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.

Welcome to the Finance and Operations (FO) Web Applications Portal

This is your single point of access for FO Web Applications including Self Service, Webfile, PCard, OL DSS, and the HR Data Access Applications. Please sign in using:

1. Your Hawk ID, and
2. Your Hawk ID Password

IMPORTANT INFORMATION

- Employees using shared computers are advised to click sign out and then exit the browser after completing their session.
- This is a secure site. Your ID and password are encrypted as they are sent for authentication.
- Per Session Cookies must not be disabled on your browser. We store temporary data in system memory to keep you logged in as you navigate the site.
- FO Web Applications are generally available 24 hours a day. There may be occasional breaks in service for routine maintenance, especially on Saturdays after 10pm.
- Please use [this link](https://hris.uiowa.edu/portal/) to submit feedback. Thank you.
- New employees receive their Hawk ID and password shortly after starting employment with the University.

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

If you need assistance with PRqns, please send an email to: preqs@uiowa.edu.

The Catalog Order form in the PRq 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 PRq 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.
The name of this Web Application is **PReqs** (*Purchase Requisitions*).

Please note the **System Messages**.

Click on **PReqs**.

**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.

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].

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

Vendor Favorites

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>BookmarkName</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>Sourcecorp DPS Incorporated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Address</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>363220</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

| 2 | X | AAA Mechanical Contractors Inc |

<table>
<thead>
<tr>
<th>ID</th>
<th>Address</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10005</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

[Save] [Add] [Add via Vendor Search]

Category Favorites

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>BookmarkName</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>Business use papers Paper (Che</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14111880</td>
<td></td>
</tr>
</tbody>
</table>

| 2 | X | Formulate and products for nut   |

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>42201880</td>
<td></td>
</tr>
</tbody>
</table>

[Save] [Add] [Add via Category Search]

Receiver Favorites

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>BookmarkName</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>chester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mask ID</th>
<th>chester</th>
</tr>
</thead>
</table>

[Save] [Add] [Add via Category Search]

[Save] [Add]

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

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**Order By**

Select one of the following to order by:

- **Purchase Requests**: 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.
- **eBay 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. See Shopping Cart Favorites, Recurring Orders.

---

**Requester Information**

**Requester**: Bergen, Julie

**HawkID**: BERGEON

**Location**: PCO-202-22

**Phone**: 319-335-1726

**Dept**: Purchasing

**Email**: julie.bergeon@uiowa.edu

**Ship To**: PCO-202-22

**Description**: Bergen, 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**: Bergen, Julie

**Phone**: 319-335-1726

---

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.

---

**Requester Information**

**Requester**: Bergen, Julie

**HawkID**: BERGEON

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**Phone**: 319-335-1726

**Dept**: Purchasing

**Email**: julie.bergeon@uiowa.edu

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**Address**: The University of Iowa Purchasing

PCO-202

125 S Dubuque St

Iowa City, IA 52242-2500

**Phone**: 319-335-1726

**Fax**: 

**End User**: Bergen, Julie

**Phone**: 319-335-1726

**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.
**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.

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 | 00 | 00000 | 60 | 0000 |

**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.

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

**Item Search Page**

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. The 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.

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

Type the desired **Order Qty** and click **Add to Shopping Cart**

---

<table>
<thead>
<tr>
<th>UI Item #</th>
<th>Vendor Item ID</th>
<th>Description</th>
<th>UOM Price</th>
<th>UOM</th>
<th>Manual Name</th>
<th>Sourcing from</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000012</td>
<td></td>
<td>Cards Note and Envelope CHILD 25-50g</td>
<td>$ 24.5647</td>
<td>PKG(1)</td>
<td>GENST</td>
<td></td>
</tr>
<tr>
<td>2000013</td>
<td></td>
<td>Envelope Window No 30</td>
<td>$ 25.5246</td>
<td>BOX(1)</td>
<td>GENST</td>
<td></td>
</tr>
<tr>
<td>2000014</td>
<td></td>
<td>Envelope Campus</td>
<td>$ 6.8171</td>
<td>BOX(1)</td>
<td>GENST</td>
<td></td>
</tr>
</tbody>
</table>

---

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 to complete your order at the top or bottom of the page. The system will take you to the Shopping Cart.

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Click the **+** to open more options.

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You may also use the links above the item list to expand all of a particular criteria and collapse all to close them.
Shopping Cart – Catalog Order (Item Sourced to a Warehouse)

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.

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

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

General Stores

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Qty</th>
<th>UOM</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>500535</td>
<td>Pad Floor Buffing 20in Tan 5 per case</td>
<td>5.0</td>
<td>EA</td>
<td>$29.30</td>
</tr>
<tr>
<td>500536</td>
<td>Toner Dell S530dn 2600 yields</td>
<td>5.0</td>
<td>EA</td>
<td>$56.55</td>
</tr>
<tr>
<td>500537</td>
<td>Brush bristle toilet bowl</td>
<td>3.0</td>
<td>EA</td>
<td>$143.40</td>
</tr>
</tbody>
</table>

Warehouse Subtotal: $573.34

You can add Warehouse comments by clicking this icon

Dots in balloon indicate there are comments noted

Header Comments

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

Click 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: 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.

