Accessing Custom Templates

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Version 1.2

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File Edit View Favorites Tools Help

RQC **Requisition:** 98133

| Home | Profile | Inquire | Search Catalog | Special / Service | Template | Express Order |

| Basic | Detail Profile | Drop Ship | Accounting | User Fields | Comments | Procedure |

Requester ad0125313   Delatte Adam

Requisition 98133

Creation Date 02/23/2017

Requisition Status Unreleased

Requisition Description [   ]

Requesting Company 0010   University Hospital Shreveport   USD

Requesting Location [CHEM   ]🔍 Chemistry

Requested Delivery Date [02/24/2017   📅] mm/dd/yyyy

Priority [▼]

Deliver To [A DELATTE RM219   ]

- Confirm you have the Requesting Location needed in the Basic tab

Requisition Lines

	Item	Quantity	Cost
	--- No Items ---		

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

New   Clear   Print   Release

- Select the Template Tab from the top toolbar

A-Z | TeamUHS | Requisition Center

RQC **Requisition:** 98133

Home   Profile   Inquire   Search Catalog   Special / Service   Template   Express Order

Template

[   ] 🔍

[15] Template lines to display per page

☐ Expanded Item List

- Select Location Templates

Company Templates

Location Templates

Requester Templates

Requisition Lines

	Item	Quantity	Cost
	--- No Items ---		

Template and Template Items List

Total Quantity: 0

Total Cost: 0.00

Number of Lines: 0

[New] [Clear] [Print] [Release]

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File   Edit   View   Favorites   Tools   Help

RQC   **Requisition:** 108444

| Home | Profile | Inquire | Search Catalog | Special / Service | Template | Express Order |

Template

[search box] 🔍

Company Templates
Location Templates
Requester Templates

15   Template lines to display per page

☐ Expanded Item List

Template	Name
UROL NON-STOCK TEMPLATE	UROL NON-STOCK TEMPLATE
UROL STOCK TEMPLATE	UROL Stock Template

Requisition Lines

	Item	Quantity	Cost
	--- No Items ---		

- Select the Location Template Needed
- Stock – Will fill from CMS
- Non-Stock – Will fill from the vendor via Purchasing

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

[New] [Clear] [Print] [Release]

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RQC   Requisition: 98133

Home   Profile   Inquire   Search Catalog   Special / Service   Template   Express Order

Template

15   Template lines to display per page

☐ Expanded Item List

Company Templates
Location Templates
Requester Templates

Requisition Lines

Item	Quantity	Cost
--- No Items ---		

Add All Shown   Add Selected

Previous   Next

Template	Name
LAB - STOCK TEMPLATE	Lab-Stock Template Print

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

Action	Quantity	Item	Description	UOM	Cost	Available	
⊞ ☐ ✓+	1.0000	103093 Manufacturer Code: CARD, Number: KC2601X	COTTON BALL LARGE More...	BG	1.1068	4.0000	BG
⊞ ☐ ✓+	1.0000	121525 Manufacturer Code: CARD, Number: 305423	CNTNR SHRP RECYKLEEN 3GA PRL More...	EA	4.7599	136.0000	EA
⊞ ☐ ✓+	1.0000	122158 Manufacturer Code: CARD, Number: 9707	CLOTH SKN PRP PREOR 2% CHLORHX More...	PK	6.2978	346.0000	PK
⊞ ☐ ✓+	1.0000	600533 Manufacturer Code: CARD, Number: 305551	CNTNR SHRP PT RM 5.4QT CLR More...	CA	51.8920	198.0000	EA
⊞ ☐ ✓+	1.0000	600536 Manufacturer Code: BECD, Number: 405181	NDL SPINE QNCKE 22 G X 3.5IN More...	EA	1.7386	129.0000	EA
⊞ ☐ ✓+	1.0000	600538 Manufacturer Code: 3MHC, Number: 1527-1	TAPE ADH TRANSPORE 1INX10YD More...	EA	0.6792	598.0000	EA
⊞ ☐ ✓+	1.0000	600557 Manufacturer Code: DROY, Number: 26 002NS	SKIN MARKER FINE TIP DISP	EA	0.7740	318.0000	EA
⊞ ☐ ✓+	1.0000	601172 Manufacturer Code: BECD, Number: 352037	TB CULT 16X125MM POLYSTYR STRL More...	EA	0.3655	10,312.0000	EA
⊞ ☐ ✓+	1.0000	601433 Manufacturer Code: HLRM, Number: 371111	BLDE SCALP BRD PRKR NO 11 RIB More...	EA	0.3026	238.0000	EA
⊞ ☐ ✓+	1.0000	601436 Manufacturer Code: HLRM, Number: 371122	BLDE SCALP BRD PRKR NO 22 RIB More...	EA	0.2953	525.0000	EA
⊞ ☐ ✓+	1.0000	601567 Manufacturer Code: MDLN, Number: MDS093901	SWABSTICK MEDCTD POV IOD BDINE More...	EA	0.0942	3,300.0000	EA
⊞ ☐ ✓+	1.0000	601780 Manufacturer Code: BECC, Number: 628017	REAG SYS DIL ISOT BUFF UNICL More...	EA	0.0000	80.0000	EA
⊞ ☐ ✓+	1.0000	601781 Manufacturer Code: BECC, Number: 628019	REAG ERYTHRCYT LYTC AGNT UNICL More...	EA	0.0000	5.0000	EA
⊞ ☐ ✓+	1.0000	601782 Manufacturer Code: BECC, Number: 628020	REAG ERYTHRCYT LYTC & LEUK More...	EA	0.0000	8.0000	EA
⊞ ☐ ✓+	1.0000	601783 Manufacturer Code: BECC, Number: 628023	REAG SYS CLN UNICL DXH 800 More...	EA	0.0000	10.0000	EA

- All of your items ordered in the last 6 months from should appear in your template
- The order, UOM, & quantity all can be customized as needed
- Orders are placed from the template in the same way they are placed through the Search Catalog tab

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

New   Clear   Print   Release