Create a Request From Requisition *(Agency) Above DPA*

For DOP Managed Event

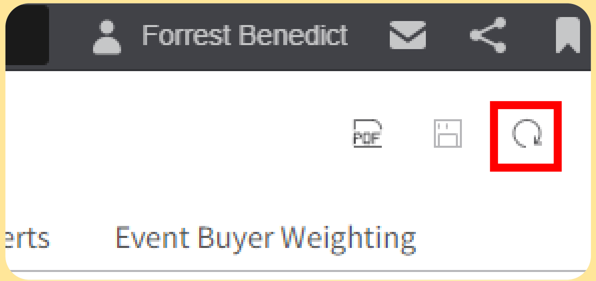
(Every Event Needs a Requisition before being Created)

Creating a Requisition Found on Page 15

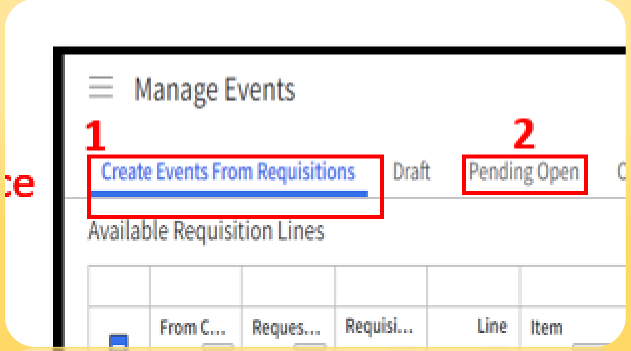
Luma Navigation Helps

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

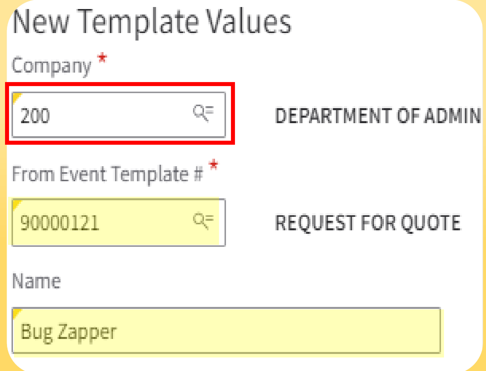
E


Forrest Benedict
PDF
erts
Event Buyer Weighting

A


ce
Manage Events
1
2
Create Events From Requisitions
Draft
Pending Open
Available Requisition Lines
From C...
Reques...
Requisi...
Line
Item

B

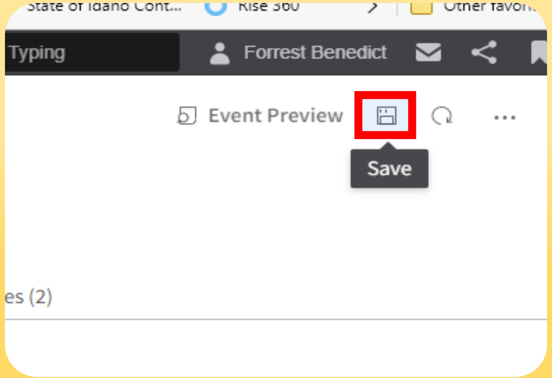

New Template Values

Company * 200 DEPARTMENT OF ADMIN

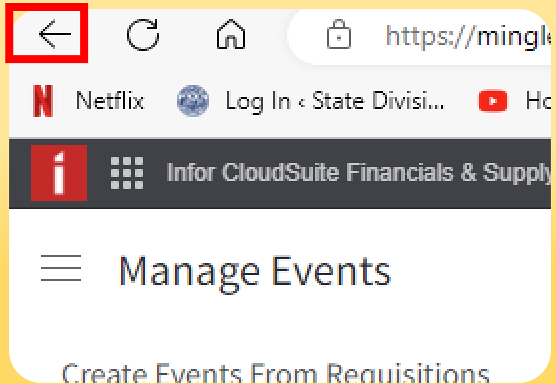
From Event Template # * 90000121 REQUEST FOR QUOTE

Name Bug Zapper

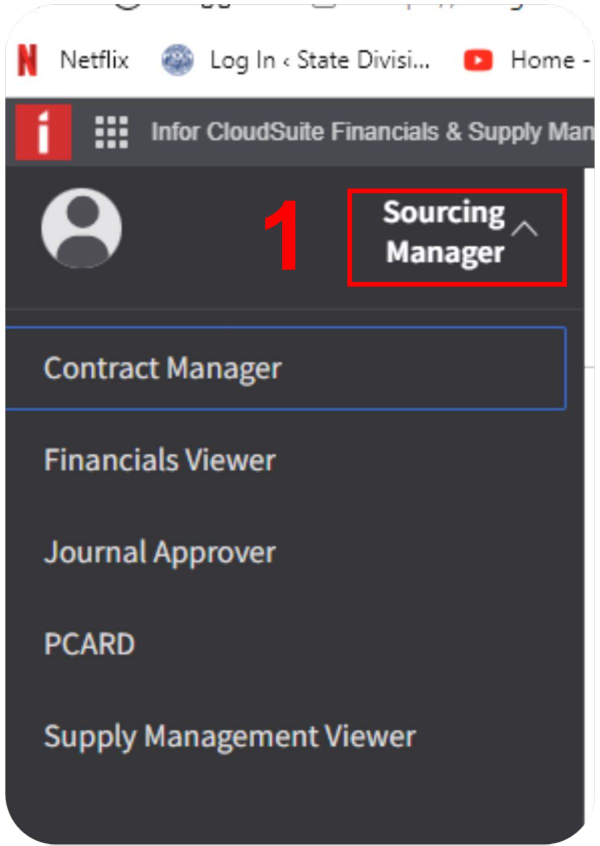
C

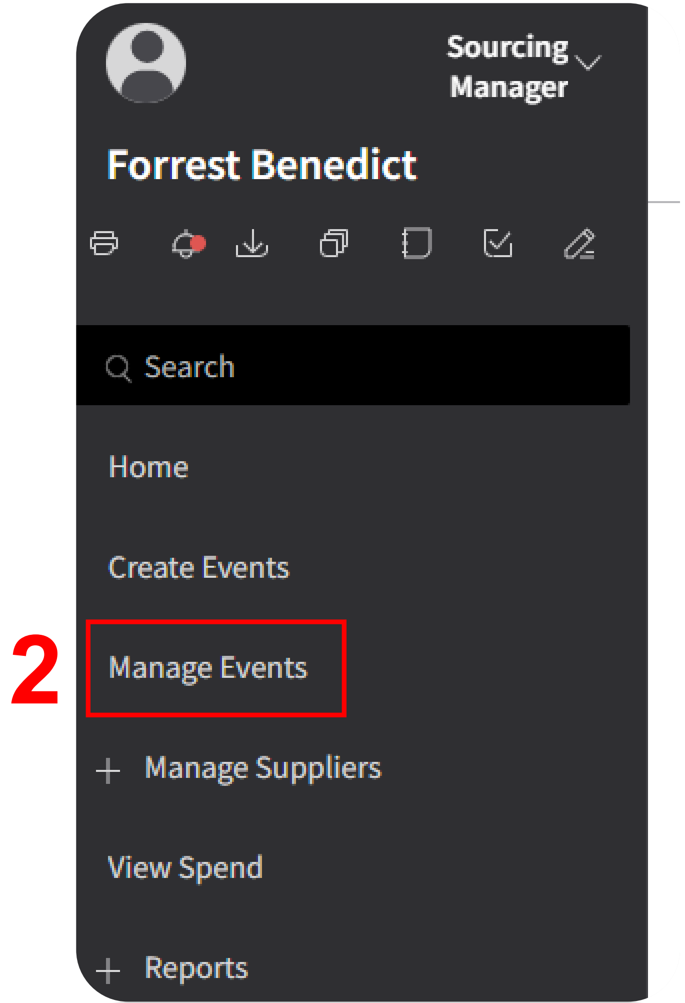

State of Idaho Cont...
Rise 360
Other favori...
Typing
Forrest Benedict
Event Preview
Save
es (2)

D


https://mingle
Netflix
Log In ‹ State Divisi...
Infor CloudSuite Financials & Supply
Manage Events
Create Events From Requisitions

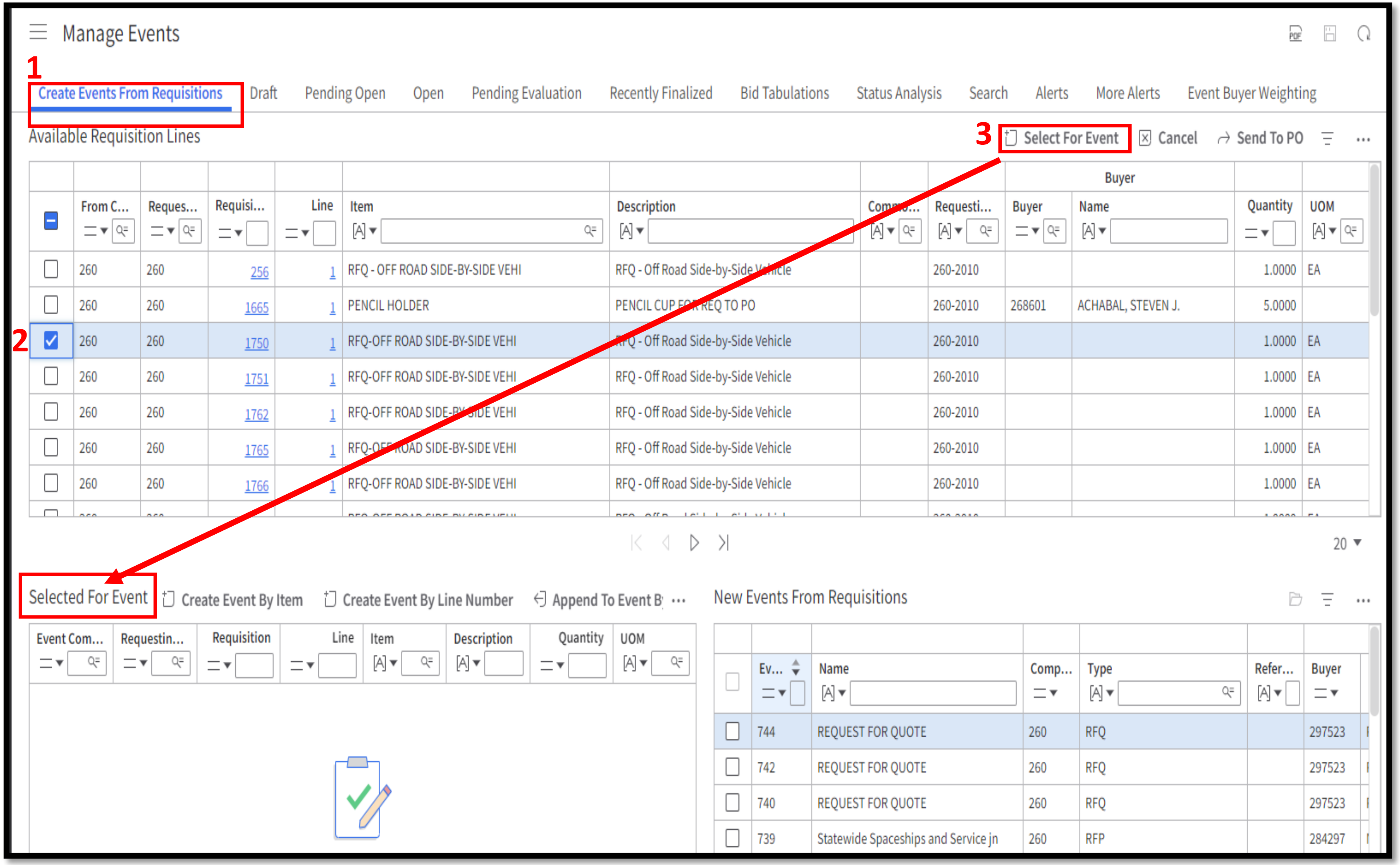
Let’s get started


Netflix
Log In ‹ State Divisi...
Home -
Infor CloudSuite Financials & Supply Man
1
Sourcing Manager
Contract Manager
Financials Viewer
Journal Approver
PCARD
Supply Management Viewer


Sourcing Manager
Forrest Benedict
Search
Home
Create Events
2
Manage Events
Manage Suppliers
View Spend
Reports

