

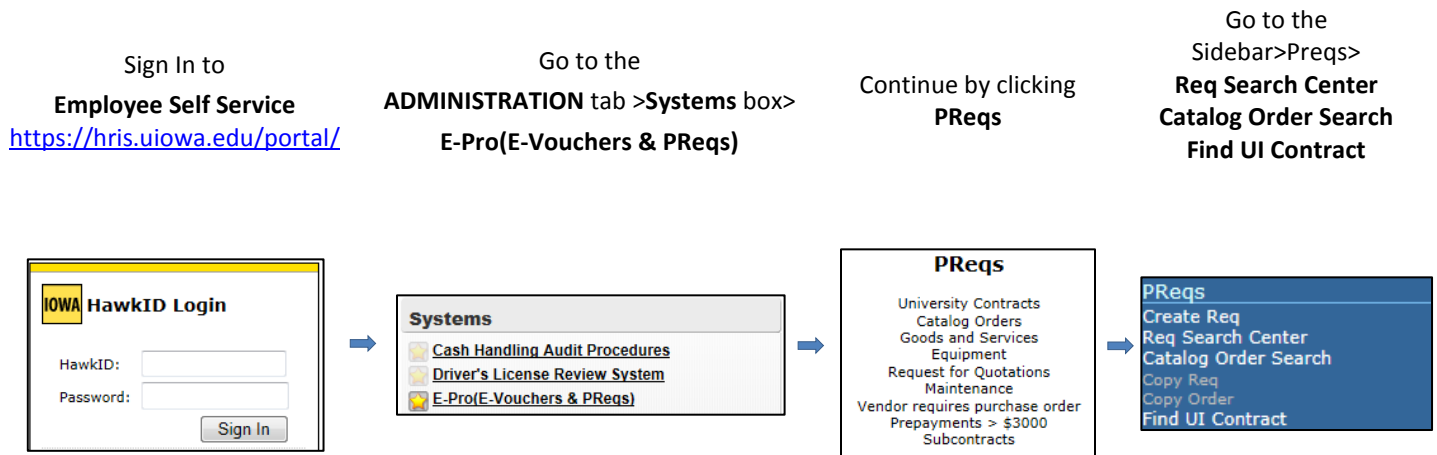
# e-Pro (E-Vouchers & PReqs) Search Centers

There are three main search centers for the PReq System; Req Search Center, Catalog Order Search and Find UI Contract. These Search Centers allows users to locate and manage documents.

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## Accessing the PReqs Search Centers



## Req Search Center

Access to the Requisition Search Center is granted by your workflow administrator. Users can search Requisitions, Purchase Orders, Receipts and Date Range. See examples detailed below.

*Search entries are case in-sensitive. Using 'Equal To' with 'officemax' will find 'Officemax', etc. You may use wildcards '\*' on search entries. For Requisition ID, using 'Like' with '\*10' will find IDs ending in 10 such as 'W000000010', or 'W000056110'. Using 'Like' with '\*10\*' will find IDs having 10 in them such as 'W000000105', or 'W000561108'. To narrow the search put a date*

*To help narrow your search results you may enter multiple search criteria. You can indicate what you are looking for by entering requisition id, supplier name, initiator and date. You can also filter by department number, workflow status, document type, amount, receiving required.*

**Example 1: Search by Requisition Date, Requisition Status and Initiator**

**Requisition Search Center**

Search

Requisition Date: Greater Than 01/01/2014

Requisition Status: Equal To Inside Workflow

Initiator (HawkID): Equal To camjones

**Example 2: Search by Fund, Org and Dept**

**Requisition Search Center**

Search

FUND: Equal To 050

ORG: Equal To 05

DEPT: Equal To 0310

**Example 3: Search by PO Date, Receiving Required and Status**

**Requisition Search Center**

Search

PO Date: Greater Than 02/01/2014

Receiving Required: Equal To Yes

Receiver (HawkID): Equal To

Receipt ID: Equal To

Receipt Status: Equal To PO Not Received

Click on the **Req #** if you want to see the Requisition or click on the Purchase Order number to see the PO report. Users can search and view all Requisitions in the PReqs system, but can only edit the Requisitions they initiated. Click on the Blue Header Row to sort Search Results.

