

LAWSON PORTAL 9.0 REQUISITION CENTER (RQC): SHOPPING

CONTENTS:

I. Logging In –Page. 3 to 8

II. Profile – Page. 9 to 11

- A. Basic & Detail: Page. 9 to 10
- B. Header Comments: Page. 11 to 12

III. Find / Shop – Page. 13 to 43

- A. Shopping List Page. 13 to 15
 - ♣ Searching a Template: Page. 16 to 19
 - Add Selected Option: Page. 20 to 21
 - **H** The ADD ALL Option: Page. 22
 - **4** Managing the Shopping Cart: Page. 23 to 26
 - 4 Ordering for a Different Requesting Location: Page 27 to 30
- B. Express Order Page. 31 to 32
- C. Search Catalog Page. 33 to 34
- D. Special Items Page. 35 to 42

IV. Requisition Inquiry – page 44 to 52

- **4** Requisition Inquiry: Page. 44 to 47
- Viewing an Order: Page. 48 to 49
- Copy an Order: Page. 50 to 52
- V. Existing RQC Page. 53

I. Logging In

1. Double click on the **Internet Explorer** icon on your PC desktop.



BUSINESS APPLICATIONS GROUP

3. Click on the **Administration** link, on the left hand side of the Downstate web page under SUNY Downstate.



- 4. Click on the Lawson link, under the Administration DOWNSTATE Medical Center Go Advanced Search Phone Directory Search SUNY Downstate Home Administration Education Research SUNY Downstate Medical Center University Hospital Administration Patient Information Find a Physician Accounts Payable University Physicians of Brooklyn - UPB Biomedical Communications Campus Bookstore Student Life & Services Central Receiving **Prospective Students** Central Stores Classroom Services Central Sterile Supply Distribution (DHR)Department of Hum an Resources Department of Patient Sa rety About SUNY Downstate Department of Pharma y Services Educational Computing Technology Employee Assistance Program Computing Employment Facilities Management & Development Faculty Affairs & Professional Development Belf Service -Faculty Student Association Finance Divisi on HCCS Professional Compliance Training Course HIPAA at SUNY Downstate Human Resources-Job Opportunities on Services Institute of Continuous Learning Office of Labor Relations LAWSON Mail Services Materials Management Office of Affiliations Office of Compliance and Audit Services
- 5. In the Lawson Portal Login screen, enter your user ID, in all lowercase characters.



7. Click on the Login button to enter. -

8. Click on the **Shopping** link, under the Requisition Center Parent Bookmark.

LAWS	Portal Home	Welcome trai Search	n
Home Requisition Center Requisition Center Status Shopping Requisements the full tasks PO Line item History RO64 PurchaseOrderinguiny RO54	Common Tasks Manage Subscriptions Manage User Options Customae Portal options and your shortcuts	Useful Information Portal User Help KnowledgeBase Hotkeys Help	
Polinquiry By Item PO63 Requisition Inquiry RQ44	1		Home
Job Schedule Print Manager Job List			Requisition Center ^
			Line Status
			Status
			Shopping
Done		Trusted sites	

9. Requisition Center will open in a **new window**. Maximize the window if it is too small.

//lawdev.downstate.edu/ - Requisition Center - Windows Internet Explorer	
	Wolcomo, TI/ALVACOUTTU
	Welcome IVAN VASQUETELLI
c Detail Profile Accounting User Fields Comments	Requisition Lines
equester ivasquet IVAN VASQUETELLES equisition reation Date	Item Quantity Cost
equisition Status eference Number equisition Description equisition Description	
equested Delivery Date mm/dd/yyyy riority Normal 🖌	
ommodity Code	
	Total Quantity: Total Cost: Number of Lines: New Clear Print Releas

10. Wait until the rolling bar stops for the application to finish loading.

RQC - Main Screen

equisition Center - Windows Int ttp://lawdev.downstate.edu/rqc/html/in	ternet Explorer dex.htm		
AWS@N 1	Find / Shop Ir	nquire Profile	Welcome train2
Basic Detail Profile Accounting	User Relds Comments		Requisition Lines
Requester train2 train2 Requisition Creation Date Requisition Status		2. Information Window	Item Quantity Cost
Reference Number	A Z mm/dd/yyyy	UNIVERSITY HOSPITAL OF BROOF MAIN-EMERGENCY SERVICES	3. Shopping Cart
Priority Deliver To Commodity Code		2	
٢	HIT?		4. Total Quantity: 0 Total Cost: 0 Number of Lines: 0 New Clear Print Release

The RQC screen consists of four components:

1.) At the top of the screen is the main RQC Menu Bar. From the Menu Bar, users can select shopping options, inquire on existing requisitions and view their user profile.

2.) On the left side of the RQC page is the Information Window. This area displays user profile information, item information (when shopping) and order information (when in inquiry mode).

3.) To the right of the Information Window is the Shopping Cart. As items are selected for order, they are added to and displayed in the Shopping Cart.

4.) At the bottom of the Shopping Cart are Action Buttons that control the management of requisitions (New, Clear, Print, Release).

II. Profile

A. Basic & Detail

1. Click on the **Profile** option at the top of the screen to enter your Basic profile. *Note:* All required fields are in bold and end with an asterisk (*).

AVVS N Ind / Shop Inquir Profile	Welcome IVAN VASQUETELL
	Item Quantity Cost He Items Total Quantity: Total Quantity: Total Cost Items Total Quantity: Total Cost Items Total Cost New Clear Pint Folds

2. In the **Requesting Location*** field, enter the requesting location the order is needed for. Note: Depending on your profile the Requesting Location may show a default. If the default shown is not the location you want to order then you can enter the Requesting Location information you want to order for or you can use the look up function.

Look-Up Function – Select the following icon icon located on the right side of the Requesting Location field and the following screen will appear.

Back Previous Next Fi	nd Next
-----------------------	---------

Now you will need to select the Requesting Locations link-

A new screen will appear and so that you can enter the Requesting Location you are searching for.

http://lawdev.dowi	state.edu/ - Lawson Drill - Windows Internet Explorer	10			
Back			Previous Nex	t Find N	lext]
Search	Field Req Location Velue Equals (fastest) Value Requesting Locations		Search		~
Req Location	Name	Туре	Status		ì
CSACR	CSS-ACUTE CARE RCVG EMERGENCY	Issues	Inactive		~

Select the drop down arrow and change the Method to "Begins with (fast)"

Ends with (slow	w) .	
Contains (slow	vest)	
Within the Va	alue field enter the first four characters of	f the requesting location you are
searching for,	2	and then select search
searching for,	nstate.edu <i>f -</i> Lawson Drill - Windows Internet Explorer	and then select search
searching for;	nstate.edu/ - Lawson Drill - Windows Internet Explorer	and then select search Previous Next Find 1
searching for;	nstate.edu/ - Lawson Drill - Windows Internet Explorer	And then select search

The search will bring back any Requesting Locations that start with first four characters entered in the value field. ____ Now select the Requesting Location you want to order for. ____

http://lawdev.dow	nstate.edu/ - Lawson Dril	l - Vindows Internet Explorer		
ack				Previous Next Find Ne
Searc	ch Field Req Location 🛩	Method Begins with (fast) Value Requesting Location	m190 S	Search
			Tuno	Status
Req Location	Name		type	510103

3. In the **Requested Delivery Date*** field, enter the expected delivery date in the format mm/dd/yyyy or select the date by clicking on the calendar icon to the right of the requested delivery date field, and then click on the desired date.

1	-			-		
<	Ma	rch	>	< 2	009	>
Su	Mo	Tu	We	Th	Fr	Sa
1	2	з	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4. In the Deliver To, enter the delivery information if receiving will need to bring the order to a different area then one listed on the Requesting Location record. Deliver To field has a 30 character maximum.

Profile Data Access:

	-		0	Lo	gout
LAWS	Find / Shop	Inquire	Profile	Welcome train2	?
	Requisition: 23145				
Basic Detail Profile Accounting L	Jser Fields Comments			Requisition Lines	

Profile data can be accessed any time during a shopping session by clicking the Profile link on the Main Menu Bar at the top of the page. Profile data can be accessed and changed at any point during a shopping session

A. Comments

- *Note: All required fields are in bold and end with an asterisk* (*). Use **Comments** to detail any special instructions for the buyer.
- Use **Comments** to detail any special instructions for the buyer
- 1. From the **Basic** tab, click the **Comments** tab.



2. Click in the bubble to select **Comments to Print on Headers of Internal Documents***. These comments will appear on internal documents as the order moves through the process (Inventory Control, Purchasing, Receiving, and Accounts Payable).

Basic	Detail Profile	Accounting	User Fields	Comments
		7		
Com	ment Code	(L)		
00	Comments to P	rint on Header	rs of Internal	Documents

3. Enter desired comments in freeform field.

mment Code	2				
Comments to	Print on Header	rs of Internal	Documents		
Comments to	Print on Requis	itions			
Comments to	Print on Purcha	se Orders			
Comments to	Print on a PO a	s Trailer Com	iments		
Comments to	Print on Pick Lis	sts			
Comments to	Print on Receiv	ing Document	s		
Requisition H	eader Display Or	nly Comments	5		
) Bill to Addres	s Comments				
Comments to	Print on Deliver	y Tickets			
Invoice Comm	nents				
Attach a URL	to the Requisitio	on			
ver Night I lote#DEF456	s	eriai Numr	Der: ADCI.	23	
					~

4. When finished entering needed comments, select the Update button to add / save the comments to the requisition. The Delete button is used for deleting unwanted comments. — To edit the comment at any time during the shopping session, click the Profile menu option at the top of the page and then click the Comments.

