

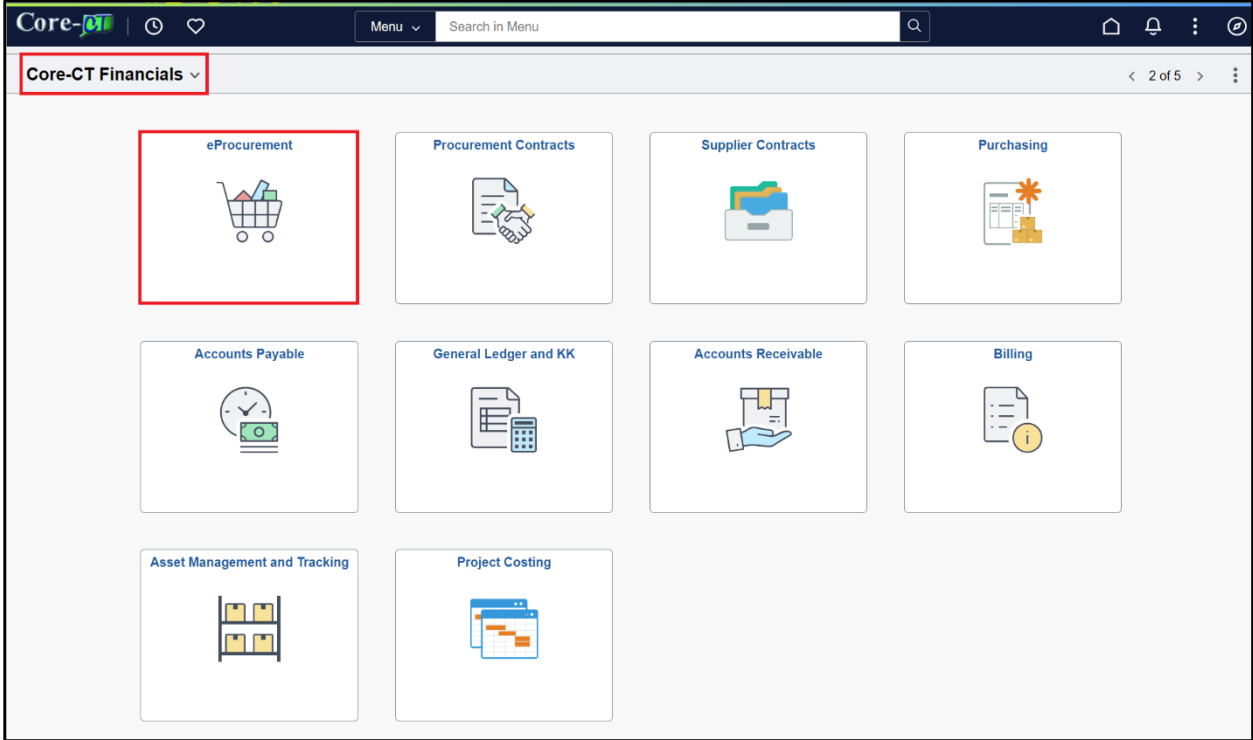


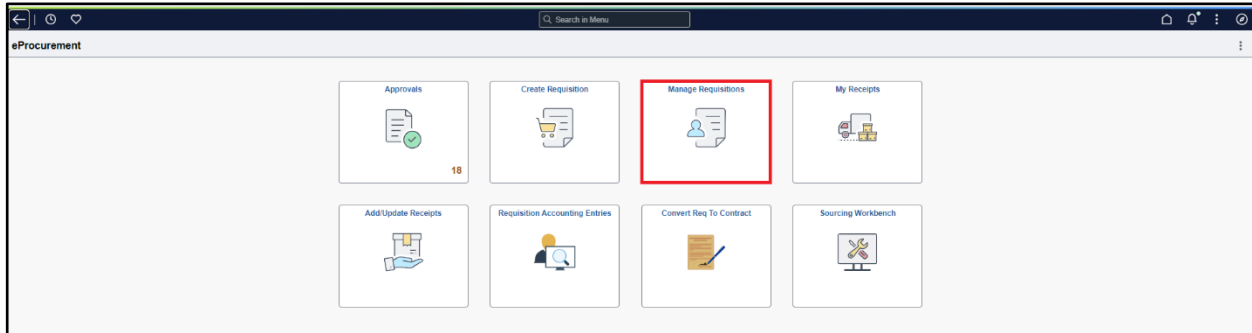
Copying an Existing Requisition

Copying an Existing Requisition allows requesters to quickly copy a requisition from the Manage Requisitions page regardless of its status. There is no limit to how often an original requisition can be copied. The new requisition will open at the **Edit the Shopping Cart** page, before **Checkout**. All items, chartfield information, and comments will be carried over from the original requisition. The **Requisition Name** and **Attachments** will not copy to the new requisition.

Navigation

- Select **Core-CT Financials**
- Click **eProcurement** Tile
- Click **Manage Requisitions** Tile





This will bring you to the **Manage Requisitions** page. Here the user will see all the requisitions they have submitted.

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount
☺	Testforpushback	DASM1/0000008862	04/18/2024	DAS-		Approved	Not Chk'd	397.00 USD
☺	TestFan	DASM1/0000008856	04/17/2024	DAS-		Pending	Not Chk'd	397.00 USD
☺	Test Req Type 150_!	DASM1/0000008847	04/12/2024	DAS-		Pending	Not Chk'd	231.00 USD
☺	Test Req Type 150	DASM1/0000008846	04/12/2024	DAS-		Pending	Not Chk'd	231.00 USD
☺	Req Test 150	DASM1/0000008838	04/11/2024	DAS-		Pending	Not Chk'd	231.00 USD
☺	DAS-BID test	DASM1/0000008837	04/11/2024	DAS-		Approved	Not Chk'd	231.00 USD

Procedure

- Click ☺ to the left of the requisition you wish to **Copy** to bring up the **Actions** list.
