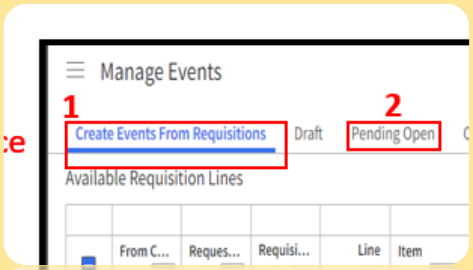
Create a Requestion
(DA1)

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

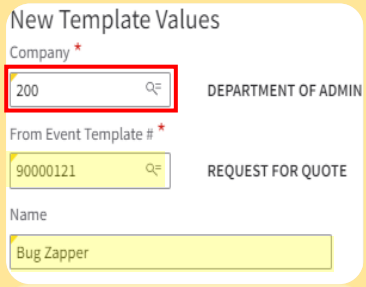
Luma Navigation Helps

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

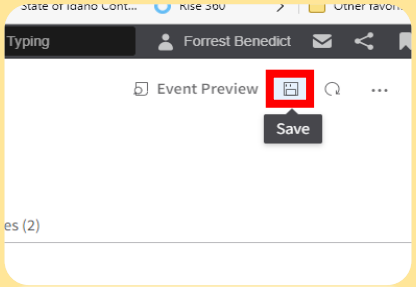
A



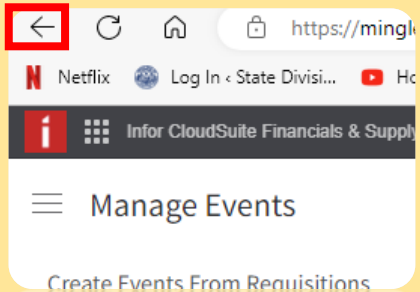
B



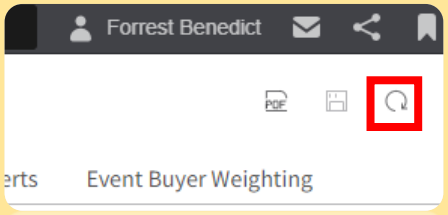
C



D



E



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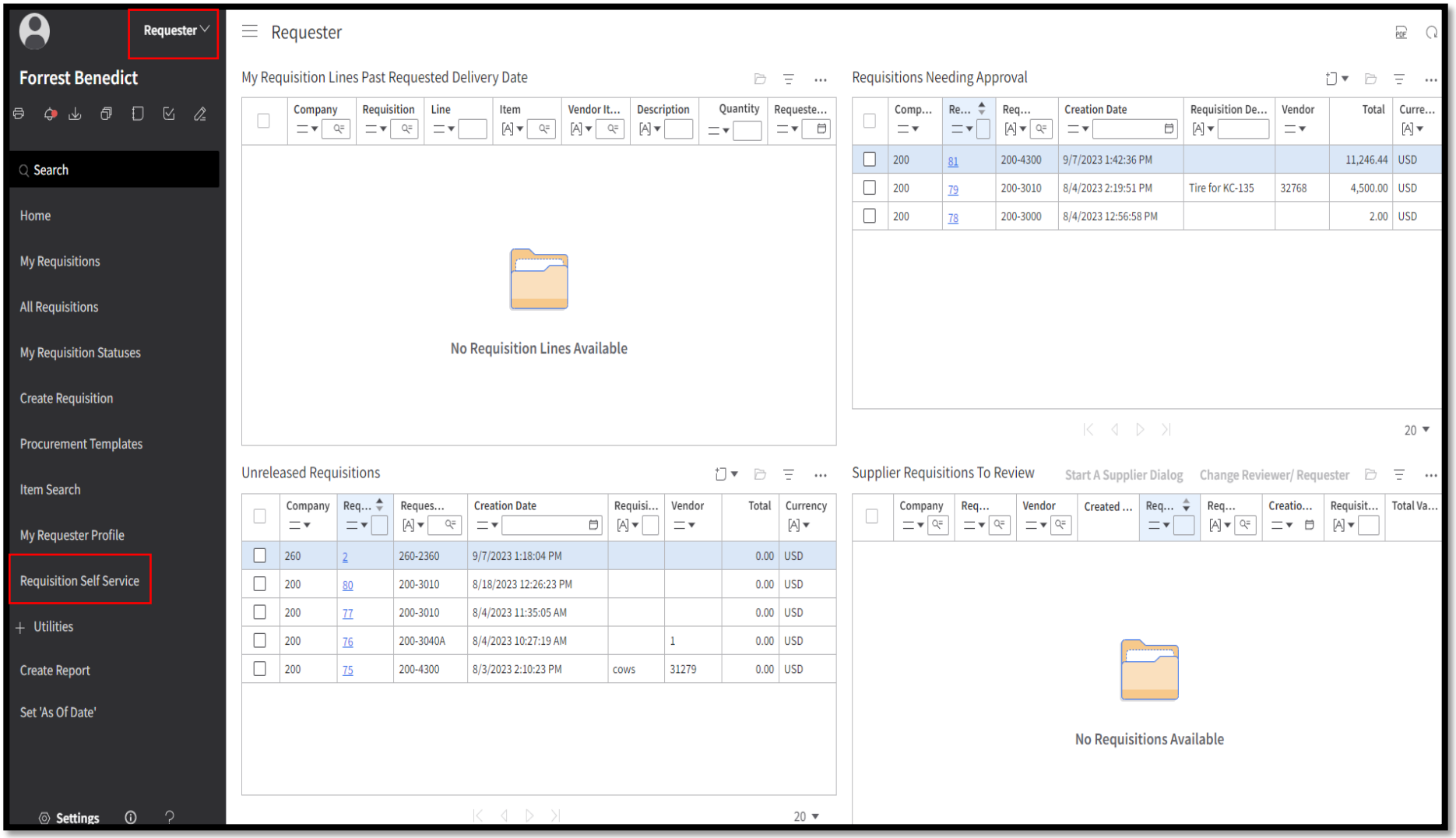

