



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



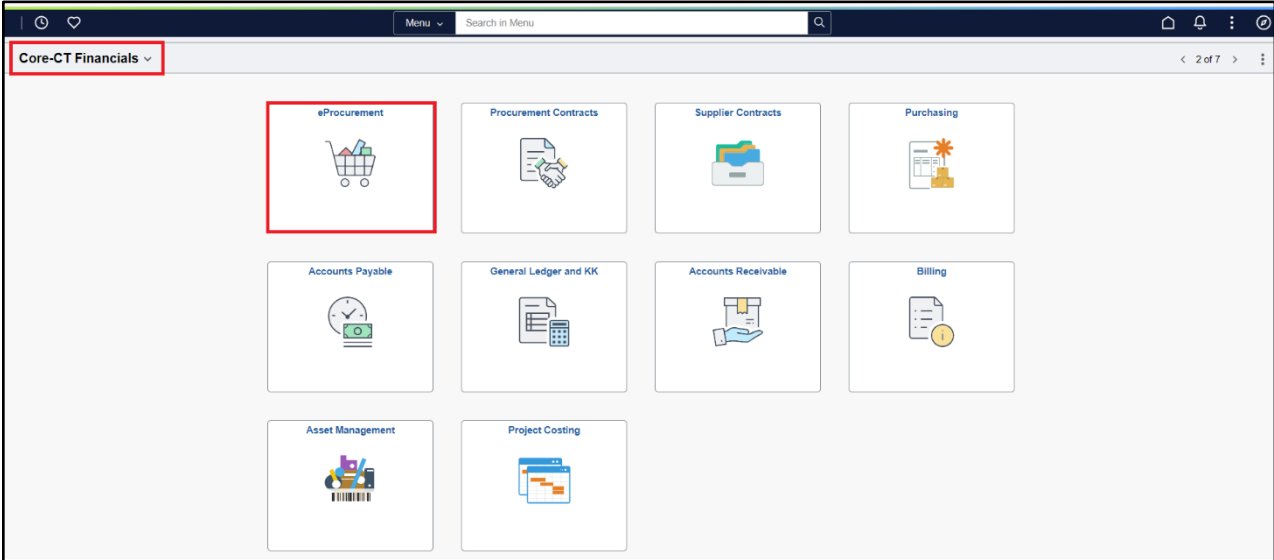
Navigation:

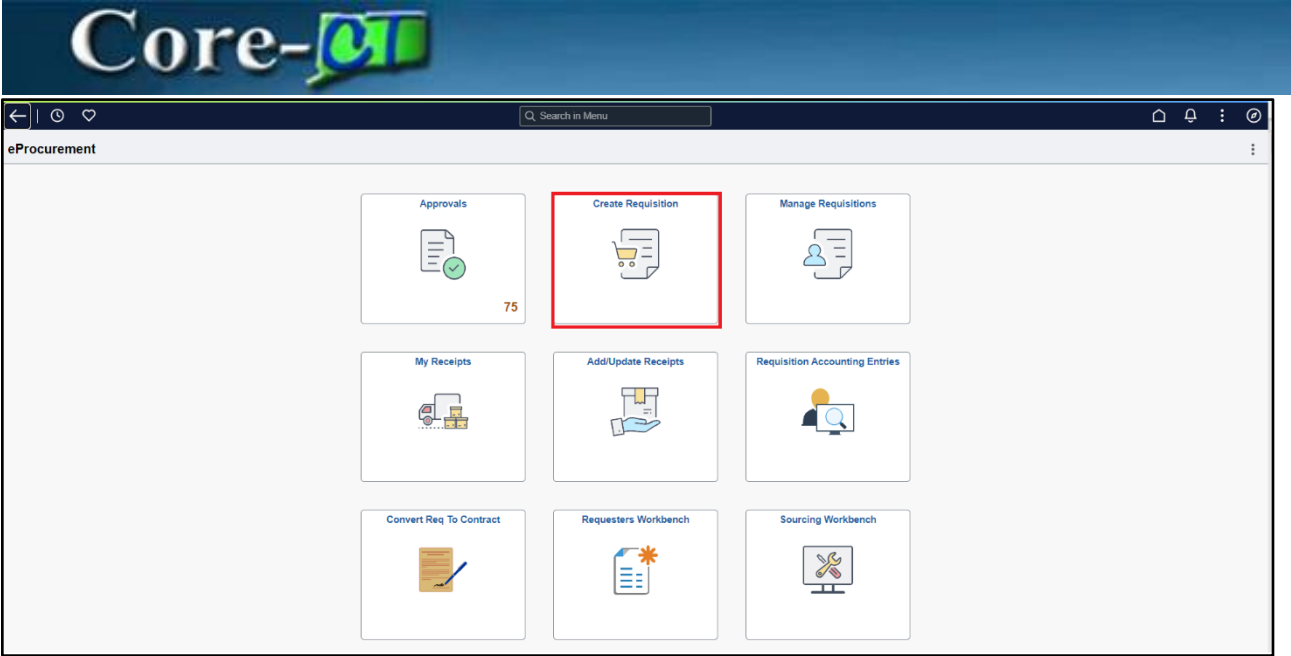
Nav Bar > Menu > Core-CT Financials > eProcurement > Create Requisition

