Comments and Attachments Created on 2/20/2013 8:49:00 AM

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Comments and Attachments 1

Comments and Attachments

Core-

Requisition comments and attachments enable requesters to communicate supplemental information and requirements to approvers and other Core-CT users. Comments and attachments are always tied to the requisition. Core-CT 9.1 has added functionality for adding multiple comments and attachments to the requisition header as well as to each line of the requisition.

Header Comments and Attachments

Header comments and attachments are added on the **Review and Submit** page after the requester has already added items and services to the requisition. These are typically used to relay information regarding the entire requisition and all the items on a multiple line requisition.



Approval Justification

The requester can select to have comments display on the **Requisition Approval** page. Approvers can view comments without having to open the requisition.

More Comments

Clicking this link opens the **Header Comments** page. From this page the requester can:

- · Select Standard Comments
- · Add Attachments
- · Add multiple comment lines.

siness Unit:	AESM1	Requisition Date:	10/31/2012		
quisition ID:	NEXT	Status:	Open		
omments				End find El.	loft D L
Use Standard Comme	nts		Entered On: 10/31/20	012 10 38 57AM	
1					DE
Send to Vendor	🔲 si	now at Receipt	Show at Voucher	Approval Justification	
Add Attachme	nts				

Use Standard Comments

ePro Requesters can use existing **Standard Comments**. Click the **Use Standard Comments** link to display the **Standard Comments** page.

Search Criteria		
omment Type:	A.	Search w
omment ID:	2	Reset L
scription:		

Click **Search** to display all available comments.

omment ID:			Search
	Reception		Reset
Standard Comments			Find First Cl 1 of 1 C Lauf
elect Comment Ty Description:		Comment ID: ception in Lobby	DLOB
] Deliver to Re	eception in Lobby		(B)
O Append To Comments			

Click the **Select** checkbox next to any comment to add it to the requisition. Click **OK**.

Business Onit ADDA1 Requisition Date: 10/01/2017		
Regardon ID 102(7 Status Open Desenses	Total Lines Yests Amount (USD)	i ide.or
Construction Community Construction Construc		
Stand to Vandor D Stele at Receipt D Stele at Receipt D Stele at Stele at Council and Stele at Stele a		

The Header Comments page displays the standard comment. Click OK to save the comment.

Add Attachments

ePro requesters can add multiple header and line attachments.

Use Standard Comments		Entered On: 11/01/2012 1:27:46PM				
Send to Vendor	Show at Rece	ipt 🗍 Show at Vouc	her			
And Arthmus						
T Attachments						
Attachments Attached File		User/Date Time	View	Send to Vendor		

Attachments remain permanently associated with the requisition within Core-CT. Attachments can be sourced to Purchase Orders if the requester selects the Send to Vendor option. Attachments are included when a PO is dispatched via email. Attachments are not included for POs dispatched via Print, Fax, and Electronic Data Exchange (EDX).

Click here for a Printable PDF version.

Procedure

Navigation: eProcurement > Create Requisition

avorites Main Menu > el	Procurement > Creat	e Requisition			Home	Worklist	Add to Favorites	Sign o
Create Requisition	on						Requisition Summar	Qty UOM
1. Define Requi	sition	2. Add Item	is and Services		3. Review an	d Submit	Department Logo Legal Pad	50 EA
Review the details of your re Business Unit: Requester:		ultural Experiment Sta	submit it for approval.	ment User		*Curre Prior	Total Lines: Total Amount (USD).	1 125.0
Requisition Name:	Pad Restock		CORE-10 REQ	REQ Obliga	ition			
Requisition Lines 😨 Line Description		Vendor Name	Quantity	UOM	Pri			
	t Logo Legal Pad 100	CAPITOL PRINTING			2.50		1	
Select All / Deselect	All				Total Amount:			
🖵 🚺 🔒 Add to Fa	vorites	Add to Template(s)	Modif	/ Line / Shipping / /	Accounting	1		
Comments 🕜								
Send to Vendor	Show at F	teceipt St	nown at Voucher	Appr	oval Justification			
Save & submit	i 🖧 Sa	e & preview approvals	× Cancel	requisition	Find more items			

Step	Action
1.	Enter Restock custom pads ok per Barack Romney into the Comments field.
2.	Click the Approval Justification option to have the comment display on the Requisition Approval page.

