

Training Guide for Chemistry Stores Customers

How To Update Your Default MFK

***Note:** if you need help filling out this form email evelyn-knight@uiowa.edu to set up a time to get help in-store or over email. *

Step 1:

Open the E-Pro system in your browser:

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

Login with your Hawk ID and password. Your screen should look like the one below.

Click “Forms” on the left hand side of the screen.

e-Pro

e-Voucher PReqs eBuy ProTrav

ID: -
WF Tx#: -
Date: -

User: eknight

Self Service / FO Logout

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

► Favorites

► **Forms**

► Purchasing Links

► Help Center

PReqs Home

Requisitions	Inventory Catalog Orders *
Browse 0 requisitions in workflow.	Browse 1 Draft
Browse 0 draft requisitions.	Browse 0 In Progress
Browse 0 today's requisitions.	Browse 0 Complete
Browse 0 created during the past 5 days.	Browse 0 Cancelled within the last 30 days
Browse 0 created during the past 30 days.	Browse 21 All of my Stock Orders
Browse 0 created during the past 60 days.	Browse 0 Recurring Orders
Browse 0 locked in Universal Workflow.	Search my orders.
Browse 0 all of my requisitions.	* Supply Items sourced from a Warehouse and/or Vendor
Search my requisitions.	

Purchase Orders	eBuy Shopping Carts
Browse 0 today's purchase orders.	Browse 0 Draft eBuy Shopping Carts
Browse 0 created during the past 5 days.	Browse 0 today's eBuy Shopping Carts
Browse 5 created during the past 30 days.	Browse 0 loaded from eBuy the past 5 days
Browse 12 created during the past 60 days.	Browse 0 loaded from eBuy the past 30 days
Browse 12 all of my purchase orders.	Browse 0 loaded from eBuy the past 60 days
	Browse 0 All of my eBuy Shopping Carts

