

# Catalog Order Guide ~ Sourced to Stores

This guide is for the process of ordering items sourced from a Warehouse which has a PeopleSoft UI Item number. University of Iowa Stores include: General Stores, Dentistry Stores, and UIHC Stores.

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## Accessing System

To access Catalog Order/Purchase Requisitions (PREQs), go to <https://hris.uiowa.edu/portal/>. The screen shot below is the initial sign-on screen to all FUS Web Applications and Self Service.

The screenshot shows the 'Employee Self Service' portal for Finance and Operations Web Applications. It includes a 'Welcome to the Finance and Operations (FO) Web Applications Portal' message, a list of login requirements (Hawk ID and Password), and a 'Hawk ID Login' form with input fields for Hawk ID and Password, a 'Sign In' button, and a 'Self Service Demo' link. There are also links to common questions like 'Don't know your hawkid?', 'Forgot your password?', and 'More hawkid information...'. An 'IMPORTANT INFORMATION' section provides additional details for users, including instructions for shared computers, security, session cookies, availability, feedback, and new employees.

**Note:** Your web browser must support encryption and have cookies enabled in order to login. We recommend using Internet Explorer to take advantage of the many features within Purchase Requisitions.





## ADMINISTRATION

On the menu screen, under **Administration** tab, click on the link to **e-Pro (e-Voucher and PReqs)** or add to your favorites using the .

### Data Access

-  [AP-PO Freight Web Tools](#)
-  [AP-PO PeopleSoft](#)
-  [HR Reports](#)
-  [PMO \(Property Management\)](#)

### Systems

-  [Cash Handling Audit Procedures](#)
-  [E-Pro\(E-Vouchers & PReqs\)](#)
-  [Hire@UIOWA](#)
-  [ProTrav \(Pcard Vouchers & Travel\)](#)

If you need assistance with PReqs, please send an email to: [preqs@uiowa.edu](mailto:preqs@uiowa.edu).

The Catalog Order form in the PReq system is for Item Sourcing from a Warehouse and Items Sourcing from a Vendor that have a PeopleSoft UI Item number. A user is defined as any employee who signs into PReqs application. A requester can be the same as a user or different than the user. Users must be assigned a requester or multiple requesters in order to be able to create purchase requisitions. If a user is not a requester or not assigned to a requester they cannot initiate a catalog order form.

# One-Stop e-Procurement - Homepage



## One Stop e-Procurement

AP PO Travel

System Messages:

January 11, 2010 - VWR enabled: The Purchasing Department welcomes VWR, the twelfth preferred vendor, to the University eBuy website! Access over 627,000 items in the VWR catalog at incredibly discounted prices via the Iowa Biotech Association Master agreement. eBuy creates an entirely electronic process from procurement to payment, reducing redundant data entry and human error. Spend

### eVoucher

**Non-Services**  
Memberships  
Prepayments < \$3000  
Reimbursements  
Utilities  
Refunds  
Subscriptions  
Research Subjects

**Services**  
Award  
Stipend  
Royalties  
Guest Speaker  
Transcription  
Consultant  
Musician/Performer  
Peer Reviewer

### PREqs

Goods and Services  
Equipment  
Request for Quotations  
Contracts & Maintenance  
Vendor requires purchase order  
Prepayments > \$3000  
Subcontracts  
Catalog Orders

### eBuy

An eProcurement solution providing a connection to primary suppliers

### ProTrav

Less than \$5001/trans  
Low dollar Goods  
Travel Related Expenses

The name of this Web Application is **PREqs (Purchase Requisitions)**.

Please note the **System Messages**.

Click on **PREqs**.



## PREqs Home

### Requisitions

[Browse](#) 102 requisitions in workflow.  
[Browse](#) 110 draft requisitions.  
[Browse](#) 3 today's requisitions.  
[Browse](#) 4 created during the past 5 days.  
[Browse](#) 50 created during the past 30 days.  
[Browse](#) 89 created during the past 60 days.  
[Browse](#) 212 all of my requisitions.  
[Search my requisitions.](#)

### Purchase Orders

[Browse](#) 2 today's purchase orders.  
[Browse](#) 8 created during the past 5 days.  
[Browse](#) 54 created during the past 30 days.  
[Browse](#) 78 created during the past 60 days.

## PREqs Home Page

You should now be at PREqs Home Page. You can view Requisitions and Purchase Orders by clicking on the **Browse** next to the appropriate list.

The PREqs Home Page is where the Initiators can browse and check the status of the requisitions they created. You will not be able to see requisitions created by other Initiators on this page. This page shows only your own work. This is where Initiators will keep track of their requisitions and see when the requisition has been assigned a Purchase Order number.

