

# IOWA

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## Research Park

# Tenant Handbook

## BioVentures Center

2500 Crosspark Road  
Coralville, IA 52241

University of Iowa Research Park Office  
2500 Crosspark Road E156  
Coralville, IA 52241  
(319) 335-4063  
[research-park@uiowa.edu](mailto:research-park@uiowa.edu)

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# Welcome Memo

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To:

From: Stephanie Dengler, Director of Operations, Iowa Research Park

Re: Welcome

Welcome to the Iowa Research Park's BioVentures Center.

You have been assigned the USPS mailbox XX and have already received those keys as well as a slot in the mailroom.

Here at the BioVentures Center we use a system called IncuTrack for making conference room reservations. As a tenant here, there is no charge for using the space.

Here is the link to the IncuTrack login in page: <https://uiowa.incutrack.net/>

Your Username and Password is: XXXX

You can always access the login through the IOWA Research Park website under the "Tenant's Hub" page where the "reserve a conference room" tab will take you to the login page. <https://researchpark.uiowa.edu/tenants-hub>

There are several amenities that are available to the tenants. This manual is designed to help acquaint new tenants with the buildings and services.

If you need further information, please call the Iowa Research Park office at (319) 335-4063 or email [stephanie-dengler@uiowa.edu](mailto:stephanie-dengler@uiowa.edu) or [research-park@uiowa.edu](mailto:research-park@uiowa.edu).

# Facilities Contact Information

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## **Stephanie Dengler**

Director of Operations

[stephanie-dengler@uiowa.edu](mailto:stephanie-dengler@uiowa.edu)

(319) 334-2741

## **Amber Cardona**

Administrative Service Specialist

[amber-cardona@uiowa.edu](mailto:amber-cardona@uiowa.edu)

(319) 335-4067

# IOWA Research Park Amenities

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## **Business Support and Amenities:**

- Access to student interns
- Support in obtaining Iowa financial support
- Media and communications assistance
- JPEC business development support
- SBDC business support
- SBIR/STTR support
- Seminars and educational sessions
- Networking opportunities
- Complimentary Hawk ID, which provides tenant with access to UI Libraries, UI stores, core facilities, and vendor discounts
- Hazardous waste management services
- Shared laboratory equipment
- Executive board room and conference rooms
- Multi-purpose room – seating up to 70
- High-speed wired and wireless internet
- Shared copier/fax machine
- Emergency backup generator
- Shipping/receiving area and mail/package handling
- Daycare services just offsite
- Paved bicycle/hiking trail throughout park
- Nearby dining, hotels, conference facilities, shopping, recreation, and fitness

## **Shared Laboratory Equipment located in the BioVentures Center:**

- (2) -80 freezers
- Darkroom with film processor
- (2) autoclaves
- RO/DI water system
- Laboratory glassware washer/dryer
- Ice machine
- Class III Type A biological safety cabinet, Vertical Laminar Flow Bench Model w/ UV light
- Thermo scientific incubator
- Thermo scientific centrifuge
- -20 Frigidare freezer
- Lab-line floor incubator shaker
- Light contrast bi-ocular microscope
- Inverted microscope
- Liquid nitrogen tank w/ castor rack and inserts

# Building Maintenance

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## **Hours of Operation:**

Monday – Friday: 8am – 5pm\*

Saturday – Sunday: Closed

\*Excluding University holidays

A list of university holidays can be found at

<http://registrar.uiowa.edu/five-year-calendar>

## **Maintenance Requests:**

Please submit maintenance requests through the IOWA Research Park website:

[research-park@uiowa.edu](mailto:research-park@uiowa.edu) under the Tenant’s Hub Section.

## **After Hours Emergencies:**

### ***BioVentures Center***

After hour emergencies should be addressed by calling (319) 398-9040. Calling this number will expedite immediate assistance. Please call the University of Iowa Research Park office at (319) 335-4063 to inform of the situation and/or leave a voice message.

# Building Security System & Keys

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## *BioVentures Center*

The University of Iowa Research Park uses Simplex Security to secure the BioVentures Center. The system controls the door locks and the fire alarm/sprinkler systems. The main entrance of the BioVentures Center will be unlocked from 7:00am to 5:30pm, Monday through Friday. During these hours, visitors and tenants can come and go without an access card. Access cards are obtained from the office manager, and each employee can be assigned their own card. The University of Iowa Research Park offices will be closed during weekends and holidays. The doors will remain locked during these instances. Tenants will be provided individual suite keys. It is the responsibility of the tenant to lock the suites.

**It is highly recommended that tenants make sure that their suites are secured while tenants are not in their suites, and that the main doors close behind them when leaving the building.**

# Housekeeping & Trash Disposal

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## *BioVentures Center*

Tenants are responsible for the care of their office or lab suite. Many tenants opt to do their own cleaning, while other tenants hire the cleaning service that is already in place in the building. CR Janitorial Service is the company that is contracted to service the common areas of the BioVentures Center building on a nightly basis. If you notice something that needs housekeeping attention, please notify. Trash and recycling receptacles are located at several locations in the building. Please place your cleaned recyclables in the appropriate containers.

