# Types of Requisitions: TSR-MACR

A TSR-MACR requisition is used when ordering Telecommunications, Moves, Adds, Changes and Repairs.  After entering and submitting a requisition, it routes for approval. Approved requisitions are then sourced to a Purchase Order and dispatched to the supplier.
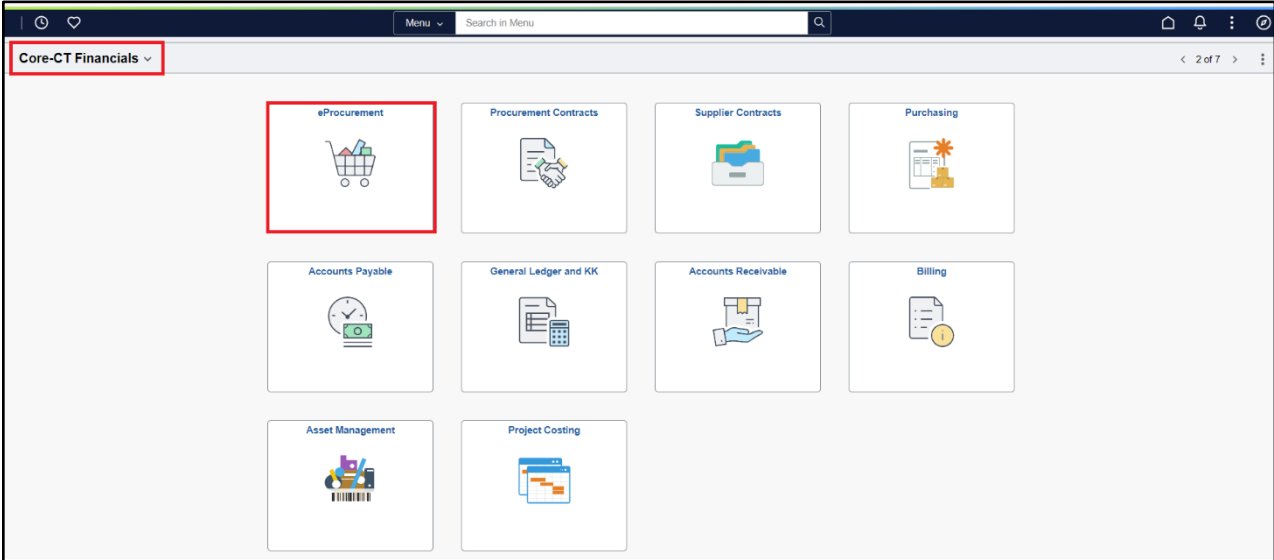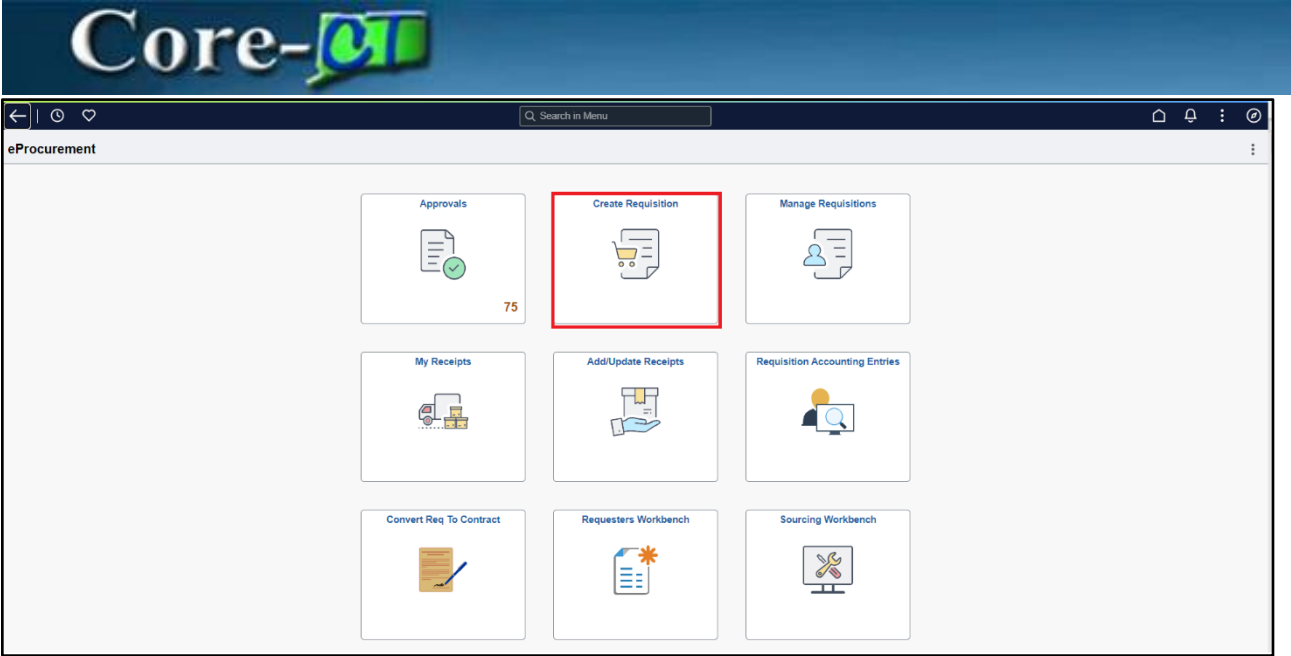
**Procedure**