**Search my requisitions** allows you to search by date range, PREq or PO numbers, and many other options.

## Inventory Catalog Orders Section

**Browse Draft** – Order where the submit button has not been pressed.

**Browse In Progress** – Order that has at least one stock item that has not been sourced in PeopleSoft

**Browse Complete** – Order that has been submitted with only non-stock items, or has stock items that have all been sourced or cancelled

**Browse Cancelled within the last 30 days** – Order with at least one stock item that has been cancelled

**Browse All my Stock Orders** – Shows all stock orders

\*Supply Items sourced from a Warehouse will only list under the Catalog Order section

\*Supply Items sourced from a Vendor will list under Catalog Order section until a user has clicked submit, then will list under Requisition and Purchase Order section.

## Favorites

Favorites is for saving frequently used information and can be added throughout the PReq by clicking [add](#)

You may also have the option to add this information manually.

#	Act	BookmarkName
1	X	0500500000000005064910060-€
2	X	1-PURCHASING TEST
3	X	2401700000100005351583121-€

Under **Favorites** on the side bar, click on the **MFK** to get to this screen.

The **Bookmark Name** is a title you assign to the Favorite to identify and remember it by. It can be anything you want.

Fill in the MFK fields and click [Save](#)

Click [Add](#) to add another.

*Always remember to save after adding any new entries.*

When you click **End User** under **Favorites** you may enter your **Bookmark Name** and tab to the Name field, enter the name and tab to the Phone field and enter the phone

number, including area code and click [Save](#)

## EndUser Favorites

#	Act	BookmarkName
1	X	Bergeon, Julie

name: Bergeon, Julie phone: 319-335-1726

[Save](#) [Add](#)

Wherever you see the a window displays a list of your favorites.

## Vendor Favorites

#	Act	BookmarkName
1	X	Sourcecorp BPS Incorporated
2	X	AAA Mechanical Contractors Inc

ID: 360220 Address: 1 Location: 1

ID: 100015 Address: 1 Location: 1

[Save](#) [Add](#) [Add via Vendor Search](#)

## Category Favorites

#	Act	BookmarkName
1	X	Business use papers Paper (Che
2	X	Formulas and products for nutr

ID: 14111800

ID: 42231800

[Save](#) [Add](#) [Add via Category Search](#)

## Receiver Favorites

#	Act	BookmarkName
1	X	cleichty
2	X	heefner

Hawk ID: cleichty

Hawk ID: heefner

[Save](#) [Add](#)

Here are examples of the other Favorites screen. Create your own Favorites for all the fields listed.

# Create New Order

- PReqs
- Create Req
- Req Search Center
- Catalog Order Search
- Return to Order
- Copy Req
- Copy Order

Click on the **Create Req** link on the side bar and you'll get the **Order By** page below

Note: If **Create Req** is grayed out, a Requester must fill out a **PReq Access** form to get the initiator signed up. See **PReqs Access** link on side-bar

- Forms
- PReqs Access Form
- PReqs Access Form Search
- ShipTo Codes Form
- Indiv Contractor Doc

## Order By

Select one of the following to order by:

- Purchase Requisition**- This requisition will be used to order by contract or by description for services, equipment, repairs and blanket orders that go to an outside vendor.
- eBuy Shopping**- This selection will direct you to prime vendor contracts.
- PeopleSoft Catalog Orders**- This selection will be used to order PeopleSoft item number products that are sourced from Hospital Process Stores, General Stores, Dentistry Stores, and College of Pharmacy Stores or from a vendor. [Shopping Cart Favorites](#) [Recurring Orders](#)

Select **PeopleSoft Catalog Orders**.

All fields on the **Order By** page are required.

## Requester Information

Requester:       Ship To:

HawkID: JBERGEON      Description: Bergeon,Julie PCO 202

Location: PCO-202-22      Address: The University of Iowa  
Purchasing  
PCO-202  
125 S Dubuque St  
Iowa City, IA 52242-2500

Phone: 319-335-1726      Phone: 319-335-1726

Dept: Purchasing      Fax:

Email: [julie-bergeon@uiowa.edu](mailto:julie-bergeon@uiowa.edu)

End User:

Phone:

**Continue**

The Requester(s) you have been approved to use will be listed in the drop-down menu next to **Requester**.

Click down arrow  next to the **Requester** field and click on the Requester name that you want to use and it will populate the Requester information and corresponding Ship To information on the main screen.

- Bergeon,Julie
- Leichty,Chris
- Williams,Judy
- General Stores
- University Housing Stores
- Biochemistry Stores
- Dentistry Stores
- Kreiss,Diana

**Requester:** This information is used to identify the person in the department who works directly with Purchasing and Accounts Payable to facilitate the procurement and payment process. Requesters may be contacted by Purchasing, Accounts Payable, or the vendor if a question arises regarding the Catalog Order.

**Ship To Code:** The Ship To Code fills in automatically according to the Requester you've selected. This code identifies the location to which the merchandise being ordered is to be sent.

## Requester Information

Requester:       Ship To:

HawkID: JBERGEON      Description: Bergeon,Julie PCO 202

Location: PCO-202-22      Address: The University of Iowa  
Purchasing  
PCO-202  
125 S Dubuque St  
Iowa City, IA 52242-2500

Phone: 319-335-1726      Phone: 319-335-1726

Dept: Purchasing      Fax:

Email: [julie-bergeon@uiowa.edu](mailto:julie-bergeon@uiowa.edu)

End User:

Phone:

**End User Name:** The End User is the member of your department requesting the good or services. These can be added to your Favorites by clicking the “add” link. Make sure to enter the phone number in the format shown, including area code. Once you add an End User, the system will default the previously entered information.

