



## Requisition Approvals

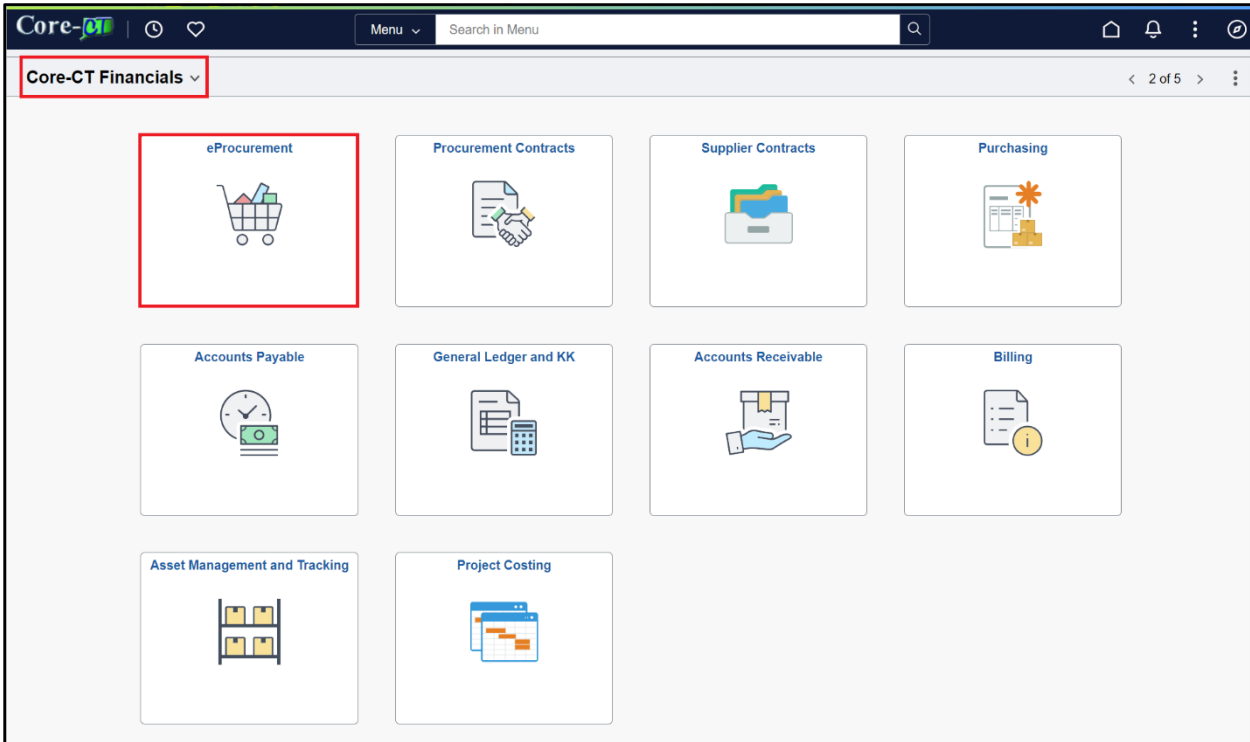
This job aid will provide an overview of the updated appearance and user interface of Requisition Approval in Oracle's Fluid UI.

