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### Overview

There are several enhancements in **Create Requisition**. **The Requisition Defaults** (formerly define requisition) provides a user with more options at the beginning of creating a requisition. Modifying the defaults on the Requisition Defaults page is a time-saving step, especially for requisitions with several lines that have the same requirements. Requesters can still make modifications to individual lines from the **Checkout** page. Line info trumps req defaults info.

### Navigation:

**Nav Bar > Menu > Core-CT Financials > eProcurement > Create Requisition**

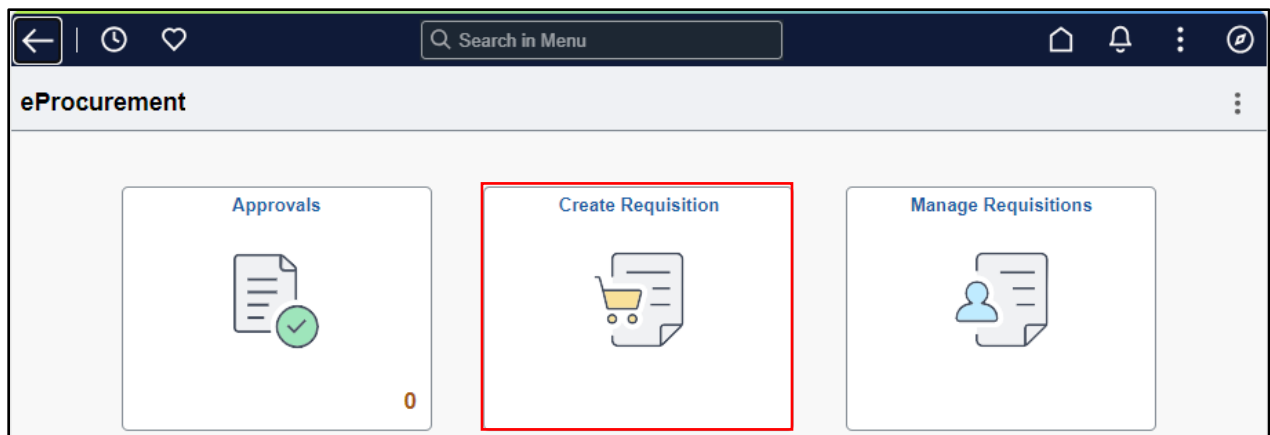
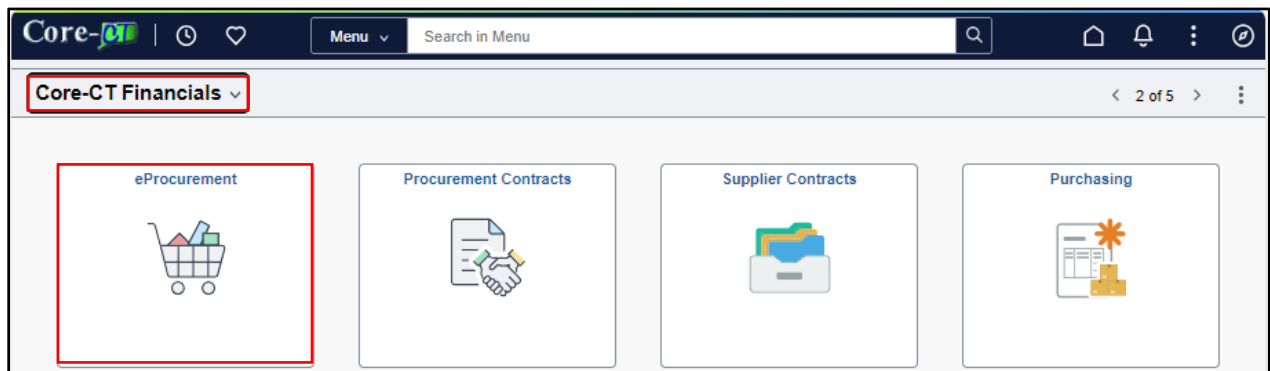


OR

Select **Core-CT Financials**

Click **eProcurement** Tile

Click **Create Requisition** Tile





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## Requisition Defaults

The **Requisition Defaults** step on the **Create Requisition** page has been expanded for easy review/modification of default values as needed. Users will click the tabs or use the **Show All** tab to view all the accounting fields to populate the required chartfields.

**Requisition Defaults**

[Cancel](#) [Done](#)

**Header Defaults**

Business Unit: MHAM1  
Requester: [Search]  
Priority: Medium  
Currency: USD [Search]

Requisition Name: [Text]  
Card Number: [Dropdown]  
Expiration Date: [Text]  
Requisition Type: Requisition [Dropdown]  
Obligation Amount: [Text]  
Use Procurement Card:  No

**Line Defaults**

Supplier ID: [Search]  
Supplier Location: [Search]  
Buyer: [Search]

Category: [Search]  
Unit of Measure: [Search]

**Shipping Defaults**

Ship To: 083000074 [Search]  
Attention: [Text]  
Add One Time Address  
Due Date: [Calendar]

**Distribution Defaults**

SpeedChart: [Search]

1 row

[Chartfields1](#) [Chartfields2](#) [Chartfields3](#) [Details](#) [Asset Information](#) [Show All](#)

Distribution Line	Percent	Location	GL Unit	Account
1	0	ACORE [Search]	STATE [Search]	[Search] + -

### Creating Requisitions for Catalog Items or Punchout Suppliers

Requesters entering requisitions for State Catalog items or Punchout Suppliers should never enter default values for:




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- **Supplier**
- **Category**
- **Unit of Measure**
- **Account**

Core-CT automatically populates the correct values for each catalog/ punchout item selected from the Catalog Supplier/ Item file, or the Web Supplier website Contract. Manual entry could prevent these values from populating correctly.

### **Splitting Distributions**

With the Default Options set, the **Pct (percentage)** field and  buttons display in the default view of **Distribution Defaults**. This allows requesters to have multiple distributions at the start of the requisition. The split distributions are applied to all lines added to the requisition.



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**Requisition Defaults**

Business Unit DASM1  
Requester 085741  
DAS-  
Priority Medium  
Currency USD

Requisition Name   
Use Procurement Card  Yes   
Card Number    
Expiration Date 11/30/2025  
Requisition Type Requisition   
Obligation Amount

**Line Defaults**

Supplier ID    
Supplier Location    
Buyer    
Category    
Unit of Measure

**Shipping Defaults**

Ship To 0640000558    
Attention   
  
Due Date

**Distribution Defaults**

SpeedChart

2 rows

**Chartfields1** Chartfields2 Chartfields3 Details Asset Information Show All

Distribution Line	Percent	Location	GL Unit	*Account		
1	<input type="text" value="100"/>	ACORE <input type="text"/>	STATE <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="0"/>	ACORE <input type="text"/>	STATE <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the to add distribution lines; populate the **Pct** fields with values that total 100%. Enter the Chartfield values and click the **Done** button to process the rest of the requisition.