Ship To:  add  
 Description: Bergeon,Julie PCO 202  
 Address: The University of Iowa  
 Purchasing  
 PCO-202  
 125 S Dubuque St  
 Iowa City, IA 52242-2500  
 Phone: 319-335-1726  
 Fax:

End User:   
 Phone:  add

The MFK listed will default in on the Catalog Orders and can be changed if needed on the items panel.

## Default MFK

050 05 0311 00000 50649100 6026 000 00000 60 0000

## Catalog Access

**Catalog Access:** Requesters/Initiators must be assigned specific catalogs in order to be able to access the catalog and order the item in the catalog.

SetID	Catalog	Description
UIOWA	UI_GEN_STORES	General Stores

Click the **Continue** button to continue to the Item Search Page.

## Item Search Page

Search **QuickShop**  Add to Cart MiniCart: 0 item(s)

[OrderBy Page](#) [Go to Shopping Cart](#) [Items Help](#) I want to see 10  items per page.

Match any criteria

**UI Item #:**  **Description:**   
**Manufacturer Name:**  **Manuf Item ID:**   
**Vendor Name:**  **Vendor Item ID:**   
**Vendor ID:**   
**Category:**  **Catalog:**   
**Old Item ID:**  **Alias:**

Filter search by:  Warehouse  Vendor  None

**Search** **Clear** [Go to Shopping Cart](#) **Add to Shopping Cart**

[Collapse All](#) [Expand All UOM](#) [Expand All Mfg Info](#) [Expand All Vendors](#)

No items found. 1

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
Nothing found to display								

[Collapse All](#) [Expand All UOM](#) [Expand All Mfg Info](#) [Expand All Vendors](#)

[OrderBy Page](#) [Go to Shopping Cart](#) **Add to Shopping Cart**

The first field is a global search which searches the description, manufacture name, manufacture item id, and vendor item id.

If the user knows the UI Item id, then you may type this in the **QuickShop** field and click [Add to Cart](#). It will then be placed in your shopping cart. Click [Go to Shopping Cart](#) if you want view its contents.

On the item search page, you may search for items using many different criteria. You can narrow search by putting information in multiple fields and using any or all match criteria in the drop-down. default (Match any criteria) will result in items with at least one of the criteria typed. Selecting all result in items with all criteria typed.

Match any criteria   
 Match any criteria   
 Match all criteria

your  
The  
will

You must select one field to search on. The search will find entries where your search is part of a word and will ignore capitalization.

[Search](#)    QuickShop  [Add to Cart](#)    MiniCart: 0 item(s)

---

[OrderBy Page](#)   [Go to Shopping Cart](#)   [Items Help](#)    I want to see 10  items per page.

Match all criteria

**UI Item #:**     **Description:**   
**Manufacturer Name:**     **Manuf Item ID:**   
**Vendor Name:**     **Vendor Item ID:**   
**Vendor ID:**   
**Category:**     **Catalog:** General Stores   
**Old Item ID:**     **Alias:**

Filter search by:     Warehouse     Vendor     None

      [Go to Shopping Cart](#)   

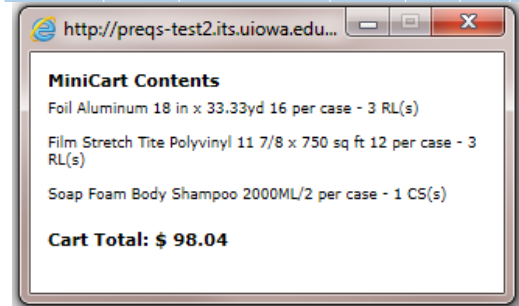
[Collapse All](#)    [Expand All UOM](#)    [Expand All Mfg Info](#)    [Expand All Vendors](#)

In this example the search criteria is **Description-envelope** and **Catalog-GENST** (General Stores Catalog).

Type the desired **Order Qty** and click

7 items found, displaying 1 to 7 1

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
<a href="#">1000382</a>		Cards Note and Envelopes Childrens Hosp 6.25X4.25 25/pkg	\$ 24.5047	PKG(1)			GENST	<input type="text" value="0"/>
<a href="#">1000385</a>		Envelope Window No 10 Clinical Outreach 500/bx 5 bx/ca	\$ 25.5126	BOX(1)			GENST	<input type="text" value="0"/>
<a href="#">1000395</a>		Envelope Campus Mail #10 Kraft Non-reusable 500 per box	\$ 9.5171	BOX(1)			GENST	<input type="text" value="0"/>



You may also click the **MiniCart**: at the top of the page to view your shopping cart's contents.

A pop-up window is displayed. Click the red X to close.

After you've selected all the items with their quantity, click on [Go to Shopping Cart](#) to complete your order at the top or bottom of the page. The system will take you to the Shopping Cart.

