



THE UNIVERSITY OF KANSAS HEALTH SYSTEM

# Lawson v10 Requisition Center Requester Training (RQC)

Supply Chain Management Department Training Material

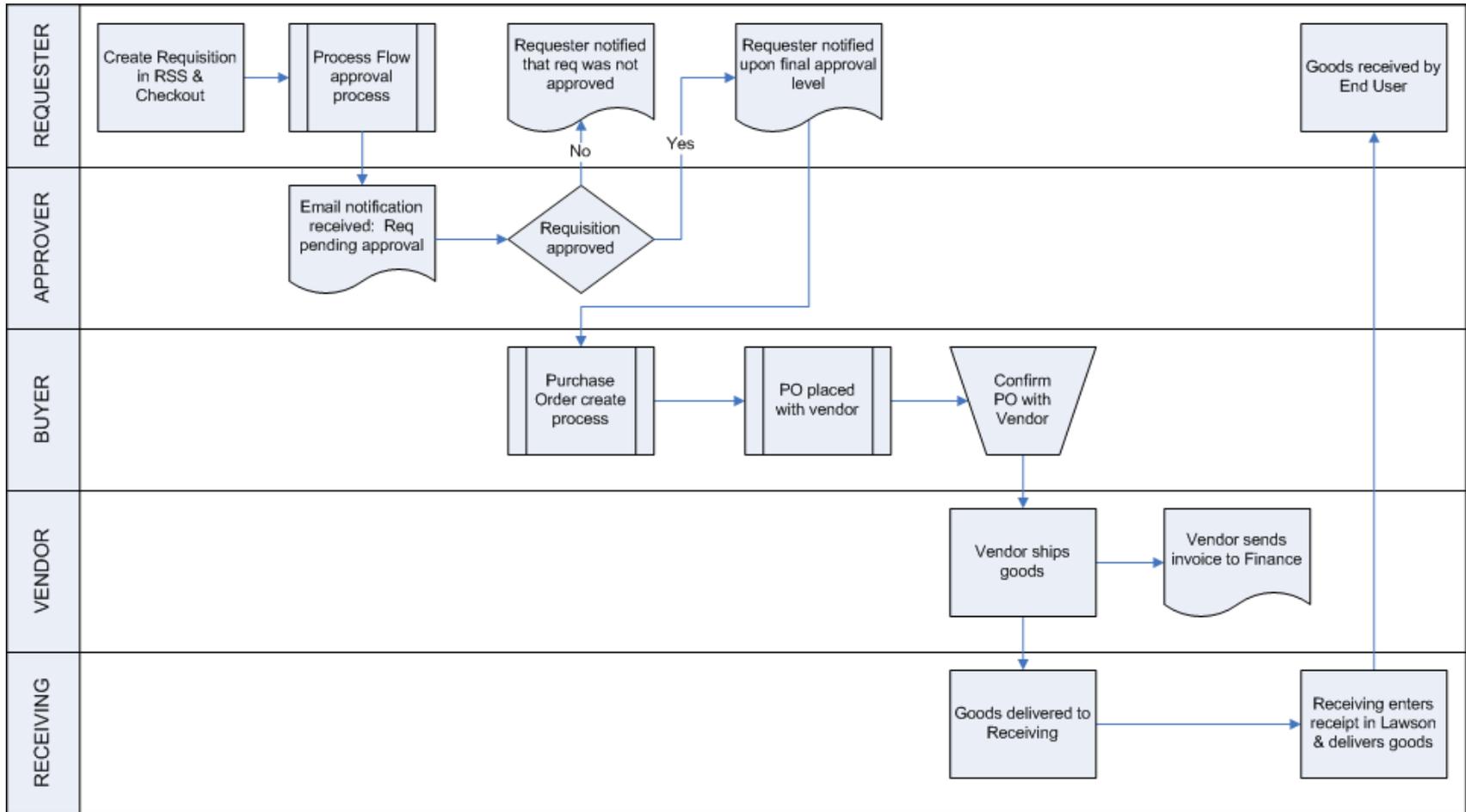
# Table of Contents

- What is RQC?
- Ordering through RQC
- Ordering through RQC Template
- Checking Requisition Status
- Special/ Service Orders through RQC
- Add template screenshot

