



eProcurement Catalog Viewer Role

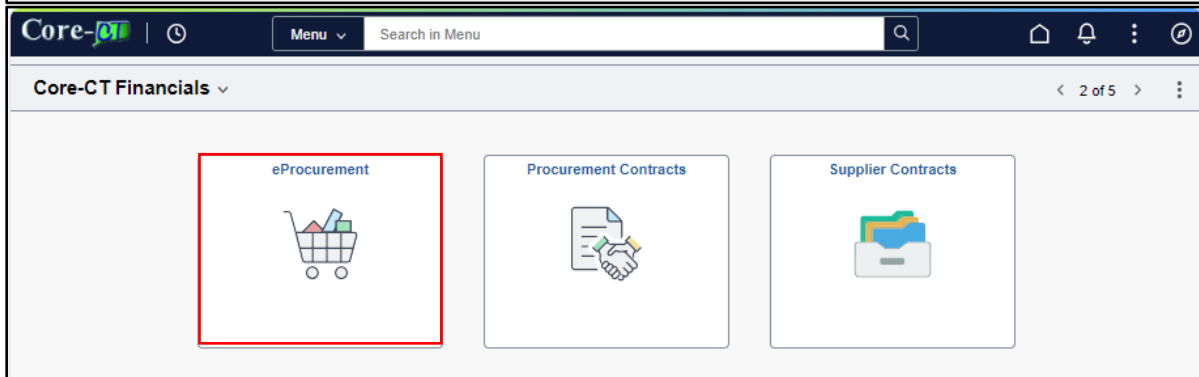
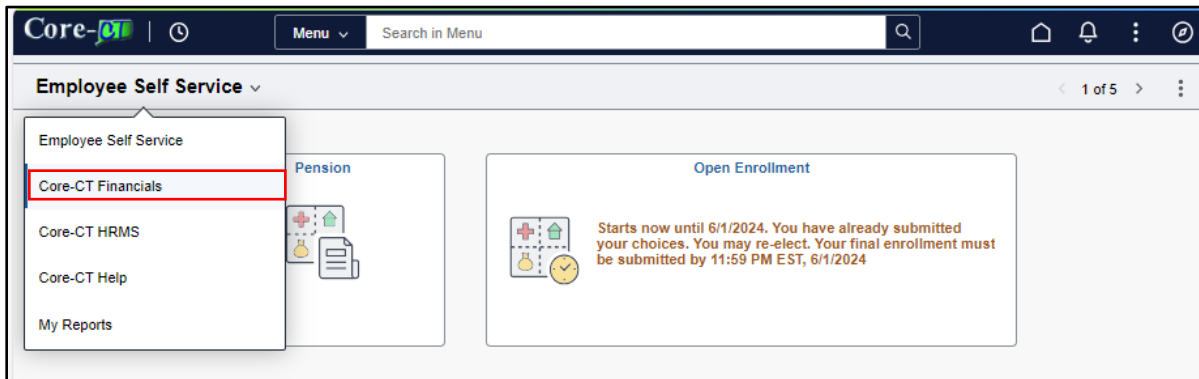
A Catalog Viewer role has been created to allow Requisition Amount Approvers and Chartfield Approvers view-only access to the state catalog. This role will allow an approver the ability to search for items in the catalog and perform price comparisons or validate prices.



