



**LAWSON PORTAL 9.0
REQUISITION CENTER (RQC): SHOPPING**

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

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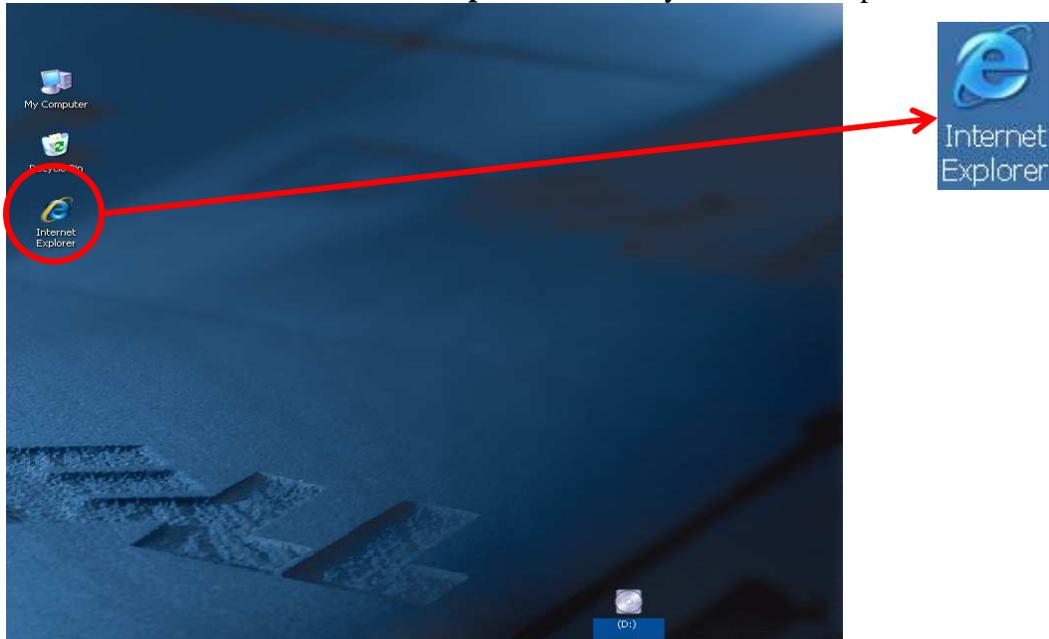
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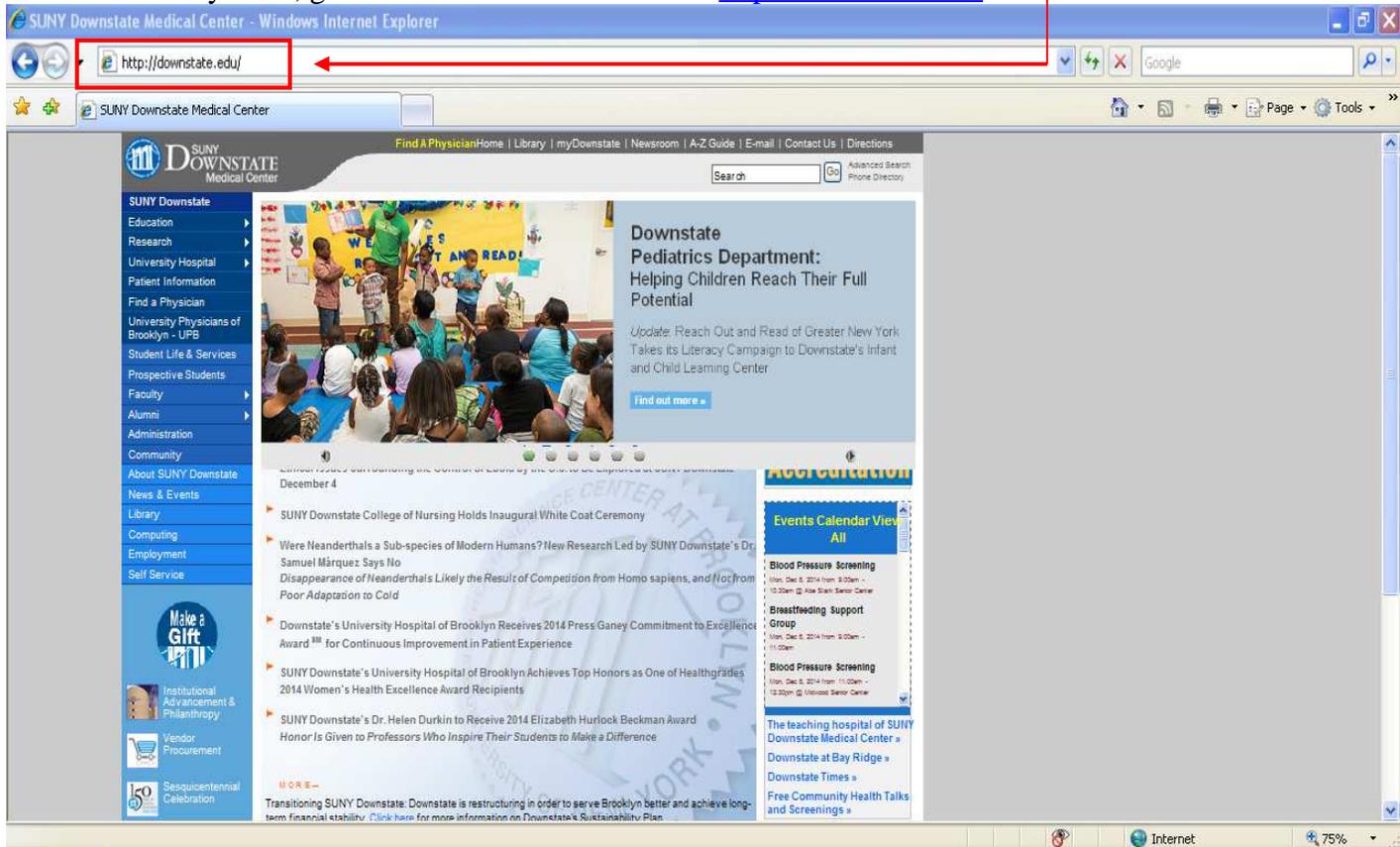
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I. Logging In

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



2. If not already there, go to the **Downstate** website @ <http://Downstate.edu>



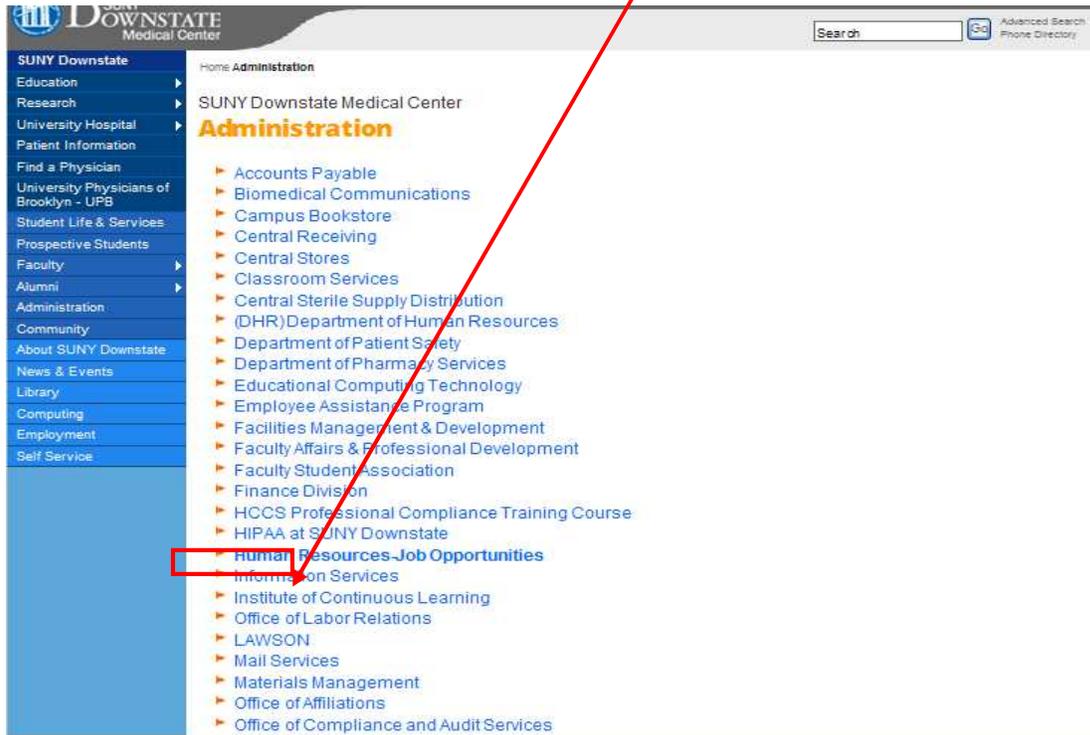
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3. Click on the **Administration** link, on the left hand side of the Downstate web page under SUNY Downstate.

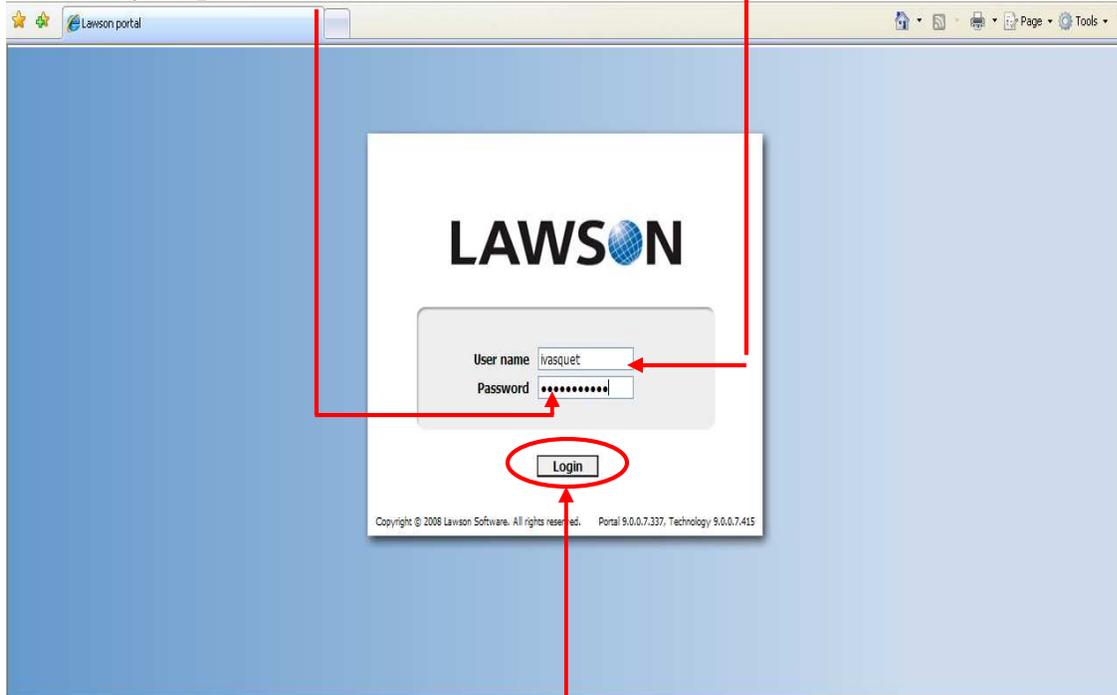
The screenshot shows the SUNY Downstate Medical Center website. The top navigation bar includes links for "Find A Physician", "Home", "Library", "myDownstate", "Newsroom", "A-Z Guide", "E-mail", "Contact Us", and "Directions". A search bar is located on the right side of the top bar. The left sidebar contains a vertical menu with the following items: "SUNY Downstate", "Education", "Research", "University Hospital", "Patient Information", "Find a Physician", "University Physicians of Brooklyn - UPB", "Student Life & Services", "Prospective Students", "Faculty", "Alumni", "Administration" (highlighted with a red box and a red arrow), "Community", "About SUNY Downstate", "News & Events", "Library", "Computing", "Employment", and "Self Service". The main content area features a large image of children in a classroom setting, with a headline for the "Downstate Pediatrics Department: Helping Children Reach Their Full Potential". Below the headline is an "Update" section and a "Find out more" button. The bottom section of the page includes a "News" section with several articles and a "Middle States Accreditation" banner. A small "Events Calendar View" widget is also visible in the bottom right corner.