Step	Action
3.	Click the scrollbar.

ORACLE			
		Home Worklist	Add to Favorites Sign out
Favorites Main Menu > eProcurement > Create			
	(?) Hi	lelp	
			Requisition Summary Description Qty UOM
2. Add Items and Services	3. Review and Submit		Department Logo 50 EA Legal Pad
y changes, and submit it for approval.			
			Total Lines: 1
Experiment Sta	*Currency: USD		Total Amount (USD): 125.00
Judy King eProcurement User	Priority: Medium V		
CORE-10 REQ REQ (Dbligation		
ndor Name Quantity UOM	Price Total		
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PITOL PRINTING 50.0000 Each	2.50000 125.00		
	Total Amount: 125.00 USD		
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i to Template(s) 📑 Modify Line / Shipp	ing / Accounting 🗍 Delete		
		2	
Shown at Voucher	Approval Justification More Comments		
eview approvals X Cancel requisition	Find more items		

Step	Action
4.	Click the More Comments link.
	More Comments

ORACLE					Home Worklis	st Add to Favorites	Sign out
Favorites Main Menu >	eProcurement >	Create Requisition					
Header Comments						Requisition Summar	Qty UOM
Business Unit:	AESM1	Requisition Date:	11/01/2012			Department Logo Legal Pad	50 EA
Requisition ID:	NEXT	Status:	Open			Total Lines:	1
Comments					ind First K 1 of 1 D Last	Total Amount (USD):	125.00
Use Standard Comr			Entered On: 11/01/2	2012 1:32:37PM	(+-)]	
1 Restock custom pa	ids ok per Barack R	omney			7 ¢		
Send to Vendor	s	how at Receipt	Show at Voucher	Approval Jus	tification		
Add Attach	ments						
OK Cancel)						
<							

Step	Action
5.	The Header Comments page displays the entered comment as well as the following options:
	 - Use Standard Comments - Add Attachments - Add and delete comment rows
6.	Click the Add a new row button.

orites Main Menu >	eProcurement >	Create Requisition						
ader Comments							Requisition Summa Description	Qty UOM
usiness Unit: equisition ID:	AESM1 NEXT	Requisition Date: Status:	11/01/2012 Open				Department Logo Legal Pad	50 E/
omments					Find First 🚺 1-2 c	f 2 🛛 Last	Total Lines: Total Amount (USD).	1 125.0
Use Standard Com	iments		Entered On: 11/01/2	012 1:32:37PM	+ -			
1 Restock custom p	ads ok per Barack R	lomney				⊅ ¢		
Send to Vendor Add Attach		how at Receipt	Show at Voucher	Approval	Justification			
Use Standard Com	iments		Entered On: 11/01/2	012 1:49:20PM	+ -			
2						7 6		
Send to Vendor Add Attach		how at Receipt	Show at Voucher					
OK Cancel								

Step	Action
7.	Click the Use Standard Comments link.
	Use Standard Comments

ORACLE			Home Worklist	Add to Favorites Sign out
Favorites Main Menu > e	Procurement > Create Requisition			
Standard Comments			(7) Help	Requisition Summary Description Qty UOM
✓ Search Criteria Comment Type:		Search		Department Logo 50 EA Legal Pad
Comment ID:		Reset		Total Lines: 1 Total Amount (USD): 125.00
OK Cancel				
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Step	Action
8.	Click the Look up Comment Type button.