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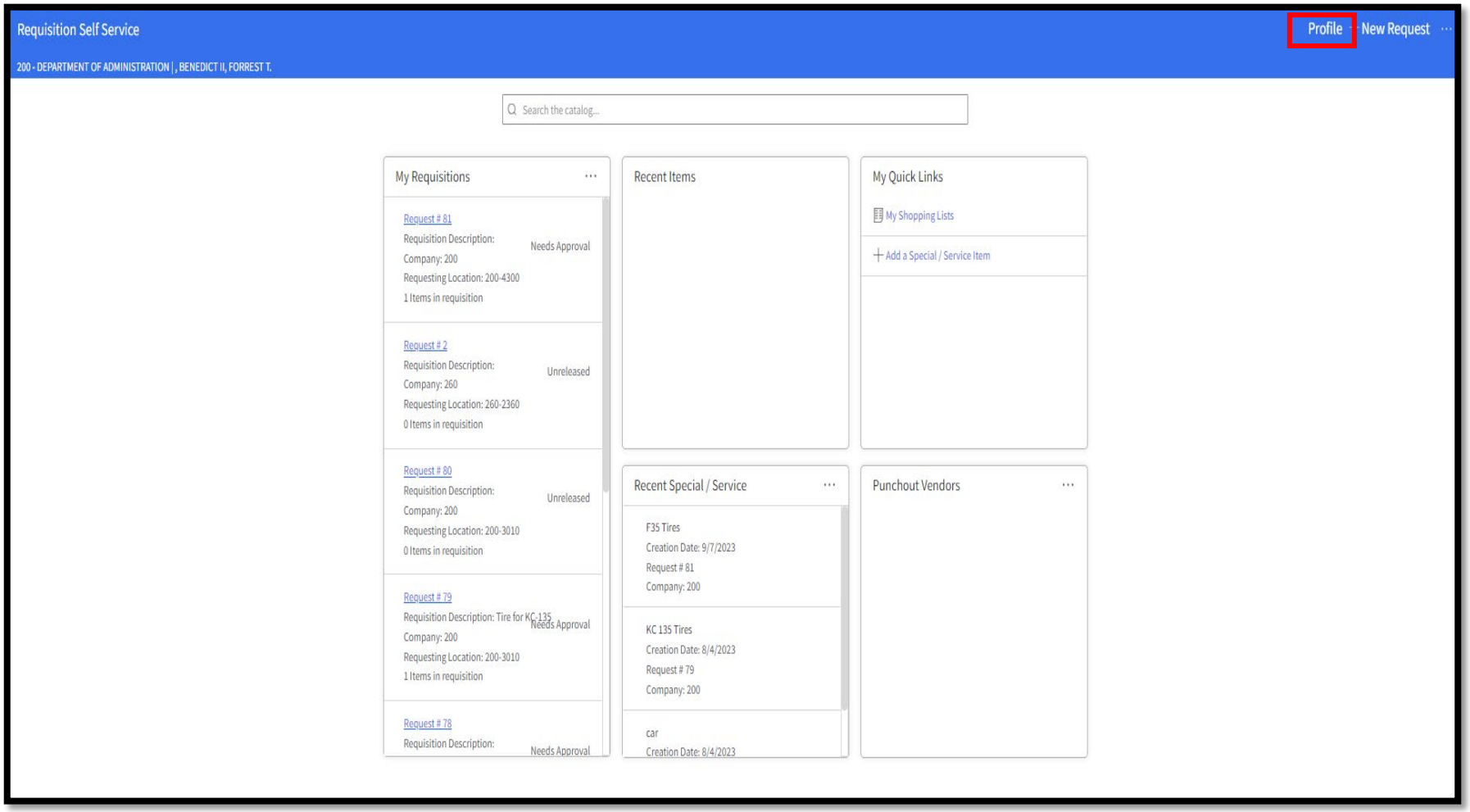

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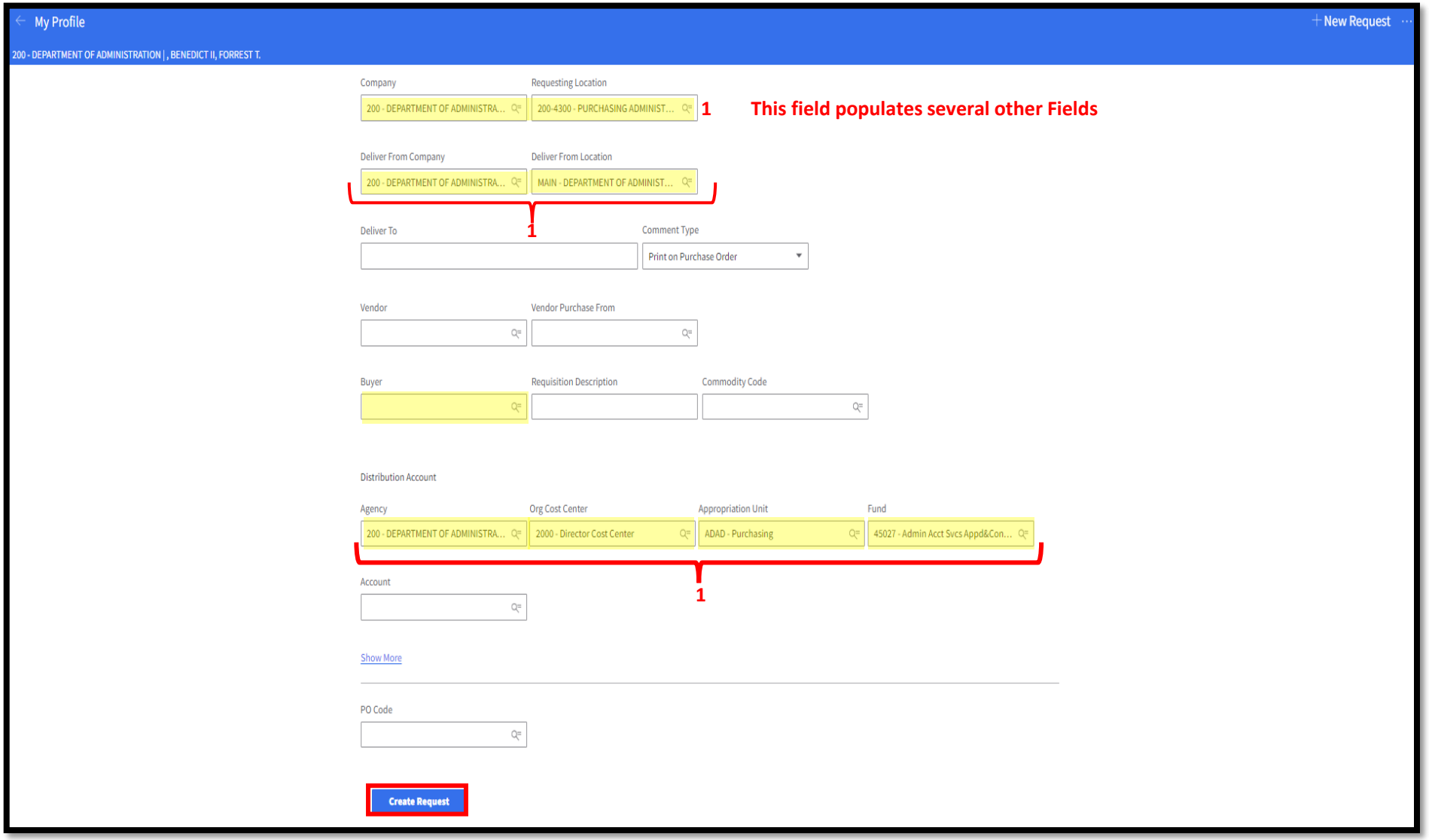

