

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





Click Approvals tile

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eProcurement							:
	Approvals	Create Requisition	Manage Requisitions				
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	My Receipts	Add/Update Receipts	Requisition Accounting Entries				
	Convert Req To Contract	Requesters Workbench	Sourcing Workbench				

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:	Purcha Requis	ise Order	12 64	Requisition 424,000.00 USD	DASM1 / 0000008325 / DAS-Conway Melissa E / Legal Review - GovQA	SHI INTERNATIONAL CORP	Req Budget Approver	Routed 09/19/2)23 >	
				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 09/25/20)23 >	
				Requisition 3,350.00 USD	DASM1 / 0000008603 / DAS-Garcia,Nicholas E / CAS Plant Batter Inspection	POWER RESOURCES INC	Req Amount Approver 1	Routed 09/29/20)23 >	
				Requisition 102.38 USD	DASM1 / 0000009610 / DAS-Garcia,Nicholas E / CAS Plant Fan Belts	GRAINGER INDUSTRIAL SUPPLY	Req Amount Approver 1	Routed 09/29/20)23 >	
				Requisition 100,013.00 USD	DASM1 / 0000008637 / DAS-Williams Brandle M / Bits_SHI_e Silver Onspring	SHI INTERNATIONAL CORP	Req Amount Approver 3	Routed 10/05/2)23 >	
				Requisition 148.34 USD	DASM1 / 0000008661 / DAS-Garcia,Nicholas E / CAS Plant Heater motor 2	RELIABLE ELECTRIC MOTOR INC	Req Amount Approver 1	Routed 10/05/2)23 >	
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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 DASM1 / 0000008618 / DAS-Garcia,Nicholas E / CAS Plant Cooling Tower Repair INTERNATIONAL COOLING TOWER USA INC Req Amount Approver 1 09/25/2023 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 Hold 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 02/12/2024 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		
4.	Comments are required for the Request Information option.		
	Enter Information needed to approve this item in the Approver Comments field.		
	Press Submit		

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



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