**Navigation:**

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

***OR***

*Select **Core-CT Financials***

*Click **eProcurement** Tile*

1.    Enter **Business Unit**
2.    Enter **Requisition Name**

3.  Click **Requisition Type** drop down box
4.  Select **TSR-MACR**

**5.** Add **Supplier Id**, **Supplier Location**, **Buyer**, **Category**, and **UOM** to the **Line Defaults**



**6.** Add Chartfield information into the **Distribution Defaults** at the bottom of the page
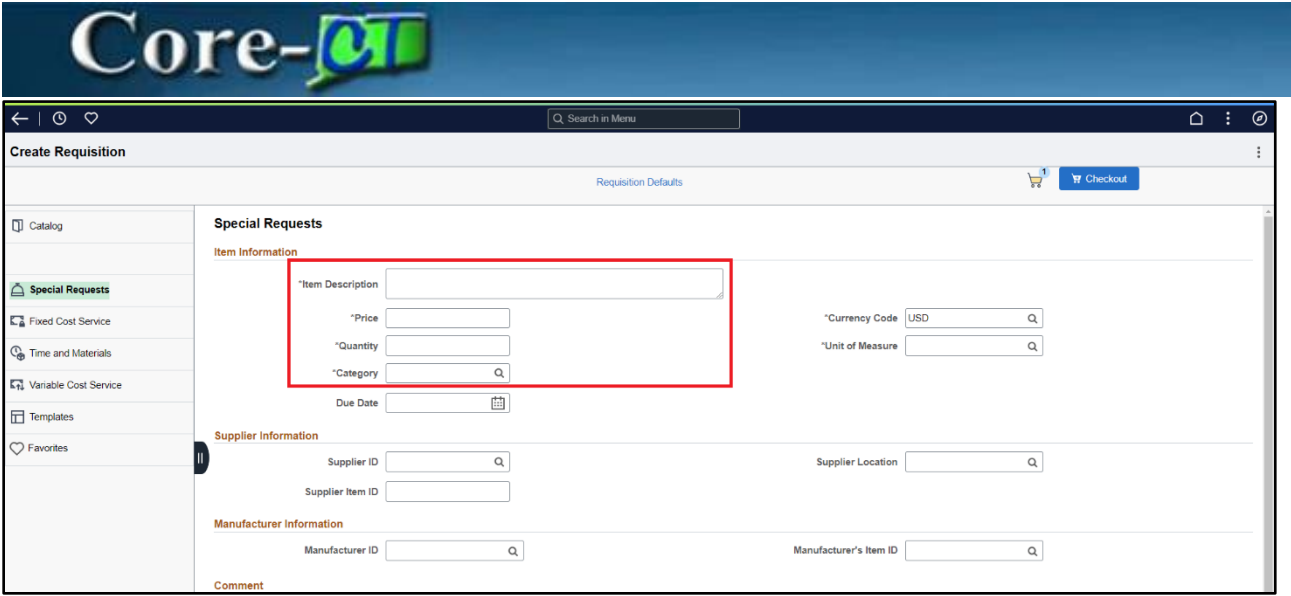
7. Click **Done** at the top of the page