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4. Click on the **Lawson** link, under the Administration



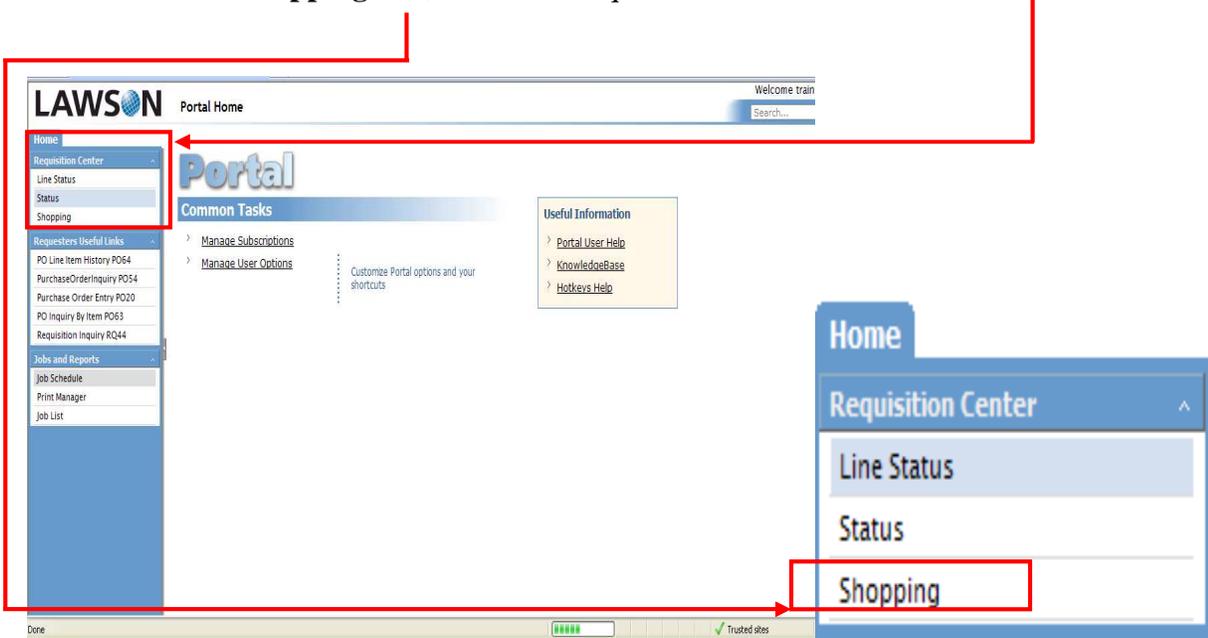
5. In the Lawson Portal Login screen, enter your **user ID**, in all lowercase characters.
6. Enter your **password** – this field is case sensitive.



7. Click on the **Login** button to enter.

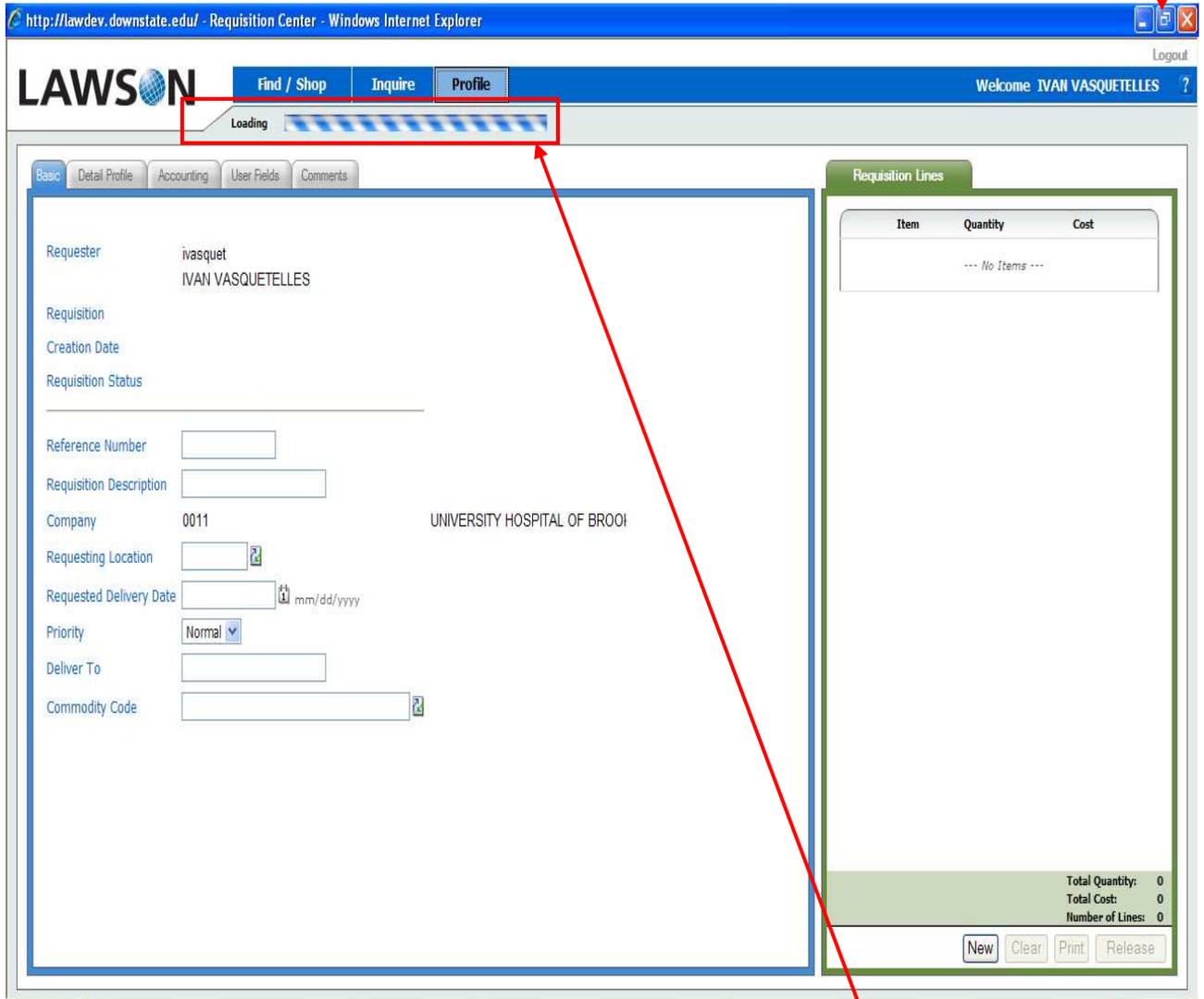
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8. Click on the **Shopping** link, under the Requisition Center Parent Bookmark.



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



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

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RQC - Main Screen

The screenshot shows the Lawson 9.0 Requisition Center (RQC) Main Screen. The browser window title is "Requisition Center - Windows Internet Explorer" and the URL is "http://lawdev.downstate.edu/rqc/html/index.htm". The Lawson logo is visible on the left. The main menu bar at the top contains "Find / Shop", "Inquire", and "Profile". The user is logged in as "train2".

The Information Window (left) displays the following fields:

- Requester: train2
- Requisition: train2
- Creation Date:
- Requisition Status:
- Reference Number:
- Requisition Description:
- Company: 0011 UNIVERSITY HOSPITAL OF BROOKLYN
- Requesting Location: M190A MAIN-EMERGENCY SERVICES
- Requested Delivery Date: mm/dd/yyyy
- Priority:
- Deliver To:
- Commodity Code:

The Shopping Cart (right) displays a table with columns "Item", "Quantity", and "Cost". The table is currently empty, showing "--- No Items ---". At the bottom of the Shopping Cart, there are action buttons: "New", "Clear", "Print", and "Release". The summary statistics are:

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

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).

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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 ().*

The screenshot shows the Lawson 9.0 Portal interface. The 'Profile' tab is selected and circled in red. The 'Requesting Location' field is highlighted with a blue border. The 'Requisition Lines' table is empty, showing '--- No Items ---'. The 'Total Quantity', 'Total Cost', and 'Number of Lines' are all 0.

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.

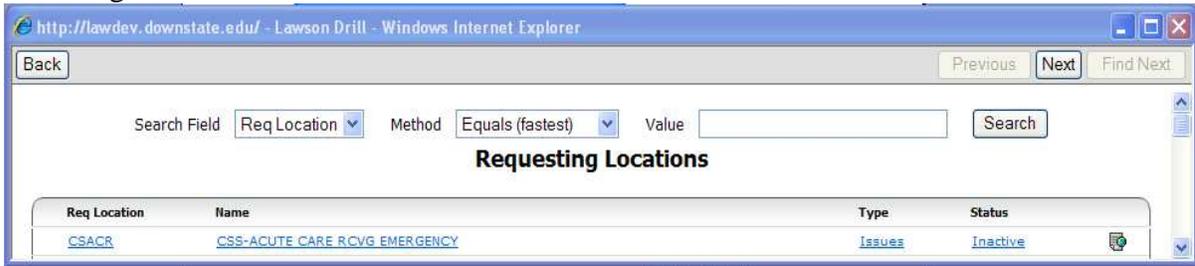
Look-Up Function – Select the following icon  located on the right side of the Requesting Location field and the following screen will appear.

The screenshot shows the Lawson Drill window with the 'Requesting Locations' link highlighted with a red box and an arrow pointing to it.

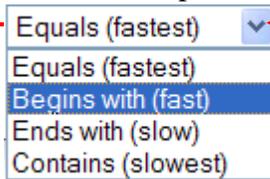
Now you will need to select the Requesting Locations link

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



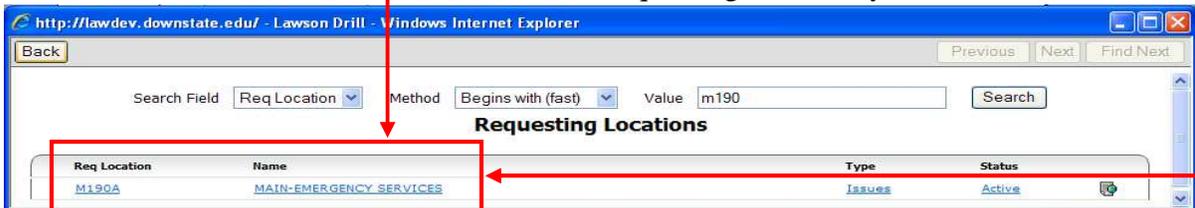
Select the drop down arrow and change the Method to “Begins with (fast)”



Within the Value field enter the first four characters of the requesting location you are searching for, 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.



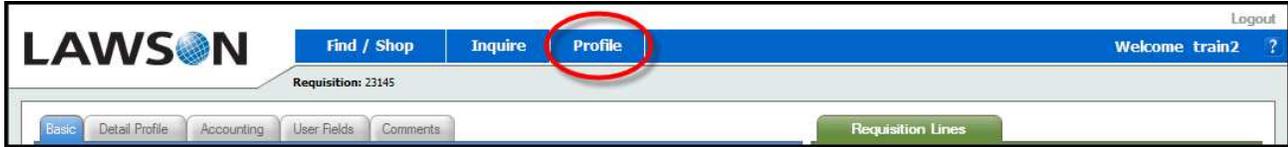
3. In the **Requested Delivery Date*** field, enter the expected delivery date in the format mm/dd/yyyy or select the date by clicking on the calendar icon to the right of the requested delivery date field, and then click on the desired date.



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

Profile Data Access:



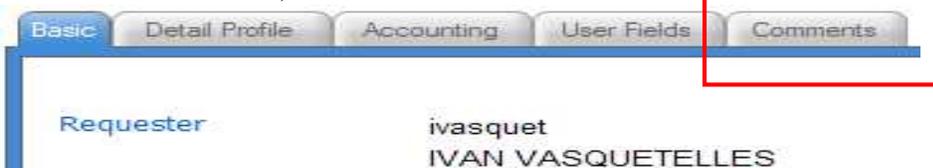
Profile data can be accessed any time during a shopping session by clicking the Profile link on the Main Menu Bar at the top of the page. Profile data can be accessed and changed at any point during a shopping session

A. Comments

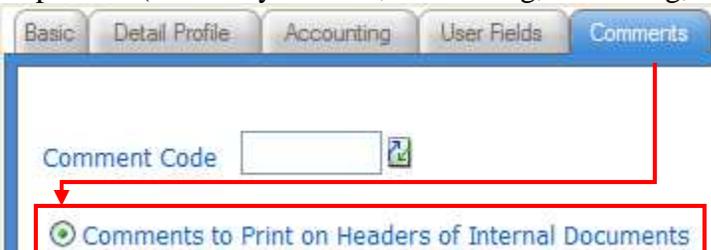
Note: All required fields are in bold and end with an asterisk (*).

Use **Comments** to detail any special instructions for the buyer.

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).



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3. Enter desired comments in freeform field.

