

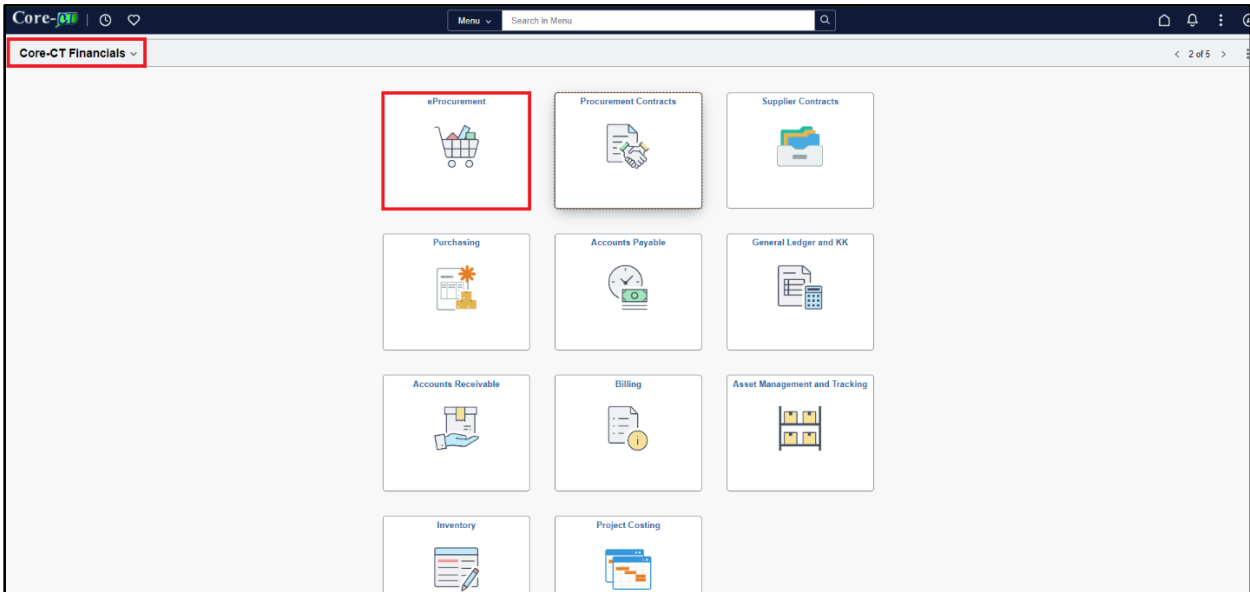


Review Approval History

Approval history is tracked and accessible for review from the **eProcurement Approval** page in Core-CT.

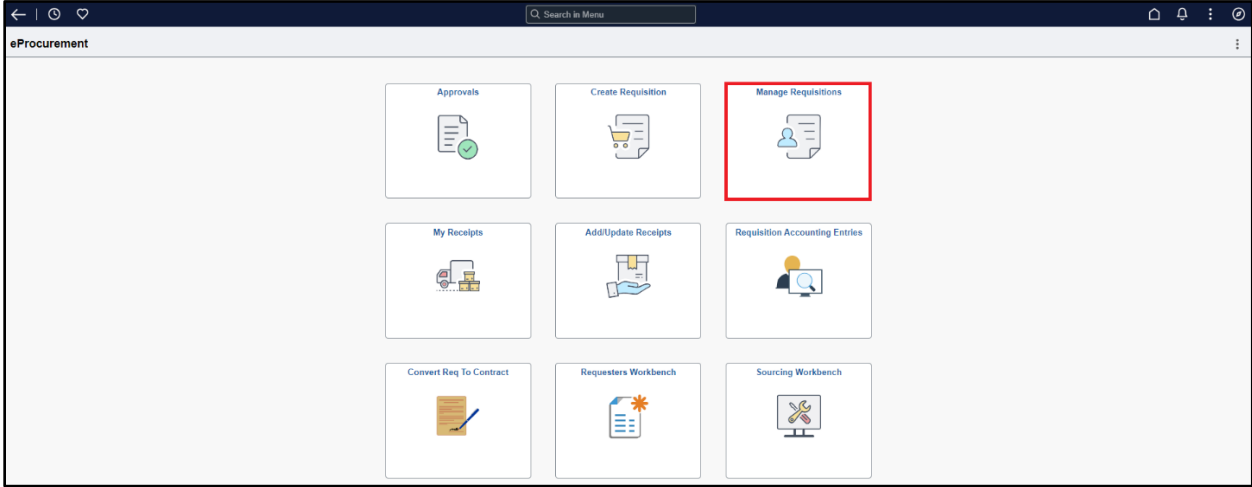
Navigation for Requesters:

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





Click **Manage Requisitions** Tile



Select **View Approvals**

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Name	Request State	Budget Status	Total Amount
View Approval		DASM1.0000008830	04/03/2024	DAS		Pending	Not Chkd	5.00 USD
Details		DASM1.0000008829	04/03/2024	DAS		PO(s) Created	Valid	18.92 USD
Copy		DASM1.0000008828	04/03/2024	DAS		PO(s) Created	Valid	4.50 USD
View Print		DASM1.0000008825	04/03/2024	DAS		Pending	Not Chkd	5.00 USD
Cancel		DASM1.0000008824	04/03/2024	DAS		Pending	Not Chkd	5.00 USD
Edit		DASM1.0000008820	04/02/2024	DAS		Approved	Not Chkd	1.00 USD
Copy down of PA		DASM1.0000008819	04/02/2024	DAS		Pending	Not Chkd	5.00 USD
PICARD TEST		DASM1.0000008818	04/02/2024	DAS		Pending	Not Chkd	5.00 USD
test		DASM1.0000008817	04/02/2024	DAS		Pending	Not Chkd	11.00 USD
FINEPRO0143		DASM1.0000008816	04/02/2024	DAS		Pending	Not Chkd	6.00 USD
FINEPRO0143		DASM1.0000008815	04/02/2024	DAS		PO(s) Created	Valid	5.00 USD

The user opens the **Requisition Approval** page for review.

Requisition

Request for Spec 143 - PC1
1.00 USD

Approved on 04/02/2024

Summary

Business Unit	DASM1	Requisition ID	000008820	Obligation Amount	1
Routed Date	April 2, 2024	Requisition Date	April 2, 2024	Oblig Start	04/02/2024
Requester	DAS	Entered by	DAS	Oblig End	06/30/2024
Card Number	*****0287	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	Line 1	1.00 USD	SUBURBAN STATIONERS INC		G71A

Approval Chain >

The Requisition is displayed, and the box to view the Approval Chain is present.

Click **Approval Chain** to view the approval history.



Approval Chain ✕

Amount Approval

▽ Spec 143 - PC1 Approved

Req Amount Approval

✔ Approved

DAS-REQ AMT APPROVER 1
04/02/24 2:42 PM >

Req Budget Approval

▽ Spec 143 - PC1 Approved

Req Budget Approval

✔ Approved

DAS-REQ BUDGET APPROVER
04/02/24 2:42 PM >

Req Purchasing Approval

▽ Spec 143 - PC1 Approved

Req Purchasing Approval

✔ Approved

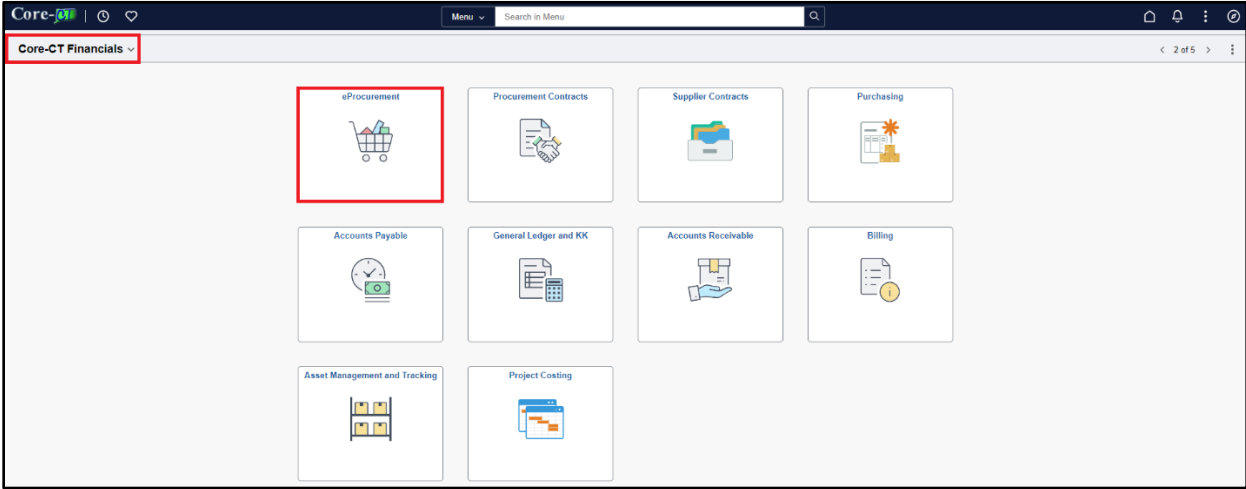
DAS-REQ PURCH APPROVER
04/02/24 2:42 PM >