1 Select
2 Select your assigned line item / Requisition

3 Click Select for Event
- Event will show up under “Select For Event” section

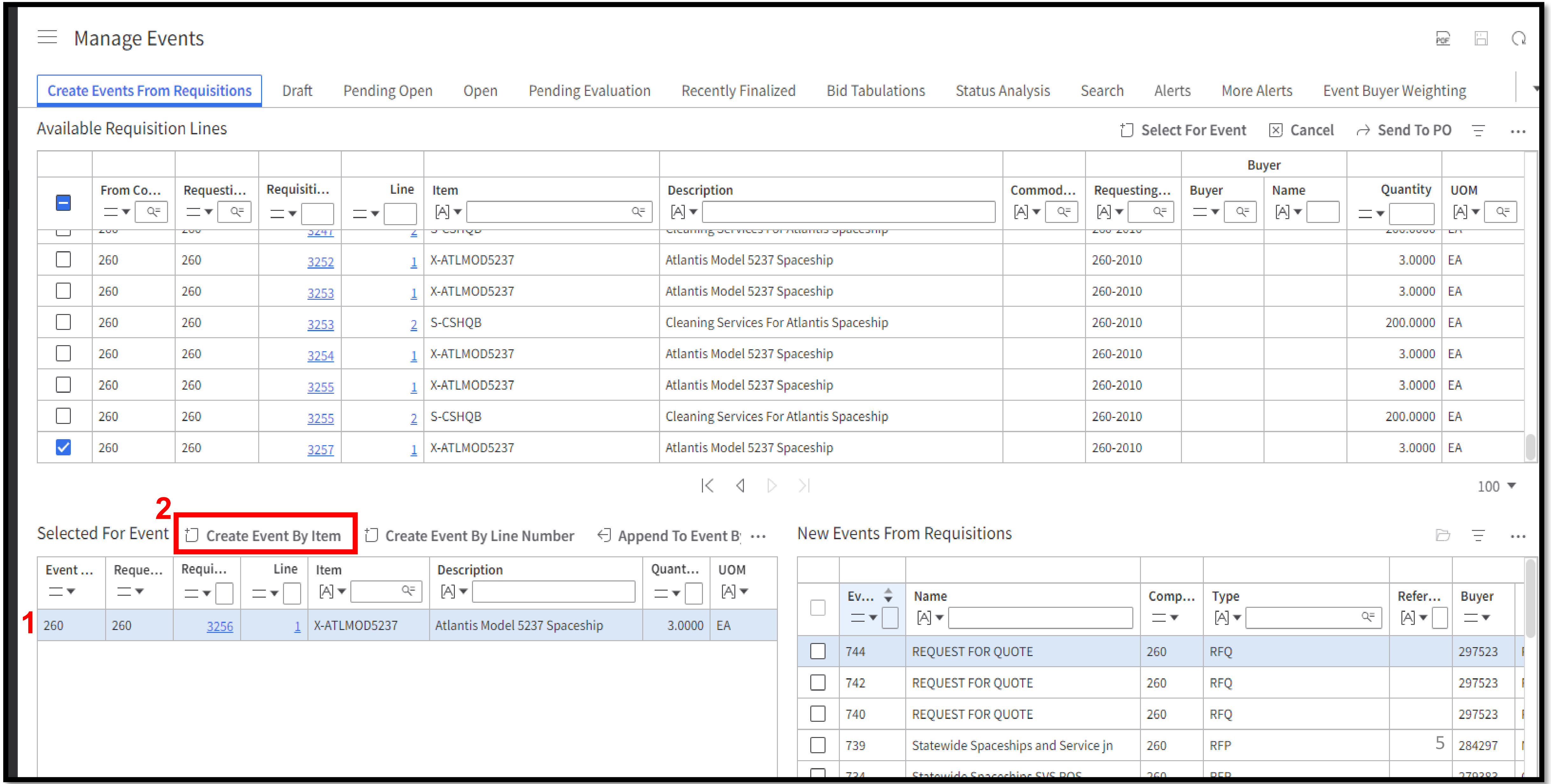

Manage Events
1
Create Events From Requisitions
Draft
Pending Open
Open
Pending Evaluation
Recently Finalized
Bid Tabulations
Status Analysis
Search
Alerts
More Alerts
Event Buyer Weighting
Available Requisition Lines
3
Select For Event
Cancel
Send To PO
2
20
Selected For Event
Create Event By Item
Create Event By Line Number
Append To Event B
New Events From Requisitions

									Buyer			
	From C...	Reques...	Requisi...	Line	Item	Description	Comm...	Requesti...	Buyer	Name	Quantity	UOM
☐	260	260	256	1	RFQ - OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1665	1	PENCIL HOLDER	PENCIL CUP FOR REQ TO PO		260-2010	268601	ACHABAL, STEVEN J.	5.0000	
☑	260	260	1750	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1751	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1762	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1765	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1766	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA

Event Com...	Requestin...	Requisition	Line	Item	Description	Quantity	UOM

☐	Ev...	Name	Comp...	Type	Refer...	Buyer
☐	744	REQUEST FOR QUOTE	260	RFQ		297523
☐	742	REQUEST FOR QUOTE	260	RFQ		297523
☐	740	REQUEST FOR QUOTE	260	RFQ		297523
☐	739	Statewide Spaceships and Service jn	260	RFP		284297

1 Highlight desired item
2 Click Create Event By Item


Manage Events
Create Events From Requisitions
Draft
Pending Open
Open
Pending Evaluation
Recently Finalized
Bid Tabulations
Status Analysis
Search
Alerts
More Alerts
Event Buyer Weighting
Select For Event
Cancel
Send To PO
100
2
Create Event By Item
Create Event By Line Number
Append To Event B
1

Available Requisition Lines

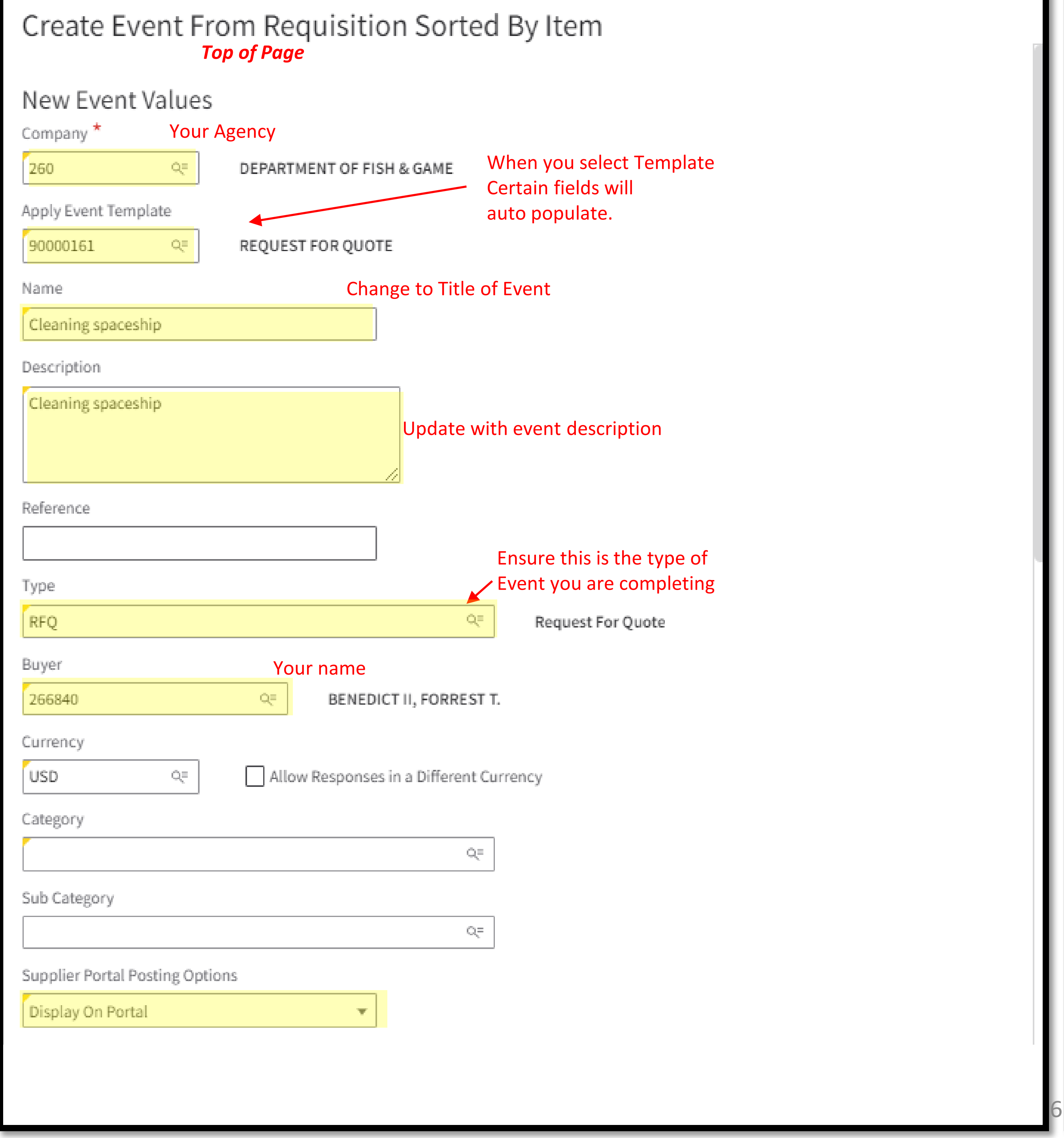
									Buyer			
	From Co...	Requesti...	Requisiti...	Line	Item	Description	Commod...	Requesting...	Buyer	Name	Quantity	UOM
☐	260	260	3252	1	X-ATLMOD5237	Atlantis Model 5237 Spaceship		260-2010			3.0000	EA
☐	260	260	3253	1	X-ATLMOD5237	Atlantis Model 5237 Spaceship		260-2010			3.0000	EA
☐	260	260	3253	2	S-CSHQB	Cleaning Services For Atlantis Spaceship		260-2010			200.0000	EA
☐	260	260	3254	1	X-ATLMOD5237	Atlantis Model 5237 Spaceship		260-2010			3.0000	EA
☐	260	260	3255	1	X-ATLMOD5237	Atlantis Model 5237 Spaceship		260-2010			3.0000	EA
☐	260	260	3255	2	S-CSHQB	Cleaning Services For Atlantis Spaceship		260-2010			200.0000	EA
☑	260	260	3257	1	X-ATLMOD5237	Atlantis Model 5237 Spaceship		260-2010			3.0000	EA

Selected For Event

Event ...	Reque...	Requi...	Line	Item	Description	Quant...	UOM
260	260	3256	1	X-ATLMOD5237	Atlantis Model 5237 Spaceship	3.0000	EA

New Events From Requisitions

☐	Ev...	Name	Comp...	Type	Refer...	Buyer
☐	744	REQUEST FOR QUOTE	260	RFQ		297523
☐	742	REQUEST FOR QUOTE	260	RFQ		297523
☐	740	REQUEST FOR QUOTE	260	RFQ		297523
☐	739	Statewide Spaceships and Service jn	260	RFP		284297



Create Event From Requisition Sorted By Item

Top of Page

New Event Values

Company * — Your Agency

260 — DEPARTMENT OF FISH & GAME

When you select Template Certain fields will auto populate.

Apply Event Template

90000161 — REQUEST FOR QUOTE

Name — Change to Title of Event

Cleaning spaceship

Description

Cleaning spaceship

Update with event description

Reference

Ensure this is the type of Event you are completing

Type

RFQ — Request For Quote

Buyer — Your name

266840 — BENEDICT II, FORREST T.

Currency

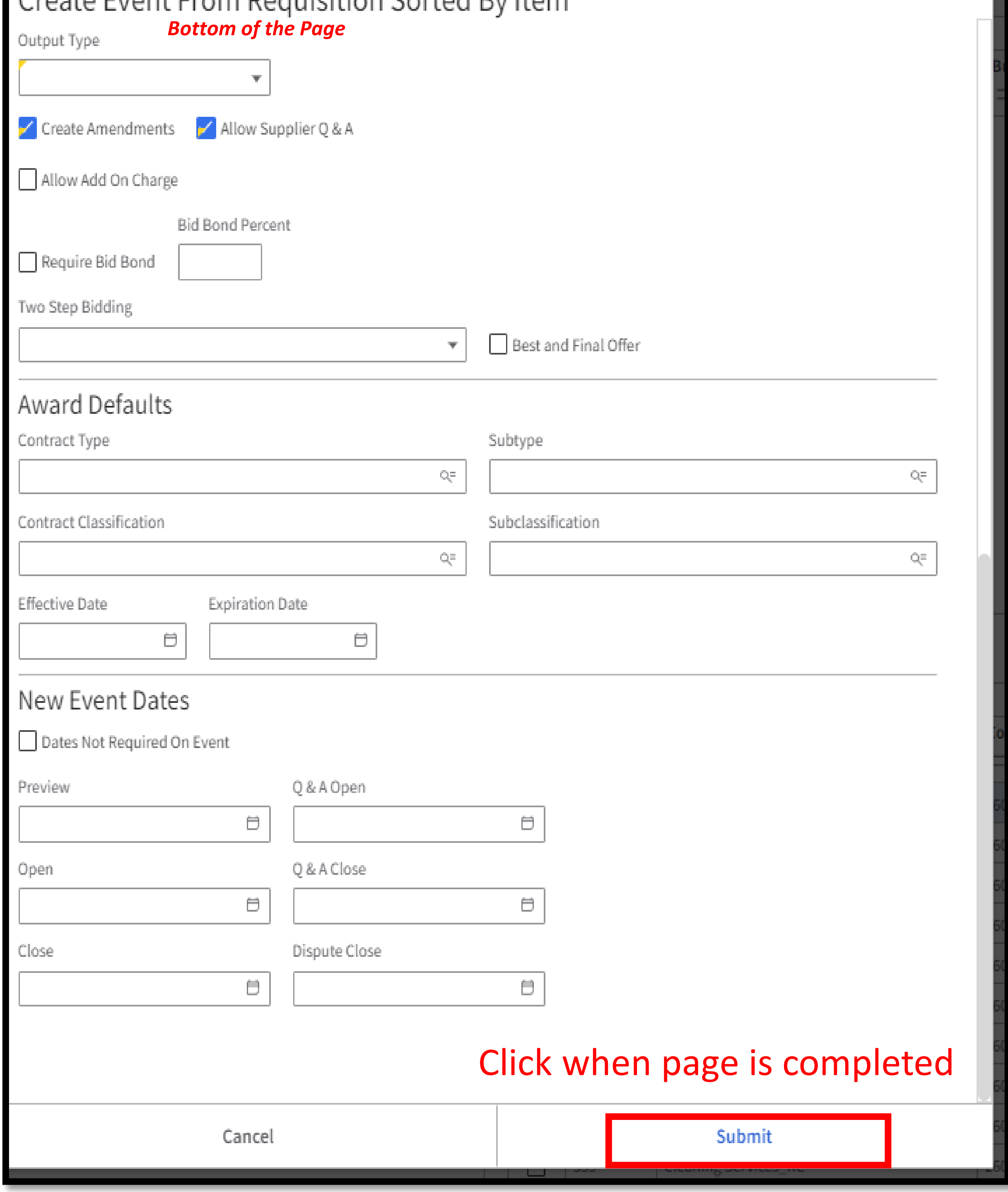
USD — ☐ Allow Responses in a Different Currency