| Search Center Results  |           |                 |                   |            |            |                          |            |                                      |              |                                |
|------------------------|-----------|-----------------|-------------------|------------|------------|--------------------------|------------|--------------------------------------|--------------|--------------------------------|
| 61 Requisitions found. |           |                 |                   |            |            |                          |            |                                      |              |                                |
| Req #                  | Initiator | End User        | Status            | PO ID      | PO Date    | PO Type                  | PO Status  | Vendor Name                          | Req Amt      | Description                    |
| W000546054             | cleichty  | Barnholdt J     | Workflow Complete | C303032    | 2014-01-28 | Contract Business Office | Dispatched | RoCon Construction LLC               | \$ 20,100.00 | test cs                        |
| W000546045             | cleichty  | Barnholdt J     | Workflow Complete | C102039    | 2014-01-28 | Contract Business Office | Dispatched | RoCon Construction LLC               | \$ 18,100.00 | test ct                        |
| W000546046             | cleichty  | Jennifer Ratner | Workflow Complete | 1001234349 | 2014-01-28 | Regular Order            | Dispatched | Bard Access Systems Incorporated     | \$ 15,000.00 | Description: Site-Rite 6 Syst  |
| W000546047             | cleichty  | Julie Bergeon   | Workflow Complete | 8000588851 | 2014-01-28 | Blanket Order            | Dispatched | Blue Eagle Design                    | \$ 10,000.00 | Test blanket                   |
| W000546048             | camjones  | Chris Leichty   | Workflow Complete | 1001234350 | 2014-01-28 | Regular Order            | Dispatched | Renoux Flooring Company Incorporated | \$ 10,520.00 | New carpet 202 PCO (same Patte |
| W000546049             | camjones  | Chris Leichty   | Workflow Complete | 1001234351 | 2014-01-28 | Contract University      | Dispatched | Blue Eagle Design                    | \$ 10,000.00 | Receiving by amount            |
| W000546050             | cleichty  | Chris Leichty   | Workflow Complete | C000588852 | 2014-01-28 | Contract Business Office | Dispatched | Iowa Cubs                            | \$ 14,700.00 | test C contract                |

**Catalog Order Search Center**

You can search for Shopping Cart Orders using one or many different criteria(s) on this page. To narrow the search results, enter information in multiple fields. **SC Order ID** is the number assigned to the Shopping Catalog Catalog Order and **Stock ID** is the number assigned to Items sourced from a warehouse. See examples detailed below.

**Example 1: Search by Order Date, SC Order Status and Initiator**

**Order Search Center**

Search

Order Date: Greater Than 01/01/2014

SC Order Status: Equal To In Progress

Initiator (HawkID): Equal To camjones

**Example 2: Search by Fund, Org and Dept**

**Requisition Search Center**

Search

FUND: Equal To 050

ORG: Equal To 05

DEPT: Equal To 0310

**Order Search Center**

Search

Initiator (HawkID): Equal To camjones

Requester Code: Equal To

Requester Name: Equal To

Ship To: Equal To

End User: Equal To

Contract ID: Equal To

Vendor ID: Like

Vendor Name: Like

Item ID: Equal To 1234

**Example 3: Search by Initiator and Item ID**

Click on the **Order #** if you want to view the Catalog Order. Orders #s beginning with SC are PeopleSoft Catalog Orders while those that begin with EB are eBuy Orders. If a Stock # is assigned to the Shopping Cart Order, it was sourced from a UI Store (Warehouse). To sort Search Results, click on the Blue Header Row.