The screenshot displays the 'Comments' tab in the Lawson 9.0 Portal. At the top, there are navigation tabs: 'Basic', 'Detail Profile', 'Accounting', 'User Fields', and 'Comments'. Below these is a 'Comment Code' input field with a dropdown arrow. A list of comment options follows, each with a radio button: 'Comments to Print on Headers of Internal Documents' (selected), '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', 'Bill to Address Comments', 'Comments to Print on Delivery Tickets', 'Invoice Comments', and 'Attach a URL to the Requisition'. Below the list is a large text area containing the text: 'Over Night Delivery - Serial Number: ABC123 Quote#DEF456'. At the bottom of the text area are two buttons: 'Update' and 'Delete'. Red arrows indicate the flow from the instruction to the 'Comments' tab, then to the text area, and finally to the 'Update' button.

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.

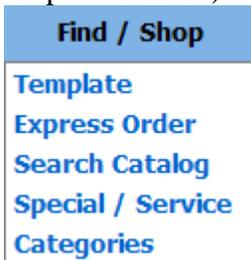
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III. Find / Shop

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

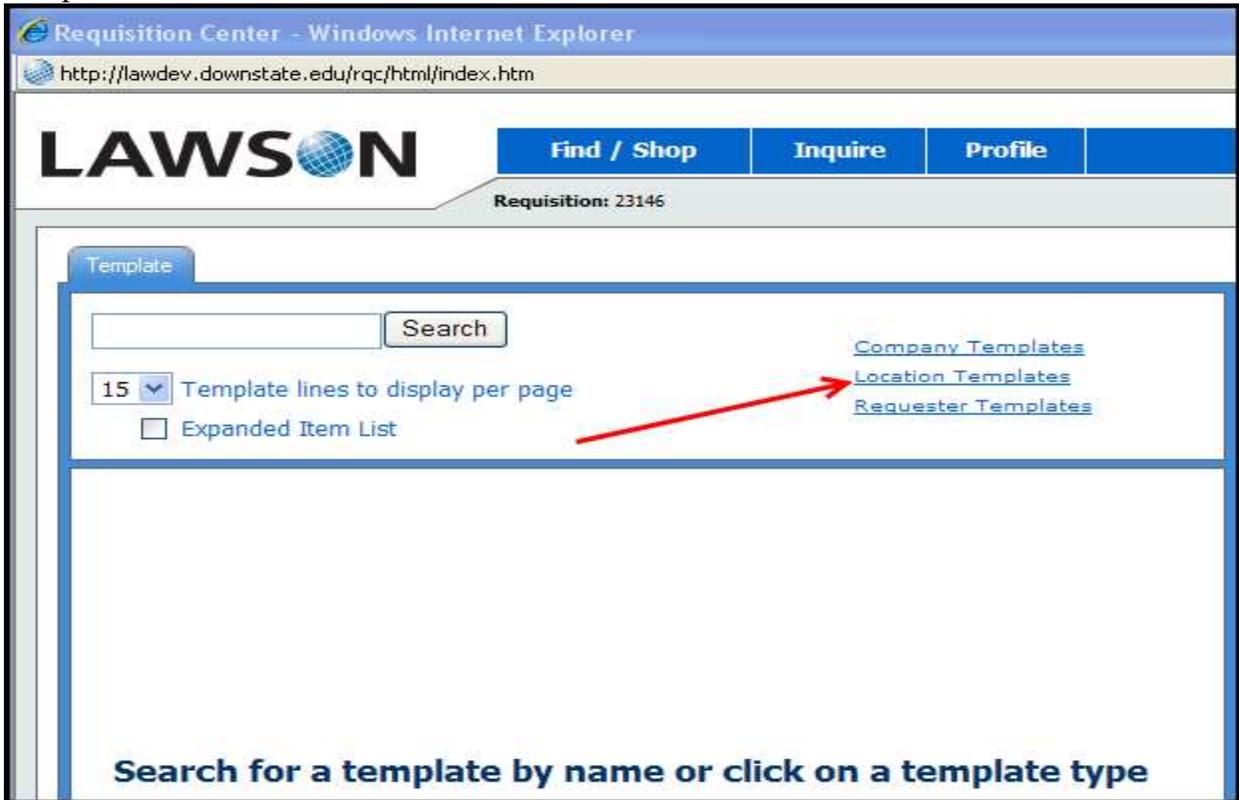
To start a shopping session, place your cursor over the Find / Shop option on the main menu bar. As the cursor hovers over Find / Shop, the shopping options are displayed (as a dropdown menu).



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.

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

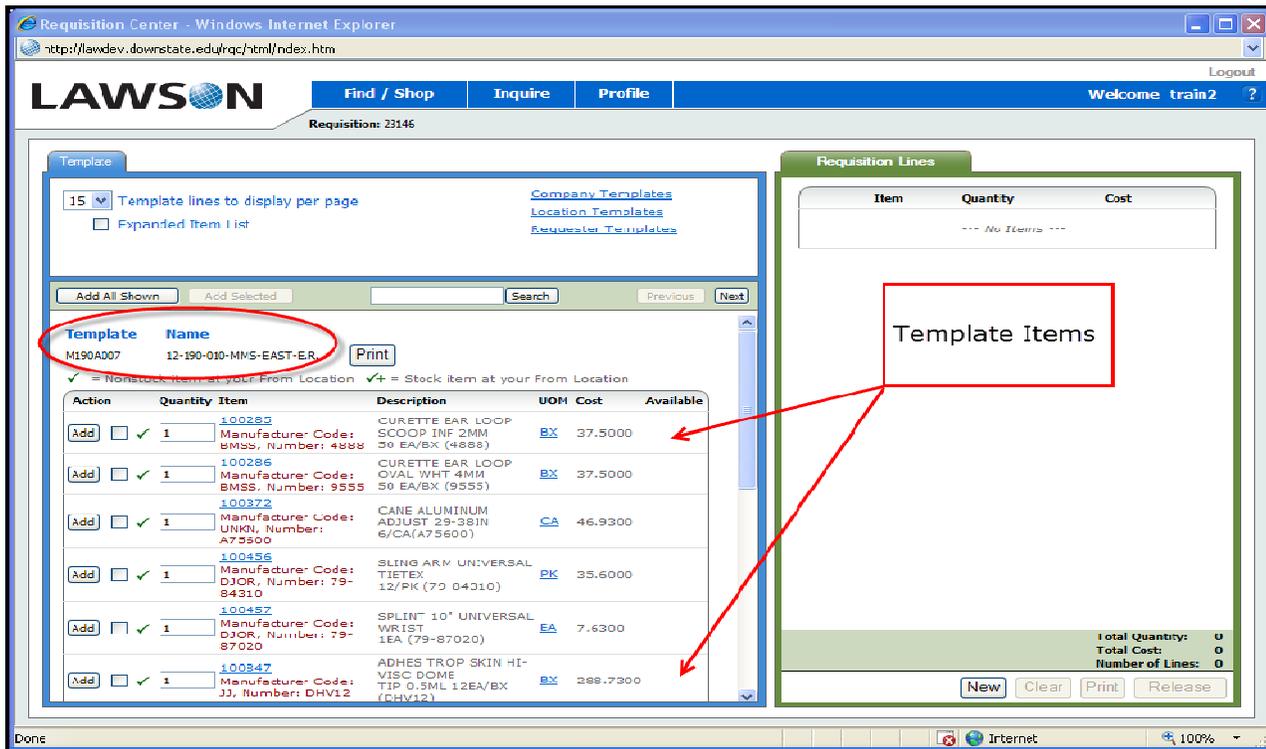


- In the Template Search Screen, click the link for Location Template.
- When this link is clicked, RQC opens up the Template list assigned to the Requesting Location.



- 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.
- Once you select the Template you want to order from the Template list will open, use the displayed information to start shopping.

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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 ():

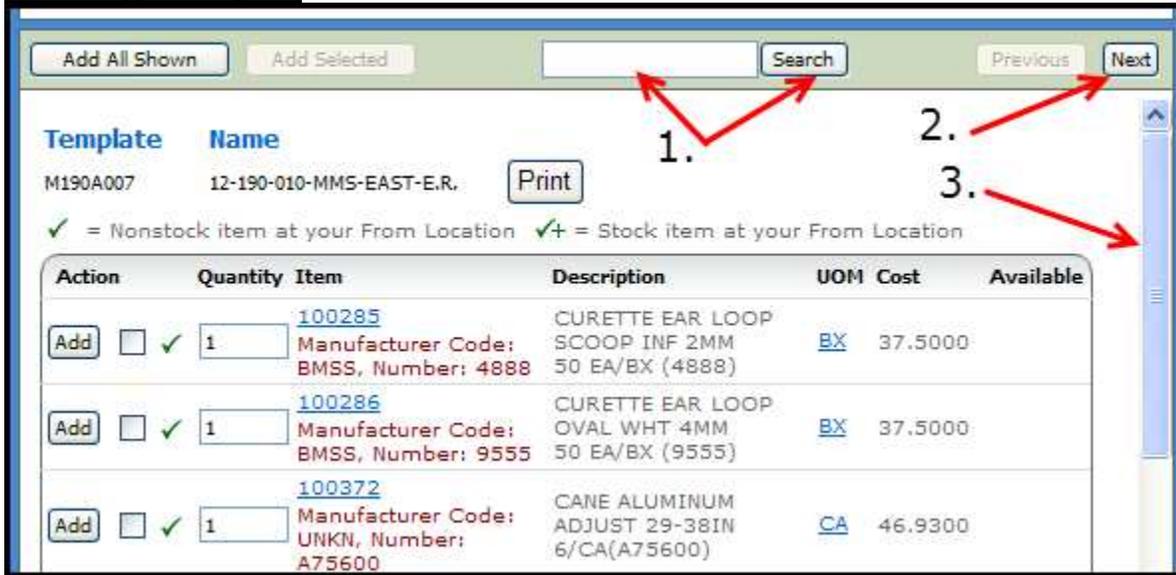


10. Stocked item requests will be directed to and filled from an inventory location. Non-stock items will be directed to Purchasing and ordered direct from vendors on a Purchase Order.

Notes: 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.

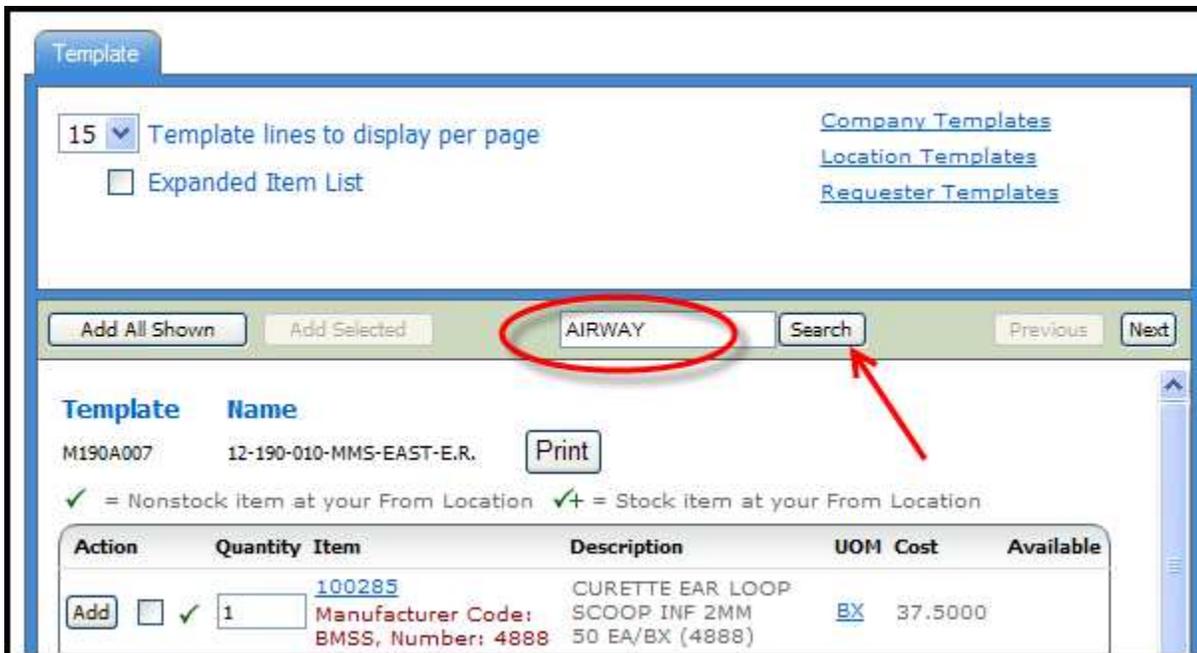
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Searching a Template



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":



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

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Template

15 Template lines to display per page [Company Templates](#)
 Expanded Item List [Location Templates](#)
[Requester Templates](#)

Back Search Previous Next

Template: M190A007
Search criteria: AIRWAY

Item	Description	UOM
127155	AIRWAY NASOPHARYN LTX ST 28FR	BX
127156	AIRWAY NASOPHARYNGEAL 30FR	BX
127157	AIRWAY NASOPHARYN LTEX ST 32FR	BX
127158	AIRWAY NASOPHARYN LTEX 34FR	BX
127160	AIRWAY NASOPHARY RBRTAZZI 36F	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)

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Template

15 Template lines to display per page
 Expanded Item List

[Company Templates](#)
[Location Templates](#)
[Requester Templates](#)

Add All Shown Add Selected Search Previous Next

Template Name
M190A007 12-190-010-MMS-EAST-E.R. [Print](#)

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

Action	Quantity	Item	Description	UOM	Cost	Available
Add <input type="checkbox"/> ✓	1	127157 Manufacturer Code: TELE, Number: 123032	AIRWAY NASOPHARYN LTEX ST 32FR 10 EA/BX (123032)	BX	44.4600	
Add <input type="checkbox"/> 2.	1	127158 Manufacturer Code: TELE, Number: 123034	AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034)	BX	44.4600	
Add <input type="checkbox"/> ✓	1	127159 Manufacturer Code: TELE, Number: 1000R	STYLET ENDOTRACH ADULT 10FR. 25 EA/BX (1000R)	BX	70.1700	

(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.