OR

Select Core-CT Financials

Click eProcurement Tile





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

Requisition Defaults

Business Unit: DASM1
Requester: 085741
DAS-
Priority: Medium
Currency: USD

Requisition Name: [Empty]
Use Procurement Card: Yes
Card Number: [Empty]
Expiration Date: 11/30/2025
Requisition Type: Requisition
Obligation Amount: [Empty]

Line Defaults

Supplier ID: [Empty]
Supplier Location: [Empty]
Buyer: [Empty]
Category: [Empty]
Unit of Measure: [Empty]

Shipping Defaults

Ship To: 0640000558
Attention: [Empty]
Add One Time Address: [Button]
Due Date: [Empty]

Distribution Defaults

SpeedChart: [Empty]

2 rows

Distribution Line	Percent	Location	GL Unit	*Account
1	100	ACORE	STATE	[Empty]
2	0	ACORE	STATE	[Empty]

- 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

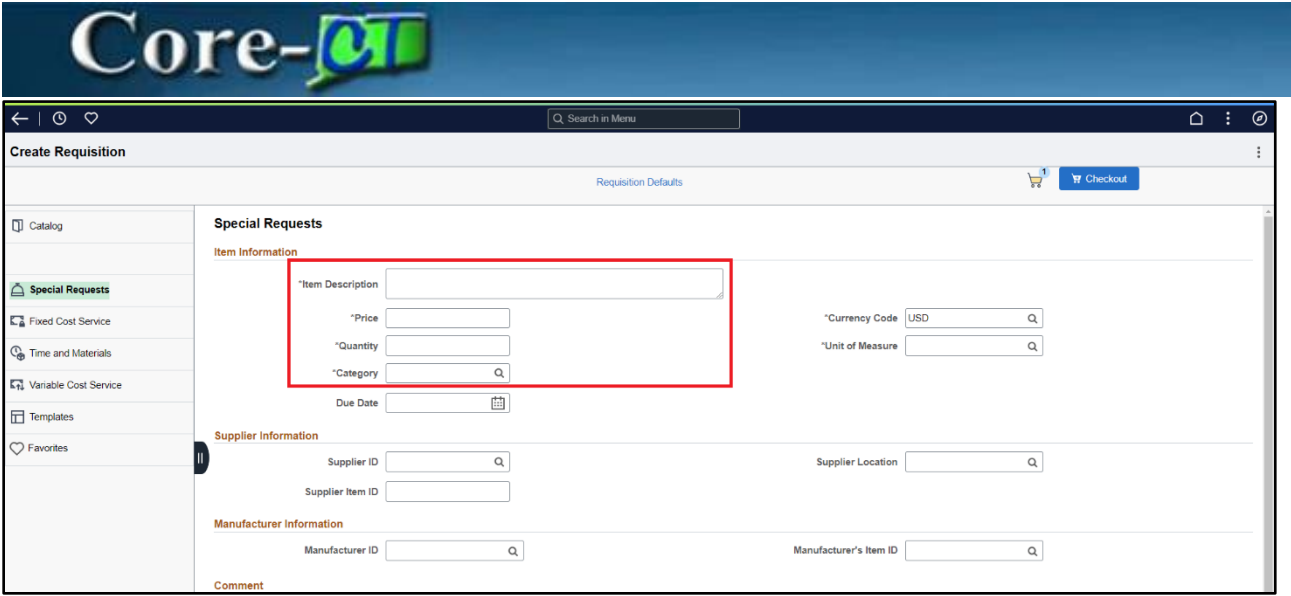
8. Click the correspondent **Service** option (Time and Materials, Fixed Cost Service, Variable Cost Service)

