

Training Guide for Chemistry Stores Customers

How To Use Self-Checkout:

Step 1:

Login to preqs: <https://preqs.its.uiowa.edu/preqs/home.page?requisition.home=true>

TEST ENVIRONMENT

e-Pro

e-Voucher PReqs eBuy ProTrav

ID: -
WF Tx#: -
Date: -

User: eknight

Self Service / FO
Logout

PReqs
Create Reg
Req Search Center
Catalog Order Search
Copy Reg
Copy Order
Find UI Contract

▶ Favorites
▶ Forms
▶ Purchasing Links
▶ Help Center

PReqs Home

Requisitions

- [Browse](#) 0 requisitions in workflow.
- [Browse](#) 1 draft requisitions.
- [Browse](#) 0 today's requisitions.
- [Browse](#) 0 created during the past 5 days.
- [Browse](#) 1 created during the past 30 days.
- [Browse](#) 1 created during the past 60 days.
- [Browse](#) 0 locked in Universal Workflow.
- [Browse](#) 1 all of my requisitions.
- [Search my requisitions.](#)

Inventory Catalog Orders *

- [Browse](#) 0 Draft
- [Browse](#) 0 In Progress
- [Browse](#) 10 Complete
- [Browse](#) 3 Cancelled within the last 30 days
- [Browse](#) 10 All of my Stock Orders
- [Browse](#) 0 Recurring Orders
- [Search my orders.](#)
- * Supply Items sourced from a Warehouse and/or Vendor

Purchase Orders

- [Browse](#) 0 today's purchase orders.
- [Browse](#) 3 created during the past 5 days.
- [Browse](#) 7 created during the past 30 days.
- [Browse](#) 7 created during the past 60 days.
- [Browse](#) 7 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

Step 2: click create req on left hand side of the screen.

e-Pro

oucher PReqs eBuy ProTrav

er ID:
Tx#: -
e: 08-28-2024

er: eknght

f Service / FO
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eqs

ate Req
y Search Center
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y Req
y Order
d UI Contract

Favorites

Forms

Purchasing Links

Help Center

Order By

Select one of the following to order by:

- Purchase Requisition**- This requisition will be used to order by contract or by description 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, General Stores, Dentistry Stores, and College of Pharmacy Stores or from a vendor. [Shopping Cart Favorites](#) [Recurring Orders](#)

Requester Information

Requester: Ship To:

HawkID: GFRIESTA Description: Chemistry Storeroom CB-W1-01

Location: CB-W1-01 Address: The University of Iowa
Chemistry
CB-W1-01
230 North Madison Street
Iowa City, IA 52242

Phone: 319/335-3562 Phone: 319/335-3562

Department: Chemistry Fax:

Email: gregory-friestad@uiowa.edu

End User HawkID: ?

Name: Evelyn Knight
Location: W93 CB
Phone: 319/467-0968
Department: Clas-Chemistry
Email: evelyn-knight@uiowa.edu

Default MFK


510 11 1070 0000 11340800 6115 000 00000 20 1715



Catalog Access



Step 3:

Select PeopleSoft catalog orders as a checkout option, the bubble should be filled in.

Requester Information

Requester: 
HawkID: SMONETTE
Location: CB-W1-01
Phone: 319/335-3562
Department: Chemistry
Email: shonda-monette@uiowa.edu

Ship To:   [add](#)
Description: Chemistry Storeroom CB-W1-01
Address: The University of Iowa
Chemistry
CB-W1-01
230 North Madison Street
Iowa City, IA 52242
Phone: 319/335-3562
Fax:

End User HawkID: ?   [add](#)
Name: Evelyn Knight
Location: W93 CB
Phone: 319/467-0968
Department: Clas-Chemistry
Email: evelyn-knight@uiowa.edu

Default MFK

150 11 1070 00000 52583501 6115 000 00000 10 0000

Step 4:

Select the requester drop-down and/or make sure the requester is your name (the customer). The Ship to location should be CB-W1-01 for Chemistry Stores. The end user should always be who the goods purchased are going to, which could be yourself (the customer) or your supervisor.