III. Find / Shop

Shopping lists, or templates, are lists of items that can be built for departments, to make ordering quick and easy. Shopping lists can be set up by MMIS, and will be detailed later on in this manual.

A. Shopping list Template

To start a shopping session, place your cursor over the Find / Shop option on the main menu bar. As the cursor hovers over Find / Shop, the shopping options are displayed (as a dropdown menu).



p://lawdev.downstate.edu/ - Re	quisition Center - Win	dows Internet	Explorer	
ΔW/S	Find / Shop	Inquire	Profile	Welcome IVAN VASQUETELLES
	Template			
as Detail Profile Accounting	Express Order Search Catalog Special / Service			Requisition Lines
	Categories			Item Quantity Cost
Requester ivasquet IVAN V/	ASQUETELLES			No Items

1. The Template option allows the Requester to view and select items off of a list of items custom designed for each individual Requesting Location.

2. Select the Template option by clicking it.

3. When clicked, RQC displays a Template tab and prompts the Requester to search for a Template.

	Requisition: 23146		
15 Template lines to display Expanded Item List	arch ay per page	Compa Locatio Reques	ny Templates n Templates ster Templates

- 4. In the Template Search Screen, click the link for Location Template.
- 5. When this link is clicked, RQC opens up the Template list assigned to the Requesting Location.

AW	Sol Find / Shop	Inquire	Profile
	Requisition: 23146		
emplate			
	Search	Compa	ny Templates
15 💌 Templ	Search ate lines to display per page	<u>Compa</u> Locatio	ny Templates n Templates
15 💌 Templ	Search ate lines to display per page led Item List	<u>Compa</u> Locatio Reques	ny Templates n Templates ster Templates
15 💌 Templ Expansion Template	Search ate lines to display per page led Item List	<u>Compa</u> Locatio Reques	ny Templates n Templates ster Templates
15 Template	Search ate lines to display per page led Item List Name 12-190-003-ST-JOHNS-REC-E.R.	Compa Locatio Reque:	ny Templates n Templates ster Templates
15 V Templ Expansion Template M190A002 M190A004	Search ate lines to display per page led Item List Name 12-190-003-ST-JOHNS-REC-E.R. 12-190-004-PRECISION-DYN-E.R.	<u>Compa</u> Locatio Reque	ny Templates n Templates iter Templates

- 6. If the Requesting Location you are ordering for has more than one Template assigned you will see a list of Templates to select from. If the Requesting Location you are ordering for only has one Template then you will only see one Template to select.
- 7. Once you select the Template you want to order from the Template list will open, use the displayed information to start shopping.

-	ndows Internet Explo	orer							
tp://lawdev.downstate.edu	(rqc/ntml/ndex.htm		_						
	Einr	1/Shon Inqui	ire	Profile				100	Log Jelcome train?
Avv 3		aryonop anda							
	Requisitio	n: 23146	_						
Template						Requisitio	on Lines		
	the disclosure and		Comp	any Templates	5		tem Qua	intitic	Cost
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Template Name					-		Templa	ite Items	
M190A007 12-190-01	0-MMS-EAST-E.R	rint							
I = Nonstock item at	From Location	() = Charle there at server	-	1 months and					
6	Cyber Hom Ebeauon	+ - Stock item at your	From	Location			/		-
Action Quantity	Item	Description	UOM	Cost Avai	ailable	1	,		4
Action Quantity	Item 100285 Manufacturer Code: BMSS, Number: 4888	Description CURETTE EAR LOOP SCOOP INF 2MM 30 EA/BX (4888)		27.5000	iilable	-7	,		J
Action Quartity \lambdadd \sqrt{1}	Item 100285 Manufacture: Code: 8MSS, Number: 4888 100286 Manufacture: Code:	Description CURETTE EAR LOOP SCOOP INF 2MM 50 EA/BX (4888) CURETTE EAR LOOP OVAL WHT 4MM		37.5000	silable	1	,		-
Action Quantity λdd ↓ 1 \lambdadd ↓ 1	Item 100285 Manufacture: Code: 8MSS, Number: 4888 100286 Manufacture: Code: 8MSS, Number: 9555 100272	Description CURETTE BAR LOOP SCOOP INF 2MM 30 EA/BX (4888) CURETTE BAR LOOP OVAL WHT 4MM 50 EA/BX (9555)		Cost Avai 37.5000	iilable	7	,		1
Action Quantity Àdd ✓ 1 Àdd ✓ 1 Àdd ✓ 1	Item 100285 Manufacture: Code: BMSS, Number: 4888 100286 Manufacture: Code: BMSS, Number: 9555 100372 Manufacture: Code:	Description CURETTE EAR LOOP SCOOP INF 2MM 30 EA/SX (4888) CURETTE EAR LOOP OVAL WHT 4MM 50 EA/SX (9555) CARE ALUMINUM ADJUST 29-381N		27.5000 37.5000 46.9300	ailable	\square	,		1
Action Quartity λdd ↓ ✓ 1 λdd ↓ ✓ 1 λdd ↓ ✓ 1	Item 100283 Manufacturer Code: BMSS, Number: 4888 100286 Manufacturer Code: BMSS, Number: 9555 100372 Wanufacturer Code: UNKN, Number: A75500	Pescription Description CURETTE EAR LOOP SCOOP INF 2MM 30 EA/EX (4888) CURETTE EAR LOOP OVAL WHT 4MM 30 EA/EX (9555) CANE ALUMINUM 6/CA(A75600)		Cost Avail 37.5000	iilable	\int	,		-
Action Quantity Add ✓ Image: Add ✓ Image: Add ✓ Image: Add ✓ Image: Add ✓	Tem 100283 Manufacture: Code: BMSS, Number: 4858 100286 Manufacture: Code: BMSS, Number: 9555 100372 Manufacture: Code: UNIXN, Number: 475500 100456 Manufacture: Code:	CURETTE EAR LOOP SCOOP INF 2MM SCOOP INF 2MM SO EA/EX (4688) CURETTE EAR LOOP OVAL WHT 4MM SO EA/EX (9555) CARETTE EAR LOOP OVAL WHT 4MM SO EA/EX (9555) CARE ALUMINUM 6/CA(A75600)		Cost Ava 37.5000	iilable	\int	,		J
Action Quantity \ladd \neq 1	Item 102283 Manufacture: Code: 100286 100286 100286 Manufacture: Code: 100372 Manufacture: Code: 100375 1004555 1004555 1004555 1004555 1004555 1004555 1004555 10045	Description CURETTE EAR NOOP SCODD INF 2MM SCODD INF 2MM SCODD INF 2MM SOCAL WETTE EAR NOOP SAL WETTE EAR NOOP SAL WETTE EAR NOOP SAL WETSE SOE ACMERTE EAR NOOP SAL WETSE SOE ACMERTE EAR NOOP SAL WETSEN SOE ACMERTE EAR NOOP SAL WETSEN SOE ACMERTE EAR NOOP SAL MER SOEN SOE ACMERTE EAR NOOP SAL MER SOEN SOEN SOEN SELING ARM UNIVERSAL TIETEX 12/FK (75 04310)		Cost Avail 37.5000	ilable	/	,		-
Action Quantity λdd ✓ 1 λdd ✓ 1 λdd ✓ 1 λdd ✓ 1	Item 100283 Manufacture: Code: BMSS: Number: 4585 100286 Manufacture: Code: BMSS: Number: 555 100372 Manufacture: Code: UNKI, Number: A75500 100456 Manufacture: Code: DJOR, Number: 75- 84310 100457	Description CURETTE BAR LOOP SCOOP INF 2MM JO EAVEX. (4888) CURETTE BAR LOOP OVAL WHT 4MM SO EAVEX. (5553) CARE ALLUMINUM ADJUST 29-381M 6/CA(A75600) SLING ARK UNIVERSAL TIETEX 12/PK (72 04310) SPLINT 10° UNIVERSAL		Cost Ava 37.5000	iilable	/	,		-
Action Quantity λdd ✓ 1	Item 100283 Manufacturer Code: BMSD: Number: 4888 100286 Manufacturer Code: BMSD: Number: 5555 100372 Manufacturer Code: UNKN, Number: A73500 100456 Manufacturer Code: 00657 Manufacturer Code: 00657 Manufacturer Code: 00657 Manufacturer Code: 00657 Manufacturer Code: 0067 Manufacturer Code: 0067 Manufactu	Description CURETTE BAR LOOP SCOOD INF 2MM SCOOD INF 2MM SO EAASX (4883) CURETTE BAR LOOP OVAL WHT 4MM SO EAASX (4883) CURETTE BAR LOOP OVAL WHT 4MM SO EAASX (5553) CANE ALLUNIUM ADJUST 23-381N G/CA(A75600) SLING ARM UNIVERSAL TIETEX 12/PK (72 04310) SPLINT 10' UNIVERSAL WRIST TEA (79-87020)		Cost Ave 37.5000	Hable	/	,		otal Quantity: U
Action Quantity Àdd ✓ 1	Item 100283 Manufacturer Code: BMSS, Number: 4888 100286 Manufacturer Code: BMSS, Number: 3555 100372 Manufacturer Code: UNKN, Number: A73500 100455 Manufacturer Code: DJOR, Number: 79- 84310 100457 Manufacturer Code: DJOR, Number: 79- 87320 100247	P = STOLE LEEM at you Description CURETTE BAR LOOP SCOOP INF 2MM SO EA/SX (4883) CURETTE BAR LOOP OVAL WHT 4MM SO EA/SX (4883) CURETTE BAR LOOP OVAL WHT 4MM SO EA/SX (4853) CANE ALLUNIUM ADJUST 23-381N G/CA(A75600) SLING ARV UNIVERSAL TIETEX SPLINT 10' UNIVERSAL WEIST IEA (79-87020) ADHES TROP SKIN HI-		Cost Ava 37.5000	Hable		,	1 7 7	otal Quantity: U otal Cost: 0 Umber of Lines: 0
Action Quantity \[\lambdadd] ✓ 1	Item 102283 Manufacture: Code: Manufacture: Code: 100286 100286 Manufacture: Code: Manufacture: Code: 100372 Manufacture: Code: DJCR, Number: 79- 84310 100452 Manufacture: Code: DJCR, Number: 79- 84310 100452 Manufacture: Code: DJCR, Number: 79- 84310 100452 Manufacture: Code: DJCR, Number: 79- 84310 100452 Manufacture: Code: DJCR, Number: 79- 87020	P = Stock term at you Description CURETTE EAR NOOP SCODD INF 2MM SOE A/BX (4868) OVAL WTTE EAR NOOP OVAL WTTE EAR NOOP OVAL WTTE EAR NOOP OVAL WTTE SAN SOE EA/BX (4858) CARE ALUMINUM ADJUST 29-381N 6/CA(A7560) SLING ARM UNIVERSAL TIETEX 12/FK (70 04010) SPLINT 10* UNIVERSAL WRIST VISC DOME TIP 0.5ML 12EA/BX (DHV12)		Cost Ava 37.5000	Hable			T N aw Clear (Pr	otal Quantity: U otal Cost: 0 lumber of Lines: 0 int Release
Action Quantity \[\lambdadd] \[\lambdadd] \[\lambdadd] \[\lambdadd] \[\lambdadd] \[\lambdadd]	Item 102833 Manufacturer Code: Manufacturer Code: 10286 Manufacturer Code: Manufacturer Code: 10372 Manufacturer Code: 103750 100455 Manufacturer Code: 0205, Number: 79- 84310 100457 Manufacturer Code: 0206, Number: 79- 84310 10047 Manufacturer Code: 02087 Manufacturer	P = Stock term at you Description CURETTE EAR NOOP SCOOP INF 2MM SOO 20 INF 2MM SOO 20 INF 2MM SOO 20 INF 2MM SO EA/BX (4868) CURETTE EAR NOOP OVAL WIT EAR NOOP SELING ARM UNIVERSAL TIETEX 12/FK (70 04010) SPLINT 10* UNIVERSAL WRIST VISC DOME TIP 0.5ML 12EA/BX (DHV12)		Cost Ave 37.5000	Hable		N	n N W Clear (Pr	otal Quantity: U otal Cost: 0 lumber of Lines: 0 int Release

