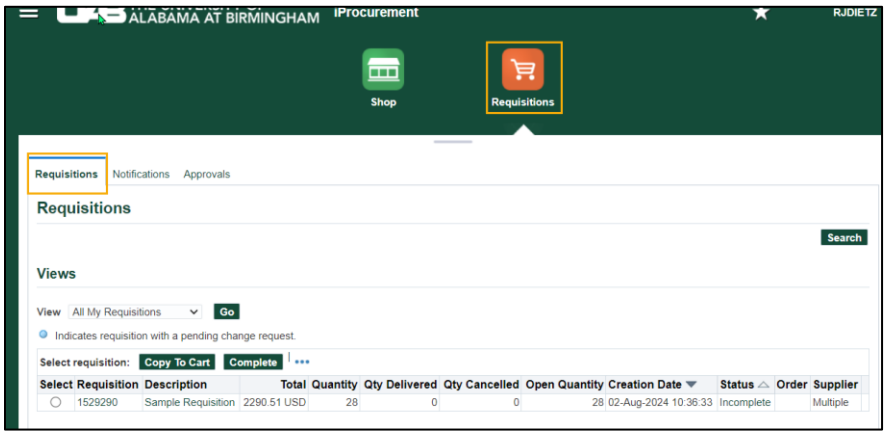
View a list of your requisitions:

- In the Shop tab, click Home, and scroll down to My Requisitions.



OR

- In the Requisitions tab click Requisitions.

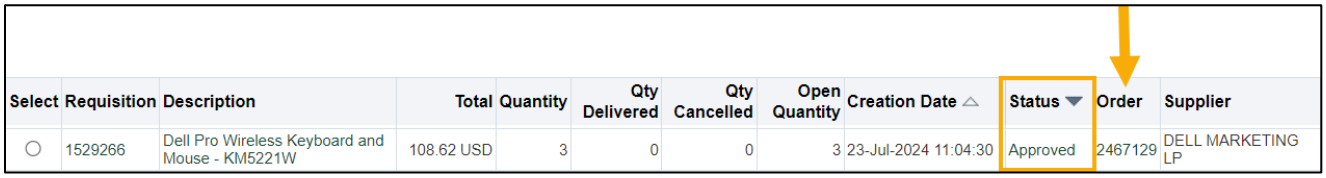


Step 4

Determine the Status of your requisition.

If the Status is Approved:

- The requisition has successfully completed workflow.
- The Purchase Order number has been created and added in the Order column.



Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
○	1529266	Dell Pro Wireless Keyboard and Mouse - KM5221W	108.62 USD	3	0	0	3	23-Jul-2024 11:04:30	Approved	2467129	DELL MARKETING LP

Step 5

If the Status of the requisition is In Process, it has entered Workflow but has not yet been fully approved.

- Monitor the Notifications tab for any important messages about the requisition.
- Use Document Locator to track the requisition approval process.

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
○	1529251	Personalization check	104.46 USD	7	0	0	7	17-Jul-2024 13:14:18	In Process		ZIGGYS TUBES & WIRES INC

Step 6

If the status is Incomplete, there was a problem that prevented successful submission of the requisition:

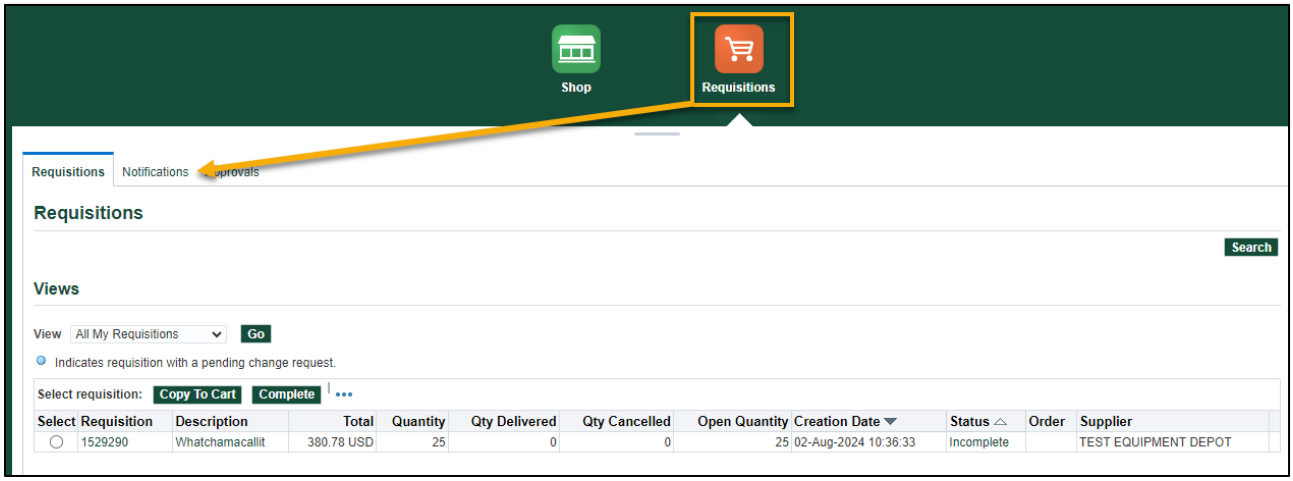
- Check Notifications immediately for further details and directions to correct errors.

