



# Lawson Requisition Center (RQC) Manual

Adam Delatte

Version 1.2

Last Updated: 3/3/17

Requester: ad0125313 Delatte Adam  
Requisition  
Creation Date  
Requisition Status

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Requisition Description:   
Requesting Company: 0010 University Hospital Shreveport  
Requesting Location:   
Requested Delivery Date:  mm/dd/yyyy  
Priority:   
Deliver To:

Requisition Lines

	Item	Quantity	Cost
	CHECK STOCK check stock	5 BX	15.00000 USD 75.00000

- Reference Number & Requisition Description are optional as a reference when inquiring on your requisition in the future
- The Requested Delivery Date must be at least one day ahead of the current date
- Deliver To is the field Receiving uses to deliver the items
  - We suggest putting your first initial, last name, & room number (assuming your room number includes your wing & floor)

Total Quantity: 5  
Total Cost: 75.00 USD  
Number of Lines: 1

New Clear Print Release

From Company: 0010 - University Hospital Shrev  
From Location: SHRWH  
Cost Default Vendor: 1268  
Purchase From: SHV  
Currency Code: [Yellow field]  
Buyer: AD  
PO Code: [Yellow field]  
Tax Code:

- Cost Default Vendor only defaults for special order items
  - Non-Stock items will default to the vendor listed on the item master
- Purchase Froms are not active for every vendor but helps Purchasing as this is where the email, fax, & EDI issue info is held
- Buyers
  - BK – Brenda Koonce (UH Conway)
  - BL – Barbara Lee
  - DB – Delores Bryant
  - MP – Marianne Pickens
  - SW – Sandra White
- PO Codes are reserved for specific departments

Requisition Lines

	Item	Quantity	Cost
	CHECK STOCK check stock	5 BX	15.00000 USD 75.00000

Total Quantity: 5  
Total Cost: 75.00 USD  
Number of Lines: 1

Drop Ship to Requester **No**

City

Requisition Lines

	Item	Quantity	Cost
	CHECK STOCK check stock	5 BX	15.00000 USD 75.00000

• Drop Ship Tab should not be used unless your department is set up to use this feature

Total Quantity: 5  
Total Cost: 75.00 USD  
Number of Lines: 1

New Clear Print Release

Distribution Company 0010 - University Hospital Shrew

Accounting Unit

Account

Activity

Account Category

Asset Template

- Accounting Unit is your 4-digit cost center (E.g. 1200)
- Commonly used accounts
  - 67300 – Medical Supplies Chargeable
  - 67350 – Medical Supplies Non-Chargeable
  - 67000 – Repairs and Maintenance Supplies
  - 67190 – Minor Equipment Medical
  - 67180 – Supplies - Other
  - 66750 – Maintenance Contract & Labor Services
  - 67140 – Minor Equip Computer
  - 71010 – Membership Dues
  - 71030 – Licensing, Credentialing
  - 72070 – License fees-data process software
  - DO NOT USE – 72060 – MISC EXP
- Asset Template should be added when entering a requisition for Capital Equipment
  - Accounting Unit should be 0000
  - Account should be 13700


Requisition Lines

	Item	Quantity	Cost
	CHECK STOCK check stock	5 BX	15.00000 USD 75.00000

Total Quantity: 5  
Total Cost: 75.00 USD  
Number of Lines: 1

New Clear Print Release

Requisition Lines

	Item	Quantity	Cost
	CHECK STOCK check stock	5 BX	15.00000 USD 75.00000

- User Fields Tab should not be used

Total Quantity: 5  
Total Cost: 75.00 USD  
Number of Lines: 1

New Clear Print Release

Comment Code

- Comments to Print on Headers of Internal Documents
- Comments to Print on Requisitions
- Comments to Print on Purchase Orders
- Comments to Print on a PO as Trailer Comments
- Comments to Print on Pick Lists
- Comments to Print on Receiving Documents
- Requisition Header Display Only Comments
- Comments to Print on Delivery Tickets
- Invoice Comments
- Attach a URL to the Requisition

Update

Copy displayed text to:

Choose Comment Type

- All comments are optional
- Put a comment on a requisition for your buyer
- Put a comment on Purchase Order for the vendor
- Put a comment on Receiving Documents if there are instructions upon arrival