The  indicates that items have multiple UOM (units of measure), vendors, and manufacturer.

Filter search by:     Warehouse     Vendor     None

      [Go to Shopping Cart](#)   

[Collapse All](#)    [Expand All UOM](#)    [Expand All Mfg Info](#)    [Expand All Vendors](#)

1 item found. 1

UI Item #	Vendor Item ID	Description	UOM Price	UOM	Manuf Name	Manuf Item ID	Sourcing from	Order Qty
<a href="#">39535</a>	TEST A	TEST	\$ 50.0000	CS(10) <input type="button" value="+"/>			Fisher Scientific Company - 1	<input type="text" value="0"/>
<a href="#">39535</a>	TEST A	TEST	\$ 50.0000	CS(10) <input type="button" value="-"/>			Fisher Scientific Company - 1	<input type="text" value="0"/>
<a href="#">39535</a>	TEST A	TEST	\$ 5.0000	EA			Fisher Scientific Company - 1	<input type="text" value="0"/>

Click the  to open more options.

You may also use the links above the item list to expand all of a particular criteria and collapse all to close them.

[Collapse All](#)    [Expand All UOM](#)    [Expand All Mfg Info](#)    [Expand All Vendors](#)

## Shopping Cart – Catalog Order (Item Sourced to a Warehouse)

QuickShop  [Add to Cart](#)

If you need to add another item click [Continue Shopping](#) or use **QuickShop**. You may also return to the **Order By** page or empty your cart.

[OrderBy Page](#) [Continue Shopping](#) [Empty Cart](#)

[Apply this MFK to all lines.](#)

fund  org  dept  sdept  grnt/prgm  iact  oact  dact  fn  cctr  slidslac  
 250  05  0335  00000  50668600  6070  000  00000  00  0000  
[add](#)

Items Sourcing From a Warehouse:

Comments for the Warehouse

You can still change MFK, quantity, or add the item to your favorites.

You can also change the MFK for all line items buy filling in the MFK and clicking “Apply this MFK to all lines” or only change selected numbers by un-checking the boxes.

### General Stores

#	UI Item #	Description	Qty	UOM	Total Price	
1	<a href="#">36896</a>	Pad Floor Buffing 20in Tan 5 per case	5.0	EA	\$ 29.50	
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
		<a href="#">add</a> 250 05 0335 00000 50668600 6070 000 00000 00 0000 \$29.50				
2	<a href="#">37707</a>	Dell Toner 5330dn 20000 page black (330-2045) NY313	3.0	EA	\$ 500.55	
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
		<a href="#">add</a> 250 05 0335 00000 50668600 6070 000 00000 00 0000 \$500.55				
3	<a href="#">37920</a>	Brush bristle toilet bowl	10.0	EA	\$ 143.49	
		fund org dept sdept grnt/prgm iact oact dact fn cctr slidslac mfk amt				
		<a href="#">add</a> 250 05 0335 00000 50668600 6070 000 00000 00 0000 \$143.49				

Warehouse Subtotal: \$673.54

You can add Warehouse comments by clicking this icon

Dots in balloon indicate there are comments noted

### Header Comments

Warehouse Comments for the Picklist  [add](#)

You may add any comments to the Warehouse for the Picklist.

Click [Return to Order](#)

[Return to Order](#)

The last section of the Stock Request contains actions you take order. Save, validate or submit will assign a ten-digit number beginning with SC located on the sidebar in the upper left Order ID field.

[Save as Favorite](#) [Save as Recurring](#)

**Save:** To save your order and finish later.

**Validate:** Your order will be checked and you will be prompted in red if there are any errors. You must correct any errors before you can “Submit”.

**Submit:** Submits to PeopleSoft the stock items (items sourced from a warehouse) will become stock requests.

Order ID: **SC00025866**  
 WF Tx#: -  
 Date: **07-10-2009**

**Cancel:** Your order will be Cancelled.

**Save as Favorite:** If you’d like to save this order as a favorite, you’ll be prompted to name the cart.

### Save Cart Favorite

Name of Cart Favorite  [Save](#)

**Save as Recurring:** Allow users to set up orders which you place on a daily, weekly, monthly, or yearly basis.



**Items Sourcing From a Warehouse -Stock ID 000072980:**

Comments for the Warehouse 

**General Stores**

#	UI Item #	Description	Qty	UOM	Total Price	Status																										
1	30588	Bag Sani 1M per Case Use dispenser #05490	10.0	CA	\$ 447.70	In Progress																										
<table border="0"> <tr> <td>fund</td><td>org</td><td>dept</td><td>sdept</td><td>grnt/prgm</td><td>iact</td><td>oact</td><td>dact</td><td>fn</td><td>cctr</td><td>slid</td><td>slac</td><td>mfk amt</td> </tr> <tr> <td>050</td><td>05</td><td>0310</td><td>00000</td><td>50649100</td><td>6070</td><td>000</td><td>00000</td><td>60</td><td>0000</td><td></td><td></td><td>\$447.70</td> </tr> </table>							fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt	050	05	0310	00000	50649100	6070	000	00000	60	0000			\$447.70
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt																				
050	05	0310	00000	50649100	6070	000	00000	60	0000			\$447.70																				