-Pro

[PReqs](#)
[eBuy](#)
[ProTrav](#)

r ID:
 x#: 08-28-2024
 r: eknght
 Service / FO
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 te Req
 Search Center
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Requester Information

Requester:
 Ship To:  [add](#)

HawkID: SMONETTE
 Description: Chemistry Storeroom CB-W1-01

Location: CB-W1-01
 Address: The University of Iowa
 Chemistry
 CB-W1-01
 230 North Madison Street
 Iowa City, IA 52242

Phone: 319/335-3562
 Phone: 319/335-3562

Department: Chemistry
 Fax:

Email: shonda-monette@uiowa.edu

End User HawkID:   [add](#)

Name: Evelyn Knight
 Location: W93 CB
 Phone: 319/467-0968
 Department: Clas-Chemistry
 Email: evelyn-knight@uiowa.edu

Continue

Default MFK

050 11 1070 00000 52583501 6115 000 00000 10 0000

Step 5:

If you would like to change the end user to be a different person, utilize the spy glass next to the end users Hawk ID. This will allow you to search for a different end user with their hawk ID, first name, and/or their last name. To save the new end user for future purchases you can select the blue underlined word “add” to add them to your end user favorites.

The green arrow above “add” allows you to select saved favorite end users.



Voucher PRReqs eBuy ProTravel

Order ID:
RF Tx#: -
Date: 08-28-2024

User: eknght

Self Service / Logout

Reqs
Create Req
Req Search Center
Catalog Order Search
Return to Order
Copy Req
Copy Order
Add UI Contract

Favorites

Forms

Purchasing Links

Help Center

Order By

Select one of the following to order by:

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Requester Information

Requester: <input type="text" value="Monette,Shonda"/>	Ship To: <input type="text" value="CB-W1-01"/>
HawkID: SMONETTE	Description: Chemistry Storeroom CB-W1-01
Location: CB-W1-01	Address: The University of Iowa Chemistry CB-W1-01 230 North Madison Street Iowa City, IA 52242
Phone: 319/335-3562	Phone: 319/335-3562
Department: Chemistry	Fax:
Email: shonda-monette@uiowa.edu	
End User HawkID: <input type="text" value="eknght"/>	Name: Evelyn Knight
	Location: W93 CB
	Phone: 319/467-0968
	Department: Clas-Chemistry
	Email: evelyn-knight@uiowa.edu



Continue

Default MFK

Step 6:

Once this information is correct, you can move on to checking out your items. Hit the continue button outlined in black to start the check-out process.

The screenshot shows the e-Pro QuickShop interface. On the left is a navigation menu with items like 'Voucher', 'PRReqs', 'eBuy', and 'ProTrav'. The main area contains a search bar and a form for item selection. The 'UI Item #' field is highlighted with a red circle. Below the form is a table with the following columns: UI Item #, Vendor Item ID, Description, UOM Price, UOM, Manuf Name, Manuf Item ID, Sourcing from, and Order Qty. The table is currently empty, with the text 'No items found.1' displayed above it. There are also buttons for 'Search', 'Clear', 'Add to Shopping Cart', and 'Go to Shopping Cart'.

Step 7:

Now it is time to scan or enter the items you are purchasing. Click within the box UI Item #, once you are within the box scan your item or enter in the item ID on the paper slip for the item.