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Template

15 Template lines to display per page [Company Templates](#)
[Location Templates](#)
 Expanded Item List [Requester Templates](#)

Add All Shown Add Selected Search Previous Next

Template Name
M190A007 12-190-010-MMS-EAST-E.R. [Print](#)

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

Action	Quantity	Item	Description	UOM	Cost	Available
Add <input type="checkbox"/>	✓ 1	127157 Manufacturer Code: TELE, Number: 123032	AIRWAY NASOPHARYN LTEX ST 32FR 10 EA/BX (123032)	BX	44.4600	
Add <input type="checkbox"/>	✓ 1	127158 Manufacturer Code: TELE, Number: 123034	AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034)	BX	44.4600	
Add <input type="checkbox"/>	✓ 1	127159 Manufacturer Code: TELE, Number: 1000R	STYLET ENDOTRACH ADULT 10FR. 25 EA/BX (1000R)	BX	70.1700	
Add <input type="checkbox"/>	✓ 1	127160 Manufacturer Code: TELE, Number: 123036	AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036)	BX	44.4600	
Add <input type="checkbox"/>	✓ 1	127161 Manufacturer Code: WA, Number: 02679-100	THERM SURETEMP RECTAL W/9'CORD 1 EA (02679-100)	EA	43.1800	
Add <input type="checkbox"/>	✓ 1	105507 Manufacturer Code: QUID, Number: 20109	REAG QUICKVU 1-STEP HCG URN 25EA/PK (20109)	CA	479.2800	

Requisition Lines

Item	Quantity	Cost
127157 AIRWAY NASOPHARYN LTEX ST 32FR	1 BX	44.4600 USD 44.4600

Total Quantity: 1
Total Cost: USD 44.4600
Number of Lines: 1

New Clear Print Release

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:

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Add selected option:

Template

15 Template lines to display per page

Expanded Item List

[Company Templates](#)

[Location Templates](#)

[Requester Templates](#)

Add All Shown Add Selected Search Previous Next

Template Name

M190A007 12-190-010-MMS-EAST-E.R. [Print](#)

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

Action	Quantity	Item	Description	UOM	Cost	Available
Add <input type="checkbox"/> ✓	1	127157 Manufacturer Code: TELE, Number: 123032	AIRWAY NASOPHARYN LTEX ST 32FR 10 EA/BX (123032)	BX	44.4600	
Add <input checked="" type="checkbox"/> ✓ ✓	1	127158 Manufacturer Code: TELE, Number: 123034	AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034)	BX	44.4600	
Add <input type="checkbox"/> ✓	1	127159 Manufacturer Code: TELE, Number: 1000R	STYLET ENDOTRACH ADULT 10FR. 25 EA/BX (1000R)	BX	70.1700	
Add <input checked="" type="checkbox"/> ✓ ✓	1	127160 Manufacturer Code: TELE, Number: 123036	AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036)	BX	44.4600	
Add <input type="checkbox"/> ✓	1	127161 Manufacturer Code: WA, Number: 02679- 100	THERM SURETEMP RECTAL W/9'CORD 1 EA (02679-100)	EA	43.1800	
Add <input checked="" type="checkbox"/> ✓ ✓	1	105507 Manufacturer Code: QUID, Number: 20109	REAG QUICKVU 1- STEP HCG URN 25EA/PK (20109)	CA	479.2800	

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.

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

Template lines to display per page: 15

Expanded Item List:

Company Templates
Location Templates
Requester Templates

Add All Shown Add Selected Search Previous Next

Template Name: M190A007 12-190-010-MMS-EAST-E.R. Print

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

Action	Quantity	Item	Description	UOM	Cost	Available
Add	<input type="checkbox"/> 1	127142 Manufacturer Code: DJOR, Number: 79-72165	SPLINT FINGER STRIP 3/4X18 IN 12 EA/PK(79-72165)	PK	10.8700	
Add	<input type="checkbox"/> 2	127143 Manufacturer Code: DJOR, Number: 79-80640	IMMOBILIZER KNEE FOAM 24" UNIV 1 EA (79-80640)	EA	22.6100	
Add	<input type="checkbox"/> 3	127144 Manufacturer Code: UNKN, Number: 10400-8	CRUTCHES ALUM ADULT 5'2"-5'10" 1 PR(10400-8)	PR	12.5400	
Add	<input type="checkbox"/> 4	127145 Manufacturer Code: UNKN, Number: 10401-8	CRUTCHES ALUM YTH/JR 4'6"-5'2" 1 PR(10401-8)	PR	12.5400	

- Once Add is clicked, the items are added to the Shopping Cart:

Requisition Center - Windows Internet Explorer

http://lawdev.downstate.edu/rqc/html/index.htm

Logout

WELCOME train2

Requisition: 23146

Template lines to display per page: 15

Expanded Item List:

Company Templates
Location Templates
Requester Templates

Add All Shown Add Selected Search Previous Next

Template Name: M190A007 12-190-010-MMS-EAST-E.R. Print

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

Action	Quantity	Item	Description	UOM	Cost	Available
Add	<input type="checkbox"/> 1	127142 Manufacturer Code: DJOR, Number: 79-72165	SPLINT FINGER STRIP 3/4X18 IN 12 EA/PK(79-72165)	PK	10.8700	
Add	<input type="checkbox"/> 2	127143 Manufacturer Code: DJOR, Number: 79-80640	IMMOBILIZER KNEE FOAM 24" UNIV 1 EA (79-80640)	EA	22.6100	
Add	<input type="checkbox"/> 3	127144 Manufacturer Code: UNKN, Number: 10400-8	CRUTCHES ALUM ADULT 5'2"-5'10" 1 PR(10400-8)	PR	12.5400	
Add	<input type="checkbox"/> 4	127145 Manufacturer Code: UNKN, Number: 10401-8	CRUTCHES ALUM YTH/JR 4'6"-5'2" 1 PR(10401-8)	PR	12.5400	
Add	<input type="checkbox"/> 1	127146 Manufacturer Code: UNKN, Number: 110-3611LF8-IMC	CRUTCHES TALL ALUM, 5'10"-6'6" 1 PR(11-3611LF8-IMC)	PR	12.5400	
Add	<input type="checkbox"/> 1	127147 Manufacturer Code:	COLD PACK INSTANT 5X9"	CA	9.0350	

Requisition Lines

Item	Quantity	Cost
127145 CRUTCHES ALUM YTH/JR 4'6"-5'2"	4	12.5400 USD
127144 CRUTCHES ALUM ADULT 5'2"-5'10"	3	12.5400 USD
127143 IMMOBILIZER KNEE FOAM 24" UNIV	1	22.6100 USD
127142 SPLINT FINGER STRIP 3/4X18 IN	1	10.8700 USD
127157 AIRWAY NASOPHARYN LTEX ST 32FR	1	44.4600 USD

Total Quantity: 11
Total Cost: USD 188.3300
Number of Lines: 5

New Clear Print Release

- The new items are added to the Shopping Cart.
- 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.

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The ADD ALL option:

The screenshot shows the 'Template' section of the Lawson 9.0 Portal. At the top, there is a dropdown menu set to '15' for 'Template lines to display per page' and a checkbox for 'Expanded Item List'. On the right, there are links for 'Company Templates', 'Location Templates', and 'Requester Templates'. Below this is a navigation bar with buttons for 'Add All Shown', 'Add Selected', 'Search', 'Previous', and 'Next'. The 'Add All Shown' button is highlighted with a red arrow. The main area displays a table of items under the heading 'Template Name' with the value 'M190A007' and '12-190-010-MMS-EAST-E.R.'. A 'Print' button is also visible. Below the table, there is a legend: '✓ = Nonstock item at your From Location' and '✓+ = Stock item at your From Location'. The table has columns for 'Action', 'Quantity', 'Item', 'Description', 'UOM', 'Cost', and 'Available'. Red arrows point to the 'Add' button, the 'Quantity' box (containing '1'), and the 'Item' column for each row.

Action	Quantity	Item	Description	UOM	Cost	Available
Add <input type="checkbox"/>	<input checked="" type="checkbox"/> 1	127157 Manufacturer Code: TELE, Number: 123032	AIRWAY NASOPHARYN LTEX ST 32FR 10 EA/BX (123032)	BX	44.4600	
Add <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1	127158 Manufacturer Code: TELE, Number: 123034	AIRWAY NASOPHARYN LTEX 34FR 10 EA/BX (123034)	BX	44.4600	
Add <input type="checkbox"/>	<input checked="" type="checkbox"/> 1	127159 Manufacturer Code: TELE, Number: 1000R	STYLET ENDOTRACH ADULT 10FR. 25 EA/BX (1000R)	BX	70.1700	
Add <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1	127160 Manufacturer Code: TELE, Number: 123036	AIRWAY NASOPHARY RBRTAZZI 36F 10 EA/BX (123036)	BX	44.4600	
Add <input type="checkbox"/>	<input checked="" type="checkbox"/> 1	127161 Manufacturer Code: WA, Number: 02679- 100	THERM SURETEMP RECTAL W/9'CORD 1 EA (02679-100)	EA	43.1800	
Add <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1	105507 Manufacturer Code: QUID, Number: 20109	REAG QUICKVU 1- STEP HCG URN 25EA/PK (20109)	CA	479.2800	

1. The Template List option also allows the Requester to order EVERY 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.

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

Managing the Shopping Cart

Item	Quantity	Cost
127145 CRUTCHES ALUM YTH/JR 4'6"-5'2"	4 PR	12.5400 USD 50.1600
127144 CRUTCHES ALUM ADULT 5'2"- 5'10"	3 PR	12.5400 USD 37.6200
127143 IMMOBILIZER KNEE FOAM 24" UNIV	2 EA	22.6100 USD 45.2200
127142 SPLINT FINGER STRIP 3/4X18 IN	1 PK	10.8700 USD 10.8700
127157 AIRWAY NASOPHARYN LTEX ST 32FR	1 BX	44.4600 USD 44.4600

**Shopping Cart
Area with options**

Total Quantity: 11
Total Cost: USD 188.3300
Number of Lines: 5

3.

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.