Category

Sub Category

Supplier Portal Posting Options

Display On Portal



Create Event From Requisition Sorted By Item

Bottom of the Page

Output Type

☑ Create Amendments ☑ Allow Supplier Q & A

☐ Allow Add On Charge

Bid Bond Percent

☐ Require Bid Bond

Two Step Bidding

☐ Best and Final Offer

Award Defaults

Contract Type

Subtype

Contract Classification

Subclassification

Effective Date

Expiration Date

New Event Dates

☐ Dates Not Required On Event

Preview

Q & A Open

Open

Q & A Close

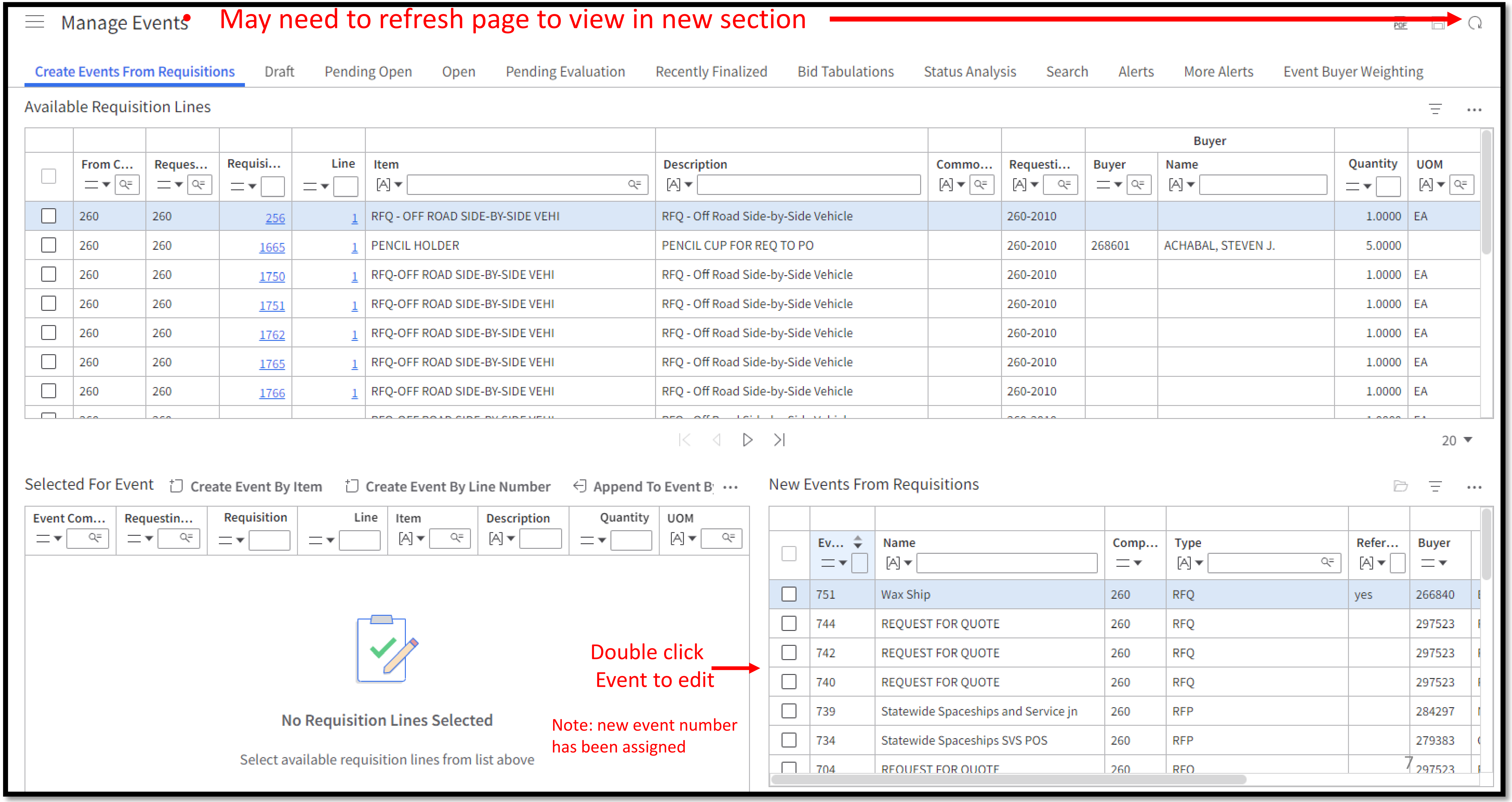
Close

Dispute Close

Click when page is completed

After you click “Submit” from the previous page

- Event will show up under “New Events From Requisitions”
- May need to refresh page to view in new section



Manage Events

Create Events From Requisitions | Draft | Pending Open | Open | Pending Evaluation | Recently Finalized | Bid Tabulations | Status Analysis | Search | Alerts | More Alerts | Event Buyer Weighting

Available Requisition Lines

☐	From C...	Reques...	Requisi...	Line	Item	Description	Commo...	Requesti...	Buyer Buyer	 Name	Quantity	UOM
☐	260	260	256	1	RFQ - OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1665	1	PENCIL HOLDER	PENCIL CUP FOR REQ TO PO		260-2010	268601	ACHABAL, STEVEN J.	5.0000	
☐	260	260	1750	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1751	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1762	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1765	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA
☐	260	260	1766	1	RFQ-OFF ROAD SIDE-BY-SIDE VEHI	RFQ - Off Road Side-by-Side Vehicle		260-2010			1.0000	EA

20

Selected For Event | Create Event By Item | Create Event By Line Number | Append To Event B

Event Com...	Requestin...	Requisition	Line	Item	Description	Quantity	UOM

No Requisition Lines Selected

Select available requisition lines from list above

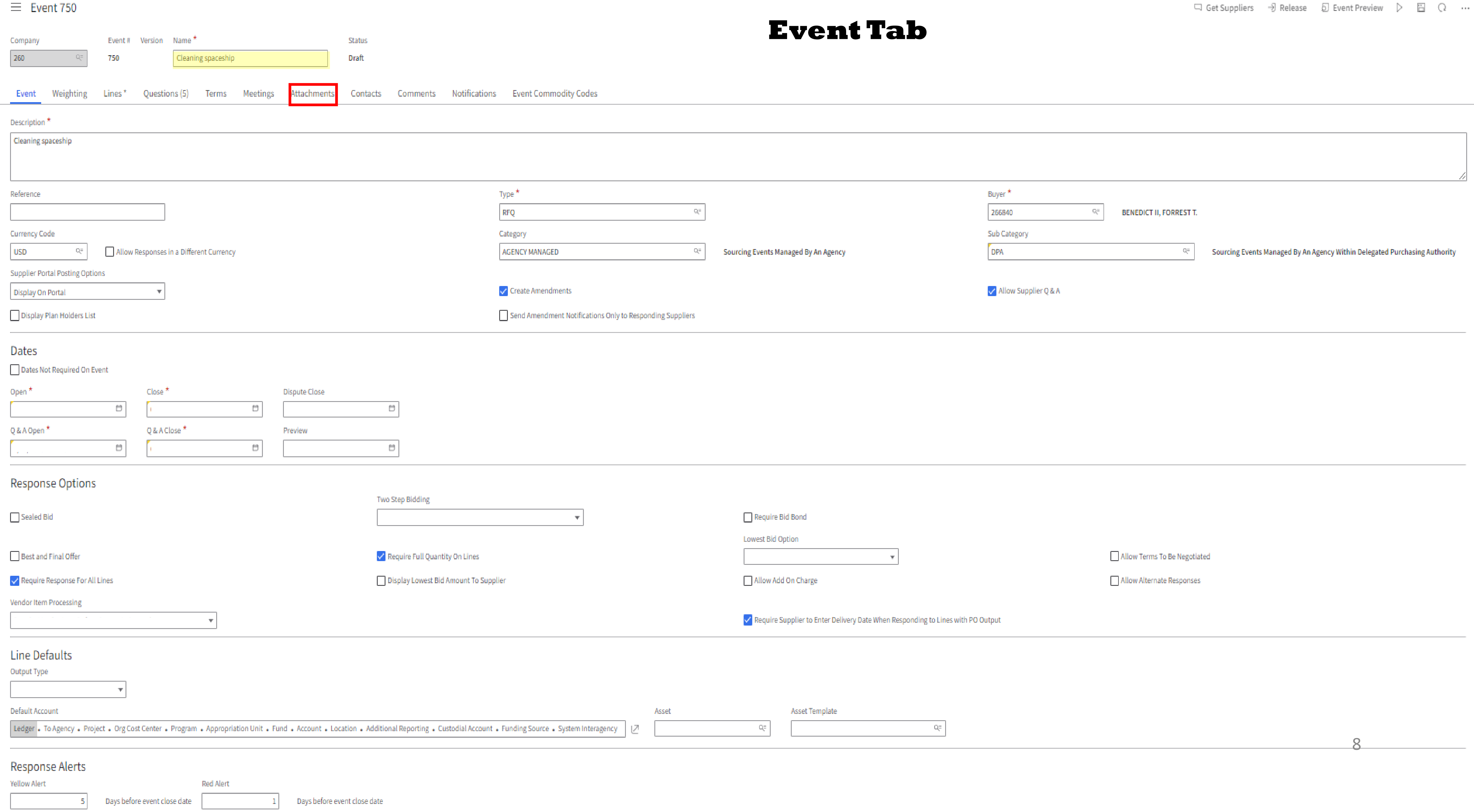
New Events From Requisitions

☐	Ev...	Name	Comp...	Type	Refer...	Buyer
☐	751	Wax Ship	260	RFQ	yes	266840
☐	744	REQUEST FOR QUOTE	260	RFQ		297523
☐	742	REQUEST FOR QUOTE	260	RFQ		297523
☐	740	REQUEST FOR QUOTE	260	RFQ		297523
☐	739	Statewide Spaceships and Service jn	260	RFP		284297
☐	734	Statewide Spaceships SVS POS	260	RFP		279383
☐	704	REQUEST FOR QUOTE	260	RFQ		297523

Double click Event to edit

Note: new event number has been assigned

Event Tab



Event 750

Get Suppliers
Release
Event Preview

Company: 260
Event #: 750
Version:
Name *: Cleaning spaceship
Status: Draft

Event
Weighting
Lines *
Questions (5)
Terms
Meetings
Attachments
Contacts
Comments
Notifications
Event Commodity Codes

Description *: Cleaning spaceship

Reference:
Type *: RFQ
Buyer *: 266840 BENEDICT II, FORREST T.

