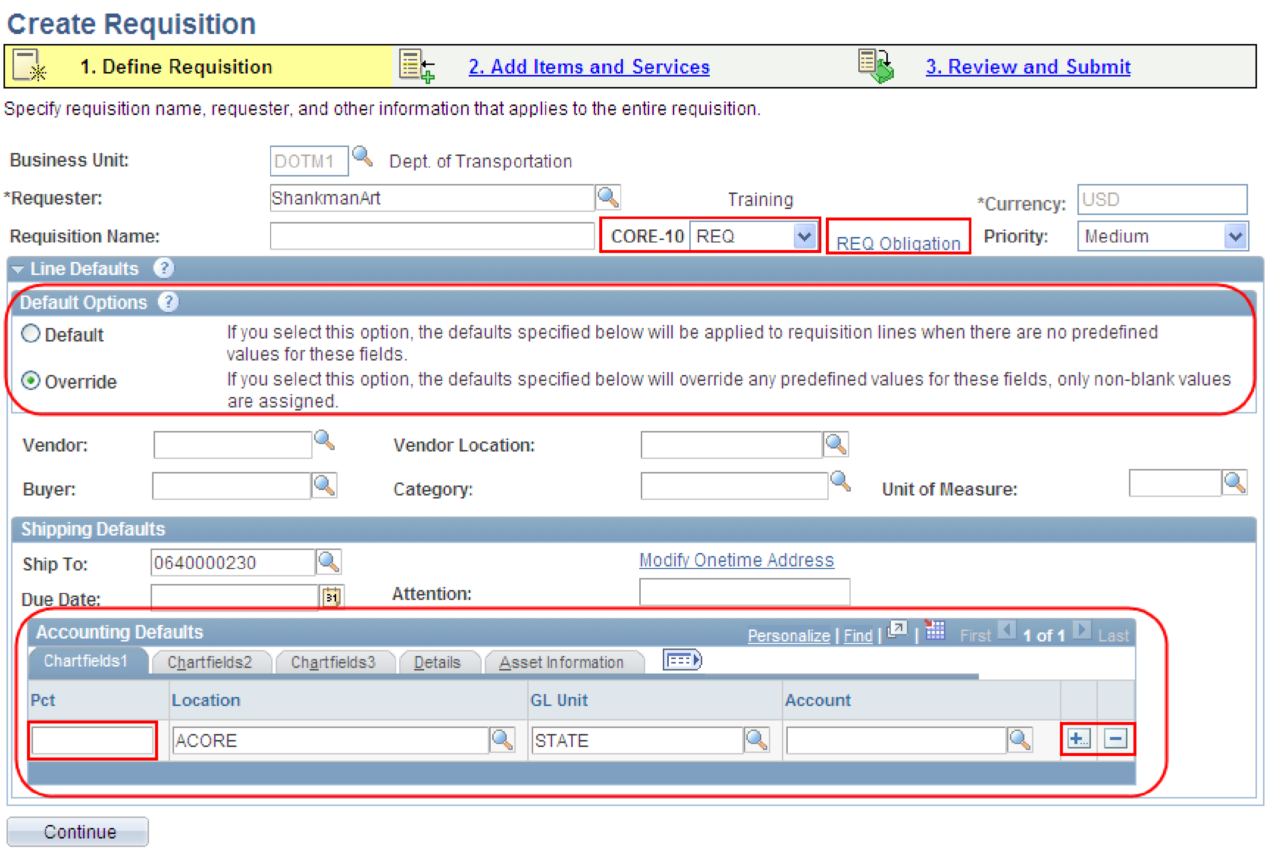
There have been several changes in the **eProcurement** module with the upgrade from Core-CT 8.9 to Core-CT 9.1. The navigation and components remain the same but the upgrade brings several enhancements that make it easier to use eProcurement requisitions.

Creating Requisitions

Defining Requisitions

The **Create Requisition - Define Requisition** page has been reconfigured with additional options for setting requisition types and for modifying line defaults.