The screenshot shows the e-Pro QuickShop interface. On the left is a navigation menu with items like 'Voucher', 'PRReqs', 'eBuy', and 'ProTrav'. The main area contains a search form with the following fields: 'UI Item #' (containing '199806'), 'Manufacturer Name', 'Vendor Name', 'Vendor ID', 'Category', 'Old Item ID', 'Description', 'Manuf Item ID', 'Vendor Item ID', 'Catalog', and 'Alias'. Below these fields are radio buttons for 'Warehouse', 'Vendor', and 'None'. A red circle highlights the 'Search' button. To the right of the search button is a 'Clear' button and an 'Add to Shopping Cart' button. Below the search form, it says 'No items found. 1' and provides a table with columns: 'UI Item #', 'Vendor Item ID', 'Description', 'UOM Price', 'UOM', 'Manuf Name', 'Manuf Item ID', 'Sourcing from', and 'Order Qty'. The table is currently empty. At the bottom, there are links for 'OrderBy Page', 'Go to Shopping Cart', and another 'Add to Shopping Cart' button.

Step 8:

Select the search button to bring up that item so you can enter in the quantity you are purchasing. It will then also show you the price for the item.

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

OrderBy Page Go to Shopping Cart Items Help I want to see 10 items per page.

Match any criteria

UI Item #: 199806 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


Collapse All Expand All UOM Expand All Mfg Info Expand All Vendors

One item found. 1

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
199806	16152-055	4 OZ CLEAR JAR WITH GREEN LID	\$ 2.3627	EA	QORPAK	GLC01925	CHMST	0

Collapse All Expand All UOM Expand All Mfg Info Expand All Vendors

OrderBy Page Go to Shopping Cart Add to Shopping Cart



Step 9:

After you hit search your screen should look like this. Enter the quantity you are purchasing for the item in the “Order Qty” box. Then hit the add to shopping cart button below that.

If you would like to add more items, you can repeat the above process by deleting the item number in the UI Item # box and then searching up another item.

e-Pro Search QuickShop Add to Cart MiniCart: 1 item(s)

OrderBy Page [Go to Shopping Cart](#) [Items Help](#) I want to see 10 items per page.

Match any criteria

UI Item #: 199806 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](#)

[Collapse All](#) [Expand All UOM](#) [Expand All Mfg Info](#) [Expand All Vendors](#)

One item found. 1

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
199806	16152-055	4 OZ CLEAR JAR WITH GREEN LID	\$ 2.3627	EA	QORPAK	GLC01925	CHMST	<input type="text" value="0"/>

[Collapse All](#) [Expand All UOM](#) [Expand All Mfg Info](#) [Expand All Vendors](#)

[OrderBy Page](#) [Go to Shopping Cart](#)

Step 10:

If you would like to view your shopping cart or complete your purchase, select the underlined words “Go to shopping cart”.

The next screen should look like this:

Pro

OrderBy Page Continue Shopping Empty Cart

Apply this MFK to all lines.

fund org dept sdept grmt/prgm iact oact dact fn cctr slid slac
 add 050 11 1070 00000 52583501 6115 000 00000 10 0000

Items Sourcing From a Warehouse:

Rush Order

Warehouse Comments for Picklist

add

Chemistry Stores

Business Justification for This Purchase:

#	UI Item #	Description	Qty	UOM	Total Price	
1	<u>199806</u>	4 OZ CLEAR JAR WITH GREEN LID	1.0	EA	\$ 2.36	<input checked="" type="checkbox"/> add
	add 050	11 1070	00000	52583501	6115	000 00000 10 0000
						mfk amt \$ 2.36

Warehouse Subtotal: \$2.36

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

Stock Subtotal: \$ 2.36

Order Total: \$ 2.36

Save Validate Submit Cancel

Step 11 (Part 1):

To complete your checkout, you will look over the MFK and verify it is the correct one you would like to use for the purchase, if you have multiple MFKs you may need to click the green arrow to select a saved favorite or select the underlined word “add” to add a different MFK. I will provide more steps on how to use multiple MFKs later on.