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

- The Line Information icon  displays information about the line if the cursor is hovered over it:



- 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

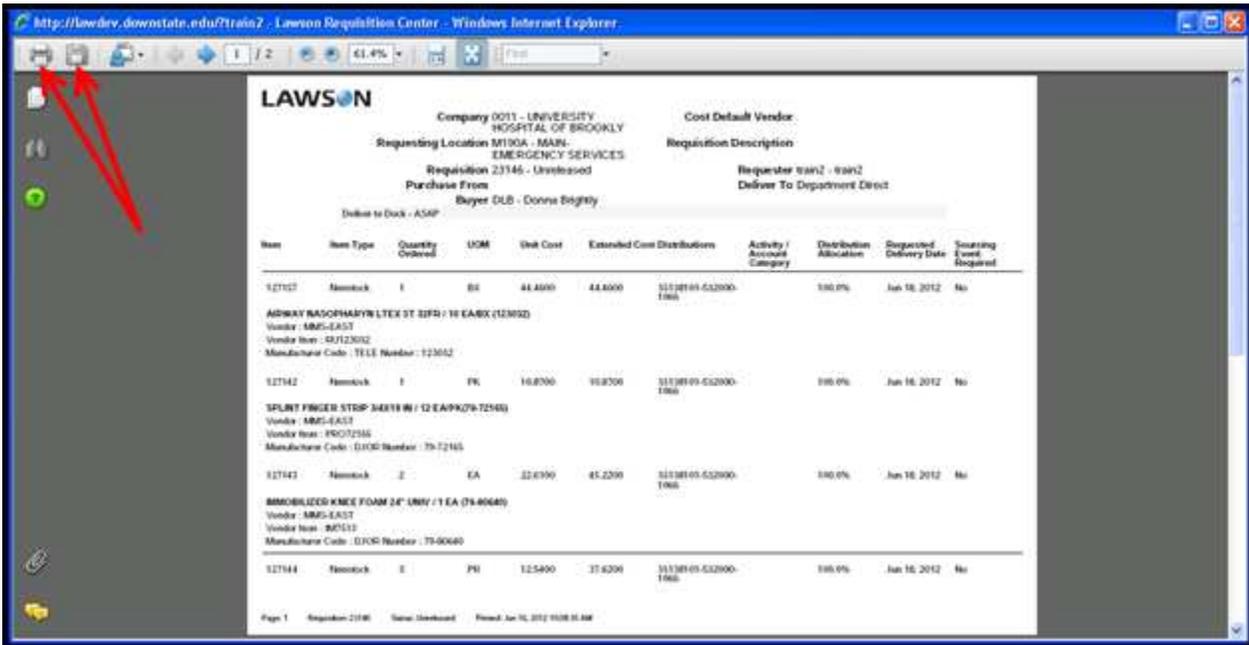


- Shopping Cart Action Buttons determine how the Requester will manage the shopping session. The order can be saved, checked out, printed, cleared, etc.
- Each Action Button has a different function:
 - New – the New Button clears the current requisition and creates a new one. Prior to clearing the screen however, RQC does give you the opportunity to save your current requisition if you have not already done so (see below).
 - 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).
 - Print – Directs a copy of the current requisition to a printer (see below).
 - 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.

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING

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.



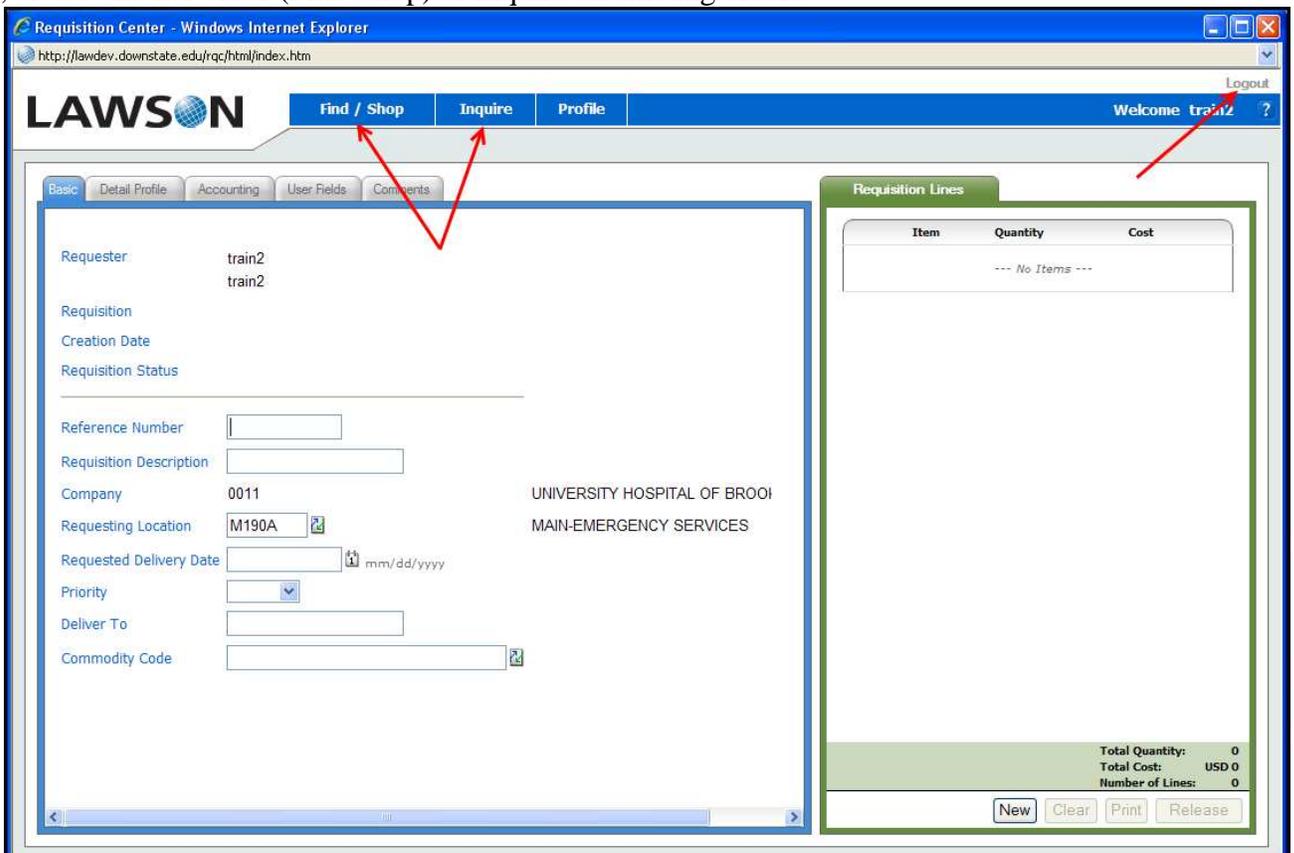
“Print” display – Print allows the Requester to send a copy of the order to a local printer or save a copy onto the computer. Click the print icon “” to print a copy of the order or click the save icon “” to save a copy of the order to complete this action. See above screen shoot.

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING



“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.



**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

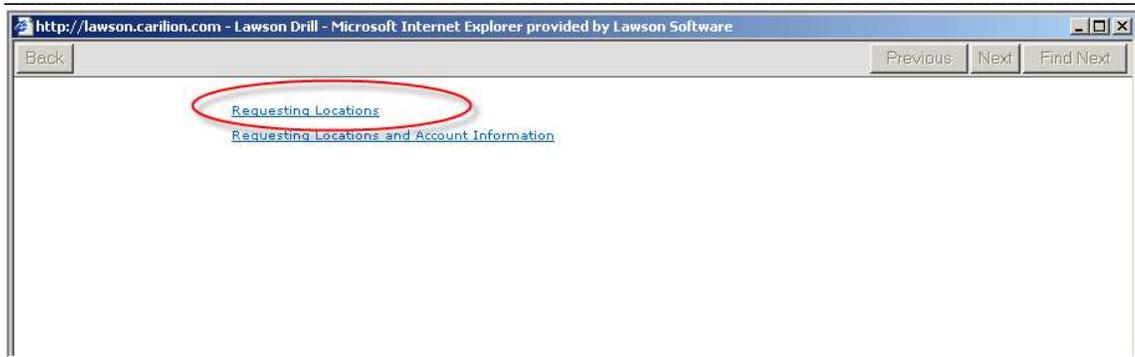
Ordering for a Different Requesting Location:

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

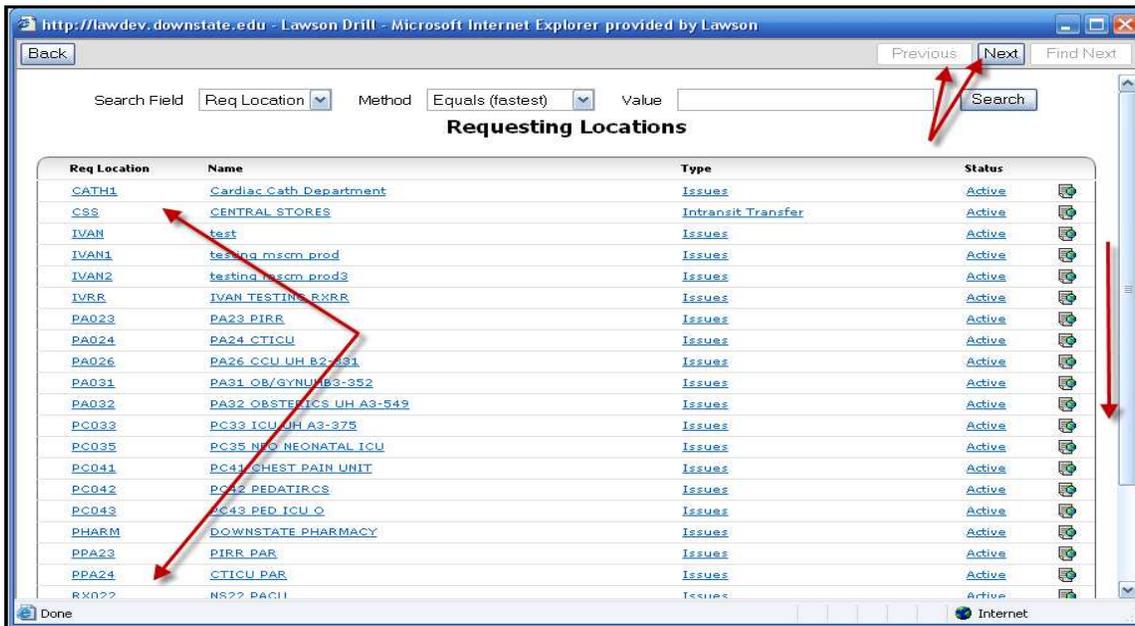
The screenshot shows the 'Basic' tab of the Requisition Center (RQC) Profile screen. The 'Requesting Location' field is set to 'M190A'. A red arrow labeled '1.' points to the 'Requesting Location' field, and another red arrow labeled '2.' points to the menu button next to it. The menu button is a small icon with a question mark and a list icon. The text 'UNIVERSITY HOSPITAL OF BROOKLYN' and 'MAIN-EMERGENCY SERVICES' is visible to the right of the Requesting Location field.

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.

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING

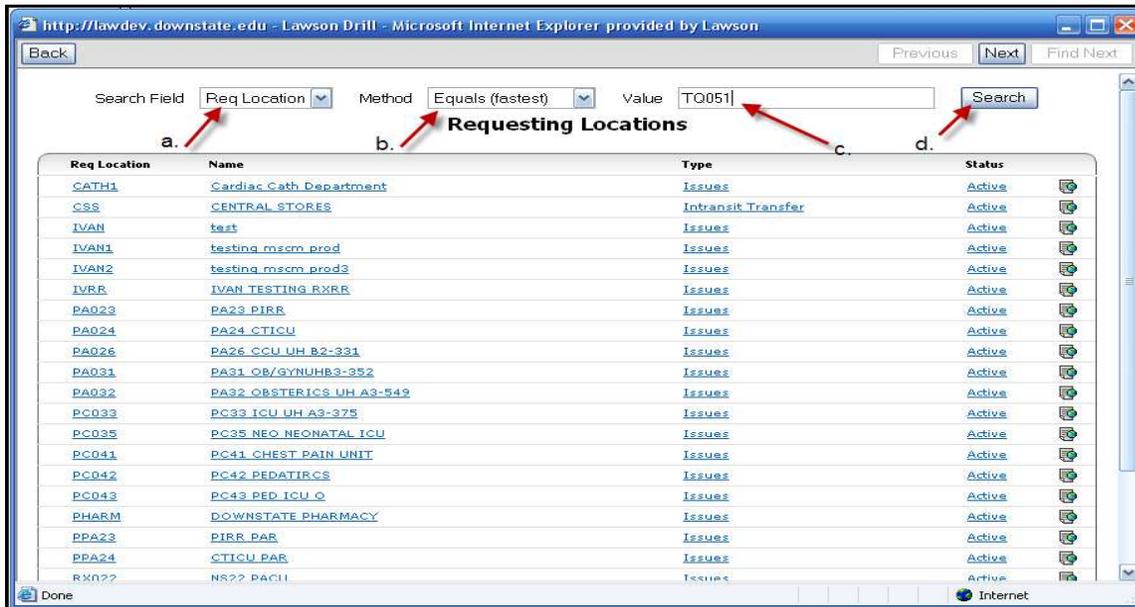


3. In the drill window, click on the Requesting Location link



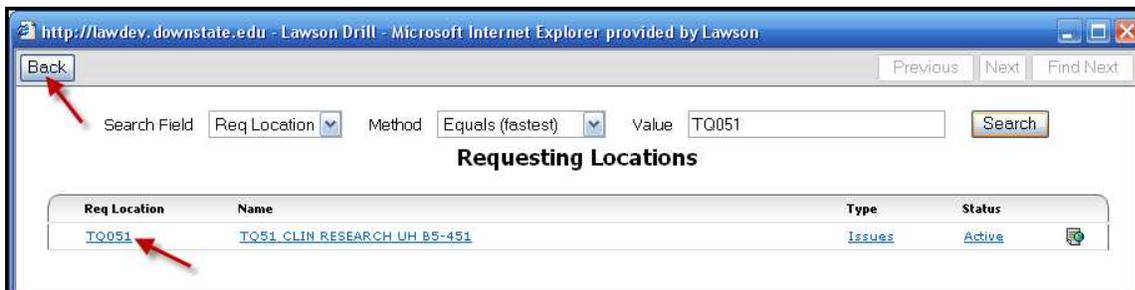
4. In the Requesting Location window, you have two ways to find and select a new location.
5. Review the displayed list and click on the desired Req Location Code. If the Location is not displayed, use the Scroll bar and the Next / Previous buttons to advance through the list until you find the Location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

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING



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



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.