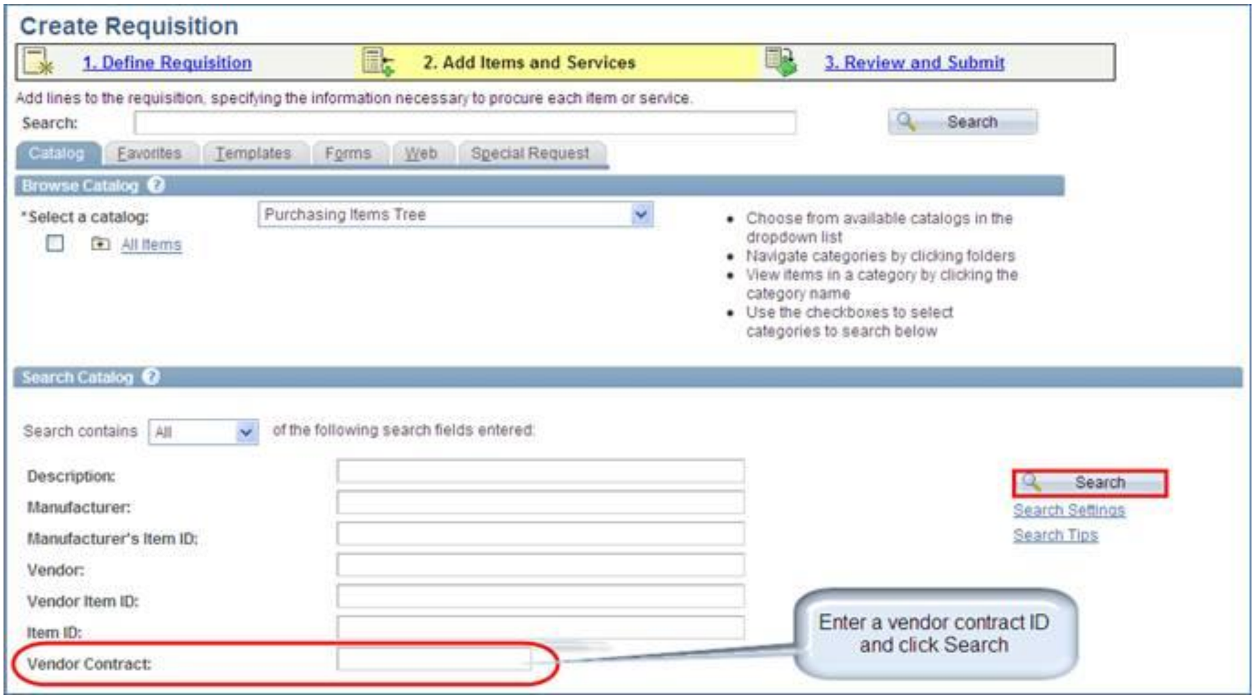


- The **Core-10** menu, located at top of the page, has been repurposed to give Multi-Requesters additional options to create requisitions. It automatically populates with **REQ** for regular requisitions. CT Requesters only see **REQ** and have no option to change it.
- A new **REQ Obligation** link allows Requesters to capture the full extent of a fiscal obligation of a purchase when it extends over multiple requisitions and fiscal periods. This information is reviewable by approvers and will display on POs created from the requisition.
- A **Default Options** group box has been added with the **Override** option defaulted to ensure any changes a Requester makes to predefined values will move forward to the requisition lines.
- The **Override** option displays the **Pct (percentage)** field and  buttons allowing requesters to create multiple distributions at the Define Requisition step.

The **Create Requisition - Add Items and Services** page has two new features.

Search for Catalog Items by Contract ID

The **Create Requisition-*Adding Items and Services*** page has a new search field **Vendor Contract**



Enter the Contract ID and click the Search button to see all the items associated with that contract.