Please follow the general guidelines for trash and recycling:

- Garbage placed in outdoor dumpsters
- Broken down cardboard placed in the cardboard dumpster
- Single-sort recycling placed in the recycling dumpster
- Disposal areas are to be kept free of all debris because these are designated for deliveries
- Dumpster covers must be closed when not in use
- For biohazard waste, please refer to “Hazardous Waste Removal” on page 22 of this manual

**LABS:** The cleaning staff will not clean each individual lab on a nightly basis; nor will they enter the laboratories. If you have trash/recyclables that need to be disposed of, please set those outside your lab door and the cleaning staff will discard them. If you need specific cleaning done in your lab, the sinks or countertops cleaned or the floors mopped, etc. please let the Office Manager know and we schedule those on an as needed basis.



# Conference Room Reservation

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## **BioVentures Center**

The BioVentures Center offers eight conference rooms capable of accommodating 6 – 70 occupants. An online program, IncuTrack, is used to reserve the multi-purpose room and conference rooms on the east side of the building. The web address is <http://uiowa.incutrack.net> The office manager will provide the account information to log in and book these rooms. Conference rooms on the west side of the building are booked through Outlook and can be reserved in person at the front office (room E156) or via email request to [research-park@uiowa.edu](mailto:research-park@uiowa.edu). Rooms are reserved on a first-come, first-served basis. All conference rooms have the following equipment available:

- Computer (except W215)
- Projector or television monitor
- Keyboard/mouse (except W215)
- Conference call phone (except the multi-purpose room)
- Whiteboard
- Skype and Zoom capabilities

# BVC West Conference Rooms

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## First Floor Conference Rooms:

W111 Conference Room  
Capacity: 20



W119 Conference Room  
Capacity: 14



## Second Floor Conference Rooms:

W215 Conference Room  
Capacity: 10



W219 Conference Room  
Capacity: 14



# BVC East Conference Rooms

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## First Floor Conference Rooms:

E140 Board Room

Capacity: 10



E136 Conference Room

Capacity: 6



## Second Floor Conference Room

E242

Capacity: 10



# Multi-Purpose Conference Room

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Capacity: 40 seated & up to 70 for receptions/special events





# Community Break Area

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## **BioVentures Center**

The BioVentures Center offers three break areas with full kitchenettes and vending machines. The east and west sides of the building each have a kitchen/break area on the second floor, and the main floor has a separated kitchen and break area. Please be respectful and tidy up after yourself as these are shared common areas. Please remove refrigerated items within a week. There is one dishwasher located in the main floor kitchen available for use. Additionally, a coffee machine is available to you and is located in the main floor break area.



# Campus Mail, USPS, UPS, Fed Ex

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## **Campus Mail:**

### ***BioVentures Center***

Campus Mail picks up and delivers mail twice daily. Once in the morning (~9:00am) and once in the afternoon (~12:00pm). Campus mail is delivered and picked up in the shared mail room, E154.

## **United States Postal Service:**

### ***BioVentures Center***

USPS picks up and delivers mail daily. USPS mailboxes are located inside the building near the west side elevator. At your request, the University of Iowa Research Park office staff will assign you a USPS mailbox and two post office box keys. Please remember the University of Iowa Research Park staff does not keep an extra set of keys for your USPS mailbox, so if you misplace or lose your keys, it will be your responsibility to obtain access to your post office box and obtain new keys.

## **UPS and Federal Express:**

### ***BioVentures Center***

UPS and Federal Express make daily deliveries to the BioVentures Center. All FedEx and UPS packages are delivered to the first floor mail/copy room. It is your responsibility to remove your packages daily and in a timely manner. FedEx has a scheduled daily pick up for Federal Express Overnight packages, these packages are picked up daily from the mail/copy room at 3:30pm. UPS does not have a scheduled pick up at the BVC. You can leave prepaid UPS ground/express and FedEx ground/express in the BioVentures mail/copy room and they will be sent out through the UI mail system.

Those packages must be in the mail room before 11:45am. There is no pickup or delivery on weekends or holidays.

**Addresses:**

It is important that you include your companies name and your suite number in your address when sending and receiving mail or other deliveries.

# Copy/Fax Machines

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## ***BioVentures Center***

The BioVentures Center two copy/fax machines available for tenant use. The first-floor machine has features including color copying, color scanning, color printing, faxing, and printing and copying via a USB. To reach an outside fax line, 9 must be dialed first. One machine is located in the mail room on the east side of the first floor. The second machine is located on the second floor outside of the secured lab area on the east side.