- Select **Copy**.



My Requisitions

Search in Menu

Req Details Keyword Search

6 rows

Action	Req ID	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount
View Print Cancel Edit View Approval		DASM1/0000008862	04/18/2024	DAS-		Approved	Not Chk'd	397.00 USD
		DASM1/0000008856	04/17/2024	DAS-		Pending	Not Chk'd	397.00 USD
	Test Req Type 150_!	DASM1/0000008847	04/12/2024	DAS-		Pending	Not Chk'd	231.00 USD
	Test Req Type 150	DASM1/0000008846	04/12/2024	DAS-		Pending	Not Chk'd	231.00 USD
	Req Test 150	DASM1/0000008838	04/11/2024	DAS-		Pending	Not Chk'd	231.00 USD
	DAS-BID test	DASM1/0000008837	04/11/2024	DAS-		Approved	Not Chk'd	231.00 USD

➤ The **Create Requisition Edit Shopping Cart** page displays.

My Requisitions

Search in Menu

Create Requisition

Continue Shopping Update Cart Checkout

Edit Shopping Cart

1 item(s) to buy now.

Requisition Summary

Business Unit DASM1

Requisition Name

Requester DAS-

Currency USD

Item Description	Status	Price	Currency	Quantity	Unit of Measure
FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT HORTON HOR994305	Open	397.00	USD	<input type="text" value="1"/>	EA

Total 397.00 USD

- The **Requisition Name** field does not default.
- Enter New **Requisition Name** in the **Requisition Name** field.
- Click



← My Requisitions

Create Requisition

Continue Shopping Update Cart **Checkout**

Edit Shopping Cart
 1 item(s) to buy now.

