Types of Requisitions: Requisition

There are several different ways to create requisitions in eProcurement. : State Catalog, WEB Punch-Out, Special Request, ePro Services, Templates & Favorites. (Note: Add an example of a template being added and a favorite item.)

Navigation:
eProcurement > Requisition

Procedure:

1. Enter Business Unit
2. Enter **Requisition Name**
3. Click **Requisition Type** drop down boxes
4. Click the **Requisition** value
5. Add **Supplier**, **Supplier ID**, **Buyer**, **Category**, and **UOM** to the **Line Defaults**
6. Add Chartfield information into the **Accounting Defaults**

7. Click **OK**
Creating a Special Request Requisition

1. Click **Special Request** link

![Image of Core-CT Financials interface with Special Request highlighted]
2. **Enter Item Description**

![Create Requisition Page](image)

Note: *The Category, Unit of Measure, and Supplier ID fields populated with values entered on the Define Requisitions page.*
3. Enter the **Price** in the price field
4. Enter the **Quantity** in the quantity field
5. Click **Add to Cart**
6. Click the **Check Out** link

![Create Requisition screenshot]

Note: *Do this process for all line items you wish to place on your requisition.*
7. The **Requisition Save and Submit** page displays...
8. Click the **Line Details** button
9. Click the **Expand Section** button next to the **Contract Information** section
10. Click the **Look Up Contract ID** button

Note: The **Purchasing Authority defaults to Contracts**
11. Click on a **Valid Contract** for this requisition

**Note:** The Search Results should only display valid Contract IDs for the Supplier selected on the requisition.
12. Click OK

![Image of Core-CT Financials 9.2 requisition screen]

- Line Details
  - Supplier Item ID
  - Supplier’s Catalog
- Manufacturer Information
  - Manufacturer ID
  - Manufacturer
  - Manufacturer’s Item ID
  - GTIN
- Source Control
  - Consolidate with other Reqs
  - Inventory Source Flag
  - Calculate Price
  - Override Suggested Supplier
- State of CT Custom Fields
  - Purchasing Authority Contacts

Click OK.
Creating a Catalog Item Requisition

1. Click **Catalog** link
2. Click **Catalog** link
3. Search for an item in the **Description** field.
4. Decide which item should be added to the cart
5. Enter a number in the **Quantity** field
6. Click the **Add** button
7. Click the **Checkout** button

![Checkout button image]

**Note:** *The Contract ID is populated when the item is chosen and will display in the Contract ID field when the Save & Submit button is clicked.*
Creating a WEB (Punch-out) Requisition

1. Click Web link
2. Click either the Suburban or Staples link
3. Enter an item into the **Search** field
4. Choose an item from the search results
5. Enter a number in the **Quantity** field
6. Click the **Add** button
7. Click the **checkout** button
8. **Click the **Submit** button**
9. The items are populated on the ePro requisition

Note: The Contract ID will populate when the Save & Submit button is clicked
Checkout – Review and Submit a Requisition

1. Click the **Line Comments** icon
2. Add Comments
3. Click the **Add Attachment** button on the **Line Comments** page to attach supporting documents to the requisition.
4. Click the **Browse** ... button to display the document to be attached.
5. Click the **Open** button and select the document you wish to attach.
6. Click **Upload**
7. Click OK
8. Select **Save & Submit** to save this Requisition and begin the Approval Workflow process.

Note: Selecting **Save for Later** will save the Requisition, but not initiate the Approval Workflow process.
9. Click the OK
The Approval Workflow Confirmation page is displayed. The system assigns a Requisition ID on the confirmation page. The requisition will be routed through the normal requisition approval process.