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING

Basic | Detail Profile | Accounting | User Fields | Comments

Requester: train2
train2

Requisition
Creation Date
Requisition Status

Reference Number:

Requisition Description:

Company: 0011 UNIVERSITY HOSPITAL OF BROOKLYN
TQ51 CLIN RESEARCH UH B5-451

Requesting Location: TQ051  

Requested Delivery Date:  mm/dd/yyyy

Priority: 

Deliver To:

Commodity Code: 

Basic | Detail Profile | Accounting | User Fields | Comments

Requester: train2
train2

Requisition
Creation Date
Requisition Status

Reference Number:

Requisition Description:

Company: 0011 UNIVERSITY HOSPITAL OF BROOKLYN
TQ51 CLIN RESEARCH UH B5-451

Requesting Location: TQ051 

Requested Delivery Date:  mm/dd/yyyy

Priority: 

Deliver To:

Commodity Code: 

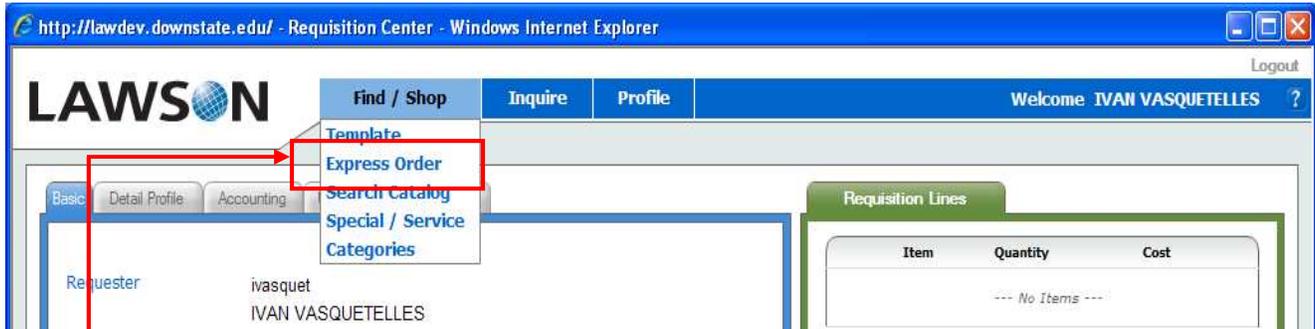
To start a shopping session for this requesting location, return to the Find / Shop menu option and select Template. Note: you can only select and order for one Requesting Location per Requisition.

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

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.

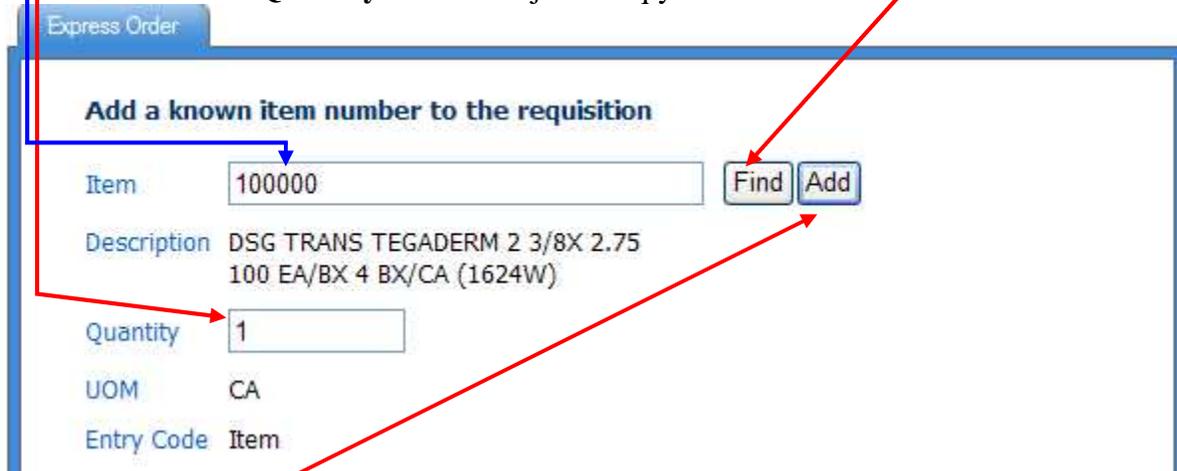


1. Select the Express Order option by clicking it.

2. In the **Item*** field, enter the Lawson number of the item you want to order.

3. Select the find button to pull up the description and unit of measure.

4. Click in the **Quantity*** field to adjust the qty. as needed.



5. Click the **Add** button to add the item to your shopping cart.

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

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 release button to release the order

http://lawdev.downstate.edu/ - Requisition Center - Windows Internet Explorer

LAWSON Find / Shop Inquire Profile Logout
Welcome IVAN VASQUETELLES ?

Requisition: 48167

Express Order

Add a known item number to the requisition

Item: Find Add

Description:

Quantity: 1

UOM:

Entry Code: Item

Requisition Lines

Item	Quantity	Cost
100000 DSG TRANS TEGADERM 2 3/8X 2.75	1 CA	82.0700 USD 82.0700

Total Quantity: 1
Total Cost: USD 82.0700
Number of Lines: 1

New Clear Print **Release**

Lawson Self-Service Message -- Webpage Dialog

Mon Dec 8 17:04:57 EST 2014

48167: Requisition has been successfully submitted.

Status: Processed

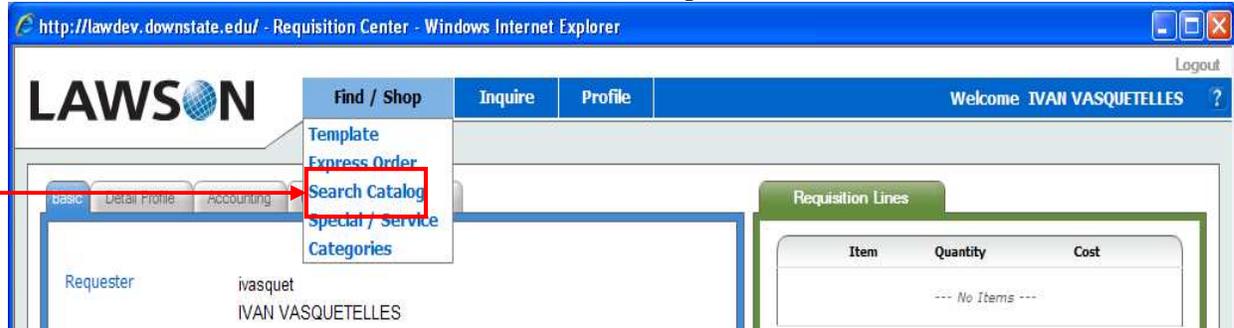
OK

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING

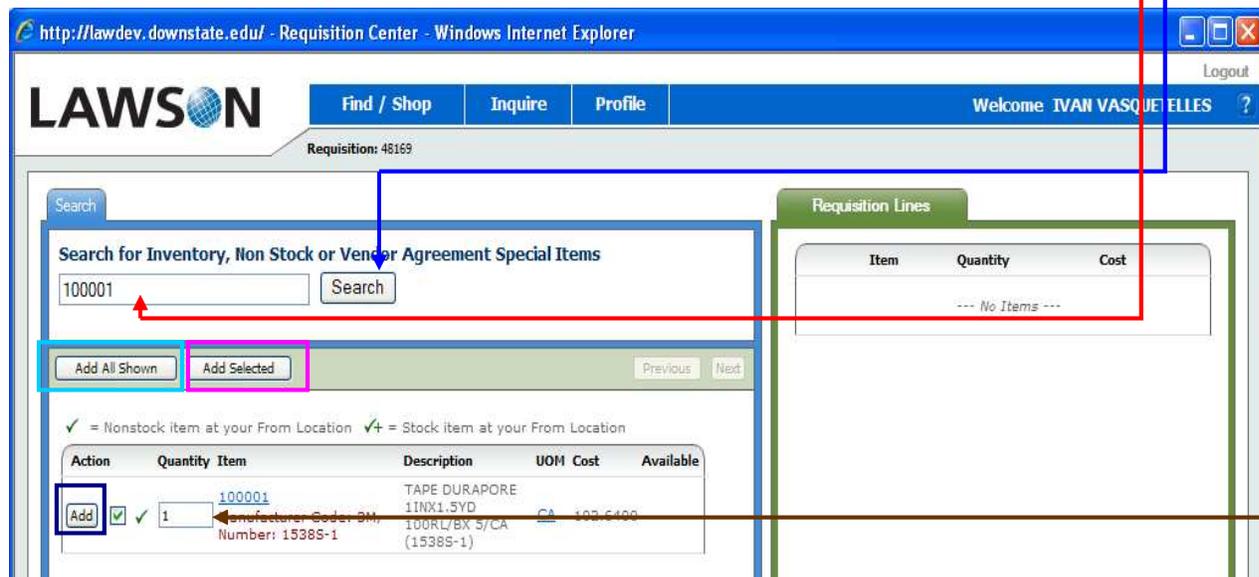
C. Search Catalog

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.



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.



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.

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

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

http://lawdev.downstate.edu/ - Requisition Center - Windows Internet Explorer

Logout

LAWSON Find / Shop Inquire Profile Welcome IVAN VASQUETELLES ?

Requisition: 48168

Search

Search for Inventory, Non Stock or Vendor Agreement Special Items

1538S-1 Search

Add All Shown Add Selected Previous Next

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

Action	Quantity	Item	Description	UOM	Cost	Available
Add	1	100001 Manufacturer Code: 3M, Number: 1538S-1	TAPE DURAPORE 1INX1.5YD 100RL/BX 5/CA (1538S-1)	CA	102.6400	

Requisition Lines

Item	Quantity	Cost
100001 TAPE DURAPORE 1INX1.5YD CA	1	102.6400 USD 102.6400

Total Quantity: 1
Total Cost: USD 102.6400
Number of Lines: 1

New Clear Print Release

Lawson Self-Service Message -- Webpage Dialog

Mon Dec 8 17:33:41 EST 2014

48168: Requisition has been successfully submitted.

Status: Processed

OK

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

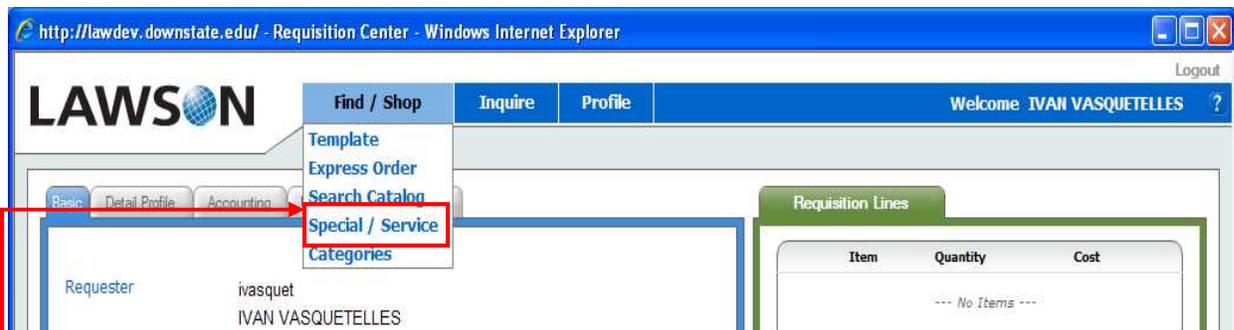
D. Special Items

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.



1. Select the **Special / Service** option by clicking it

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING

http://lawdev.downstate.edu/ - Requisition Center - Windows Internet Explorer

Logout

LAWSON Find / Shop Inquire Profile Welcome IVAN VASQUETELLES ?

