

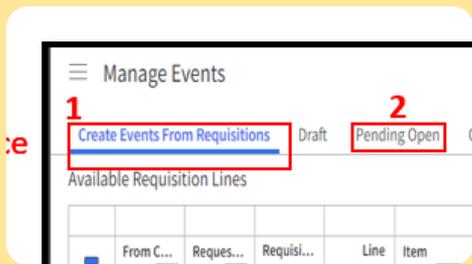
# Create a Requestion *(DA1)*

*All Sourcing Events must Have a Requestion  
Associated with it  
Title 67-9208*

# Luma Navigation Helps

- A. Click in numerical sequence ie 1, 2, 3... to complete the page
- B. Fill in or click fields that have a  around it or highlighted in yellow
- C. If you make changes to a page, ensure you save it before moving on
- D. Use the webpage back arrow to go to previous page.
- E. Refresh webpage if change/item can't be seen

**A**



**B**

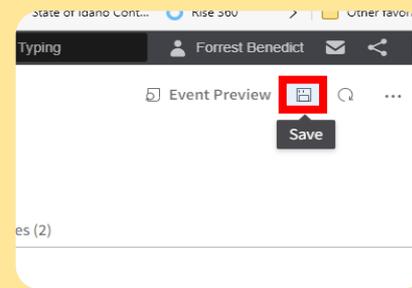
New Template Values

Company \* 200 DEPARTMENT OF ADMIN

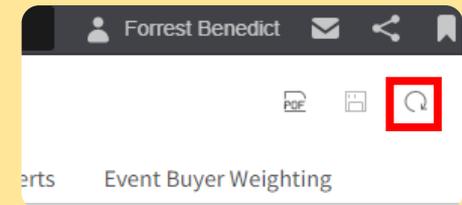
From Event Template # \* 90000121 REQUEST FOR QUOTE

Name Bug Zapper

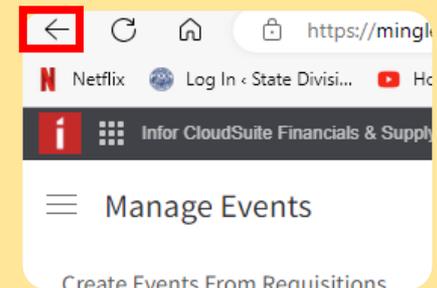
**C**



**E**



**D**



# Create a Requisition (DA1)


Requester ▾

**Forrest Benedict**

🔍 Search

- Home
- My Requisitions
- All Requisitions
- My Requisition Statuses
- Create Requisition
- Procurement Templates
- Item Search
- My Requester Profile
- Requisition Self Service
- + Utilities
- Create Report
- Set 'As Of Date'

⚙ Settings
📄
?

☰ Requester
📄 🔍

My Requisition Lines Past Requested Delivery Date

| <input type="checkbox"/>  | Company | Requisition | Line | Item  | Vendor It... | Description | Quantity | Requeste... |
|---|---------|-------------|------|-------|--------------|-------------|----------|-------------|
|   | ▾       | ▾           | ▾    | [A] ▾ | [A] ▾        | [A] ▾       | ▾        | ▾           |
| <br>No Requisition Lines Available |         |             |      |       |              |             |          |             |

Requisitions Needing Approval

| <input type="checkbox"/> | Comp... | Re... ▾            | Req...   | Creation Date        | Requisition De... | Vendor | Total     | Curre... |
|--------------------------|---------|--------------------|----------|----------------------|-------------------|--------|-----------|----------|
|                          | ▾       | ▾                  | [A] ▾    | ▾                    | [A] ▾             | ▾      |           | [A] ▾    |
| <input type="checkbox"/> | 200     | <a href="#">81</a> | 200-4300 | 9/7/2023 1:42:36 PM  |                   |        | 11,246.44 | USD      |
| <input type="checkbox"/> | 200     | <a href="#">79</a> | 200-3010 | 8/4/2023 2:19:51 PM  | Tire for KC-135   | 32768  | 4,500.00  | USD      |
| <input type="checkbox"/> | 200     | <a href="#">78</a> | 200-3000 | 8/4/2023 12:56:58 PM |                   |        | 2.00      | USD      |

