

Stock Request Training

This will be used for Items Sourcing from a Warehouse that have a PeopleSoft UI Item

Accessing System	1
One-Stop e-Procurement - Homepage	3
Favorites	4
Create New Order	5
Item Search Page	6
Shopping Cart – Catalog Order (Item Sourced to a Warehouse).....	8
Shopping Cart – Catalog Order (Shopping Cart Favorites).....	10
Search Center	12
e-Pro Sidebar	13

Accessing System

To access Catalog Order/Purchase Requisitions (PREQs), go to <https://hris.uiowa.edu/portal/>. The screen shot below is the initial sign-on screen to all FUS Web Applications and Self Service.

Screen 1

Note: Your web browser must support encryption and have cookies enabled in order to login. We recommend using MSIE 4.0 or greater to take advantage of the many features within Purchase Requisitions.

You must complete your Workflow Personal Profile before using the PReq Application for the first time. You may do this under “Personal Profile” under the Workflow tab.

Workflow

Select **Personal Profile** from **My Self Service** Home Page Screen 2

- [Workflow Training Manuals](#)

History

- [270 form\(s\) may be viewed](#)

Maintenance

- [Ad Hoc Approvers](#)
- [Delegates](#)
- [Out of Office](#)
- [Personal Profile \(Set E-mail\)](#)
- [Workflow Test Transactions](#)

Workflow
THE UNIVERSITY OF IOWA

Self Service | Finance and Operations | Contact Us | Sign Out

You are here: [My Self Service](#) » Workflow Profile

Workflow Profile
Current Profile

1) Set an e-mail address at which you choose to receive Workflow-related correspondence. If this is left blank, Workflow will automatically use the address specified for you in the UI Enterprise Directory. Any e-mail address may be used below as long as it is valid.

E-mail Address:

2) You may elect to turn off E-mail notifications for new forms. If you select "No" below, you will no longer receive notification when a new form reaches your inbox. You will continue to receive E-mails when changes are made to old forms, comments are directed to you, or a transfer is created that requires your notification.

Receive E-mail Notifications? No Yes

- Fill in your email address
 - Choose your e-mail notification option
 - Click.
- Screen 3

ADMINISTRATION

- Data Access**
- [AP-PO Freight Web Tools](#)
 - [AP-PO PeopleSoft](#)
 - [HR Reports](#)
 - [PMO \(Property Management\)](#)

- Systems**
- [Cash Handling Audit Procedures](#)
 - [E-Pro\(E-Vouchers & PReqs\)](#)
 - [Hire@UIOWA](#)
 - [ProTrav \(Pcard Vouchers & Travel\)](#)

The system will return you to the menu screen.

On the menu screen, under **Administration** tab, click on the link to **e-Pro (e-Voucher and PReqs)** or add to your favorites using the .

Screen 4

If you need assistance with PReqs, please send an email to: preqs@uiowa.edu.

The Catalog Order form in the PReq system is for Item Sourcing from a Warehouse and Items Sourcing from a Vendor that have a PeopleSoft UI Item number. A user is defined as any employee who signs into PReqs application. A requester can be the same as a user or different than the user. Users must be assigned a requester or multiple requesters in order to be able to create purchase requisitions. If a user is not a requester or not assigned to a requester they cannot initiate a catalog order form.

System Messages:

ePro test points to FCPY1

eVoucher

Non-Services
Memberships
Prepayments < \$3000
Reimbursements
Utilities
Refunds
Subscriptions
Research Subjects

Services

Award
Stipend
Royalties
Guest Speaker
Transcription
Consultant
Musician/Performer
Peer Reviewer

PReqs

Goods and Services
Equipment
Request for Quotations
Contracts & Maintenance
Vendor requires purchase order
Prepayments > \$3000
Subcontracts
Catalog Orders

eBuy

An eProcurement solution providing a connection to primary suppliers

ProTrav

Less than \$3001/trans
Low dollar Goods
Travel Related Expenses

Where do I go for my Procurement? [I'd like help.](#)

One-Stop e-Procurement - Homepage

The name of this Web Application is **PReqs (Purchase Requisitions)**.