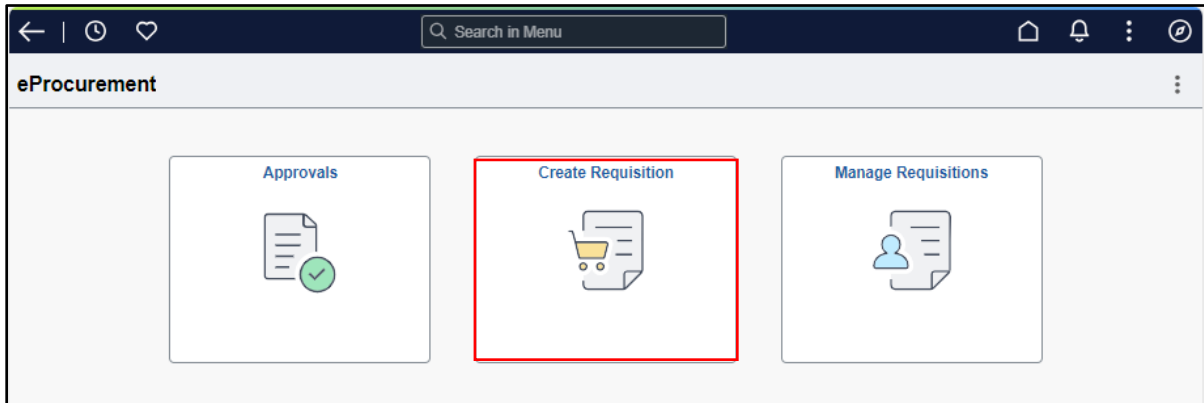
Navigation: *Nav Bar > Core-CT Financials > eProcurement > Create Requisition*

Or

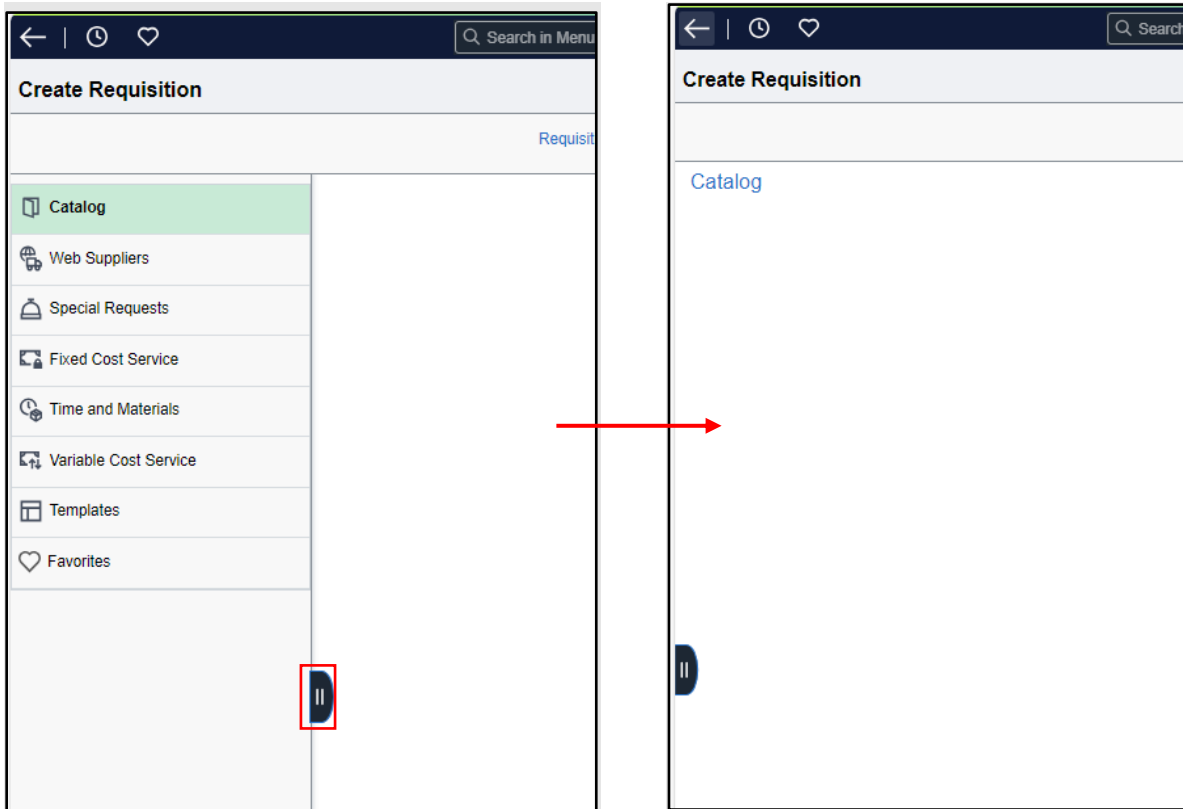
*Select Core-CT Financials
Click the eProcurement tile*