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Unreleased Requisitions

| <input type="checkbox"/> | Company | Req... ▾           | Reques... | Creation Date         | Requisi... | Vendor | Total | Currency |
|--------------------------|---------|--------------------|-----------|-----------------------|------------|--------|-------|----------|
|                          | ▾       | ▾                  | [A] ▾     | ▾                     | [A] ▾      | ▾      |       | [A] ▾    |
| <input type="checkbox"/> | 260     | <a href="#">2</a>  | 260-2360  | 9/7/2023 1:18:04 PM   |            |        | 0.00  | USD      |
| <input type="checkbox"/> | 200     | <a href="#">80</a> | 200-3010  | 8/18/2023 12:26:23 PM |            |        | 0.00  | USD      |
| <input type="checkbox"/> | 200     | <a href="#">77</a> | 200-3010  | 8/4/2023 11:35:05 AM  |            |        | 0.00  | USD      |
| <input type="checkbox"/> | 200     | <a href="#">76</a> | 200-3040A | 8/4/2023 10:27:19 AM  |            | 1      | 0.00  | USD      |
| <input type="checkbox"/> | 200     | <a href="#">75</a> | 200-4300  | 8/3/2023 2:10:23 PM   | cows       | 31279  | 0.00  | USD      |

Supplier Requisitions To Review

Start A Supplier Dialog
Change Reviewer/ Requester

| <input type="checkbox"/>   | Company | Req... | Vendor | Created ... | Req... ▾ | Req... | Creatio... | Requisit... | Total Va... |
|--|---------|--------|--------|-------------|----------|--------|------------|-------------|-------------|
|  | ▾       | ▾      | ▾      |             | ▾        | [A] ▾  | ▾          | [A] ▾       |             |
| <br>No Requisitions Available |         |        |        |             |          |        |            |             |             |

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# Create a Requestion (DA1)

Requisition Self Service [Profile](#) [New Request](#) ...

200 - DEPARTMENT OF ADMINISTRATION | BENEDICT II, FORREST T.

Q Search the catalog...

### My Requisitions

- [Request # 81](#)  
Requisition Description: Needs Approval  
Company: 200  
Requesting Location: 200-4300  
1 Items in requisition
- [Request # 2](#)  
Requisition Description: Unreleased  
Company: 260  
Requesting Location: 260-2360  
0 Items in requisition
- [Request # 80](#)  
Requisition Description: Unreleased  
Company: 200  
Requesting Location: 200-3010  
0 Items in requisition
- [Request # 79](#)  
Requisition Description: Tire for KC-135 Needs Approval  
Company: 200  
Requesting Location: 200-3010  
1 Items in requisition
- [Request # 78](#)  
Requisition Description: Needs Approval

### Recent Items

### My Quick Links

- My Shopping Lists
- + Add a Special / Service Item

### Recent Special / Service

- F35 Tires  
Creation Date: 9/7/2023  
Request # 81  
Company: 200
- KC 135 Tires  
Creation Date: 8/4/2023  
Request # 79  
Company: 200
- car  
Creation Date: 8/4/2023

### Punchout Vendors

# Create a Request (DA1)

← My Profile + New Request ...

200 - DEPARTMENT OF ADMINISTRATION | BENEDICT II, FORREST T.