Please note the **System Messages**.

Click on **PReqs**.
Screen 5

PReqs Home

Requisitions

[Browse](#) 2 requisitions in workflow.
[Browse](#) 1 draft requisitions.
[Browse](#) 0 today's requisitions.
[Browse](#) 0 created during the past 5 days.
[Browse](#) 0 created during the past 30 days.
[Browse](#) 0 created during the past 60 days.
[Browse](#) 3 all of my requisitions.

Inventory Catalog Orders *

[Browse](#) 0 Draft
[Browse](#) 1 In Progress
[Browse](#) 2 Complete
[Browse](#) 0 Cancelled within the last 30 days
[Browse](#) 3 All of my Stock Orders
* Supply Items sourced from a Warehouse and/or Vendor

Purchase Orders

[Browse](#) 0 today's purchase orders.
[Browse](#) 0 created during the past 5 days.
[Browse](#) 4 created during the past 30 days.
[Browse](#) 4 created during the past 60 days.
[Browse](#) 27 all of my purchase orders.

eBuy Shopping Carts

[Browse](#) 0 Draft eBuy Shopping Carts
[Browse](#) 0 today's eBuy Shopping Carts
[Browse](#) 0 loaded from eBuy the past 5 days
[Browse](#) 0 loaded from eBuy the past 30 days
[Browse](#) 0 loaded from eBuy the past 60 days
[Browse](#) 0 All of my eBuy Shopping Carts

Inventory Catalog Orders Section

Browse Draft – Order where the submit button has not been pressed.

Browse In Progress – Order that has at least one stock item that has not been sourced in PeopleSoft

Browse Complete – Order that has been submitted with only non-stock items, or has stock items that have all been sourced or cancelled

Browse Cancelled within the last 30 days – Order with at least one stock item that has been cancelled

Browse All my Stock Orders – Shows all stock orders

*Supply Items sourced from a Warehouse will only list under the Catalog Order section

*Supply Items sourced from a Vendor will list under Catalog Order section until a user has clicked submit, then will list under Requisition and Purchase Order section.

You should now be at PReq Home page.

You can view Requisitions, Purchase Orders, and Catalog Orders by clicking on the **Browse** next to the appropriate list.

PReqs Home page is where the Initiators can browse and check the status of the requisitions, purchase orders, eBuy shopping carts, and catalog orders they created. You will not be able to see orders created by other Initiators on this page. This page shows only your transactions. This is where Initiators will keep track of their Warehouse orders to see when they complete and Vendor orders to see when a purchase order number is assigned.

Screen 6

Favorites

Favorites is for saving frequently used information and can be added throughout the PReq by clicking [add](#)

You may also have the option to add this information manually.

#	Act	BookmarkName																								
1	X	Purchasing																								
<table border="1"> <thead> <tr> <th>fund</th> <th>org</th> <th>dept</th> <th>sdept</th> <th>grnt/prgm</th> <th>iact</th> <th>oact</th> <th>dact</th> <th>fn</th> <th>cctr</th> <th>slid</th> <th>slac</th> </tr> </thead> <tbody> <tr> <td>050</td> <td>05</td> <td>0310</td> <td>00000</td> <td>50649100</td> <td>6026</td> <td>000</td> <td>00000</td> <td>60</td> <td>0000</td> <td></td> <td></td> </tr> </tbody> </table>			fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	050	05	0310	00000	50649100	6026	000	00000	60	0000		
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac															
050	05	0310	00000	50649100	6026	000	00000	60	0000																	
2	X	facilities																								
<table border="1"> <thead> <tr> <th>fund</th> <th>org</th> <th>dept</th> <th>sdept</th> <th>grnt/prgm</th> <th>iact</th> <th>oact</th> <th>dact</th> <th>fn</th> <th>cctr</th> <th>slid</th> <th>slac</th> </tr> </thead> <tbody> <tr> <td>676</td> <td>70</td> <td>7900</td> <td>00000</td> <td>68010518</td> <td>6720</td> <td>035</td> <td>00000</td> <td>31</td> <td>0000</td> <td></td> <td></td> </tr> </tbody> </table>			fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	676	70	7900	00000	68010518	6720	035	00000	31	0000		
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac															
676	70	7900	00000	68010518	6720	035	00000	31	0000																	