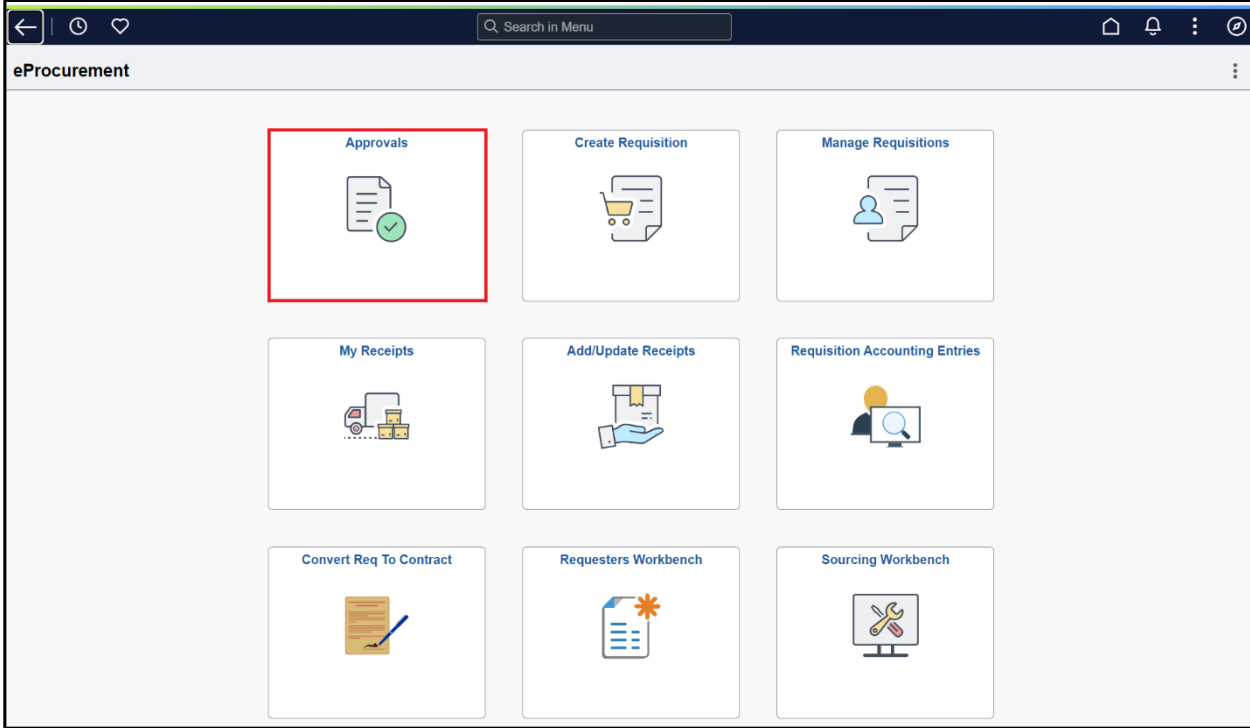
**Navigation:**

Select **Core-CT Financials**

Click **eProcurement** Tile

Click **Approvals** Tile





This will bring you to the **Pending Approvals** page. Here you will see all pending approvals, All approval actions are to be performed from this page.

- Click the **Requisition** tab in the Navigation Collection on the left-hand side of the page, to only view Requisitions pending approval.

Pending Approvals							
View By		Type					
All	75						
Purchase Order	12						
Requisition	63						

Requisition							
Requisition	Amount	Unit	DAS	Description	Vendor	Approver	Status
424,000.00 USD	DASM1 / 000008325 / DAS		/ Legal Review - GovQA	SHI INTERNATIONAL CORP	Req Budget Approver	Routed	09/19/2023
98,180.00 USD	DASM1 / 000008618 / DAS		/ CAS Plant Cooling Tower Repair	INTERNATIONAL COOLING TOWER USA INC	Req Amount Approver 1	Routed	09/25/2023
3,350.00 USD	DASM1 / 000008603 / DAS		/ CAS Plant Batter Inspection	POWER RESOURCES INC	Req Amount Approver 1	Routed	09/29/2023
102.38 USD	DASM1 / 000008810 / DAS		/ CAS Plant Fan Belts	GRAINGER INDUSTRIAL SUPPLY	Req Amount Approver 1	Routed	09/29/2023
100,013.00 USD	DASM1 / 000008637 / DAS		/ Bits_SHI_e Silver Onspring	SHI INTERNATIONAL CORP	Req Amount Approver 3	Routed	10/05/2023
148.34 USD	DASM1 / 000008661 / DAS		/ CAS Plant Heater motor 2	RELIABLE ELECTRIC MOTOR INC	Req Amount Approver 1	Routed	10/05/2023



Procedure:

- Click the requisition to be approved.

View By	Type
All	75
Purchase Order	11
Requisition	64

Requisition	Agency Service Approver	Routed
100,050.00 USD DASS1 / 0000001327 / DAS- / MOB POS	Agency Service Approver	05/29/2024
300,000.00 USD DASS1 / 0000001328 / DAS- / MOB DAS-BID	Req Amount Approver 1	05/29/2024
12,306.10 USD DASM1 / 0000008893 / DAS- / 0000008893 GRAINGER INDUSTRIAL SUPPLY	Req Budget Approver	05/30/2024
85.51 USD DASM1 / 0000008915 / DAS- / pushback C & C JANITORIAL SUPPLIES INC	Req Amount Approver 1	07/26/2024
20.27 USD DASM1 / 0000008919 / DAS- / Punchout Test SUBURBAN STATIONERS INC	Req Amount Approver 1	08/28/2024
332.97 USD DASM1 / 0000008920 / DAS- / ILT Example W B MASON COMPANY INC		09/11/2024

- The requisition opens for the approver to review.