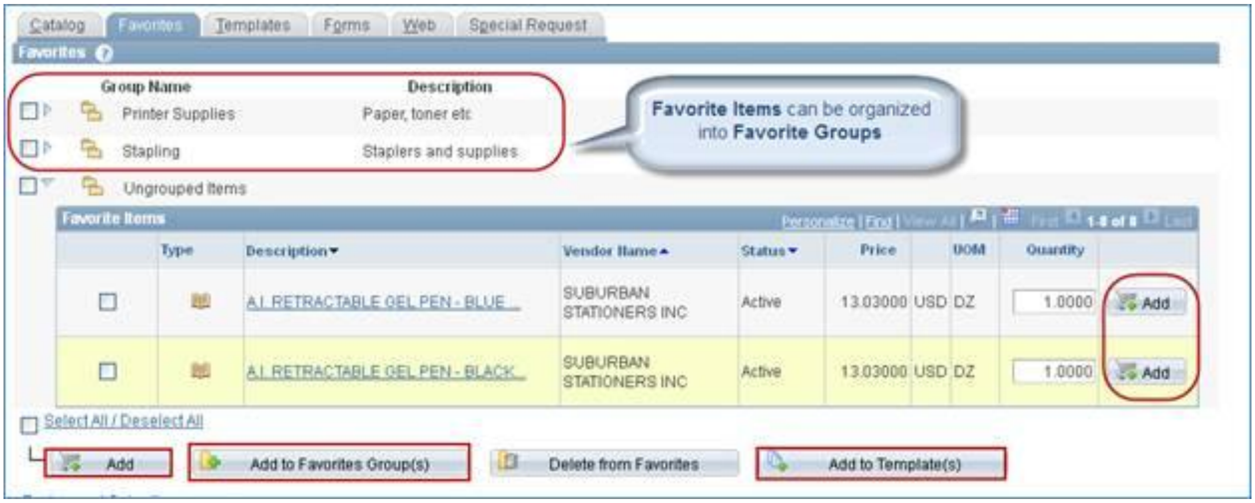
Review and Submit

Expanded Functionality for Adding Requisition Comments and Attachments

ePro requesters have the option to add multiple comments and attachments to the requisition header, as well as each requisition line. Each comment can be routed separately using a set of optional checkboxes. Requesters select the **Approval Justification** option on the first header comment to have it display on the Approver's review page. There is also the option to use **Standard Comments**.

Managing Requisition Favorites and Templates

The requisition Favorites and Templates functions have been enhanced in Core-CT 9.1. Items are still added as Favorites in the Create Requisition component of eProcurement. As before these items are easily added to requisitions from the Favorites tab. In Core-CT 9.1 Favorite Items can be added to Favorite Groups and Templates.



Items added to Favorites and Templates that become unavailable, remain listed in but are clearly labeled with the status **Vendor Item Inactive**. The requester can remove these at any time.