8. Click **the correspondent Service option (Time and Materials, Fixed Cost Service, Variable Cost Service)**
Note: *The Category, Unit of Measure, and Supplier ID fields populated with values entered on the Define Requisitions page and can be overwritten at the line level.*

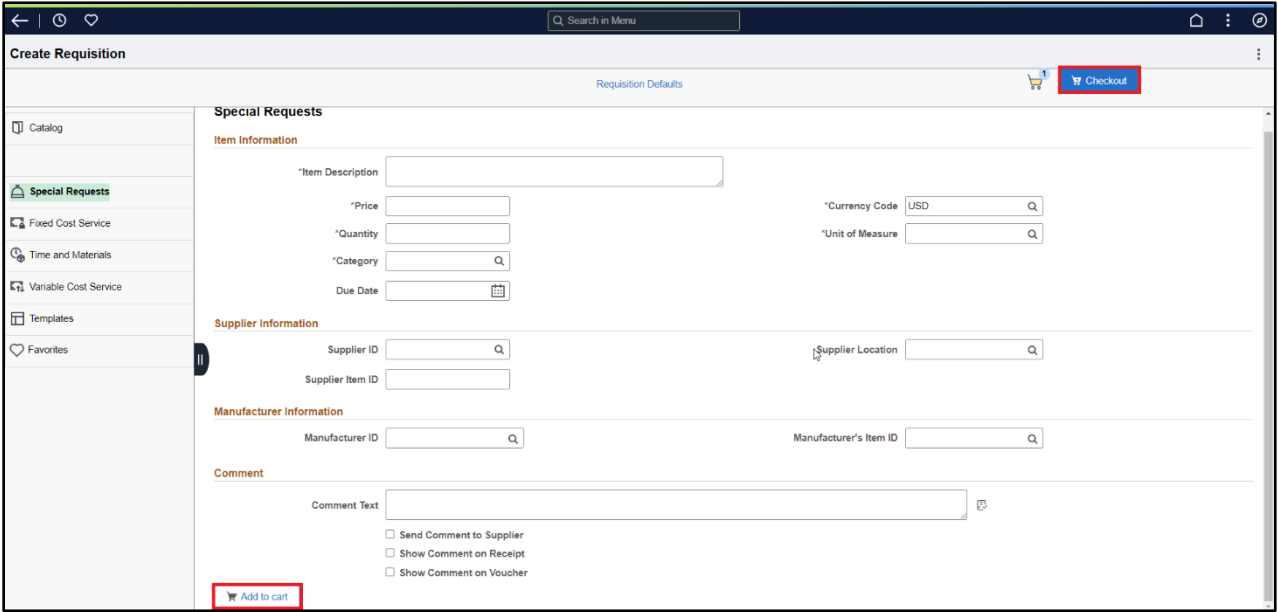