Currency Code: USD
☐ Allow Responses in a Different Currency
Category: AGENCY MANAGED Sourcing Events Managed By An Agency
Sub Category: DPA Sourcing Events Managed By An Agency Within Delegated Purchasing Authority

Supplier Portal Posting Options: Display On Portal
☑ Create Amendments
☑ Allow Supplier Q & A
☐ Display Plan Holders List
☐ Send Amendment Notifications Only to Responding Suppliers

Dates

☐ Dates Not Required On Event
Open *:
Close *:
Dispute Close:
Q & A Open *:
Q & A Close *:
Preview:

Response Options

☐ Sealed Bid
Two Step Bidding:
☐ Require Bid Bond
Lowest Bid Option:
☐ Best and Final Offer
☑ Require Full Quantity On Lines
☐ Allow Terms To Be Negotiated
☑ Require Response For All Lines
☐ Display Lowest Bid Amount To Supplier
☐ Allow Add On Charge
☐ Allow Alternate Responses
Vendor Item Processing:
☑ Require Supplier to Enter Delivery Date When Responding to Lines with PO Output

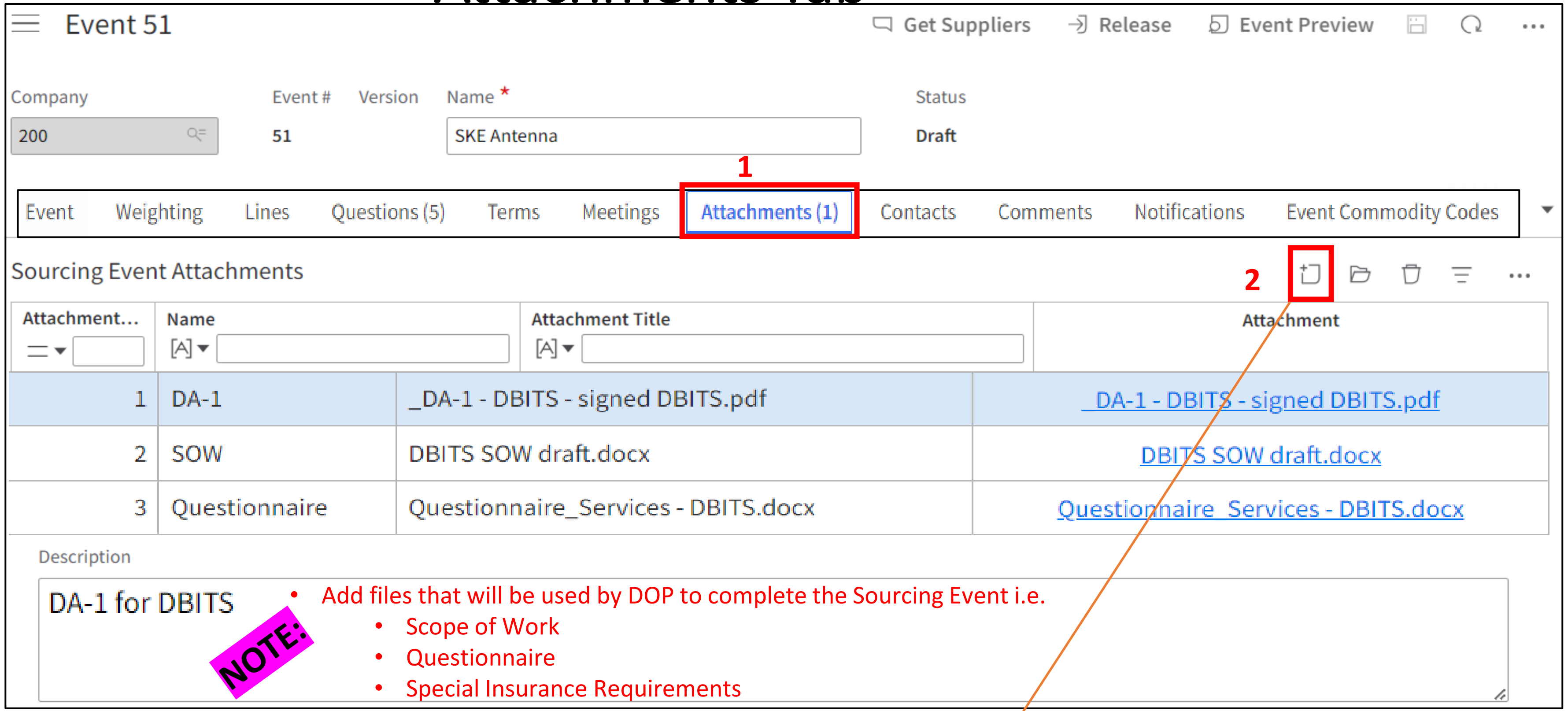
Line Defaults

Output Type:
Default Account: Ledger • To Agency • Project • Org Cost Center • Program • Appropriation Unit • Fund • Account • Location • Additional Reporting • Custodial Account • Funding Source • System Interagency
Asset:
Asset Template:

Response Alerts

Yellow Alert: 5 Days before event close date
Red Alert: 1 Days before event close date

Attachments Tab


Event 51
Get Suppliers
Release
Event Preview
Event
Weighting
Lines
Questions (5)
Terms
Meetings
Attachments (1)
Contacts
Comments
Notifications
Event Commodity Codes
1
2

Company	Event #	Version	Name *	Status
200	51		SKE Antenna	Draft

Sourcing Event Attachments

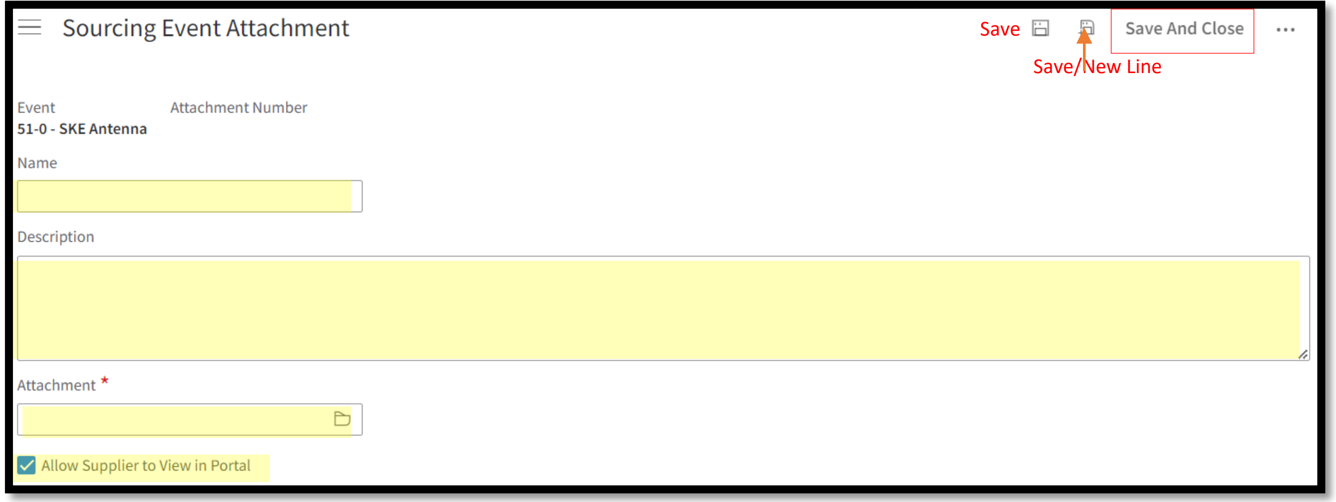
Attachment...	Name	Attachment Title	Attachment
1	DA-1	_DA-1 - DBITS - signed DBITS.pdf	_DA-1 - DBITS - signed DBITS.pdf
2	SOW	DBITS SOW draft.docx	DBITS SOW draft.docx
3	Questionnaire	Questionnaire_Services - DBITS.docx	Questionnaire_Services - DBITS.docx

Description

DA-1 for DBITS

NOTE:

- Add files that will be used by DOP to complete the Sourcing Event i.e.
  - Scope of Work
  - Questionnaire
  - Special Insurance Requirements


Sourcing Event Attachment
Save
Save And Close
Save/New Line

Event
51-0 - SKE Antenna

Attachment Number

Name

Description

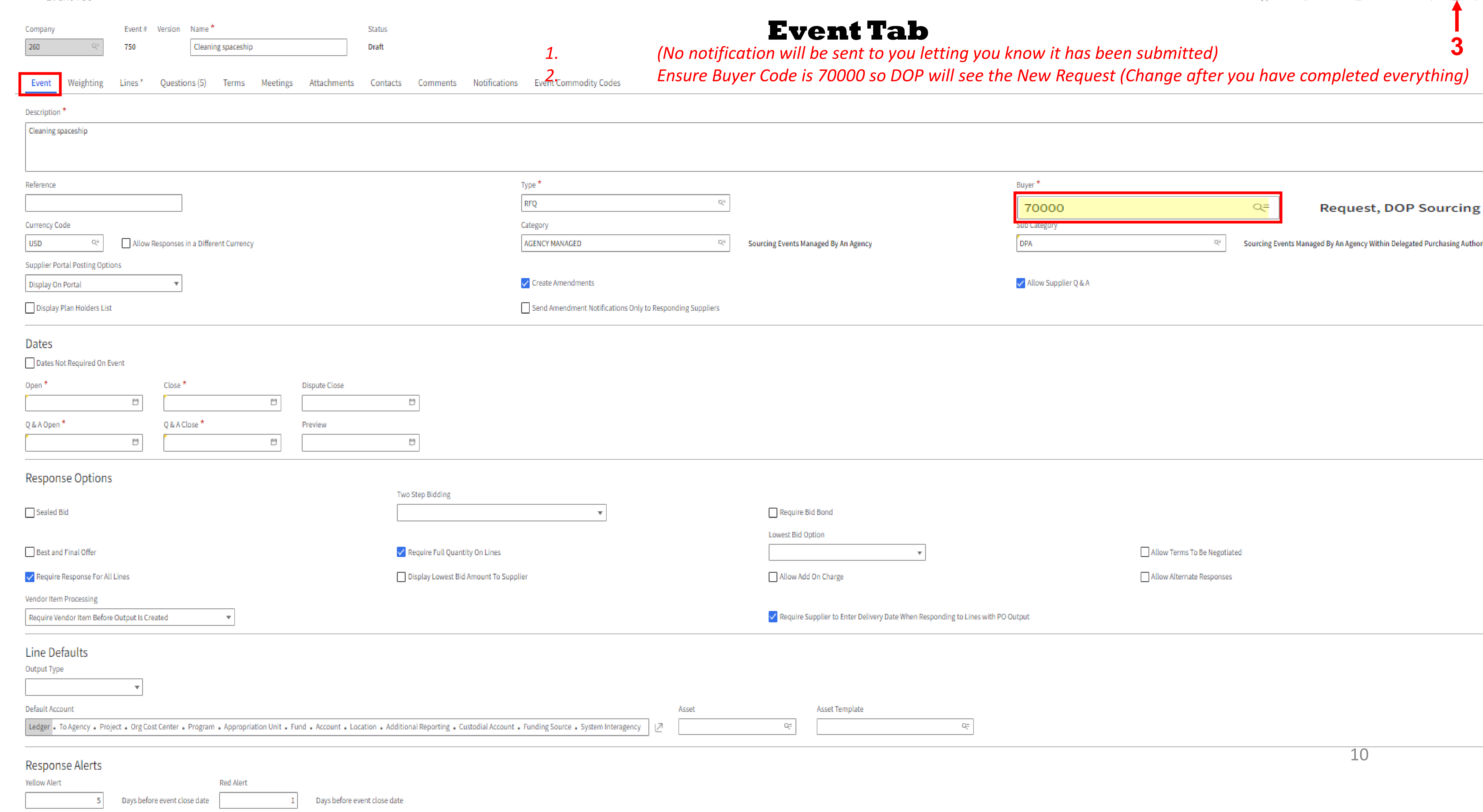
Attachment *

☑ Allow Supplier to View in Portal

Event Tab

1. *(No notification will be sent to you letting you know it has been submitted)*
2. *Ensure Buyer Code is 70000 so DOP will see the New Request (Change after you have completed everything)*

3



Company	Event #	Version	Name *	Status
260	750		Cleaning spaceship	Draft

Description *
Cleaning spaceship

Reference

Type *
RFQ

Buyer *
70000
Request, DOP Sourcing

Currency Code
USD
☐ Allow Responses in a Different Currency

Category
AGENCY MANAGED
Sourcing Events Managed By An Agency

Sub Category
DPA
Sourcing Events Managed By An Agency Within Delegated Purchasing Author

Supplier Portal Posting Options
Display On Portal

☑ Create Amendments

☑ Allow Supplier Q & A

☐ Display Plan Holders List

☐ Send Amendment Notifications Only to Responding Suppliers

Dates

☐ Dates Not Required On Event

Open *
Close *
Dispute Close
Q & A Open *
Q & A Close *
Preview

Response Options

☐ Sealed Bid

Two Step Bidding

☐ Require Bid Bond

Lowest Bid Option

☐ Best and Final Offer

☑ Require Full Quantity On Lines

☐ Allow Terms To Be Negotiated

☑ Require Response For All Lines

☐ Display Lowest Bid Amount To Supplier

☐ Allow Add On Charge

☐ Allow Alternate Responses

Vendor Item Processing
Require Vendor Item Before Output Is Created

☑ Require Supplier to Enter Delivery Date When Responding to Lines with PO Output

Line Defaults

Output Type

Default Account
Ledger • To Agency • Project • Org Cost Center • Program • Appropriation Unit • Fund • Account • Location • Additional Reporting • Custodial Account • Funding Source • System Interagency