# What is Lawson Requisition Center (RQC)

- RQC means Requisition Center
- The requisition center application allows you to
  - create requests for purchases
  - check status of requisition through the entire process
- Request is auto-routed for approval. Approver receives an email when the order is in their in-basket to approve

# Procurement Process with RQC





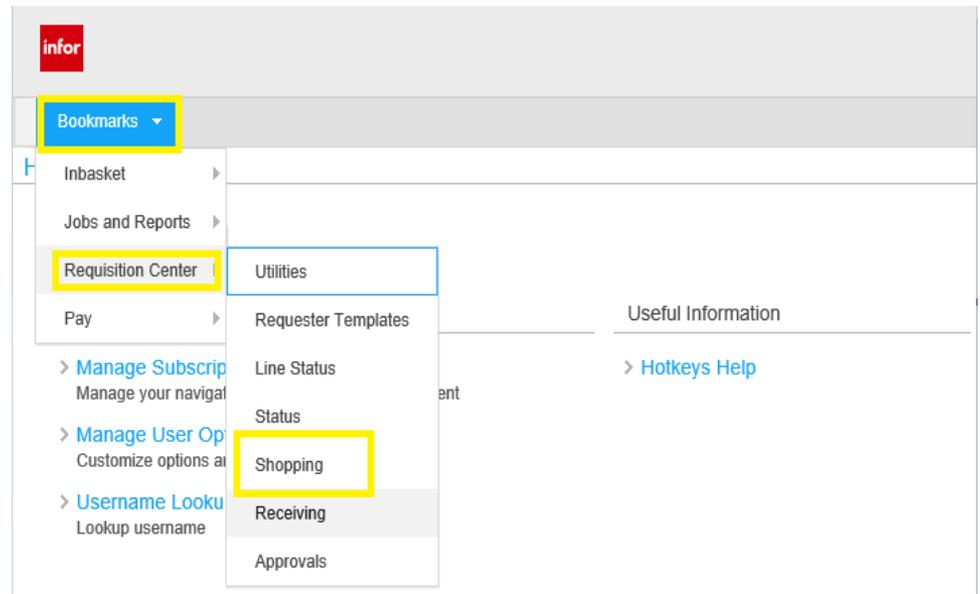
THE UNIVERSITY OF KANSAS HEALTH SYSTEM

# Ordering through RQC

# Accessing Requisition Center - Shopping

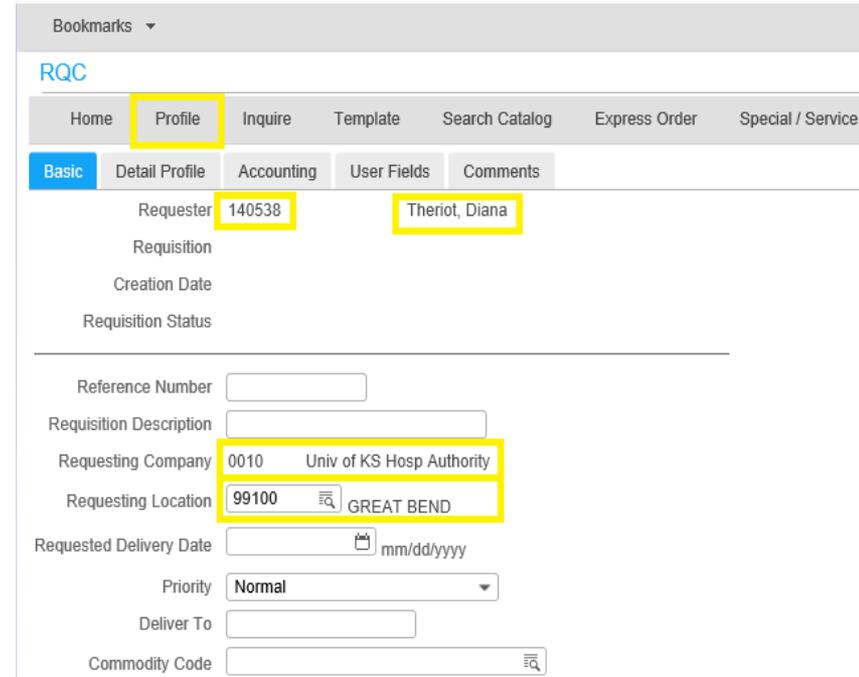
- Navigate to Lawson via the [health system links page](#) on 24/7 and log into Lawson