warehouse

**College Of Dentistry Stores**

#	UI Item #	Description	Qty	UOM	Total Price	Status																										
3	30596	Composite Filtek A2 Body 20/Pkg-3M/ESPE	3.0	PKG	\$ 101.97	Cancelled																										
<table border="0"> <tr> <td>fund</td><td>org</td><td>dept</td><td>sdept</td><td>grnt/prgm</td><td>iact</td><td>oact</td><td>dact</td><td>fn</td><td>cctr</td><td>slid</td><td>slac</td><td>mfk amt</td> </tr> <tr> <td>050</td><td>05</td><td>0310</td><td>00000</td><td>50649100</td><td>6070</td><td>000</td><td>00000</td><td>60</td><td>0000</td><td></td><td></td><td>\$101.97</td> </tr> </table>							fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt	050	05	0310	00000	50649100	6070	000	00000	60	0000			\$101.97
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt																				
050	05	0310	00000	50649100	6070	000	00000	60	0000			\$101.97																				
4	30597	Impression Tray 1 large upper 12/pkg-coltene	2.0	PKG	\$ 6.81	Complete																										
<table border="0"> <tr> <td>fund</td><td>org</td><td>dept</td><td>sdept</td><td>grnt/prgm</td><td>iact</td><td>oact</td><td>dact</td><td>fn</td><td>cctr</td><td>slid</td><td>slac</td><td>mfk amt</td> </tr> <tr> <td>050</td><td>05</td><td>0310</td><td>00000</td><td>50649100</td><td>6070</td><td>000</td><td>00000</td><td>60</td><td>0000</td><td></td><td></td><td>\$6.81</td> </tr> </table>							fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt	050	05	0310	00000	50649100	6070	000	00000	60	0000			\$6.81
fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt																				
050	05	0310	00000	50649100	6070	000	00000	60	0000			\$6.81																				

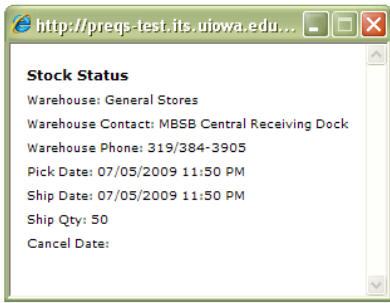
**Warehouse Subtotal: \$108.78**

**Submit** will also assign a ten-digit Stock Request ID to the order for items sourced from a warehouse. The requester and initiator will get an email that the order has been created in PReqs with the Stock Request ID. They will also get an email when the order is completed and shipped.

Status are:

- o **In Progress**-Item has not been sourced from
- o **Complete**-Item has been sourced and will be shipped
- o **Cancelled**-Item order cannot be filled and will require a new order to be submitted

If a line in the order has been partially filled or cancelled, the requester and initiator will receive an email stating this and the line item will need to be re-ordered.

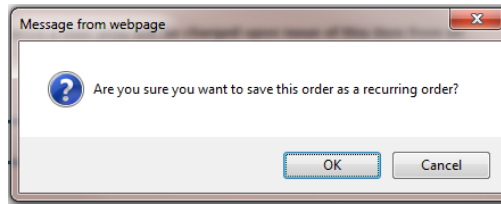


Clicking on **Complete** link will show warehouse information, Pick Date, and Ship Date. Clicking on **Cancelled** will show you the cancelled date.

## Recurring Orders

The system will generate your daily, weekly, monthly, or yearly orders and email you when it is ready to be submitted. The order will not be sent to the Vendor or UI Stores until you review and click **Submit**. Recurrences set up to begin on the present date will be created within an hour. Orders set up for a future date will be created at 12M on that day.

Once you have items in your shopping cart, you have the option of saving it as a recurring order. Click [Save as Recurring](#). The system will verify if you want to initiate this. Click OK.



## Recurrence Information

- A recurring order is a way to automatically order items on a recurring basis so you don't have to keep re-ordering the same items daily, weekly or monthly. Enter the Recurrence Name, Frequency and beginning and end dates.
- Next order date is checked every hour. Most recurring orders will get created shortly after midnight, on the "next order date". When a new order is created, an email notification will go to the initiator with a link to the order where they will need to review and submit for processing.

[View Orders generated from this recurrence. Recurrence is inactive.](#)

Order Ref:

Recurrence:  Next Order Date:  End Date:

Save

Cancel

March, 2012

Today

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8					1	2	3
9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	17
11	18	19	20	21	22	23	24
12	25	26	27	28	29	30	31

Select date

Create Order Immediately

[View Orders generated from this recurrence.](#)

Order Ref:

Recurrence:  Next Order Date:  End Date:

display in your Recurring Order Center from your Home Page.