| Search Center Results      |            |           |                |            |             |           |                                |
|----------------------------|------------|-----------|----------------|------------|-------------|-----------|--------------------------------|
| 30 Orders found.           |            |           |                |            |             |           |                                |
| Order #                    | Order Date | Initiator | End User       | Stock #    | Status      | Order Amt | Description                    |
| <a href="#">SC00275034</a> | 2014-01-13 | tnsmth    | Katelin Hamlin | 0000427598 | In Progress | \$ 0.66   | Battery Alkaline AA            |
| <a href="#">SC00280042</a> | 2014-02-14 | jaggersd  | Don Jaggers    | 0000427603 | In Progress | \$ 5.18   | Swabflush Saline Flush 10ml wi |
| <a href="#">SC00275030</a> | 2013-12-13 | camjones  | TEST           |            | Draft       | \$ 5.75   | Water For Irrigation, Sterile  |
| <a href="#">SC00280041</a> | 2014-02-14 | jaggersd  | Don Jaggers    | 0000427602 | In Progress | \$ 7.98   | Swabflush Saline Flush 10ml wi |
| <a href="#">EB1083748</a>  | 2014-01-22 | cleichty  | Chris Leichty  |            | Complete    | \$ 18.32  | INPLACE - Binder Pockets - Tra |

## Find UI Contract

The mission of the University of Iowa Purchasing Department is to obtain quality goods and services at the best value, while operating at the highest standards of ethical conduct. The Purchasing Department strives to identify and implement purchasing contracts with preferred vendors. Purchasing has negotiated many contracts with vendors to get the best pricing.

This search will allow users to search all University of Iowa contracts by Contract ID, Vendor, Category, Products or Services. Select the Campus Wide Contracts Only to further filter. Browse all by Vendor Alpha by selecting the Letter listed. See examples detailed below.

### Example 1: See all Campus Wide Contracts

*This is the default display, Check the Campus Wide Contracts Only*

| Contract, Vendor, Category, Products or Services:   |                                  |                             |                   |                       |
|---|----------------------------------|-----------------------------|-------------------|-----------------------|
| <input type="text"/> <input type="button" value="Search"/>  |                                  |                             |                   |                       |
| <input type="text"/> narrow search by category  |                                  |                             |                   |                       |
| <input type="text"/> narrow search by vendor attribute  |                                  |                             |                   | Results per page: 100 |
| <b>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</b> <input checked="" type="checkbox"/> Campus Wide Contracts Only <input type="button" value="Clear Search"/> <input type="button" value="View All"/> |                                  |                             |                   |                       |
| 97 items found, displaying 1 to 97  |                                  |                             |                   |                       |
| Contract ID   | Vendor Name                      | Contract Description        | Vendor Attributes | Campus Wide Contract  |
| 00000003000000000000001774  | <b>AT And T</b>                  | Cellular Phone Service      |                   | Yes                   |
| 00000003000000000000007614  | <b>ATec Recycling</b>            | Lamp Recycling              |                   | Yes                   |
| 00000003000000000000006844  | <b>Aero Rental Incorporated</b>  | Equipment Rental RFQ# 15042 |                   | Yes                   |
| 00000003000000000000005698  | <b>AgVantage FS Incorporated</b> | Propane Fuel                |                   | Yes                   |

### Example 2: See all Contracts with Vendors that begin with letter 'F'

*Click the the letter 'F' and Uncheck Campus Wide Contracts Only*

| Contract, Vendor, Category, Products or Services:  |  |                           |                   |                       |
|--|--|---------------------------|-------------------|-----------------------|
| <input type="text"/> <input type="button" value="Search"/>   |  |                           |                   |                       |
| <input type="text"/> narrow search by category   |  |                           |                   |                       |
| <input type="text"/> narrow search by vendor attribute   |  |                           |                   | Results per page: 100 |
| <b>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</b> <input type="checkbox"/> Campus Wide Contracts Only <input type="button" value="Clear Search"/> <input type="button" value="View All"/> |  |                           |                   |                       |
| 41 items found, displaying 1 to 41   |  |                           |                   |                       |
| Contract ID  | Vendor Name                                | Contract Description      | Vendor Attributes | Campus Wide Contract  |
| 00000003000000000000007857   | <b>FD Neurotechnologies Consulting and</b> | FD NeuroTech Pricing      |                   | No                    |
| 00000003000000000000006489   | <b>FLAVORx Incorporated</b>                | Fillmaster Plus agreement |                   | No                    |
| 00000003000000000000005287   | <b>Faegre Baker Daniels LLP</b>            | UIRF Patent Attorney      |                   | No                    |