Request for DASM1000008893  
12,307.38 USD

Header is pending your approval

Buttons: Approve, Deny, More

Business Unit	Requisition ID	Obligation Amount
DASM1	0000008893	12306.1

Business Unit	Requisition Date	Entered by	Budget Header Status	Not Budget Checked	Requisition Date	Oblig Start	Oblig End
DASM1	May 30, 2024	DAS-Marzano Melissa	Not Budget Checked		May 30, 2024	05/29/2024	06/30/2024

More Information

View Printable Version

Line Number	Item Description	Merchandise Amount	Supplier Name	Contract ID	Purchasing Authority
1	PAVEMENT MARKING TAPE REFLECTIVE WHITE LENGTH 150 FEET WIDTH 4 INCHES ENGINEERING GRADE PEEL AND STICK SENSITIVE ADHESIVE BACKING	888.30 USD	GRAINGER INDUSTRIAL SUPPLY	17P5X02324D	COYT
2	PAVEMENT MARKING TAPE REFLECTIVE YELLOW TEMPORARY LENGTH 50 YARDS WIDTH 4 IN ENGINEERING GRADE GLASS BEAD COATING MATERIAL MANUALLY APPLIED PEEL AND STICK FOIL BACKING MEETS FEDERAL AND STATE REQUIREMENTS WHERE APPLICABLE	8,539.00 USD	GRAINGER INDUSTRIAL SUPPLY	17P5X02324D	COYT
3	REFLECTIVE WARNING TAPE WIDTH 3 INCH X 25 FEET COLOR RED/WHITE FOR TRUCK & TRAILER	2,780.00 USD	GRAINGER INDUSTRIAL SUPPLY	17P5X02324D	COYT

- The approver can perform any of the following Actions accordingly:
- Click **View Printable Version** to bring up printable version of the requisition.



**Requisition**  
 Request for DASM1/00000893  
 12,306.10 USD

Header is pending your approval

Buttons: Approve, Deny, More

**Summary**

Business Unit: DASM1	Requisition ID: 00000893	Obligation Amount: 12306.1
Routed Date: May 30, 2024	Requisition Date: May 30, 2024	Oblig Start: 05/28/2024
Requester: DAS-	Entered by: DAS-	Oblig End: 06/30/2024
Card Number	Budget Header Status: Not Budget Checked	

More Information  
 View Printable Version

**Lines**

Line Number	Item Description	Merchandise Amount	Supplier Name	Contract ID	Purchasing Authority
1	PAVEMENT MARKING TAPE REFLECTIVE WHITE LENGTH 150 FEET WIDTH 4 INCHES ENGINEERING GRADE PEEL AND STICK SENSITIVE ADHESIVE BACKING	987.10 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT
2	PAVEMENT MARKING TAPE REFLECTIVE YELLOW TEMPORARY LENGTH 50 YARDS WIDTH 4 IN ENGINEERING GRADE GLASS BEAD COATING MATERIAL MANUALLY APPLIED PEEL AND STICK FOIL BACKING MEETS FEDERAL AND STATE REQUIREMENTS WHERE APPLICABLE	8,539.00 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT
3	REFLECTIVE WARNING TAPE WIDTH 3 INCH X 25 FEET COLOR RED/WHITE FOR TRUCK & TRAILER	2,780.00 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT

Approver Comments  
 Approval Chain

➤ A Printable version of the requisition will open.

<b>Business Unit:</b> DASM1 <b>Requisition:</b> 000008920 <b>Requisition Name:</b> ILT Example	<b>Requester:</b> <b>Requested By:</b> DAS <b>Entered Date:</b> 9/4/24	<b>Status:</b> Pending Approval <b>Currency:</b> USD <b>Requisition Total:</b> 332.97
<b>Obligation Amount:</b> 332.97 <b>End Date:</b> 2025-06-30		<b>Start Date for Gen Standing PO:</b> 2024-09-04 <b>Custom Field 1:</b> PRN