## Recurring Order Center

Order #	Next Order Date	Recurrence	Order Ref	Status	Total	End Date	Delete
<a href="#">RC00212315</a>		MONTHLY	GS Monthly	Inactive	\$ 49.36	2012-01-20	<a href="#">Delete</a>
<a href="#">RC00212317</a>		DAILY	Dent Stores Daily	Inactive	\$ 0.00	2012-01-20	<a href="#">Delete</a>
<a href="#">RC00212654</a>	2012-04-03	WEEKLY	GS Monday Weekly Order	Active	\$ 98.04	2012-04-30	<a href="#">Delete</a>

At any time you wish to discontinue the Recurring Orders, simply click the **Delete** link.

After the last recurrence (End Date), the order will be come inactive. Click the RC# to modify it.

[View Orders generated from this recurrence. Recurrence is inactive.](#)

Order Ref:

Recurrence:  Next Order Date:  End Date:

Enter a new **Next Order** and **End Date**   and click **Save** or **Validate**.

If you wish to create a bi-weekly recurring order, add the items to your cart and create the Recurring Order. Set up the first RC for Weekly, every Monday. Click **Copy Order** under **PREqs** on the Sidebar, then set the second order up for Weekly, every Wednesday

The Recurrence is not active until you enter an Order Reference name, frequency, and beginning/end date.

**Save** will save the Recurrence and make it Active. When you receive an email that the order was created, you will still need to validate the order (MFK) and Submit.

**Validate** will validate and save the Recurrence and make it Active. Once you receive an email that the order was created, simply click the SC# and submit the order.

**Cancel** will cancel the recurrence if you decide a recurrence isn't needed.

If you don't wish to wait for the next order date, you may click the link to create it immediately.

This Recurring Order is now active and will

### Inventory Catalog Orders \*

- [Browse](#) 74 Draft
- [Browse](#) 3 In Progress
- [Browse](#) 17 Complete
- [Browse](#) 1 Cancelled within the last 30 days
- [Browse](#) 111 All of my Stock Orders
- [Browse](#) 6 Recurring Orders
- [Search my orders.](#)

\* Supply Items sourced from a Warehouse and/or Vendor

## Shopping Cart – Catalog Order (Shopping Cart Favorites)

Click on the **Create Req** link in the side bar area and you'll get the Order By screen below.

PReqs  
Create Req  
Req Search Center

For orders you've previously saved as a favorite, you'll begin the same way on the Order By page. Verify the **Requester, Ship to,** and **End User** Information. Click the link **Shopping Cart Favorites**.

### Order By

Select one of the following to order by:

- Purchase Requisition**- This requisition will be used to order by contract or by description for services, equipment, repairs and blanket orders that go to an outside vendor.
- eBuy Shopping**- This selection will direct you to prime vendor contracts.
- PeopleSoft Catalog Orders**- This selection will be used to order PeopleSoft item number products that are sourced from Hospital Process Stores, General Stores, Dentistry Stores, and College of Pharmacy Stores or from a vendor. [Shopping Cart Favorites](#) [Recurring Orders](#)

### Requester Information

Requester:  Ship To:  [add](#)  
 HawkID: CLEICHTY Address: Leichty,Chris PCO-202  
 Location: PCO-202-04 Fax:  
 Phone: 319/335-0384  
 Dept: Purchasing End User:   
 Email: [chris-leichty@uiowa.edu](mailto:chris-leichty@uiowa.edu) Phone:  [add](#)

A list of your **Saved Shopping Lists** will display.  
 You may select the cart name or remove from your list.

### Saved Shopping Lists

Order ID	Cart Name	
SC00212333	<a href="#">Lab Coats Weekly</a>	<a href="#">remove</a>
SC00212377	<a href="#">AGA Medical order</a>	<a href="#">remove</a>
SC00212665	<a href="#">Scrub Order/Linen Stores</a>	<a href="#">remove</a>

### Saved Shopping List Items

UI Item #	Description	UOM Price	UOM	Sourcing from	Order Qty
<input checked="" type="checkbox"/> <a href="#">42648</a>	Pants Charcoal Dietary 34	\$ 14.4000	EA	Standard Textile Company - 1	<input type="text" value="6.0"/>
<input checked="" type="checkbox"/> <a href="#">42649</a>	Pants Charcoal Dietary 36	\$ 14.4000	EA	Standard Textile Company - 1	<input type="text" value="6.0"/>
<input checked="" type="checkbox"/> <a href="#">42650</a>	Pants Charcoal Dietary 38	\$ 13.7300	EA	Standard Textile Company - 1	<input type="text" value="6.0"/>

You'll return to the Item Search Page to find and add the additional items. Click **Add to Shopping Cart Favorites** then click **Save and Return to Item Select**.

[Save and Return to Item Select](#)

Your items and quantities are saved in the Favorites.

You may change the quantities, delete and/or **Add to Shopping Cart**.

You may even add items to an existing cart Favorite by clicking **Add Items**.