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andard Comments			(?) Help	🕥 🕜 Help		
andard Comments					Requisition Summar	
	Look Up Cor	nment Type			Description	Qty UOM
^r Search Criteria					Department Logo	50 EA
Comment Type:					Legal Pad	
		STATE				
Comment ID:					Total Lines:	1
Description:	Standard Comment	Type: begins with 🗸			Total Amount (USD):	125.00
	Description:	begins with 🗸				
OK Cancel						
	Look Up Clea	ar Cancel Basic Lookup				
	Search Results			.		
	View 100	First 🔣 1-36 of 36 🕟 Last				
	Standard Comment					
	Туре	Description				
	AAC	ELE Affirmative Action Comment				
	ASP	Ship as Soon as Possible				
	<u>C24</u>	Call 24 Hours Before Delivery				
	<u>C48</u>	Call 48 Hours Before Delivery				
	<u>C72</u>	Call 72 Hours Before Delivery				
	CHG CON	Change Order Confirming Order				
	CRC	Return Copy to Agency				
	DEL	Delivery Comments/Instructions				
	ELE	Elevator Size Restrictions				
	EQI	Equipment Inventory		2		
	EXP	Expedite				
	FYI	For Your Information				
	GF	Grant Funded				
	INT LO	Additional Instructions Letter Order Reference				
	LUN	Luncheon				
	MEM	Membership Dues				
	MNT	Maintenance Agreement				
	MUP	Percentage Markup for Parts				
	NOR	No Overruns				
	ORG	Orginal Order		2		
	<	10	>			
			_			

Step	Action
9.	Click the DEL link to view delivery comments and instructions.
	DEL

ORACLE			Home Worklis	t Add to Favorites	Sign out
Favorites Main Menu > e	eProcurement > Create Requisition		nomo nomo		oigir out
standard Comments	*		Help	Requisition Summary Description	Qty UOM
✓ Search Criteria					50 EA
Comment Type:	DEL Q	Search			
Comment ID: Description:		Reset		Total Lines: Total Amount (USD).	1 125.00
OK Cancel					
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Step	Action
10.	Click the Look up Comment ID button.

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ORACLE								
					X			
				(?) Help	^	Help		
Standard Comments				0			Requisition Summa	DV III
		Look Up Cor	mmont ID				Description	Qty UOM
🗢 Search Criteria		Look Up Cor	nmentiD				Department Logo	50 EA
✓ search chtena							Legal Pad	30 LA
Comment Type:	DEL 🔍						Logari ad	
Comment ID:		SetID:	STATE				Total Lines:	4
commentio.		Standard Comment					Total Amount (USD);	125.00
Description:							Total Amount (030).	120.00
		Standard Comment	ID: begins with 🗸					
OK Cancel		Description:	begins with 🗸					
		Look Up Cle	ar Cancel Basic Lookup		=			
		Search Results						
		View 100	First 📢 1-41 of 41 🕟 Last					
		Standard Comment						
		ID	Description					
		8333	Receiving Hours 8:30am-3:30pm					
		834A	Receiving Hours 8:30am-4pm					
		834B	Receiving Hours 8:30am-4pm					
		D072	Receiving Hours 7am-2pm					
		D082	Receiving Hours 8am-2pm					
		<u>D734</u>	Loading Dock Hours 7:30-4pm					
		D823	Receiving Hours 8am-2:30pm					
		D833	Receiving Hours 8:30am-3pm					
		D83A	Receiving Hours 8am-3 pm					
		D83B	Deliver to Warehouse					
		D83C D83D	Receiving Hours 8am-3pm Loading Dock Hours 8am-3pm					
		D843	Receiving Hours 8am-4:30pm					
		D84A	Receiving Hours 8am - 4pm					
		D84B	Receiving Hours 8am-4pm					
		D912	Receiving Hours 9am-12pm					
		D933	Receiving Hours 9 am-3:30 pm					
		D93A	Receiving Hours 9am-3pm					
		D93B	Receiving Hrs 9-11:30am & 1-3p					
		D94A	Receive Hrs 9am-12pm & 2-4pm		~			
		< D04R	Receive Hre 0am-12nm & 2-4nm	>				
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Step	Action
11.	Click the D94A link to select the Receive Hours 9am-12pm & 2-4pm comment.
	D94A