Under **Favorites** on the side bar, click on the **MFK** to get to this screen.

The **Bookmark Name** is a title you assign to the Favorite to identify and remember it by. It can be anything you want.

Fill in the MFK fields and click [Save](#)

Click [Add](#) to add another.

Always remember to save after adding any new entries.

Screen 7

When you click **End User** under **Favorites** you may enter your **Bookmark Name** and tab to the Name field, enter the name and tab to the Phone field and enter the phone number, including area code and click [Save](#)

Screen 8

#	Act	BookmarkName				
1	X	Bergeon, Julie				
<table border="1"> <thead> <tr> <th>name</th> <th>phone</th> </tr> </thead> <tbody> <tr> <td>Bergeon</td> <td>319-335-1726</td> </tr> </tbody> </table>			name	phone	Bergeon	319-335-1726
name	phone					
Bergeon	319-335-1726					

[Save](#) [Add](#)

Wherever you see the a window displays a list of your favorites.

Screen 9

Create New Order

- PReqs
- Create Req
- Req Search Center
- Catalog Order Search
- Return to Order
- Copy Req
- Copy Order

Click on the **Create Req** link on the side bar and you'll get the **Order By** page below

Note: If **Create Req** is grayed out, a Requester must fill out a **PReq Access** form to get the initiator signed up. See **PReqs Access** link on side-bar



- Forms
- PReq Access
- Item Form
- Ship to Codes
- Vendor Codes

Order By

Select one of the following to order by:

- Purchase Requisition**- This requisition will be used to order by description only for services, equipment, repairs and blanket orders that go to an outside vendor.
- eBuy Shopping**- This selection will direct you to prime vendor contracts.
- PeopleSoft Catalog Orders**- This selection will be used to order PeopleSoft item number products that are sourced from Hospital Process Stores and General Stores or from a vendor.
- Shopping Cart Favorites from PeopleSoft Catalog Orders**- This selection will be used to order your favorite PeopleSoft item number products that are sourced from a warehouse or from a vendor.

Requester Information

Requester: Ship To:  [add](#)
HawkID: Address:
Location:
Phone: End User:
Dept: Phone:  [add](#)
Email:

[Continue](#)

Select **PeopleSoft Catalog Orders**.

All fields on the **Order By** page are required.



Screen 10

The Requester(s) you have been approved to use will be listed in the drop-down menu next to **Requester**.

Click down arrow next to the **Requester** field and click on the Requester name that you want to use and it will populate the Requester information and corresponding Ship To information on the main screen.

- Bergeon,Julie
- Leichty,Chris
- Williams,Judy
- General Stores
- University Housing Stores
- Biochemistry Stores
- Dentistry Stores
- Kreiss,Diana

Requester Information

Requester: Williams,Judy Ship To: MBSB-183A  [add](#)
HawkID: JWILLIAMS Address: Williams,Judy MBSB-183A
Location: MBSB-183A
Phone: 319/384-3906 End User: Julie Bergeon
Dept: Payroll Personnel Functions Phone: 319-335-1726  [add](#)
Email: judy-williams@uiowa.edu

[Continue](#)

Screen 11

Requester: This information is used to identify the person in the department who works directly with Purchasing and Accounts Payable to facilitate the procurement and payment process. Requesters may be contacted by Purchasing, Accounts Payable, or the vendor if a question arises regarding the Catalog Order.