9. Enter **Item Description**
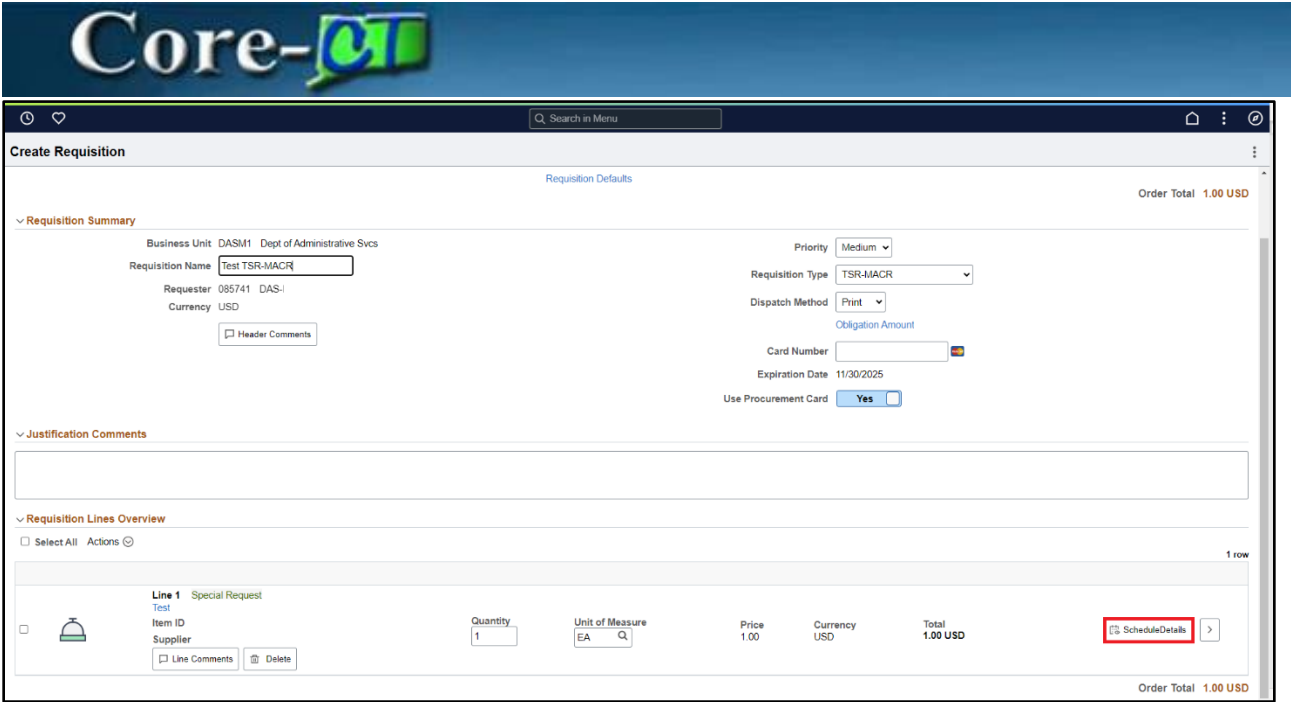10. Enter the **Price**
11. Enter the **Quantity**
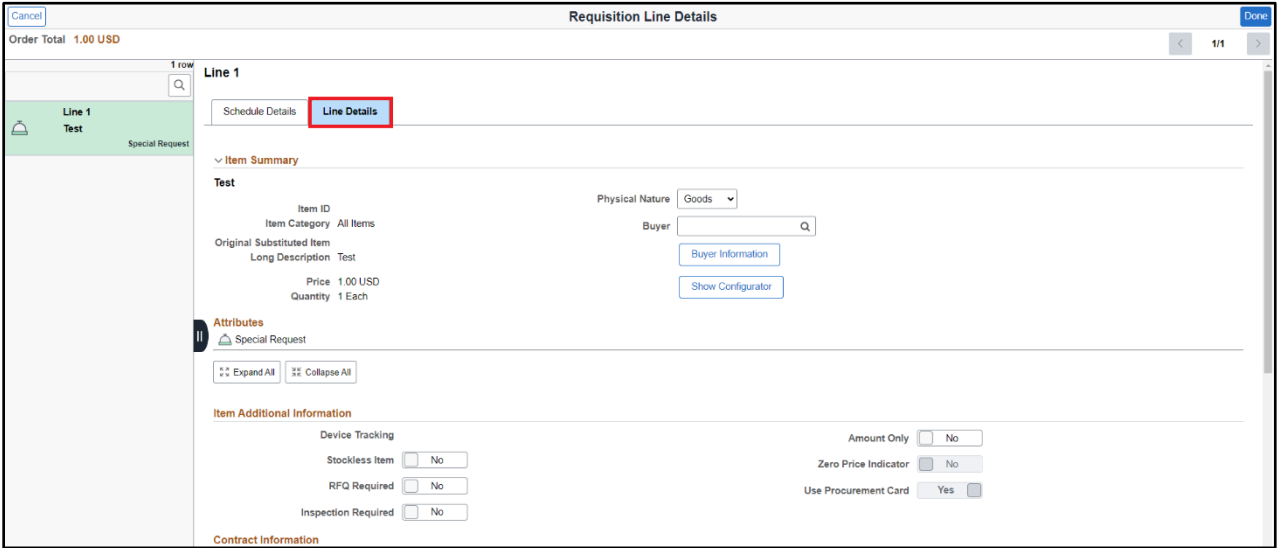
12. Click **Add to Cart**
13. Click **Checkout**

Note: *Do this process for all line items you wish to place on your requisition.*