- 8. Requesting Location Template List window. Note the display of the Order Number, the Template List Identifier and Name. The Template List displays the Requesting Location's customized item list.
- 9. Note that items on the Template List are marked to indicate if they are Inventory Tracked (stocked) at your location (✓+) or if they are non-stock (✓):

Template	Name 12-190-0	10-MMS-EAST-E.R.	Print			
🖌 = Nonsta	ock item a	t your From Location	✓+ = Stock item at you	r From	Location	
Action	Quantity	Item	Description	UOM	Cost	Available

10. Stocked item requests will be directed to and filled from an inventory location. Non-stock items will be directed to Purchasing and ordered direct from vendors on a Purchase Order.

<u>Notes:</u> Items with a green check mark are available to order from your location; items without the check will need information added, such as price or GL category, before they can be saved to your cart.

arching a	Templat	e				
Add All Sho	wn A	dd Selected	Se	arch		Previous Next
Template M190A007 ✓ = Nonst	Name 12-190-0 tock item a	10-MMS-EAST-E.R.	rint /+ = Stock item at you	r From	2. 3. Location	
Action	Quantity	Item	Description	UOM	Cost	Available
Add 🗆 🗸	1	100285 Manufacturer Code: BMSS, Number: 4888	CURETTE EAR LOOP SCOOP INF 2MM 50 EA/BX (4888)	BX	37.5000	
Add 🗆 🗸	1	100286 Manufacturer Code: BMSS, Number: 9555	CURETTE EAR LOOP OVAL WHT 4MM 50 EA/BX (9555)	<u>BX</u>	37,5000	
Add 🗌 🗸	1	100372 Manufacturer Code: UNKN, Number: A75600	CANE ALUMINUM ADJUST 29-38IN 6/CA(A75600)	CA	46.9300	

There are several ways to move around the template and /or find items.

- 1. You can search for items by entering item specific information in the search window and clicking the Search Button.
- 2. You can use the Next and Previous Buttons to advance from page to page
- 3. You can use the Scroll bar to move up and down the item list currently displayed
- 4. To search for items on the list that contain the word "AIRWAY":

15 💌 Ter	mplate lines to display per page anded Item List		<u>Comp</u> Locati Reque	any Temp on Templa ester Tem	olates ates plates
Add All Sho	wm Add Selected	AIRWAY	iearch		Previous
M190A007 ✓ = Nons	Name 12-190-010-MMS-EAST-E.R.	Print ✓+ = Stock item at you	ur From	Location	
Action	Quantity Item	Description	UOM	Cost	Available
Add 🔲 ,	1 100285 Manufacturer Code:	CURETTE EAR LOOP SCOOP INF 2MM	BX	37.5000	

5. Enter "AIRWAY" in the Search Box and click the Search Button.

15 💌 Temp	late lines to display per page ided Item List	Company Templates Location Templates Requester Templates	
Back	Sea	arch Previous 1	Nex
Template: N Search crito	A190A007 eria: AIRWAY Description	UOM	
Template: N Search crito Item	Description AIRWAY NASOPHARYN LTX ST 28FR	UOM BX	
Template: M Search crito Item 127155 127156	Description AIRWAY NASOPHARYN LTX ST 28FR AIRWAY NASOPHARYNGEAL 30FR	UOM BX BX	
Template: N Search crite Item 127155 127156 127157	Description AIRWAY NASOPHARYN LTX ST 28FR AIRWAY NASOPHARYNGEAL 30FR AIRWAY NASOPHARYN LTEX ST 32FR	UOM BX BX BX	
Template: M Search crito 127155 127156 127157 127158	Description AIRWAY NASOPHARYN LTX ST 28FR AIRWAY NASOPHARYNGEAL 30FR AIRWAY NASOPHARYN LTEX ST 32FR AIRWAY NASOPHARYN LTEX ST 32FR	UOM BX BX BX BX BX	

- 6. RQC displays all Template List items with AIRWAY in the description. Note that the Template List name and Search Criteria are displayed for reference purposes.
- 7. To order item 127157, "AIRWAY NASOPHARYN LTEX ST 32FR" click the Item Number (highlighted in blue)

	mplate line: panded Iten	s to display per page n List		<u>Locati</u> Reque	on Templa ster Tem	ates plates
add All Sh emplate	own A	dd Selected	Sea	irch		Previous
	12-150-0.	10-MMS-EAST-E.B.	nt j	-	NA SUBSTITU	
Action	stock item a	t your From Location	nt A = Stock item at your Description	From	Location Cost	Available
Action	Quantity	Item 127157 Manufacturer Code: TELE, Number: 123032	T T T T T T T T T T T T T T	From UOM BX	Cost 44.4600	Available
Add	Quantity	Item 127157 Manufacturer Code: TELE, Number: 123032 127158 Manufacturer Code: TELE, Number: 123034	T = Stock item at your Description AIRWAY NASOPHARYN LTEX ST 32FR 10 EA/BX (123032) AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034)	From UOM BX BX	Location Cost 44.4600 44.4600	Available

(1) After clicking the item number, RQC returns to the template list with the requested item displayed at the top.

(2) To order the item, enter the desired quantity in the Quantity box and click the line's Add button.