Part 2 On Next Page:

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

fund org dept sdept gmt/prgm iact oact dact fn cctr slid slac

050 11 1070 00000 52583501 6115 000 00000 10 0000

Items Sourcing From a Warehouse:

Rush Order

Warehouse Comments for Picklist

Chemistry Stores
 Business Justification for This Purchase:

#	Item #	Description	Qty	UOM	Total Price								
1	199806	4 OZ CLEAR JAR WITH GREEN LID	1.0	EA	\$ 2.36	<input type="button" value="add"/>							
	fund	org	dept	sdept	gmt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfx amt
	<input type="button" value="add"/> 050	11	1070	00000	52583501	6115	<input type="button" value="p"/> 000	00000	10	0000			\$ 2.36

Warehouse Subtotal: \$2.36

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

Stock Subtotal: \$ 2.36

Order Total: \$ 2.36

MFK

Step 11 (Part 2):

You will also need to fill out the box “Business Justification for This purchase” with a description of why you are buying the items. Example: “lab supplies for shaw group”.

You do not need to fill out the Warehouse comments box or select the rush order box.

QuickShop [add to Cart](#)

OrderBy Page | Continue Shopping | Empty Cart

Voucher PRReq eBuy ProTrav

Order ID:
 IF TX#:
 Date: 08-28-2024

User: eknght

Self Service / FO Logout

Reqs
 create Req
 Req Search Center
 Catalog Order Search
 Return to Order
 Copy Req
 Copy Order
 Find UI Contract

Favorites

Forms

Purchasing Links

Help Center

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

fund org dept sdept grnt/prgm iact oact dact fn cctr slid slac

050 11 1070 00000 52583501 6115 000 00000 10 0000

[add](#)

Items Sourcing From a Warehouse:

Rush Order

Warehouse Comments for Picklist

[add](#)

Chemistry Stores

Business Justification for This Purchase:

lab supplies for show group

#	UI Item #	Description	Qty	UOM	Total Price	
1	199806	4 OZ CLEAR JAR WITH GREEN LID	1.0	EA	\$ 2.36	<input checked="" type="checkbox"/> add
						<input checked="" type="checkbox"/> fund <input checked="" type="checkbox"/> org <input checked="" type="checkbox"/> dept <input checked="" type="checkbox"/> sdept <input checked="" type="checkbox"/> grnt/prgm <input checked="" type="checkbox"/> iact <input checked="" type="checkbox"/> oact <input checked="" type="checkbox"/> dact <input checked="" type="checkbox"/> fn <input checked="" type="checkbox"/> cctr <input checked="" type="checkbox"/> slid <input checked="" type="checkbox"/> slac
						<input checked="" type="checkbox"/> 050 11 1070 00000 52583501 6115 000 00000 10 0000
						add
						mfk amt \$ 2.36

Warehouse Subtotal: \$2.36

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

Stock Subtotal: \$ 2.36

Order Total: \$ 2.36

Step 12 (Final Step):

Once you are ready to fully complete your purchase you can then hit the submit button at the bottom to complete your purchase.

Your items have now been charged to the MFK associated with your group/grant/account. You may now bag up your items and depart from the store.

IMPORTANT STEP!

Please sign out of the checkout computer once you have completed your transaction to keep your account secure. We will have auto log-out set up so it will log you out of the computer if inactive, but please sign out to secure your account.

How To Add Multiple MFKs & Save Them as Favorites:

To access adding favorites and naming your favorites you will want to have already saved an MFK as your favorite. You can do this when you are checking out an item.

Step 1:

Login to preqs: <https://preqs.its.uiowa.edu/preqs/home.page?requisition.home=true>

TEST ENVIRONMENT

e-Pro

e-Voucher PReqs eBuy ProTrav

ID: -
WF Tx#: -
Date: -

User: eknght

Self Service / FO
Logout

PReqs

Create Reg

Help Center
Catalog Order Search
Copy Req
Copy Order
Find UI Contract

► Favorites
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PReqs Home

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- [Search my requisitions.](#)

Inventory Catalog Orders *

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- [Search my orders.](#)

* Supply Items sourced from a Warehouse and/or Vendor

Purchase Orders

- [Browse](#) 0 today's purchase orders.
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eBuy Shopping Carts

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

Step 2: click create req on left hand side of the screen.

