How to get PReq Access

1. Sign into the Employee Self Service.
2. Click Tab at top called **ADMINISTRATION**.
3. Under Systems – Click on **E-Pro(E-Vouchers & PReqs)**
4. Click on **PReqs**
5. On the left sidebar, under Forms, click on **PReqs Access Form**
6. Fill out Applicant Information

Special Notes:

Initiators:

If no initiators are needed, click the Red X. If others will be ordering under you, enter their HawkID. Click the green + to add more.

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.

Catalogs assigned to the requester:

If no catalogs are needed, click the Red X. If catalogs are needed, click on the magnifying glass. Type UH (for UIHC catalogs) and UI (for all others). Click the link to add. Click the green + to add more.

After Validation and Send to Workflow is clicked, make note of the Request ID. You will need to route to one other approver in your department. If you need to save and finish later, you will have the Request ID to return to the form.

Returning to Form:

1. Sign into **e-Pro – Preqs**
2. On the left sidebar, under **Forms**, click on **PReqs Access Form Search**
3. **Req Admin ID** – enter your Request ID (RA000???)
4. Click **Search** and click link to form to continue with the form