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.

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

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.

If no Initiators are needed, click the X. 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 +.
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 \( \mathcal{P} \) to add a Catalog and if you need to add more, click the \(+\).

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

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**

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**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.