e-Procurement

Order By

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Requester Information

Requester: Ship To: [add](#)

HawkID: GFRIESTA Description: Chemistry Storeroom CB-W1-01

Location: CB-W1-01 Address: The University of Iowa
Chemistry
CB-W1-01
230 North Madison Street
Iowa City, IA 52242

Phone: 319/335-3562 Phone: 319/335-3562

Department: Chemistry Fax:

Email: gregory-friestad@uiowa.edu

End User HawkID: ? [add](#)

Name: Evelyn Knight

Location: W93 CB

Phone: 319/467-0968

Department: Clas-Chemistry

Email: evelyn-knight@uiowa.edu

Default MFK


510 11 1070 00000 11340800 6115 000 00000 20 1715



Catalog Access



Step 3:

Select PeopleSoft catalog orders as a checkout option, the bubble should be filled in.

Requester Information

Requester: 
HawkID: SMONETTE
Location: CB-W1-01
Phone: 319/335-3562
Department: Chemistry
Email: shonda-monette@uiowa.edu

Ship To:   [add](#)
Description: Chemistry Storeroom CB-W1-01
Address: The University of Iowa
Chemistry
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Phone: 319/335-3562
Fax:

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Name: Evelyn Knight
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-Pro

[PReqs](#)
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End User HawkID:   [add](#)

Name: Evelyn Knight
 Location: W93 CB
 Phone: 319/467-0968
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Continue

Default MFK

050 11 1070 00000 52583501 6115 000 00000 10 0000

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If you would like to change the end user to be a different person, utilize the spy glass next to the end users Hawk ID. This will allow you to search for a different end user with their hawk ID, first name, and/or their last name. To save the new end user for future purchases you can select the blue underlined word “add” to add them to your end user favorites.

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Voucher PRReqs eBuy ProTravel

Order ID:
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Date: 08-28-2024

User: eknght

Self Service / Logout

Reqs

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Requester Information

Requester:

HawkID: SMONETTE

Location: CB-W1-01

Phone: 319/335-3562

Department: Chemistry

Email: shonda-monette@uiowa.edu

Ship To:

Description: Chemistry Storeroom CB-W1-01

Address: The University of Iowa
Chemistry
CB-W1-01
230 North Madison Street
Iowa City, IA 52242

Phone: 319/335-3562

Fax:

End User HawkID: ?

Name: Evelyn Knight

Location: W93 CB

Phone: 319/467-0968

Department: Clas-Chemistry

Email: evelyn-knight@uiowa.edu

Default MFK

Step 6:

Once this information is correct, you can move on to checking out your items. Hit the continue button outlined in black to start the check-out process.

The screenshot shows the e-Pro QuickShop interface. On the left is a navigation menu with items like 'Voucher', 'PRqs', 'eBuy', and 'ProTrav'. The main area contains a search bar and a form for item selection. The 'UI Item #' field is circled in red. Below the form is a table with the following columns: UI Item #, Vendor Item ID, Description, UOM Price, UOM, Manuf Name, Manuf Item ID, Sourcing from, and Order Qty. The table is currently empty, with the text 'No items found.1' displayed above it. There are also buttons for 'Search', 'Clear', 'Add to Shopping Cart', and 'Go to Shopping Cart'.

Step 7:

Now it is time to scan or enter the items you are purchasing. Click within the box UI Item #, once you are within the box scan your item or enter in the item ID on the paper slip for the item.