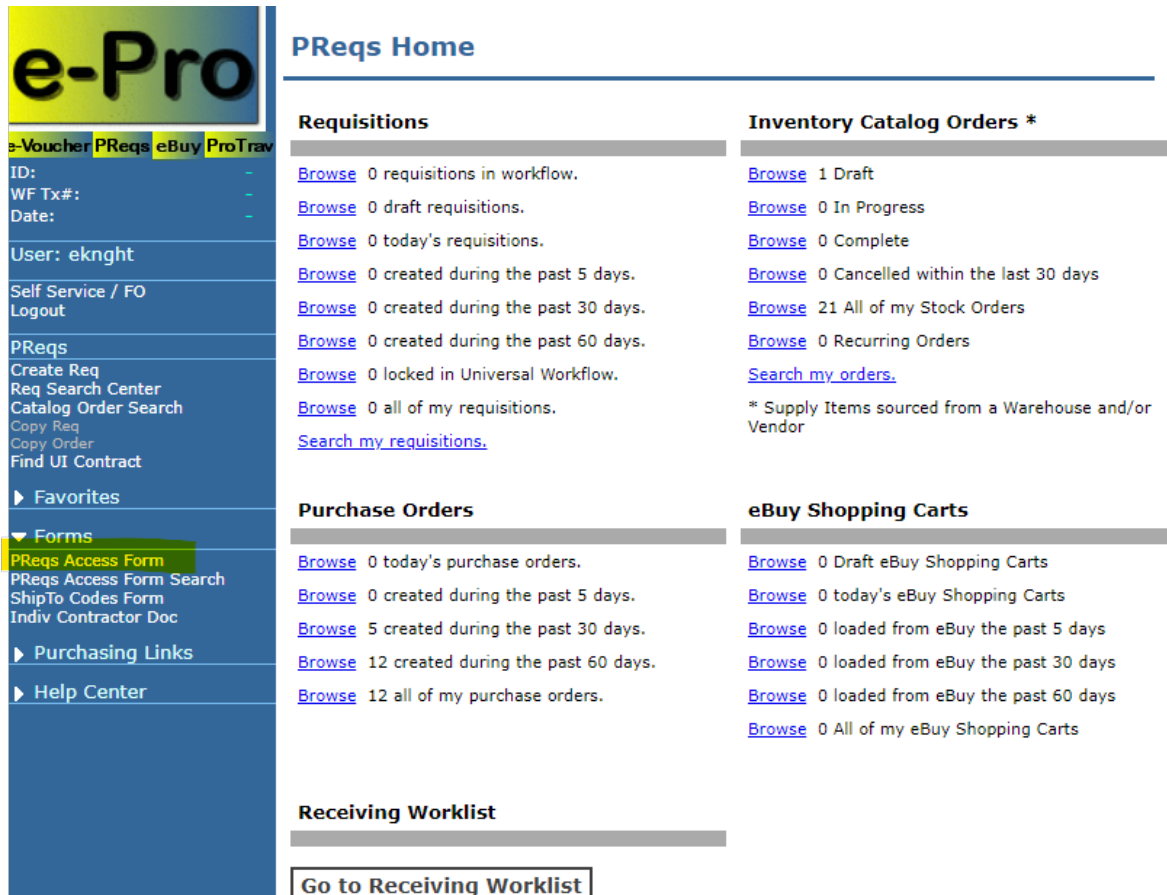
Receiving Worklist

[Go to Receiving Worklist](#)

Step 2:

After you click “Forms” the dropdown menu will appear.

Click “Preqs Access Form”.



The screenshot displays the 'e-Pro' application interface. On the left is a vertical navigation menu with a blue background. The 'Forms' option is expanded, showing a dropdown list where 'PReqs Access Form' is highlighted in yellow. Other menu items include 'e-Voucher', 'PReqs', 'eBuy', 'ProTrav', 'User: eknght', 'Self Service / FO Logout', 'PReqs' (with sub-items: Create Req, Req Search Center, Catalog Order Search, Copy Req, Copy Order, Find UI Contract), 'Favorites', 'Purchasing Links', and 'Help Center'. The main content area is titled 'PReqs Home' and is divided into several sections: 'Requisitions' (listing counts for workflow, draft, today's, past 5/30/60 days, locked, and all requisitions, with a search link), 'Inventory Catalog Orders *' (listing counts for Draft, In Progress, Complete, Cancelled, Stock Orders, and Recurring Orders, with a search link and a note about supply items), 'Purchase Orders' (listing counts for today's, past 5/30/60 days, and all purchase orders), 'eBuy Shopping Carts' (listing counts for Draft, today's, and past 5/30/60 days of eBuy carts), and 'Receiving Worklist' (with a 'Go to Receiving Worklist' button).

e-Pro

e-Voucher PReqs eBuy ProTrav

ID: -
WF Tx#: -
Date: -

User: eknght

Self Service / FO Logout

PReqs

- Create Req
- Req Search Center
- Catalog Order Search
- Copy Req
- Copy Order
- Find UI Contract

► Favorites

▼ Forms

- PReqs Access Form**
- PReqs Access Form Search
- ShipTo Codes Form
- Indiv Contractor Doc

► Purchasing Links

► Help Center

PReqs Home

Requisitions

- [Browse](#) 0 requisitions in workflow.
- [Browse](#) 0 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](#) 0 locked in Universal Workflow.
- [Browse](#) 0 all of my requisitions.
- [Search my requisitions.](#)

Inventory Catalog Orders *

- [Browse](#) 1 Draft
- [Browse](#) 0 In Progress
- [Browse](#) 0 Complete
- [Browse](#) 0 Cancelled within the last 30 days
- [Browse](#) 21 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](#) 0 created during the past 5 days.
- [Browse](#) 5 created during the past 30 days.
- [Browse](#) 12 created during the past 60 days.
- [Browse](#) 12 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

[Go to Receiving Worklist](#)

Step 3:

The screen should then look like the one below. Your information should appear under “applicant information”.

