



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Requisition Management

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Agenda

- **Purpose**
- **Why CORE?**
- **What's new?**
- **Policy & Procedure Overview**
- **System Demo**
- **Question & Answer**



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Purpose

This session provides an overview of the key Requisition features of the Colorado Operations Resource Engine (CORE).



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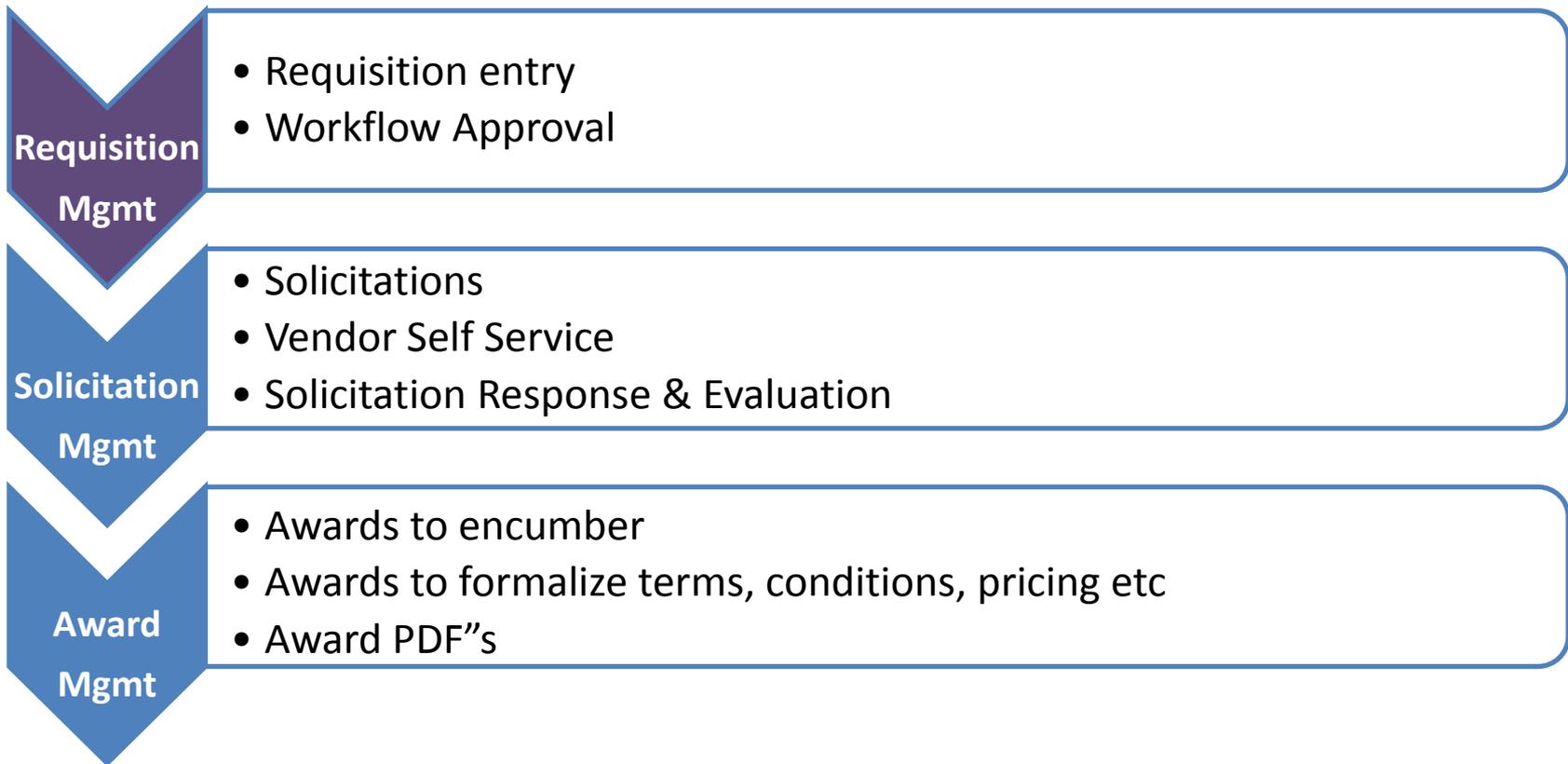
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Why CORE?

Procurement Overview



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Why CORE?

- **Currently the State has multiple mechanisms and systems for managing the procurement lifecycle (Paper Processes, COMPASS, BIDS, COFRS etc.).**
- **This has resulted in inconsistent business practices.**
- **CORE provides a single system for end-to-end procurement management - including Requisitions.**



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What's New?

- **CORE provides....**
 - **Consistent and systematic process for the requisition submission and approval.**
 - **Searching for Master Agreements, State Price Agreements, and Inventory items.**
 - **Visibility into workflow within Department and Central (e.g. DPA & OIT).**
 - **Consistent utilization of NIGP Commodity codes.**
 - **Procurement Folder provides snapshot of the documents from Requisition to Payment.**



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Policy & Procedure Overview



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Requisition P&P

- All procurements that are not from Master Agreement, State Price Agreement, or Inventory will be initiated with a Requisition (RQS).
- IT Approval will occur during the RQS Approval workflow.
- Commodity codes and Accounting codes are required.



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System Demo



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Demonstration Items

- **Requisition (RQS)**
 - **Contact, Shipping, Billing**
 - **Vendor**
 - **Commodity Line**
 - **Accounting line**
 - **Attach supporting documents**
 - **Document Comments**



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Review



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Key Takeaways

- **CORE provides an integrated system for the Procurement Lifecycle along with the Accounting and Budget functional areas.**
- **Single and integrated requisition platform**
- **Consistent utilization of NIGP Commodity Codes.**
- **Procurement Folder to capture documents from Requisition to Payment.**



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QUESTIONS



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A Few Reminders

- **Test Drive CORE - Room 602**
- **Training Starts in April**
 - Registration instructions emailed to all
 - Register promptly for best selection of times and locations
 - Send questions to: *core.training@state.co.us*
- **At end of conference, fill out the CORE Conference evaluation**
 - In your packet or at Registration Table
 - Turn it in at your last session or leave at Registration Table



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Stay in Touch with CORE

- Read your emails from **CORE.news** & **CORE.training**
- Send questions or comments to **CORE.news@state.co.us**
- Request access to CORE Project website
by sending email to **CORE.news@state.co.us**
- Talk to your department leaders and CORE functional experts
- Share what you know with others on your teams



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Thank You