The screenshot shows the e-Pro QuickShop interface. On the left is a navigation menu with items like 'Voucher', 'PRReqs', 'eBuy', and 'ProTrav'. The main area contains a search form with the following fields: 'UI Item #' (containing '199806'), 'Manufacturer Name', 'Vendor Name', 'Vendor ID', 'Category', 'Old Item ID', 'Description', 'Manuf Item ID', 'Vendor Item ID', 'Catalog', and 'Alias'. Below these fields are radio buttons for 'Warehouse', 'Vendor', and 'None'. A red circle highlights the 'Search' button. To the right of the search buttons is an 'Add to Shopping Cart' button. Below the search area, it says 'No items found. 1' and shows a table header with columns: 'UI Item #', 'Vendor Item ID', 'Description', 'UOM Price', 'UOM', 'Manuf Name', 'Manuf Item ID', 'Sourcing from', and 'Order Qty'. At the bottom, there are links for 'OrderBy Page', 'Go to Shopping Cart', and another 'Add to Shopping Cart' button.

Step 8:

Select the search button to bring up that item so you can enter in the quantity you are purchasing. It will then also show you the price for the item.

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

OrderBy Page Go to Shopping Cart Items Help I want to see 10 items per page.

Match any criteria

UI Item #: 199806 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


Collapse All Expand All UOM Expand All Mfg Info Expand All Vendors

One item found. 1

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
199806	16152-055	4 OZ CLEAR JAR WITH GREEN LID	\$ 2.3627	EA	QORPAK	GLC01925	CHMST	0

Collapse All Expand All UOM Expand All Mfg Info Expand All Vendors

OrderBy Page Go to Shopping Cart Add to Shopping Cart



Step 9:

After you hit search your screen should look like this. Enter the quantity you are purchasing for the item in the “Order Qty” box. Then hit the add to shopping cart button below that.

If you would like to add more items, you can repeat the above process by deleting the item number in the UI Item # box and then searching up another item.

e-Pro Search QuickShop Add to Cart MiniCart: 1 item(s)

OrderBy Page Go to Shopping Cart Items Help I want to see 10 items per page.

Match any criteria

UI Item #: 199806 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](#)

[Collapse All](#) [Expand All UOM](#) [Expand All Mfg Info](#) [Expand All Vendors](#)

One item found. 1

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
199806	16152-055	4 OZ CLEAR JAR WITH GREEN LID	\$ 2.3627	EA	QORPAK	GLC01925	CHMST	<input type="text" value="0"/>

[Collapse All](#) [Expand All UOM](#) [Expand All Mfg Info](#) [Expand All Vendors](#)

[OrderBy Page](#) [Go to Shopping Cart](#)

Step 10:

If you would like to view your shopping cart or complete your purchase, select the underlined words “Go to shopping cart”.

The next screen should look like this:

QuickShop [Add to Cart](#)

OrderBy Page **Continue Shopping** **Empty Cart**

Voucher PRReq eduy ProTrav
Order ID:
/F Tx#: 08-30-2011
ate: 08-30-2011
ser: eknight
elf Service / FO
pgout

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

fund org dept sdept grnt/prgm iact oact dact fn cctr slid slac

[add](#) 510 11 1070 00000 15251100 6115 000 00000 20 1385

Items Sourcing From a Warehouse.

Rush Order

Warehouse Comments for Picklist

Chemistry Stores
Business Justification for This Purchase:

#	UT Item #	Description	Qty	UOM	Total Price								
1	199806	4 OZ CLEAR JAR WITH GREEN LID	1.0	EA	\$ 2.36	add							
	fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt
	add 510	11	1070	00000	15251100	6115	000	00000	20	1385			\$ 2.36

Warehouse Subtotal: \$2.36

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

Stock Subtotal: \$ 2.36

Order Total: \$ 2.36

Step 11

Draw your attention to the top of the screen where it shows your default MFK. To save this as a favorite you will need to press the blue underlined word "add".

e-Pro

OrderBy Page Continue Shopping Empty Cart

oucher PReqs eBuy ProTrav

er ID:
Tx#:
e: 08-30-2024

Apply this MFK to all lines.

fund org dept sdept gmt/prgm iact oact dact fn cctr slid slac
510 11 1070 00000 15251100 6115 000 00000 20 1385

MFK Favorites

Warehouse:

Rush Order

Warehouse Comments for Picklist

Chemistry Stores

Business Justification for This Purchase:

#	UI Item #	Description	Qty	UOM	Total Price	
1	199806	4 OZ CLEAR JAR WITH GREEN LID	1.0	EA	\$ 2.36	X add
	fund org dept sdept gmt/prgm iact oact dact fn cctr slid slac					mfk amt
	510 11 1070 00000 15251100 6115 000 00000 20 1385					\$ 2.36

Warehouse Subtotal: \$2.36

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

Stock Subtotal: \$ 2.36

Order Total: \$ 2.36

Save Validate Submit Cancel

Step 12:

To verify if it has saved that MFK as a favorite hit the green arrow button, when you click it, a small box will pop up that says “MFK Favorites” which shows you which MFKs you have in your favorites.

Now that you have one favorite saved, you can access the “Favorites” option in e-Pro which allows you to add your other MFKs and assign names to them. The next step will show you how to access this function.

e-Pro

PReqs Home

Requisitions

- [Browse](#) 0 requisitions in workflow.
- [Browse](#) 1 draft requisitions.
- [Browse](#) 0 today's requisitions.
- [Browse](#) 0 created during the past 5 days.
- [Browse](#) 1 created during the past 30 days.
- [Browse](#) 1 created during the past 60 days.
- [Browse](#) 0 locked in Universal Workflow.
- [Browse](#) 1 all of my requisitions.
- [Search my requisitions.](#)

Inventory Catalog Orders *

- [Browse](#) 0 Draft
- [Browse](#) 0 In Progress
- [Browse](#) 12 Complete
- [Browse](#) 3 Cancelled within the last 30 days
- [Browse](#) 12 All of my Stock Orders
- [Browse](#) 0 Recurring Orders
- [Search my orders.](#)

Purchase Orders

- [Browse](#) 0 today's purchase orders.
- [Browse](#) 3 created during the past 5 days.
- [Browse](#) 7 created during the past 30 days.
- [Browse](#) 7 created during the past 60 days.
- [Browse](#) 7 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

Receiving Worklist

Left Sidebar:

- e-Voucher
- PReqs
- eBuy
- ProTravel
- ID:
- WF Tx#:
- Date:
- User: eknight
- Self Service / FO Logout
- PReqs
- Create Req
- Req Search Center
- Catalog Order Search
- Return to Order
- Copy Req
- Copy Order
- Find UI Contract
- Favorites**
- Forms
- Purchasing Links
- Help Center

Step 13:

On the left-hand side of the screen, you can see the word “Favorites” with a drop-down arrow to the right of it.

e-Pro

PReqs Home

Requisitions

Purchase Orders

Step 14:

Click the word Favorites to extend the drop-down menu. There will be an option that says "MFK". Click the word "MFK".

Step 14:

Click the word Favorites to extend the drop-down menu. There will be an option that says "MFK". Click the word "MFK".

TEST ENVIRONMENT

e-Pro

- Voucher PReqs eBuy ProTrav
- D: -
- WF Tx#: -
- Date: -
- User: eknght
- Self Service / FO Logout
- PReqs
- Create Req
- Req Search Center
- Catalog Order Search
- Return to Order
- Copy Req
- Copy Order
- Find UI Contract
- Favorites**
- Forms
- Purchasing Links
- Help Center

MFK Favorites

#	Act	BookmarkName
1	X	5101100000000001525110020-6115

fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac
510	11	1070	00000	15251100	6115	000	00000	20	1385		

Step 15:

Your page should now look like the one above. You can see the MFK Favorites page and the MFK I saved as a favorite first shows up on this page.

In the bookmark name box, you may delete the long strand of numbers and replace it with a word to help you remember what the MFK is for. Example: “MURI Grant” or “Outreach program funds”.

#	Act	BookmarkName
1	X	Outreach Program Funds

fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac
510	11	1070	00000	15251100	6115	000	00000	20	1385		

To add more MFKs you can hit the “add” button. To save your work press “save”.

For “iact” it should always be 6115.