## **Adding a print queue:**

To add the printer to your computer, you will need to open File Explorer. Once in File Explorer, [iowaprint04.iowa.uiowa.edu](http://iowaprint04.iowa.uiowa.edu) into the address bar. This may take a moment, but it will install the printer automatically. If you are not on the University of Iowa Wi-Fi, you may need to paste [\\iowaprint04.iowa.uiowa.edu\uirp-bvc154-mfd](http://iowaprint04.iowa.uiowa.edu\uirp-bvc154-mfd).

For a Mac (using a HawkID): Select "System Preferences" → Printers & Scanners → Add Printer (+button) → Switch from "default" tab to "IP" tab → input "172.30.88.66" into address → Select "add" → Select "duplex printing unit" → Select "ok"

If you need additional help, please contact ITS Help Desk at [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu) at (319) 384-4357



# Telephone & Internet Service

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## ***BioVentures Center***

Each individual company will be able to choose from University of Iowa or South Slope to provide telephone and/or internet service. If South Slope is chosen as the primary provider, it is the responsibility of the company to call and set up the services. South Slope can be reached at (319) 626-2211. If University of Iowa is chosen, please contact the Office Manager to arrange hook up.

## ***Technology Innovation Center***

Each individual company can choose to use University of Iowa telephone services or an existing cell phone. Internet service is provided by the University of Iowa.

University of Iowa Service pricing as of June 2015:

## **Data Services**

<b>Data Service</b>	<b>One Time Charge</b>	<b>Monthly Recurring Charge</b>
Basic Ethernet (on existing cable)(10/100/1000Mb based on location)	\$200 (If room already has data services available. Otherwise time and materials)	\$21.00 (No Direct Charge to GEF or Research*)
Gigabit Ethernet (Limited Availability)	Where available, \$200 (same as basic) Otherwise, Time and Materials	\$21.00 (No Direct Charge to GEF or Research*)
Custom Data Solutions	Time and Materials	Varies
Moves or Changes to Existing Service	\$75	N/A
Assign IP Address or Domain Name	No Charge	No Charge

## Telephone and Related Services and Equipment

<b>Telephone Services</b>	<b>One Time Charge</b>	<b>Monthly Recurring Charge</b>
New Telephone Service (on existing cable)	\$150 plus price of phone set (If room already has telephone services available. Otherwise time and materials)	\$17.50 (No Direct Charge to GEF or Research*)
Other Third Party Charges	Pass through cost from vendor	Pass through cost from vendor
Directory Assistance	65 Cents Per Call	N/A
<b>Telephone Equipment</b>	<b>One Time Charge</b>	<b>Monthly Recurring Charge</b>
Analog Feature Phone (Speaker, 10 Speed Dials, Hold, Redial)	\$70	No Charge
Analog Telematrix Phone (where available)	\$70	No Charge
Digital - Series E & i, 16 buttons	\$200	No Charge
Digital - Series E & i 32 Buttons	\$275	No Charge
Any Changes Made After Initial Install	\$75 plus equipment, if any	N/A
Repair Replacement of Phone	Price of New phone (no other charge)	N/A

## Voice Mail/Automated Call Distribution (ACD)

<b>Voice Mail / ACD Service</b>	<b>One Time Charge</b>	<b>Monthly Recurring Charge</b>
Basic Voice Mail	Included With New Service	No Charge
VM Paging Feature	\$25 if ordered with New Service	No Charge
Broadcast Mailbox Feature	\$25 if ordered with New Service	No Charge
Changes Made After Initial Install	\$50	N/A
ACD and Voicemail Trees	Need Estimate	Varies (No Direct Charge to GEF or Research*)
If new phone needed for VM light	Price of phone (waive \$75 change charge)	N/A

# MFK Account Number

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As a tenant of the BioVentures Center, you will sometimes have a need to purchase expendable goods and services from various departments at the University. For this purpose, we have set up a Master Key File (MFK) account for you with the University's business office. You can use your MFK account for the purchase of expendable goods and services items such as office supplies from General Stores, services from ITS, etc. You may obtain the MFK number by request to the office manager.

Here is an example showing the parts that make up a MFK

## MFK elements

Select any linked example to read more about the element and view frequently used code numbers.

FUND	ORG	DEPT	SUBDEPT	GRANT/PRGM	INSTACCT	ORGACCT	DEPTACCT	FUNCT	COST CTR
<a href="#">XXX</a>	11	<a href="#">XXX</a>	<a href="#">XXXX</a>	<a href="#">XXXXXXXX</a>	<a href="#">XXXX</a>	<a href="#">XXX</a>	<a href="#">XXXXX</a>	<a href="#">XX</a>	<a href="#">XXX</a>

If you would like more information about the Master Key File (MFK) you can reference the Iowa CLAS Resource Site:

<https://resource.clas.uiowa.edu/finance/mfk>

# Laundry Service

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## **Setting up a new account:**

Please fill out the inter-departmental requisition form at the following web address to begin the setup of your laundry service:

<http://www.uiowa.edu/eforms/files/eforms/files/idreq.pdf>

Two signatures of approval are required under “processing and approvals,” and one of the signatures must be from someone who has spending approval.