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**

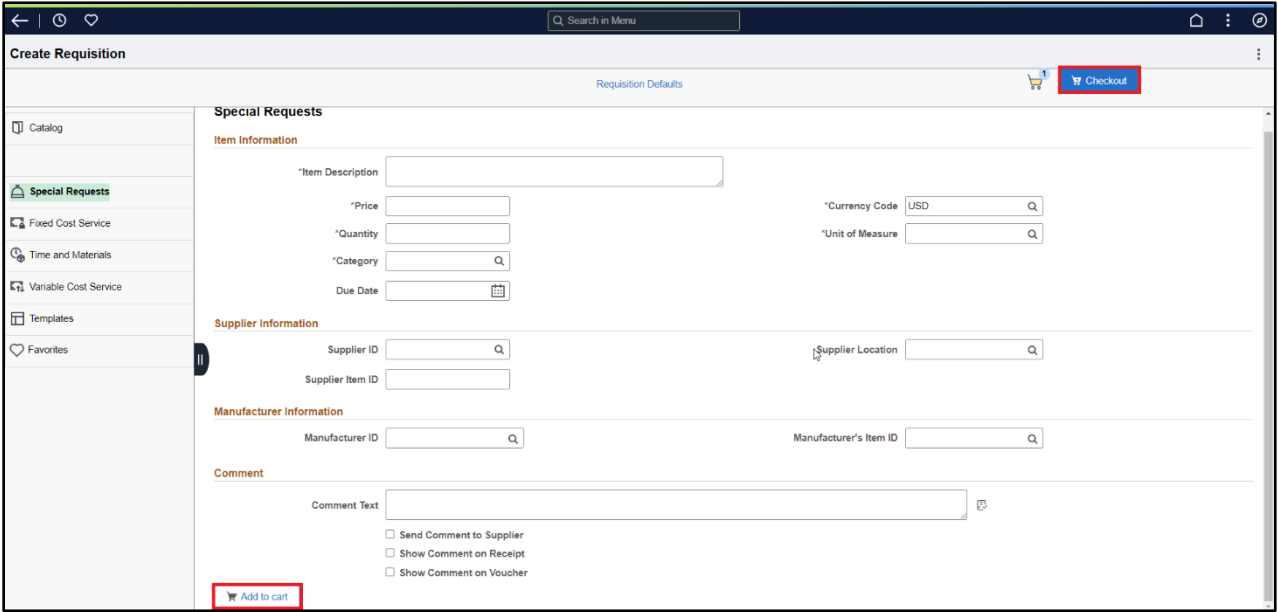
10. Enter the **Price**

11. Enter the **Quantity**

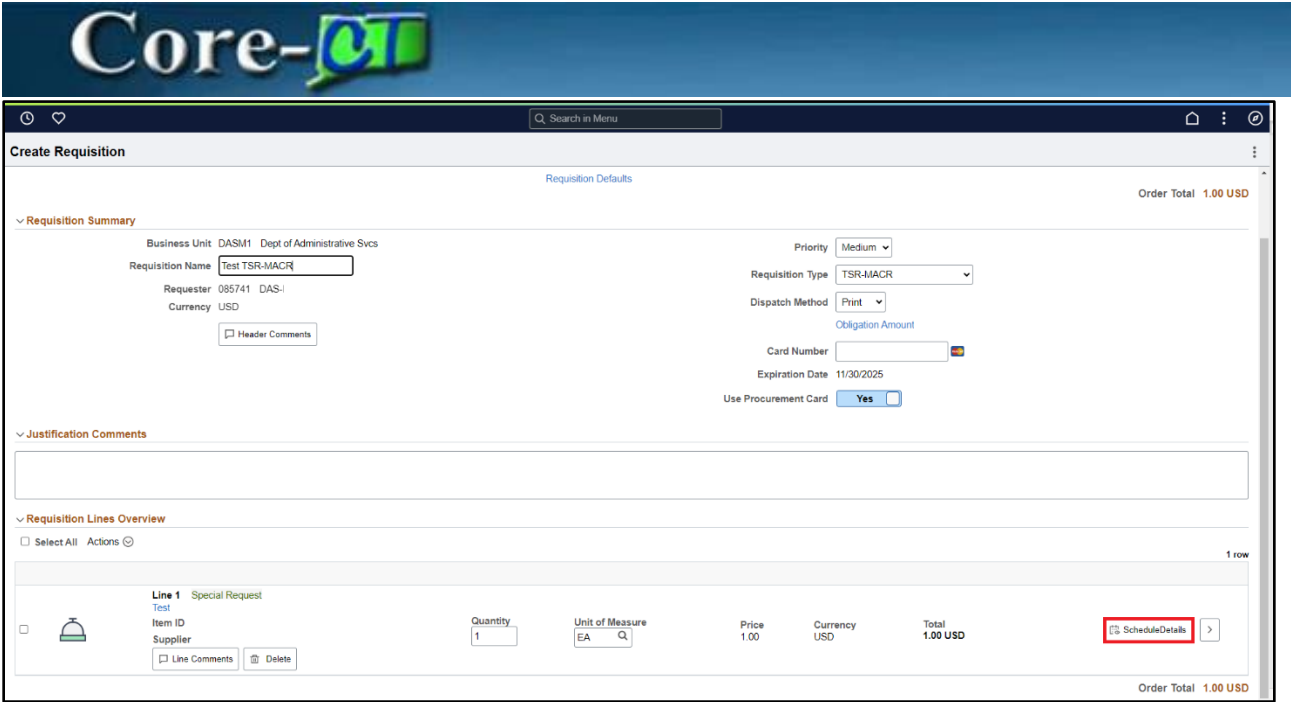