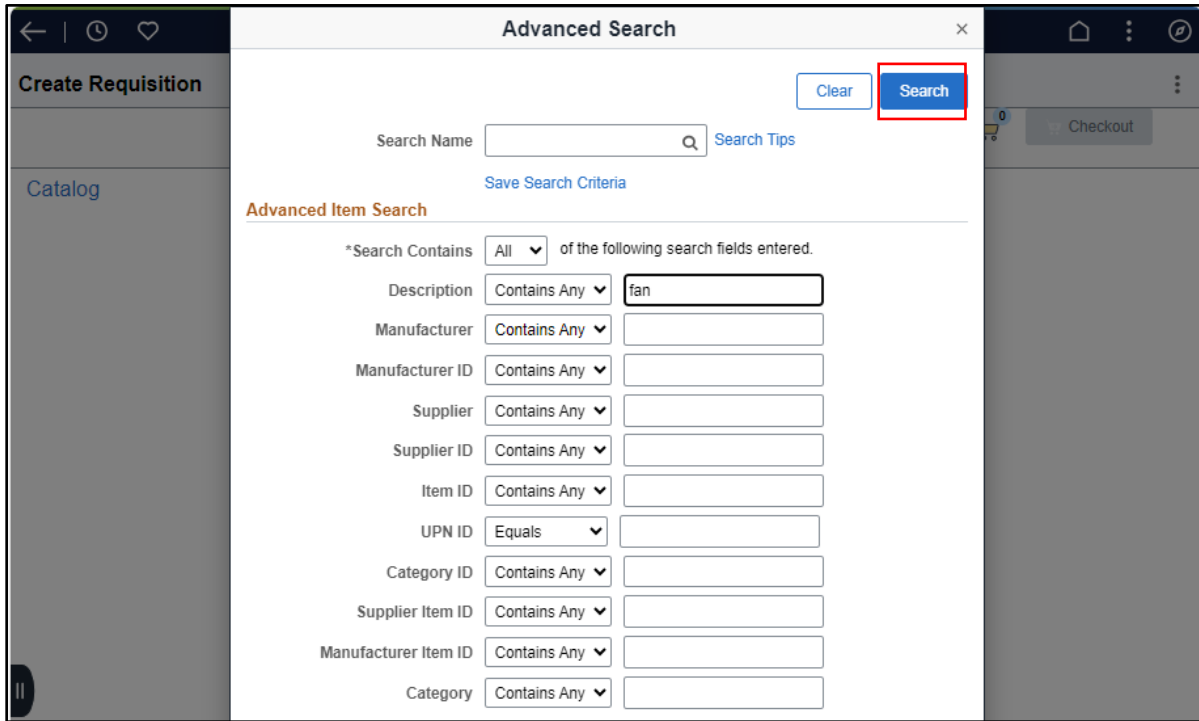
Click the *Create Requisition* tile




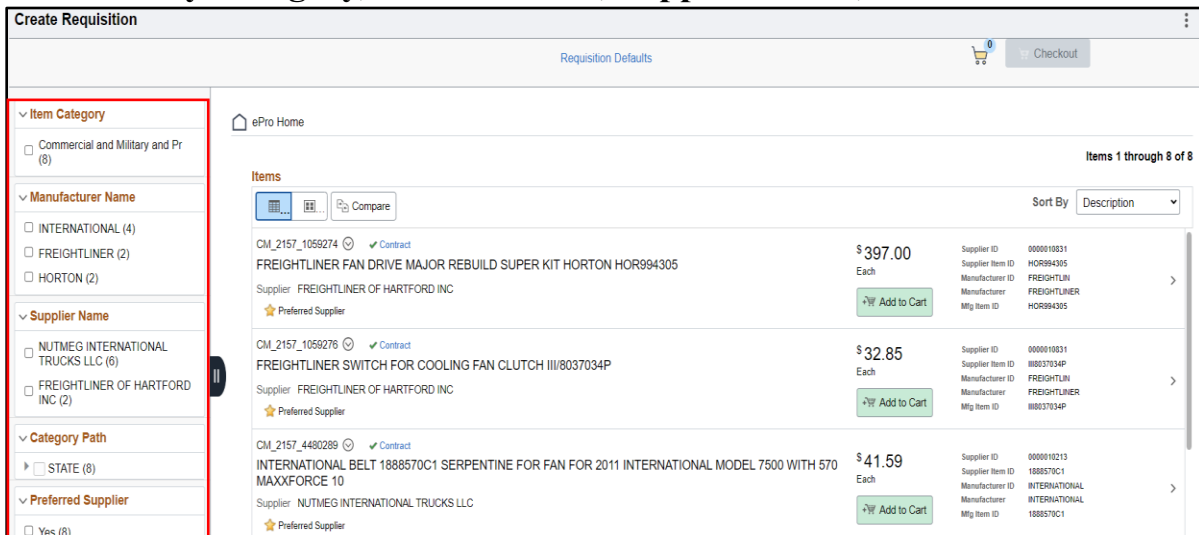
1. Click  to minimize the menu, then click on the [Catalog](#) link.



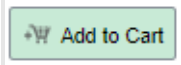
