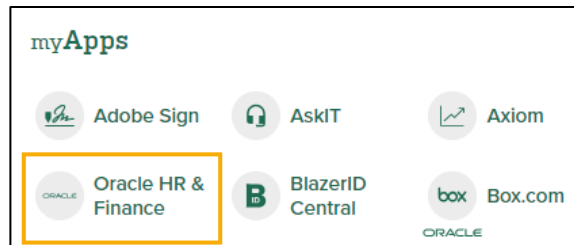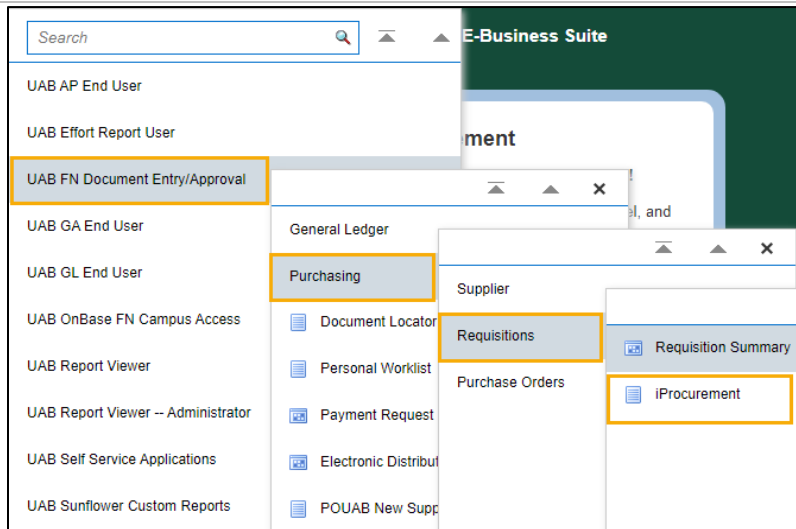**Step 1**

Log in to **Oracle HR & Finance**:

- Navigate to the myUAB portal
- Locate and click **Oracle HR & Finance**
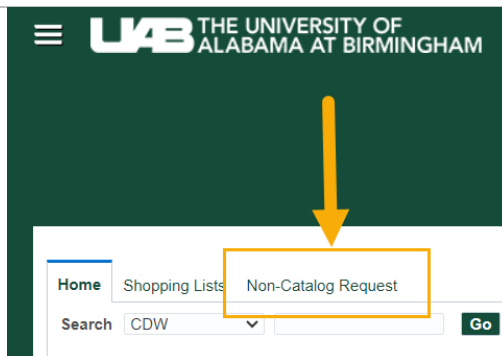
Step 2

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 **iProcurement**

Step 3

In the **iProcurement Shop** tab,

- Click **Non-Catalog Request**

Step 4

The **Item Description** must be entered as shown to the right →

- Update all highlighted text to reflect the machine you have selected including the terms/dates
- All other text in Item Description **must** remain the same

Canon ImageRUNNER DXC5840 and all accessories. Total Term=60 months 11/01/2024-10/31/2029 Commitment=3,000 B/W=0.0487 CLR=0.0420 Omnia pricing which is fixed for term and includes toner. Year 1: 11/01/2024– 10/31/2025

* Item Description

Canon ImageRUNNER DXC5840 and all accessories. Total Term=60 months 11/01/2024-10/31/2029 Commitment=3,000 B/W=0.0487 CLR=0.0420 Omnia pricing which is fixed for term and includes toner. Year 1: 11/01/2024-10/31/2025
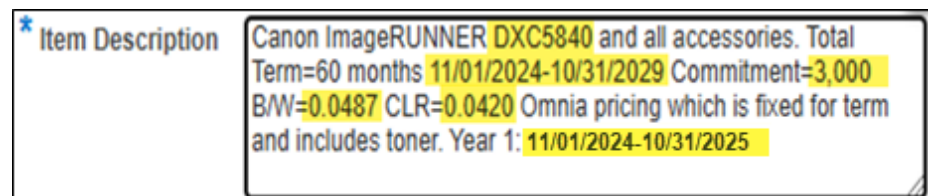
Step 5 Complete all **required fields**, in addition to the **Supplier Name** and **Site** fields, using the text to the right →	**B.** Category: **Copier.Lease** **C.** Quantity: **12** **D.** Unit of Measure: **Months** **E.** Unit Price: **Monthly Cost as indicated on CPC Program sheet [enter $ value]** **F.** Supplier Name: **Canon Financial Services** **G.** Supplier Site: **A-CHICAGO** *Item Type: Goods. I can provide description, item price and quantity* *Item Description: Canon ImageRUNNER DXC5840 and all accessories. Total Term=60 months 11/01/2024-10/31/2029 Commitment=3,000 B/W=0.0487 CLR=0.0420 Omnia pricing which is fixed for term and includes toner. Year 1: 11/01/2024 -10/31/2025* *Supplier Name: CANON FINANCIAL SERVICES* *Site: A-CHICAGO* *Category: Copier.Lease* *Quantity: 12* *Unit of Measure: Months* *Unit Price: 146.1* *Currency: USD*
Step 6 Click **Add to Cart and Next**. • This will add this Line to your Shopping Cart and clear the fields for you to proceed with adding additional Lines	Clear All Add to Favorites Add to Cart and New **Add to Cart and Next**
Step 7 Add an **additional line for each year** of the lease. • **Item Description** and **Unit Price** will be different for each year • See example to the right → • After Year 5 is added, click the **Add to Cart and Next** button	Item Description: **Year 2: 11/1/2025 – 10/31/2026** Category: **Copier.Lease** Quantity: **12** Unit of Measure: **Months** Unit Price: **0** Supplier Name: **Canon Financial Services** Supplier Site: **A-CHICAGO** * Indicates required field *Item Type: Goods. I can provide description, item price and quantity* *Item Description: Year 2: 11/01/2025 - 10/31/2026* *Category: Copier.Lease* *Quantity: 12* *Unit of Measure: Months* *Unit Price: 0* Clear All Add to Favorites Add to Cart and New **Add to Cart and Next**