|   |   |  |  |
|---|---|--|--|
| Company   | Requesting Location   |  |  |
| <input type="text" value="200 - DEPARTMENT OF ADMINISTRATION"/> | <input type="text" value="200-4300 - PURCHASING ADMINISTRATION"/> | <b>1 This field populates several other Fields</b> |  |
| Deliver From Company  | Deliver From Location   |  |  |
| <input type="text" value="200 - DEPARTMENT OF ADMINISTRATION"/> | <input type="text" value="MAIN - DEPARTMENT OF ADMINISTRATION"/>  |  |  |
| Deliver To  | Comment Type  |  |  |
| <input type="text"/>  | <input type="text" value="Print on Purchase Order"/>              |  |  |
| Vendor  | Vendor Purchase From  |  |  |
| <input type="text"/>  | <input type="text"/>  |  |  |
| Buyer   | Requisition Description   | Commodity Code                                     |  |
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>                               |  |
| Distribution Account  |   |  |  |
| Agency  | Org Cost Center   | Appropriation Unit                                 | Fund   |
| <input type="text" value="200 - DEPARTMENT OF ADMINISTRATION"/> | <input type="text" value="2000 - Director Cost Center"/>          | <input type="text" value="ADAD - Purchasing"/>     | <input type="text" value="45027 - Admin Acct Svcs Appd&amp;Con..."/> |
| Account   |   |  |  |
| <input type="text"/>  |   |  |  |
| <a href="#">Show More</a>                                       |   |  |  |
| PO Code   |   |  |  |
| <input type="text"/>  |   |  |  |
| <input type="button" value="Create Request"/>                   |   |  |  |

# Create a Requestion (DA1)

New Button Appears  
Click

Request # 85 Add to Request New Request ...

200 - DEPARTMENT OF ADMINISTRATION | 200-4300, BENEDICT II, FORREST T.

Company: 200 - DEPARTMENT OF ADMINISTRATION  
Requesting Location: 200-4300 - PURCHASING ADMINISTRATION

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRATION  
Deliver From Location: MAIN - DEPARTMENT OF ADMINISTRATION

Deliver To:   
Comment Type: Print on Purchase Order

Vendor:   
Vendor Purchase From:

Buyer:   
Requisition Description:   
Commodity Code:

Distribution Account

| Agency                             | Org Cost Center             | Appropriation Unit | Fund                                |
|------------------------------------|-----------------------------|--------------------|-------------------------------------|
| 200 - DEPARTMENT OF ADMINISTRATION | 2000 - Director Cost Center | ADAD - Purchasing  | 45027 - Admin Acct Svcs Appd&Con... |

Account:

[Show More](#)

---

PO Code:

[Update Request](#)

# Create a Request (DA1)

Request # 85

200 - DEPARTMENT OF ADMINISTRATION | 200-4300, BENEDICT II, FORREST T.

[Search the Catalog](#) | [Shop Punchout Vendors](#) | [Add from Shopping Lists](#) | [Add a Special / Service Item](#)

Basic Catalog Search [Switch to Advanced Catalog Search](#)

Q Search the catalog..

Previously Requested Items  Shopping List Items  Stock  Non Stock  Special  Service



Enter a product name or keyword to browse a list of products to add to your Request.

**Tax Total 0.00**  
**Request Total 0.00**  
0 Items within this Request

◀ ▶

[View Request Details](#)

[Submit Request](#)

[Delete Request](#)

[Notes](#)

# Create a Requestion (DA1)

Request # 84

Search the Catalog   Shop Punchout Vendors   Add from Shopping Lists   Add a Special / Service Item

### Add a Special or Service Item

Add Item    Add Amount Service Item   **Select Type of Requisition**  

Add Quantity Service Item

Item Description \*  
C130 blades

Item \*   Vendor Item  
blades   blades

Quantity \*   UOM \*   Cost   Cost Option  
0.0000 /   0.0000

Deliver To

Vendor   Vendor Purchase From

Manufacturer   Manufacturer Number

Distribution Account

Agency   Org Cost Center   Appropriation Unit  
200 - DEPARTMENT OF ADMINISTRA...   2000 - Director Cost Center   ADAD - Purchasing

Fund   Account  
45027 - Admin Acct Svcs Appd&Con...   101000 - Cash On Hand

[Show More](#)

Asset   Asset Template

Deliver From Company   Deliver From Location   Commodity Code  
200 - DEPARTMENT OF ADMINISTRA...   MAIN - DEPARTMENT OF ADMINSTR...  

PO Code

Notes  
Normal Text   B   I   U   S   A   Enter notes here...

File Attachment  
Browse for file...