### Example 3: See all Contracts for Category, Lab Supplies

Using the drop down menu, select 99990002 ~ Laboratory Supplies

| Contract, Vendor, Category, Products or Services:  |                                   |                           |                   |                       |
|--|-----------------------------------|---------------------------|-------------------|-----------------------|
| 99990002 ~ Laboratory Supplies   |                                   |                           |                   | Search                |
| narrow search by vendor attribute  |                                   |                           |                   | Results per page: 100 |
| A B C D E F G H I J K L M N O P Q R S T U V W X Y Z <input checked="" type="checkbox"/> Campus Wide Contracts Only Clear Search View All |                                   |                           |                   |                       |
| 14 items found, displaying 1 to 14   |                                   |                           |                   |                       |
| Contract ID  | Vendor Name                       | Contract Description      | Vendor Attributes | Campus Wide Contract  |
| 00000003000000000000006053   | Abbott Laboratories               | Arhitecti100 Supplies     |                   | No                    |
| 00000003000000000000006462   | Affymetrix Incorporated           | Tech Access Agreement     |                   | No                    |
| 00000003000000000000004406   | Agilent Technologies Incorporated | Educational LSCA Products |                   | Yes                   |

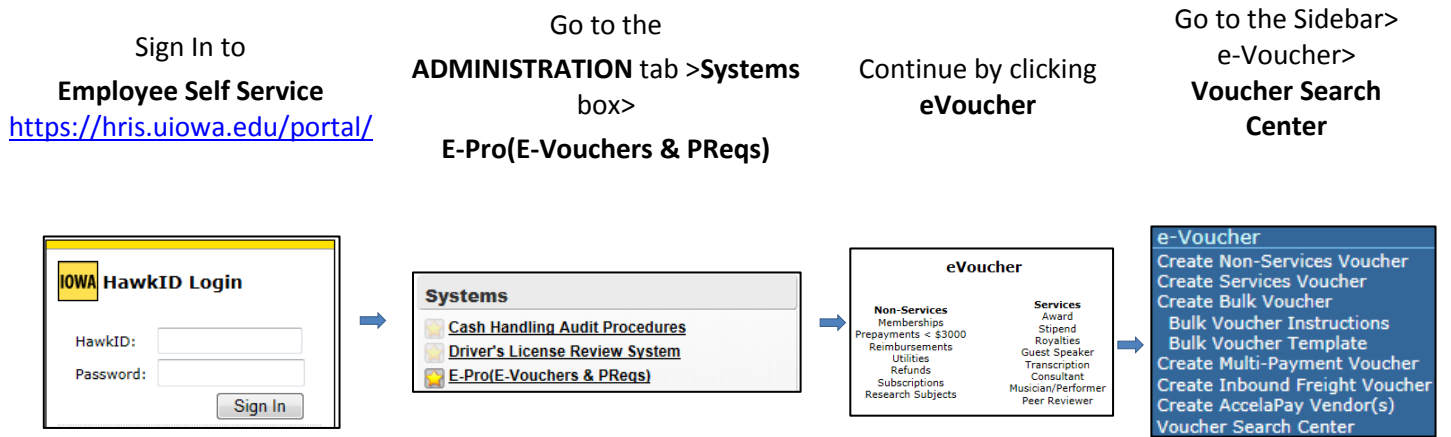
**Example 4:** See all Iowa Owned Business

