Placing a Requisition on Hold
Core-CT Financials
eProcurement
Updated as of September 4, 2024

Placing a Requisition on Approval Hold

When reviewing a requisition on the Approvals page, an approver can now **Hold, or Request Information** on a requisition in addition to approving and denying. Hold can be used if more time is needed before making a final decision on approval.
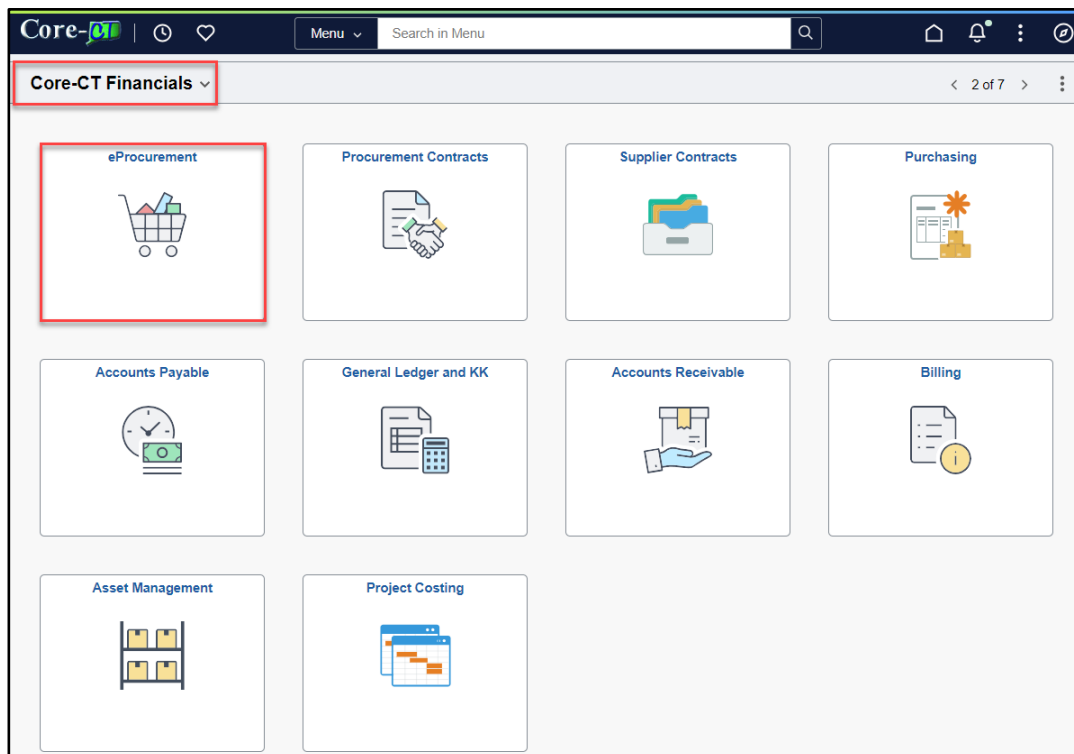
Putting a requisition on Hold:

➢ Marks the requisition as Hold preventing it from sourcing. It remains on Hold until the approver approves or denies.
➢ Keeps the requisition on the Approvals list of the Approver who placed it on Hold and moves it to the bottom of the list. Once approved, the requisition moves to the next approval level.
➢ Generates an Action Notification on the requester's notification bell.
➢ Creates an audit trail that can be seen in Approvals History.
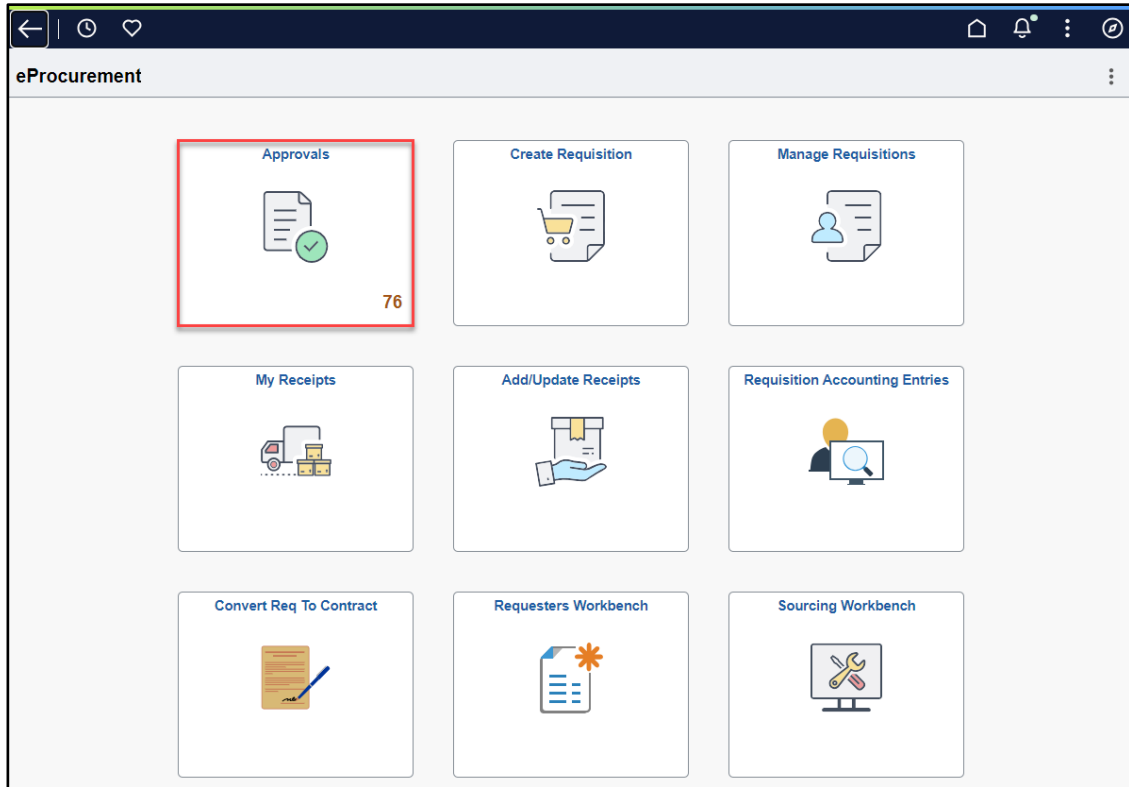
Procedure