## **Scheduling:**

Unless otherwise noted, laundry service picks up items on Mondays and returns items the following Monday. The pickup time is before 8:00am at the west loading dock.

## **Forms:**

Once you have submitted your inter-departmental requisition and your account has been created, a check list (3 part form) will be sent to you in Campus Mail. When sending items in to be laundered, please fill out the following information on the check list:

- Departmental ID
- Lab name and building
- MFK (Please note if it changes from the original that was provided)
- Department contact and phone number
- Quantity of items to be washed

Send in the White and Yellow copies with your order and keep the pink copy for your records. The yellow copy will be returned with your clean delivery the following week. The white copy will be kept for our records. If you do not receive your order back the following week, please call (319) 335-4940 and ask to speak to a supervisor. Every attempt will be made to notify you of any foreseeable delay in advance.

# Complimentary Appointments

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By being a tenant in the BioVentures Center, you are able to receive complimentary appointments through the University of Iowa. Complimentary appointment defines an employment-related affiliation with the University through which the appointee typically provides a complimentary service and receives neither compensation nor fringe benefits. You may request complimentary appointments by sending an email request to Iowa Research Park email [research-park@uiowa.edu](mailto:research-park@uiowa.edu). More information on complimentary appointments may be found at:

<http://hr.uiowa.edu/policies/complimentary-appointment>

Complimentary appointments may include:

- Hawk ID
- Self Service Website
- Campus email with “uiowa” address
- Campus wireless
- ProTrav
- ID card services
  - Library borrowing privileges
  - Access to recreational services at employee rates

More information on obtaining an ID card can be found at:

<https://idcard.uiowa.edu/> or by phone 319-335-2716

Office locations to obtain an ID card include:

**UI Service Center:** 2700 University Capitol Centre (Old Capitol Mall 2<sup>nd</sup> Floor above CVS)

**UI Health Care Badge Center:** UI Hospitals and Clinics- C110 General Hospital (Near elevator B- Go East at the Compass)

# Hazardous Waste Removal

The University of Iowa contracts with Environmental Health and Safety (EHS) for the removal of hazardous waste. Hazardous waste removal is located in the east loading dock. If you wish to use the hazardous waste removal services, you must sign a hazardous waste agreement, which will be provided by the Economic Development Assistant Director. The hazardous waste pickup typically occurs on Mondays.

More information on hazardous waste and the pickup process can be found at the following website: <http://ehs.research.uiowa.edu/10-hazardous-waste>

Below are the hazardous waste removal rates as of 2017.

Waste Stream	Description	Labor Cost/kg	Supplies/Facility Cost/kg	Disposal Cost/kg	Total Cost/kg
<b>CHEMICAL WASTE</b>					
Bulk Labpack	Liquids and solutions that are not compatible with solvents. Includes a variety of materials such as photochemicals, azide solutions, oxidizer solutions, metal salt solutions, nitric acid, paints & paint-related material, formaldehyde/silver mixtures, aqueous solutions of toxic materials, and similar materials.	4.62	0.59	2.49	7.70
Bulk Other	Liquids and solutions compatible with solvents	4.62	0.59	1.27	6.48
Bulk Solvents	Solvents, halogenated and non-halogenated	4.62	0.59	0.72	5.93
Dioxins	Dioxin and dioxin-related materials	4.62	0.59		case-by-case
Gases	Gases, and materials shipped in cylinders, Sure-Paks or similar pressurized containers, excluding aerosol cans	4.62	0.59		case-by-case
Mercury	Mercury contaminated debris, and mercury containing instruments	4.62	0.59	49.40	54.61
Labpack	Labpacked waste. This includes a variety of solids and liquids such as lab debris, mercury and other heavy metal waste, reactives, corrosive materials, contaminated soils, oxidizers, aerosol cans, etc.	4.62	0.59	14.32	19.53
PCB	PCB and PCB contaminated waste	4.62	0.59	21.68	26.89
In-House	Simple acids, bases, non-RCRA chemicals disposed of in house	4.62	0.59	-	5.21
Miscellaneous	Disposal services required for regulatory or safety reasons	-	-	-	case-by-case
<b>RADIATION WASTE</b>					
Aqueous Liquid	Aqueous non-hazardous solutions disposed of in-house.	11.75	0.89		12.65
Long-lived Dry (Burial)	Non-incinerable radioactive dry waste containing isotopes with half-life >90 days. Also includes higher activity dry waste.	11.75	0.89	11.34	23.99
Long-lived Dry (Incinerables)	Incinerable radioactive dry waste containing isotopes with half-life >90 days.	11.75	0.89	11.20	23.85
Long-lived Sharps	Radioactively contaminated sharps containing isotopes with half-life >90 days.	11.75	0.89	17.37	30.02
LSC Vials (Hazardous)	LSC vials containing flammable scintillation cocktail or other hazardous waste.	11.75	0.89	5.85	18.50
LSC Vials (Non-hazardous)	LSC vials containing non-flammable scintillation cocktail.	11.75	0.89	3.29	15.94
Mixed Waste	Waste material that is both radioactive and hazardous waste.	11.75	0.89	27.94	40.59
Sealed Sources	Radioactive sources.	11.75	0.89		case-by-case
Short-lived Dry	Radioactive dry waste containing isotopes with half-life <90 days. Disposed of in-house.	11.75	0.89	-	12.65
Short-lived Sharps	Radioactive sharps containing isotopes with half-life <90 days. Disposed of in-house.	11.75	0.89	-	12.65