3. Enter any Search Criteria, and click 



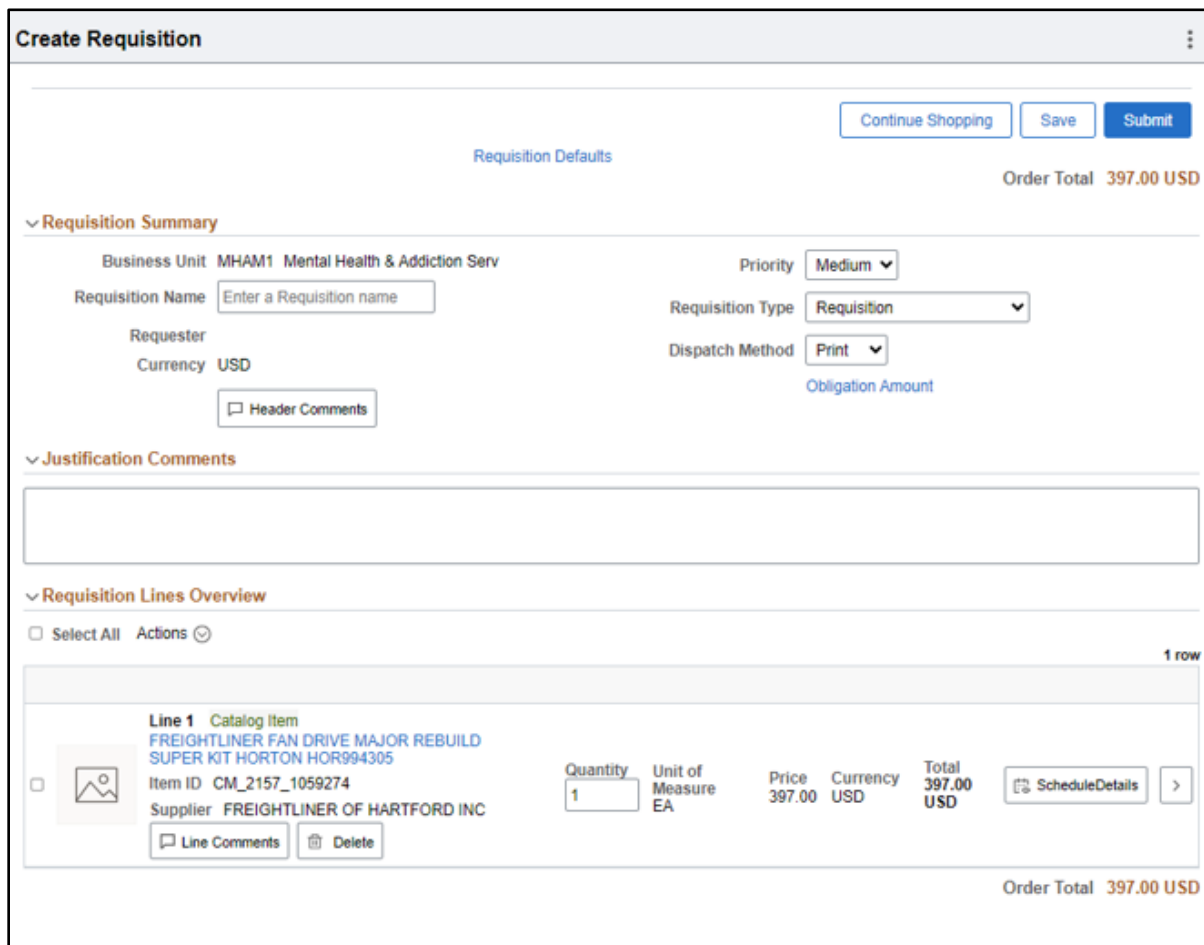
4. Click  to open the menu. Here, you would also be able to refine your search by Category, Manufacturer, Supplier Name, etc.