UI Item #	Description	UOM Price	UOM	Sourcing from	Order Qty
X 42648	Pants Charcoal Dietary 34	\$ 14.4000	EA	Standard Textile Company - 1	6.0
X 42649	Pants Charcoal Dietary 36	\$ 14.4000	EA	Standard Textile Company - 1	6.0
X 42650	Pants Charcoal Dietary 38	\$ 13.7300	EA	Standard Textile Company - 1	6.0
X 42651	Pants Charcoal Dietary 40	\$ 15.4600	EA	Standard Textile Company - 1	3.0

New Item(s) added...

QuickShop  Add to Cart

**OrderBy Page** **Continue Shopping** **Empty Cart**

### Receiver Information

Receiver:  Phone:   
 HawkID:  Dept:   
 Location:  Email:

[Apply this MFK to all lines.](#)

fund  org  dept  sdept  grnt/prgm  iact  oact  dact  fn  cctr  slid  slac  
 050 05 0310 00000 50649100 6085 000 00000 31 0000

### Items Sourcing From a Vendor:

Header Comments that will default to all lines

### Standard Textile Company [More Info](#)

Business Justification for This Purchase:

#	UI Item #	Description	Qty	UOM	Total Price	
1	42640	Pants Scrub Jade Green 5XLarge	3.0	CA	\$ 666.72	
+ fund org dept sdept grnt/prgm iact oact dact fn cctr slid slac mfk amt X  050 05 0310 00000 50649100 6085  000 00000 31 0000 \$ 666.72 Line Comments  Insp. Required ID Inspection Not Required <input type="text"/> Confirming Order No <input type="text"/> Due Date 04/03/2013 <input type="text"/>						
2	42641	Shirt Scrub Jade Green 5XLarge	3.0	CA	\$ 550.80	
+ fund org dept sdept grnt/prgm iact oact dact fn cctr slid slac mfk amt X  050 05 0310 00000 50649100 6085  000 00000 31 0000 \$ 550.80 Line Comments  Insp. Required ID Inspection Not Required <input type="text"/> Confirming Order No <input type="text"/> Due Date 04/03/2013 <input type="text"/>						
3	42648	Pants Charcoal Dietary 34	3.0	EA	\$ 43.20	
+ fund org dept sdept grnt/prgm iact oact dact fn cctr slid slac mfk amt X  050 05 0310 00000 50649100 6085  000 00000 31 0000 \$ 43.20 Line Comments  Insp. Required ID Inspection Not Required <input type="text"/> Confirming Order No <input type="text"/> Due Date 04/28/2013 <input type="text"/>						

**Save**

**Validate**

**Submit**

**Cancel**

[Save as Favorite](#) [Save as Recurring](#)

**Save, Validate, Submit, and/or Cancel** your Shopping Cart.

**Submit** will also assigns a Stock Request ID to the catalog order for items sourced from a warehouse. The requester and initiator will receive an email with the Stock Request ID.

Your order is displayed.

You can still change MFK and quantity.

Add comments by clicking the icon.

It will be necessary to add a receiver, even if it isn't required to receive on the items.

You will be required to enter a Business Justification for the order(s).

# Search Center

## Order 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 Order ID, using 'Like' with '\*10' will find IDs ending in 10 such as 'SC000010', or 'S0056110'. Using 'Like' with '\*10\*' will find IDs having 10 in them such as 'SC000105', or 'SC561108'.

SC Order ID	Equal To	<input type="text"/>	<input type="text"/>
Stock ID	Equal To	<input type="text"/>	<input type="text"/>
eBuy Shopping Cart ID	Equal To	<input type="text"/>	<input type="text"/>
eBuy Shopping Cart Name	Equal To	<input type="text"/>	<input type="text"/>
eBuy Catalog Num	Equal To	<input type="text"/>	<input type="text"/>
Recurrence ID	Like	<input type="text"/>	
Order Date	Equal To	<input type="text"/>	<input type="text"/>
SC Order Status	Equal To	<input type="text"/>	<input type="text"/>
Initiator (HawkID)	Equal To	<input type="text"/>	
Requester Code	Equal To	<input type="text"/>	
Requester Name	Equal To	<input type="text"/>	
Ship To	Equal To	<input type="text"/>	
End User	Equal To	<input type="text"/>	
Contract ID	Equal To	<input type="text"/>	<input type="text"/>
Vendor ID	Like	<input type="text"/>	
Vendor Name	Like	<input type="text"/>	
Item ID	Equal To	<input type="text"/>	<input type="text"/>

### Search Center Results

26 Orders found.

Order #	Order Date	Initiator	End User	Stock #	Status	Order Amt	Description	Campus Wide Contract
<a href="#">SC00212536</a>	2012-03-01	camjones	Test		Draft	\$ 17.07	Gloves Latex Exam Powder Free	No
<a href="#">SC00212537</a>	2012-03-01	jbergeon	Jamie Hachmeister		Draft	\$ 62.91	Dispenser Toilet Tissue Jumbo	No
<a href="#">SC00212538</a>	2012-03-01	jkeiser	Julie Bergeon		Draft	\$ 3.34	Bag Urinary Drainage Leg Bag C	No
<a href="#">SC00212539</a>	2012-03-02	camjones	Test		Draft	\$ 1,364.68	Paper Astrobright Celestial Bl	No
<a href="#">SC00212540</a>	2012-03-02	camjones	Test		Draft	\$ 17.07	Gloves Latex Exam Powder Free	No
<a href="#">SC00212541</a>	2012-03-02	jbergeon	Jamie Hachmeister		Draft	\$ 291.30	ACID SULFURIC 2.5 LITER 6 CS	No

The Search Center is granted by your workflow administrator. You can search for Catalog Orders using many different criteria on this page.