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

Ensure Correct

Ensure Correct

Attach any Files (Optional)

# Create a Request (DA1)

Request # 85

200 - DEPARTMENT OF ADMINISTRATION | 200-4300, BENEDICT II, FORREST T.

[Search the Catalog](#) [Shop Punchout Vendors](#) [Add from Shopping Lists](#) [Add a Special / Service Item](#)

Basic Catalog Search [Switch to Advanced Catalog Search](#)

Q Search the catalog...

Previously Requested Items  Shopping List Items  Stock  Non Stock  Special  Service

Enter a product name or keyword to browse a list of products to add to your Request.

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

[View Request Details](#)

[Submit Request](#)

[Delete Request](#)

[Notes](#)

Item added  
Here

Click to  
View  
Request

# Create a Request (DA1)

Request # 85 Profile Add to Request + New Request ...

200 - DEPARTMENT OF ADMINISTRATION | 200-4300, BENEDICT II, FORREST T.

[Add More Items](#)  
1 Items within this Request Refresh Add Header Notes ...

| Line | Item Details   | Quantity / UOM     | Cost       | Total      | Status         |   |
|------|--|--------------------|------------|------------|----------------|---|
| 1    |  <a href="#">130 Blades</a><br>Item: BLADES | 1.0000 / EA - Each | 56987.0000 | 56987.0000 | USD Unreleased |     |

Tax Total 0.00 USD  
Request Total 56987.00 USD [Submit](#)

Click to ensure  
Global Ledger  
is correct



# Create a Requestion (DA1)

Check Global  
Ledger

Requisition Line Distributions

Save Save And Close Q ...

Company  
200 DEPARTMENT OF ADMINISTRATION

Requisition Number  
85

Status  
Unreleased

Requester  
266840 BENEDICT II, FORREST T.

Line Number  
1

Total Currency  
56,987.00 USD

Requesting Location  
200-4300 PURCHASING ADMINISTRATOR

Inventory Transaction Type  
Issue

Line Status  
Unreleased

Distribution By  
By Percent

Distributions

| <input type="checkbox"/> | Account   | GL Enc... | Asset | Asset T... | Percent   | Create... | FES M... |
|--------------------------|---|-----------|-------|------------|-----------|-----------|----------|
| <input type="checkbox"/> | MASTER • 200 • Project • 2000 • Program • ADAD • 45027 • 101000 • Location • Additional Reporting • Custodial Account • Funding Source • System Interagency |           |       |            | 100.000 % | No        | No       |
|                          | Total   |           |       |            | 100.000 % |           |          |

Navigation icons: < << >> >

20 ▾

Double click to  
make changes

# Create a Requestion (DA1)

Once Ledger has been checked Close Tab

A screenshot of a web browser window showing the 'Requisition Line Distributions' form. The browser has several tabs open, including 'Infor CloudSuite Financials', 'Requisition Self Service', and 'Requisition Line Distribut'. The URL is 'https://fin-idaho-trn.tam.infor.gov.com/fsm/Requester/form/RequisitionLine%28200,85,1%29.RequisitionLineDistributions?csk.showusingxi=true&csk.hidemenuubar=true&csk.'. The form contains the following information:

Company: 200 DEPARTMENT OF ADMINISTRATION  
Requisition Number: 85  
Requester: 266840 BENEDICT II, FORREST T.  
Line Number: 1  
Requesting Location: 200-4300 PURCHASING ADMINISTRATOR  
Inventory Transaction Type: Issue

Distribution By: By Percent

Distributions

| <input type="checkbox"/> | Account   |
|--------------------------|---|
| <input type="checkbox"/> | MASTER • 200 • Project • 2000 • Program • ADAD • 45027 • 101000 • Location • Additional Reporting • Custodial Account • Funding Source • System Interagency |
|                          | Total   |

Navigation icons: < << >> >

# Create a Request (DA1)

← Request # 85 Profile Add to Request + New Request ...

200 - DEPARTMENT OF ADMINISTRATION | 200-4300, BENEDICT II, FORREST T.