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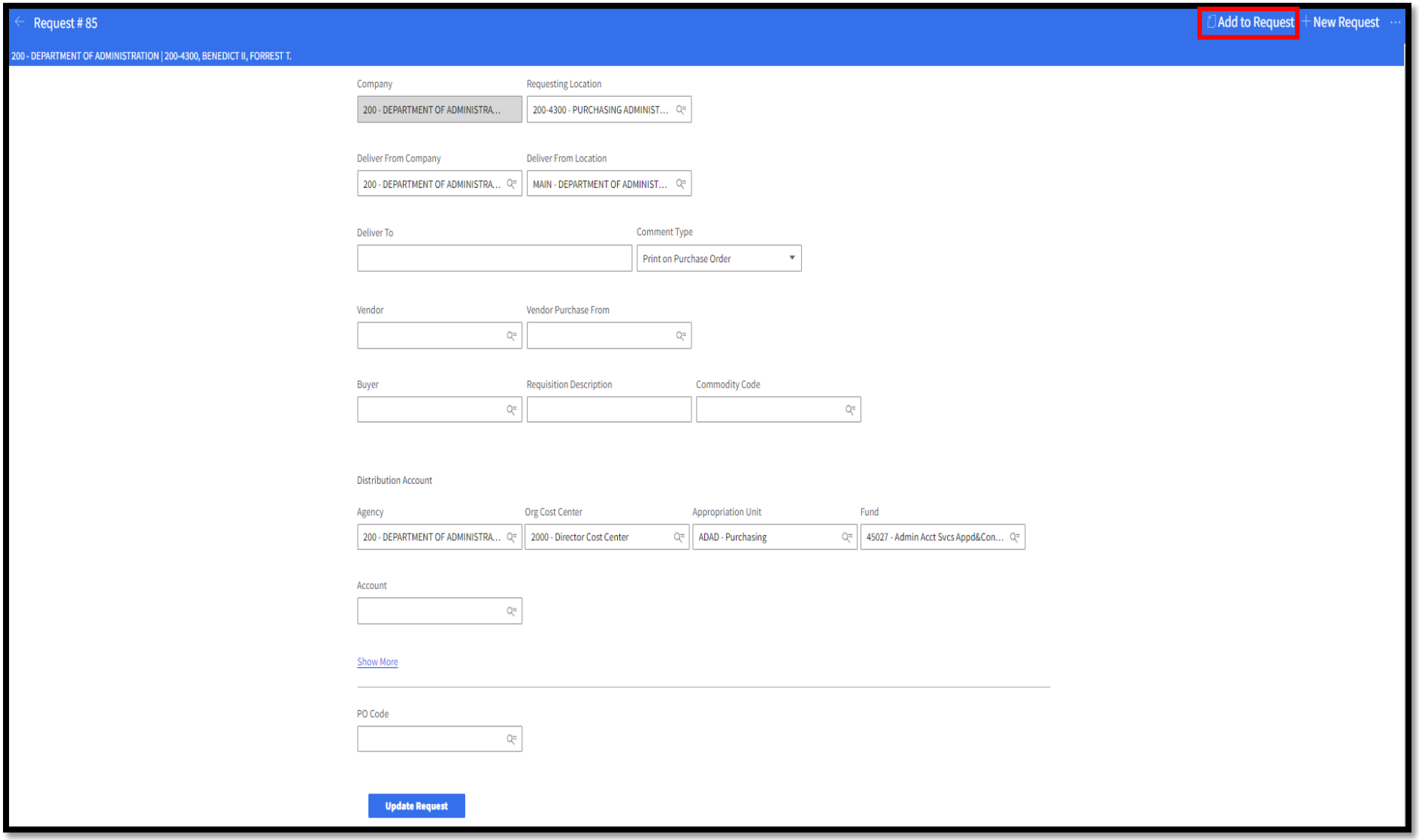
New Button Appears
Click



