

# How to Send Requisition to Event

In order to create an event from a Requisition you must “Sent to Event”

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The screenshot shows the 'Manage Purchase Requests' interface. On the left is a dark sidebar for user 'Forrest Benedict'. The main area has a top navigation bar with 'Buyer' (1), 'Purchase Requests' (3), and 'Purchase Orders'. Below this is a toolbar with 'Purchase Order Requests', 'Select For Purchase Order', 'Advance Selection', and 'Create Purchase Order' (4). A table lists purchase requests with columns for 'Selected By' (First, Last, Comp...), 'Item', and a third column. One row is selected. A context menu is open over the table, showing options: 'Send To Event' (5), 'Unselect All My Records', 'Unselect All Records For A Buyer', 'Update', 'Options', and 'Drill Around®'.

**Buyer** (1)

Manage Purchase Requests (2)

Manage Purchase Requests (3)

Send To Event (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="radio"/> PSC-MS Project
<input type="checkbox"/>		190	1 YEAR MEMBERSHIP	<input type="radio"/> PSC- 1 year Subscription\membersh
<input type="checkbox"/>		190	W48A2-A00	<input type="radio"/> Bard wall mount 4.0 Ton Air Condi
<input type="checkbox"/>		190	SC-48Z-UM EQUIVALENT	<input type="radio"/> AC unit, Split Mount, 48,000BTU\4 T
<input type="checkbox"/>	Danny	Thanadabouth	190	<input type="radio"/> D3-Clarence, Hoffman Rack Panel S
<input type="checkbox"/>		190	458418-WSGB-4X14-IS	<input type="radio"/> D3-Clarence, Harger, Inc. 1/4x4x14"
<input type="checkbox"/>		190	477944-S-200	<input type="radio"/> D3-Clarence, Stand-Off Bracket, 2 F
<input type="checkbox"/>		190	558136-CRS-LMR400-500	<input type="radio"/> D3-Clarence, TESCO Services 500'
<input type="checkbox"/>		190	ANT450F6\246362	<input type="radio"/> D6-Jeremy, 445-480MHz 6dB Fiberg
<input type="checkbox"/>		190	EZ-400-NMH-X\338985	<input type="radio"/> D6-Jeremy, N Male Hex/Knurled Comb
<input type="checkbox"/>		190	IS-B50LN-C2-MA\40756	<input type="radio"/> D6-Jeremy, PolyPhaser Bulkhead At
<input type="checkbox"/>		190	558136-CRS-LMR400-500	<input type="radio"/> D1-Brian, TESCO Services 500' of L