You can narrow the search by putting information in multiple fields.

**SC Order ID** is the number assigned to the Catalog Order.

**Stock ID** is the number assigned to Items sourced from a warehouse.

After you have the information in the fields you want to search on, click on **Search** at the top left of the Search Center page. A list of the requisitions that met the criteria you entered will be displayed.

Click on the **Order #** if you want to see the catalog order.



**e-Voucher PReqs eBuy ProTrav**

Req ID:  
WF Tx#: -  
Date: 03-27-2012  
PO:

User: creedl

Self Service / FO  
Logout

**PReqs**  
Create Req  
Req Search Center  
Catalog Order Search  
Return to Req  
Return to Order  
Copy Req  
Copy Order  
Find UI Contract

▶ Favorites

▶ Forms

▶ Purchasing Links

▶ Help Center

▼ Favorites

- ShipTo
- EndUser
- Vendor
- Item
- Category
- MFK
- Comment
- Asset
- Receiver
- Confirmation Fax
- Contract
- Manufacturer Item ID
- Vendor Item ID

▼ Forms

- PReqs Access Form
- PReqs Access Form Search
- ShipTo Codes Form
- Indiv Contractor Doc

▼ Purchasing Links

- Purchasing Contracts
- Current Bid Opportunities
- Iowa Prison Industries
- Targeted Small Business
- Subagreements
- eforms

▼ Help Center

- Contact Us
- Purchasing Policy Manual
- Purchase Req Tutorial
- Catalog Order Tutorial
- Services Voucher Tutorial
- Non-Services Voucher Tutorial
- Freight Account
- FAQ
- Requester Search

## PReq Sidebar

The side on the PReq contains information about the Req and some links.

**Req ID:** Is located on the sidebar at the top. A 10-digit number that begins with a W. The PReqs system electronically assigns the number after the Initiator saves or validates a requisition.

**WFTx#:** Is located on the sidebar at the top. This is the Workflow transaction number that is assigned by workflow for tracking purposes.

**Date:** Is located on the sidebar at the top. This is the date the requisition was created.

**PO:** Is located on the sidebar at the top. A 10 digit number that begins with a 1 or B. This number is electronically assigned in the PReqs System after the last workflow approval.

### PReqs

**Create Req:** Requisitions going to outside vendors only.

**Req Search Center:** Located on the sidebar, click on Search Center to find Requisitions. Granted by workflow administrator.

**Order (catalog) Search Center:** Located on the sidebar, click on Search Center to find Catalog Orders. Granted by workflow administrator.

**Return to Order:** Takes the user to the main Order entry page.

**Copy Req:** Brings up an established Req you would like copied. Click Copy Req on the side bar. The information from the Req will be populated in a new record. Make any changes needed and send to workflow.

**Copy Order:** Brings up established Catalog order you would like copied. Click Copy Order on the side bar. The information from the Order will be populated in a new record. Make any changes needed and send to workflow.

**Find UI Contract:** Search for established University Contracts by Vendor, Category, or Products/Services.

**Favorites** - Frequently used information.

### Forms

**PReq Access:** Requesters link to add initiators

**PReq Access Search:** Requesters link to search for initiator request status

**Ship to Codes:** Request to add, change, or delete a Ship to code

**Indiv Contractor Doc:** Payroll form link to pay contractors

### Purchasing Links

**Purchasing Contracts:** University of Iowa contracts are considered a primary tool for the departments to receive the best pricing and quality. Contact Purchasing Agents if you have questions.

**Bids Opportunities:** Currently Active Bids

**Iowa Prison Industries:** Web site showing Iowa Prison Industries Items.

**Targeted Small Business:** System providing State of Iowa certified Targeted Small Businesses with advance notice of procurement opportunities.

**Subagreements:** Division of Sponsored Programs web site to help users with subagreements.

**e-forms:** Electronic forms web site.

### Help Center

**Contact us:** Informational page for questions

**Purchasing Policy Manual:** Link to manual with guidelines

**PReqs Initiator Tutorial:** Document for requesters and initiators

**Catalog Order Tutorial:** Document for requesters and initiators for use of catalog orders

**Services Voucher Tutorial:** Document for help with services e-vouchers (payroll)

**Non-Services Voucher:** Document for help with non-services e-vouchers

**Freight Account:** Learn how getting a Freight account can save you money.

**FAQ:** Frequently asked questions regarding PReqs and e-Vouchers

**Requester Search:** This search will look in the Requester Code, Requestor Name, Location, and Department Name fields