Financial Affairs

Step 8a Add an additional line for **black & white copy** overage charges. • **Quantity** must be **60 months** • **Unit Price** is **.01** • If you **are not ordering** a copier that can produce **color copies**, click **View Cart and Checkout** • If **you are** ordering a copier producing **color copies**, click **Add to Cart and Next**	Item Description: **Black and White Overages** Category: **Copier.Lease** Quantity: **60** Unit of Measure: **Months** Unit Price: **.01** Supplier Name: **Canon Financial Services** Supplier Site: **A-CHICAGO** ==If copier is black and white only:== ==If ordering a copier with color copy functionality:==
Step 8b ==IF copier has color functionality==, • Add additional line for **color copy overage** charges • **Quantity** must be **60 months**. • **Unit Price** is **.01** • Click the **View Cart and Checkout** button	Item Description: **Color Copy Overages** Category: **Copier.Lease** Quantity: **60** Unit of Measure: **Months** Unit Price: **.01** Supplier Name: **Canon Financial Services** Supplier Site: **A-CHICAGO**

Step 9

On the **Checkout** screen, enter the following:

- **Order method:** Print
- **Deliver To:** The point-of-contact for this order
- **Building Room:** Enter the physical address where the machine will be installed, including Building Code & Room #
- **Requester's Phone #:** Enter the full phone number
- **Requester's Email**
- **Department Name**

Shopping Cart

* Description	Canon ImageRUNNER DXC5840 and all accessories. Total Term=60 months 11/01/
Need By Date	16-Feb-2027 00:01:00
* Deliver-To Location	Bham Main Campus

Additional Header Information

* Order Method	Print
* Deliver To Name	William Never-Purchasing
* *Building Abbreviation & Room/Suite	801 5th Ave S 801FIN 200G
* Requester's Phone #	205-934-4515
* Requester's Email	william.never@uab.edu
* Department Name	University Purchasing
* Expiration Date	
* Do scanned documents exist?	

Building Abbreviation & Room/Suite Format Examples:

JT 404; AB 520, SHEL 220; MCLM 256; etc.. **Building List Lookup**

Step 10

After all information is entered, click the **Continue Shopping** button below the Line Items

▶ Show Delivery and Billing

Line	Item Description	Unit	Quantity
1	Canon ImageRUNNER	Months	12
2	Year 2: 11/01/2025 - 10/31/2026	Months	12
3	Year 3: 11/01/2026 - 10/31/2027	Months	12
4	Year 4: 11/01/2027 - 10/31/2028	Months	12
5	Year 5: 11/01/2028 - 10/31/2029	Months	12
6	Black and White Overages	Months	60
7	Color Copy Overages	Months	60

Continue Shopping   **Edit**

Step 11

On the **Edit and Submit Requisition** page:

- Select the **checkbox** in the Details column for **Line 1 only**
- Click the green **Update** button
- Enter the appropriate **Billing Account** information
- The **Object Code** must be entered as **8609994 – PRINT COPY SERVICES**
- Scroll to the right of the page and click **Apply**

Select Lines: Update Copy Delete

Details Description	Quantity	Unit
Canon ImageRUNNER	12	Months
Year 2: 11/01/2025 - 10/31/2026	12	Months
Year 3: 11/01/2026 - 10/31/2027		
Year 4: 11/01/2027 - 10/31/2028		
Year 5: 11/01/2028 - 10/31/2029		
Black and White Overages		
Color Copy Overages	60	Months

Billing

Line	Nickname	UAB_AKF
1	GL Account Name	▓▓▓ ▓▓▓ ▓▓▓ 113000010.000
		ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT

Cancel Apply

Note: Grant/Project accounts cannot be used **for payment of copier lease.**

Step 12

Once complete, select **Add Attachment**:

- Choose **Long Text** from the **Attachment Type** dropdown
- Select Category **To Supplier**
- **Paste the text to the right** into the provided Long Text box →
- Click **Apply**

Notwithstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for the Customer's administrative convenience only, and any terms and conditions in this purchase order which conflict with or vary from the terms contained in Contract 2020002755, 12/16/2020, between Canon USA, Inc. and the University of California and UC 263461, shall be deemed null and void.

Add Attachment   ✕

Attachment Type	Long Text
Title	
Description	
Category	To Supplier
*Long Text	Enter the above text here…

Cancel Add Another Apply

Step 13a	
If this is a new copier and **not replacing** one currently on the CPC program, • Click **Submit** to submit the requisition for approval.	Submit
Step 13b	
If you are replacing a copier currently on the CPC program: • Select **Add Attachment** again • Choose **Long Text** as the Attachment Type • Select Category **To Supplier** • In the text box **enter the text to the right**, editing the **numbers to your original machine** → • Click **Apply** • Then **Submit** the requisition for approval	This PO replaces: **Original** PO #, Machine Serial #, Machine Model Number **Add Attachment** ✕ Attachment Type: Long Text Title: Description: Category: To Supplier *Long Text: This PO replaces: PO # - 1234567 Serial # - XYZ123 Model Number - DXC5640 Cancel Add Another Apply