ORACLE			Home Worklist	Add to Favorites Sign out
avorites Main Menu				
itandard Comments			(7) Help	Requisition Summary Description Qty UOM
▼ Search Criteria				Department Logo 50 EA Legal Pad
Comment Type:	DEL	Search		Legal Pau
Comment ID:	D93A	Reset		Total Lines: 1 Total Amount (USD): 125.00
Description:				Total Amount (USD): 125.00
OK Cancel				
			>	

Step	Action
12.	Click the Search button.
	Search

Step	Action
13.	Click the Select option.
14.	Use the Append to Comments checkbox to add the standard comment to an existing comment.
	Otherwise accept the default Override Comments .
15.	Click the OK button.

ORACLE				Home	Worklist	Add to Favorites	Sign out
Favorites Main Menu > eProcurement	> Create Requisition			1101110	Torrade		
Header Comments					Help	Requisition Summa	ary Qty UOM
Business Unit: AESM1	Requisition Date:	11/01/2012				Department Logo Legal Pad	50 EA
Requisition ID: NEXT	Status:	Open				Total Lines:	1
Comments			Find	First 🕅 1-2 o	of 2 🚺 Last	Total Amount (USD):	125.00
Use Standard Comments		Entered On: 11/01/2	012 1:32:37PM	+ -			
1 Restock custom pads ok per Bara	ck Romney				26		
Send to Vendor	Show at Receipt	Show at Voucher	Approval Justi	fication			
Add Attachments							
Use Standard Comments		Entered On: 11/01/2	012 1:49:20PM	+ -			
2 Receive Hrs 9am-12pm & 2-4pm					26		
Send to Vendor	Show at Receipt	Show at Voucher			-		
OK Cancel							
Calcer							
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Step	Action
16.	The field populates with the standard comment.
	Click the Send to Vendor option to have the comment print on the vendor PO header.
17.	Click the OK button to save the comments and close the Header Comments page.

ORACLE	
Home	Worklist Add to Favorites Sign ou
Favorites Main Menu > eProcurement > Create Requisition	
(2) Help	<u>^</u>
n	Requisition Summary
tion 2. Add Items and Services 3. Review and Submit	Description Qty UOM Department Logo 50 EA Legal Pad
isition, make any necessary changes, and submit it for approval.	Loger do
	Total Lines: 1
AESM1 Agricultural Experiment Sta *Currency: USD	Total Amount (USD): 125.00
JudyKing Audy King eProcurement User Priority: Medium	×
Pad Restock CORE-10 REQ V REQ Obligation	
Vendor Name Quantity UOM Price Total	
Vendor name Quantity UUM Frice Total	
000 Legal Pad 100 CAPITOL PRINTING 50 0000 Each 2.50000 125.00	2
Total Amount: 125.00 USD	
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larack Romney	
arack Rommey	
Show at Receipt Shown at Voucher Approval Justification	Comments
Save & preview approvals X Cancel requisition Find more items	
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Step	Action
18.	The Review and Submit page displays only the first header comment.
	Click the More Comments link at any time to view the additional rows.
19.	In this scenario the vendor requires that a copy of the quotation be sent with the PO.
	Click the Add/Edit Line Comments button.

ORACLE								
					Home	e Workli:	st Add to Favorites	Sign out
Favorites Main Menu >	eProcurement >	Create Requisition						
Line Comments						Help		
Line Comments							Requisition Summar	
							Description Department Logo	Qty UOM 50 EA
Business Unit:	AESM1	Requisition Date:	11/01/	2012			Legal Pad	00 2.1
Requisition ID:	NEXT	Status:	Open			Line:	1	
0							Total Lines: Total Amount (USD).	1 125.00
Comments					Find First K		Total Amount (030).	
Use Standard Comm	ents		Entered On:	11/01/2012 1:27:46PM	+ -			
1						₽¢		
Send to Vendor	s	how at Receipt	Show at Vou	hor				
Add Attachm		now at necespt		1101				
Augunt	lonto							
OK Cancel								
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Step	Action
20.	The Line Comments page displays. The options on this page are consistent with those found on the Header Comments page. Click the Add Attachments button. Add Attachments
21.	Click the Browse button to locate the quotation file.