Requisition Lines

Item	Quantity	Cost
--- No Items ---		

Total Quantity: 0  
Total Cost: 0.00  
Number of Lines: 0

New Clear Print Release

Search for Inventory, Non Stock or Vendor Agreement Special Items  
 GLOVES    X Q    --- No Items ---

Add All Shown Add Selected    Previous Next

✓ = Nonstock item at From Location SHRWH    ✓+ = Stock item at From Location SHRWH

Action	Quantity	Item	Description	UOM	Cost	Available
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	600363 Manufacturer Code: MLYK, Number: 62560	GLOVE SUP SENS BIOGEL SZ 6 <a href="#">More...</a>	PR	0.901	248.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	600364 Manufacturer Code: MLYK, Number: 62565	GLOVE SUP SENS BIOGEL SZ 6.5 <a href="#">More...</a>	PR	0.896	213.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	600365 Manufacturer Code: MLYK, Number: 62570	GLOVE SUP SENS BIOGEL SZ 7 <a href="#">More...</a>	PR	0.889	300.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	600366 Manufacturer Code: MLYK, Number: 62575	GLOVE SUP SENS BIOGEL SZ 7.5 <a href="#">More...</a>	PR	0.895	220.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	600367 Manufacturer Code: MLYK, Number: 62585	GLOVE SUP SENS BIOGEL SZ 8.5 <a href="#">More...</a>	PR	0.892	280.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	600368 Manufacturer Code: MLYK, Number: 62580	GLOVE SUP SENS BIOGEL SZ 8 <a href="#">More...</a>	PR	0.890	324.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	601730 Manufacturer Code: MLYK, Number: 30460	GLOVE SURG BIOGEL SZ 6 LTX PF <a href="#">More...</a>	PR	0.936	550.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	601731 Manufacturer Code: MLYK, Number: 30465	GLOVE SURG BIOGEL SZ 6.5 PF <a href="#">More...</a>	PR	0.887	147.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	601732 Manufacturer Code: MLYK, Number: 30470	GLOVE SURG BIOGEL SZ 7 LTX PF <a href="#">More...</a>	PR	0.905	826.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	601733 Manufacturer Code: MLYK, Number: 30475	GLOVE SURG BIOGEL SZ 7.5 PF <a href="#">More...</a>	PR	0.887	726.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	601734 Manufacturer Code: MLYK, Number: 30480	GLOVE SURG BIOGEL SZ 8 LTX PF <a href="#">More...</a>	PR	0.909	36.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	602558 Manufacturer Code: MLYK, Number: 30485	GLOVE SURG BIOGEL SZ 8.5 PF <a href="#">More...</a>	PR	0.950	343.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	602583 Manufacturer Code: CARD, Number: N8830	GLOVE EXAM STE NL PF SML <a href="#">More...</a>	PR	0.462	800.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	602718 Manufacturer Code: MLYK, Number: 30490	GLOVE SURG BIOGEL SZ 9 LTX PF <a href="#">More...</a>	PR	0.932	241.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	602805 Manufacturer Code: CARD, Number: N8832	GLOVE EXAM LG NITRL LF PF BISQ <a href="#">More...</a>	PR	0.379	60.000 PR
<input type="checkbox"/> <input checked="" type="checkbox"/>	1,000	602806 Manufacturer Code: CARD, Number: N8831	GLOVE EXAM MED NITRL LF PF <a href="#">More...</a>	PR	0.386	0.000 PR
<input type="checkbox"/> <input type="checkbox"/>	1,000	602990 Manufacturer Code: HALY, Number: 52617	GLOVE EXAM SM NITRL PF LAV <a href="#">More...</a>	BX	12.403	
<input type="checkbox"/> <input type="checkbox"/>	1,000	602991 Manufacturer Code: HALY, Number: 52618	GLOVE EXAM MED NITRL PF LAV <a href="#">More...</a>	BX	12.403	
<input type="checkbox"/> <input type="checkbox"/>	1,000	602992 Manufacturer Code: HALY, Number: 52619	GLOVE EXAM LG NITRL PF LAV <a href="#">More...</a>	BX	12.403	
<input type="checkbox"/> <input type="checkbox"/>	1,000	602993 Manufacturer Code: HALY, Number: 52620	GLOVE EXAM XL NITRL PF LAV <a href="#">More...</a>	CA	98.820	
<input type="checkbox"/> <input type="checkbox"/>	1,000	603767	GLOVE SURG RAD ATNTN SZ 6.5	CA	0.000	