<b>Line:</b> 1	<b>Item Description:</b> ACCORDION EXPANDING FILE POCKET - LEGAL - 8.50 INCH X 14 INC	<b>Quantity:</b> 1.0000	<b>UOM:</b> BX	<b>Price:</b> 26.5300	<b>Line Total:</b> 26.53	<b>Cntrct_ID:</b> 18PSX0032AD
					<b>Line Status:</b> Pending	<b>PO_Auth:</b> CONT
					<b>CM Num:</b> CM_2157_4412100	
<b>Line Comments:</b> L200 - eProcurement ILT						

<b>Ship Line:</b> 1 <b>Attention:</b> DAS <b>Ship Via:</b> COMMON	<b>Ship To:</b> 0640000558 <b>Due Date:</b> <b>Freight Terms:</b> FOB DEST	<b>Address:</b> 450 Columbus Blvd Hartford CT 06103 United States	<b>Shipping Quantity:</b> 1.0000 <b>Shipping Total:</b> 26.53
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Dist	Status	Location	Qty	Percent	Amount	GL Unit	Account
1	Open	ACORE	1.0000	100.00	26.53	STATE	54060

<b>Dept:</b> DAS23920	<b>Fund:</b> 11000	<b>Program:</b> 00000	<b>SID:</b> 12155
<b>Open QTY:</b> 1.0000	<b>PC BU:</b> NONPC	<b>Project:</b> DAS_NONPROJECT	<b>Open Amt:</b> 0.0000

<b>GL Base Amount:</b> 26.53	<b>Currency:</b> USD	<b>Sequence:</b> 0	<b>Capitalize:</b> N
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<b>Line:</b> 2	<b>Item Description:</b> 6R1338 (Q6470A) REMANUFACTURED LASER CARTRIDGE BLACK	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Price:</b> 106.7700	<b>Line Total:</b> 106.77	<b>Cntrct_ID:</b> 18PSX0032AD
					<b>Line Status:</b> Pending	<b>PO_Auth:</b> CONT
					<b>CM Num:</b> CM_2157_3492822	
<b>Line Comments:</b>						

<b>Ship Line:</b> 1 <b>Attention:</b> DAS-Marzano Melissa <b>Ship Via:</b> COMMON	<b>Ship To:</b> 0640000558 <b>Due Date:</b> <b>Freight Terms:</b> FOB DEST	<b>Address:</b> 450 Columbus Blvd Hartford CT 06103 United States	<b>Shipping Quantity:</b> 1.0000 <b>Shipping Total:</b> 106.77
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Dist	Status	Location	Qty	Percent	Amount	GL Unit	Account
1	Open	ACORE	1.0000	100.00	106.77	STATE	54060



➤ Select **Approval Chain** to see the stages within the approval process.

**Requisition**  
 Request for DASM1000008893  
 12,306.10 USD

Header is pending your approval

**Summary**

Business Unit	DASM1	Requisition ID	000008893	Obligation Amount	12306.1
Routed Date	May 30, 2024	Requisition Date	May 30, 2024	Oblig Start	05/28/2024
Requester	DAS-	Entered by	DAS-	Oblig End	06/30/2024
Card Number		Budget Header Status	Not Budget Checked		

**More Information**

View Printable Version

**Lines** (3 rows)

Line Number	Item Description	Merchandise Amount	Supplier Name	Contract ID	Purchasing Authority
1	PAVEMENT MARKING TAPE REFLECTIVE WHITE LENGTH 150 FEET WIDTH 4 INCHES ENGINEERING GRADE PEEL AND STICK SENSITIVE ADHESIVE BACKING	987.10 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT
2	PAVEMENT MARKING TAPE REFLECTIVE YELLOW TEMPORARY LENGTH 50 YARDS WIDTH 4 IN ENGINEERING GRADE GLASS BEAD COATING MATERIAL MANUALLY APPLIED PEEL AND STICK FOIL BACKING MEETS FEDERAL AND STATE REQUIREMENTS WHERE APPLICABLE	8,539.00 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT
3	REFLECTIVE WARNING TAPE WIDTH 3 INCH X 25 FEET COLOR RED/WHITE FOR TRUCK & TRAILER	2,780.00 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT

Approver Comments

Approval Chain

➤ This will display the Approval Chain along with the status of the requisition at each stage.