Ship To Code: The Ship To Code fills in automatically according to the Requester you've selected. This code identifies the location to which the merchandise being ordered is to be sent.

Ship To:

Address: Meyer,Danielle PCO-202-5

End User:

Phone:

End User Name: The End User is the member of your department requesting the good or services. These can be added to your Favorites by clicking the "add" link. Make sure to enter the phone number in the format shown, including area code.

Screen 12

The MFK listed will default in on the Catalog Orders and can be changed if needed on the items panel.

Default MFK

050 05 0311 0000 50649100 6026 000 00000 60 0000 Screen 13

Catalog Access

Catalog Access: Requesters/Initiators must be assigned specific catalogs in order to be able to access the catalog and order the item in the catalog.

Screen 14

SetID	Catalog	Description
UIOWA	UI_GEN_STORES	General Stores

Click the **Continue** button to continue to the Item Search Page.

Item Search Page

[Search](#) QuickShop [Add to Cart](#) MiniCart: 0 item(s)

[OrderBy Page](#) [Go to Shopping Cart](#) [Items Help](#) I want to see items per page.

Match any criteria

UI Item #: Description:

Manufacturer Name: Manuf Item ID:

Vendor Name: Vendor Item ID:

Vendor ID:

Category: Catalog:

Old Item ID: Alias:

Filter search by: Warehouse Vendor None

Search **Clear** [Go to Shopping Cart](#) **Add to Shopping Cart**

The first field is a global search which searches the description, manufacture name, manufacture item id, and vendor item id.

If the user knows the UI Item id, then you may type this in the **QuickShop** field and click [Add to Cart](#). It will then be placed in your shopping cart. Click [Go to Shopping Cart](#) if you want view its contents.

Screen 15

15 items found, displaying 1 to 10 [\[First/Prev\]](#) 1, 2 [\[Next/Last\]](#)

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
30595	09612	Dispenser Toilet Tissue Jumbo Insight	\$ 391.6800	EA			GENST	<input type="text" value="0"/>
30594	J29-315	Dispenser Sani-bag	\$ 713.6000	EA			GENST	<input type="text" value="0"/>
30593	9551	Dispenser Double Roll JRT Junior Twin Insight	\$ 212.1438	EA			GENST	<input type="text" value="0"/>
30592	771665	Cover for Junior JRT Dispenser Insight	\$ 0.0100	EA			GENST	<input type="text" value="0"/>
30591	772603	Cover for Jumbo Tissue Dispenser	\$ 0.0100	EA			GENST	<input type="text" value="0"/>
30590	772501	Cover for Double Jumbo Junior Dispenser	\$ 0.0100	EA			GENST	<input type="text" value="0"/>

On the item search page, you may search for items using many different criteria. You can narrow your search by putting information in multiple fields and using any or all match criteria drop-down. The default (Match any criteria) will result in items with at least one of the criteria typed. Selecting all will result in items with all criteria typed.

You must select one field to search on. The search will find entries where your search is part of a word and will ignore capitalization.

Match any criteria

Match any criteria

Match all criteria

in the

Match any criteria

UI Item #: Description:

Manufacturer Name: Manuf Item ID:

Vendor Name: Vendor Item ID:

Vendor ID:

Category: Catalog:

Old Item ID: Alias:

Filter search by: Warehouse Vendor None

[Go to Shopping Cart](#)

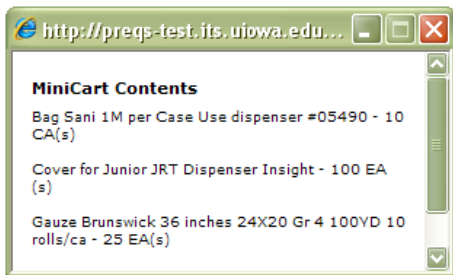
In this example the search criteria is **Description-syringe** and **Catalog-GENST** (General Stores Catalog).