- 12. Click **Add to Cart**
- 13. Click **Checkout**

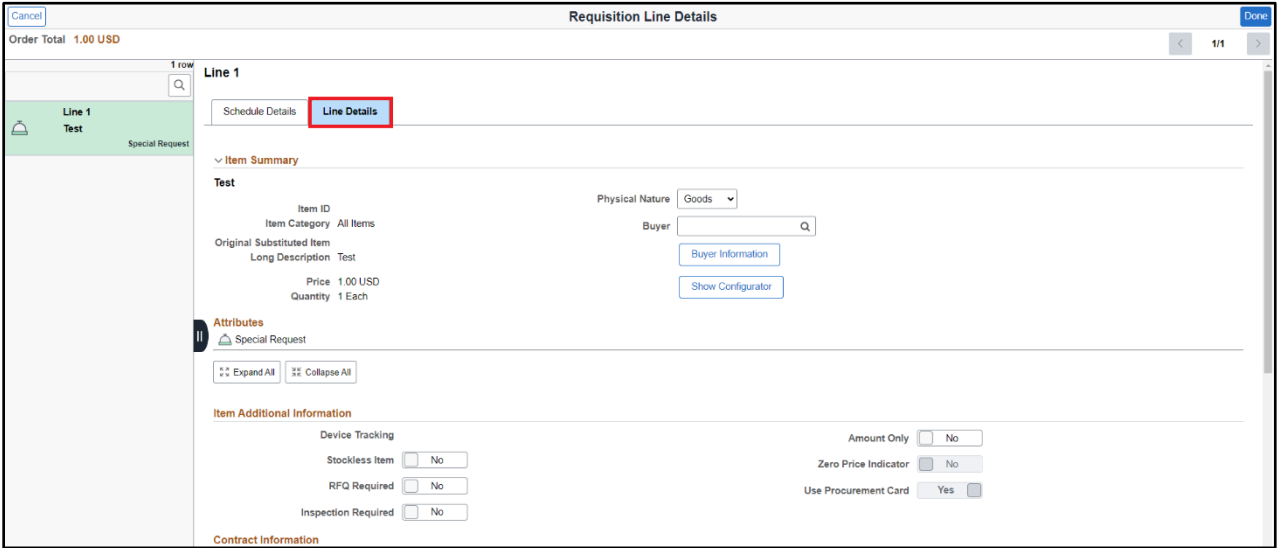
Note: Do this process for all line items you wish to place on your requisition.