15 💉 Template lines to display per page		Comp	any Temp	lates		Requ Ite	isition Lines	Quant	ity Cost
Expanded Item List		<u>Locati</u> Reque	on Templa ester Tem	<u>ates</u>	ũ		2 <u>7157</u> RWAY NASOPHARYN LTE 132FR	x <u>BX</u>	44.4600 USE 44.4600
Add All Shown Add Selected	Sea	arch		Previous	Neit				
M190A007 12-190-010-MMS-EAST-E.R. Pril = Nonstock item at your From Location Action Quantity Item	ht = Stock item at your Description	From	Location Cost	Available					
Add ↓ ✓ 1 127157 Manufacturer Code: TELE, Number: 123032	AIRWAY NASOPHARYN LTEX ST 32FR 10 EA/BX (123032)	<u>BX</u>	44.4600						
Add / 127158 Manufacturer Code: TELE, Number: 123034	AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034)	BX	44.4600	ð					
Add 127159 Manufacturer Code: TELE, Number: 1000R	STYLET ENDOTRACH ADULT 10FR. 25 EA/BX (1000R)	BX	70.1700	8					
Add / 1 127160 Manufacturer Code: TELE, Number: 123036	AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036)	BX	44.4600						
127161	THERM SURETEMP RECTAL W/9'CORD	EA	43.1800				6	Total Qu	antity: 1
Add 1 Manufacturer Code: WA, Number: 02679- 100	1 EA (026/9-100)							Tabal Car	

- 8. RQC adds the item to the Shopping Cart.
- 9. Note that once the Shopping Cart has items, it displays a summary for the items in your cart (item count, line count and total cost).
- 10. To order additional items, continue selecting items from the Template List and adding them to the Shopping Cart.
- 11. Items can also be selected randomly from the list and added to the cart. There are two ways to do this:

Add selected option:

15 V Tem	iplate line inded Iter	es to display per page m List	1	Comp Locati Reque	any Temp on Templa aster Temp	lates ates plates
Add All Shov	vn A	idd Selected	Sea	rch		Previous Net
Template M190A007	Name 12-190-0 ack item a	110-MMS-EAST-E.R. Prin at your From Location √4	lt + = Stock item at your	From	Location	
Action	Quantity	Item	Description	UOM	Cost	Available
Add 🗖 🗸	1	127157 Manufacturer Code: TELE, Number: 123032	AIRWAY NASOPHARYN LTEX ST 32FR 10 EA/BX (123032)	<u>BX</u>	44.4600	
-		127158	AIRWAY			
Add 🗸 🗸	1	TELE, Number: 123034	34FR 10 EA/BX (123034)	BX	44,4600	
Add V V	1	127159 Manufacturer Code: 127159 Manufacturer Code: TELE, Number: 1000R	34FR 10 EA/BX (123034) STYLET ENDOTRACH ADULT 10FR, 25 EA/BX (1000R)	<u>BX</u>	44.4600 70.1700	
Add V V Add V V	1	127159 Manufacturer Code: TELE, Number: 123034 127159 Manufacturer Code: TELE, Number: 1000R 127160 Manufacturer Code: TELE, Number: 123036	ASOPHARTN LTEX 34FR 10 EA/BX (123034) STYLET ENDOTRACH ADULT 10FR, 25 EA/BX (1000R) AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036)	BX BX BX	44.4600 70.1700 44.4600	
Add V V Add V V Add V V		127159 Manufacturer Code: TELE, Number: 123034 127159 Manufacturer Code: TELE, Number: 1000R 127160 Manufacturer Code: TELE, Number: 123036 127161 Manufacturer Code: WA, Number: 02679- 100	ASOPHARTN LTEX 34FR 10 EA/BX (123034) STYLET ENDOTRACH ADULT 10FR. 25 EA/BX (1000R) AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036) THERM SURETEMP RECTAL W/9'CORD 1 EA (02679-100)	BX BX EX EA	44,4600 70,1700 44,4600 43,1800	

- 1. Click the box next to each item you want to add to the Cart and enter a quantity in the Quantity box
- 2. Then click the Add Selected items button in the Template List header area.

3. Alternately, add a quantity to each item Quantity box and click the Add button next to each item:



- 5. The new items are added to the Shopping Cart.
- 6. Note that the order summary is now updated to show a Total Quantity of 11, Total Cost of \$188.33 and Total Number of Cart items = 5.

The ADD ALL option:

rempiare					
15 V Templa	ate lines to display per page led Item List		<u>Comp</u> Locati Reque	any Templates on Templates ester Templates	
Add All Shown	Add Selected	Sea	rch	Previ	ous
Template M190A007 ✓ = Nonstock	Name 12-190-010-MMS-EAST-E.R. Print item at your From Location 🗸-	nt + = Stock item at your Description	From	Location	able
Add	127157 Manufacturer Code:	AIRWAY NASOPHARYN LTEX	вх	44 4600	
	TELE, Number: 123032	10 EA/BX (123032)	1	1111000	
	TELE, Number: 123032 127158 Manufacturer Code: TELE, Number: 123034	10 EA/BX (123032) AIR WAY NASOPHARYN LTEX 34FR 10 EA/BX (123034)	BX	44,4600	
	TELE, Number: 123032 127158 Manufacturer Code: TELE, Number: 123034 127159 Manufacturer Code: TELE, Number: 1000R	10 EA/BX (123032) AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034) STYLET ENDOTRACH ADULT 10FR, 25 EA/BX (1000R)	BX BX	44.4600 70.1700	
	TELE, Number: 123032 127158 Manufacturer Code: TELE, Number: 123034 127159 Manufacturer Code: TELE, Number: 1000R 127160 Manufacturer Code: TELE, Number: 123036	10 EA/BX (123032) AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034) STYLET ENDOTRACH ADULT 10FR, 25 EA/BX (1000R) AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036)	BX BX BX	44,4600 70,1700 44,4600	
	TELE, Number: 123032 127158 Manufacturer Code: TELE, Number: 123034 127159 Manufacturer Code: TELE, Number: 1000R 127160 Manufacturer Code: TELE, Number: 123036 127161 Manufacturer Code: WA, Number: 02679- 100	10 EA/BX (123032) AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034) STYLET ENDOTRACH ADULT 10FR, 25 EA/BX (1000R) AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036) THERM SURETEMP RECTAL W/9'CORD 1 EA (02679-100)	BX BX BX EA	44.4600 70.1700 44.4600 43.1800	

- 1. The Template List option also allows the Requester to order <u>EVERY</u> item on the Template List by clicking the ADD ALL option button.
- 2. Note that every item on the Template List has a "1" defaulted in the Quantity box.
- 3. Clicking the ADD ALL Button will order at least 1 of every item on your custom supply list.
- 4. Do Not Click ADD ALL unless you really want to order EVERYTHING on your list.

Managing the Shopping Cart



The Shopping Cart displays the items ordered, a summary of item information and provides options for managing the Requisition (and Requisition Lines).

1. The Delete Button 🕅 (an icon that looks like a Trashcan) allows the Requester to remove items from the Shopping Cart. Click the icon to remove the item from the cart.

2. The Line Information icon ⁽¹⁾ displays information about the line if the cursor is hovered over it:



3. The Information icon can appear in other places during an RQC shopping session. For example, when inquiring on the status of a requisition, there is an information Icon that gives you the status of the Request.

Shopping Cart Action Buttons



- 1. Shopping Cart Action Buttons determine how the Requester will manage the shopping session. The order can be saved, checked out, printed, cleared, etc.
- 2. Each Action Button has a different function:
 - a. New the New Button clears the current requisition and creates a new one. Prior to clearing the screen however, RQC does give you the opportunity to save your current requisition if you have not already done so (see below).
 - b. Clear Clears out the current contents of your cart. RQC will ask if you are sure you want to clear the cart contents before processing the request (see below).
 - c. Print Directs a copy of the current requisition to a printer (see below).
 - d. Release Saves, Completes and Releases shopping process for the current order.

If you click the "New" button before you select the "Release "button will save your current Requisition order for modifying at a later date and will create a new Requisition for a new order.

If you click the "Clear" Button you will receive a warning message. Clicking "Yes" will clear out the current cart contents but leaves current order number open. "No" cancels the Clear action.





"Print" display – Print allows the Requester to send a copy of the order to a local printer or save a copy onto the computer. Click the print icon """," to print a copy of the order or click the save icon """" to save a copy of the order to complete this action. See above screen shoot.

- nespin	lawdev.downstate.edu/rqc/webappjs/html/messageDialog.htm	
	Sat Jun 16 10:29:21 EDT 2012	
1	23146: Requisition has been successfully submitted.	
	Status: Processed	

"Release" Message. Note that once the request goes into a Processed Status, it can no longer be updated or changed. Click OK button to acknowledge the status

After clicking OK, RQC returns to a blank Shopping Screen. From this point, the Requester can Logout, create another order (Find/Shop) or Inquire on existing orders.

