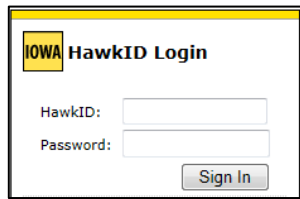


e-Pro (E-Vouchers & PReqs) I'd Like Help Wizard

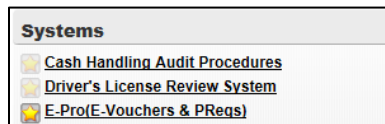
On the One Stop e-Procurement Homepage there is a link to a wizard/Questionnaire to assist with deciding which Online Tool to complete for Purchasing or Payment. If you are not sure what form to use you can click on "I'd like help".

Accessing the I'd Like Help Wizard

Sign In to
Employee Self Service
<https://hris.uiowa.edu/portal/>



Go to the
ADMINISTRATION tab > **Systems** box >
E-Pro(E-Vouchers & PReqs)



Continue by clicking
I'd like help



When you click on **I'd like help** link the dialog box expands and depending on your answer it will display the next appropriate question to help you navigate to the system you need.



Example Wizard Questions:

Do I fill out a Requisition or an eVoucher? [I'd like help.](#)

Is payment to an individual for a service? Yes No

Is payment on a valid **SSN** or **ITIN** for this service? Yes No

Is the individual a US Citizen? Yes No

Do I fill out a Requisition or an eVoucher? [I'd like help.](#)

For tax purposes, a worker is either an **EMPLOYEE** or an **INDEPENDENT CONTRACTOR**. This site provides guidance to help you determine the most appropriate way to pay. See <http://www.uiowa.edu/hr/payroll/contractors.html>.

I have reviewed the documentation on employees and independent contractors and determined that the payee is an independent contractor.

Is the payment over \$5,000 or part of an ongoing service by this individual for a total of \$5,000 or more in the calendar year?
 yes no

Do I fill out a Requisition or an eVoucher? [I'd like help.](#)

Is payment to an individual for a service? Yes No

Is this a payment for goods or services? Yes No

My order is: less than \$3,000 \$3,000 or more

I need a PO number? yes no

Do I fill out a Requisition or an eVoucher? [I'd like help.](#)

Is payment to an individual for a service? Yes No

Is this a payment for goods or services? Yes No

My order is: less than \$3,000 \$3,000 or more

Is it a membership or subscription? yes no

You will be prompted a series of questions and depending on the answer you will be directed automatically to the correct form to complete, either a Non-Services eVoucher, Services eVoucher or PReq.