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

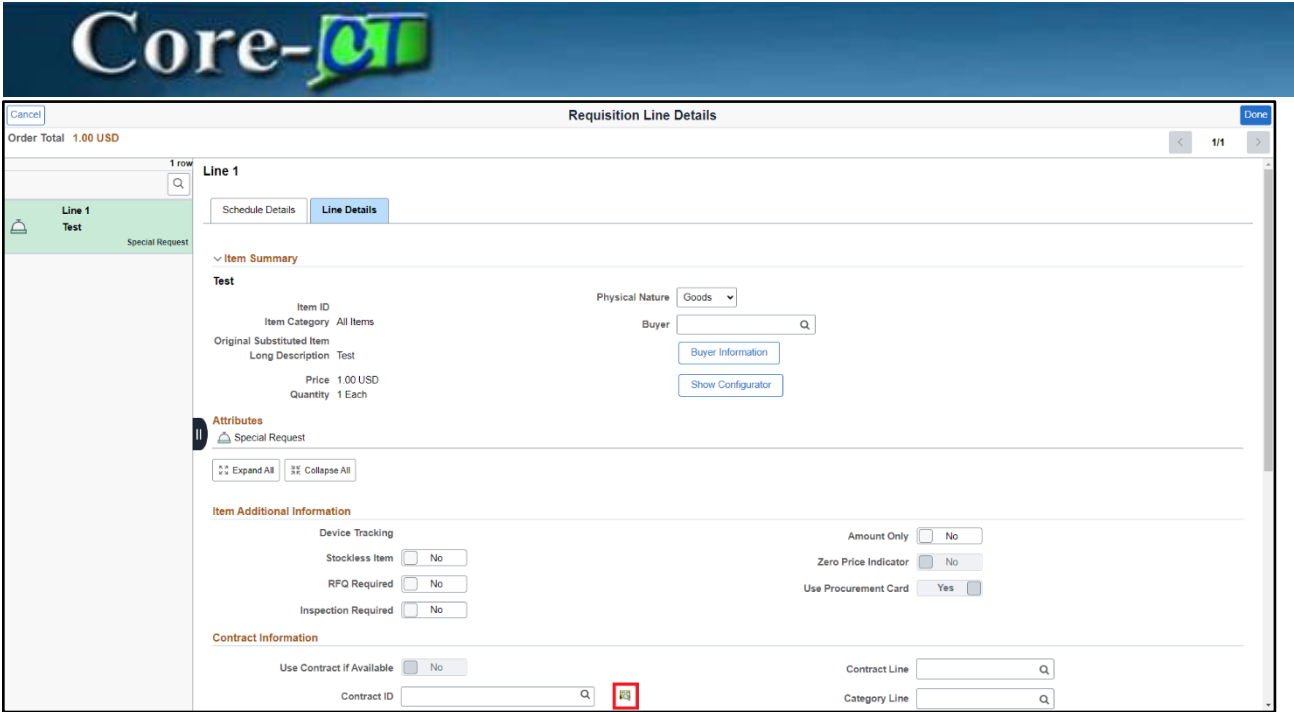


16. Select the **Line Details** Tab



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

Contract Search

SetID STATE Supplier SetID STATE

Contract ID Q Supplier ID Q

Contract Style Q

Contract Process Option v

Item SetID STATE

Administrator/Buyer Q Item ID

Description Item Description Test

Master Contract ID Q Category 00000000

Contract Reference Type v Manufacturer ID Q

Corporate Contract v Manufacturer's Item ID Q

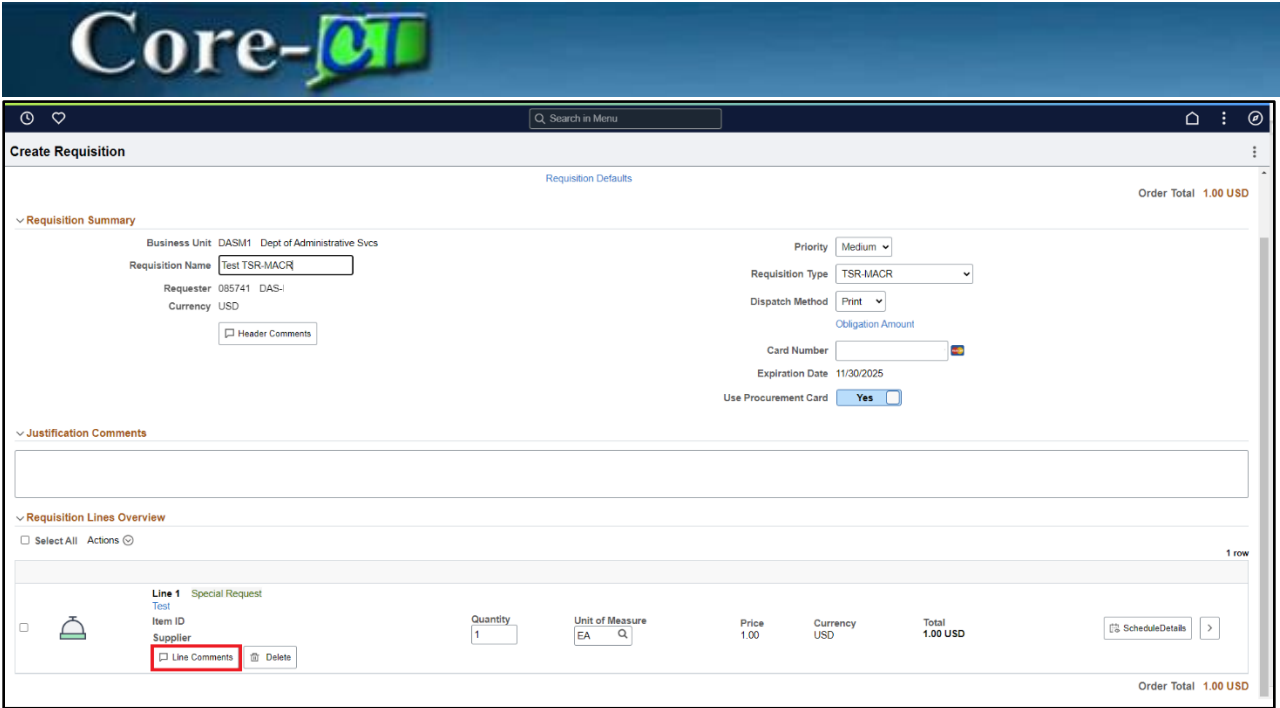
Requisition Date 07/23/2024 Supplier Item ID

UPN ID Q

Contract Details 968 rows

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price
<input type="checkbox"/> Select	TEST_CONTRACT_6	1	Open Item					
<input type="checkbox"/> Select	24ECDCOREDISCOUNT	1	Open Item					
<input type="checkbox"/> Select	23PSX0185AA	1	Open Item					
<input type="checkbox"/> Select	23PSX0182AA	1	Open Item					
<input type="checkbox"/> Select	23PSX0001AC	1	Open Item					