# Lab Close-Out

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Prior to moving out of lab space in the BioVentures Center, a lab close out form needs to be filled out and submitted to the EHS Coordinator. The form can be accessed here: <http://ehs.research.uiowa.edu/laboratory-close-out-notification>. More information about Laboratory Close-Out Procedures can be found here: <http://ehs.research.uiowa.edu/laboratory-close-out-procedure>.

# Miscellaneous

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## **Parking:**

Parking in all lots of the Iowa Research Park are free of charge to tenants and their visitors. All unauthorized vehicles parking in handicapped spaces or in no parking zones will be reported to the Coralville Police Department, and a fine will be issued.

## **Signage:**

Signage for each individual company is regulated by the University of Iowa Research Park. Each suite is allowed one sign outside the suite. A logo also needs to be provided to the research park staff for the building directory.

## **Notarization:**

Certified notaries are:

Stephanie Dengler, Economic Development Assistant Director, located in the BioVentures Center. Inquiries can be directed to [stephanie-dengler@uiowa.edu](mailto:stephanie-dengler@uiowa.edu).

Amber Cardona, Administrative Services Specialist, located in the BioVentures Center. Inquiries can be directed to [amber-cardona@uiowa.edu](mailto:amber-cardona@uiowa.edu).



# Alcohol Policy

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## **Policy for events involving the service of alcohol:**

### ***BioVentures Center***

#### **University Policy:**

The University of Iowa's policy for serving alcohol at events does not cover buildings owned by outside developers, such as the BioVentures Center, which is owned by BBQ Too LLC. To hold an event involving the service of alcohol, the tenant must hire a licensed catering company after receiving approval from the BioVentures Center.

#### **BBQ Too LLC Company Policy:**

The owner of the BioVentures Center (BVC) building does not have a specific policy for serving alcohol during events held in the BioVentures Center on the University of Iowa Research Park. University subtenants (i.e., Companies leasing space in the BVC) are responsible for all activities involved in events that they sponsor in the building.

#### **Sub-Tenant Responsibility:**

It is the responsibility of a tenant requesting approval for an event that includes serving alcohol that a licensed approved catering company is hired. The catering company must have a minimum of \$1,000,000 liability insurance that includes liquor liability. A request (via email) should be sent to the Economic Development Assistant Director two weeks in advance of the event.

# Tobacco-Free Policy

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The University of Iowa is a tobacco-free facility. Use of tobacco, as defined below, is prohibited in any building, vehicle, or outdoor area owned, leased, or controlled by the University.

- a. For the purpose of this policy, tobacco products are defined as including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, and any non-FDA-approved nicotine delivery device.
- b. Use of tobacco products is prohibited in all buildings and vehicles owned or leased by The University of Iowa, regardless of location. This includes Kinnick Stadium and the University of Iowa Hospitals & Clinics.
- c. Use of tobacco products is also prohibited on all University grounds and in any outdoor area controlled by the University. This includes all University parking lots and parking ramps, athletic fields, tennis courts, golf courses, and recreational areas. Use of tobacco products is prohibited inside any vehicle located on such University grounds.
- d. The University owns and maintains a limited number of streets within its campus borders. Use of tobacco products is prohibited on such streets and the adjacent sidewalks. See University of Iowa maps outlining the campus grounds where use of tobacco products is prohibited.
- e. When any person enters the grounds of the University, any tobacco products shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the grounds of the University.
- f. This policy does not apply to buildings and outdoor areas of the University of Iowa Research Park that are owned by or leased to private entities, except if those buildings or areas are used for University programs or University employees.