- Click Bookmarks
  - Requisition Center
    - Shopping



# RQC Profile

- Log into Lawson
- Click on the Profile tab
- The Profile displays:
  - Requester Number
  - Requester Name
  - Default Requesting Company
  - Default Requesting Location



Bookmarks ▾

RQC

Home Profile Inquire Template Search Catalog Express Order Special / Service

Basic Detail Profile Accounting User Fields Comments

Requester 140538 Theriot, Diana

Requisition

Creation Date

Requisition Status

---

Reference Number

Requisition Description

Requesting Company 0010 Univ of KS Hosp Authority

Requesting Location 99100 GREAT BEND

Requested Delivery Date  mm/dd/yyyy

Priority Normal ▾

Deliver To

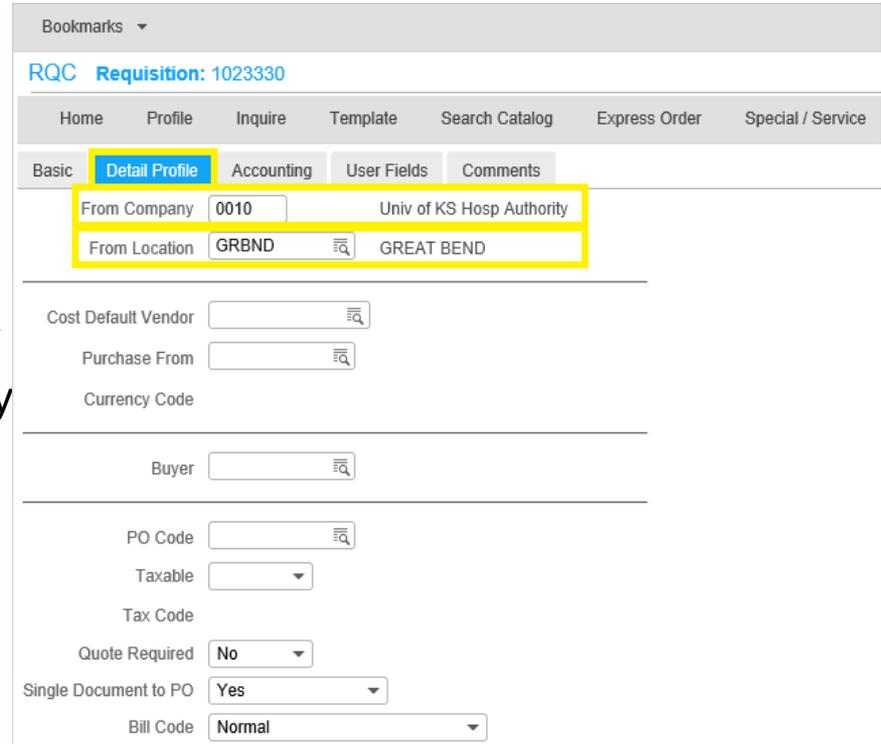
Commodity Code

\*Your requesting location determines the approval string for your requisition

# RQC Detail Profile

- Click on the Detail Profile
- The Detail Profile displays
  - Default From Company (10)
  - Default From Location
  - PO Code if necessary
    - **1NIT:** 8:30am next day delivery
    - **2NIT:** 10:30am next day delivery
    - **CNSG:** Consignment order  
***\*Serial numbers/lot numbers required***
    - **BO:** Bill Only order
    - **COPY:** Initiates a copy of the PO for requester to submit to a vendor or start a repair