14. The Requisition **Checkout** page displays
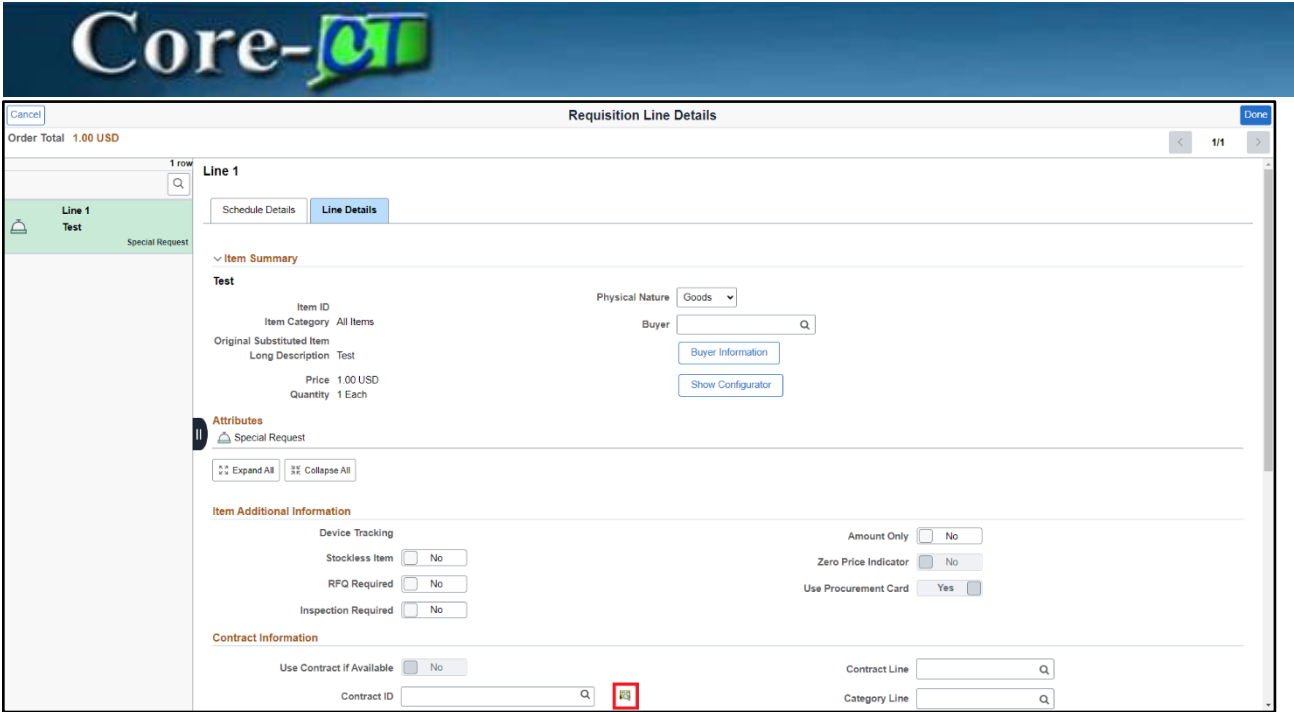15. Click the **Schedule Details** button

16. Select the **Line Details** Tab



17. Click the **Look Up Contract ID** button

Note: *The Purchasing Authority defaults to Contracts*

18. Click on a Valid Contract listed for the requisition

    Note: *The Search Results should only display valid Contract IDs for the Supplier selected on the requisition.*