See also: <https://hr.uiowa.edu/tobacco-free-campus-policy>

# Emergency Situations

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**It is the responsibility of the individual company to create an action plan for emergency situations. The University of Iowa Research Park does not endorse any specific plan but can make general suggestions.**

## **BioVentures Center:**

### **For normal business hours (M-F) 8AM – 5PM:**

- Call Joanne Mauck at 319-350-3436

### **For emergencies after-hours:**

- Call : 319-398-9040
- For additional resources, refer to the University of Iowa's Critical Incident Plan:

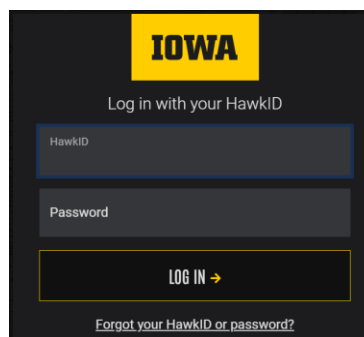
<http://www.uiowa.edu/critical-incident-plan/procedure>

# How to use eBuy in Self Service

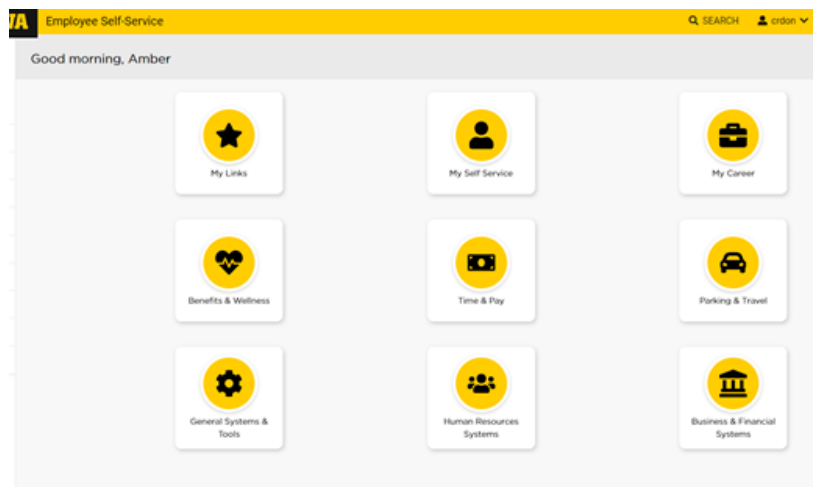
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When placing an order using your complimentary appointment you will login to self service using your personalized Hawk Id. Click on the link to access self service:

[https://login.uiowa.edu/uiip/auth.page?type=web\\_server&client\\_id=hris&redirect\\_uri=https://hris.uiowa.edu/portal18/auth/login.php&response\\_type=code&scope=workflow.api.hris](https://login.uiowa.edu/uiip/auth.page?type=web_server&client_id=hris&redirect_uri=https://hris.uiowa.edu/portal18/auth/login.php&response_type=code&scope=workflow.api.hris)



Once you are logged in you will need to click on Business and Financial Systems



# eBuy in Self Service continued

Nest you will select the ePro tab which is highlighted in red.

**BUSINESS & FINANCIAL SYSTEMS**

Home

- Request for GL Chartfields & WhoKeys
- ePro (eVouchers, PReqs / Receiving)**
- AP-PO PeopleSoft
- GL Journal Entry
- Electronic Financial Reports (EFR) Portal
- PayCV (Pay Change Voucher)
- Financial Systems Tools
- IPlan (Planning & Budgeting system)

**FINANCIAL SYSTEMS & FORMS**

- ACH Authorization Form Approval
- Annual Financial Sub-certification
- Bank Website Access Request
- Cash Handling Procedure Submission
- Credit Card Merchant Account Request
- ePro (eVouchers, PReqs / Receiving)**
- Effort Reporting Admin
- Electronic Payment Notification
- Endowment Account Request
- Fleet Services Requisition
- PayCV (Pay Change Voucher)
- ProTrav (Pcard Vouchers & Travel)
- Request for GL Chartfields & WhoKeys
- Service Center Survey
- WhoKey Administration

It will take you to the One Stop e-procurement section and you will need to select eBuy.

<https://preqs.iuiowa.edu/preqs/home.page>

The University of Iowa

## One Stop e-Procurement

AP PO Travel

System Messages:

8-19-24 New shopping experience coming August 26 for Pigott in eBuy. It includes a refreshed design and new fulfillment options. Easy ability to order or request quotes for additional products and services. Please do not place any orders through the punchout until the new site is live August 26. Please contact Emily Berkhoudt emily.berkhoudt@piggottnet.com or Alyssa Davin

- 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**
  - University Contracts, Catalog Orders, Goods and Services, Equipment, Request for Quotations, Maintenance, Vendor requires purchase order, Prepayments > \$3000, Subcontracts
- eBuy**
  - An eProcurement solution providing a connection to primary suppliers
- Receiving**
  - An Administrative function that involves checking the quality, quantity and condition of the incoming goods. The Receiver should compare the received items with the original purchase request to ensure the correct item is received.
- ProTrav**
  - Low dollar Goods \$5,000 or less, Travel Related Expenses

[Do I fill out a Requisition or an eVoucher? I'd like help.](#)

This will bring up all of the vendors that you are able to shop with. You will click on the company that you are placing your order with.