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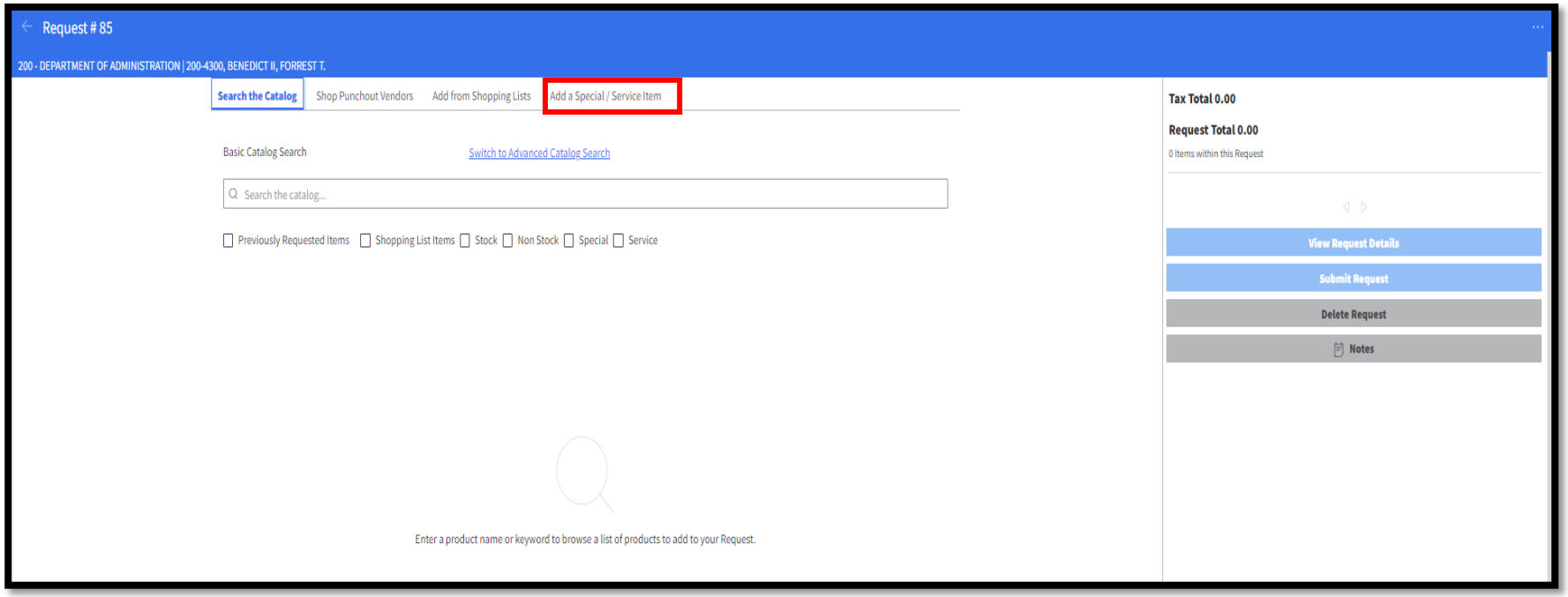
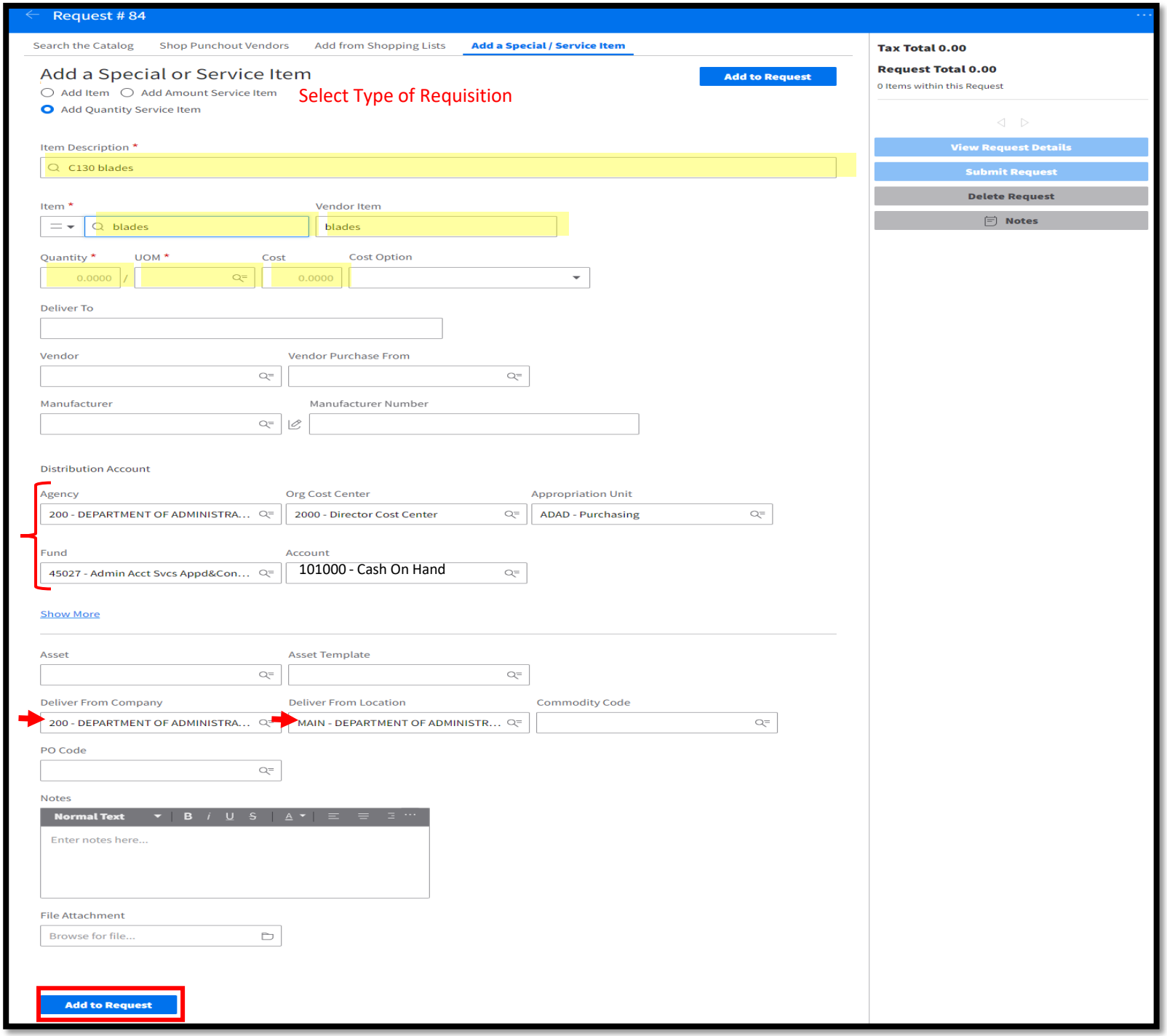


