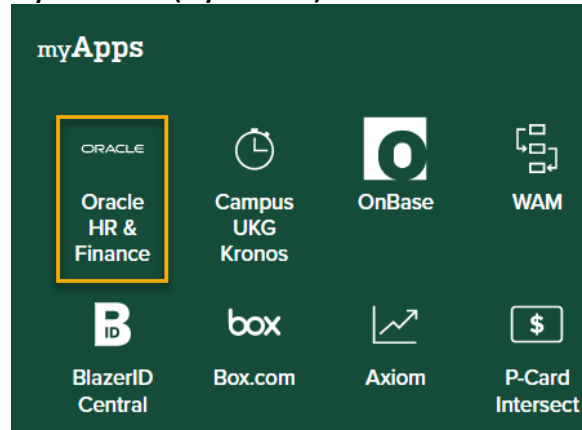


Log in to **Oracle HR & Finance**

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

myUAB Portal (my.uab.edu)

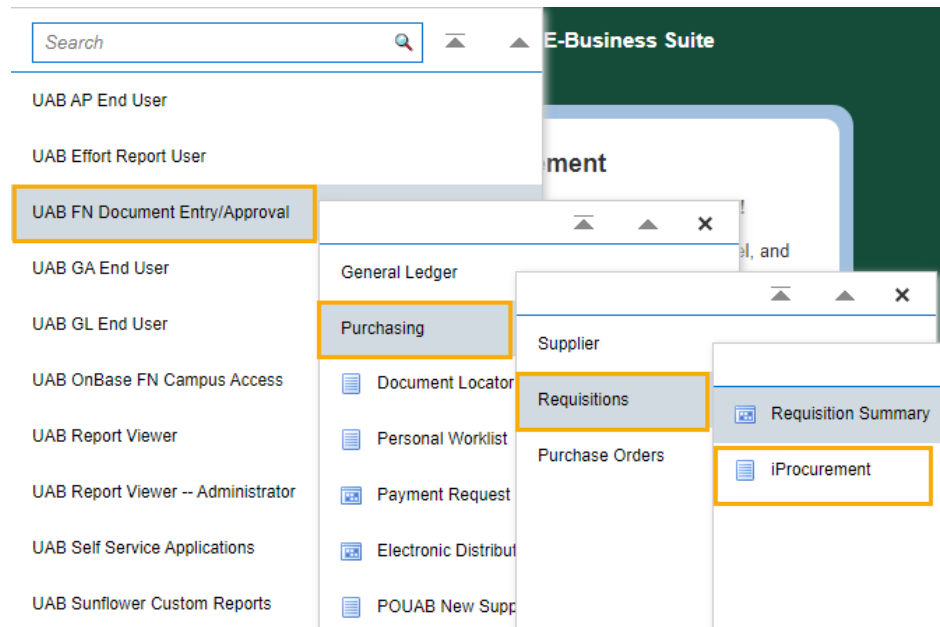


AdminSys (uab.edu/adminsys)



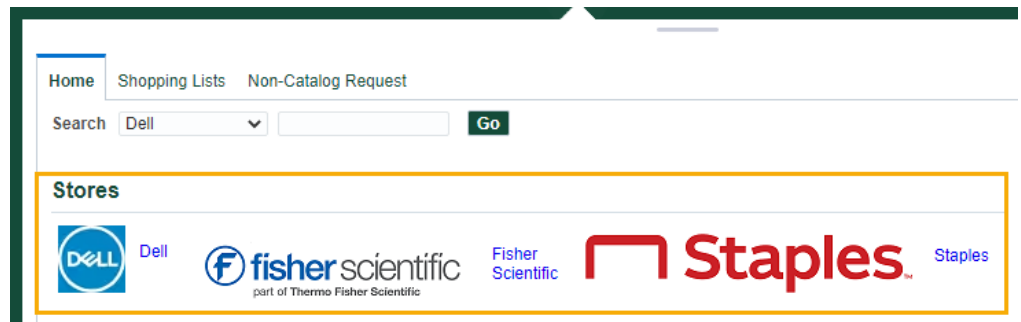
Navigate to **iProcurement**

- 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** (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](#)