Using the drop down menu, select Iowa Owned Business

| Contract, Vendor, Category, Products or Services:  |                                      |                              |   |                       |
|--|--------------------------------------|------------------------------|---|-----------------------|
| narrow search by category  |                                      |                              |   | Search                |
| Iowa Owned Business  |                                      |                              |   | Results per page: 100 |
| A B C D E F G H I J K L M N O P Q R S T U V W X Y Z <input checked="" type="checkbox"/> Campus Wide Contracts Only Clear Search View All |                                      |                              |   |                       |
| 25 items found, displaying 1 to 25   |                                      |                              |   |                       |
| Contract ID  | Vendor Name                          | Contract Description         | Vendor Attributes   | Campus Wide Contract  |
| 00000003000000000000006844   | Aero Rental Incorporated             | Equipment Rental RFQ# 15042  |   | Yes                   |
| 00000003000000000000005247   | Carter And Associates Incorporated   | Emergency Water Line Service |   | Yes                   |
| 00000003000000000000007885   | Central Delivery Service Of Iowa LLC | Courier Services             |    | Yes                   |

## Accessing the e-Voucher Search Center





There is one search center for the e-Vouchers System, Voucher Search Center. This search allows you to find a Voucher based on inputted criteria. Access to the Search Center is granted by your workflow administrator. Narrow your search results by adding more criteria. Once all criteria is added, click  at the top or bottom of the page to pull results.



## Voucher Search Center

Users can search vouchers, voucher status, voucher type and Date Range.

To help narrow your search results you may enter multiple search criteria. You can indicate what you are looking for by entering voucher type, supplier name, initiator and date. You can also filter by department number, voucher status or amount.

| Voucher Search Center                 |              |  |   |
|---------------------------------------|--------------|--|---|
| <input type="button" value="Search"/> |              |  |   |
| Voucher Date                          | Greater Than | <input type="text" value="01/01/2014"/>      |  |
| Voucher Status                        | Equal To     | <input type="text" value="Inside Workflow"/> |  |
| Voucher Type                          | Equal To     | <input type="text"/>                         |  |
| Services Voucher                      | Equal To     | <input type="text"/>                         |  |
| Initiator (HawkID)                    | Equal To     | <input type="text" value="camjones"/>        |   |

**Example 1:** Search by Voucher Date, Voucher Status and Initiator

**Example 2: Search by Fund, Org and Dept**

**Voucher Search Center**

Search

FUND Equal To 050

ORG Equal To 05

DEPT Equal To 0310

**Example 3: Search by Voucher Date, if Services Voucher**

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Click on the **Voucher #** if you want to view the Voucher. To sort Search Results, click on the Blue Header Row.

| Voucher #                | Voucher Date | Initiator | Status            | Voucher Type            | Vendor Name                  | Payment # | Voucher Amt | Description      | Payment Method |
|--------------------------|--------------|-----------|-------------------|-------------------------|------------------------------|-----------|-------------|------------------|----------------|
| <a href="#">V0845239</a> | 2014-02-26   | khousel   | Inside Workflow   | Services -Stipend       | Goldsmith Jason              |           | \$ 1.00     | Stipend: test    |                |
| <a href="#">V0845238</a> | 2014-02-26   | khousel   | Workflow Complete | Services -Honorarium    | Goldsmith Jason              |           | \$ 15.00    | Honorarium: talk | Check          |
| <a href="#">V0845237</a> | 2014-02-26   | khousel   | Workflow Complete | Food and Alcohol        | Givannis Italian Cafe        |           | \$ 105.51   | Food:test        | Check          |
| <a href="#">V0845236</a> | 2014-02-26   | cleichty  | Workflow Complete | Services -Guest Speaker | High Impact Training Company |           | \$ 2,000.00 | Speaker: test    | Check          |
| <a href="#">V0845235</a> | 2014-02-26   | cleichty  | Workflow Complete | Services -Royalties     | Goldsmith Jason              |           | \$ 250.00   | Royalty: test    | Check          |