**\*PO code must be input prior to choosing item**



Bookmarks ▾

RQC Requisition: 1023330

Home Profile Inquire Template Search Catalog Express Order Special / Service

Basic **Detail Profile** Accounting User Fields Comments

From Company  Univ of KS Hosp Authority

From Location  GREAT BEND

Cost Default Vendor

Purchase From

Currency Code

Buyer

PO Code

Taxable

Tax Code

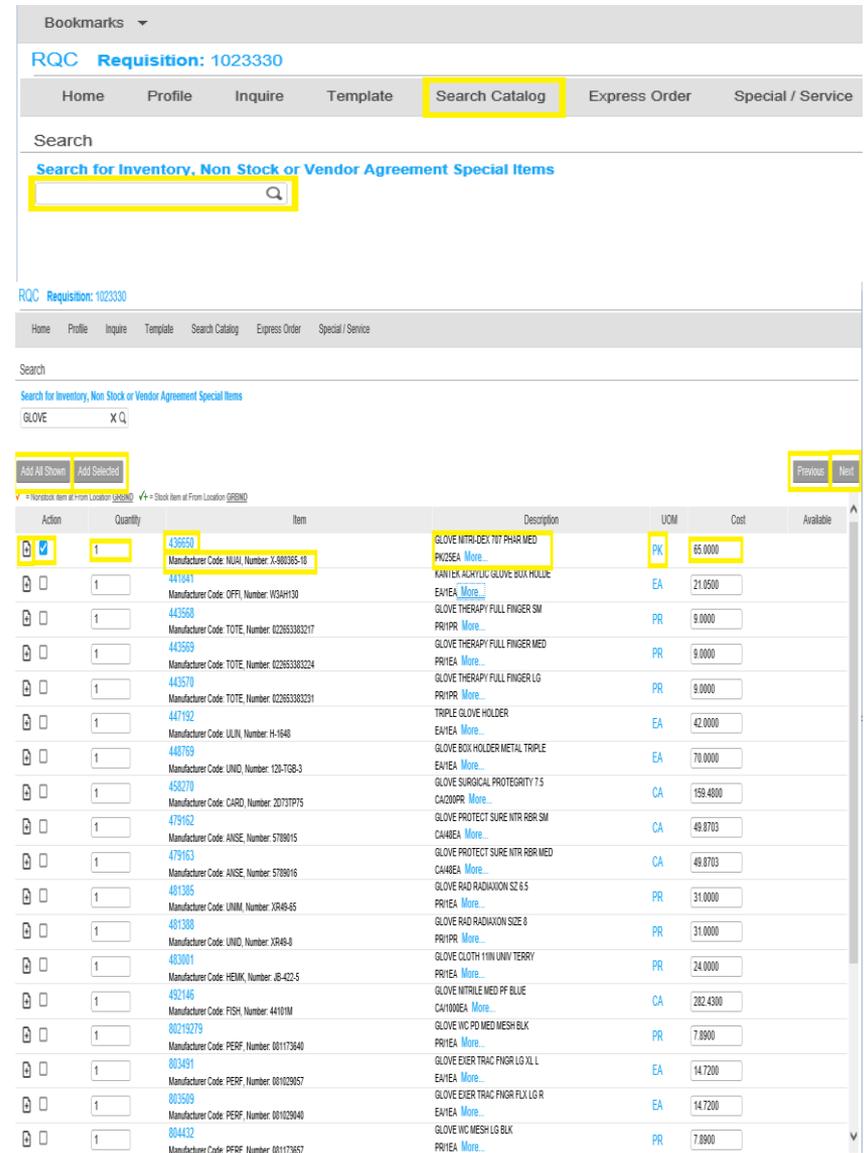
Quote Required

Single Document to PO

Bill Code

# RQC Search Catalog

- Click the Search Catalog tab
- In the blank search bar, enter a Lawson number, description, or manufacture number.
- Click the magnify glass search for your item
- Click the blue More... link in the item description to see the full item description for the item.
- Click the Next button to navigate to the next page if the search resulted in multiple results.