Asset

Asset Template

Response Alerts

Yellow Alert
5 Days before event close date

Red Alert
1 Days before event close date

Once Event is Released

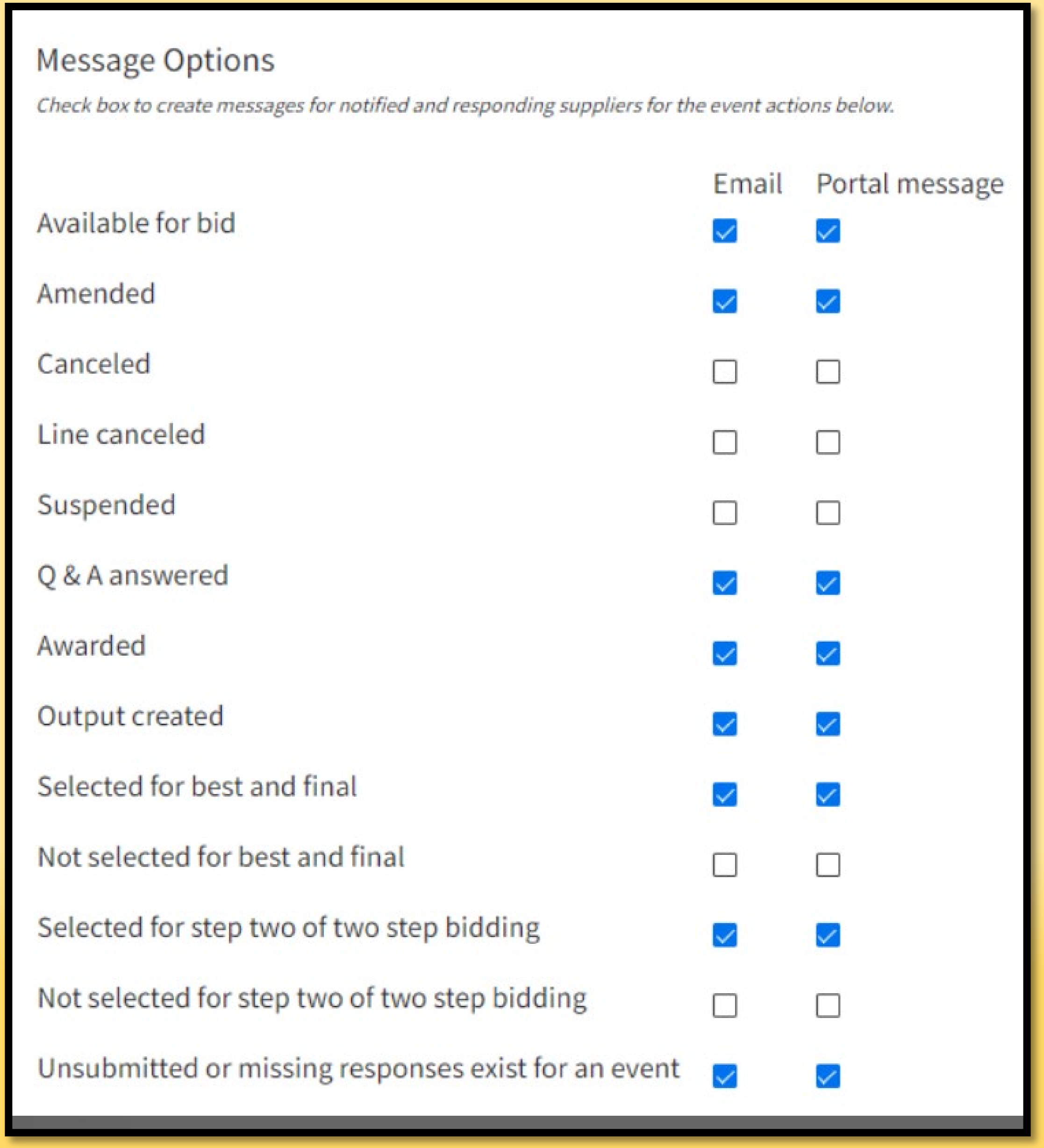
A. After Release of Event the following status will display:
   a) If approval is not required and the open date is in the future, then the event status changes to **Pending Open** until the open date and time.
   b) Informal events or, if approval is not required, and the open date is reached, the event status changes to **Open**. Suppliers are notified.
   c) If approval is required, the event status changes to **Pending Event Approval**. A notification is sent to the first person in the approval process file.

B. Approving events (Supervisors)

Events can be manually approved if users do not have access to the Process Flow In basket.

a) Sign in as Sourcing Manager and select **Create Events**.
b) Select an event with a **Pending Event Approval** status.
c) Select **Actions** > **Manual Approve**. The event is displayed on the **Open** list. The event is posted on Supplier Portal and notifications are sent to suppliers that are listed on the **Notifications** tab. If the event has a date range and the open date has not been reached, then the event status is set to **Pending Approval**. If you select **Manual Disapprove**, then the event is returned to a draft status and an email notification is sent to the Buyer.
d) If you select **Manual Reject**, then the event is returned to a Canceled status and an email is sent to the Buyer. If the close date has not passed, then the event can be approved later.

Types of Messages Suppliers will receive from Luma



Message Options

Check box to create messages for notified and responding suppliers for the event actions below.

	Email	Portal message
Available for bid	☑	☑
Amended	☑	☑
Canceled	☐	☐
Line canceled	☐	☐
Suspended	☐	☐
Q & A answered	☑	☑
Awarded	☑	☑
Output created	☑	☑
Selected for best and final	☑	☑
Not selected for best and final	☐	☐
Selected for step two of two step bidding	☑	☑
Not selected for step two of two step bidding	☐	☐
Unsubmitted or missing responses exist for an event	☑	☑

Actions that will trigger an amendment

Update Sourcing Event

- Name
- Description
- Type
- Sealed Bid
- Require Response For All Lines
- Preview Date
- Open Date
- Close Date
- Q and A Open Date
- Q and A Close Date
- Dispute Close Date
- Delivery Date
- Buyer
- Supplier Portal Posting Options

Cancel Sourcing Event

Add Sourcing Event Line

Update Sourcing Event Line

- Name
- Description
- Output Type
- Require Response
- Commodity Code
- Item
- Item Description
- Quantity
- UOM
- Ship To
- Requested Delivery Date
- Allow Comparable
- Allow Price Breaks

Cancel Sourcing Event Line

Add Term And Condition

Update Term And Condition

Delete Term And Condition

Add Question

Update Question

Delete Question

Add Meeting

Update Meeting

Delete Meeting

Add Contact

Update Contact

Delete Contact

Add Attachment

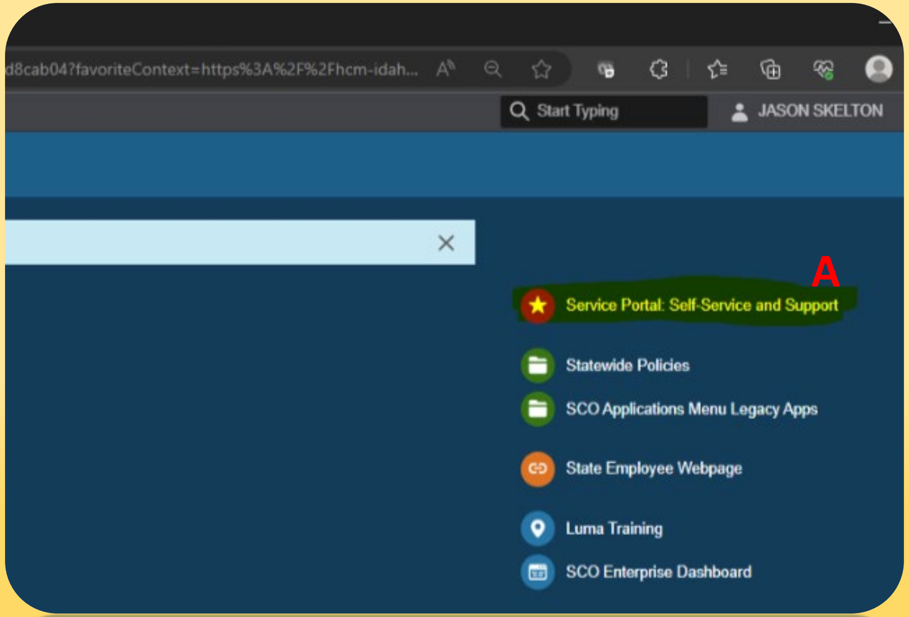
Update Attachment

Delete Attachment

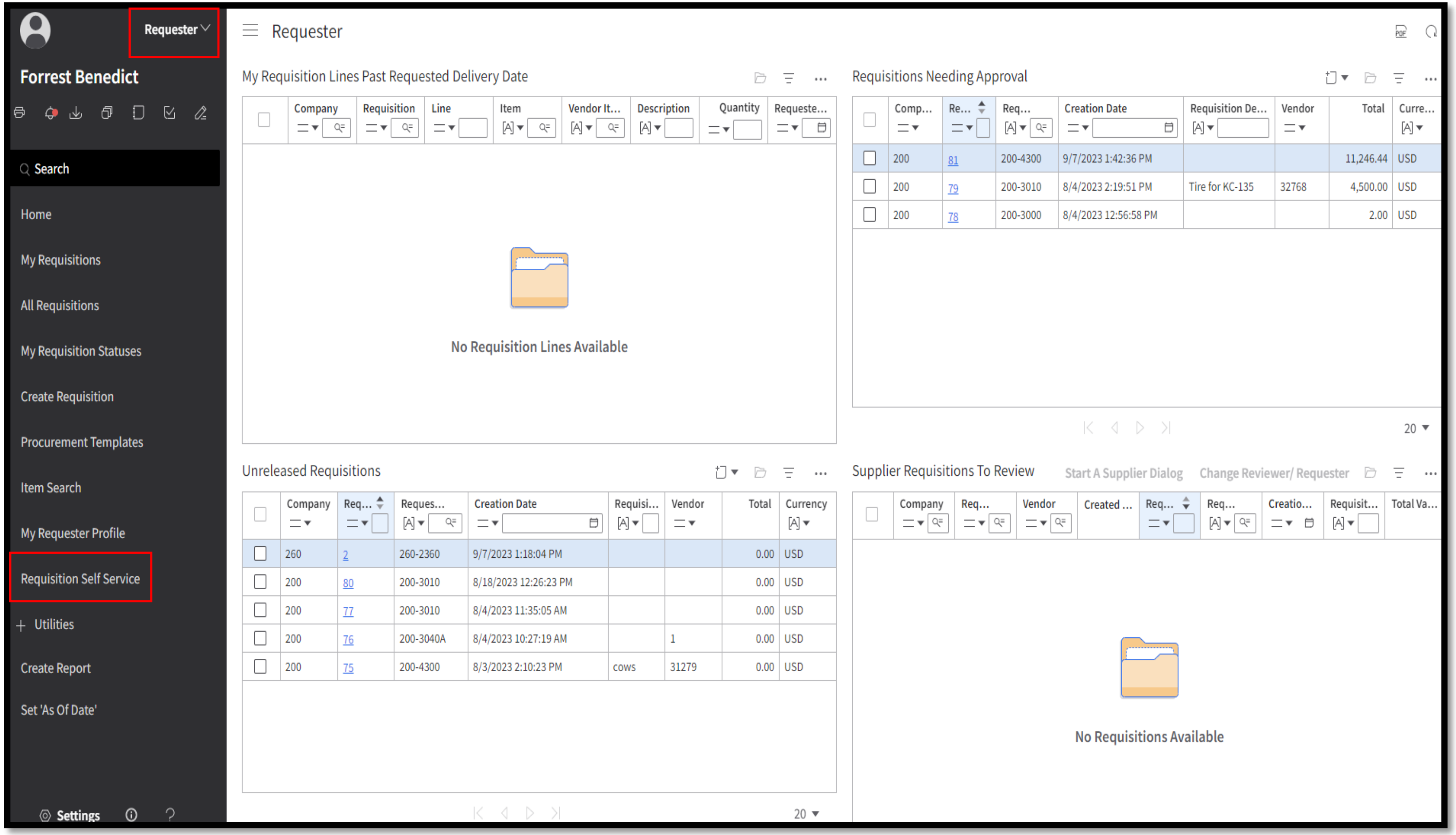
Need Help?

A. Luma related questions i.e. how do I…, contact the Luma Team at: servicedesk@sco.Idaho.gov or the service portal **A**

B. For Purchasing Process questions contact the DOP help desk at: dophelpdesk@adm.idaho.gov


d8cab04?favoriteContext=https%3A%2F%2Fhcm-idah...
Start Typing
JASON SKELTON
A
Service Portal: Self-Service and Support
Statewide Policies
SCO Applications Menu Legacy Apps
State Employee Webpage
Luma Training
SCO Enterprise Dashboard

Create a Requestion *(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

☐	Company	Requisition	Line	Item	Vendor It...	Description	Quantity	Requeste...