C Requisition Center - Windows Internet Explorer		
📄 http://lawdev.downstate.edu/rqc/html/index.htm		ł
LAWS N Find / Shop Inquire Profile	Welcome train2	ogou
Basic Detail Profile Accounting User Fields Compents	Requisition Lines	_
Requester. train2 train2	Item Quantity Cost	
Requisition		
Creation Date		
Requisition Status		
Reference Number		
Company 0011 UNIVERSITY HOSPITAL OF BROOF		
Requesting Location M190A MAIN-EMERGENCY SERVICES		
Requested Delivery Date		
Priority		
Deliver I o		
Commodity Code		
	Total Quantity: Total Cost: USD Number of Lines:	0 0 0
X	New Clear Print Release	

Ordering for a Different Requesting Location:

Some Requesters can order for different Requesting Locations. To do this, they must change the Requesting Location that it initially to defaults on the Basic tab of the Profile screen:

Basic Detail Profile Acc	ounting User Fields	Comments			
Requester	train2 train2				
Requisition					
Creation Date					
Requisition Status					
Reference Number					
Requisition Description					
Company	0011			UNIVERSITY HOSPITAL OF BROOF	
Requesting Location	M190A			MAIN-EMERGENCY SERVICES	
Requested Delivery Date		nm/dd/yyyy			
Priority 1.	×	2.			
Deliver To					
Commodity Code			2		
<		.ur			>

- 1. To enter an order for another Requesting Location, change the Requesting Location Code in the Basic Tab on the Order Profile. Either manually enter the new Requesting Location Code or select it from a list.
- 2. To select from a list, first click the Menu Button next to the Requesting Location field.

🚰 http://lawson.carilion.com - Lawson Drill - Microsoft Internet Explorer provided by Lawson Software		
Back	Previous Next	Find Next
Requesting Locations		
Requesting Educations and Account Information		

3. In the drill window, click on the Requesting Location link

			Previous Next Find
Search Fiel	d ReqLocation Method Equals (fast	est) 💌 Value sting Locations	Search
Req Location	Name	Туре	Status
CATH1	Cardiac Cath Department	Issues	Active
css 🛛	CENTRAL STORES	Intransit Transfer	Active 🔯
IVAN	test	Issues	Active
IVAN1	testing mscm prod	Issues	Active 💽
IVAN2	testing loscm prod3	Issues	Active 💽
IVRR	IVAN TESTING RXRR	Issues	Active 💽
PA023	PA23 PIRR	Issues	Active
PA024	PA24 CTICU	Issues	Active 💽
PA026	PA26 CCU UH 82-531	Issues	Active
PA031	PA31 08/GYNU/83-352	Issues	Active 💽
PA032	PA32 OBSTEPTCS UH A3-549	Issues	Active
PC033	PC33 ICU UH A3-375	Issues	Active 💽
PC035	PC35 NO NEONATAL ICU	Issues	Active 👩
PC041	PC41 CHEST PAIN UNIT	<u>Issues</u>	Active
PC042	PCA2 PEDATIRCS	Issues	Active 📑
PC043	C43 PED ICU O	Issues	Active 🔯
PHARM	DOWNSTATE PHARMACY	Issues	Active
PPA23	PIRR PAR	Issues	Active 🔯
	A CONTRACTOR AND A	March Market and	FILL STATE

- 4. In the Requesting Location window, you have two ways to find and select a new location.
- 5. Review the displayed list and click on the desired Req Location Code. If the Location is not displayed, use the Scroll bar and the Next / Previous buttons to advance through the list until you find the Location you want.

]			Previous Next Find
Search Field	Req Location Method Equals (fastest)	value TO051	Search
Req Location	Name	С. Туре	Status
CATH1	Cardiac Cath Department	Issues	Active 💽
CSS	CENTRAL STORES	Intransit Transfer	Active
IVAN	test	Issues	Active
IVAN1	testing mscm prod	Issues	<u>Active</u>
IVAN2	testing mscm prod3	Issues	Active 😽
IVRR	IVAN TESTING RXRR	Issues	Active
PA023	PA23 PIRR	Issues	Active
PA024	PA24 CTICU	Issues	Active 🐻
PA026	PA26 CCU UH B2-331	Issues	Active 🚱
PA031	PA31 OB/GYNUHB3-352	Issues	Active 📑
PA032	PA32 OBSTERICS UH A3-549	Issues	Active
PC033	PC33 ICU UH A3-375	Issues	Active
PC035	PC35 NEO NEONATAL ICU	Issues	Active 🐻
PC041	PC41 CHEST PAIN UNIT	Issues	Active 📑
PC042	PC42 PEDATIRCS	Issues	Active
PC043	PC43 PED ICU O	Issues	Active
PHARM	DOWNSTATE PHARMACY	Issues	Active
PPA23	PIRR PAR	Issues	Active 📑
PPA24	CTICU PAR	Issues	Active
Dilana I		2000/0005	CONTRACTOR OF THE OWNER.

- 6. Or, search for a Requesting Location if you know all or part of the code. To find "TQ051":
 - a. select Req. Location in the Search Field
 - b. Select "Equals" in the Method field
 - c. Enter "TQ051" in the value field
 - d. Click the Search button

			Previous Next Find 1
Search Field	Req Location V Method Equals (fastest) V Requesting L	Value TQ051	Search
Req Location	Name	Туре	Status
T0051	TO51 CLIN RESEARCH UH B5-451	Issur	es Active 🐻

- 7. Click the TQ051 Requesting Location code to select it. Click the Back button to return to the Req Location list and search again
- 8. Once clicked, RQC returns to the Basic Profile tab and enters "TQ051" in the Requesting Location field.

Basic Detail Profile Accr	ounting User Fields	Comments	
Requester	train2		
	train2		
Requisition			
Creation Date			
Requisition Status			
Reference Number			
Requisition Description			
Company	0011		UNIVERSITY HOSPITAL OF BROOF
Requesting Location	TQ051 🔡 🗲	<u> </u>	TQ51 CLIN RESEARCH UH B5-451
Requested Delivery Date	(፰ mm/dd/yyyy	
Priority	~		
Deliver To			
Commodity Code			24
<		100	

Basic Detail Profile Acc	ounting User Fields	Comments	
Requester	train2 train2		
Requisition			
Creation Date			
Requisition Status			
Reference Number			
Requisition Description			
Company	0011		UNIVERSITY HOSPITAL OF BROOF
Requesting Location	TQ051		TQ51 CLIN RESEARCH UH B5-451
Requested Delivery Date	白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白白	mm/dd/yyyy	
Priority	~		
Deliver To			
Commodity Code			2
<		10	

To start a shopping session for this requesting location, return to the Find / Shop menu option and select Template. <u>Note:</u> you can only select and order for one Requesting Location per Requisition.

B. Express Order

Note: All required fields are in bold and end with an asterisk (*).

Express Order is used when you know the Lawson numbers of the items you want to order.

ttp://lawdev.downsta	te.edu/ - Req	uisition center - v	Windows Internet	Explorer								L	
Λ\Λ/C		Find / Shop	Toquire	Profile					Web	ome W	ANVAS		Log
AVV S		Template	and an e	Tronac					WERC	UNIC IVI		QUEILLE	
_		Express Order						-	_				
Basic Detail Profile	Accounting	Special / Service	e				lequisition	Lines	-				
2 N		Categories					Iten	n	Quantity		Cost		
Requester	ivasquet	SOLIETELLES							No It	ems			
1. Select t	ne Expre	ess Order of	ption by cl	icking it									
3. Select th	e find bu	itton to pul	Lawson n l up the de	umber of	the iten and uni	n yc it of	u wan measu	it to ire.	order				
 Select th Click in Express Order 	e find bu the Qua	ntity* field	Lawson n l up the de l to adjust	umber of scription the qty. a	the iten and uni needed	n yc it of d.	u wan measu	ure.	order			7	
 Select th Click in Express Order Add a kno 	e find bu the Qua wn item	ntity* field	Lawson n l up the de l to adjust the requi	umber of scription the qty. a sition	the iten and uni ns needed	n yo it of d.	u wan measu	ure.	order				
 Select th Click in Express Order Add a knoo Item 	e find bu the Qua wn item	ntity* field	Lawson n l up the de l to adjust the requi	umber of scription the qty. a sition	the iten and uni s needed	n yo it of d.	u wan measu	are.	order				
3. Select th 4. Click in Express Order Add a kno Item Description	e find bu the Qua wn item 100000 DSG TR 100 EA/	ntity* field number to ANS TEGADE BX 4 BX/CA	Lawson n l up the de l to adjust the requi ERM 2 3/8X (1624W)	umber of scription the qty. a sition 2.75	the iten and uni ns needed	n yc it of d.	u wan measu	are.	order			7	
3. Select th 4. Click in Express Order Add a kno Item Description Quantity	e find bu the Qua wn item 100000 DSG TR 100 EA/	ntity* field number to ANS TEGADE BX 4 BX/CA	Lawson n l up the de l to adjust the requi ERM 2 3/8X (1624W)	umber of scription the qty. a sition 2.75	the iten and uni s needed	n yc it of d. Add	u wan measu	ut to	order			7	
3. Select th 4. Click in Express Order Add a kno Item Description Quantity UOM	e find bu the Qua wn item 100000 DSG TR 100 EA/ 1 CA	ntity* field number to ANS TEGADE BX 4 BX/CA	Lawson n l up the de l to adjust the requi ERM 2 3/8X (1624W)	umber of scription the qty. a sition 2.75	the iten and uni s needed	n yc it of d. Add	u wan measu	are.	order			7	

6. After you have selected the Add button Express Order Form will be cleared out, so that you may order another item if needed.