The screenshot displays the RQC Search Catalog interface. At the top, there are navigation tabs: Home, Profile, Inquire, Template, Search Catalog (highlighted in yellow), Express Order, and Special / Service. Below the tabs is a search bar with the text "Search for Inventory, Non Stock or Vendor Agreement Special Items" and a magnifying glass icon (highlighted in yellow). The search results are displayed in a table with columns: Action, Quantity, Item, Description, UOM, Cost, and Available. The first row is highlighted in yellow and contains the following information:

Action	Quantity	Item	Description	UOM	Cost	Available
 	1	436559 Manufacturer Code: NU4, Number: X-80365-18	GLOVE NTR-DX 107 PHAR MED PK25EA More...	PK	65.0000	
 	1	441041 Manufacturer Code: OFF1, Number: W34H130	KANITEK ALKYLIC GLOVE BLK HLDLE EA1EA More...	EA	21.0500	
 	1	443568 Manufacturer Code: TOTL, Number: 022653383217	GLOVE THERAPY FULL FINGER SM PR1PR More...	PR	9.0000	
 	1	443569 Manufacturer Code: TOTL, Number: 022653383224	GLOVE THERAPY FULL FINGER MED PR1EA More...	PR	9.0000	
 	1	443570 Manufacturer Code: TOTL, Number: 022653383231	GLOVE THERAPY FULL FINGER LG PR1PR More...	PR	9.0000	
 	1	447192 Manufacturer Code: ULIN, Number: H-1640	TRIPLE GLOVE HOLDER EA1EA More...	EA	42.0000	
 	1	448769 Manufacturer Code: UNID, Number: 120-TGB-3	GLOVE BOX HOLDER METAL TRIPLE EA1EA More...	EA	70.0000	
 	1	458270 Manufacturer Code: CARD, Number: 207371F15	GLOVE SURGICAL PROTEGRTY 7.5 CA2QPR More...	CA	159.4800	
 	1	479162 Manufacturer Code: ANSE, Number: 5789015	GLOVE PROTECT SURE NTR RBR SM CA48EA More...	CA	49.8703	
 	1	479163 Manufacturer Code: ANSE, Number: 5789016	GLOVE PROTECT SURE NTR RBR MED CA48EA More...	CA	49.8703	
 	1	491385 Manufacturer Code: UNIM, Number: XR48-65	GLOVE RAD RADAXON SZ 6.5 PR1EA More...	PR	31.0000	
 	1	491388 Manufacturer Code: UNID, Number: XR48-8	GLOVE RAD RADAXON SIZE 8 PR1PR More...	PR	31.0000	
 	1	493001 Manufacturer Code: HEIM, Number: JB-422-5	GLOVE CLOTH 110N UNIV TERRY PR1EA More...	PR	24.0000	
 	1	492146 Manufacturer Code: FISH, Number: 44101M	GLOVE INTIBLE MED PF BLUE CA100EA More...	CA	282.4300	
 	1	80219279 Manufacturer Code: PEFF, Number: 081173640	GLOVE WC PD MED MESH BLK PR1EA More...	PR	7.8900	
 	1	803491 Manufacturer Code: PEFF, Number: 08102967	GLOVE EXER TRAC FNGR LG XL L EA1EA More...	EA	14.7200	
 	1	803509 Manufacturer Code: PEFF, Number: 08102940	GLOVE EXER TRAC FNGR FLX LG R EA1EA More...	EA	14.7200	
 	1	804432 Manufacturer Code: PEFF, Number: 081173657	GLOVE WC MESH LG BLK PR1EA More...	PR	7.8900	

At the bottom right of the table, there are "Previous" and "Next" buttons (highlighted in yellow).

# RQC Ordering an item

- Under the quantity column, you can type in the quantity of the item you would like to order.
  - In the description field you will notice the unit of measure conversion factor
- Click You can click the + sign, this will add the item directly to your cart.
- \*Beware of the Add All Shown, if you click this box, it will add all items shown on the page to your cart.