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

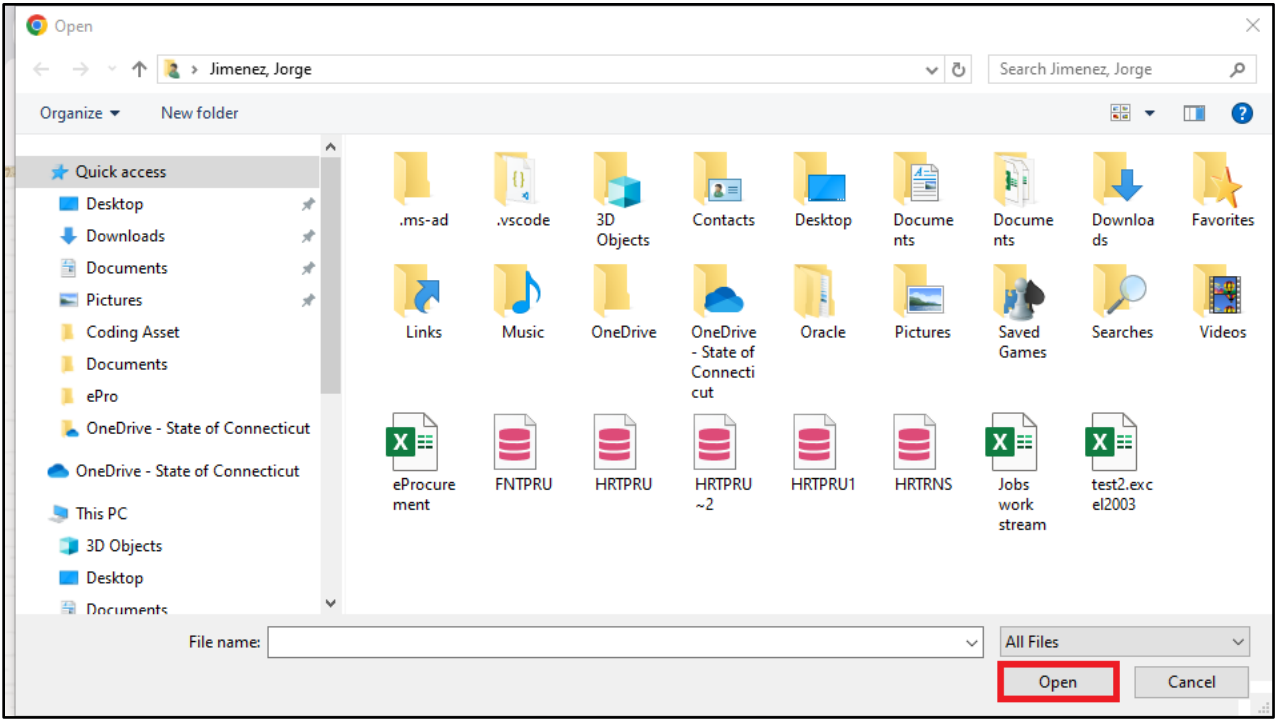




- 24. Click the **My Device** tab
- 25. Select the document to be attached.