Fill in the MFK you need access to in the boxes provided.

For self-checkout purposes you will need to have the iact box filled with the numbers 6115, despite what you may normally use for the iact in your MFK.

The box which says slid/slac above it needs to have “NA” in the box.

e-Pro

e-Voucher PReqs **eBuy ProTrav**

Request ID:
WF Tx#:
Date: 10-02-2024

User: eknight

Self Service / FO
Logout

PReqs

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

▶ Favorites

▶ Forms

▶ Purchasing Links

▶ Help Center

PReqs Access Form

Applicant Information

Requester Code: EKNIGHT Add ▼

Name: Evelyn Knight

Email: evelyn-knight@uiowa.edu

University ID: [REDACTED]

Campus Addr: W93 CB

Phone: +1 319 467 0968

Dept: 1070

Dept Name: Clas-Chemistry

Outgoing requester:

Reason for replacement: None ▼

Default MFK: Enter a default MFK. A default MFK must be assigned to each requester. This MFK will be used on all requisitions to minimize data entry on the form. This MFK can be changed by the user and individuals on the PReq workflow path after the initial default of values.

fund	org	dept	sdept	grnt/prgm	iact	oact	dact	func	cctr	slid/slac
000	00	0000	00000	000000000	0000	000	00000	00	0000	

Initiators: List initiators who are allowed to order with your requester code. Leave blank if no one can use your requester code.

Action	HawkID	Name
X +		

Catalog Order Form: If you are going to be ordering PeopleSoft item number parts that are sourced from a warehouse or from a vendor, you must complete the following information. This form will be used by departments that have UI items numbers set up.

Workflow threshold limits for catalog items on contracts: The requester must specify the dollar threshold per order per vendor that will be allowed by their department to place an order where contracted pricing has been established with the vendor. When creating catalog orders the requisition will be routed for workflow only if the requisition is over the requester's threshold limit for non-stock orders.

Threshold limit for catalog orders: 0.0

Catalogs assigned to the requester: If you will be using the supply items form, you must be assigned specific catalogs from which to order.

Action	Catalog	Catalog Description
X +		

Comments:

Before receiving access to the PReqs application, you must take the Procure to Pay training class.

Save Validate Send to Workflow Void

Step 4:

Once your MFK has been filled in, and you have made sure the slid/slac box contains NA and the iact box contains 6115 you can move on to this next step.

Press the spy glass to the right of the catalog box.

e-Pro

[e-Voucher](#) [PReqs](#) [eBuy](#) [ProTrav](#)

Request ID:
WF Tx#:
Date:
10-02-2024

User: eknght

Self Service / FO
Logout

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

▶ Favorites

▶ Forms

▶ Purchasing Links

▶ Help Center

PReqs Access Form

Applicant Information

Requester Code:

Name:

Email:

University ID:

Campus Addr:

Phone:

Dept:

Dept Name:

Outgoing requester:

Reason for replacement:

Default MFK: Enter a default MFK. A default MFK must be assigned to each requester. This MFK will be used on all requisitions to minimize data entry on the form. This MFK can be changed by the user and individuals on the PReq workflow path after the initial default of values.

fund	org	dept	sdept	grnt/prgm	iact	oact	dact	func	cctr	slid/slac
<input type="text" value="000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text" value="00000"/>	<input type="text" value="000000000"/>	<input type="text" value="0000"/>	<input type="text" value="000"/>	<input type="text" value="000000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text" value=""/>

Initiators: List initiators who are allowed to order with your requester code. Leave blank if no one can use your requester code.

Action	HawkID	Name
<input type="button" value="X"/> <input type="button" value="+"/>	<input type="text" value=""/>	<input type="text" value=""/>

Catalog Order Form: If you are going to be ordering PeopleSoft item number parts that are sourced from a warehouse or from a vendor, you must complete the following information. This form will be used by departments that have UI items numbers set up.