RQC Requisition: 1023330

Home Profile Inquire Template Search Catalog Express Order Special / Service

Search

Search for Inventory, Non Stock or Vendor Agreement Special Items

GLOVE X Q

Add All Shown Add Selected Previous Next

▼ Nonstock Item # from Location (click) ▼+ Stock Item # from Location (RRM)

Action	Quantity	Item	Description	UOM	Cost	Available
<input checked="" type="checkbox"/>	1	436650 Manufacturer Code: NUJ, Number: X-800365-18	GLOVE NTR-DEX 7/17 PHAR MED PK25EA <a href="#">More...</a>	PK	65.0000	
<input type="checkbox"/>	1	441041 Manufacturer Code: OFFI, Number: W3AH130	KANITEK ACRYLIC GLOVE BOX HOLDER EA1EA <a href="#">More...</a>	EA	21.0500	
<input type="checkbox"/>	1	443558 Manufacturer Code: TOTE, Number: 022653303217	GLOVE THERAPY FULL FINGER SM PRI1PR <a href="#">More...</a>	PR	9.0000	
<input type="checkbox"/>	1	443559 Manufacturer Code: TOTE, Number: 022653303224	GLOVE THERAPY FULL FINGER MED PRI1EA <a href="#">More...</a>	PR	9.0000	
<input type="checkbox"/>	1	443570 Manufacturer Code: TOTE, Number: 022653303231	GLOVE THERAPY FULL FINGER LG PRI1PR <a href="#">More...</a>	PR	9.0000	
<input type="checkbox"/>	1	447192 Manufacturer Code: ULIN, Number: H-1646	TRIPLE GLOVE HOLDER EA1EA <a href="#">More...</a>	EA	42.0000	
<input type="checkbox"/>	1	448769 Manufacturer Code: UNID, Number: 120-TGB-3	GLOVE BOX HOLDER METAL TRIPLE EA1EA <a href="#">More...</a>	EA	70.0000	
<input type="checkbox"/>	1	458270 Manufacturer Code: CARD, Number: 2073TP75	GLOVE SURGICAL PROTEGRITY 7.5 CAD2MPR <a href="#">More...</a>	CA	159.4800	
<input type="checkbox"/>	1	479162 Manufacturer Code: ANSE, Number: 5789915	GLOVE PROTECT SURE NTR-RBR SM CA4MEA <a href="#">More...</a>	CA	49.8703	
<input type="checkbox"/>	1	479163 Manufacturer Code: ANSE, Number: 5789916	GLOVE PROTECT SURE NTR-RBR MED CA4MEA <a href="#">More...</a>	CA	49.8703	
<input type="checkbox"/>	1	481385 Manufacturer Code: UNIM, Number: 3X48-65	GLOVE RAD RADIOXON SZ 6.5 PRI1EA <a href="#">More...</a>	PR	31.0000	
<input type="checkbox"/>	1	481388 Manufacturer Code: UNID, Number: 3X48-8	GLOVE RAD RADIOXON SIZE 8 PRI1PR <a href="#">More...</a>	PR	31.0000	
<input type="checkbox"/>	1	493001 Manufacturer Code: HEMK, Number: JB-423.5	GLOVE CLOTH 11IN UNIV TERRY PRI1EA <a href="#">More...</a>	PR	24.0000	
<input type="checkbox"/>	1	492146 Manufacturer Code: FISH, Number: 44101M	GLOVE NITRILE MED PF BLUE CA1100EA <a href="#">More...</a>	CA	282.4300	
<input type="checkbox"/>	1	80219379 Manufacturer Code: PERF, Number: 801173640	GLOVE WC PD MED MESH BLK PRI1EA <a href="#">More...</a>	PR	7.8900	
<input type="checkbox"/>	1	803491 Manufacturer Code: PERF, Number: 801029957	GLOVE EXER TRAC FINGR LG XL EA1EA <a href="#">More...</a>	EA	14.7200	
<input type="checkbox"/>	1	803509 Manufacturer Code: PERF, Number: 801029940	GLOVE EXER TRAC FINGR FLX LG R EA1EA <a href="#">More...</a>	EA	14.7200	
<input type="checkbox"/>	1	804432 Manufacturer Code: PERF, Number: 801173657	GLOVE WC MESH LG BLK PRI1EA <a href="#">More...</a>	PR	7.8900	

# RQC Ordering an item

- Once you have added your item it will appear in your cart on the right of the screen. You can delete the item by clicking the trash can. The total for your order can be found at the bottom of the screen.