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 as Recurring: Allow users to set up orders which you place on a daily, weekly, monthly, or yearly basis.
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:
- **In Progress**- Item has not been sourced from warehouse
- **Complete**- Item has been sourced and will be shipped
- **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: GS Monday Weekly Order |
| Recurrence: Weekly - Once a week | Next Order Date: **03/27/2012** | End Date: **04/30/2012** |

This Recurring Order is now active and will display in your Recurring Order Center from your Home Page.

**Recurring Order Center**

<table>
<thead>
<tr>
<th>Order</th>
<th>Next Order Date</th>
<th>Recurrence</th>
<th>Order Ref</th>
<th>Status</th>
<th>Total</th>
<th>End Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCO021234</td>
<td>2012-04-03</td>
<td>WEEKLY</td>
<td>Weekly</td>
<td>GS Monday</td>
<td>Weekly Order</td>
<td>Active</td>
<td>$ 98.04</td>
</tr>
</tbody>
</table>

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.**

<table>
<thead>
<tr>
<th>Order Ref: GS Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurrence: Monthly - Once a month</td>
</tr>
</tbody>
</table>

Enter a new **Next Order** and End Date **03/30/2012** and **04/27/2012** 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.
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.

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 Presence Stores, General Stores, Dentistry Stores, and College of Pharmacy Stores or from a vendor.

Requester Information

Requester: Leichly, Chris
HawID: CLGCHTY
Location: PCO-202-04
Phone: 319/335-0384
Email: chris-leichly@uiowa.edu

Ship To: PCO-202-04
Address: Leichly, Chris
Fax:

A list of your Saved Shopping Lists will display.

You may select the cart name or remove from your list.

Saved Shopping Lists

<table>
<thead>
<tr>
<th>Order ID</th>
<th>Cart Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SC00212333</td>
<td>Lab Coats Weekly</td>
<td>remove</td>
<td></td>
</tr>
<tr>
<td>SC00212377</td>
<td>AGA Medical order</td>
<td>remove</td>
<td></td>
</tr>
<tr>
<td>SC00212665</td>
<td>Scrub Order/Linen Stores</td>
<td>remove</td>
<td></td>
</tr>
</tbody>
</table>

Saved Shopping List Items

<table>
<thead>
<tr>
<th>UI Item #</th>
<th>Description</th>
<th>UOM Price</th>
<th>UOM</th>
<th>Sourcing</th>
<th>Order Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>42548</td>
<td>Pants Charcoal Dietary 34</td>
<td>$14.4000</td>
<td>EA</td>
<td>Standard Textile Company -1</td>
<td>6.0</td>
</tr>
<tr>
<td>42549</td>
<td>Pants Charcoal Dietary 36</td>
<td>$14.4000</td>
<td>EA</td>
<td>Standard Textile Company -1</td>
<td>6.0</td>
</tr>
<tr>
<td>42558</td>
<td>Pants Charcoal Dietary 38</td>
<td>$13.7300</td>
<td>EA</td>
<td>Standard Textile Company -1</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Clear Order Qty

Add to Shopping Cart

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.

Add Items

Return to Saved Carts

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.

Add to Shopping Cart Favorites
New Item(s) added...

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).

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.
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.

**Order #**

<table>
<thead>
<tr>
<th>Order #</th>
<th>Order Date</th>
<th>Initiator</th>
<th>End User</th>
<th>Stock #</th>
<th>Status</th>
<th>Order Amt</th>
<th>Description</th>
<th>Campus Wide Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCD0012538</td>
<td>2012-03-01</td>
<td>camjones</td>
<td>Test</td>
<td>Draft</td>
<td></td>
<td>$17.07</td>
<td>Gloves Latex Exam Powder Free</td>
<td>No</td>
</tr>
<tr>
<td>SCD0012537</td>
<td>2012-03-01</td>
<td>Jbergeon</td>
<td>Jamie</td>
<td>Nachmies</td>
<td>Draft</td>
<td>$62.91</td>
<td>Dispenser Toilet Tissue Jumbo</td>
<td>No</td>
</tr>
<tr>
<td>SCD0012538</td>
<td>2012-03-01</td>
<td>Jkaiser</td>
<td>Julie</td>
<td>Bergeon</td>
<td>Draft</td>
<td>$3.34</td>
<td>Bag Urinary Drainage Leg Bag C</td>
<td>No</td>
</tr>
<tr>
<td>SCD0012539</td>
<td>2012-03-02</td>
<td>camjones</td>
<td>Test</td>
<td>Draft</td>
<td></td>
<td>$1,364.68</td>
<td>Paper Astrobright Celestial III</td>
<td>No</td>
</tr>
<tr>
<td>SCD0012540</td>
<td>2012-03-02</td>
<td>camjones</td>
<td>Test</td>
<td>Draft</td>
<td></td>
<td>$17.07</td>
<td>Gloves Latex Exam Powder Free</td>
<td>No</td>
</tr>
<tr>
<td>SCD0012541</td>
<td>2012-03-02</td>
<td>Jbergeon</td>
<td>Jamie</td>
<td>Nachmies</td>
<td>Draft</td>
<td>$291.30</td>
<td>ACID SUFURIC 2.5 LITER 5 CS</td>
<td>No</td>
</tr>
</tbody>
</table>
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.

**WF Tx#:** 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

- **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