No Requisition Lines Available

Requisitions Needing Approval

☐	Comp...	Re...	Req...	Creation Date	Requisition De...	Vendor	Total	Curre...
☐	200	81	200-4300	9/7/2023 1:42:36 PM			11,246.44	USD
☐	200	79	200-3010	8/4/2023 2:19:51 PM	Tire for KC-135	32768	4,500.00	USD
☐	200	78	200-3000	8/4/2023 12:56:58 PM			2.00	USD

Unreleased Requisitions

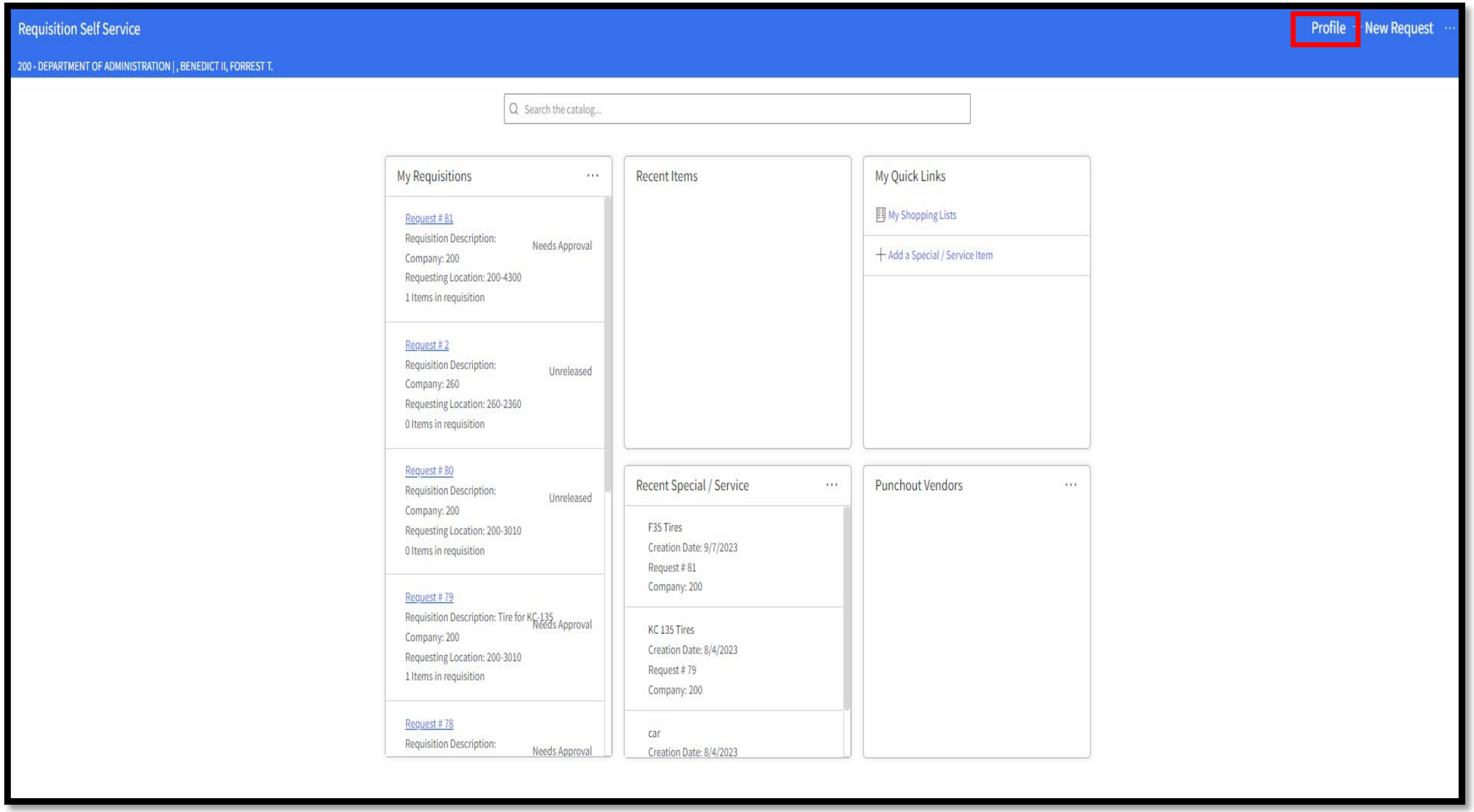
☐	Company	Req...	Reques...	Creation Date	Requisi...	Vendor	Total	Currency
☐	260	2	260-2360	9/7/2023 1:18:04 PM			0.00	USD
☐	200	80	200-3010	8/18/2023 12:26:23 PM			0.00	USD
☐	200	77	200-3010	8/4/2023 11:35:05 AM			0.00	USD
☐	200	76	200-3040A	8/4/2023 10:27:19 AM		1	0.00	USD
☐	200	75	200-4300	8/3/2023 2:10:23 PM	cows	31279	0.00	USD

Supplier Requisitions To Review

Start A Supplier Dialog
Change Reviewer/ Requester

☐	Company	Req...	Vendor	Created ...	Req...	Req...	Creatio...	Requisit...	Total Va...

No Requisitions Available


Requisition Self Service
Profile
New Request
Search the catalog...
My Requisitions
Recent Items
My Quick Links
My Shopping Lists
Add a Special / Service Item
Recent Special / Service
Punchout Vendors

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

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

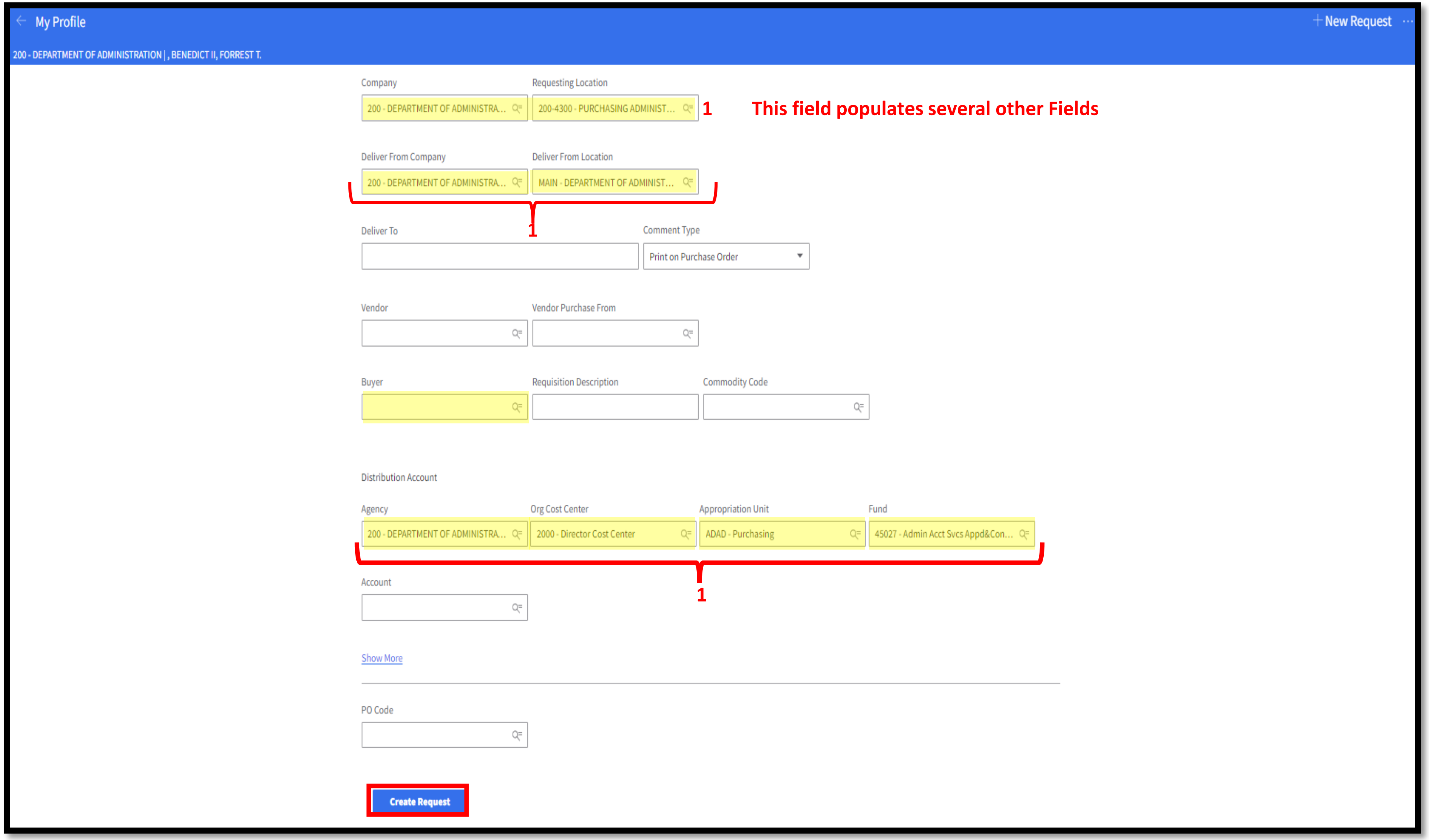
Request # 79
Requisition Description: Tire for KC-135
Needs Approval
Company: 200
Requesting Location: 200-3010
1 Items in requisition

Request # 78
Requisition Description:
Needs Approval

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



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

Company: 200 - DEPARTMENT OF ADMINISTRA...
Requesting Location: 200-4300 - PURCHASING ADMINIST... 1

This field populates several other Fields

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRA...
Deliver From Location: MAIN - DEPARTMENT OF ADMINIST...

1

Deliver To:
Comment Type: Print on Purchase Order

Vendor:
Vendor Purchase From:

Buyer:
Requisition Description:
Commodity Code:

Distribution Account

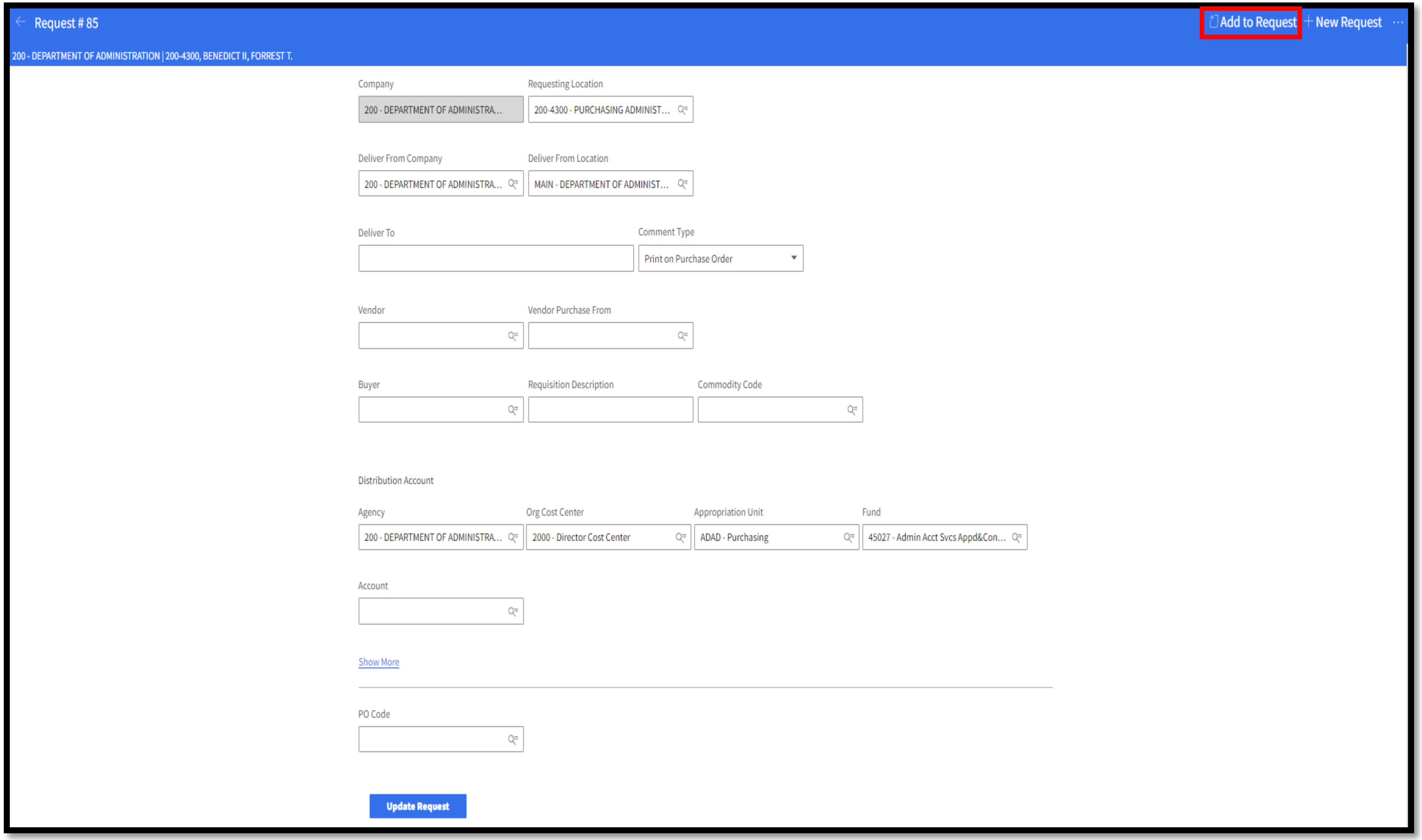
Agency: 200 - DEPARTMENT OF ADMINISTRA...
Org Cost Center: 2000 - Director Cost Center
Appropriation Unit: ADAD - Purchasing
Fund: 45027 - Admin Acct Svcs Appd&Con...