Requisition: 48169

Special / Service

Add Item

Description

Item Type: Special

Quantity

UOM

Cost

Cost Default Vendor

Purchase From

Currency Code

Distribution Company: 0011 - UNIVERSITY HOSPITAL OF BROOKLYN

Accounting Unit: 35138101

Account

Sub Account

Activity

Account Category

Asset Code

Asset Template

Major Purchase Class

Minor Purchase Class

Requisition Lines

Item	Quantity	Cost
--- No Items ---		

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

New Clear Print Release

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

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

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

Add	Item *	<input type="text"/>
	Description *	<input type="text"/>
	Item Type *	Special <input type="button" value="v"/> Defaulted
	Quantity *	<input type="text"/>
	UOM *	<input type="text"/> <input type="button" value="v"/>
	Cost *	<input type="text"/>
	Cost Default Vendor *	<input type="text"/> <input type="button" value="v"/>
	Purchase From *	<input type="text"/> <input type="button" value="v"/>
	Currency Code	<input type="text"/> <input type="button" value="v"/>
	Distribution Company *	0011 - UNIVERSITY HOSPITAL OF BROOKLY <input type="button" value="v"/> Defaulted
	Accounting Unit *	35132602 <input type="button" value="v"/> Defaulted
	Account *	<input type="text"/> <input type="button" value="v"/>
	Sub Account *	<input type="text"/> <input type="button" value="v"/>
	Activity	<input type="text"/> <input type="button" value="v"/>
	Account Category	<input type="text"/> <input type="button" value="v"/>
	Asset Code	<input type="text"/> <input type="button" value="v"/>
	Asset Template	<input type="text"/> <input type="button" value="v"/>
	Major Purchase Class	<input type="text"/> <input type="button" value="v"/>
	Minor Purchase Class	<input type="text"/> <input type="button" value="v"/>
	Requested Delivery Date	<input type="text"/> <input type="button" value="v"/> * mm/dd/yyyy

4. For defaulted values, use the values that Lawson has defaulted from the setup.

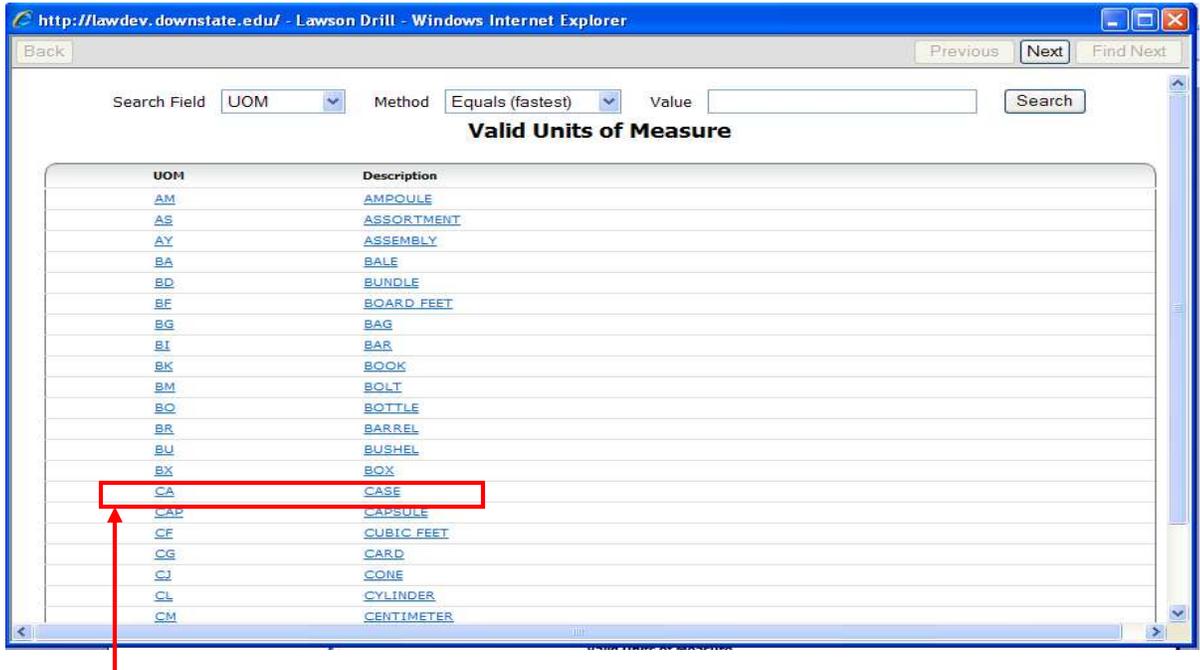
5. Follow these steps for all other fields (example):

- 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

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

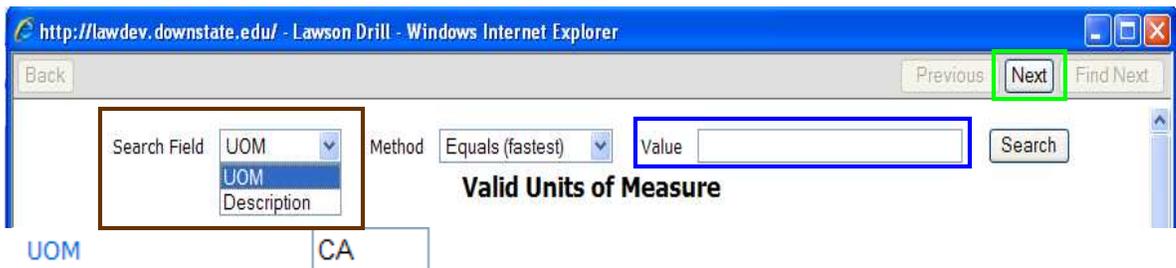
- e. Unit Of Measure – Enter the SUNY standard 2 character Unit of Measure. If you are unsure of the right abbreviation, click the drop down menu button and select from the list.

UOM  



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**.



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

Cost

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

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



A screenshot of a web form with the label "Cost Default Vendor" and an empty input box. To the right of the input box is a small icon of a document with a dropdown arrow, which is highlighted by a red arrow.



Click the Active Vendors By Name link



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. **** NOTE Regarding Bill Only requests and vendors**** 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

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

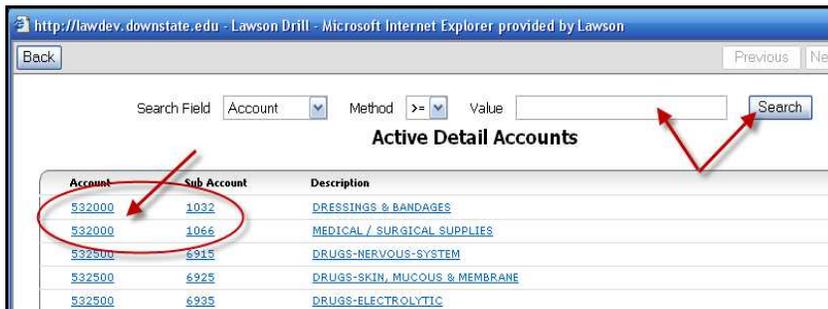
l. Account – Enter a value of select from Drop Down:



A screenshot of a web form with a text input field containing the word "Account". To the right of the input field is a small icon with a question mark and a red arrow pointing to it.



Click Active Detail Accounts



A screenshot of the "Active Detail Accounts" search page. It features a search form with a "Search Field" dropdown set to "Account", a "Method" dropdown set to ">=", and a "Value" input field. A "Search" button is to the right. Below the search form is a table with columns "Account", "Sub Account", and "Description". A red circle highlights the first two rows of the table, and a red arrow points to the "Account" column header. Another red arrow points to the "Search" button.

Account	Sub Account	Description
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.

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

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

The screenshot shows a web form titled "Special / Service". On the left side, there is a blue "Add" button. To its right is an "Item" input field containing the text "12345-123". Below the "Add" button is a "Description" label, and below the "Item" field is a larger text area containing "ITEM TEST SPECIFIC 123". At the bottom left, there is an "Item Type" label, and at the bottom right, there is a dropdown menu currently showing "Special". A red arrow points from the "Add" button towards the "Description" label.

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING

Logo Welcome IVAN VASQUETELLES

Find / Shop Inquire Profile

Requisition: 48169

Special / Service

Add Item:
Description: ITEM TEST SPECIFIC 123

Item Type: Special
Quantity: 1
UOM: EA
Cost: 0.1
Cost Default Vendor: 101320
Purchase From: PUR1 BAXTER HEALTHCARE CORPORA
Currency Code:
Distribution Company: 0011 - UNIVERSITY HOSPITAL OF BROOKLY
Accounting Unit: 35138101
Account: 532000
Sub Account: 1032
Activity:
Account Category:
Asset Code:
Asset Template:
Major Purchase Class:
Minor Purchase Class:

Requisition Lines

Item	Quantity	Cost
12345-123	1.00	0.1000 USD
ITEM TEST SPECIFIC 123	EA	0.1000

Total Quantity: 1.00
Total Cost: USD 0.1000
Number of Lines: 1

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

SUNY DOWNSTATE MEDICAL LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING

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

Special / Service

Item: 12345-123
Description: ITEM TEST SPECIFIC 123

Item Type: Special
Quantity: 1
UOM: EA
Cost: 0.1
Cost Default Vendor: 101320
Purchase From: PUR1 BAXTER HEALTHCARE CORPORA
Currency Code:
Distribution Company: 0011 - UNIVERSITY HOSPITAL OF BROOKLY
Accounting Unit: 35138101
Account: 532000
Sub Account: 1032
Activity:
Account Category:
Asset Code:
Asset Template:
Major Purchase Class:
Minor Purchase Class:

Item	Quantity	Cost
12345-123 ITEM TEST SPECIFIC 123	1.00 EA	0.1000 USD 0.1000

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: Requisition has been successfully submitted.
Status: Processed

OK

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

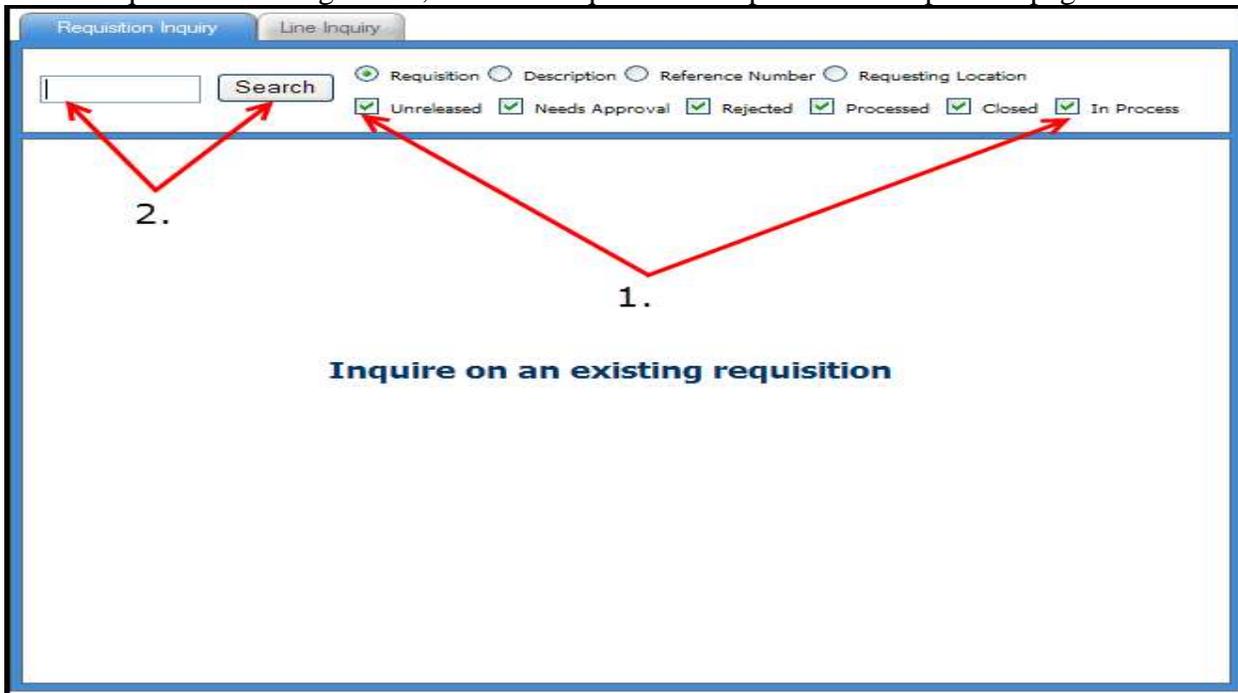
IV. Requisition Inquiry

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.



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.