Create a Requestion *(DA1)*

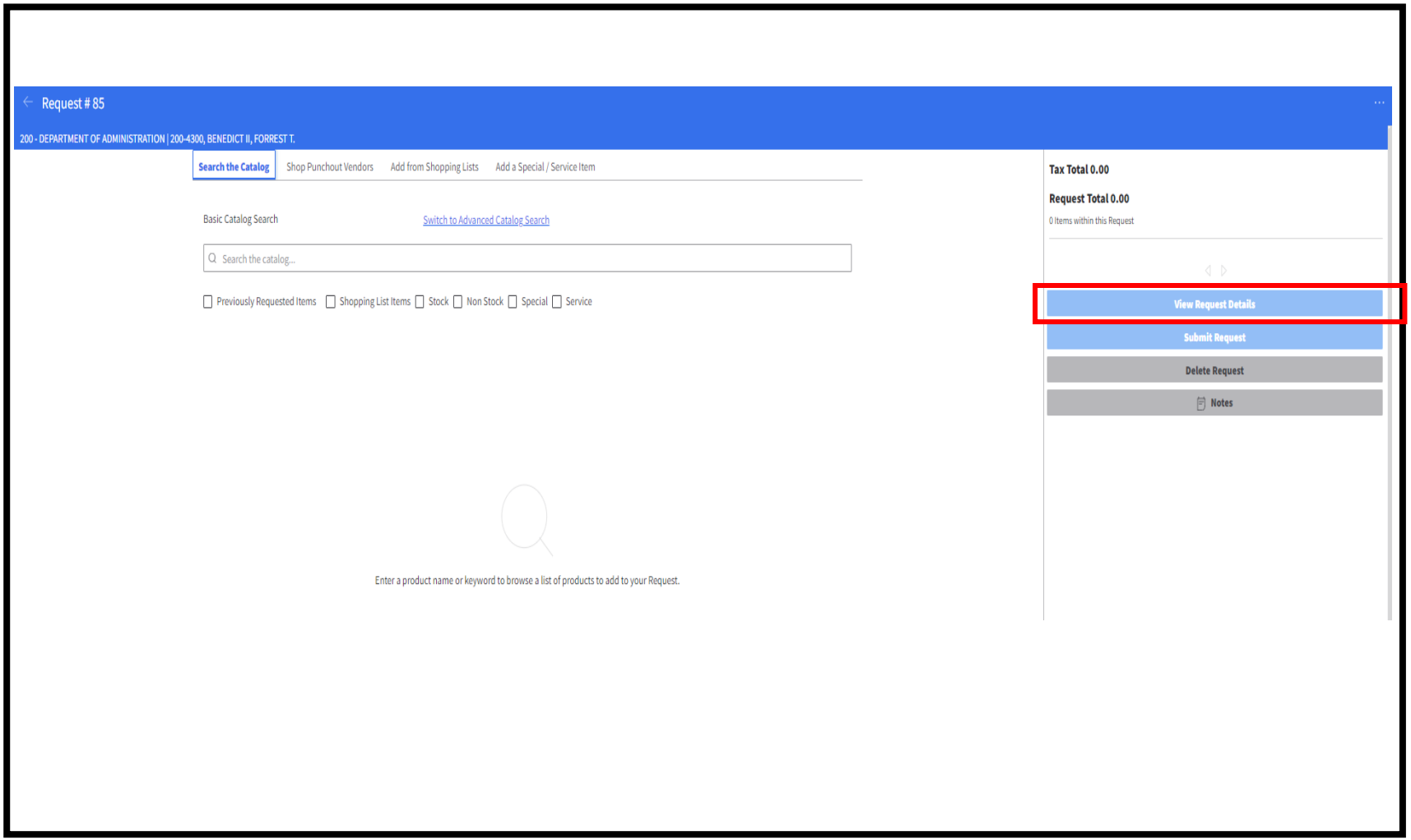


Ensure Correct

Ensure Correct

Attach any Files (Optional)

Create a Requestion
(DA1)



Item added Here

Click to View Request

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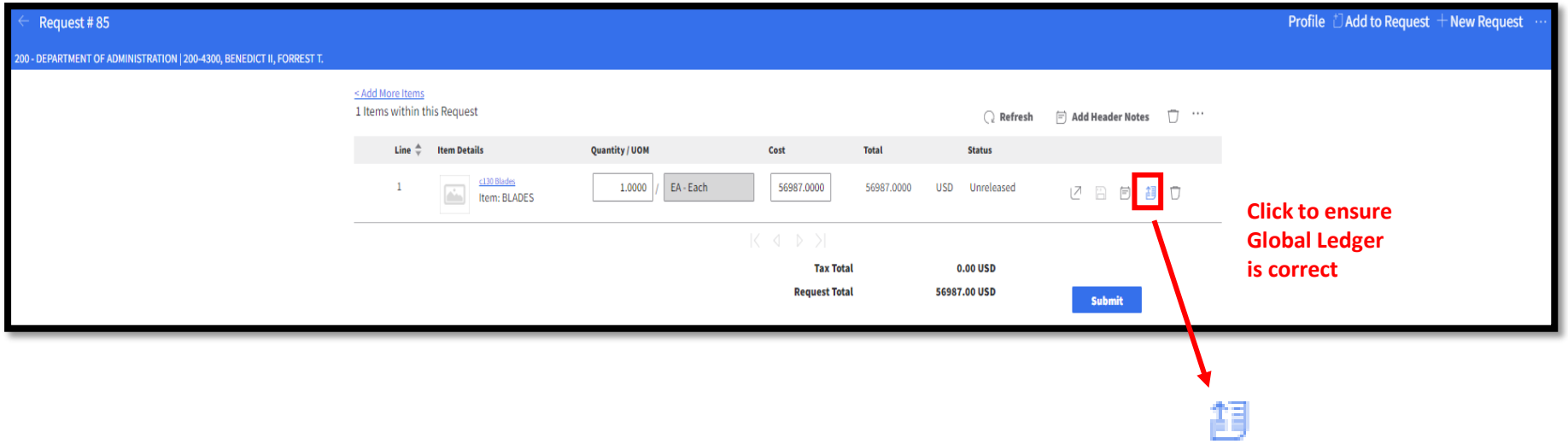