- Search Catalog will allow you to search all items on the item master
- You may search by description, Lawson #, or manufacturer #
- The green check/plus sign notes whether the item is in the warehouse
- Items with no green check will come from the vendor
- The stock available is listed on the right for items in the warehouse

Total Quantity: 0  
 Total Cost: 0.00  
 Number of Lines: 0  
 New Clear Print Release



Quantity	Item	Description	UOM	Cost	Currency	Status
1.000	600364	GLOVE SUP SENS BIOGEL SZ 6.5	PR	0.896 .89600	USD USD	Unreleased
		GLOVE SURGICAL THIN SUPER SENSITIVE BIOGEL SZ 6.5 LATEX PF STERILE				

Requisition Lines

Item	Quantity	Cost
600364 GLOVE SUP SENS BIOGEL SZ 6.5	1.000 PR	0.896 USD 0.896
600363 GLOVE SUP SENS BIOGEL SZ 6	1.000 PR	0.901 USD 0.901

Line Basic Line Detail Line Accounting Line User Fields Line Comments Line Procedure

Company 0010 University Hospital Shreveport

Requesting Location PURC Purchasing

Requested Delivery Date 07/11/2016 mm/dd/yyyy

Late Delivery Date mm/dd/yyyy

Deliver To

Priority

Deliver From Company 0010 University Hospital Shreveport

Deliver From Location SHRWH Receiving Department

Vendor 1268 CARDINAL HEALTH 200 LLC

Purchase From

Buyer AD Adam Delatte

Taxable No

Tax Code

Inspection Required No

Certification Required No

PO Code

Create PO No

Fill or Kill Flag Kill Backorders

Bill Code Normal

Agreement Reference

Contract Group:

Contract:

Tier:

Preferred: No

Transaction Type Issue

- If the UOM or vendor needs changing then you can click on the item in your cart
- The screen shown here will then appear & allow you to change the UOM in the top window &/or the Vendor in the Line Detail tab
- The change button must be pressed after this is done for your changes to take effect in your cart

Total Quantity: 2.000  
Total Cost: 1.80 USD  
Number of Lines: 2

New Clear Print Release

Special / Service

Item: TEST [Add]

Description: TEST

Item Type: Special

Quantity: 1

UOM: EA

Cost: 1

Cost Default Vendor: 1268 CARDINAL HEALTH 200 LLC

Purchase From: SHV Cardinal Health 200 LLC

Distribution Company: 0010 - University Hospital Shrev

Accounting Unit: 1200

Account: 067300

Account Category: [Yellow Highlighted]

Asset Template: [Yellow Highlighted]

Cost Option: Cost Required

Requested Delivery Date: 09/20/2016 mm/dd/yyyy

PO Code: [Yellow Highlighted]

Tax Code:

- The manufacturer/item# of the product should be listed in the item window
- Item Type “Special” should be anything entered that is to be physically received
  - Service Amount should be used for non-receivable items with no quantity (E.g. Software)
  - Service Quantity should be used for non-receivable items with a quantity (E.g. Labor)
- Common UOMs
  - EA - Each
  - PK - Pack
  - BX - Box
  - CA – Case
- The field highlighted in yellow note required/optional fields from our default tabs that have automatically filled in on the Special/Service tab

Requisition Lines

	Item	Quantity	Cost
	CHECK STOCK check stock	5 BX	15.00000 USD 75.00000

Total Quantity: 5

Total Cost: 75.00 USD

Number of Lines: 1

New Clear Print Release

- The requisition will not be released for approval until the “Release” button is selected
  - If you need to Print your requisition then that needs to be done before releasing it
- All special items require level 1 approval from your department approver
- Special item lines >\$1,000 require Administrative approval
- Non-Stock items lines >\$5,000 require Administrative approval