**Approval Chain**

**Amount Approval**

Requisition 000008893 **Approved**

**Req Amount Approval**

- Approved  
 DAS-REQ AMT APPROVER 1  
 05/30/24 10:57 AM
- Approved  
 DAS-REQ AMT APPROVER 2  
 05/30/24 10:58 AM
- Approved  
 DAS-REQ AMT APPROVER 3  
 05/30/24 10:58 AM

**Comments**

- DAS- at 05/30/24 - 10:58 AM  
 Administrative approval performed by
- DAS- at 05/30/24 - 10:58 AM  
 Administrative approval performed by
- DAS- at 05/30/24 - 10:57 AM  
 Administrative approval performed by

**Req Budget Approval**

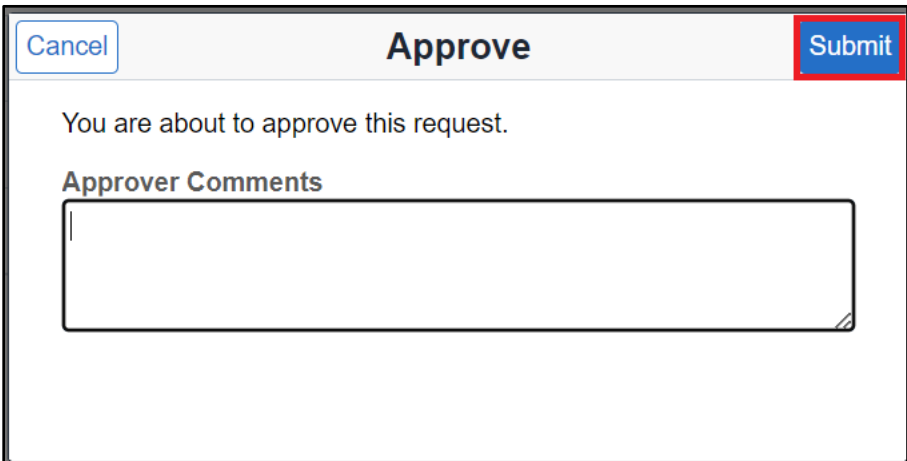
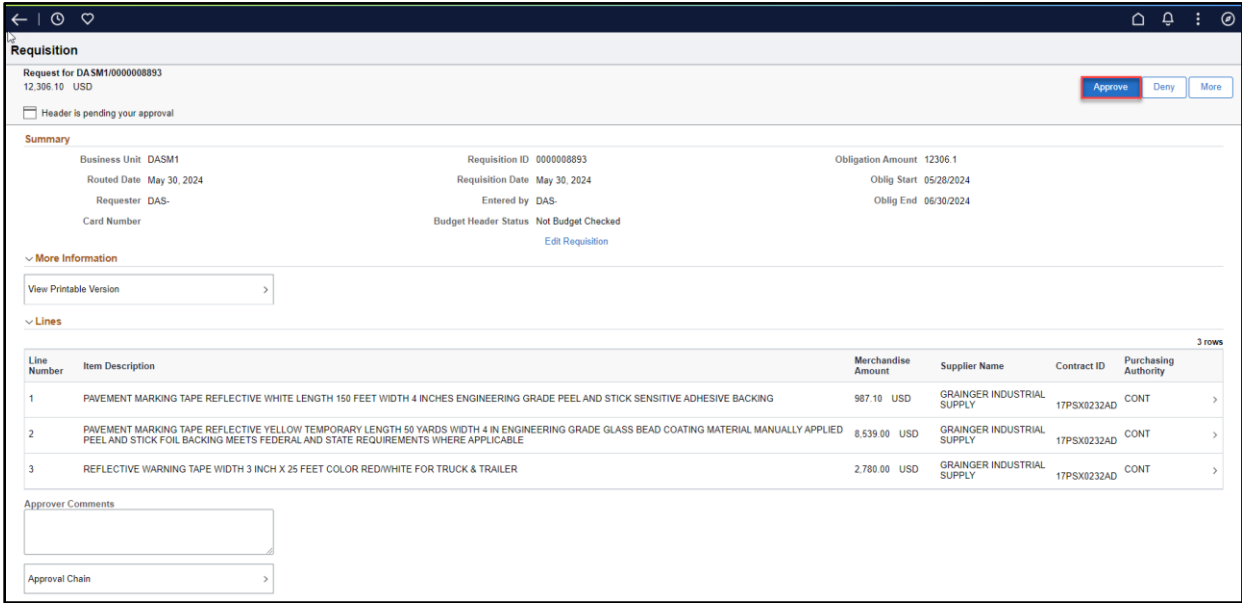
Requisition 000008893 **Pending**

Start New Path

Req Budget Approval



- Click **Approve** to approve the requisition.
  - A pop-up window to enter Approver Comments will appear.
    - Comments are *optional* for the **Approve** action.
  - Enter Comments as necessary and Click **Submit**.
  - The requisition drops from the approver's list, and the next level of approvers will get an Action notification.
  - Once the requisition is fully approved, the Requester will receive an *Alert* notification and an email.