**NEW** – this will delete your requisition and create a new requisition

**CLEAR** – this will clear all items from your cart

**PRINT** – this will allow you to print a copy of your requisition

**RELEASE** – this will cause your requisition to release where it will then enter the approval

RQC Requisition: 1023331

Home Profile Inquire Template Search Catalog Express Order Special / Service

Search

Search for Inventory, Non Stock or Vendor Agreement Special Items

GLOVE X Q

Add All Shown Add Selected

Previous Next

Requisition Lines

Item	Quantity	Cost
436650 GLOVE NITRI-DEX 707 PHAR MED	1	65.0000 USD 65.0000

Action	Quantity	Item	Description	UOM	Cost	Available
<input checked="" type="checkbox"/>	1	436650 Manufacturer Code: NUAI, Number: X-980385-18	GLOVE NITRI-DEX 707 PHAR MED	PK	65.0000	
<input type="checkbox"/>	1	441841 Manufacturer Code: OFFI, Number: W3AH130	KANTEK ACRYLIC GLOVE BOX HOLDE	EA	21.0500	
<input type="checkbox"/>	1	443568 Manufacturer Code: TOTE, Number: 022653383217	GLOVE THERAPY FULL FINGER SM	PR	9.0000	
<input type="checkbox"/>	1	443569 Manufacturer Code: TOTE, Number: 022653383224	GLOVE THERAPY FULL FINGER MED	PR	9.0000	
<input type="checkbox"/>	1	443570 Manufacturer Code: TOTE, Number: 022653383231	GLOVE THERAPY FULL FINGER LG	PR	9.0000	
<input type="checkbox"/>	1	447192 Manufacturer Code: ULIN, Number: H-1648	TRIPLE GLOVE HOLDER	EA	42.0000	
<input type="checkbox"/>	1	448769 Manufacturer Code: UNID, Number: 120-TGB-3	GLOVE BOX HOLDER METAL TRIPLE	EA	70.0000	
<input type="checkbox"/>	1	458270 Manufacturer Code: CARD, Number: 2D73TP75	GLOVE SURGICAL PROTEGRITY 7.5	CA	159.4800	
<input type="checkbox"/>	1	479162 Manufacturer Code: ANSE, Number: 5789015	GLOVE PROTECT SURE NTR RBR SM	CA	49.8703	
<input type="checkbox"/>	1	479163 Manufacturer Code: ANSE, Number: 5789016	GLOVE PROTECT SURE NTR RBR MED	CA	49.8703	
<input type="checkbox"/>	1	481385 Manufacturer Code: UNIM, Number: XR49-65	GLOVE RAD RADIAOXON SZ 6.5	PR	31.0000	
<input type="checkbox"/>	1	481388 Manufacturer Code: UNID, Number: XR49-8	GLOVE RAD RADIAOXON SIZE 8	PR	31.0000	
<input type="checkbox"/>	1	483001 Manufacturer Code: HEMK, Number: JB-422-5	GLOVE CLOTH 11IN UNIV TERRY	PR	24.0000	
<input type="checkbox"/>	1	492146 Manufacturer Code: FISH, Number: 44101M	GLOVE NITRILE MED PF BLUE	CA	282.4300	
<input type="checkbox"/>	1	80219279 Manufacturer Code: PERF, Number: 081173640	GLOVE WC PD MED MESH BLK	PR	7.8900	
<input type="checkbox"/>	1	803491 Manufacturer Code: PERF, Number: 081029057	GLOVE EXER TRAC FNGR LG XL L	EA	14.7200	
<input type="checkbox"/>	1	803509 Manufacturer Code: PERF, Number: 081029040	GLOVE EXER TRAC FNGR FLX LG R	EA	14.7200	
<input type="checkbox"/>	1	804432 Manufacturer Code: PERF, Number: 081173657	GLOVE WC MESH LG BLK	PR	7.8900	