- 26. Click **Open**

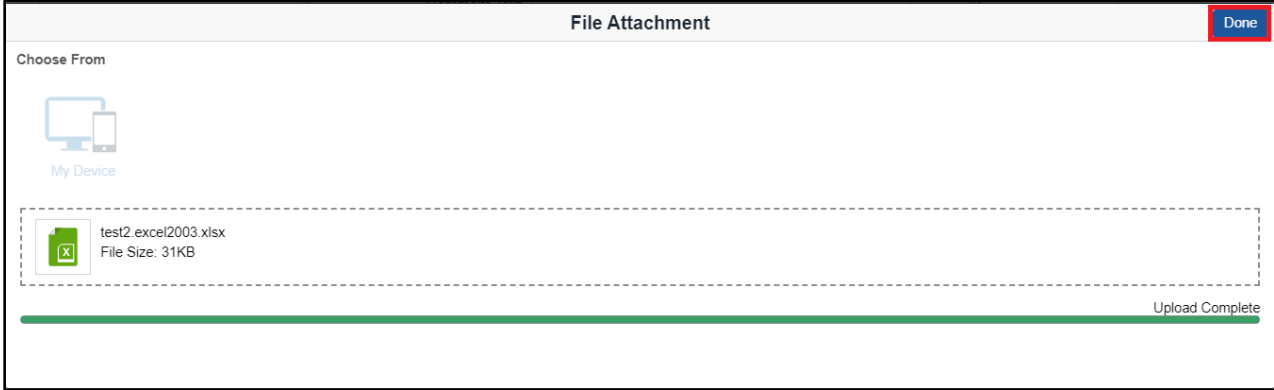




27. Click **Upload**



28. Click **Done**





29. Click **Done**

Requisition Line Comments and Attachments

Cancel Done

Comments + -

Use Standard Comments

Comment Text

Send to Supplier No

Show at Receipt No

Show at Voucher No

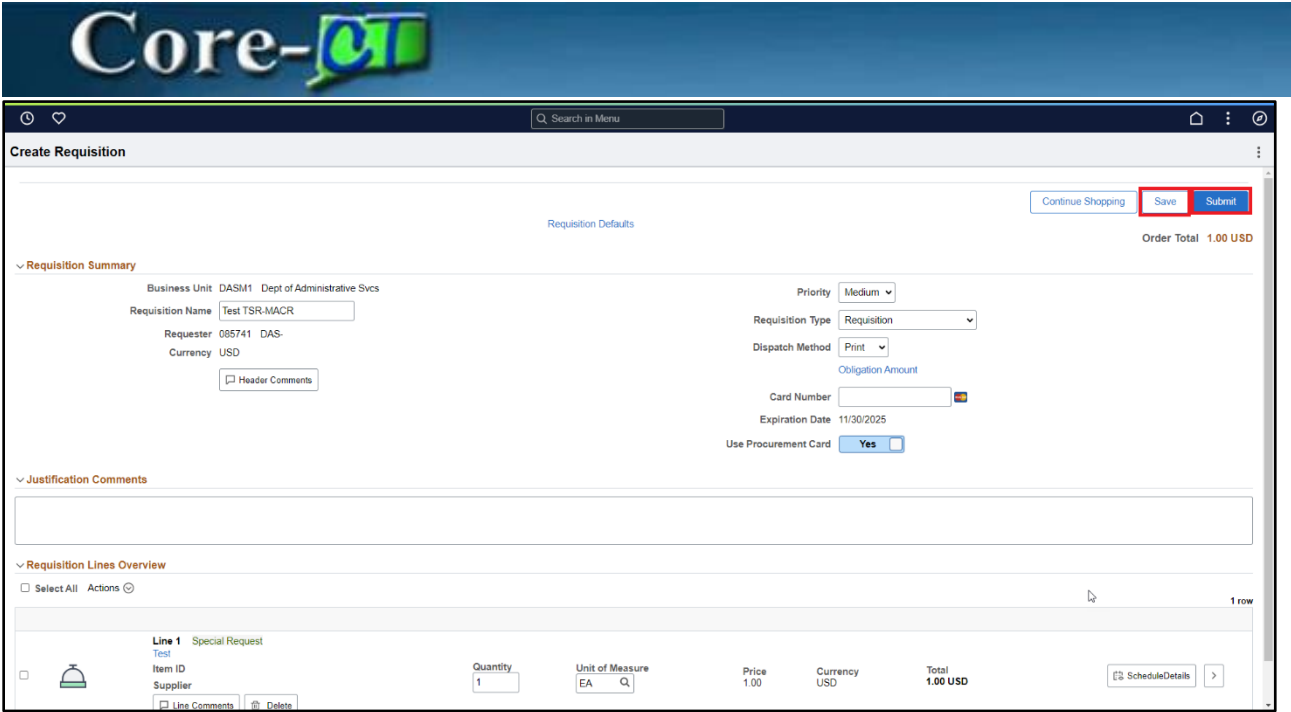
Add Attachment

Attachments 1 row