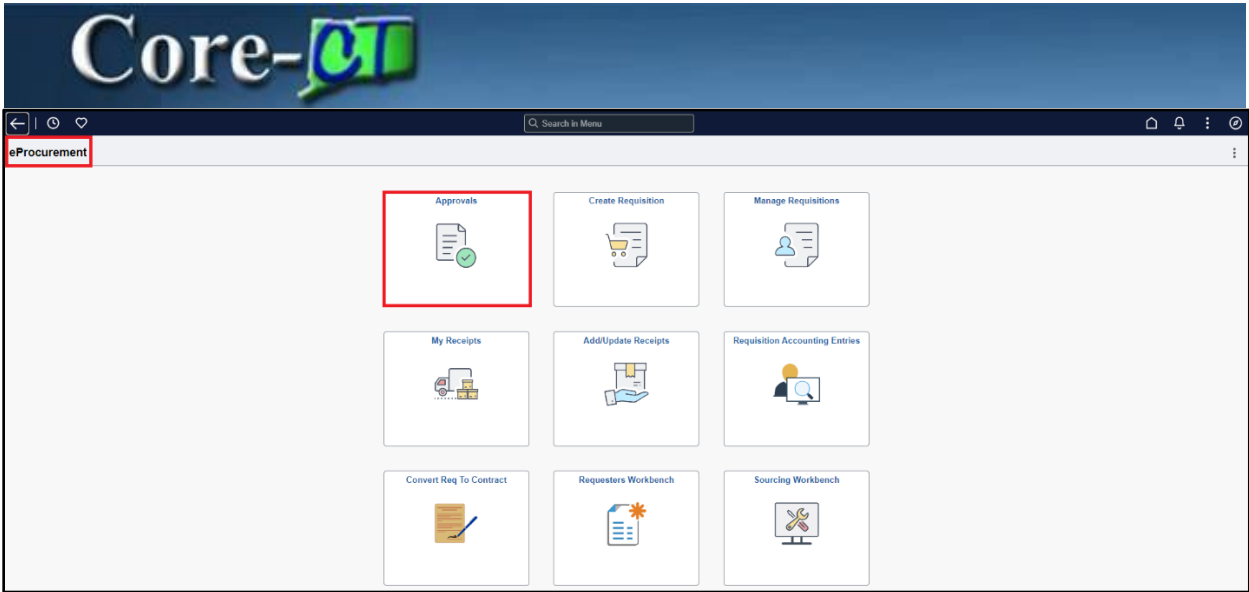
- Click on the arrow next to the Requisition Name (**Spec 143 – PC1**) to expand and see Approver Details.



Navigation for Approvers:

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





Click **Approvals** Tile - to view the list of pending requisitions.

The screenshot shows the 'Pending Approvals' page. On the left, there is a sidebar with 'View By' and 'Type' filters. The 'Requisition' type is selected and highlighted with a red box. The main area displays a table of requisitions with 53 rows. The table columns include Requisition ID, Amount, Currency, Description, Vendor, Approver, and Status.

Requisition	Amount	Currency	Description	Vendor	Approver	Status
424,000.00	USD	DASM1 / 0000006325 / DAS- / Legal Review - GovQA	SHI INTERNATIONAL CORP	Req Budget Approver	Routed	
98,160.00	USD	DASM1 / 0000006618 / DAS- / CAS Plant Cooling Tower Repair	INTERNATIONAL COOLING TOWER USA INC	Req Amount Approver 1	Routed	
3,350.00	USD	DASM1 / 0000006603 / DAS- / CAS Plant Batter Inspection	POWER RESOURCES INC	Req Amount Approver 1	Routed	
102.38	USD	DASM1 / 0000006610 / DAS- / CAS Plant Fan Belts	GRAINGER INDUSTRIAL SUPPLY	Req Amount Approver 1	Routed	
100,513.00	USD	DASM1 / 0000006637 / DAS- / Bils_SHI_e Silver Onspring	SHI INTERNATIONAL CORP	Req Amount Approver 3	Routed	
148.34	USD	DASM1 / 0000006661 / DAS- / CAS Plant Heater motor 2	RELIABLE ELECTRIC MOTOR INC	Req Amount Approver 1	Routed	
7,040.00	USD	DASM1 / 0000006702 / DAS- / Bils_Axway Inc_SFTP_LD	AXWAY INC	Req Amount Approver 1	Routed	

List of Requisitions pending approval display. Click on requisition to view details.

Requisition

Request for CAS Plant Fan Belts
 102.38 USD

Header is pending your approval

Summary

Business Unit	DASM1	Requisition ID	000008610	Obligation Amount	102.38
Routed Date	September 21, 2023	Requisition Date	September 21, 2023	Oblig Start	09/21/2023
Requester	DAS	Entered by	DAS	Oblig End	06/30/2024
Card Number	*****0287	Budget Header Status	Not Budget Checked		

More Information

View Printable Version

Lines

Line Number	Item Description	Merchandise Amount	Supplier Name	Contract ID	Purchasing Authority
4	Tough Guy Trash Grabber	33.02 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT
5	DAYTON V-Belt B86	56.20 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT
6	DAYTON V-Belt A23	13.16 USD	GRAINGER INDUSTRIAL SUPPLY	17PSX0232AD	CONT

Approver Comments

Approval Chain

Requisition Details page displays, Click **Approval Chain** box to view Approval History.

Approval Chain

Amount Approval Pending

Start New Path

Req Amount Approval

Pending +

Multiple Approvers
 REQ AMT APPROVER 1

Comment History

Req Budget Approval Awaiting Further Approvals

Start New Path

Req Budget Approval

Not Routed +

Multiple Approvers
 REQ BUDGET APPROVER

Not Routed +

DAS-Cascio Laura Jean
 Inserted Approver

Comment History

Req Purchasing Approval Awaiting Further Approvals

Start New Path