▼ Requisition Summary

Business Unit DASM1
 Requisition Name
 Requester DAS-
 Currency USD

Item Description	Status	Price	Currency	Quantity	Unit of Measure	
FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT HORTON HOR994305	Open	397.00	USD	<input type="text" value="1"/>	EA	

Total **397.00 USD**

➤ Click the **Schedule Details** button to view the **Schedule Details** page.

← My Requisitions

Create Requisition

Continue Shopping Save **Submit**

Checkout

Requisition Defaults Order Total **397.00 USD**

▼ Requisition Summary

Business Unit DASM1 Dept of Administrative Svcs
 Requisition Name
 Requester DAS-
 Currency USD

Priority
 Requisition Type
 Dispatch Method
 Obligation Amount

Header Comments

▼ Justification Comments

▼ Requisition Lines Overview

Select All

Line	Item	Status	Quantity	Unit of Measure	Price	Currency	Total	
Line 1	Catalog Item FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT HORTON HOR994305 Item ID CM_2157_1059274 Supplier FREIGHTLINER OF HARTFORD INC	Open	<input type="text" value="1"/>	EA	397.00	USD	397.00 USD	<input type="text" value="ScheduleDetails"/> <input type="text" value=""/>

Line Comments Delete

Order Total **397.00 USD**



- Verify the default values copied for this line are appropriate for the new requisition.
- Click **Done** when revision is complete.

Cancel
Requisition Line Details
Done

Order Total **397.00 USD**

Line 1

Schedule Details | Line Details

▼ **Item Summary**

**FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT
 HORTON HOR994305**

Item ID CM_2157_1059274
 Item Category Commercial and Military and Pr
 Supplier FREIGHTLINER OF HARTFORD INC
 Supplier Item ID HOR994305
 Buyer
 Price 397.00 USD
 Quantity 1 Each

Manufacturer FREIGHTLINER
 Manufacturer's Item ID HOR994305
 Lead Time Days 1

Attributes
 Catalog Item Preferred Supplier

▼ **Schedule 1** + -

Schedule 1

*Ship To 0640000558

Attention To DAS-

Due Date

Address 450 Columbus Blvd Hartford, CT 06103 One Time Address

Quantity 1

Price 397.00 USD
 Total 397.00 USD

Ship To Comments
Price Adjustments
Custom Fields

Distributions

Please enter GL Business Unit before selecting chartfield values

*Distribute By Quantity SpeedChart

Chartfields1 | Chartfields2 | Chartfields3 | Details | Budget Information | Asset Information | Show All

Distribution Line	Status	Dist Type	Location	Quantity	Open Qty	Percent	Merchandise Amount	GL Business Unit
1	Open		ACORE	1	1	100	397.00	STATE



- Click Header Comments to Add **Comments** and **Attachments** as they pertain to the requisition as a whole.

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Create Requisition

Continue Shopping
Save
Submit

Checkout

Requisition Defaults

Order Total 397.00 USD

▼ **Requisition Summary**

Business Unit DASM1 Dept of Administrative Svcs	Priority Medium ▼
Requisition Name Test Copy	Requisition Type Requisition ▼
Requester DAS-	Dispatch Method Print ▼
Currency USD	Obligation Amount

Header Comments

▼ **Justification Comments**

▼ **Requisition Lines Overview**

Select All Actions 📄 1 row

	Line 1 Catalog Item FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT HORTON HOR994305	Status Open	Quantity 1	Unit of Measure EA	Price 397.00	Currency USD	Total 397.00 USD	ScheduleDetails >
<input type="checkbox"/>	Item ID CM_2157_1059274 Supplier FREIGHTLINER OF HARTFORD INC							Line Comments Delete

Order Total 397.00 USD



- Enter **Comments** in the **Comment Text** box.
Or
- Click **Use Standard Comments** to select from existing comments.
- Click **+** to add an additional **Comment** line.
- Choose to Send **Comments** and **Attachments** to Supplier, Show on Receipt and/or Show at Voucher.
- Click **Add Attachment** to upload attachments to the requisition.
- Click **Done** when you have completed adding **Comments** and **Attachments**.