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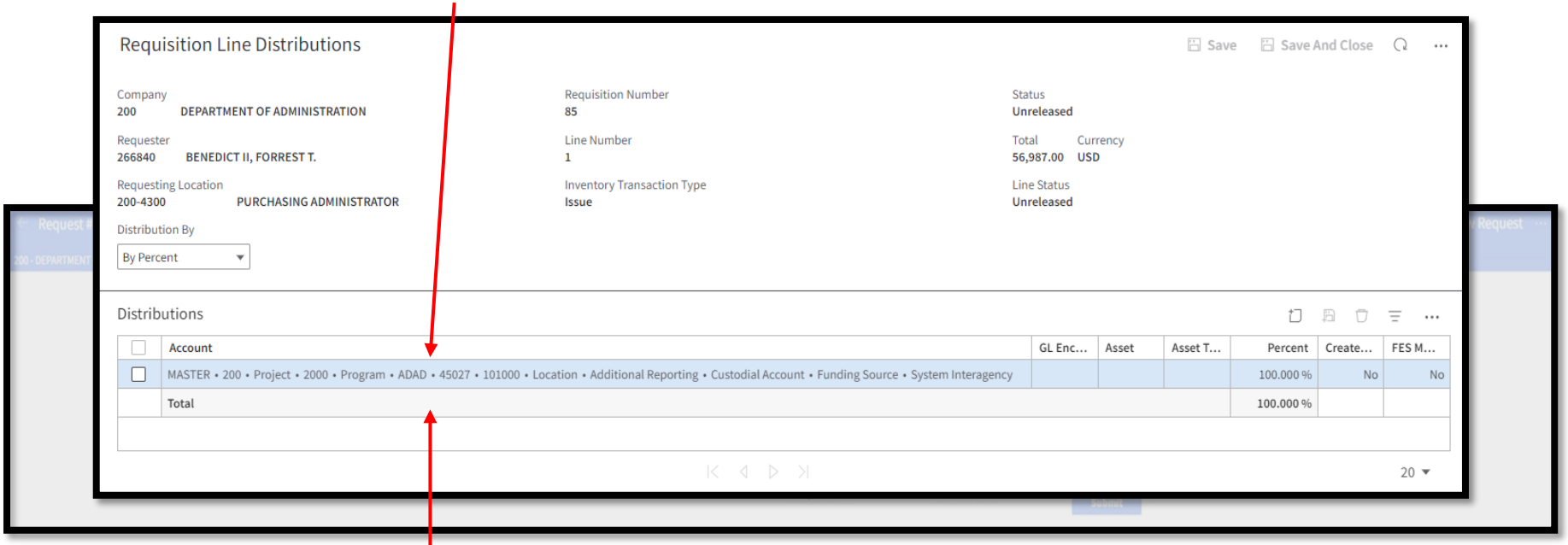
Check Global Ledger



Double click to make changes

Create a Requestion
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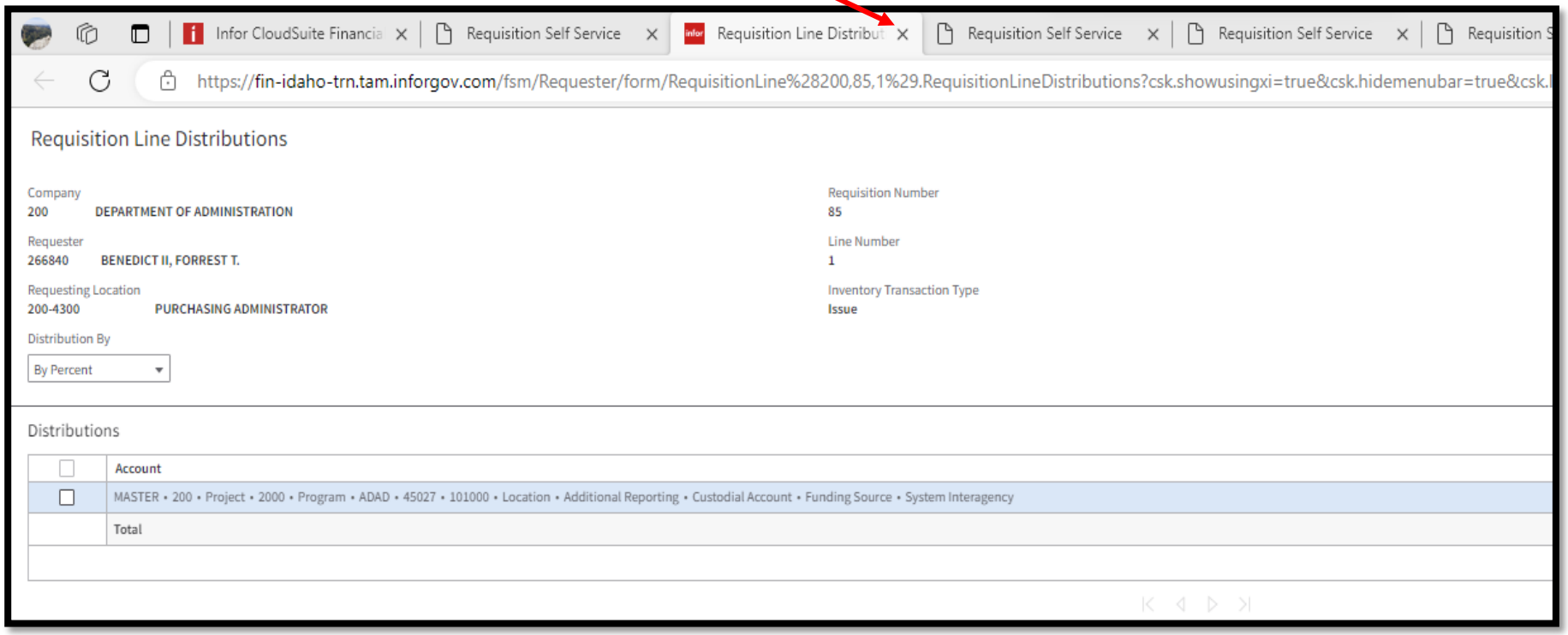
Once Ledger has been checked Close Tab



