

Request to Reopen a Closed Card

In certain circumstances, a closed procurement card may be reopened. This process will re-open the request and when approved, a new card will be issued.

Once a request is submitted for approval, no other action may be made until the request is complete d or denied.

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.

The screenshot shows the Oracle 'Add/Update Procurement Card' search page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Purchasing > Procurement Cards > Add/Update PCard Request. Below this is the Oracle logo and the page title 'Add/Update Procurement Card'. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several search fields: Business Unit (dropdown with '=' and text 'DDSM1'), Request ID (dropdown 'begins with'), Empl ID (dropdown 'begins with'), Name (dropdown 'begins with'), Name on Card (dropdown 'begins with'), Department (dropdown 'begins with'), Company ID Number (dropdown 'begins with'), PCard Status (dropdown with '='), and Card Number (dropdown 'begins with'). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with '300' entered. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer at the very bottom of the page contains the text '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 |

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 =

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):

Search | Clear | Basic Search | Save Search Criteria

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 | 000000467 | | | | DDSM1 | 223400895 | Approved | Closed | 6001 |

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 000004679 Request Status Approved
 Employee ID [REDACTED] Card Number 6001
 Date of Birth [REDACTED] Card Status Closed

Applicant Section

Account Type Department *Name on card [21 char limit] [REDACTED] 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 460CapAveHtd *Security Code TEST [Mother's Maiden Name]
 Card Type Standard Coordinator [REDACTED] [REDACTED] [REDACTED]

Business Address

Address 1 Accounts Payable
 Address 2 460 Capitol Avenue
 City Hartford
 State CT Zip Code 06106 Country USA

Phone Information Find First 1 of 1 Last
 *Phone 860/111-2222 *Type Business SMART Cardholder Allow Multiple Cards Default Distributions

Administrator Section

| Last Maintained By Operator ID | Last Dttm Record Is Touched | Request ID | SEQ# | Card | First Name | Middle Name | Last Name | Date of Birth | Card Status | Action | Account Type | Name on card |
|--------------------------------|-----------------------------|------------|------|------|------------|-------------|------------|---------------|-------------|------------------------|--------------|--------------|
| 1 | 03/08/21 10:46:12AM | 000004679 | 42 | 6001 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | Closed | Approved | Dept | [REDACTED] |
| 2 | 03/08/21 10:45:24AM | 000004679 | 41 | 6001 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | Closed | Submitted for Approval | Dept | [REDACTED] |
| 3 | 03/02/21 11:40:34AM | 000004679 | 40 | 6001 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | Active | Approved | Dept | [REDACTED] |

Comments

| Entered By | Entered on | *Comments |
|------------|--------------------|----------------------|
| [REDACTED] | 03/08/2021 10:46AM | Approve Closed Card |
| [REDACTED] | 03/08/2021 10:45AM | Close Card |
| [REDACTED] | 03/02/2021 11:40AM | Received Card |
| [REDACTED] | 03/02/2021 11:38AM | Route to Coordinator |
| [REDACTED] | 03/02/2021 11:36AM | Approve |
| [REDACTED] | 03/02/2021 11:28AM | reopen |
| [REDACTED] | 03/02/2021 11:19AM | Approve Close Card |
| [REDACTED] | 03/02/2021 11:17AM | Close Card |
| [REDACTED] | 03/02/2021 11:04AM | deny close |
| [REDACTED] | 03/02/2021 11:03AM | Close |

Action -- more --

Created By [REDACTED] 02/17/2021 10:49:36AM Last Modified By [REDACTED] 03/08/21 10:46:12AM

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

Note: This process will only work if the Card Status is Closed



To initiate the reopen process, scroll to the bottom of the page

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

Created By [User] 10/27/2020 3:57:34PM Last Modified By [User]

Save Return to Search Refresh

more

01-Enter Ad Hoc Comments

02-Create Change Order

03-Request Replacement of Damaged Card

04-Request Replacement of Lost/Stolen/Compromised Card

05-Request to Suspend Card

06-Reactivate Card

07-Request to Close Card

08-Transfer to New Custodian

09-Go To Card Profile

10-View Existing Cards

11-Coordinator Changes [Coordinator Only]

Under the Action Code, select 02-Create Change Order

Message

This request has already been processed. Do you want to change it? Press Yes to change, no cancel. (0,0)

Yes No

Click Yes to the message

The request fields will open and can now be modified

The Coordinator on the request will receive all emails. Verify that this is correct before submitting the request.

Maintain Procurement Card

Procurement Card

Request ID 0000004660 Request Status Submitted for Approval
 Employee ID [Redacted] Card Number 4444
 Date of Birth [Redacted] Card Status Lost

Applicant Section

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

Make any changes to the request.