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
○	1529262	test po completion2	0.00 USD	1	0	0	1	22-Jul-2024 15:25:45	Incomplete		UNIVERSITY OF ALABAMA SYSTEM OFFICE

Step 7

To view Notifications about your requisitions:

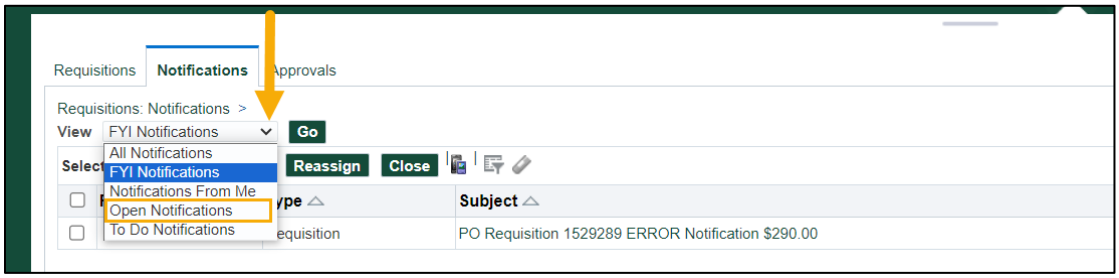
- Click the Requisitions tab.
- Click the Notifications tab.



Step 8

Select a Notification type to display:

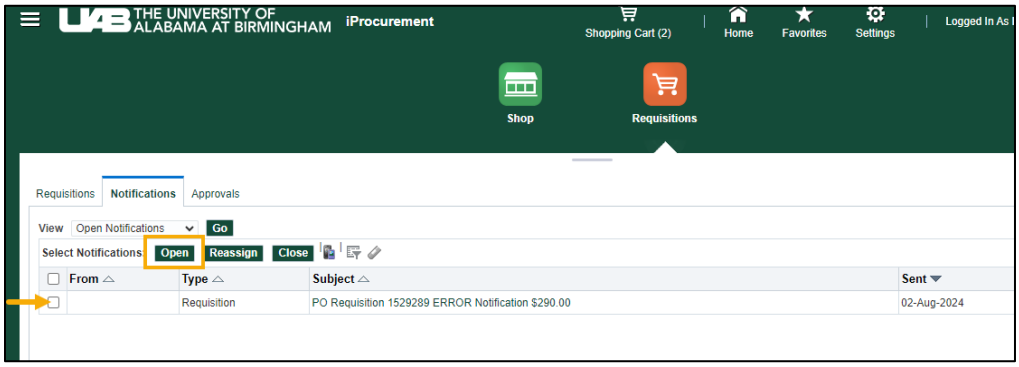
- Open the View dropdown menu.
- Click Open Notifications to see notifications that require attention.



Step 9

Open the notification for further details about the Incomplete requisition:

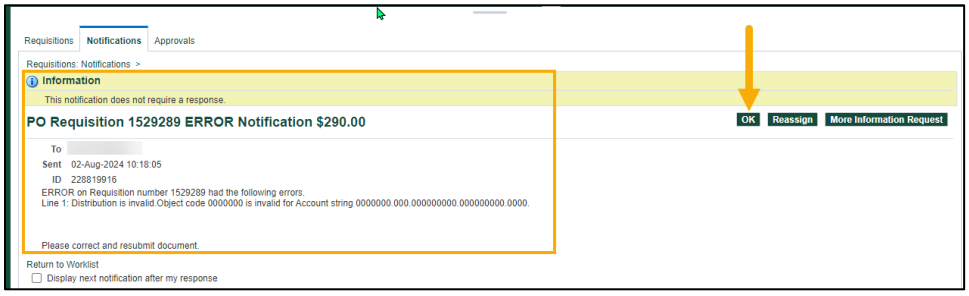
- Click the checkbox to select the notification you would like to view.
- Click Open.