# eBuy in Self Service continued

Starting August 26 for Pigott in eBuy. It includes a fulfillment options. Easy ability to order or request quotes services. Please do not place any orders through the August 19 until the new site is live August 26. Please email berkhoudt@pigottnet.com or Alyssa Davin if you have questions and orders needed.

Business will be the University of Iowa's preferred source for office supplies will continue to be placed through Amazon. This change will streamline purchasing, increase visibility and better reporting on office supply purchasing.

Amazon will replace our previous supplier agreement, and orders available on eBuy. Although ODP will still fulfill orders purchases of office supplies should be made through the University.

Items on eBuy and are delivered by UI General Stores. Delivery method to select for all University of Iowa orders. Unless urgent, please select "Dedicated Delivery"

Dedicated delivery is the delivery option that palatizes orders at location at General Stores. This is the same delivery method ODP. It is the most economical and eco-friendly option. Select dedicated delivery for applicable orders.

Options for "dedicated delivery" on Prime-eligible items are delivered by General Stores for printer, toner, and more, which are indicated by the "Custom"

Top brands and top-selling products \$700 Business customer service team

## Computer

 Standard Free Shipping	 Standard Free Shipping	 Standard Free Shipping
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## Furniture and Office Supplies



 Standard Free Shipping	 Standard Free Shipping	 Standard Free Shipping
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## Lab Supplies

 Standard Free Shipping	 Standard Free Shipping		 Orders \$250+ free shipping	 formerly life
 Orders \$350 + free shipping			 Pipetting 360	

## MRO/Facilities

Once you are finished, you will then select the check out tab, this will bring up a section with an option to Submit order for approval.


Checkout (1 item)


<b>1</b>	<b>Group</b>	University of Iowa Jaggaer Punchout (The University of Iowa)	<a href="#">Change</a>
<b>2</b>	<b>Business order information</b>	Disabled	
<b>3</b>	<b>Shipping address</b>	The University of Iowa SHIP TO ADDRESS TO BE ADDED IN PREQS 2222 OLD HIGHWAY 218 S IOWA CITY, IA 52242-1602	<a href="#">Change</a>
<b>4</b>	<b>Payment method</b>	<a href="#">Add a promotional code</a> <input type="text" value="Enter code"/> <input type="button" value="Apply"/>	<a href="#">Change</a>
<b>5</b>	<b>Review items and shipping</b>		

**Checkout defaults have been set for this order**

Your order is ready to be placed. Select this option if you would like to remove your defaults for your next order. Admin defaults will remain the same.

**This order requires approval.**

**Important message**

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

**Submit order for approval**

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).


**Order Summary**

Items:	\$55.99
Shipping & handling:	\$0.00
Total before tax:	\$55.99
Estimated tax to be collected*:	\$0.00
<b>Order total:</b>	<b>\$55.99</b>

How are shipping costs calculated?  
Why didn't I qualify for Prime Shipping?

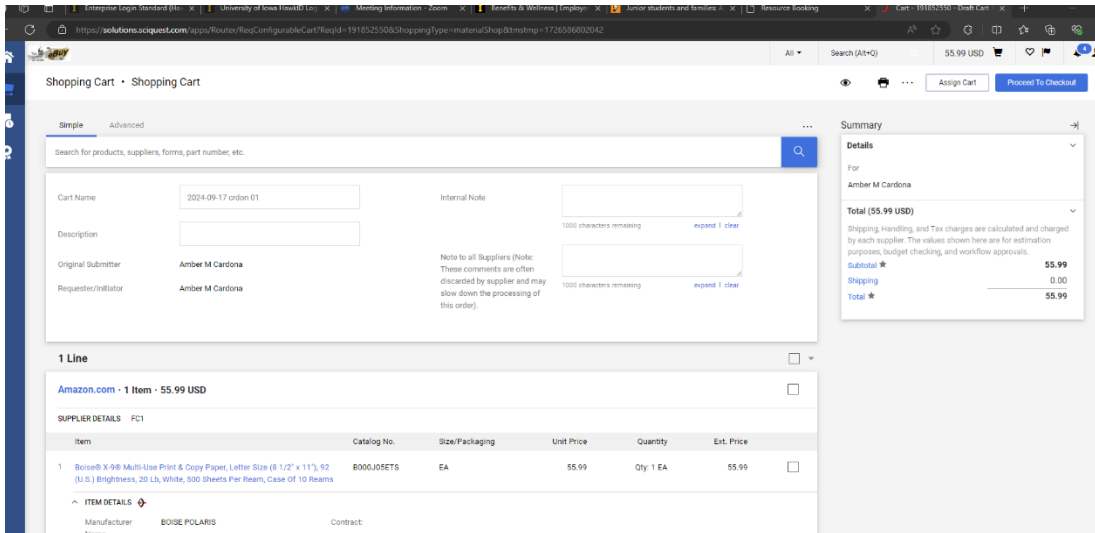
**Estimated Delivery: Depends on Approval** For example, if approved now: **Thursday, Sept. 19**

