

Request Ad-Hoc Comments

There may be times when a comment is needed to be entered on a request where no further action is required. Use the Ad Hoc Comments option to enter a comment.

Navigation: [Main Menu](#) > [Core-CT Financials](#) > [Purchasing](#) > [Procurement Cards](#) > [Add/Update PCard Request](#)

The Add/Update Procurement Card page will display

NOTE: Do not click on Add a New Value. Changes are done against existing Requests.

Favorites > Main Menu > Purchasing > Procurement Cards > Add/Update PCard Request

ORACLE

Add/Update Procurement Card

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit = DDSM1

Request ID begins with

Empl ID begins with

Name begins with

Name on Card begins with

Department begins with

Company ID Number begins with

PCard Status =

Card Number begins with

Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Searching can be accomplished by using one or more search criteria. Below are a few examples.

Field	Definition
Request Id	Enter the 10-digit request number
Empl Id	Enter the employee's id number (Not to be confused with their CORE login ID)
Name	Enter the cardholder's name (This is the custodian if it is a department card)
Name on Card	Enter the name of the department card
PCard Status	Select the appropriate status
Card Number	Enter the last four digits of the card number

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Add/Update PCard Request](#)

ORACLE

Add/Update Procurement Card

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =

Request ID begins with

Empl ID begins with

Name begins with

Name on Card begins with

Department begins with

Company ID Number begins with

PCard Status =

Card Number begins with

Case Sensitive
 Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All First 1 of 1 Last

Business Unit	Request ID	Empl ID	Name	Name on Card	Department	Company ID Number	PCard Status	Card Status	Card Number
DDSM1	0000004660		Smith, Tom	TOM SMITH	DDS50161	223400895	Approved	Active	4444

[Find an Existing Value](#) | [Add a New Value](#)

After the criteria have been entered, click the Search button.
 Select the Request from the list



The Procurement Card request page will display.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Add/Update PCard Request](#)

ORACLE

Maintain Procurement Card

Procurement Card

Request ID 000004660 Request Status Approved
 Employee ID [REDACTED] Smith, Tom Card Number 4444
 Date of Birth [REDACTED] Card Status Active

Applicant Section

Account Type *Name on card [21 char limit] TOM SMITH 06-6000798-DDS50000
 Business Unit DDSM1 Department of Development Serv *Email ID doit_core_emailtest@ct.gov [Use coordinator's email if cardholder does not have one]
 Department DDS50161 Off of Fin Svcs 460CapAveHfd *Security Code MAIDENNAME [Mother's Maiden Name]
 Card Type Coordinator [REDACTED] [REDACTED] [REDACTED]

Business Address **Home Address**

Address is protected under CGS 1-217
 *Address 1 11 Street
 Address 2 [REDACTED]
 *City Hartford
 *State CT *Zip Code 06106 *Country USA
 *Country of Citizenship USA

Phone Information Find First 1 of 1 Last

*Phone 860/111-2222 *Type Business

SMART Cardholder
 Allow Multiple Cards Default Distributions

Administrator Section

Account Spend Limits / Controls

*Cycle Purchase Limit [CPL] 15,000.00
 *Single Purchase Limit [SPL] 2,500.00 Split Limit
 *Monthly Transaction Limit 30
 *Daily Transaction Limit 5

Authorizations

Commodities Hotel and Auto Rental
 Air and Rail Tickets Baggage Fees
 Household Clothing
 Marina Recreation Activities
 E Card Other

Company **Merchant Category Codes**

Company ID 223400895 4101 DMR SOUTHBURY TRAINING SCHOOL
 Hierarchy DDS50161 Off of Fin Svcs 460CapAveHfd

Include/Exclude the following

MCCG	Description	Single Purchase Limit
TE4	COMMODITIES - DEFAULT BANK CODE	2,500.00

Procurement Cards

Sequence	Card	Card Status	Status Date
1	4444	Active	10/28/2020

Card History (Last Change Highlighted Yellow)