- Search through the list of existing **Standard Comments** and select the desired one, by Clicking No and changing it to Yes.
- Click when complete.

Standard Comments

▼ **Search Criteria**

Comment Type

Description

Comment ID

Standard Comments

Select Yes No

Comment Type SPC
Comment ID SPEC
Description 45 days outside

Rec'd date of 1/01/20XX is 45 days outside of CORE.

Standard Comments

Select No Yes

Comment Type SUP
Comment ID SUMM
Description CEC SHIP TO INSTRUCTIONS

PLEASE SHIP TO THE ATTENTION OF - PLEASE EMAIL SHIPPING INFORMATION TO SUZANNE.FOURNIER@CT.GOV - PLEASE CONFIRM RECEIPT OF PURCHASE ORDER BY CALLING LORI CONCHADO AT 860-263-6841 OR EMAILING HER AT: LORI.CONCHADO@CT.GOV - PLEASE REFERENCE PO# _ON ALL INVOICES/CORRESPONDENCE - THANK YOU

Standard Comments

Select No Yes

Comment Type CON
Comment ID CONF
Description CONFIRMING ORDER - DO NOT DUP

CONFIRMING ORDER - DO NOT DUPLICATE.

Standard Comments



➤ Click No to change to Yes for your desired action.

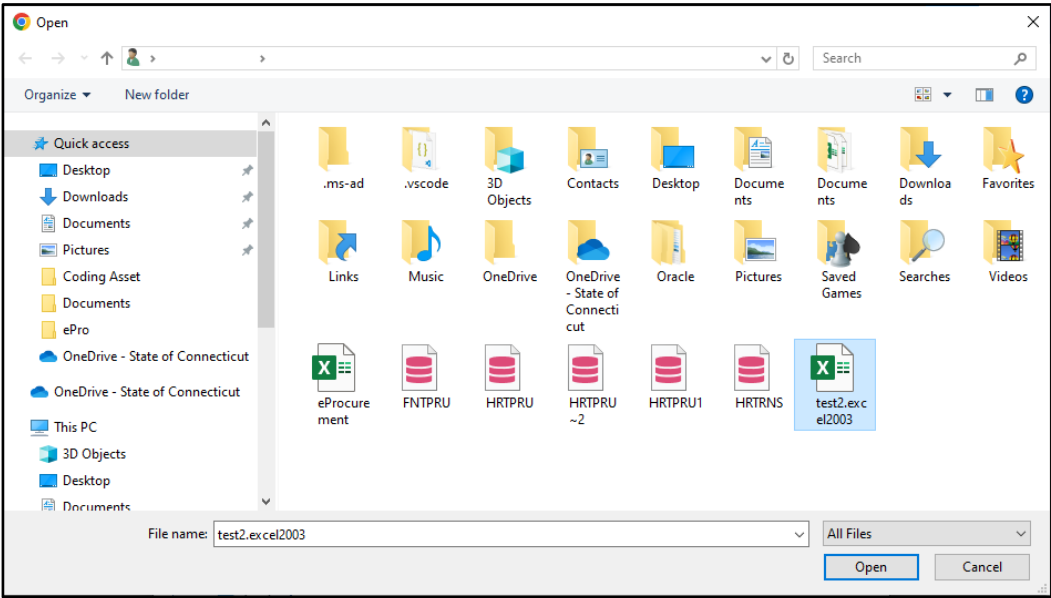
Send to Supplier	<input type="checkbox"/> No	Send to Supplier	<input checked="" type="checkbox"/> Yes
Show at Receipt	<input type="checkbox"/> No	Show at Receipt	<input checked="" type="checkbox"/> Yes
Show at Voucher	<input type="checkbox"/> No	Show at Voucher	<input checked="" type="checkbox"/> Yes