Navigation:
Select **Core-CT Financials**
Click **eProcurement** tile
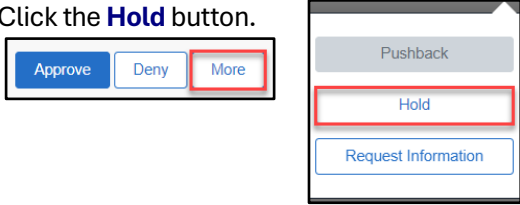
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Click **Approvals** tile

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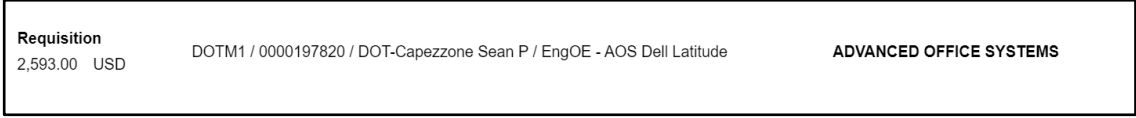| Step	Action
1.	An approver navigates to the **Approvals** and selects the requisition to review. Click the **Requisition** link. Requisition 98,160.00 USD — DASM1 / 0000008618 / DAS-Garcia,Nicholas E / CAS Plant Cooling Tower Repair — INTERNATIONAL COOLING TOWER USA INC — Req Amount Approver 1 — Routed 09/25/2023 >
2.	The **Requisition Approval** page displays. The approver decides to put this requisition on hold until the state catalog pricing is updated for this item. The requisition will then be updated, submitted, and approved.
3.	Click the scrollbar.
4.	Comments are required for the hold option. Enter **Holding for a price update in the State catalog** in the **Enter Approver Comments** field.
5.	Click the **Hold** button. Approve / Deny / More — Pushback / Hold / Request Information
6.	The **Amount Approval** group box displays the **On Hold** status and **Comments.** Click the left arrow to return to the **Approvals** List. ←

Step	Action
7.	The requisition on hold remains on the approver's Approvals List pending action.
8.	The requisition on Hold displays on the requester's **Notifications** (bell) as an **Action.** The requester will receive an email notification that the requisition is on Hold.

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9.	Click the **Requisition** link.
	Requisition 10.00 USD AESM1 / 0000005635 / AES-Kaczenski Lisa / OKD_TEST TOWN OF BLOOMFIELD Req Amount Approver 1 Routed 02/12/2024
10.	Click the **Comments** button.
11.	The approver's comments are displayed.
12.	**End of Procedure.**

Requesting More Information for a Requisition:

Step	Action
1.	An approver navigates to the **Approvals** and selects the requisition to review. Click the **Requisition** link. Requisition 2,593.00 USD DOTM1 / 0000197820 / DOT-Capezzone Sean P / EngOE - AOS Dell Latitude **ADVANCED OFFICE SYSTEMS**
2.	The **Requisition Approval** page displays. The approver requires more information for this item. The requisition will then be updated, submitted, and approved.
3.	Click the **Request Information** Button Approve Deny More Pushback Hold Request Information
4.	Comments are required for the **Request Information** option. Enter **Information needed to approve this item** in the **Approver Comments** field. Press Submit

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5.	Click the left arrow to return to the **Approvals** List. ←