19. Click **Done**
20. The screen will return to the **Checkout** page

21. Click on the **Line Comments** tab
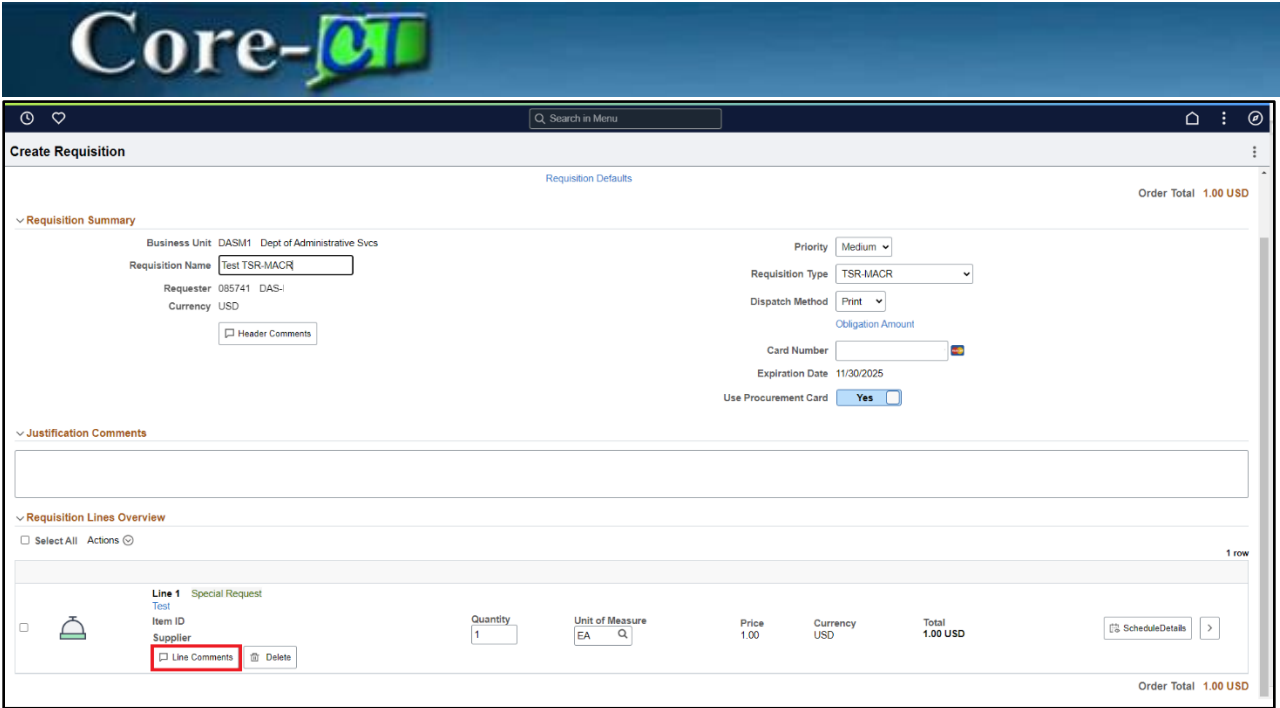
22. Add **Comments**
23. Click the **Add Attachment** button on the **Line Comments** page to attach supporting documents to the requisition
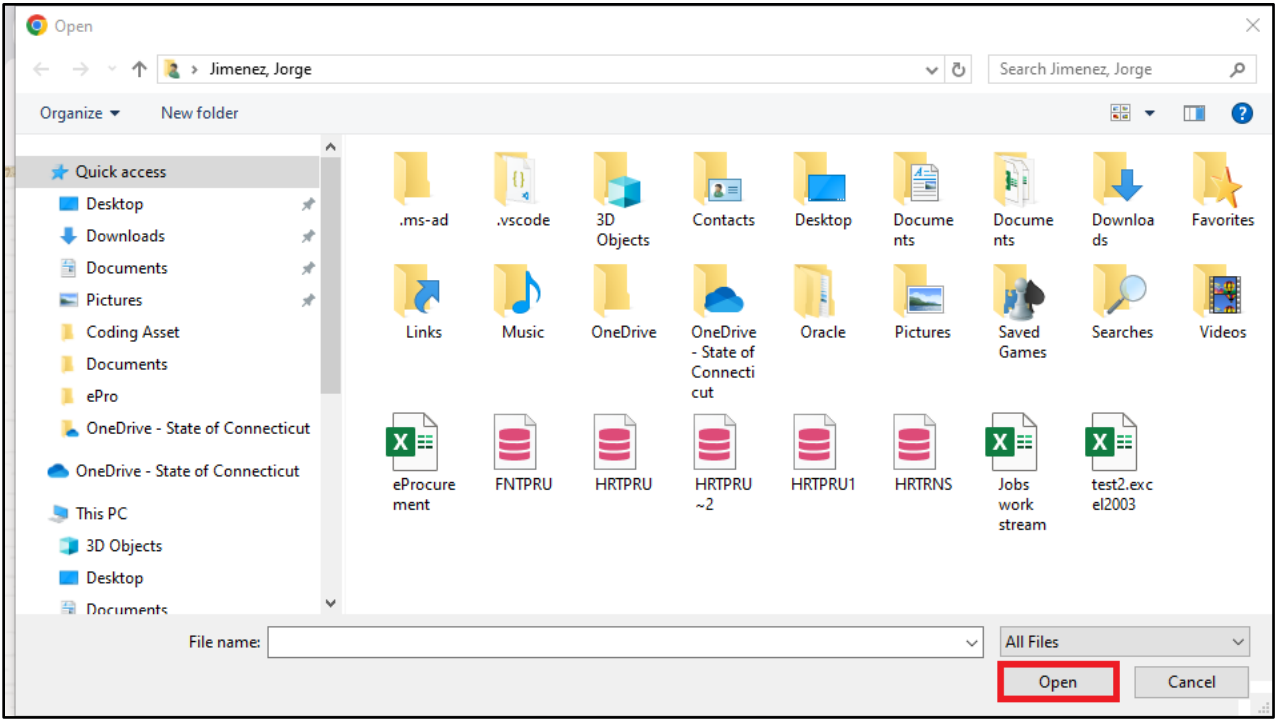
24. Click the **My Device** tab