Items shipped from ODP Business Solutions

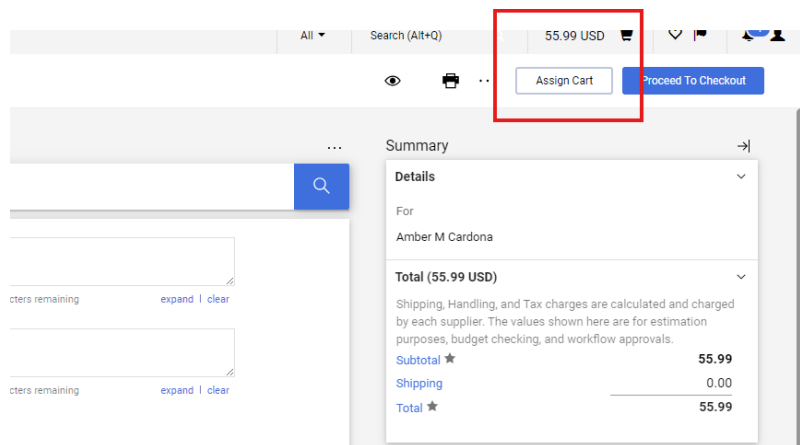
 <p><b>Boise® X-9® Multi-Use Print &amp; Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams</b> <b>\$55.99</b></p>	<p><b>Choose a delivery option:</b></p> <p><input checked="" type="radio"/> <b>Thursday, Sep 19 - Monday, Sep 23</b> FREE Arranged Freight Delivery</p> <p>The carrier will contact you by phone (555-555-5555) or by email. <a href="#">Change</a></p>
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# eBuy in Self Service continued

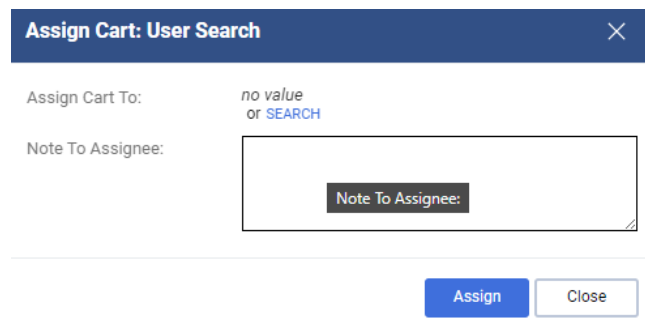
After your order is submitted for approval, you will need to “Assign Cart”



Click on the Assign Cart tab

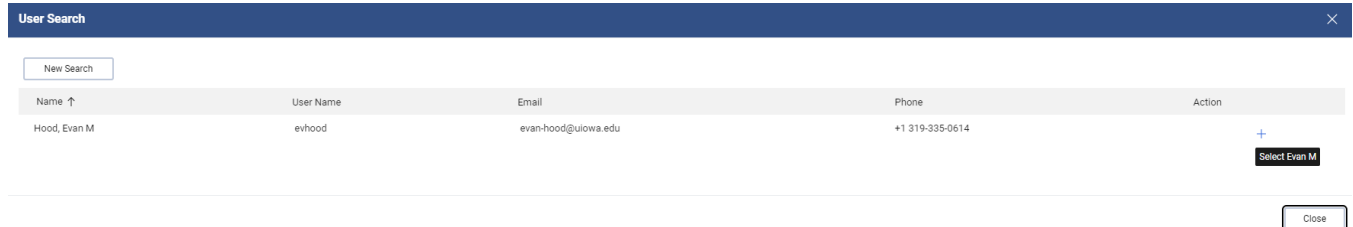


It will then bring up “Assign Cart To” and you will need to click on the search hyperlink

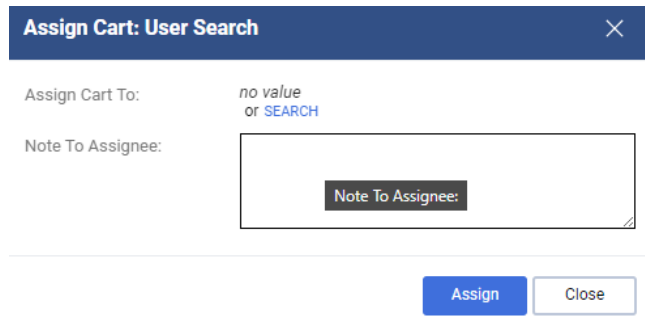


# eBuy in Self Service continued

You will need to assign the cart to: Evan Hood. Type in the name and it will populate an option to select.



After the cart is assigned, you will need to add a “Note to Assignee”, this is where you will enter your MFK that your order will be charged to, you will then need to click on the “Assign” button.



You will receive the cart assigned with the cart number and details.