When all the information has been entered, click the Submit for Approval button to route the request to the P-Card Administrators.

Created By [User] 10/27/2020 3:57:34PM Last Modified By [User] 10/28/20 8:11:10AM

Submit for Approval

Save Return to Search Refresh

Click the Submit for Approval button.

Enter Comment for Request Submission

Help

Comment Text

Re-open card

OK Cancel Refresh

Enter any comments
Click OK

Action --- more ---

Created By [redacted] 10/27/2020 3:57:34PM Last Modified By [redacted] 10/28/20 2:23:50PM

Save Return to Search Refresh


Click Save

Once submitted, the request status will change to Submitted for Approval and the Card Status will change to Pending Approval. An email will be sent to the P-Card Administrators.

Denied Request

If the P-Card Administrators deny the request, the coordinator will receive an email

Procurement Card Request Denied

 [redacted]
[redacted]

Reply Reply All Forward ...

Wed 10/28/2020 8:11 AM

Your P-Card request has been denied.

You may view this transaction at http://web003.crct.ct.gov:9300/psp/FNTPR/EMPLOYEE/ERP/c/CT_PCD_RQST.CT_PCD_RQST.GBL?Page=CT_PCD_RQST_1&Action=U&REQUEST_ID=0000004660&EMPLID=000011&BUSINESS_UNIT=DDSM1.

Note: If the request is denied because the card cannot be reopened, a new request will need to be submitted to open a new card.

If it has been denied for another reason, it can be resubmitted.
To resubmit a denied request, navigate to the request

Core-CT

Comments

| Entered By | Entered on | *Comments |
|------------|-------------------|-----------------------|
| ... | 10/28/2020 8:08AM | Deny Request - Reason |
| ... | 10/27/2020 4:04PM | Enter New Card |

Created By: ... 10/27/2020 3:57:34PM Last Modified By: ...

Save Return to Search Refresh

Personalize | Find | View All | First 1-2 of 2 Last

Action

- 01-Enter Ad Hoc Comments
- 02-Create Change Order
- 03-Request Replacement of Damaged Card
- 04-Request Replacement of Lost/Stolen/Compromised Card
- 05-Request to Suspend Card
- 06-Reactivate Card
- 07-Request to Close Card
- 08-Transfer to New Custodian
- 09-Go To Card Profile
- 10-View Existing Cards
- 11-Coordinator Changes [Coordinator Only]

Under the Action Code – select 02-Create Change Order

Message

This request has already been processed. Do you want to change it? Press Yes to change, no cancel. (0,0)

Yes No

Click Yes to continue

Administrator Section

Account Spend Limits / Controls

*Cycle Purchase Limit [CPL] 15,000.00

*Single Purchase Limit [SPL] 1,000.00 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

Company ID 223400895 4101 DMR SOUTHBURY TRAINING SCHOOL

Hierarchy DDS50161 Off of Fin Svcs 460CapAveHtd

Merchant Category Codes

Include/Exclude the following Exclude

| MCCG | Description | Single Purchase Limit |
|------|---------------------------------|-----------------------|
| TE4 | COMMODITIES - DEFAULT BANK CODE | 1,000.00 |

Procurement Cards

| Sequence | Card | Card Status | Status Date |
|----------|------|-------------|-------------|
| | | | |

This will open the request. Make any changes to the request to address the reason(s) for denial.

Created By: ... 10/27/2020 3:57:34PM Last Modified By: ... 10/28/20 8:11:10AM

Submit for Approval

Save Return to Search Refresh

Click the Submit for Approval Button

Enter any comments
Click OK

Once submitted, the request status will change to Submitted for Approval and the Card Status will change to Pending Approval. An email will be sent to the P-Card Administrators.

Receive a Card

An email will be sent to the coordinator once the request has been approved and a physical card is sent.

To acknowledge receipt of the card, log in to CORECT and navigate to the worklist

Click on the Link for the request



Created By [User] 10/27/2020 3:57:34PM Last Modified By [User] 10/28/20 10:24:58AM

P-Card Received

Save Return to Search Refresh

Scroll to the bottom of the request and click the P-Card Received button

Enter Comments for Request Approval

Comment Text

Card Received

OK Cancel Refresh

Enter any comments
Click OK

Comments

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

Created By [User] 10/27/2020 3:57:34PM Last Modified By [User] 10/28/20 10:24:58AM

P-Card Received

Save Return to Search Refresh

Click Save

An email will be sent to the P-Card Administrators that the card has been received.