Workflow threshold limits for catalog items on contracts: The requester must specify the dollar threshold per order per vendor that will be allowed by their department to place an order where contracted pricing has been established with the vendor. When creating catalog orders the requisition will be routed for workflow only if the requisition is over the requester's threshold limit for non-stock orders.

Threshold limit for catalog orders:

Catalogs assigned to the requester: If you will be using the supply items form, you must be assigned specific catalogs from which to order.

Action	Catalog	Catalog Description
<input type="button" value="X"/> <input type="button" value="+"/>	<input type="text" value=""/>	<input type="text" value=""/>


Comments:

Before receiving access to the PReqs application, you must take the Procure to Pay training class.

Step 5:

Type “UI_CHEM_STORES” into the box that comes up, and press search.

Click the “UI_CHEM_STORES” hyperlink that comes up.



[e-Voucher](#)[PReqs](#)[eBuy](#)[ProTrav](#)

Request ID:
WF Tx#: -
Date: 10-02-2024

User: eknght

Self Service / FO
Logout

PReqs

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

► Favorites

► Forms


► Purchasing Links

► Help Center

Catalog Information Search

* Note: this search will find entries where your search entry is part of a word or a whole word, and will ignore capitalization. To retrieve all catalog values, simply click the Search button.

Catalog Code	Catalog Description
UI_CHEM_STORES	Chemistry Stores



Step 6:

The hyperlink will populate the catalog box and take you back to the form.

You will need to put a dollar amount within the “Threshold limit for catalog orders” box. Within this box put in “0.01”.

e-Pro

oucher PReqs eBuy ProTrav

quest ID:

Tx#:

te: 11-04-2024

er: eknight

f Service / FO

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oy Req

oy Order

d UI Contract

Favorites

Forms

Purchasing Links

Help Center

PReqs Access Form

Applicant Information

Requester Code: EKNGHT

Add ▼

Name: Evelyn Knight

Email: evelyn-knight@uiowa.edu

University ID: [REDACTED]

Campus Addr: W93 CB

Phone: +1 319 467 0968

Dept: 1070

Dept Name: Clas-Chemistry

Outgoing requester: [REDACTED]

Reason for replacement: None ▼

Default MFK: Enter a default MFK. A default MFK must be assigned to each requester. This MFK will be used on all requisitions to minimize data entry on the form. This MFK can be changed by the user and individuals on the PReq workflow path after the initial default of values.

fund	org	dept	sdept	grnt/prgm	lact	oact	dact	func	cctr	slid/slac
000	00	0000	00000	00000000	0000	000	00000	00	0000	

Initiators: List initiators who are allowed to order with your requester code. Leave blank if no one can use your requester code.

Action	HawkID	Name
✕ +	[REDACTED]	

Catalog Order Form: If you are going to be ordering PeopleSoft item number parts that are sourced from a warehouse or from a vendor, you must complete the following information. This form will be used by departments that have UI items numbers set up.

Workflow threshold limits for catalog items on contracts: The requester must specify the dollar threshold per order per vendor that will be allowed by their department to place an order where contracted pricing has been established with the vendor. When creating catalog orders the requisiton will be routed for workflow only if the requisition is over the requester's threshold limit for non-stock orders.

Threshold limit for catalog orders: 0.01

Catalogs assigned to the requester: If you will be using the supply items form, you must be assigned specific catalogs from which to order.

Action	Catalog	Catalog Description
✕ +	UI_CHEM_STORES	Chemistry Stores

Comments:

Step 7:

The last step will be filling in the “comments” box.

Please type in “update default MFK on file”. This will help them add you into the system properly.