- Click **Add Attachment**
- Click **My Device**

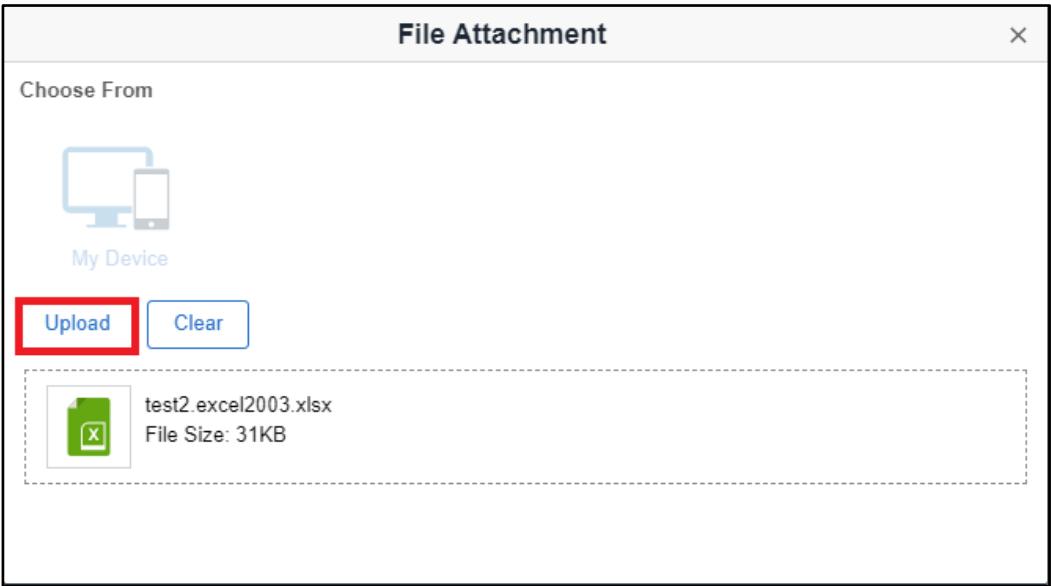




- Select the Document you wish to Upload and Click **Open**.



- Click **Upload**
- Click **Done**





- Click No to change to Yes to send attachment to Supplier.
- Click

Requisition Header Comments and Attachments

Comments

Comment Text: Rec'd date of 1/01/20XX is 45 days outside of CORE.

Send to Supplier No

Show at Receipt No

Show at Voucher No

Attachments 1 row

View ↑↓	Attachment ↑↓	Send to Supplier ↑↓
1 View	test2.excel2003.xlsx	<input type="checkbox"/> No <input type="button" value="-"/>



- Click **Save** to save changes and return to requisition later. Workflow will not start until the requisition is **submitted**.
- Or**
- Click **Submit** to submit the requisition.

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Create Requisition

Checkout

Requisition Defaults Order Total **397.00 USD**

▼ **Requisition Summary**

Business Unit DASM1 Dept of Administrative Svcs	Priority Medium ▼
Requisition Name <input style="width: 150px;" type="text" value="Test Copy"/>	Requisition Type Requisition ▼
Requester DAS-	Dispatch Method Print ▼
Currency USD	Obligation Amount

🗨️ Header Comments

▼ **Justification Comments**

▼ **Requisition Lines Overview**

Select All Actions 📄 1 row

	Line 1 Catalog Item								
	FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT HORTON HOR994305								
<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">🖼️</div> Item ID CM_2157_1059274 Supplier FREIGHTLINER OF HARTFORD INC	Status Open	Quantity <input style="width: 40px;" type="text" value="1"/>	Unit of Measure EA	Price 397.00	Currency USD	Total 397.00 USD	<input type="button" value="📄 ScheduleDetails"/>	<input type="button" value="➤"/>
	<input type="button" value="🗨️ Line Comments"/> <input type="button" value="🗑️ Delete"/>								

Order Total **397.00 USD**