- Click **Deny** to deny the requisition.
  - A pop-up window to enter Approver Comments will display.
    - Comments are *required* for the **Deny** action



- If comments are required on an action and not entered, an error message will display

Enter comments explaining why you are pushing back this requisition, then click 'Pushback' again.  
Comments are required explaining why this requisition is being pushed back, so the prior approver knows why this requisition was not approved. If appropriate, please include details of what can be changed to get the requisition approved.

- Enter Comments and Click **Submit**.
- The workflow will stop, and the requisition will be terminated.
- The Requester will receive and *Alert* notification and an email

**Requisition**  
Request for DASM10000008893  
12,306.10 USD

Buttons:

Header is pending your approval

**Summary**

Business Unit	DASM1	Requisition ID	0000008893	Obligation Amount	12306.1
Routed Date	May 30, 2024	Requisition Date	May 30, 2024	Oblig Start	05/28/2024
Requester	DAS-	Entered by	DAS-	Oblig End	06/30/2024
Card Number		Budget Header Status	Not Budget Checked		

[Edit Requisition](#)

**More Information**

**Lines** (3 rows)

Line Number	Item Description	Merchandise Amount	Supplier Name	Contract ID	Purchasing Authority
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3	REFLECTIVE WARNING TAPE WIDTH 3 INCH X 25 FEET COLOR RED/WHITE FOR TRUCK & TRAILER	2,780.00 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT

Approver Comments:

Approval Chain:

**Deny**

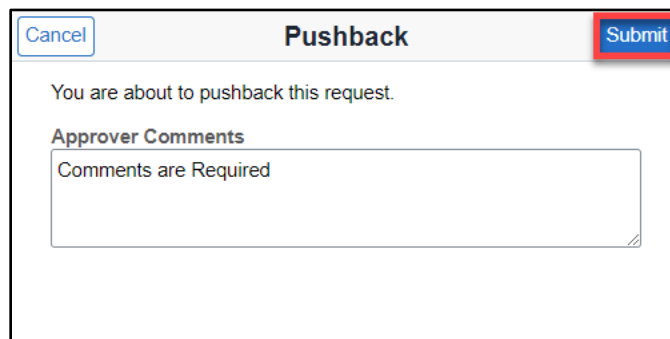
You are about to deny this request.

**Approver Comments**

- Click **More** to pull up more actions for the requisition.



- Click **Pushback** to send requisition back to the previous level of Amount Approvers if any.
  - A pop-up window to enter Approver Comments will display.
    - Comments are *required* for the **Pushback** action
  - The previous Amount Approver will receive an *Action* notification and an email.
  - The Requester will receive an *Alert* Notification and an email



Or

- Click **Hold** to place requisition on hold.
  - A pop-up window to enter Approver Comments will display.
    - Comments are *required* for the **Hold** action
  - The requisition will drop to the bottom of the list for the Approver who placed it on hold, and it will be removed from the rest of the approvers' list that follow.
  - The Requester will receive an *Action* notification and an email.





A dialog box titled "Hold" with a "Cancel" button on the left and a "Submit" button on the right. The main text reads "You are about to put this request on hold." Below this is a section labeled "Approver Comments" with a text area containing the text "Comments are Required".

Or

- Click **Request Information** to request more information on the requisition.
  - A pop-up window to enter Approver Comments will display.
    - Comments are *required* for the **Request Information** action
  - The Requester will receive an *Action* notification and an email
  - Enter Comments and Click Submit.

A dialog box titled "Request Information" with a "Cancel" button on the left and a "Submit" button on the right. The main text reads "You are about to request more information for this request." Below this is a section labeled "Approver Comments" with a text area containing the text "Comments are Required".

- Approve and Deny actions will bring the user back to their approval list.
- Any of the actions under More will keep the requisition on the screen