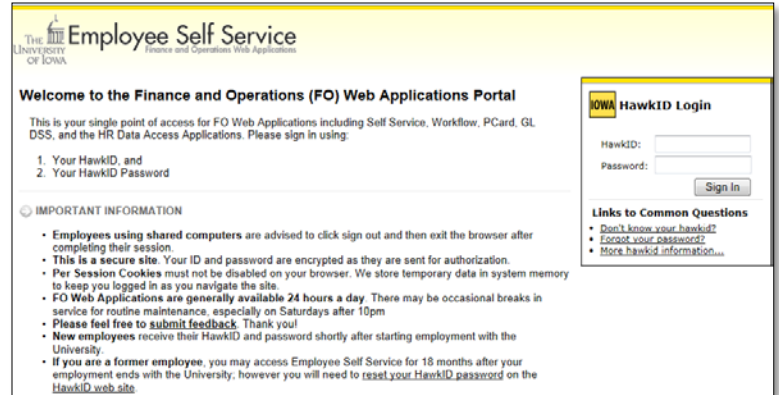


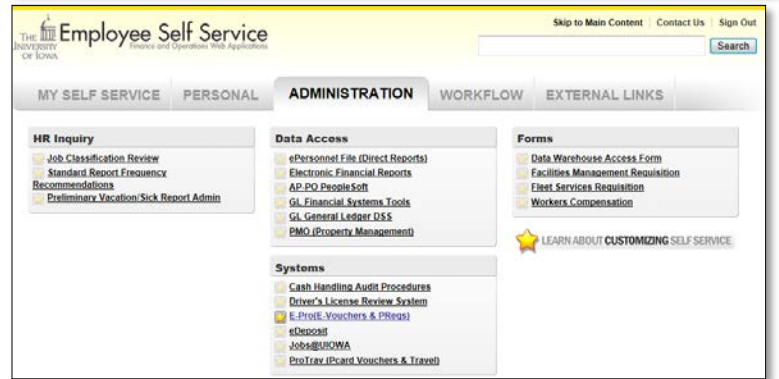
Accessing the e-Pro (E-Vouchers & PReqs) System

To access you will need to log into Self Service, using your HawkID and Password. <https://hris.uiowa.edu/portal/>.

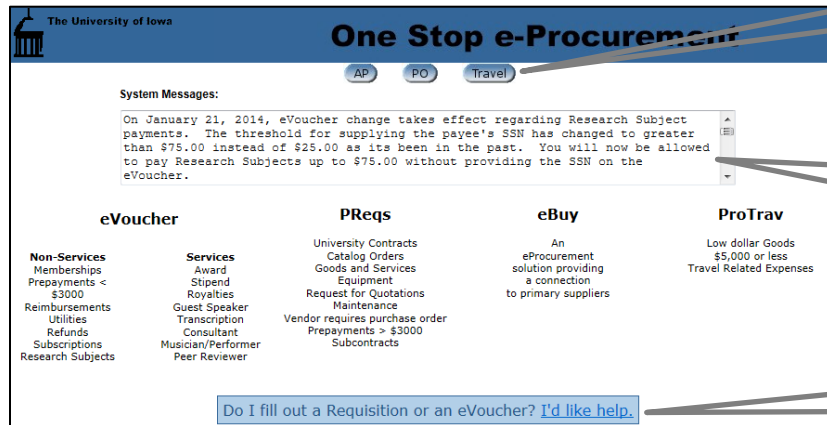
Note: Your web browser must support encryption and have cookies enabled in order to login. We recommend using Internet Explorer.



Once you have logged in to Self Service, click on the **ADMINISTRATION** tab at the top of the screen and under the Systems Header. Locate the **Systems** box and click the **E-Pro(E-Vouchers & PReqs)** link.



After clicking on E-Pro, the One Stop e-Procurement page displays. It provides a notification center and a single platform to all electronic procurement methods supported by UI Purchasing, Accounts Payable and Travel. For each tool under the title is a brief description of what the system is used for. If you know what system you need to access, click on the system name and the system will open.



These are quick links to the Accounts Payable (AP), Purchasing (PO) and Travel homepage.

You will always want to review the System Messages when accessing this page, as any notes highlighting system upgrades, processing changes or other notes will be posted here.

This is a link to a Wizard/Questionnaire to assist with deciding which Online Tool to complete for Purchasing or Payment.

At the bottom of the e-Pro pages are links and contacts.