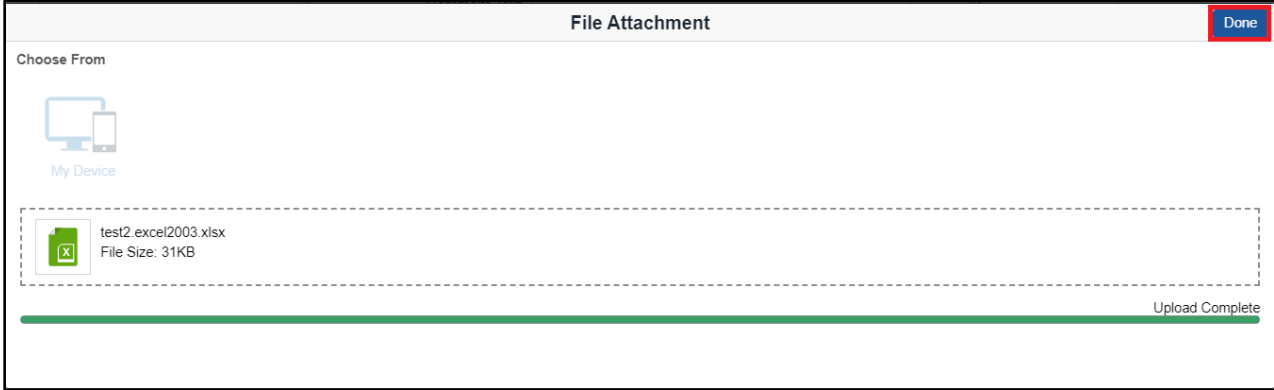25. Select the document to be attached.



