

Training Guide for Chemistry Stores Customers

How To Update Your Default MFK

This guide shows how to update your default MFK on file for University of Iowa Chemistry Stores self-checkout. If you need assistance filling out this form, please email Chemistry Stores Management.

Reminder: this form will set up your account to have the MFK you provide on the form. If you have additional MFKs you will need to add them under favorites within your account.

Tip: Part 2 of the guide titled “How to use self-checkout” on the Chemistry Stores website has information on how to add other MFKs, if needed.

Continue to the next page to start step 1 of 8.

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 (see next page).

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

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**

▶ 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](#)

The word Forms on the left hand side of the page above is highlighted yellow.

Step 2:

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

Click “Preqs Access Form”.

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	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](#)

On the left hand side the words Preqs Access Form is highlighted yellow.

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
c-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

Name: Evelyn Knight

Email: evelyn-knight@uiowa.edu

University ID:

Campus Addr: W93 CB

Phone: +1 319 467 0968

Dept: 1070

Dept Name: Clas-Chemistry

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
000	00	0000	00000	00000000	0000	000	00000	00	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="text"/>

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"/>	<input type="text"/>

Comments:

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

Above shows an example of what the Preqs Access Form looks like. It has requester information such as requester code, name and email at the top of the page. In the middle of the page 11 boxes are highlighted in yellow. This is highlighted to show where form users put in their MFK numbers.

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

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="00000000"/>	<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=""/>

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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.

Above shows the PReqs Access Form. Towards the bottom of the form the box under the row that says Action, Catalog, Catalog Description is highlighted yellow. The box has a red X and a green plus symbol to the left of it. The box also has a small black spyglass to the right of it. It is highlighted to show the user how to look up the catalog hyperlink that fills the box

Step 5:

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

Click the “UI_CHEM_STORES” hyperlink that comes up.

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e-Voucher PReqs eBuy ProTrav

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

User: eknght

Self Service / FO
Logout

PReqs
Create Req
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Copy Req
Copy Order
Find UI Contract

► Favorites
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Catalog Information Search

UI_CHEM_STORES 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
<u>UI_CHEM_STORES</u>	Chemistry Stores

Above shows an example of the screen that shows after you press the spyglass on the previous page. It shows the words UI_CHEM_STORES in a box on the upper portion of the web page highlighted yellow. To the right of the box is the word search with a rounded box around it. Below that there is a blue row that says Catalog Code and Catalog Description. Underneath the header in the row that says Catalog Code is the underlined word UI CHEM STORES. A black arrow points to that underlined word (hyperlink) instructing the user to click on it.

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”.

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="00000000"/>	<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="text"/>

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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="text" value="Chemistry Stores"/>

Comments:

The words Threshold limit for catalog orders: with a box containing the numbers 0.01 is highlighted. It appears toward the middle of the bottom of the PReqs Access Form.

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:

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="text"/>

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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="text" value="Chemistry Stores"/>

Comments:

update default MFK on file |

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

Above shows the Preqs Access Form. The box at the bottom of the screen titled Comments: is highlighted. The highlighted words update default MFK on file are typed out in the box.

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 the update will be completed.

PREqs Access Form

Applicant Information

Requester Code:

Name:

Email:

University ID:

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Dept:

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Outgoing requester:

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fund	org	dept	sdept	gmnt/prgm	iact	oact	dact	func	ctr	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="00000000"/>	<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="text"/>

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

Comments:

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

Above shows the Preqs Access Form. Black Arrows point at two separate highlighted boxes at the bottom of the form. One in the middle says validate and the one on the right says Send to Workflow.