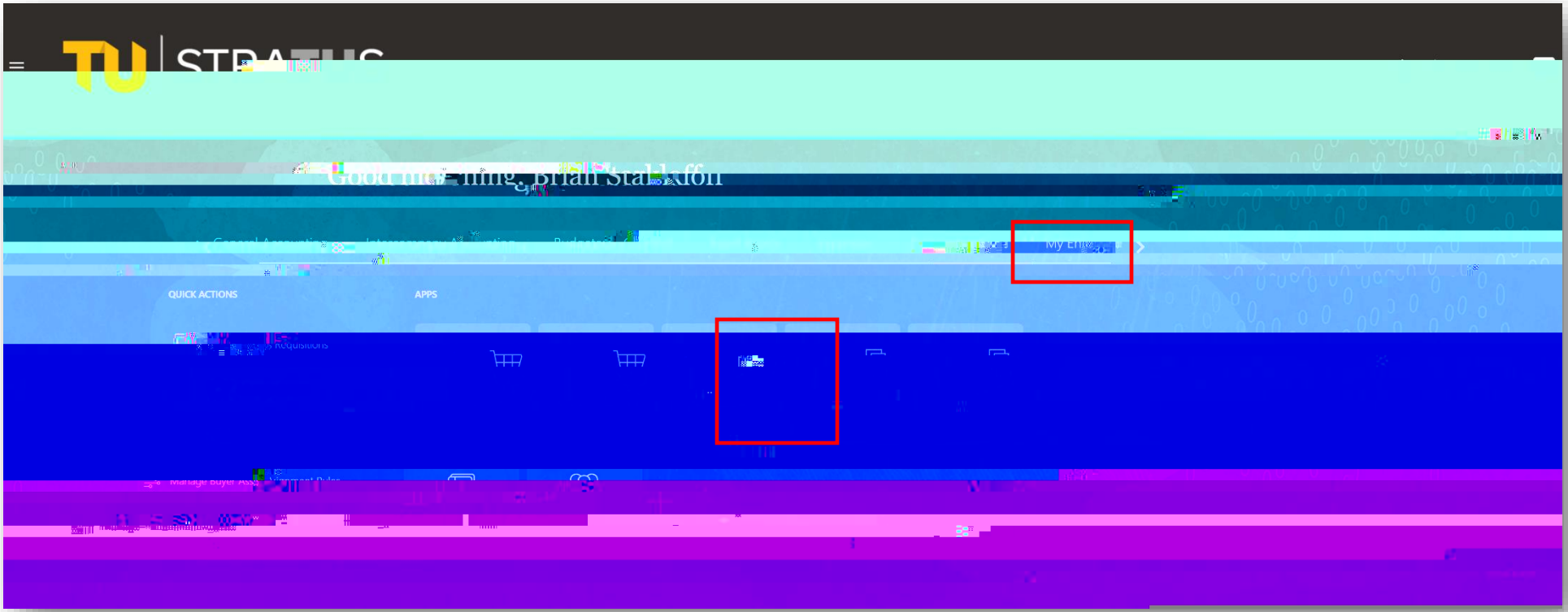
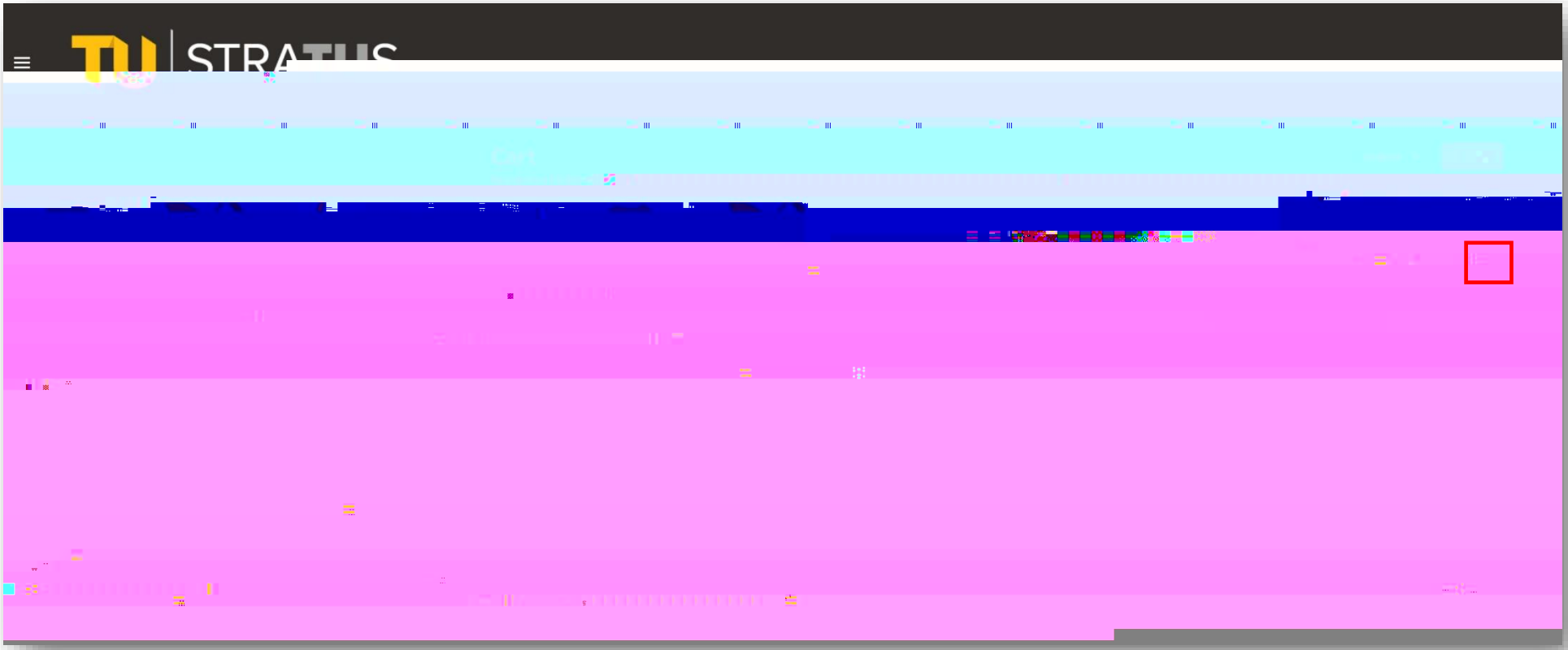
Navigate to the Procurement tab and select the Purchase Requisition (New) tile.



After creating your requisition, you can change the Requestor from the Cart. Select the pencil (edit) icon in the Requisition Summary.