[<Add More Items](#)

1 Items within this Request  Refresh Add Header Notes ...

| Line | Item Details                                | Quantity / UOM     | Cost       | Total      | Status         |  |
|------|---|--------------------|------------|------------|----------------|--|
| 1    | <a href="#">c130 Blades</a><br>Item: BLADES | 1.0000 / EA - Each | 56987.0000 | 56987.0000 | USD Unreleased |  |

|< < > >|

|                      |                     |
|----------------------|---------------------|
| <b>Tax Total</b>     | <b>0.00 USD</b>     |
| <b>Request Total</b> | <b>56987.00 USD</b> |

**Submit**

## Create a Requestion (DA1)

Profile Add to Request + New Request ...

< Add More Items

1 Items within this Request

| Line | Item Details                                | Quantity / UOM     |
|------|---|--------------------|
| 1    | <a href="#">c130 Blades</a><br>Item: BLADES | 1.0000 / EA - Each |

Tax Total 0.00 USD  
Request Total 56987.00 USD

Submit

Submit this requisition?  
Are you sure you want to submit this requisition?

Yes No

Request # 85 has been submitted.  
Fri Sep 08 2023 10:06:38 GMT-0600 (Mountain Daylight Time)

Return to Dashboard

Once submitted

- **Must be approved by a Buyer**
- **Buyer ensures Requisition has been "Sent to Event"**

# How to Send Requisition to Event

1

Select Your Requisition

**Buyer** ▾

**Forrest Benedict**

Search

Home **2**

**Manage Purchase Requests**

Manage Purchase Orders

+ Manage Other Processes

+ Manage Suppliers

Refresh Buyer Cubes

Alerts

Purchase Order Acknowledgements

Create Report

Set 'As Of Date'

### Manage Purchase Requests

Create Purchase Orders from Requests **Purchase Requests** Purchase Orders

Purchase Order Requests  Select For Purchase Order  Advance Selection  Create Purchase Order **4** **...**

**3**

**5**

| Selected By                         |       | Comp...      | Item                            |
|-------------------------------------|-------|--------------|---------------------------------|
| First                               | Last  |              |                                 |
| <input type="checkbox"/>            |       | 110          | S-P-C-SAS-ASB-50+               |
| <input checked="" type="checkbox"/> |       | 110          | S-PROD15203                     |
| <input type="checkbox"/>            |       | 110          | S-PROD16951                     |
| <input type="checkbox"/>            |       | 140          | MASTER SERVICE AGREEMENT        |
| <input type="checkbox"/>            |       | 140          | CITIZEN ENGAGEMENT              |
| <input type="checkbox"/>            | Jon   | Wald         | 183 PERSI PRE-PAID ENVELOPES #9 |
| <input type="checkbox"/>            | Jon   | Wald         | 183 #10 WINDOW ENVELOPES PERSI  |
| <input type="checkbox"/>            |       | 190          | CBT TRAINING                    |
| <input type="checkbox"/>            |       | 190          | O365 MS PROJECT                 |
| <input type="checkbox"/>            |       | 190          | 1 YEAR MEMBERSHIP               |
| <input type="checkbox"/>            |       | 190          | W48A2-A00                       |
| <input type="checkbox"/>            |       | 190          | SC-48Z-UM EQUIVALENT            |
| <input type="checkbox"/>            | Danny | Thanadabouth | 190 281683-AS1032               |
| <input type="checkbox"/>            |       | 190          | 458418-WSGB-4X14-IS             |
| <input type="checkbox"/>            |       | 190          | 477944-S-200                    |
| <input type="checkbox"/>            |       | 190          | 558136-CRS-LMR400-500           |
| <input type="checkbox"/>            |       | 190          | ANT450F6\246362                 |
| <input type="checkbox"/>            |       | 190          | EZ-400-NMH-X\338985             |
| <input type="checkbox"/>            |       | 190          | IS-B50LN-C2-MA\40756            |
| <input type="checkbox"/>            |       | 190          | 558136-CRS-LMR400-500           |

- Send To Event**
- Unselect All My Records
- Unselect All Records For A Buyer
- Update
- Options ▶
- Drill Around® ▶