1

Account:

PO Code:

New Button Appears
Click



Request # 85

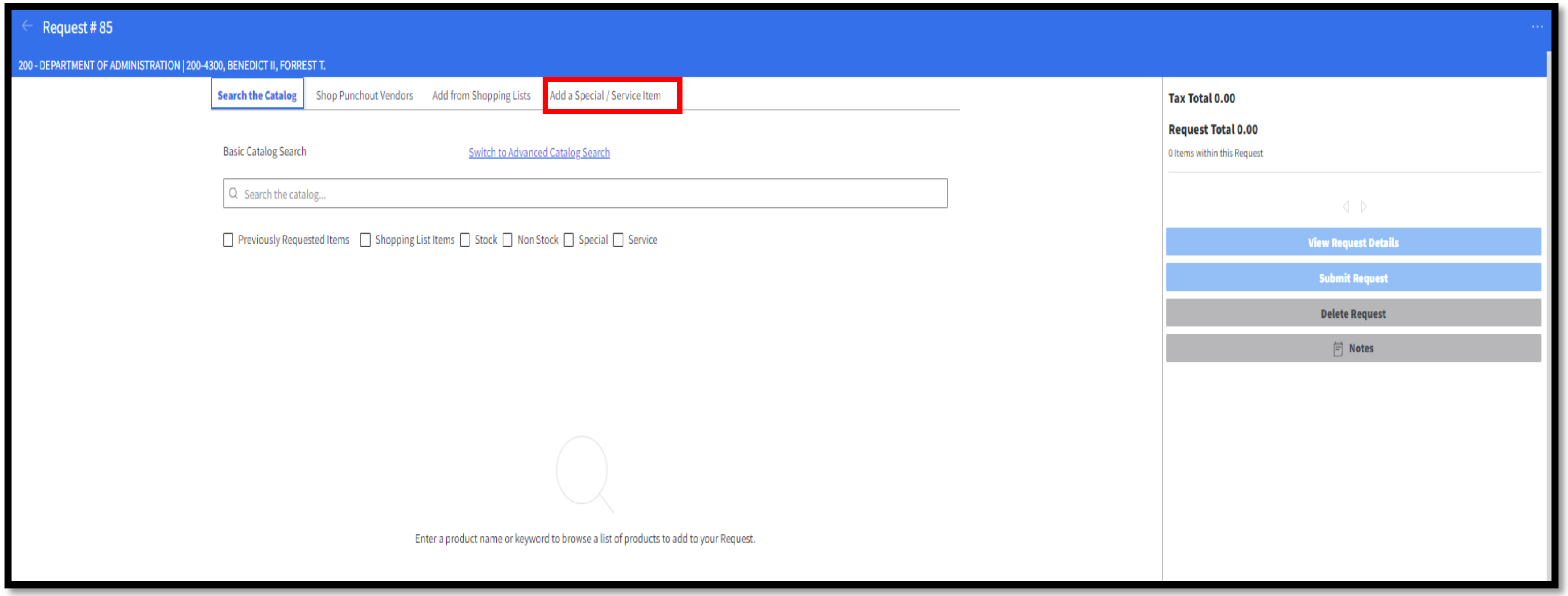
200 - DEPARTMENT OF ADMINISTRATION | 200-4300, BENEDICT II, FORREST T.

Company: 200 - DEPARTMENT OF ADMINISTRA...
Requesting Location: 200-4300 - PURCHASING ADMINIST...
Deliver From Company: 200 - DEPARTMENT OF ADMINISTRA...
Deliver From Location: MAIN - DEPARTMENT OF ADMINIST...
Deliver To:
Comment Type: Print on Purchase Order
Vendor:
Vendor Purchase From:
Buyer:
Requisition Description:
Commodity Code:

Distribution Account

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

PO Code:


Request # 85

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

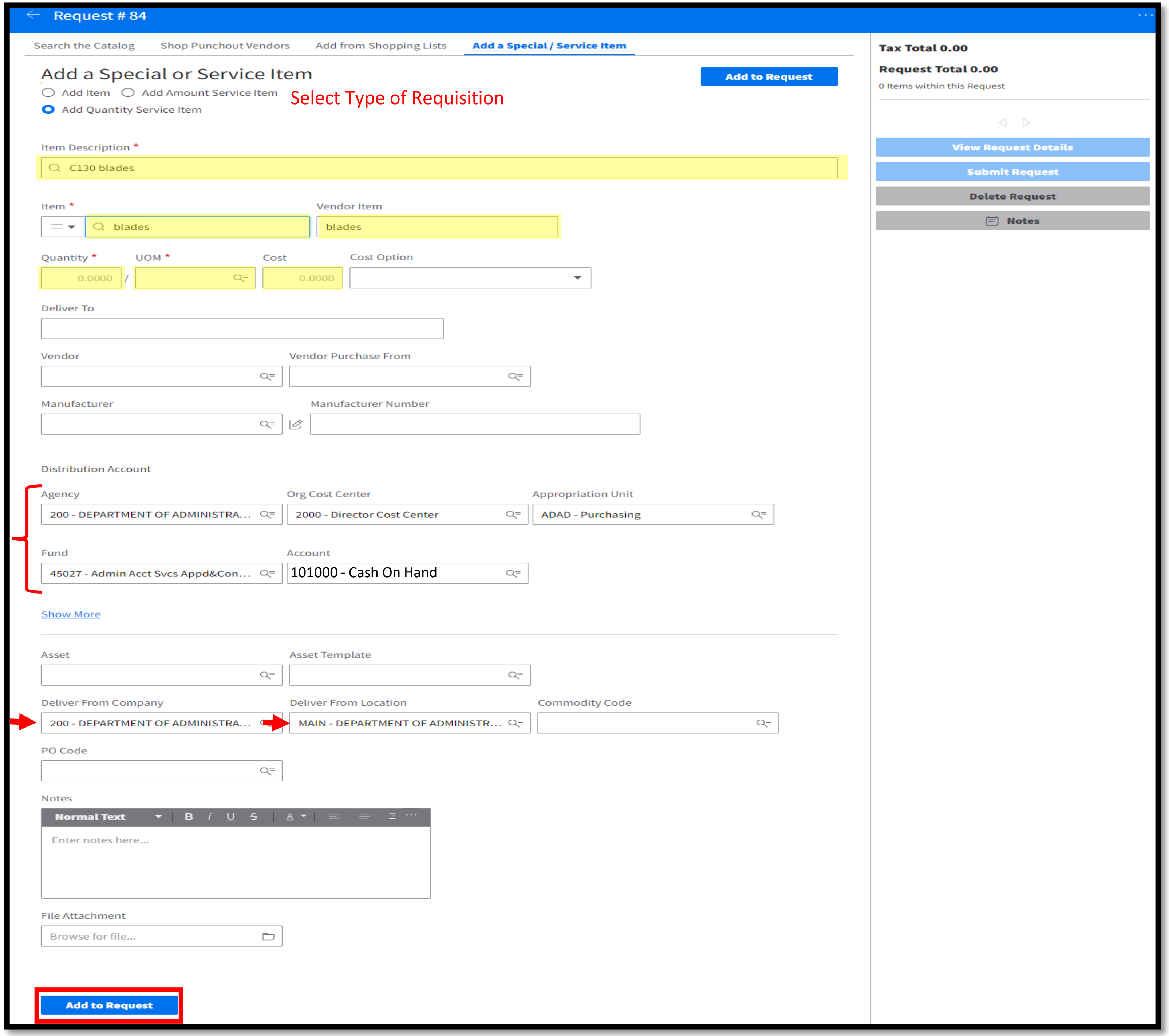
Tax Total 0.00

Request Total 0.00

0 Items within this Request

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

Search the Catalog
Shop Punchout Vendors
Add from Shopping Lists
Add a Special / Service Item
Basic Catalog Search
Switch to Advanced Catalog Search
Search the catalog...
☐ Previously Requested Items
☐ Shopping List Items
☐ Stock
☐ Non Stock
☐ Special
☐ Service
View Request Details
Submit Request
Delete Request
Notes


Request # 84
Search the Catalog
Shop Punchout Vendors
Add from Shopping Lists
Add a Special / Service Item
Add to Request
Tax Total 0.00
Request Total 0.00
0 Items within this Request
View Request Details
Submit Request
Delete Request
Notes

Add a Special or Service Item

○ Add Item ○ Add Amount Service Item
● Add Quantity Service Item

Select Type of Requisition

Item Description *: C130 blades

Item *: blades

Vendor Item: blades

Quantity *: 0.0000 / UOM *:

Cost: 0.0000

Cost Option:

Deliver To:

Vendor:

Vendor Purchase From:

Manufacturer:

Manufacturer Number:

Distribution Account

Ensure Correct

Agency: 200 - DEPARTMENT OF ADMINISTRA…

Org Cost Center: 2000 - Director Cost Center

Appropriation Unit: ADAD - Purchasing

Fund: 45027 - Admin Acct Svcs Appd&Con…

Account: 101000 - Cash On Hand

Show More

Asset:

Asset Template:

Ensure Correct

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRA…

Deliver From Location: MAIN - DEPARTMENT OF ADMINISTR…

Commodity Code:

PO Code:

Notes: Enter notes here…

Normal Text
B
I
U
S
A

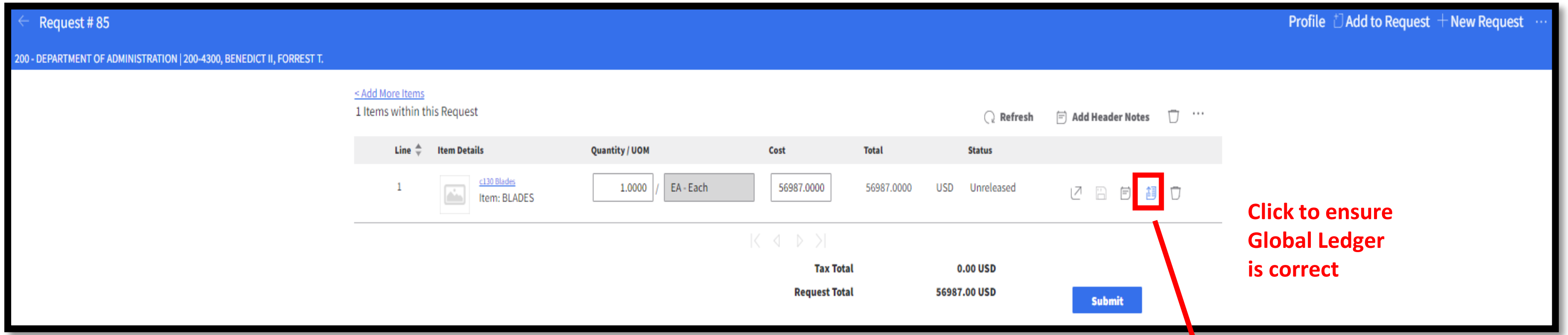
Attach any Files (Optional)

File Attachment: Browse for file…

Add to Request

Item added Here

Click to View Request


Profile
Add to Request
New Request
< Add More Items
Refresh
Add Header Notes
Submit

Request # 85

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

1 Items within this Request

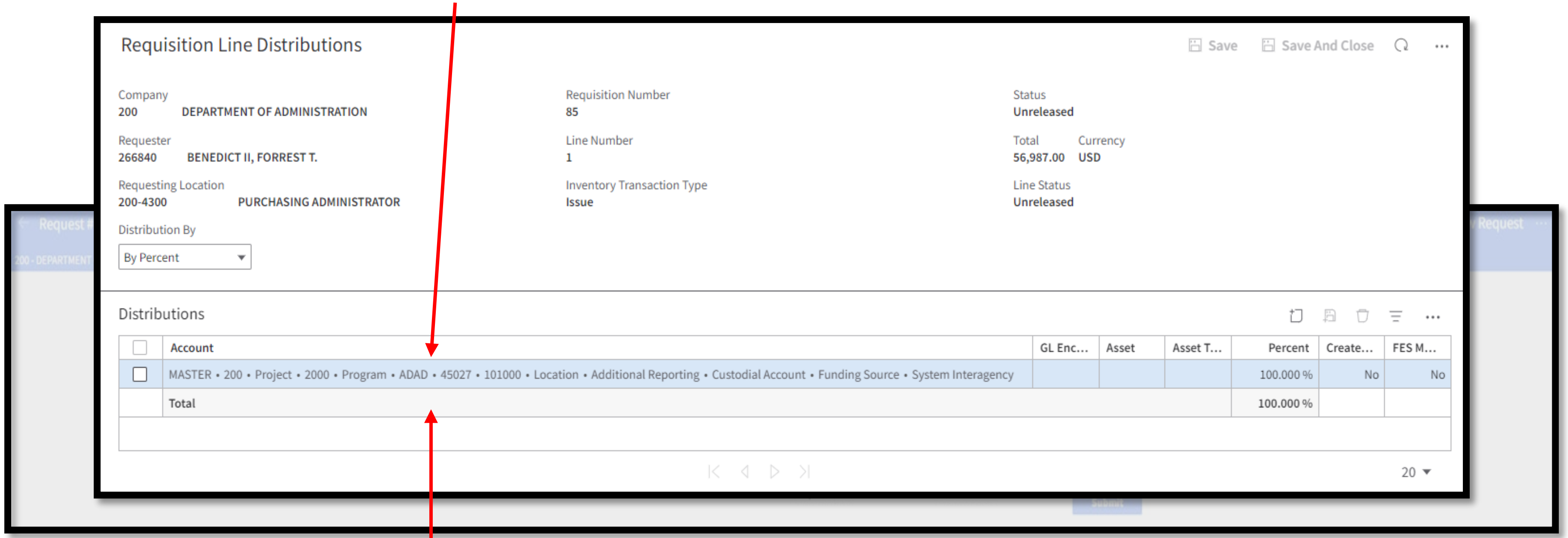
Line	Item Details	Quantity / UOM	Cost	Total		Status
1	c130 Blades Item: BLADES	1.0000 / EA - Each	56987.0000	56987.0000	USD	Unreleased

Tax Total 0.00 USD

Request Total 56987.00 USD

Click to ensure Global Ledger is correct

Check Global Ledger



Requisition Line Distributions

Company
200 DEPARTMENT OF ADMINISTRATION

Requester
266840 BENEDICT II, FORREST T.