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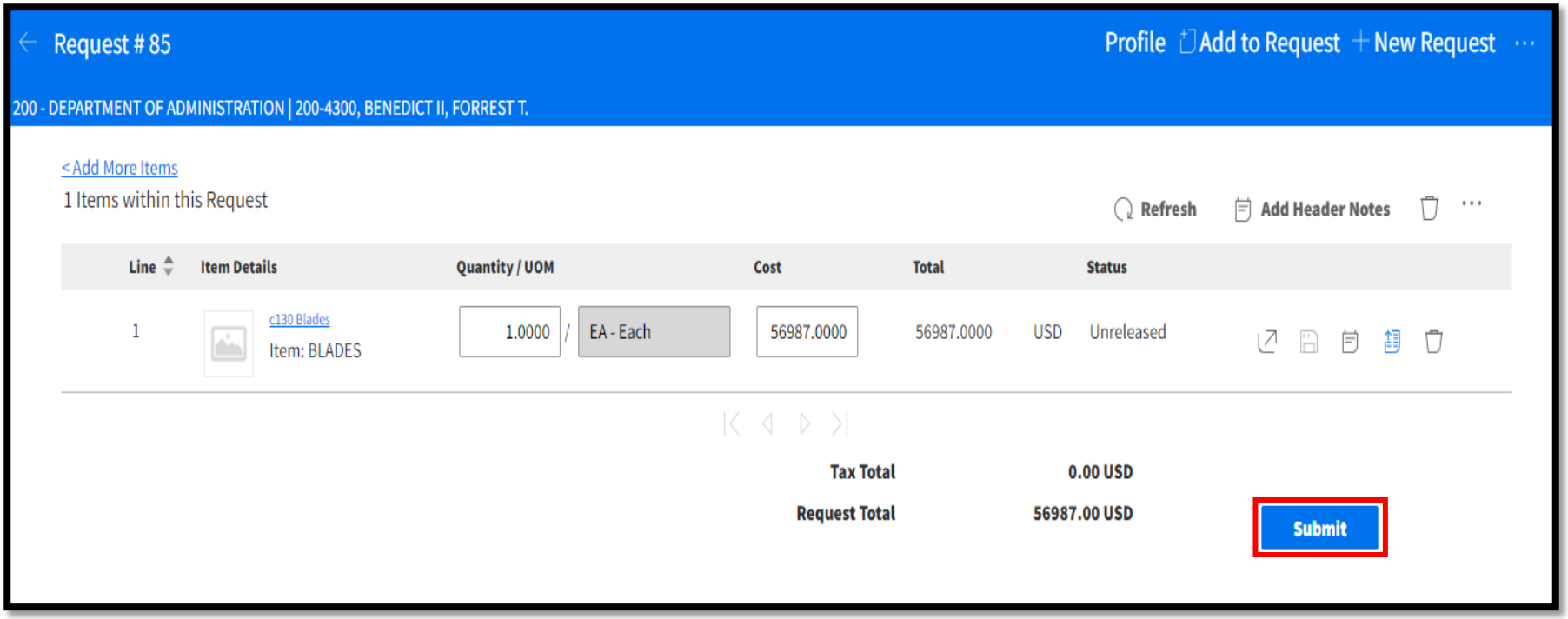

