



With the upgrade to Core-CT 9.1 a requester has the option to search the State catalog by **Vendor Contract**.

Navigation: eProcurement > Create Requisition

Create Requisition- Add Items and Services, Catalog search page.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Special Request

Browse Catalog

*Select a catalog: Purchasing Items Tree

- Choose from available catalogs in the dropdown list
- Navigate categories by clicking folders
- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

Search Catalog

Search contains All of the following search fields entered:

Description:

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

Vendor Contract:

[Search Settings](#) [Search Tips](#)

[Show Additional Attributes](#)

Include Images

After completing the **Define Requisition** tab, the requester can enter a **Contract ID** (or a portion of the ID by using the asterisk * wildcard) in the **Vendor Contract** field and click the **Search** button.

Search Catalog ?

Search contains All of the following search fields entered:

Description:

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

Vendor Contract:

[Show Additional Attributes](#)

Include Images

Search Options

Match Case

Exact Word

Sounds Like

2558 Results

Sort Items: Item Description *Show Items from: All Vendors [Show Images](#)

First 1 - 25 of 2558 Last

Select All / Deselect All

Item Detail Personalize | Find | View All

Details Item IDs

Item Description	Vendor	Manufacturer	Price	UOM	Quantity	
<input type="checkbox"/> 12-CUP UNBREAKABLE DECANTER - DECAF - ORANGE HANDLE	SUBURBAN STATIONERS INC	SBE BUNN-O-MATIC CORPORATION	22.89000	USD Each	<input type="text" value="1.0000"/>	<input type="button" value="Add"/>
<input type="checkbox"/> 12-DGT CALCULATOR - DUAL POWER - 3-KEY FUNCTION - 5-4/5 INCH	SUBURBAN STATIONERS INC	SBE COMPUCESSORY	8.76000	USD Each	<input type="text" value="1.0000"/>	<input type="button" value="Add"/>
<input type="checkbox"/> 12-DIGIT CALCULATOR - COST-SELL-MARGIN - 5-1/2 INCH X 7-3/5	SUBURBAN STATIONERS INC	SBE COMPUCESSORY	7.95000	USD Each	<input type="text" value="1.0000"/>	<input type="button" value="Add"/>
<input type="checkbox"/> 12-DGT CALCULATOR - DUAL POWER - 3-KEY FUNCTION - 5-4/5 INCH	SUBURBAN STATIONERS INC	SBE COMPUCESSORY	8.76000	USD Each	<input type="text" value="1.0000"/>	<input type="button" value="Add"/>

This brings returns all of the items in a catalog associated with the specified contract. In this example there are 2558 results found. The results can be filtered further by using additional criteria such as **Description**.

The catalog search has been enhanced to display the results in “chunks” of 25. This enables the requester to use the arrows and links to advance through the results more efficiently.