Item	Price	Supplier
CM_2157_1059274 Contract FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT HORTON HOR994305 Supplier: FREIGHTLINER OF HARTFORD INC Preferred Supplier	\$ 397.00 Each	Supplier ID: 000010831 Supplier Item ID: HOR994305 Manufacturer ID: FREIGHTLINER Manufacturer: FREIGHTLINER Mfg Item ID: HOR994305
CM_2157_1059276 Contract FREIGHTLINER SWITCH FOR COOLING FAN CLUTCH IIII/8037034P Supplier: FREIGHTLINER OF HARTFORD INC Preferred Supplier	\$ 32.85 Each	Supplier ID: 000010831 Supplier Item ID: 88637034P Manufacturer ID: FREIGHTLINER Manufacturer: FREIGHTLINER Mfg Item ID: 88637034P
CM_2157_4480289 Contract INTERNATIONAL BELT 1888570C1 SERPENTINE FOR FAN FOR 2011 INTERNATIONAL MODEL 7500 WITH 570 MAXXFORCE 10 Supplier: NUTMEG INTERNATIONAL TRUCKS LLC Preferred Supplier	\$ 41.59 Each	Supplier ID: 000010213 Supplier Item ID: 1888570C1 Manufacturer ID: INTERNATIONAL Manufacturer: INTERNATIONAL Mfg Item ID: 1888570C1

5. Click  to add the item to the requisition if multiple items need to be compared. Do this for all items that need to be included in the comparison.

6. Click 



The screenshot shows the 'Create Requisition' interface. At the top right, there are buttons for 'Continue Shopping', 'Save', and 'Submit'. Below these is the 'Requisition Defaults' section, which includes fields for Business Unit (MHAM1 Mental Health & Addiction Serv), Requisition Name (with a placeholder 'Enter a Requisition name'), Requester, Currency (USD), Priority (Medium), Requisition Type (Requisition), Dispatch Method (Print), and Obligation Amount. A 'Header Comments' button is also present. Below this is the 'Justification Comments' section, which is currently empty. The 'Requisition Lines Overview' section shows a table with one row:

Line	Description	Quantity	Unit of Measure	Price	Currency	Total	Actions
Line 1	Catalog Item FREIGHTLINER FAN DRIVE MAJOR REBUILD SUPER KIT HORTON HOR994305 Item ID CM_2157_1059274 Supplier FREIGHTLINER OF HARTFORD INC	1	EA	397.00	USD	397.00 USD	ScheduleDetails >

At the bottom right of the form, the 'Order Total' is displayed as 397.00 USD. The 'Save' and 'Submit' buttons are not visible in this view.

Users can now view the pricing and information associated with the items added to the cart; however, will not be permitted to Save or Submit the requisition.

The Save and Submit buttons are not visible for the Catalog Viewer role.