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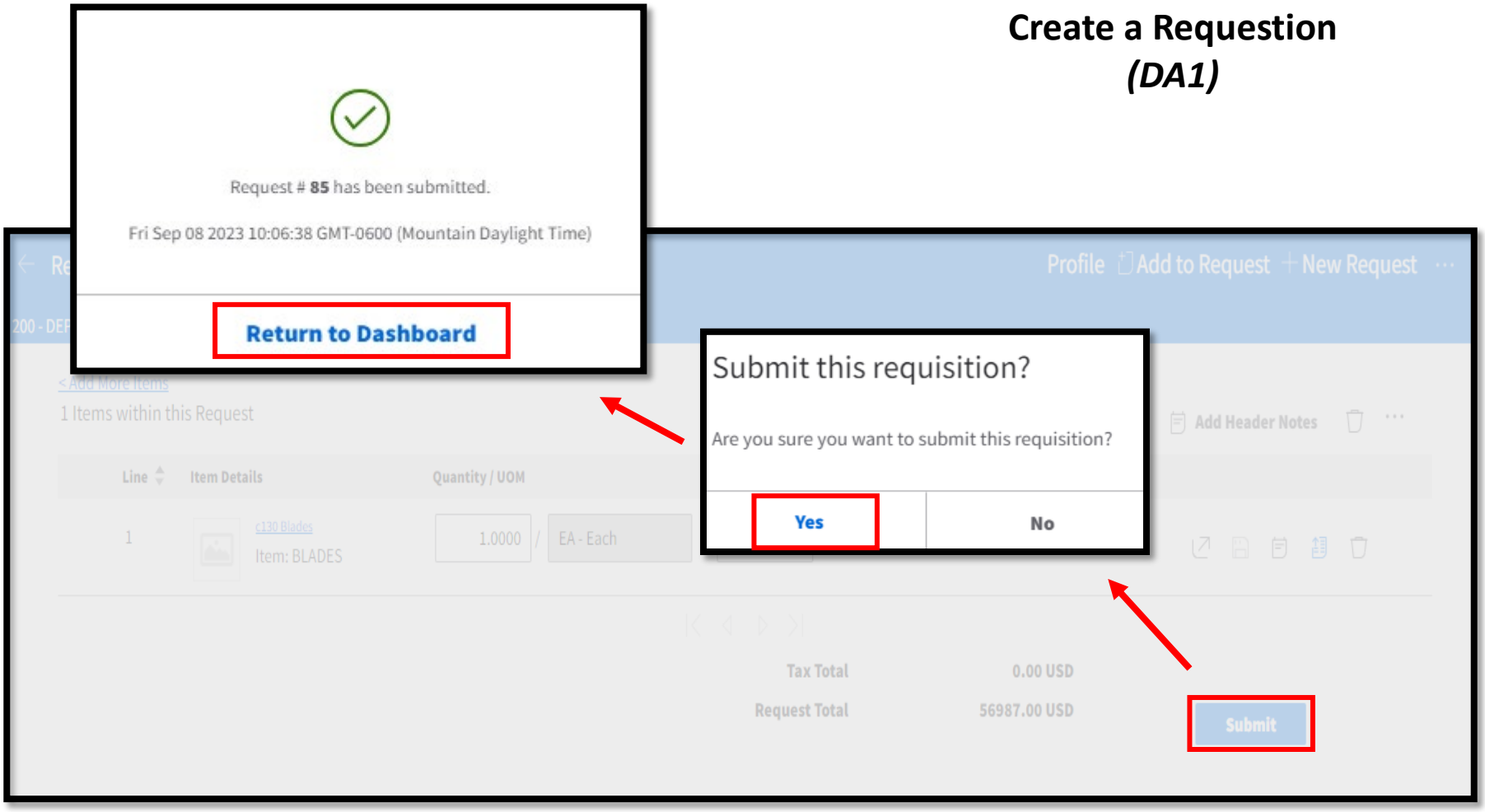
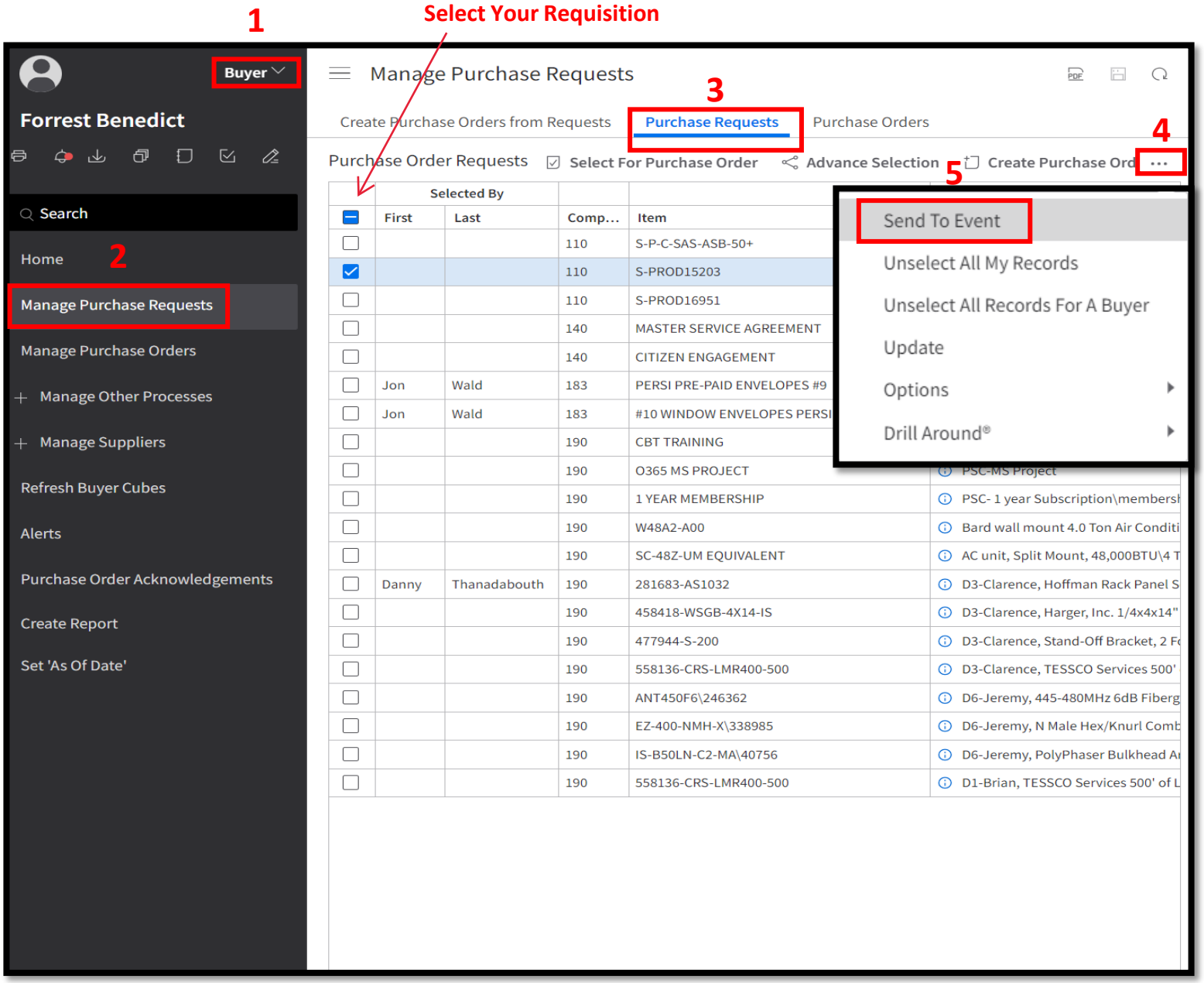


Once submitted

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

How to Send Requisition to Event