26. Click **Open**

27. Click **Upload**



28. Click **Done**

29. Click **Done**



30. Select **Submit** to save this TSR-MACR requisition and begin the Approval Workflow process

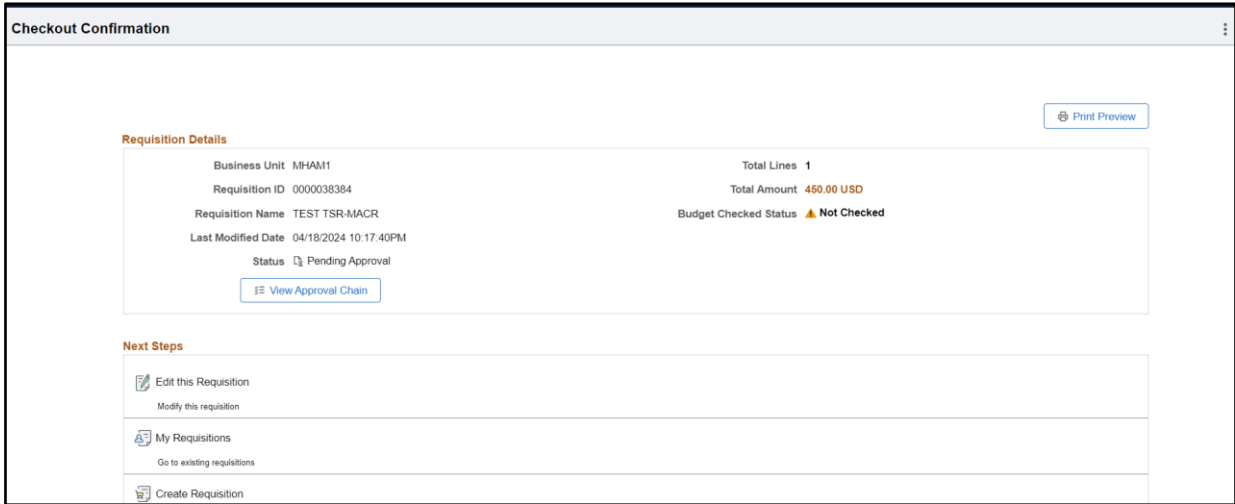    Note: *Selecting **Save** will save the TSR-MACR requisition, but not initiate the Approval Workflow process.*
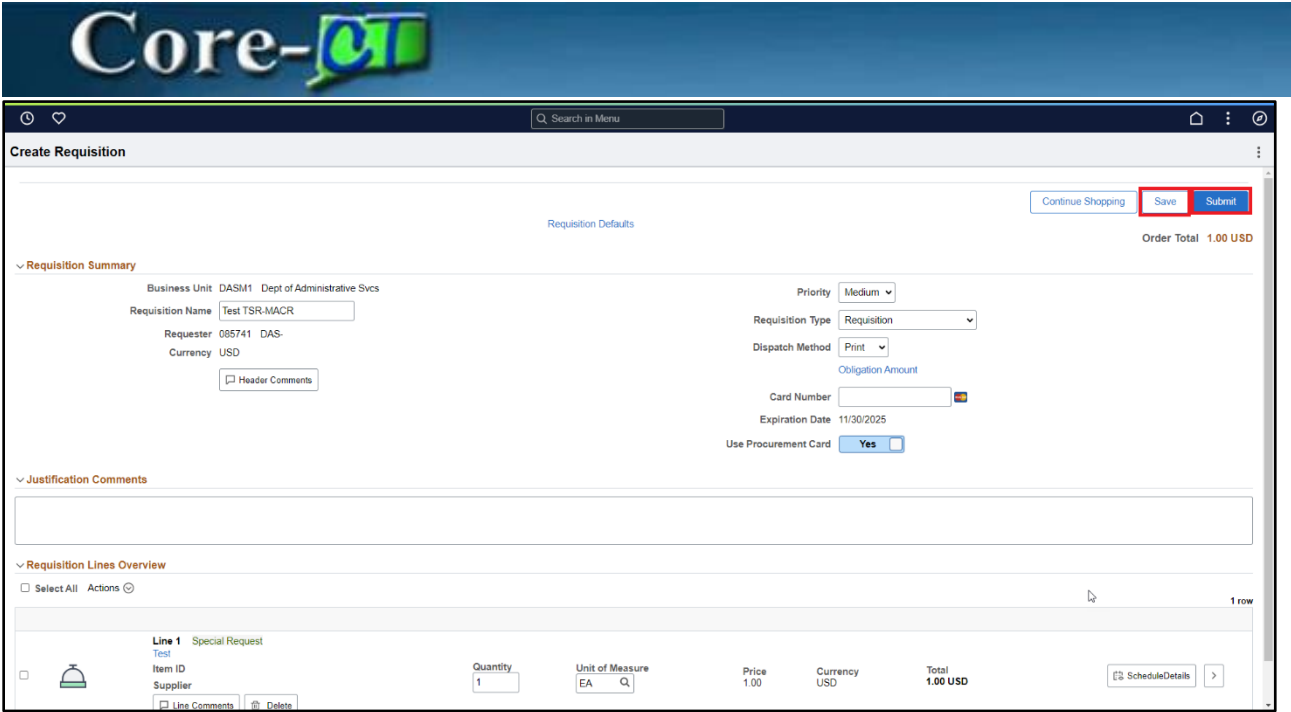
31. Click the **OK**
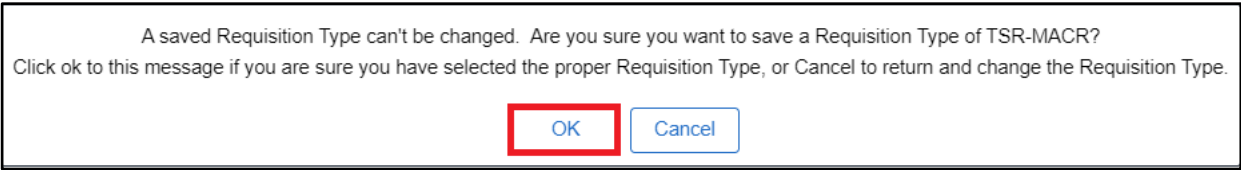


The Approval Workflow Confirmation page is displayed. The system assigns a Requisition ID on the confirmation page. The requisition will be routed through the normal ePro TSR requisition approval process.



32. End of **Procedure**