Type the desired **Order Qty** and click

Screen 16

433 items found, displaying 1 to 10 [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
30586		Envelope Campus Mail 9.5x12.5 sold by each 250 per box	\$ 0.1583	EA			GENST	<input type="text" value="0"/>
30587	588073	Gauze Brunswick 36 inches 24X20 Gr 4 100YD 10 rolls/ca	\$ 6.8369	EA			GENST	<input type="text" value="0"/>
30588	J29-8B02	Bag Sani 1M per Case Use dispenser #05490	\$ 44.7702	CA(1)			GENST	<input type="text" value="0"/>
30589	S10-00	Bedding oil-dry floor aborbant 50 pound bag	\$ 11.0490	EA			GENST	<input type="text" value="0"/>



You may also click the **MiniCart**: at the top of the page to view your shopping cart's contents.

A pop-up window is displayed. Click the red X to close.

After you've selected all the items with their quantity, click on [Go to Shopping Cart](#) to complete your order at the top or bottom of the page. The system will take you to the Shopping Cart.

Screen 17

Shopping Cart – Catalog Order (Item Sourced to a Warehouse)

QuickShop  [Add to Cart](#)

If you need to add another item click [Continue Shopping](#) or use **QuickShop**. You may also return to the **Order By** page or empty your cart.

[OrderBy Page](#) [Continue Shopping](#) [Empty Cart](#)













[Apply this MFK to all lines.](#)

fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt
 050 05 0310 00000 50649100 6070  000 00000 60 0000 \$447.70

Items Sourcing From a Warehouse:

Comments for the Warehouse 


General Stores

#	UI Item #	Description	Qty	UOM	Total Price	
1	30588	Bag Sani 1M per Case Use dispenser #05490	10.0	CA	\$ 447.70	 add
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
	 050	05 0310 00000 50649100 6070  000 00000 60 0000				\$447.70
2	30592	Cover for Junior JRT Dispenser Insight	100.0	EA	\$ 1.00	 add
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
	 050	05 0310 00000 50649100 6070  000 00000 60 0000				\$1.00
3	30587	Gauze Brunswick 36 inches 24X20 Gr 4 100YD 10 rolls/ca	25.0	EA	\$ 170.92	 add
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
	 050	05 0310 00000 50649100 6070  000 00000 60 0000				\$170.92

Warehouse Subtotal: \$619.62

Price: This is the approximate price a user area will be charged upon issue of this item from an inventory area.

Stock Subtotal: \$ 619.62

You can add Warehouse comments by clicking this icon 

Dots in balloon indicate there are comments noted 

Header Comments

Warehouse Comments for the Picklist 

[Return to Order](#)

You can still change MFK, quantity, or add the item to your favorites.

You can also change the MFK for all line items buy filling in the MFK and clicking “Apply this MFK to all lines”

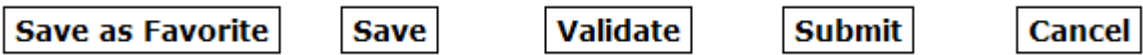
Screen 18

You may add any comments to the Warehouse for the Picklist.

Click [Return to Order](#)

Screen 19

The last section of the Stock Request contains actions you take order.



Save as Favorite: If you'd like to save this order as a favorite, you'll be prompted to name the cart.

Save: To save your order and finish later.

Validate: Your order will be checked and you will be prompted in red if there are any errors. You must correct any errors before you can "Submit".

Submit: Submits to PeopleSoft the stock items (items sourced from a warehouse) will become stock requests.

e-Voucher	PReqs	ProTrav
Order ID:	SC00025866	
WF Tx#:	-	
Date:	07-10-2009	

Cancel: Your order will be Cancelled.

Save, validate or submit will assign a ten-digit number beginning with SC located on the sidebar in the upper left Order ID field.