Choose File to	Upload		? 🔀		
Look in:	🞯 Desktop	💽 🕜 🌮 🛄 -		Home Worklist (?) Help	Add to Favorites Sign out
My Recent Documents Desktop	PO & ePRO Jogons Atachment QUOTE to Judy 1234			Line: 1	Requisition Summary Description City UOM Department Logo 50 Legal Pad 50 Total Lines: 1 Total Amount (USD): 125.00
My Documents				: 1:27:46PM	
My Computer				() Help	
	<		>	Browse	
My Network Places	File name: Files of type: All Files (*.*)		Open Cancel	Diowse	
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Step	Action
22.	Click the QUOTE to Judy 1234 PDF file.
23.	Click the Open button.

C	RACLE				Home Wor		orites Sign out
Line	Comments				() Help	Requisition Su Description	immary Qty UOM
	siness Unit: quisition ID:	AESM1 NEXT	Requisition Date: Status:	11/01/2012 Open	Line:	Department Lo Legal Pad 1 Total Lines:	
Co	omments		_		Find First 🖬 1 of 1 🗋 Li	Total Amount (US	
	Use Standard Commen	<u>its</u>		Entered On: 11/01/2012 1:27:46	em 🛨 🗖		
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			C:\Documents and	Settings\shankmana\Desktop\QUC			
	OK Cancel		Upload Cancel				
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Step	Action
24.	Click the Upload button.

ORACLE								Sign out
Favorites Main Menu >	eProcurement >	Create Requisition						
						Help		
Line Comments							Requisition Summa	rv.
							Description	Qty UOM
Business Unit:	AESM1	Requisition Date:	11/01/201	12			Department Logo	50 EA
Requisition ID:	NEXT	Status:	Open			Line: 1	Legal Pad	
requisition is.	NEXT	Status.	Open			Line.	Total Lines:	1
Comments					Find First K 1	of 1 🚺 Last	Total Amount (USD).	125.00
Use Standard Comm	ents		Entered On: 11	/01/2012 1:27:46PM	+ -			
1						26		
Send to Vendor	SI	now at Receipt	Show at Vouche	r				
Add Attachm	ents							
Attachments								
Attached File		User/Date Tir	ne	View	Send to Vendor			
1 QUOTE_to	ludy_1234.pdf	JudyKing201 14.01.50.425		View		-		
OK Cancel								

Step	Action
25.	The attachment is only included when a PO is dispatched via email. It is not included in POs dispatched via Print, Fax, and EDX.
	Click the Send to Vendor option to have the attachment sent with the PO created from this requisition.
26.	Click the OK button.

ORACLE				Home Worklist	Add to Favorites Sign out
Line Comments				(?) Help	Requisition Summary Description Qty UOM
Business Unit: Requisition ID:	AESM1 NEXT	Requisition Date: Status:	11/01/2012 Open	Line: 1	Department Logo 50 EA Legal Pad 1
Comments	<u>nents</u>		Entered On: 11/01/2012 1:27:46PM	Eind First 🚺 1 of 1 🗋 Last	Total Amount (USD): 125.00
1				26	
Send to Vendor Add Attachm		how at Receipt	Show at Voucher		
Attached File		Comments i	s a required field if attachments exists (18036,	11689)	
OK Cancel			<u> </u>		
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Step	Action
27.	A comment is required when using attachments.
	"See Attachment" is not an acceptable comment.
	Click the OK button.