**SUNY DOWNSTATE MEDICAL
LAWSON 9.0 PORTAL - REQUISITION CENTER (RQC) SHOPPING**

Requisition Inquiry | Line Inquiry

Search

Requisition
 Description
 Reference Number
 Requesting Location

Unreleased
 Needs Approval
 Rejected
 Processed
 Closed
 In Process

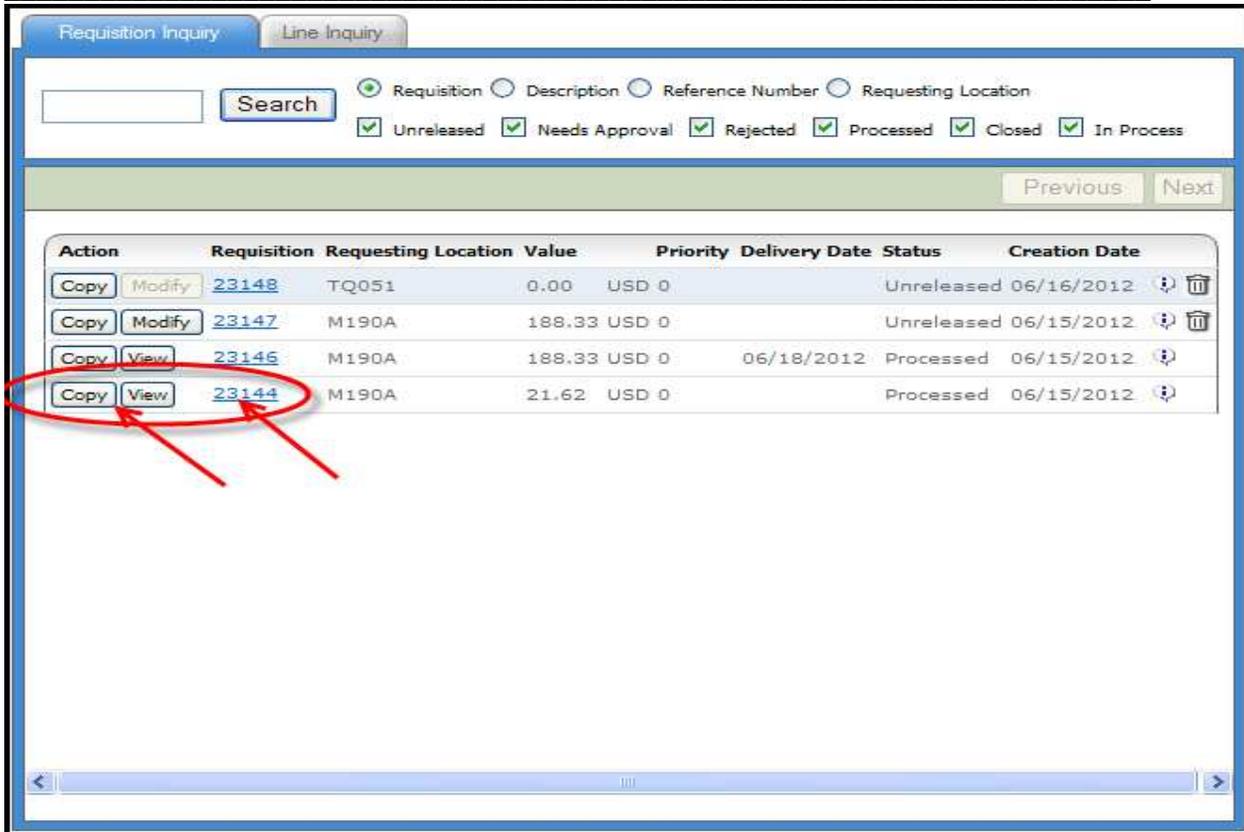
Previous | Next

Action	Requisition	Requesting Location	Value	Priority	Delivery Date	Status	Creation Date
Copy Modify	23148	TQ051	0.00 USD 0			Unreleased	06/16/2012
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
Copy View	23144	M190A	21.62 USD 0			Processed	06/15/2012

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.

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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

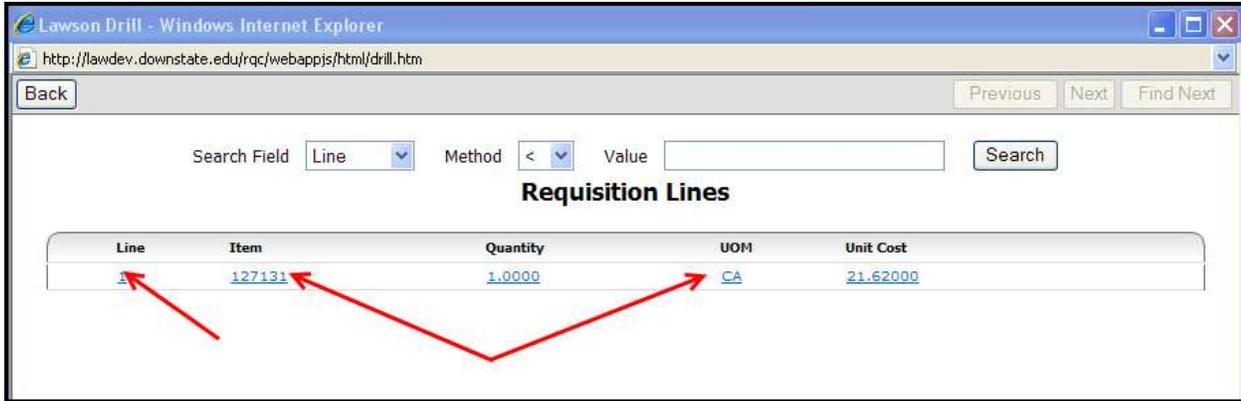


4. Note that only two options are highlighted in blue: Requisition Header Detail and Requisition Lines. Clicking on either of these links will open additional drill windows with more information.

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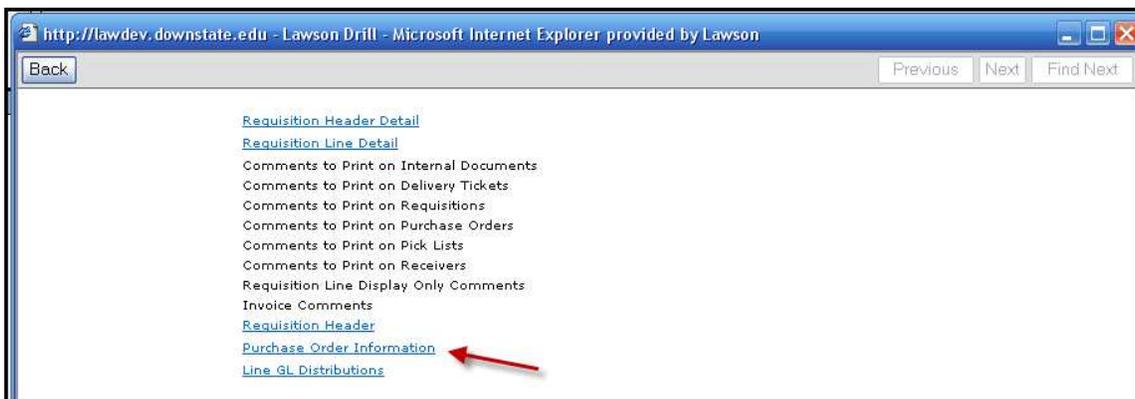
5. To Assess The Purchase Status of an Order:

- a. Click the Requisition Lines link (from above)

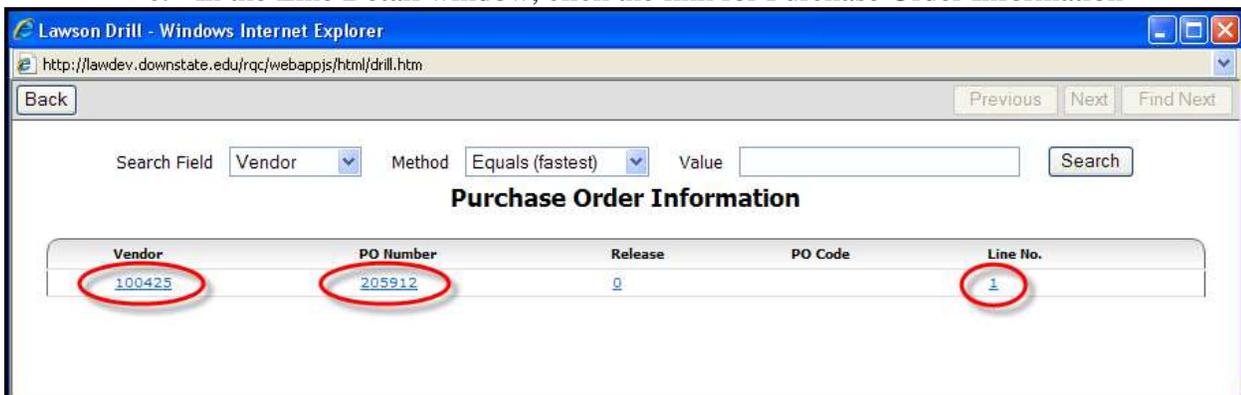


In the Requisition Lines Window, note that you have many different fields that you can drill on. Any field that is highlighted in blue is drillable.

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



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



- 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.

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Viewing an Order:

The screenshot displays the 'Requisition Inquiry' window. At the top, there are tabs for 'Requisition Inquiry' and 'Line Inquiry'. Below the tabs is a search bar with a 'Search' button. To the right of the search bar are radio buttons for 'Requisition', 'Description', 'Reference Number', and 'Requesting Location'. Below these are checkboxes for 'Unreleased', 'Needs Approval', 'Rejected', 'Processed', 'Closed', and 'In Process'. At the top right of the main area are 'Previous' and 'Next' buttons. The main area contains a table with the following columns: Action, Requisition, Requesting Location, Value, Priority, Delivery Date, Status, and Creation Date. The table contains four rows of data. The first row has a 'Copy' button and a 'Modify' button next to requisition number 23148. The second row has a 'Copy' button and a 'Modify' button next to requisition number 23147. The third row has a 'Copy' button and a 'View' button next to requisition number 23146. The fourth row has a 'Copy' button and a 'View' button next to requisition number 23144. A red circle highlights the 'View' button and the requisition number 23144 in the fourth row. Two red arrows point from the bottom left towards the 'View' button and the requisition number 23144.

Action	Requisition	Requesting Location	Value	Priority	Delivery Date	Status	Creation Date
Copy Modify	23148	TQ051	0.00 USD 0			Unreleased	06/16/2012
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
Copy View	23144	M190A	21.62 USD 0			Processed	06/15/2012

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

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Requisition Center - Windows Internet Explorer
http://lawdev.downstate.edu/rqc/html/index.htm
Logout
Welcome train2 ?

LAWSON Find / Shop Inquire Profile

Requisition: 23144

Basic Detail Profile Accounting User Fields Comments

Requester: train2
Requisition: 23144
Creation Date: 06/15/2012
Requisition Status: Processed

Reference Number
Requisition Description
Company: 0011 UNIVERSITY HOSPITAL OF BROO
Requesting Location: M190A MAIN-EMERGENCY SERVICES
Requested Delivery Date
Priority: 00
Deliver To
Commodity Code

Requisition Lines

Item	Quantity	Cost
127131 WB CONFIDENT INSERT ADULT CA	1	21.6200 USD

Total Quantity: 1
Total Cost: USD 21.6200
Number of 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.

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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
Copy View	23145	M190A	21.62 USD 0			Processed	06/15/2012

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.

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Requisition Inquiry | Line Inquiry

Requisition Description Reference Number Requesting Location

Unreleased Needs Approval Rejected Processed Closed In Process

Select information to copy

Requisition: 23146

Header Copy Options

Comments

User Fields

Line Copy Options

Distributions

Comments

User Fields

User Analysis

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

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Requestion: 23149

Requester: train2
 Requisition: 23149
 Creation Date: 06/16/2012
 Requisition Status: Unreleased

Reference Number:
 Requisition Description:
 Company: 0011 UNIVERSITY HOSPITAL OF BROOKLYN
 Requesting Location: M190A MAIN-EMERGENCY SERVICES
 Requested Delivery Date: mm/dd/yyyy
 Priority:
 Deliver To: Department Direct
 Commodity Code:

Item	Quantity	Cost
127145 CRUTCHES ALUM YTH/3R 4'6"-5'2"	4 PR	12,5400 USD 50,1600
127144 CRUTCHES ALUM ADULT 5'2"-5'10"	3 PR	12,5400 USD 37,6200
127143 IMMOBILIZER KNEE FOAM 24" UNIV	2 EA	22,6100 USD 45,2200
127142 SPLINT FINGER STRIP 3/4X18 IN	1 PK	10,8700 USD 10,8700
127157 AIRWAY NASOPHARYN LTEX ST 32FR	1 BX	44,4600 USD 44,4600

Total Quantity: 11
 Total Cost: USD 188.3300
 Number of Lines: 5

New Clear 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.

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Exiting RQC:



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.