Step 10

Carefully review the information and respond accordingly.

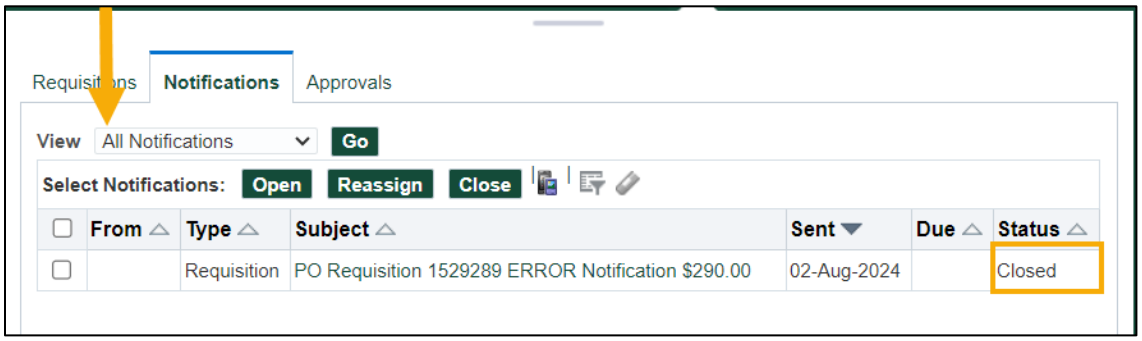
- Click OK to move the notification from Open status to Closed status.



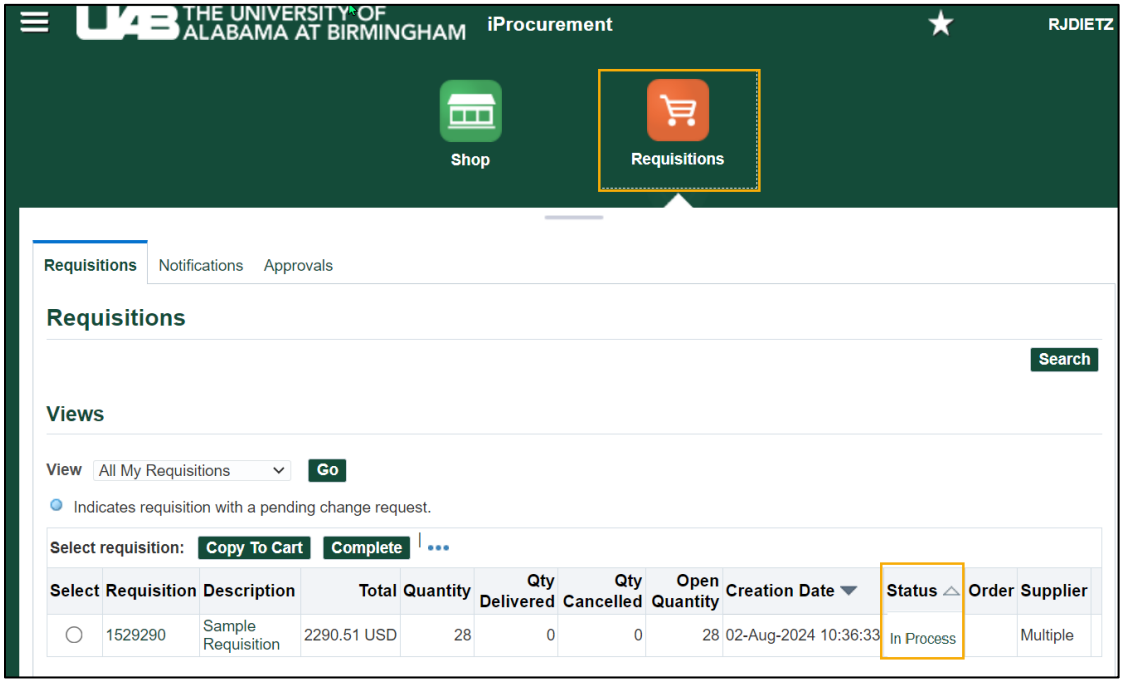
Step 11

To view notifications that are Closed:

- In the Notifications tab, select All Notifications from the View dropdown menu.



Step 12

Return to the Requisitions tab to view the requisition Status:

- If you have corrected the error in the Incomplete requisition, the status should have changed to In Process.
    - This means it has entered Workflow but has not yet been fully approved.
    - Monitor the Notifications tab for any important messages about the requisition.
    - Use Document Locator to track the requisition approval process.