ORACLE			Home W	Vorklist	Add to Favorites	Sign out
Favorites Main Menu > eProcurement > Create Requ	isition					
			(?) He	elp		
Line Comments					Requisition Summary	
	tion Date: 11/01/2012	2			Description Department Logo Legal Pad	Qty UOM 50 EA
Requisition ID: NEXT Status:	Open		Line:	1	Total Lines:	1
Comments			Find First K 1 of 1	Last	Total Amount (USD).	125.00
Use Standard Comments	Entered On: 11/	01/2012 1:27:46PM	+ E	Edot		
1	Entered on: Th	01/2012 1.27.40010	20	2		
Send to Vendor Show at Rece	ipt Show at Voucher					
Add Attachments						
Attachments						
Attached File	User/Date Time	View	Send to Vendor			
1 QUOTE_to_Judy_1234.pdf	JudyKing2012-11-01- 14.01.50.425	View]		
OK Cancel						
<				>		

Step	Action
28.	Enter Quotation is attached per your request into the Comments field.
29.	Click the Send to Vendor option. Send to Vendor
30.	Click the OK button.

ORACLE	
Home Worki	st Add to Favorites Sign out
Favorites Main Menu > eProcurement > Create Requisition	
(3) Help	<u>^</u>
n	Requisition Summary
	Description Qty UOM Department Logo 50 EA
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	Total Lines: 1 Total Amount (USD): 125.00
AESM1 Agricultural Experiment Sta *Currency: USD	Total Amount (USD). 120.00
JudyKing Q Judy King eProcurement User Priority: Medium 🛩	
Pad Restock CORE-10 REQ REQ Obligation	
Vendor Name Quantity UOM Price Total	
Logo Legal Pad 100 CAPITOL PRINTING 50 0000 Fach 2 50000 125 00	
000 Legal Pad 100 CAPITOL PRINTING 50.0000 Each 2.50000 125.00	=
Total Amount: 125.00 USD	
rites 🛛 🗞 Add to Template(s) 📑 Modify Line / Shipping / Accounting 📋 Delete	
larack Romney	
and conney	
Show at Receipt Shown at Voucher Approval Justification More Comments	
Save & preview approvals X Cancel requisition Find more items	
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Step	Action
31.	The Line Comments icon indicates comments have been entered. Click the scrollbar.

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ORACLE		lome Worklist	I Add to Favorites Sid	an out
Favorites Main Menu		iome workist	Add to Pavonites Sig	gri out
XX		(?) Help 🔥		
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Create Requisition			Description Qty U	
1. Define Requisi	ition 2. Add Items and Services 3. Revie	ew and Submi	Department Logo 50 Legal Pad	EA
Review the details of your requ	uisition, make any necessary changes, and submit it for approval.			
			Total Lines: 1	5.00
Business Unit:	AESM1 Agricultural Experiment Sta	*Ci	Total Amount (USD): 125	5.00
Requester:	JudyKing Judy King eProcurement User	Pi		
Requisition Name:	Pad Restock CORE-10 REQ REQ Obligation			
Requisition Lines 🕜				
Line Description	Vendor Name Quantity UOM	Price		
P 1 Department	Looo Legal Pad 100 CAPITOL PRINTING 50.0000 Each COMPANY INC	2.50000		
Select All / Deselect Al	II Total Amo	unt:		
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Comments 🕜				
Restock custom pads ok per B	Barack Romney			
Send to Vendor	Show at Receipt Shown at Voucher Approval Justific	ation		
Save & submit	Save & preview approvals X Cancel Changes Find more	e items		
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Step	Action
32.	Click the Save & submit button.
	Save & submit

