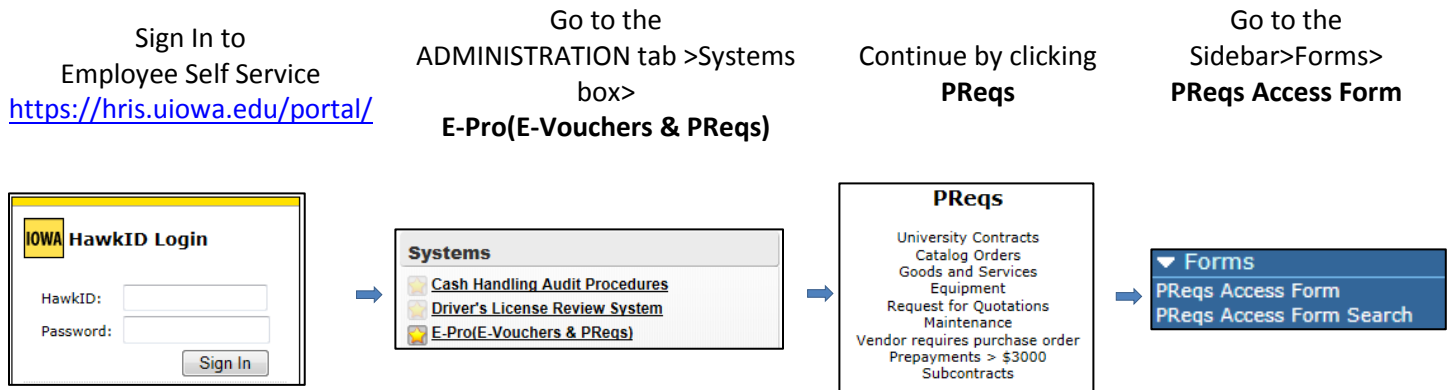# PReqs Access/Update Form

The PReqs Access form needs to be completed to Add, Update or Delete requester/initiator information. Before users can create requisitions, catalog orders and place orders in eBuy you have to be granted access. This form will need to be filled out by the Requester. The Requester is the departmental, unit or division representative who directly works with Purchasing and Accounts Payable. Initiators are individuals who have been given authority to do requisitions on behalf of a Requester. Without filling out the form you can still access PReqs, but you will not be able to Create Req. If the "Create Req" link is not active on the sidebar you will need to complete the PReqs Access Form.

Accessing the PReqs Access/Update Form

| 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 **PReqs** | Go to the Sidebar>Forms> **PReqs Access Form** |

PReqs Access Form

Review Applicant Information – This information defaults in. Please review to see if information is correct. If not correct go to Self Service and update your campus address under the Personal tab.

PReqs Access Form

Applicant Information

Requester Code:	CAMJONES
Name:	Cami Jones
Email:	cami-jones@uiowa.edu
University ID:	00011682
Campus Addr:	202 PCO
Phone:	+1 319 335 3914
Dept:	0310
Dept Name:	PURCHASING

If you are replacing a Requester within your Department, be sure to complete the Outgoing Requester and Reason for Replacement.

Outgoing requester: _____

Reason for replacement: None

Complete the Default MFK. The MFK you provide on this form will automatically be used on all requisitions you create. Please note that these can be changed on each Order.

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	

If no Initiators are needed, click the ✕. If you need to add an initiator(s) that will be allowed to order with your requester information enter their Hawk ID. If you need to add more, click the ✚.

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
✕ ✚		Unknown

The last section needs to be completed if requesting access to PeopleSoft Catalogs. Enter a workflow threshold Limit for Catalog Orders sourced to the Vendor. Click on the Search 🔍 to add a Catalog and if you need to add more, click the + .

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: 0.0

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
✕ +	🔍	

Enter any comments that need to be sent over to Purchasing Operations. For example, if you need to remove Initiators that are already setup.

Comments:

Finalize form by clicking Save, Validate or Send to Workflow.
Save: Saves your PReqs Access form so that you can work on it later.
Validate: Validates all fields on the Preqs Access form, including the MFK.
Send to Workflow: Sends the form into the Workflow system.
Req Admin ID: Is an ID (RA000xxx) that is assigned for tracking purposes. Once your Requester Information is setup, you will receive an email notification and be asked to complete the Procure to Pay training class. This class provides an overview of Purchasing and Accounts Payable.

Workflow

Choose Workflow Routing   **Initiate** Workflow Process   Workflow **Routing**   **Confirm** Workflow Routing

Requester Admin Search Center

If you need to see the status of a PReqs Access form, or need to make more updates to a draft, go to the Requester Admin Search Center.

Search for Preqs Access form status by going to the Sidebar>Forms>**PReqs Access Form Search.**

Enter any criteria and click Search.

Requester Admin Search Center

Note:
Search entries are case in-sensitive. Using 'Equal To' with 'foo,bar' will find 'Foo,Bar', 'FOO,BAR', etc.
You may use wildcards '*' on search entries. For ReqAdmin ID, using 'Like' with '*10' will find IDs ending in 10 such as 'RA000010', or 'RA056110'. Using 'Like' with '*10*' will find IDs having 10 in them such as 'RA000105', or 'RA561108'.

[Search]

Req Admin ID	Equal To ▾		
Req Admin Date	Equal To ▾	📅	📅
Req Admin Status	Equal To ▾	▾	
Requester Code (HawkID)	Equal To ▾		
Requester Name	Equal To ▾		
Requester Dept	Equal To ▾		
Requester Dept Name	Equal To ▾		
Contract ID	Equal To ▾		
Work Flow Transaction #	Equal To ▾		

[Search]