7. Once order has been	completed select the relea	se button to release the order

4VV 2001	Find / Shop Ind	quire Profile	Welcome IVAN VASQUETELI
opress Order	Requisition: 48167		Requisition Lines
Add a known item number of Item Description Quantity 1 UOM Entry Code Item	to the requisition	1 Add	Item Quantity Cost 100000 DSG TRANS TEGADERM 2 1 82.0700 USD 3/8X 2.75 2/8 2.0700 1
			Total Quantity: 1 Total Cost: <u>USD 82.0</u> Humber of Linge 1



Page 32 of 53

C. Search Catalog

Note: All required fields are in bold and end with an asterisk (*).

Use **Search Catalog** to look for a Lawson number by any one of various search criteria's such as manufacturer number, vendor number, description, etc.

tp://lawdev.downstate.edu/ - Req	uisition Center - Win	dows Internet	Explorer	
ΔWS	Find / Shop	Inquire	Profile	Welcome IVAN VASQUETELLE
	Template			
	Express Order	2		
Dasic Detail Profile Accounting	Special / Service			Hequisition Lines
	Categories			Item Quantity Cost
Requester ivasquet	SQUETELLES			No Items

1. Select the Search Catalog option by clicking it.

- 2. In the empty field under the Search tab, enter the data you want to search for.
- 3. Click the Search button to obtain results._
- 4. Adjust the quantity in the Quantity* field for any item(s) you would like to order...

	Requisition: 48169	Welcome IVAN VASQUE ELLES
arch		Requisition Lines
earch for Inventory, Non Sto	ock or Vencor Agreement Special Items	Item Quantity Cost
Add All Shown Add Selected	Previous	Ned
= Nonstock item at your From		

- 5. Add the item(s) to your shopping cart using one of the three methods available:
 - Click the **Add All Shown** button to add all items from the listing to the cart;
 - Click in the check boxes of the items you want to add, and click the Add Selected checked button to add only the checked items to your shopping cart;
 - Click the **Add** button alongside of each item you want added to your cart.

6. Once order has been completed select the release button to release the order.

tp://lawdev.downstate.edu/ - Re	quisition center - Windows Intern	et Explorer	E
AWS	Find / Shop Inquire	Profile	Welcome IVAN VASQUETELL
	Requisition: 48168		
Search			Requisition Lines
Search for Inventory, Non Sto	ck or Vendor Agreement Special	Items	Item Quantity Cost
1538S-1	Search		☐ 102.6400 USD TAPE DURAPORE 1INX1.5YD CA 102.6400 10
Add All Shown Add Selected		Previous Ne	E
✓ = Nonstock item at your From	Location 🗸 = Stock item at your Fro	m Location	
Action Quantity Item	Description UO TAPE DURAPORE	M Cost Available	
Add ↓ ✓ 1 Manufacture Number: 15	er Code: 3M, 11NX1.5YD 100RL/BX 5/CA (1538S-1)	102.6400	
		1. A.	1
			1
			1
			1
			Total Quantity: 1
			Total Cost: USD 102.64 Number of Lines: 1
			New Clear Print Releas
	n and a second		
wson Self-Service M	essage Webpage Dia	llog	
Mon Dec 8 17:3	3:41 EST 2014		
48168: Requisiti	on has been successfull	y submitted.	
Status: Process	ed		

BUSINESS APPLICATIONS GROUP

D. Special Items

Note: All required fields are in bold and end with an asterisk (*).

*** NOTE – Prior to starting the shopping process, you must determine if the goods to be ordered are "Bill Only" items. Bill Only items are goods that have been delivered directly to the Healthcare system by a sales rep, been consumed and now require the issuance of a Purchase for payment only. If the order qualifies as such, follow the specific steps for vendor entry below.

Use the **Special / Service** option to order items which have been searched for but are not yet in Lawson. An item is a **special**, or X, item if it is any tangible item that will need to be received by the workers in the receiving dock. For example, a stent, boxes of catheters or case of gloves are tangible items that would need to be received.

Note: If the special, or X, item you are ordering will need to be ordered again, please submit the item information to your buyer. Always perform an item search through the *Search Catalog* option detailed in the previous section of this manual *before* entering a special item.

				L
AWS	Find / Shop	Inquire	Profile	Welcome IVAN VASQUETELLES
Basic Detail Profile Accounting	Template Express Order Search Catalog Special / Service Categories			Requisition Lines
Requester ivasquet IVAN VA	SQUETELLES			No Items

🖉 http://lawdev.downstate.edu/	- Requisition Center - Windows Internet Explorer			
				Logou
LAWS	Find / Shop Inquire Profile			Welcome IVAN VASQUETELLES
-	Requisition: 48169			
Special / Service			Requisition Lines	
Add Item		^	Item	Quantity Cost
Description				No Items
			9	
Item Type	Special			
Quantity				
UOM	2			
Cost				
Cost Default Vendor	2	E		
Purchase From	2			
Currency Code	2			
Distribution Company	0011 - UNIVERSITY HOSPITAL OF BROOKLY			
Accounting Unit	35138101			
Account	<u>8</u>			
Sub Account	2			
Activity	2			
Account Category	2			
Asset Code	2			
Asset Template	2			Total Quantity: 0
Major Purchase Class	2			Total Cost: USD 0 Number of Lines: 0
Minor Purchase Class	2	v		New Clear Print Release
			2	

2. Since this item is not set up in the system, it is necessary to enter as much information about the item as possible.

3. Information should be entered in the following fields (* = **Required**):

Add	Item *			1
	Description 🗶		- Maria and Andreas	
	Item Type *	Special Defaulted		
	Quantity *			
	UOM *			
	Cost *			
	Cost Default Vendor *	2		
	Purchase From *	2		-
	Currency Code	24		
	Distribution Company 素	0011 - UNIVERSITY HOSPITAL OF BROOKLY 💽	Defaulted	
	Accounting Unit *	35132602 🔀 Defaulted		
	Account *	2		
	Sub Account *	2		
	Activity	24		
	Account Category	2		
	Asset Code	2		
	Asset Template	2		
	Major Purchase Class	2		
	Minor Purchase Class	2		
	Requested Delivery Date	🛱 💏/dd/yyyy		

- 4. For defaulted values, use the values that Lawson has defaulted from the setup.
- 5. Follow these steps for all other fields (example):
 - a. Item Enter the Vendor Part Number
 - b. Description Enter a general to specific description in the Description field (character maximum)
 - c. Item Type Special (leave the default)
 - d. Quantity Enter the quantity in the Unit of Measure to follow

e. Unit Of Measure – Enter the SUNY standard 2 character Unit of Measure. If you are unsure of the right abbreviation, click the drop down menu button and select from the list.

UOM	
-----	--

		Previous Next
Search Field UOM	 Method Equals (fastest) Value 	Search
	Valid Units of Measure	
UOM	Description	
AM	AMPOULE	
AS	ASSORTMENT	
AY	ASSEMBLY	
BA	BALE	
BD	BUNDLE	
BE	BOARD FEET	
BG	BAG	
BI	BAR	
BK	BOOK	
BM	BOLT	
BO	BOTTLE	
BR	BARREL	
BU	BUSHEL	
BX	BOX	
CA	CASE	
CAP	CAPSULE	
CE	CUBIC FEET	
CG	CARD	
<u>C1</u>	CONE	
CL	CYLINDER	
CM	CENTIMETER	

Click "CA" to select the Unit of Measure for Case or you can also search two different ways.

- 1.) By selecting the Next button on the top right hand side.
- 2.) By entering a value within the Value field which will search on the UOM or Description field.

C http://	awdev. downst	ate.edu/ - Lawso	on Drill - Wi	ndows Internet Explorer				
Back						Previous	Next	Find Next
	Search Field	UOM VOM UOM Description	Method	Equals (fastest)	Value Measure		Search)
UOM		С	A					

f. Cost - Enter the Cost for the item (and unit of measure) Cost 0.1

g. Cost Default Vendor – Enter the Vendor Code or select from the drop down menu:



Click the Active Vendors By Name link

nttp://lawdev.downstate.edu - Lawson D	rill - Microsoft Internet Explo	orer provided by Lawso	m			-0
ck 0123456789 ABC		OPQRSTUVW	XYZ	Previou	s Next	Find Ne>
Search Field Name 💌	ethod Begins with (fast)	Value			Search	
	Active Vendo	ors by Name		\checkmark		
Name	ACTIVE VENdo		St/Prov	Postal Code	Has Location:	
Name	Active vendo Number 100020	City NEWTON	St/Prov <u>MA</u>	Postal Code	Has Locations	
Name <u>3M HEALTHCARE</u> <u>4 IMPRINT INC</u>	Active Vendo Number 100020 100030	City NEWTON OSHKOSH	St/Prov MA WI	Postal Code 02159 54901	Has Location:	
Name 3M HEALTHCARE 4 IMPRINT INC A & L SCIENTIFIC	Active Vendo Number 100020 100030 100040	City NEWTON OSHKOSH BROOKLYN	St/Prov MA WI NY	Postal Code 02159 54901 11203	Has Locations	

Select from the display, click a number or letter button to advance to those pages or enter a value for search. Click in the Name field when the vendor is found

- h. Purchase From Enter the Vendor Purchase From code or select from the list following the same procedure in g.
- i. <u>** NOTE Regarding Bill Only requests and vendors**</u> If the item can be classified as Bill Only and the requester has identified the Vendor as an EFAX or EDI vendor, they must enter "PUR1" as the Purchase From identifier. Using this code insures that the Purchase Order created from this requisition is not inadvertently communicated electronically to the vendor causing a double shipment.
- j. Distribution Company Leave Default value
- k. Accounting Unit Leave Default or enter a new value

1. Account – Enter a value of select from Drop Down:

wson Drill - Microsoft Internet Explorer provided by
retail Accounts
in the second se

Click Active Detail Accounts

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Back]			Previous Next
		Search Field Account	Method >= Value Active Detail Accounts	Search
	Account	Sub Account	Description	
6	532000	1032	DRESSINGS & BANDAGES	
	532000	1066	MEDICAL / SURGICAL SUPPLIES	
	532500	6915	DRUGS-NERVOUS-SYSTEM	
	532500	6925	DRUGS-SKIN, MUCOUS & MEMBRANE	
	532500	6935	DRUGS-ELECTROLYTIC	

Click on a value from the list or search for the value. Note the Account and Sub Account relationships and try to select the correct combination

m. Sub Account – Should default from Account entry in k.