ORACLE			Home Worklist	Add to Favorites Sign out
Favorites Main Menu			Home Workist	Add to ravolites Sign out
Confirmation				Requisition Summary Description Qty UOM Department Logo 50 EA Legal Pad Ea Ea
Requested For:	Judy King eProcurement	Number of Lines:		Total Lines: 1
Requisition Name:	User Pad Restock	Total Amount:	125.00	Total Amount (USD): 125.00
Requisition ID:	0000005340	Justification: Restock custom pads ok per Barack	Romney	
Business Unit:	AESM1	RI	EQ Obligation	
Status:	Pending			
Priority:	Medium			
Budget Status:	Not Checked			
Amount Approval	ck:Pending	⊘ View/Hide Comments ◆Start New Path		
Pending Robin Quive	IS MT APPROVER 1			
Comment His	tory			
Req Budget Approv	al			
	ck:Awaiting Further Approv	rals ⊕ <u>View/Hide Comments</u> ➡ <u>Start New Path</u>		
CT WF	IE Approvers REQ BUDGET APPROVER			
Comment His	torv			

Step	Action
33.	The Confirmation page displays the Approval Justification comment.

	a Descurament - Managa	Dequisitions			Home Worklist	Add to Favorites	Sign out
ravoites Main Menu 3	errocujement > Manage	Requisitions			🖉 New Window 🕜 Help	Personalize Page	📰 http
Requisition Det	ails						
Requisition Name	Requisition ID	Unit	Date	Status	Tota	l.	
Pad Restock Header Comments: Comment 1: Restock	0000005340	AESM1	11/01/2012	Open	1	25.00	
Comment 2: Receivin		tus	Amount Only	Qty	Price	Status Total	
Department Log 10 Une Comments: Comment 1: Ouotatic Edit Requisition	o Legal Pad Not Source		Ν	50.0000 Each	2.50000 USD	Open	125.00
Return to Manage Requisit	200	<u>Requi</u>	silion Schedule and	1 Distribution			

Step	Action
34.	Comments and attachment links are displayed on the Manage Requisitions - Requisition Details page.
	Requisition Details page.

ORACLE			Home	Worklist Add to Favorites	Sign out
Favorites Main Menu > eProcurement > Man	age Requisitions				~
Approval Status					
Business Unit: AESI11 Requisition I0: 000005340 Requisition Name: Pad Restock Requester: Judy Kina & Prosul Entered on: 1101/2012 Status: Pending Priority: Medium Budget Status: Not Checked Requester's Justification: Restock on perfarance Romme	Total Ar REQ 0	nount: bligation		125.00 USD	
			<u>View pri</u>	intable version	
Line Information (2) Line Information			Personalize Find 7	t 🕅 1 of 1 🖸 Last	
Line Item Description	Vendor Name	Quantity UOM	Price	Requester's Comments	
1 Department Logo Legal Page	10 550838832F-001	50.0000 EA	2.50000 USD	Ģ	
Select All / Deselect All View Line Details Review/Edit Approvers Amount Approval					-
	View/Hide Co	mments			
Pending Robin Culvers					
CT WF REQ AMT APPROVER 1					
▷ Comment History					
Reg Budget Approval	Ш				>

Step	Action
35.	Approvers can review comments from approval page.

Receiving Hour ine: 1 ine Comments	n pads ok pe s 9am-3pm Item Descri	r Barack Romney	Legal Pad 100 She	ets	Quantity: 50.0000	UOI	II: EA Price: 2.50	Line Total: 125.00 Line Status: Open
Quotation is attac Ship Line: 1 Attention: Judy		Shi	p To: 0930000001 Date:			ss: Intington Street S aven CT 06511		Shipping Quantity: 50 0000 Shipping Total: 125 00
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account	
1	Open	0930000001	50.0000	100.00	125.00	STATE	54060	
Dept	Fund	Program	Class	Budget Ref				
AE\$48013	11000	14000	10020	2013				
Open QTY	PC BU	Project	Open Amt]			
50.0000	NONPC	AES_NONPROJECT	0.000]			
GL Base Am	iount	Currency Sequence	e Capitalize					
125.00		USD 0	N					

Step	Action
36.	Comments display on the View Details page available to Core-CT requesters and approvers.
37.	End of Procedure.