The e-Pro sidebar changes from e-Voucher to PReqs to put the tools, forms, and help you need at your fingertips. This document outlines all links on the Sidebar for both the eVoucher and PReq.

Accessing the e-Pro (E-Voucher & PReqs) Sidebar

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 or eVouchers

These Tools are on both the e-Voucher and PReqs Sidebar.

Links: The top portion of the sidebar remains constant between the two systems. The e-Pro title is a link to the One Stop e-Procurement page and the row of buttons under allows you to navigate between four systems; e-Voucher, PReq, eBuy, and ProTrav, with just one click.

User: The HawkID of the Initiator currently logged in.
Self Service/FO: A Link to the Self Service page.
Logout: A Link to Logout of e-Pro.

Favorites: Are for your convenience, to reduce the amount of time you spend filling in repetitive information and to help you organize and manage that information. It is a central location to add, remove or update frequently used ShipTo Locations, End Users, Vendors, Items, Categories, MFKs, Comments, Assets, Receivers, Confirmation Fax Numbers, Contracts, Manufacturer Item IDs and Vendor Item IDs. Favorites provides the user the ability to quickly apply the information to a Requisition, Order or eVoucher by selecting from the Favorites Menu. (see Favorites Guide for more detailed information)

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.
Current Bid Opportunities: Currently Active Bids-applies to PReq/eBid.
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: Takes you to the Division of Sponsored Programs web site
E-forms: Electronic forms web site.
Help Center: At times you could be accessing a feature or trying to make a purchase that you do not do on a regular basis. The Help Center is there to assist you by providing just in time help. Contact information is also provided if you have questions about the PReq or E-Voucher applications.

**E-Voucher Help Center**

- **Vchr ID:** The E-Voucher system electronically assigns an eight-digit number which begins with a V for Voucher and B for Bulk Voucher.
- **WF Tx#:** This is the Workflow transaction number that is assigned for tracking purposes.
- **Date:** The date the voucher was created.

**Create Non-Services Voucher:** Begin to process a Non-Services Voucher.

**Create Services Voucher:** Begin to process a Services Voucher.

**Create Bulk Voucher:** Begin to process a Bulk Voucher. There is an Instruction link as well as the Template for the file to upload provided.

**Voucher Search Center:** Allows you to find Vouchers based on selected criteria. Access must be granted to the Search Center by the User’s workflow administrator.

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

**Copy Voucher:** Bring up an existing Voucher>click Copy Voucher, the information from the Voucher will be populated in a new record>make any changes needed and submit.

**Professional Services Agreement (PSA):** A link the PSA homepage.

**Payroll Home Page:** A link to the Payroll homepage.

**These Tools are only on the e-Voucher Sidebar.**

**PReq Help Center**

- **Req ID:** The PReqs system electronically assigns this 10-digit number which begins with a W.
- **WF Tx#:** This is a Workflow transaction number assigned for tracking purposes.
- **Date:** The Date the Requisition was created.
- **PO:** The PReqs system electronically assigns this 10-digit number after Workflow Approval. The number may begin with a 1, B or C depending on the Purchase Order type.

**Create Req:** Takes you to the Order By Page to start a Requisition.

**Req Search Center:** Allows you to find Requisitions based on selected criteria. Access must be granted to the Search Center by the User’s workflow administrator.

**Catalog Order Search:** Allows you to find Shopping Cart Orders based by inputted criteria.

**Return to Req:** Takes the user to the main Requisition entry page.

**Copy Req:** Bring up an existing Req>click Copy Req, the information from the Req will be populated in a new record>make any changes needed and submit.

**Copy Order:** Bring up an existing Order>click Copy Order, the information from the Order will be populated in a new record>make any changes needed and submit.

**Find UI Contract:** Allows you to search for University Contracts by Vendor, Category or Products and Services.

**These Tools are only on the PReqs Sidebar.**

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University of Iowa Purchasing Department [www.uiowa.edu/ap-purchasing](http://www.uiowa.edu/ap-purchasing)
**PReqs Access Forms**: A link to the PReqs Access Form which allows you to request, update or remove Requester setup information.

**PReqs Access Forms Search**: Opens a search page that is used to find Preqs Access Forms and to search for Requester/Initiator status.

**ShipTo Codes Forms**: This form is used to request a new, update an existing, or remove a current Ship To Location. Link to the ShipTo Codes Form to request, update or remove Ship To Codes.

**Indiv Contractor Doc**: Access to the Payroll Form to Pay Contractors.