6. Once all the required information is entered, click the "Add" button to Add the item to the Shopping Cart.

Add Item	12345-123	4
Description	ITEM TEST SPECIFIC 123	
Item Type	Special	

I AVA/CON	Find / Shop Travino Deofile			
LAVVS	Requisition: 48169		web	Sme IVAN VASQUETELLES
Special / Service			Requisition Lines	
Add Item	12345-123	^	Item	Quantity Cost
Description	ITEM TEST SPECIFIC 123		☐ 12345-123 ITEM TEST SPECIFIC 123	1.00 0.1000 USD () EA 0.1000
Item Type	Special 😪			
Quantity	1			
UOM	EA 🔀			
Cost	0.1			
Cost Default Vendor	101320	2		
Purchase From	PUR1 BAXTER HEALTHCARE CORPORA			
Currency Code				
Distribution Company	0011 - UNIVERSITY HOSPITAL OF BROOKLY			
Accounting Unit	35138101			
Account	532000			
Sub Account	1032			
Activity	2			
Account Category	23			
Asset Code	2			
Asset Template	2			Total Quantity: 1.00
Major Purchase Class	2			Total Cost: USD 0.1000
Minor Purchase Class			New	Clear Print Release

- 7. The item has now been added to the Shopping Cart. Note the Order number and the order statistics.
- 8. To order another item, click Specials / Service option under the Find / Shop menu. Repeat the above steps until all required items are added to the Shopping Cart
- 9. When all items are added to the Shopping Cart, move over to the cart area to complete the order

http://lawdev.downstate.edu/	Requisition Center - Windows Internet Explorer	
LAWS	Find / Shop Inquire Profile	Logon Welcome IVAN VASQUETELLES
7	Requisition: 48169	
Special / Service		Requisition Lines
Add Item Description	12345-123 ITEM TEST SPECIFIC 123	Item Quantity Cost 12345-123 1.00 0.1000 USD 1 ITEM TEST SPECIFIC 123 EA 0.1000 1
Item Type Quantity UOM Cost Cost Default Vendor Purchase From Currency Code Distribution Company Accounting Unit Account Sub Account Sub Account Activity Account Category Asset Code Asset Template Major Purchase Class	Special 1 EA 0.1 101320 PUR1 BAXTER HEALTHCARE CORPORAT 20 2011 - UNIVERSITY HOSPITAL OF BROOKLY 35138101 532000 2 3 3	Total Quantity: 1.00 Total Cost: USD 0.1000 Number of Lines: 1 New Clear Print Release
🔊 Lawson Self	Service Message Webpage Dialog 🛛 🛛 🔯]
Mon [Dec 8 19:20:04 EST 2014	
48169	9: Requisition has been successfully submitted.	
Statu	s: Processed	
	<u>o</u> k	

IV. Requisition Inquiry

Requisition Inquiry:

The Order Inquiry function allows requesters to look at information specific to their requisitions. This information might include approval status, purchase or issue status, checkout status, etc. Inquiries can be entered for individual requisitions or for all requester requisitions. Requisitions that have been released can be opened for additional processing. An existing requisition can also be selected and copied from the Inquiry screen.

🖉 Requisition Center - Windows Internet Explorer	
litp://lawdev.downstate.edu/rqc/html/index.htm	v
	Logout
LAWS N Find / Shop Inquire Profile	Welcome train2 ?
Requisition: 23148	
Basic Detail Profile Accounting User Fields Comments Requisition Lines	

To inquire on existing orders, click the Inquire menu option at the top of the page.



- 1. The Inquiry window provides many ways to search for your orders. You could search for an individual order or all orders. You could search for all unreleased orders, all closed orders, etc.
- 2. The easiest method to use is simply to leave the Search Window blank and click the Search Button.

Search • Requisition • Needs Approval • Needs • Needs Approval • Needs • Needs • Needs	Requisition Inqui	iy Line	Inquiry							
Action Requisition Requesting Location Value Priority Delivery Date Status Creation Date Copy Modify 23148 TQ051 0.00 USD 0 Unreleased 06/16/2012 10 Copy Modify 23147 M190A 188.33 USD 0 Unreleased 06/15/2012 10 Copy View 23146 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10		Search	Requisition O	Description	on 🔿 Approv	Referenc val 🗹 R	e Number 🔿 Rr lejected 🗹 Prc	equesting Locat	ion losed 🗹 In Pro	xcess
Action Requisition Requesting Location Value Priority Delivery Date Status Creation Date Copy Modify 23148 TQ051 0.00 USD 0 Unreleased 06/16/2012 10 10 Copy Modify 23147 M190A 188.33 USD 0 Unreleased 06/15/2012 10 10 Copy View 23146 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10									Previous	Nex
Copy Modify 23148 TQ051 0.00 USD 0 Unreleased 06/16/2012 10 Copy Modify 23147 M190A 188.33 USD 0 Unreleased 06/15/2012 10 Copy View 23146 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10 Modify View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10 M	Action	Requisition	Requesting Location	Value		Priority	Delivery Date	Status	Creation Date	2
Copy Modify 23147 M190A 188.33 USD 0 Unreleased 06/15/2012 Image: Copy Copy View 23146 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 Image: Copy Image: Copy Image: Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 Image: Copy	Copy Modify	23148	TQ051	0.00	USD	0		Unreleased	06/16/2012	00
Copy View 23146 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 Image: Copy Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 Image: Copy Image: Copy <td>Copy Modify</td> <td>23147</td> <td>M190A</td> <td>188.33</td> <td>USD</td> <td>0</td> <td></td> <td>Unreleased</td> <td>06/15/2012</td> <td>00</td>	Copy Modify	23147	M190A	188.33	USD	0		Unreleased	06/15/2012	00
Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 Image: Copy Image: Copy <td>Copy View</td> <td>23146</td> <td>M190A</td> <td>188.33</td> <td>USD</td> <td>0</td> <td>06/18/2012</td> <td>Processed</td> <td>06/15/2012</td> <td>(D)</td>	Copy View	23146	M190A	188.33	USD	0	06/18/2012	Processed	06/15/2012	(D)
$\uparrow \uparrow \uparrow \uparrow \uparrow \uparrow$	Copy View	23144	M190A	21.62	USD	0		Processed	06/15/2012	(Q)
		T	T	T			Ţ	Ţ	T	

The Inquiry screen lists your orders in descending order. It displays order number (in blue), Requesting Location, total order cost, order status and order date. Order Status key:

- 1. "Processed" orders are waiting additional processing within either the Inventory Control or Purchase Order systems.
- 2. "Closed" orders have already completed this processing.
- 3. "Unreleased" orders are still open to the Requester to maintenance.
- 4. "Needs Approval" status orders have been Checked Out but still require an additional level of approval before they can move on for processing.

