

# 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:** eProcurement>Create Requisition

The screenshot displays the 'Create Requisition' web application interface. On the left is a 'Menu' sidebar with options like 'Buyer Center', 'Manage ERP Integration', and 'Create Requisition'. Below the menu is a 'Requisition Summary' box indicating zero lines and amount. The main content area is titled 'Create Requisition' and features a progress bar with three steps: '1. Define Requisition', '2. Add Items and Services', and '3. Review and Submit'. A search bar is present with the text 'Add lines to the requisition, specifying the information necessary to procure each item or service.' Below this is a 'Browse Catalog' section with a dropdown for 'Purchasing Items T' and an 'All Items' link. A 'Search Catalog' section follows, containing a search criteria dropdown set to 'All' and a list of search fields: Description, Manufacturer, Manufacturer's Item ID, Vendor, Vendor Item ID, Item ID, Model, and UPN ID. A 'Price Range' section includes 'From', 'To', and 'In' (set to 'USC') fields. A 'Search' button and a 'Show Additional Attributes' link are also visible.

1. Enter any Search Criteria and Click 

**Search Catalog**

Search contains All of the following search fields entered: Search

**Description:**  [Search Settings](#)

**Manufacturer:**

**Manufacturer's Item ID:**

**Vendor:**

**Vendor Item ID:**

**Item ID:**

**Model:**

**UPN ID:**

**Price Range:** From  To  'In USD


[Show Additional Attributes](#)

Include Images     Match Case  
 Exact Word


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**286 Results** [Show Images](#)

**Sort Items:** Item Description First 1 - 25 of 286 Last

**Details** **Item IDs** 

Item Description	Vendor	Mfg Name	Price	Curr	UOM	Quantity	
<input type="checkbox"/> <a href="#">225 FANTASTIC FACTS MATH WORD PROBLEMS GR. 4-8-1/EA</a>	ERIC ARMIN INC	EAI	8.980	USD	Each	<input type="text" value="1.000"/>	
<input type="checkbox"/> <a href="#">3 PHASE TOTALLY ENCLOSED FAN COOLED MOTOR HP 1.5 RPM 1740 VO</a>	GRAINGER INDUSTRIAL SUPPLY	USEM	184.140	USD	Each	<input type="text" value="1.000"/>	

2. Click on  to expand the line and review additional information.

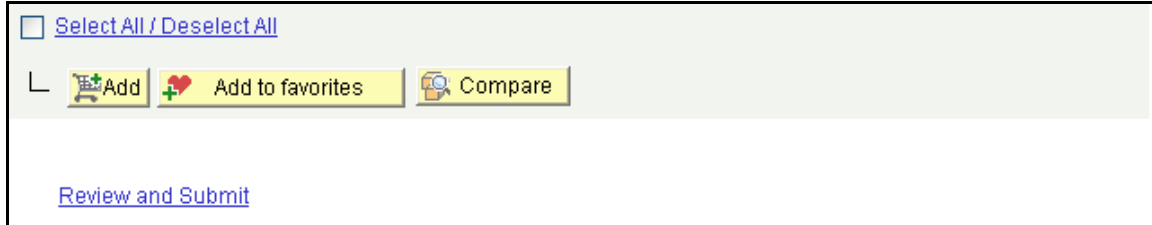
Item Description	Vendor	Mfg Name	Price	Curr	UOM	Quantity		Description	Item ID	Vendor Item ID	Manufacturer ID	Mfg Item ID
<input checked="" type="checkbox"/> <a href="#">225 FANTASTIC FACTS MATH WORD PROBLEMS GR. 4-8-1/EA</a>	ERIC ARMIN INC	EAI	8.980	USD	Each	<input type="text" value="1.000"/>		<a href="#">225 FANTASTIC FACTS MATH WORD PROBLEMS GR. 4-8-1/EA</a>	CM_2157_1458120	EAI501730EA1	EAI	501730
<input checked="" type="checkbox"/> <a href="#">3 PHASE TOTALLY ENCLOSED FAN COOLED MOTOR HP 1.5 RPM 1740 VO</a>	GRAINGER INDUSTRIAL SUPPLY	USEM	184.140	USD	Each	<input type="text" value="1.000"/>		<a href="#">3 PHASE TOTALLY ENCLOSED FAN COOLED MOTOR HP 1.5 RPM 1740 VO</a>	CM_2157_1844287	USER468EA1	USEM	4LX11

or

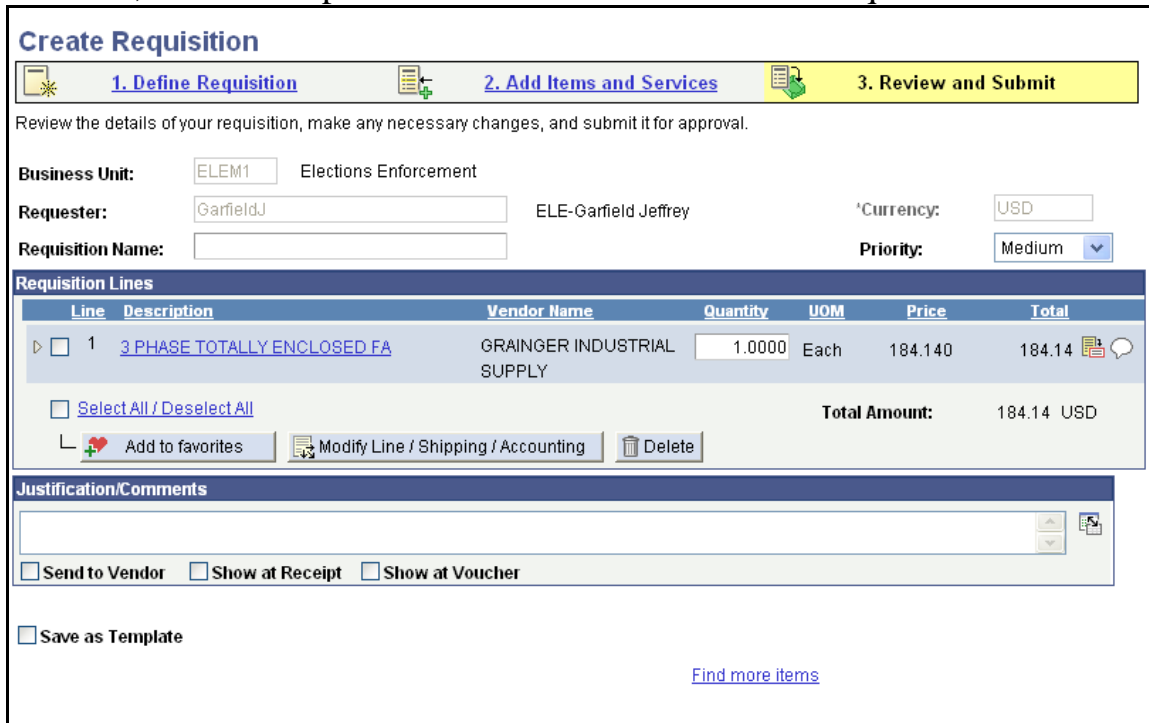
3. Click  to add the item to the requisition

[Review and Submit](#)

4. Click



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



The Save and Submit button is not visible for the Catalog Viewer role.