Save Cart Favorite

Name of Cart Favorite:

[Save](#)

Items Sourcing From a Warehouse -Stock ID 0000072980:

Comments for the Warehouse

General Stores

UI #	Item #	Description	Qty	UOM	Total Price	Status						
1	30588	Bag Sani 1M per Case Use dispenser #05490	10.0	CA	\$ 447.70	In Progress						
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt
050	05	0310	00000	50649100	6070	000	00000	60	0000			\$447.70

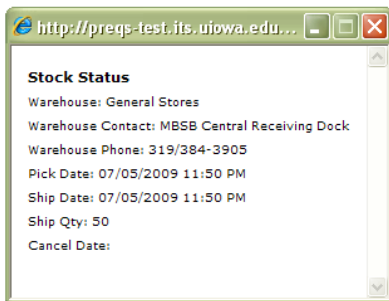
warehouse

College Of Dentistry Stores

UI #	Item #	Description	Qty	UOM	Total Price	Status						
3	30596	Composite Filtek A2 Body 20/Pkg-3M/ESPE	3.0	PKG	\$ 101.97	Cancelled						
4	30597	Impression Tray 1 large upper 12/pkg-coltene	2.0	PKG	\$ 6.81	Complete						
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt
050	05	0310	00000	50649100	6070	000	00000	60	0000			\$101.97
050	05	0310	00000	50649100	6070	000	00000	60	0000			\$6.81

Warehouse Subtotal: \$108.78

Screen 20



Clicking on **Complete** link will show warehouse information, Pick Date, and Ship Date.

Clicking on **Cancelled** will show you the cancelled date.

Screen 21

Submit will also assign a ten-digit Stock Request ID to the order for items sourced from a warehouse. The requester and initiator will get an email that the order has been created in PReqs with the Stock Request ID. They will also get an email when the order is completed and shipped.

Status are:

- o **In Progress**-Item has not been sourced from
- o **Complete**-Item has been sourced and will be shipped
- o **Cancelled**-Item order cannot be filled and will require a new order to be submitted

If a line in the order has been partially filled or cancelled, the requester and initiator will receive an email stating this and the line item will need to be re-ordered.

Shopping Cart – Catalog Order (Shopping Cart Favorites)

Click on the **Create Req** link in the side bar area and you'll get the Order By screen below. Select **Shopping Cart Favorites from Catalog Orders**. All fields on the **Order By** page are required.

For orders you've previously saved as a favorite, you'll begin the same way on the Order By page, but select the third option.

Order By

Select one of the following to order by:

- Purchase Requisition**- This requisition will be used to order by description only for services, equipment, repairs and blanket orders that go to an outside vendor.
- eBuy Shopping**- This selection will direct you to prime vendor contracts.
- PeopleSoft Catalog Orders**- This selection will be used to order PeopleSoft item number products that are sourced from Hospital Process Stores and General Stores or from a vendor.
- Shopping Cart Favorites from PeopleSoft Catalog Orders**- This selection will be used to order your favorite PeopleSoft item number products that are sourced from a warehouse or from a vendor.

Screen 22

Select the **Requester** and **End User**.

Requester Information

Requester:

HawkID: CREEDL Ship To:

Location: GH-C311 Address: Creed,Linda GH C311

Phone: 319-356-1206 End User:

Dept: Rheumatology Phone:

Email: linda-creed@uiowa.edu

Continue

...and click **Continue**. Screen 23

Saved Shopping Lists

A list of your **Saved Shopping Lists** will display.

You may select the cart name or remove from your list.

Screen 24

Order ID	Cart Name	
SC00025780	gen stores cart	remove
SC00025867	General Stores Weekly Order	remove
SC00025868	Gen Stores Bag Order	remove

Saved Shopping List Items

Your items and quantities are saved in the favorites.

You may change the quantities and/or "Add to Shopping Cart".