Requesting Location
200-4300 PURCHASING ADMINISTRATOR

Distribution By
By Percent

Requisition Number
85

Line Number
1

Inventory Transaction Type
Issue

Status
Unreleased

Total 56,987.00
Currency USD

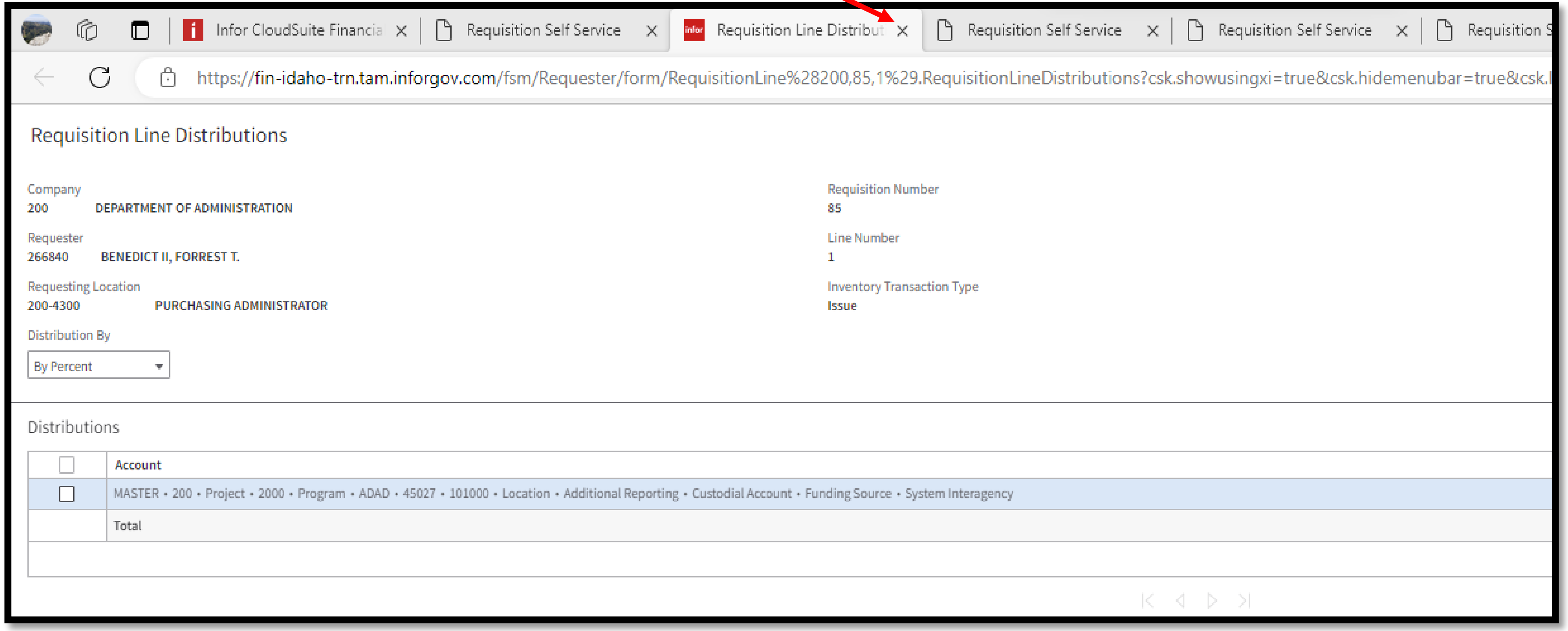
Line Status
Unreleased

Distributions

☐	Account	GL Enc...	Asset	Asset T...	Percent	Create...	FES M...
☐	MASTER • 200 • Project • 2000 • Program • ADAD • 45027 • 101000 • Location • Additional Reporting • Custodial Account • Funding Source • System Interagency				100.000 %	No	No
	Total				100.000 %		

Double click to make changes

Once Ledger has been checked Close Tab


Infor CloudSuite Financia
Requisition Self Service
Requisition Line Distribut
Requisition Self Service
Requisition Self Service
Requisition S

https://fin-idaho-trn.tam.inforgov.com/fsm/Requester/form/RequisitionLine%28200,85,1%29.RequisitionLineDistributions?csk.showusingxi=true&csk.hidemenubar=true&csk.l

Requisition Line Distributions

Company
200 DEPARTMENT OF ADMINISTRATION

Requester
266840 BENEDICT II, FORREST T.

Requesting Location
200-4300 PURCHASING ADMINISTRATOR

Distribution By
By Percent

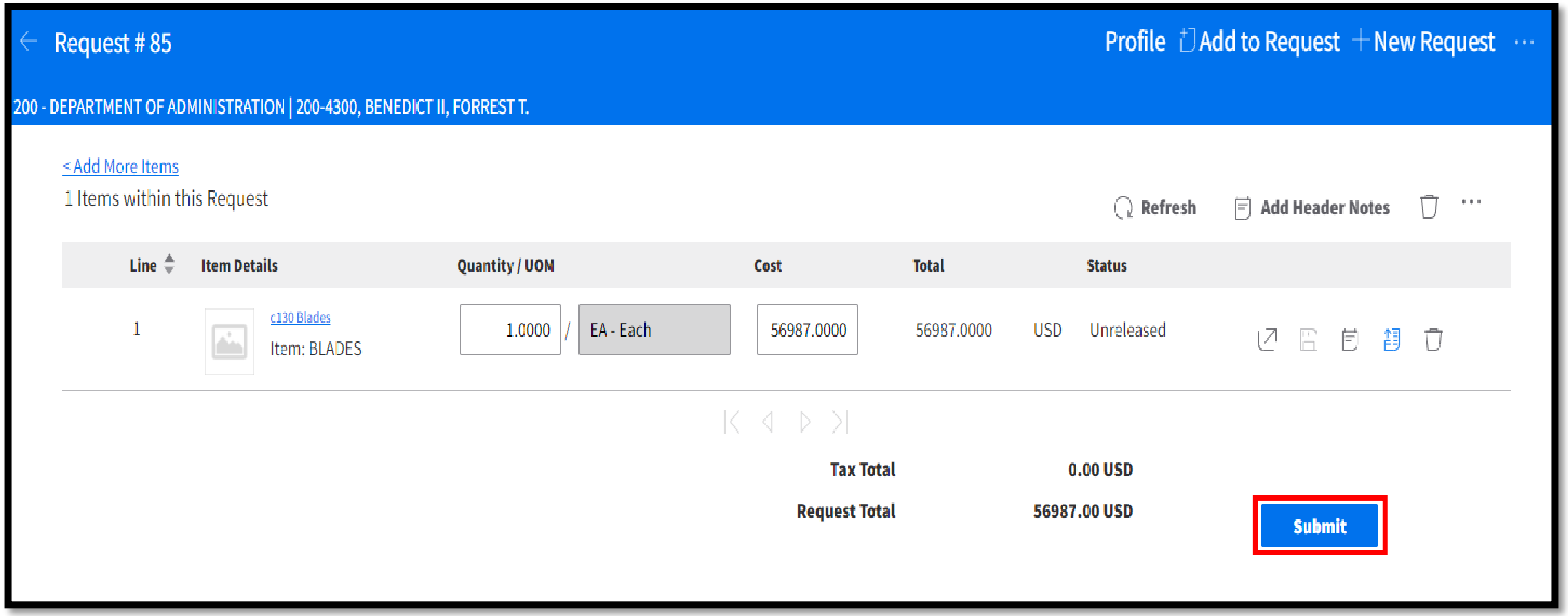
Requisition Number
85

Line Number
1

Inventory Transaction Type
Issue

Distributions

☐	Account
☐	MASTER • 200 • Project • 2000 • Program • ADAD • 45027 • 101000 • Location • Additional Reporting • Custodial Account • Funding Source • System Interagency
	Total



Profile
Add to Request
New Request
...
< Add More Items
Refresh
Add Header Notes
Submit

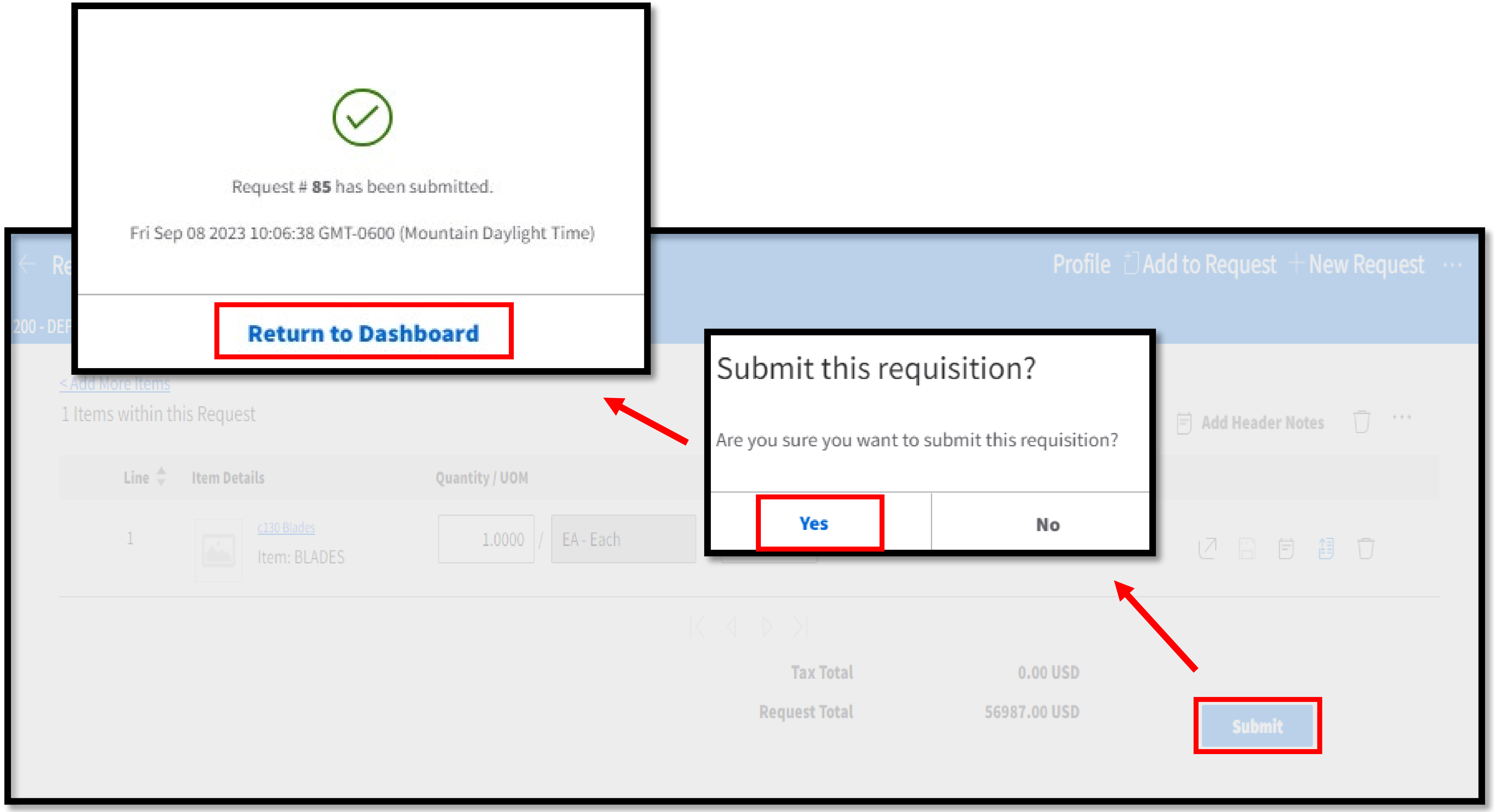
Request # 85

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

1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total		Status
1	c130 Blades Item: BLADES	1.0000 / EA - Each	56987.0000	56987.0000	USD	Unreleased

Tax Total	**0.00 USD**
Request Total	**56987.00 USD**



Request # **85** has been submitted.

Fri Sep 08 2023 10:06:38 GMT-0600 (Mountain Daylight Time)

Submit this requisition?

Are you sure you want to submit this requisition?

Return to Dashboard
Yes
No
Re
200 - DEF
Profile
Add to Request
New Request
< Add More Items
1 Items within this Request
Add Header Notes
Line
Item Details
Quantity / UOM
1
c130 Blades
Item: BLADES
1.0000
EA - Each
Tax Total
0.00 USD
Request Total
56987.00 USD
Submit