Template Items — Personalize | Find | View All | First 1-3 of 3 Last

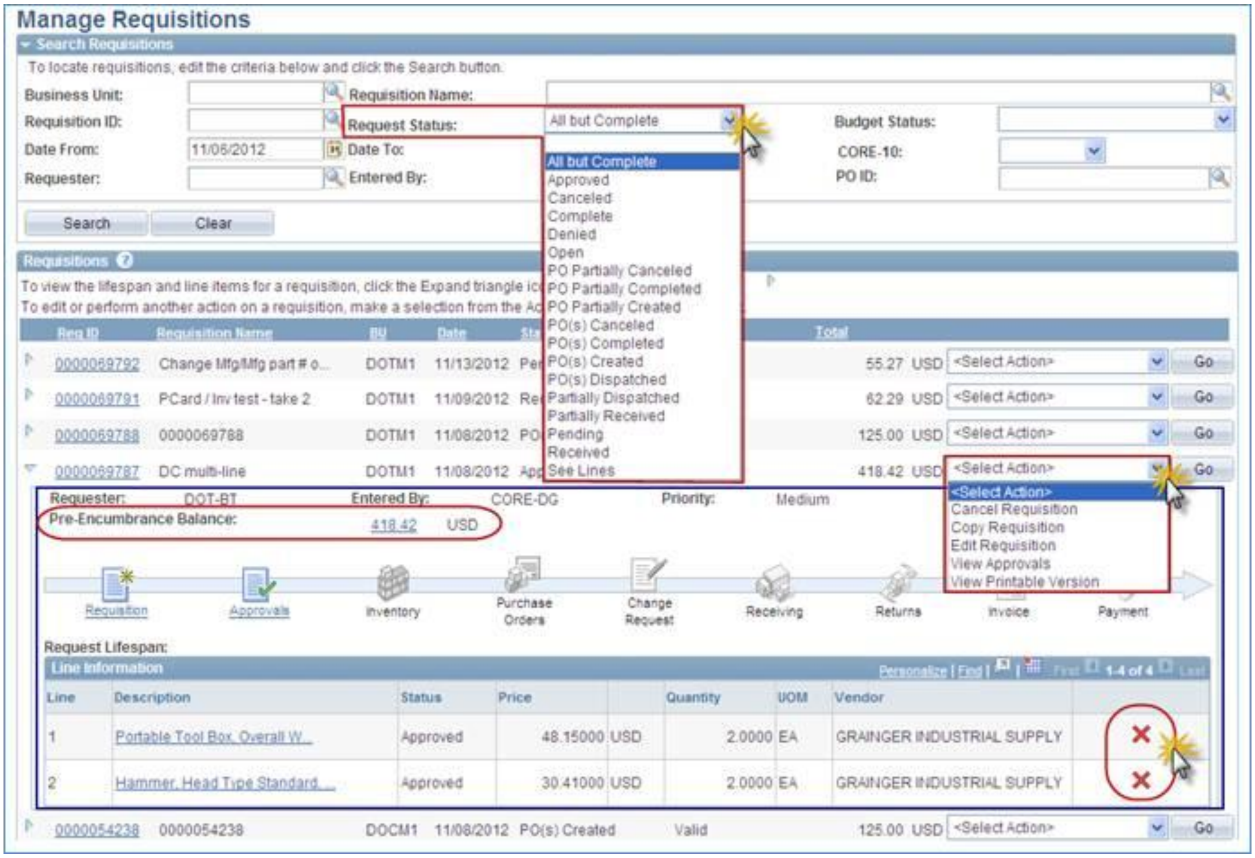
	Description	Vendor Name	Status	Price		Quantity	UOM
1	1 - SIDED QUAD PADS - RULED 4X4SQ/INCH - 50 SHEETS - 11 INCHES X 17 INCHES - WHITE	SUBURBAN STATIONERS INC	Vendor Item Inactive	7.82000	USD	1.0000	Pad
2	1/2 INCH GREEN BAR PAPER - 1 PART - 15 LB. - 14-7/8 INCH X 11 INCH	SUBURBAN STATIONERS INC	Active	54.14000	USD	1.0000	Carton
3	1/2 INCH GREEN BAR PAPER - 1 PART - 18 LB. - 14-7/8 INCH X 11 INCH	SUBURBAN STATIONERS INC	Vendor Item Inactive	47.06000	USD	1.0000	Carton

Both Personal Templates and Favorites Groups are managed in **MyProfile**. In Core-CT 9.1 Templates and Favorites can be shared between requesters within an agency.

Managing Requisitions

Several new and enhanced features are available on the Manage Requisitions page.

- New **Request Status** options for searching for partially completed purchase orders.
- The **Pre-Encumbrance Balance** is displayed after the requisition has been budget checked and prior to POs being dispatched to the vendor.
- New action dropdown option: **Copy a Requisition** (Create a new requisition with all the same items and attributes of an existing requisition).
- New action dropdown option: **View Printable Version** of a requisition (Showing Chartfields).
- A requisition line can be canceled prior to being sourced to a PO by clicking the (X) in the Line Information group box.



Requisition Approvals

The overall process is the same with a few additional functions added for 9.1.

- **Putting a Requisition on Approval Hold**
  A **Hold** button allows the approver to hold the requisition while they are reviewing it. It cannot process until they go back in and perform the approval action.
- **Approval After Editing**
  After editing a requisition on the behalf of a requester, the approver is required to go back into **Requisition Approvals** to approve it.
- **Viewable Approval and Comment History**
  Approval history is tracked and viewable.