Screen 25


UI Item #	Description	UOM Price	UOM	Sourcing from	Order Qty
30588	Bag Sani 1M per Case Use dispenser #05490	\$ 44.7702	CA(1)	GENST	<input type="text" value="10.0"/>
30592	Cover for Junior JRT Dispenser Insight	\$ 0.0100	EA	GENST	<input type="text" value="100.0"/>
30587	Gauze Brunswick 36 inches 24X20 Gr 4 100YD 10 rolls/ca	\$ 6.8369	EA	GENST	<input type="text" value="25.0"/>

[Clear Order Qty](#)

Add to Shopping Cart

[Return to Saved Carts](#)



QuickShop  [Add to Cart](#)

Your order is displayed.
You can still change MFK, quantity, or add the item to your favorites.
You can add comments by clicking this icon 

Screen 26







[OrderBy Page](#) [Continue Shopping](#) [Empty Cart](#)

[Apply this MFK to all lines.](#)

fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac
 250 05 0333 00010 00000000 6199  000 00000 00 0000

Items Sourcing From a Warehouse:

Comments for the Warehouse 

UI #	Item #	Description	Qty	UOM	Total Price	
1	30587	Gauze Brunswick 36 inches 24X20 Gr 4 100YD 10 rolls/ca	5.0	EA	\$ 500.98	 add
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
		 050 05 0310 00000 50649100 6026  000 00000 60 0000 \$500.98				
2	30588	Bag Sani 1M per Case Use dispenser #05490	5.0	CA	\$ 3,280.58	 add
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
		 050 05 0310 00000 50649100 6026  000 00000 60 0000 \$3280.58				

Price: This is the approximate price a user area will be charged upon issue of this item from an inventory area.

Stock Subtotal: \$ 3,781.56

[Save as Favorite](#) [Save](#) [Validate](#) [Submit](#) [Cancel](#)

Save as Favorite, Save, Validate, Submit, and Cancel your Stock Order.

Submit will also assigns a Stock Request ID to the catalog order for items sourced from a warehouse. The requester and initiator will receive an email with the Stock Request ID.

Search Center

The Search Center is granted by your workflow administrator.

You can search for Catalog Orders using many different criteria on this page.

You can narrow the search by putting information in multiple fields.

SC Order ID is the number assigned to the Catalog Order.

Stock ID is the number assigned to Items sourced from a warehouse.

Screen 27

Order Search Center

Note:
Search entries are case in-sensitive. Using 'Equal To' with 'foo,bar' will find 'Foo,Bar', 'FOO,BAR', etc. You may use wildcards '*' on search entries. For Order ID, using 'Like' with '*10' will find IDs ending in 10 such as 'SC000010', or 'S0056110'. Using 'Like' with '*10*' will find IDs having 10 in them such as 'SC000105', or 'SC561108'.

SC Order ID	Equal To	<input type="text"/>	<input type="text"/>
Stock ID	Equal To	<input type="text"/>	<input type="text"/>
Order Date	Equal To	<input type="text"/>	<input type="text"/>
SC Order Status	Equal To	<input type="text"/>	<input type="text"/>
Initiator (HawkID)	Equal To	<input type="text"/>	
Requester Code	Equal To	<input type="text"/>	
Requester Name	Equal To	<input type="text"/>	
Ship To	Equal To	<input type="text"/>	
End User	Equal To	<input type="text"/>	
Vendor ID	Like	<input type="text"/>	
Vendor Name	Like	<input type="text"/>	
Item ID	Equal To	<input type="text"/>	<input type="text"/>

Search Center Results


15 Orders found.

Order #	Order Date	Initiator	End User	Status	Order Amt	Description
SC00000318	2007-07-12	jbergeon	Julie Bergeon	Complete	\$ 240.00	Syringe Refill
SC00000382	2007-07-23	jbergeon	Julie Bergeon	Complete	\$ 240.00	Syringe Refill
SC00000508	2007-08-22	jbergeon	Julie Bergeon	Complete	\$ 9,003.56	CUSHION CHAIR AIR FILLED
SC00000541	2007-08-23	jbergeon	Julie Bergeon	Complete	\$ 5,600.70	MIRROR CONE SOCKET PLAIN #4
SC00000559	2007-08-23	jbergeon	Julie Bergeon	Complete	\$ 5,421.61	TUBE RECTAL X-RAY OPAQUE NON-S

After you have the information in the fields you want to search on, click on **Search** at the top left of the Search Center page. A list of the requisitions that met the criteria you entered will be displayed.