Last Maintained By Operator ID	Last Dtm Record Is Touched	Request ID	SEQ#	Card	First Name	Middle Name	Last Name	Date of Birth	Card Status	Action	Account Type	Name on card
[REDACTED]	10/28/20 10:44:21AM	0000004660	5	4444	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Approved	Individual	TOM SMITH
[REDACTED]	10/28/20 10:24:58AM	0000004660	4	4444	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Card In Route	Individual	TOM SMITH
[REDACTED]	10/28/20 9:43:34AM	0000004660	3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Pending Administration	Individual	TOM SMITH

Comments

Entered By	Entered on	*Comments
[REDACTED]	10/28/2020 10:40AM	Card Received
[REDACTED]	10/28/2020 10:24AM	Enter New Card
[REDACTED]	10/28/2020 9:43AM	Approve Request
[REDACTED]	10/28/2020 8:49AM	Resubmit Denied New Card
[REDACTED]	10/28/2020 8:08AM	Deny Request - Reason
[REDACTED]	10/27/2020 4:04PM	Enter New Card

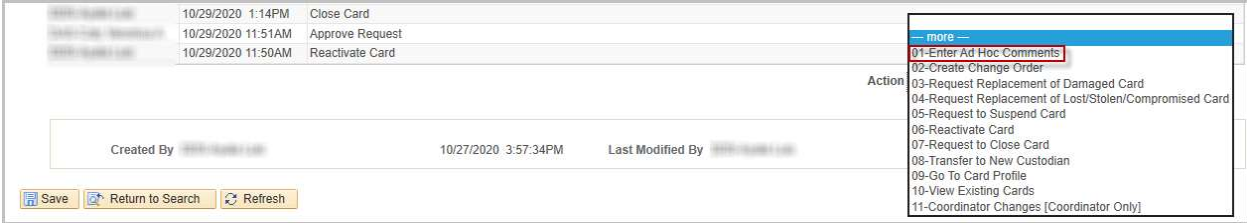
Action

Created By [REDACTED] 10/27/2020 3:57:34PM Last Modified By [REDACTED] 10/28/20 10:44:20AM

[Save](#) [Return to Search](#) [Refresh](#)



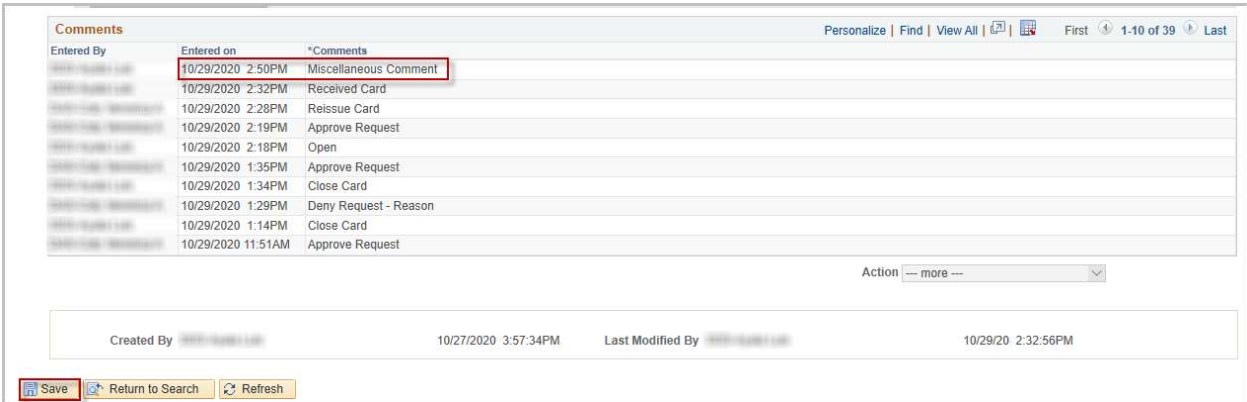
To add an ad-hoc Comment scroll to the bottom of the request.



Under the Action Code, select 01 – Enter Ad Hoc Comments



Enter any comments
Click OK



The comment will be inserted into the comments section
Click Save

The process is complete.