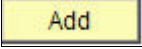
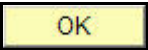
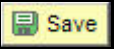



EXPRESS STEPS: Creating a One Line LOW Requisition

➤ To create a one line LOW requisition:

- **Purchasing > Requisitions > Add/Update Requisition**
- At the **Add a New Value** tab click 
- Change Origin to LOW
- To enter the Requisition Defaults:
 - Click **Requisition Defaults** link
 - Click Override
 - Enter a Vendor
 - Enter a Category
 - Enter a Unit of Measure
 - If necessary, change the Ship To location
 - Enter the Fund
 - Enter the DCC
 - Click 
- To enter the Line Details:
 - Enter a Description
 - Enter a Quantity
 - Enter a Price
- Click  to save the requisition
- Click  to budget check