Click on the **Order #** if you want to see the catalog order.

Screen 28



e-Voucher **PREqs** **ProTrav**

Order ID:
WF Tx#: -
Date: 06-26-2009

User: jbergeon

Self Service / FO
Logout

eBuy Shopping

PREqs
Create Req
Req Search Center
Catalog Order Search
Return to Order
Copy Req
Copy Order

Favorites
ShipTo
EndUser
Vendor
Item
Category
MFK
Comment
Asset

Forms
PREqs Access Form
PREqs Access Form Search
Item Form
ShipTo Codes Form
Indiv Contractor Doc

Purchasing Links
Purchasing Contracts
Computers
Current Bid Opportunities
Iowa Prison Industries
Targeted Small Business
Subagreements
eforms

Help Center
Contact Us
Purchasing Policy Manual
Purchase Req Tutorial
Catalog Order Tutorial
Services Voucher Tutorial
Non-Services Voucher
Tutorial
Freight Account
FAQ
Requester Search

Screen 29

e-Pro Sidebar

Order ID: A ten digit number that begins with SC. The PREqs system electronically assigns the number after the Initiator saves, validates, or submits a catalog order.

Req ID: Is located on the sidebar at the top. A 10-digit number that begins with a W. The PREqs system electronically assigns the number after the Initiator saves or validates a requisition.

WFTx#: Is located on the sidebar at the top. This is the Workflow transaction number that is assigned by workflow for tracking purposes.

Date: Is located on the sidebar at the top. This is the date the requisition was created.

PO: Is located on the sidebar at the top. A 10 digit number that begins with a 1. This number is electronically assigned in the Preqs System after the last workflow approval.

eBuy Shopping: This selection will direct you to prime vendor contracts.

PREqs

Create Req: Order by Purchase Requisitions or Catalog Orders.

Req Search Center: Located on the sidebar, click on Search Center to find Requisitions. Access granted by workflow administrator.

Catalog Order Search: Located on the sidebar, click on Search Center to find Catalog Orders. Access granted by workflow administrator.

Return to Order: Takes the user to the main Order entry page.

Copy Req: Brings up an established Req you would like copied. Click Copy Req on the side bar. The information from the Req will be populated in a new record. Make any changes needed and send to workflow.

Copy Order: Brings up established Catalog order you would like copied. Click Copy Order on the side bar. The information from the Order will be populated in a new record. Make any changes needed and send to workflow.

Favorites - Frequently used information.

Forms

PREq Access: Form to receive PREqs access

Item Form: Sends email to Items file team to add your item

Ship to Codes: Request to add, change, or delete a Ship to code

Vendor Codes: Request to add, change, or delete vendor information

Purchasing Links

Purchasing Contracts: University of Iowa contracts are considered a primary tool for the departments to receive the best pricing and quality. Contact Purchasing Agents if you have questions.

Computers: Links for ordering online when possible for orders less than \$3000.

Bids in Progress: Currently Active Bids

Iowa Prison Industries: Web site showing Iowa Prison Industries Items.

Targeted Small Business: System providing State of Iowa certified Targeted Small Businesses with advance notice of procurement opportunities.

Subagreements: Division of Sponsored Programs web site to help users with subagreements.

E-forms: Electronic forms web site.

Help Center

Contact us: Informational page for questions

Purchasing Policy Manual: Link to manual with guidelines

PREqs Initiator Tutorial: Document for requesters and initiators

e-Voucher Initiator Training: Document for help with e-vouchers

Freight Account: Learn how getting a Freight account can save you money.

FAQ: Frequently asked questions regarding PREqs and e-Vouchers

Requester Search: This search will look in the Requester Code, Requestor Name, Location, and Department Name fields