Search • Requisition • Description • Reference Number • Requesting Location • Unreleased • Needs Approval • Rejected • Processed • Closed • In Process • Need • Ne	Requisition Inqu	ity Line	Inquiry							-
Action Requisition Requesting Location Value Priority Delivery Date Status Creation Date Copy Modify 23148 TQ051 0.00 USD 0 Unreleased 06/16/2012 Image: Copy Image		Search	● Requisition ● ✓ Unreleased ✓	Description	on 🔿 Approv	Referenc	e Number 🔿 Ri lejected 🗹 Pro	equesting Locat	ion osed 🗹 In Pro	cess
Action Requisition Requesting Location Value Priority Delivery Date Status Creation Date Copy Modify 23148 TQ051 0.00 USD 0 Unreleased 06/16/2012 0 0 Copy Modify 23147 M190A 188.33 USD 0 Unreleased 06/15/2012 0 0 Copy View 23146 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 0 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 0									Previous	Next
Copy Modify 23148 TQ051 0.00 USD 0 Unreleased 06/16/2012 10 Copy Modify 23147 M190A 188.33 USD 0 Unreleased 06/15/2012 10 Copy View 23146 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 10 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 10	Action	Requisition	Requesting Location	Value	1	Priority	Delivery Date	Status	Creation Date	
Copy Modify 23147 M190A 188.33 USD 0 Unreleased 06/15/2012 0 1 Copy View 23145 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 0 Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 0	Copy Modify	23148	TQ051	0.00	USD	0		Unreleased	06/16/2012	心面
Copy View 23145 M190A 188.33 USD 0 06/18/2012 Processed 06/15/2012 () Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 ()	Copy Modify	23147	M190A	188.33	USD	0		Unreleased	06/15/2012	(1) 🛈
Copy View 23144 M190A 21.62 USD 0 Processed 06/15/2012 V	Copy View	23146	M190A	188.33	USD	0	06/18/2012	Processed	06/15/2012	0
	Copy View	23144	M190A	21.62	USD	0		Processed	06/15/2012	(Q)
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	<									>

To work with a specific order in the Inquiry window, you have three options: Copy the order, View the order or Inquire on the order.

Inquire on an Order:

- 1. Most Requesters will use the Inquiry process to check on the status of their orders.
- 2. To inquire on the order, click the order number (in blue).
- 3. RQC opens a Drill Window and displays order information. Options highlighted in blue can be clicked and reviewed

http://lawde	v. downstate.edu - Lawson Drill - Microsoft Internet Explorer provided by Lawson			
lack [Previous	[[Next]]	Find Next
	Requisition Header Detail			
	Company to Print on Headers on Internal Documents			
	Comments to Print on Requisitions			
	Comments to Print on Purchase Orders			
	Comments to Print on Purchase Orders as Trailer Comments			
	Comments to Print on Pick Lists			
	Comments to Print on Delivery Tickets			
	Comments to Print on Receiving Documents			
	Requisition Header Display Only Comments			
	Requisition Header Attachments			
	Bill To Address to Print on Purchase Orders			
	Ipuelee Comments			
	Requisition Lines			

4. Note that only two options are highlighted in blue: Requisition Header Detail and Requisition Lines. Clicking on either of these links will open additional drill windows with more information.

5. To Assess The Purchase Status of an Order:

a. Click the Requisition Lines link (from above)

🖉 Lawson Drill - Window	ws Internet Explorer			
🔊 http://lawdev.downstate.	edu/rqc/webappjs/html/drill.htm			¥.
Back				Previous Next Find Next
Sei	arch Field Line 💌	Method < Value Requisition Li	nes	Search
Line	Item	Quantity	UOM Unit Cost)
1	127131	1.0000	CA 21.62000	

In the Requisition Lines Window, note that you have many different fields that you can drill on. Any field that is highlighted in blue is drillable.

b. To find Purchase Order Detail for this line, click the Line Number (1)

🗿 http://lawde	ev.downstate.edu - Lawson Drill - Microsoft Internet Explorer provided by Lawson	_ 🗆 🔁
Back		Previous Next Find Next
	Requisition Header Detail	
	Requisition Line Detail	
	Comments to Print on Internal Documents	
	Comments to Print on Delivery Tickets	
	Comments to Print on Requisitions	
	Comments to Print on Purchase Orders	
	Comments to Print on Pick Lists	
	Comments to Print on Receivers	
	Requisition Line Display Only Comments	
	Invoice Comments	
	Requisition Header	
	Purchase Order Information	
	Line GL Distributions	

c. In the Line Detail window, click the link for Purchase Order Information

iwson Drill - Windows Inte	ernet Explorer				
tp://lawdev.downstate.edu/rqc/	webappjs/html/drill.htm			Provinue	loxt Eind Nov
<u> </u>				THOMAS IN	
Search Field Ven	dor 👻 Method Equals	(fastest) 🔽 Value		Se	arch
	Purcha	ase Order Informa	ation		
Vendor	PO Number	Release	PO Code	Line No.	
100425	205912	0			

- d. Purchase order information is displayed. Note that you could drill further into the Vendor, PO Number or Line Number (to get due date, receipt date, etc.).
- e. To return to the Inquiry window, click the X to exit or click the Back Button until you are back at the main window.

Viewing an Order:

Requisition Inqui	ry Line	Inquiry							
	Search	Requisition O	Descripti	on 🔿 Approv	Referenc	e Number 🔿 Ri ejected 🗹 Pro	equesting Locat	tion losed 🗹 In Pro	Cess
								Previous	Nex
Action	Requisition	Requesting Location	Value		Priority	Delivery Date	Status	Creation Date	2
Copy Modify	23148	TQ051	0.00	USD	0		Unreleased	06/16/2012	96
Copy Modify	23147	M190A	188.33	USD	0		Unreleased	06/15/2012	06
Copy View	23146	M190A	188.33	USD	0	06/18/2012	Processed	06/15/2012	Ð
Copy View	23144	M190A	21.62	USD	0		Processed	06/15/2012	Ð
		•							

1. At the Inquiry window, click the View Button next to the order you want to review (for order 23144).

equisition Center - Win	dows Internet Explorer		
http://lawdev.downstate.edu/	rgc/html/index.htm		
		The state of the s	Log
.Avv5	Find / Shop	Inquire Pronie	Welcome train2
	Requisition: 23144		
Basic Detail Profile A	ccounting User Fields Commen	ts	Requisition Lines
			Then Durable Code
Requester	train2		127131 1 21,6200 USD (1)
resolution and a second second	train2		WB CONFIDENT INSERT ADULT CA 21.6200
Requisition	23144		
Creation Date	06/15/2012	Sec. 10	
Requisition Status	Processed		1
Reference Number			
Requisition Description	(*		
Company	0011	UNIVERSITY HOSPITAL OF BROO	
Requesting Location	M190A	MAIN-EMERGENCY SERVICES	
Requested Delivery Da	te		
Priority	00		
Deliver To			
Commodity Code		S	Λ
	1 CV		
			Total Quantity: 1 Total Cost: USD 21.6200
			Number Lines: 1
<		>	New Clear Print Release

- 2. Information for Requisition 23144 is displayed. Note that even though this appears to look like a standard requisition, there are some differences. You can't add anything to this order nor can you change any of the entered information.
- 3. Also note the Action Buttons in the Shopping Cart. You can only Print the information or click to start a new order.

Copy an Order:

Action	Requisition	Requesting Location	Value		Priority	Delivery Date	Status	Creation Date	
Copy Modify	23147	M190A	188.33	USD	0		Unreleased	06/15/2012	() ()
Copy View	23146	M190A	188.33	USD	0	06/18/2012	Processed	06/15/2012	Ф
Сору	2314	M190A	21.62	USD	0		Processed	06/15/2012	Φ
	/	\mathbf{X}							

1. To copy from an existing order, click the Copy Button next to the order you want to duplicate. The Copy mode allows you to duplicate all or part of an existing order. Once created, you may perform additional actions on the order prior to releasing.

Requisition Inquiry Line Inquiry						
Search Requisition Description Reference Number Requesting Location Unreleased Needs Approval Rejected Processed In Process 						
Select information to copy Requisition: 23146						
Header Copy Options Comments User Fields						
Line Copy Options Distributions						
User Fields User Analysis						

2. Click the Check All Button and then click the Copy Button.

					وما
LAWS	Find / Shop Inquire	Profile			Welcome train2
	Requisition: 23149				
Basic Detail Profile Ac	counting User Fields Comments			Requisition Lines	
				Item	Quantity Cost
Requester	train2 train2		Û	127145 CRUTCHES ALUM YTH/JR 4'6"-5'2"	4 12.5400 USD () PR 50.1600
Requisition	23149 06/16/2012		Û	127144 CRUTCHES ALUM ADULT 5'2" 5"10"	3 12.5400 USD () PR 37.6200
Requisition Status	Unreleased		Û	127143 IMMOBILIZER KNEE FOAM 24' UNIV	2 22.6100 USD () EA 45.2200
Reference Number		-	Û	127142 SPLINT FINGER STRIP 3/4X18 IN	1 10.8700 USD () PK 10.8700
Requisition Description	0011		Û	127157 AIRWAY NASOPHARYN LTEX ST 32FR	1 44.4600 USD () BX 44.4600
Requesting Location	M190A	MAIN-EMERGENCY SERVICES		1	
Requested Delivery Dat	e mm/dd/yyyy				
Priority					
Deliver To	Department Direct				
Commodity Code	2	3			
				To To Nu	tal Quantity: 11 tal Cost: USD 188.3300 mber of Lines: 5
<	7.00	>		New C	lear Print Release

- 3. RQC creates a new order (23149) that is identical to 23146.
- 4. At this point, the Requester can click Release to process the order, they can click New to save it or they can click the Find / Shop option to select additional items off of their Template List.

Exiting RQC:

Requisition Center - Windows Internet Explorer				
http://lawdev.downstate.edu/rqc/html/index	~			
				Logout
	Find / Shop	Inquire	Profile	Welcome train2 ?
	Requisition: 23149			

On the RQC Header, locate the Logout link at the top right and click it. You can also exit RQC by clicking the red X box in the upper right hand corner.