PReqs Access Form

Applicant Information

Requester Code:

Add ▾

Name:

Email:

University ID:

Campus Addr:

Phone:

Dept:

Dept Name:

Outgoing requester:

Reason for replacement:

None ▾

Default MFK: Enter a default MFK. A default MFK must be assigned to each requester. This MFK will be used on all requisitions to minimize data entry on the form. This MFK can be changed by the user and individuals on the PReq workflow path after the initial default of values.

fund	org	dept	sdept	grnt/prgm	iact	oact	dact	func	cctr	slid/slac
<input type="text" value="000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text" value="00000"/>	<input type="text" value="000000000"/>	<input type="text" value="0000"/>	<input type="text" value="000"/>	<input type="text" value="00000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text"/>

Initiators: List initiators who are allowed to order with your requester code. Leave blank if no one can use your requester code.

Action	HawkID	Name
<div>✕ +</div>	<input type="text"/>	<div></div>

Catalog Order Form: If you are going to be ordering PeopleSoft item number parts that are sourced from a warehouse or from a vendor, you must complete the following information. This form will be used by departments that have UI items numbers set up.

Workflow threshold limits for catalog items on contracts: The requester must specify the dollar threshold per order per vendor that will be allowed by their department to place an order where contracted pricing has been established with the vendor. When creating catalog orders the requisition will be routed for workflow only if the requisition is over the requester's threshold limit for non-stock orders.

Threshold limit for catalog orders:

Catalogs assigned to the requester: If you will be using the supply items form, you must be assigned specific catalogs from which to order.

Action	Catalog	Catalog Description
<div>✕ +</div>	<input type="text" value="UI_CHEM_STORES"/>	<div>Chemistry Stores</div>

Comments:

update default MFK on file |

Before receiving access to the PReqs application, you must take the Procure to Pay training class.

Save

Validate

Send to Workflow

Void

Step 8:

Press Validate, and then Send to Workflow. Follow the continue buttons after your DUO authentication request until it says form submitted.

If any errors occurred, red error messages will tell you what needs to be corrected.

If there are no errors, your request has been submitted and sent to workflow.

Once workflow members have approved your request, your access will be granted.

PRereqs Access Form

Applicant Information

Requester Code:

Name:

Email:

University ID:

Campus Addr:

Phone:

Dept:

Dept Name:

Outgoing requester:

Reason for replacement:

Default MFK: Enter a default MFK. A default MFK must be assigned to each requester. This MFK will be used on all requisitions to minimize data entry on the form. This MFK can be changed by the user and individuals on the PReq workflow path after the initial default of values.

fund	org	dept	sdept	grnt/prgm	iact	oact	dact	func	cctr	slid/slac
<input type="text" value="000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text" value="00000"/>	<input type="text" value="000000000"/>	<input type="text" value="0000"/>	<input type="text" value="000"/>	<input type="text" value="00000"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text"/>

Initiators: List initiators who are allowed to order with your requester code. Leave blank if no one can use your requester code.

Action	HawkID	Name
<input type="button" value="x"/> <input type="button" value="+"/>	<input type="text"/>	<input type="button" value="m"/>

Catalog Order Form: If you are going to be ordering PeopleSoft item number parts that are sourced from a warehouse or from a vendor, you must complete the following information. This form will be used by departments that have UI items numbers set up.

Workflow threshold limits for catalog items on contracts: The requester must specify the dollar threshold per order per vendor that will be allowed by their department to place an order where contracted pricing has been established with the vendor. When creating catalog orders the requisition will be routed for workflow only if the requisition is over the requester's threshold limit for non-stock orders.

Threshold limit for catalog orders:

Catalogs assigned to the requester: If you will be using the supply items form, you must be assigned specific catalogs from which to order.

Action	Catalog	Catalog Description
<input type="button" value="x"/> <input type="button" value="+"/>	<input type="text" value="UI_CHEM_STORES"/>	<input type="button" value="m"/> Chemistry Stores

Comments:

Before receiving access to the PReqs application, you must take the Procure to Pay training class.

Reminder: this form will set up your account to have the MFK you provided on the form. If you have additional MFKs you will need to add them after your access is granted.

Tip: The “Self-Checkout Training” tab on our Chemistry Stores website has information on how to add your other MFKs, if needed.