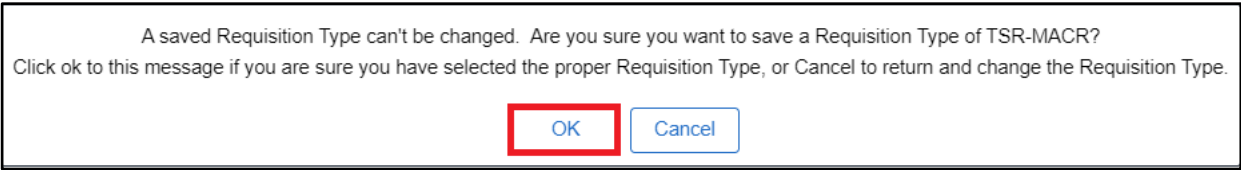
View ↑↓	Attachment ↑↓	Send to Supplier ↑↓
1 View	test2.excel2003.xlsx	<input type="checkbox"/> No -

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

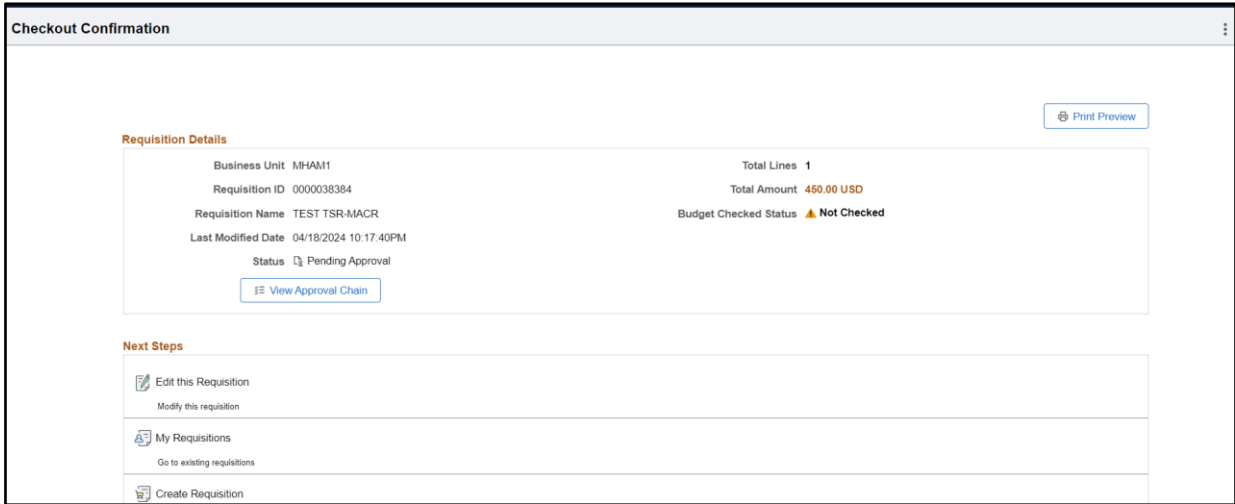
Note: Selecting **Save** will save the TSR-MACR requisition, but not initiate the Approval Workflow process.



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**