Total Quantity: 1  
Total Cost: 65.00 USD  
Number of Lines: 1

New Clear Print Release

# Ordering through RQC template

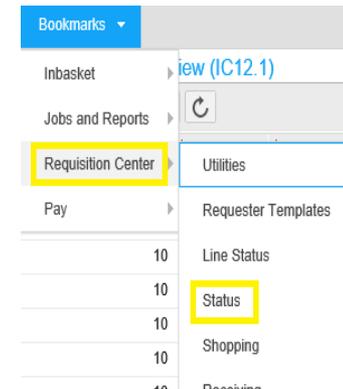
# Ordering through RQC template

- Under A template is a predefined shopping list.
- Templates are defined at three levels
  - Company Templates
  - Location Templates
  - Requester Templates
- If you choose any of the above, a listing of all available templates will be shown. Pick the template you would like to order using.
- Click in the blank box to the left of the item, and choose Add Selected, to add to your cart. You can change the quantity on each line.
- Find your cart to the right of the screen, you can enter another item, or release the order.

# Checking Requisition Status

# RQC Check Requisition Status

- Navigate to Bookmarks, Requisition Center, Status and a page with populate with all requisitions you have entered.
- Uncheck any of the fields to narrow down the list to only Unreleased, Needs Approval, Rejected, Processed, Closed or In Process.
- Click on the blue requisition number for further information
- \*If you order for more than one requesting location, change the requesting location and hit enter to bring up the requisitions for that location.



Requisition Status

Requester

Requesting Company  Requesting Location

Requisition

Creation Date From  Creation Date To

Requisition Status  Unreleased  Needs Approval  Rejected  Processed  Closed  In Process

Records per page  [List Requisitions](#)

[Export to Excel](#) [Previous](#) [Next](#)

Requisition	Requester	Company / Location	Creation Date	Requested Delivery Date	Value	Status	
<a href="#">1023331</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/13/2020		2246.00	Unreleased	
<a href="#">1023330</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/13/2020		0.00	Unreleased	
<a href="#">1023328</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/10/2020		502.11	Unreleased	
<a href="#">1023327</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/10/2020		642.18	Unreleased	
<a href="#">1023326</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/10/2020		502.11	Unreleased	
<a href="#">1023325</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/10/2020		502.11	Unreleased	
<a href="#">1023318</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/07/2020		825.99	Processed	
<a href="#">1023317</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/07/2020		4394.59	Unreleased	
<a href="#">1023316</a>	<a href="#">140538</a>	Univ of KS Hosp Authority ( 10) GREAT BEND TEST (99100)	01/07/2020		3523.43	Unreleased	

# RQC Special and Service Order

# RQC Special Order

A special is used when the item you would like to purchase is not cataloged in the system.

To enter a special order:

- Select the special/service tab
- Fill in the following information
  - **Item** – Enter the manufacture item number
    - If unknown type a brief description of the item being requested
  - **Description** – Enter a full description of the item being requested
  - **Item Type** – Special
  - **Quantity** – Quantity being requested
  - **UOM** – Unit of measure being requested, EA-Each, BX-Box, CA-Case
  - **Cost** – Estimated cost of the item being ordered
  - **Cost Default Vendor** – Vendor number (use magnifying to search for the vendor number)
  - **Account** – Enter the account that best represents the item being ordered (use magnifying glass to search for the account number by description)
- After all information is entered, click Add
- You will find your cart to the right of the screen, you can enter another item, or release the order.
- **\*Please note that all special orders will be reviewed by our Supply Chain Strategic Sourcing team. The team will contact you if a request is denied or if you need to order an alternative item**

RQC Requisition: 1023331

Home Profile Inquire Template Search Catalog Express Order Special / Service

Special / Service Add

Item 15-8956

Description Catheter Pigtail 6f 110cm

Item Type Special

Quantity 1

UOM BX

Cost 195

Cost Default Vendor 2027860

Purchase From

Currency Code

Distribution Company 0010

Accounting Unit 99100

Account 006240

Sub Account

Activity

Account Category

Asset Code

Asset Template

Major Purchase Class

Minor Purchase Class

Cost Option Cost Required

Requested Delivery Date mmm/dd/yyyy

Late Delivery Date mmm/dd/yyyy

PO Code

Commodity Code

Taxable No

Tax Code

Univ of KS Hosp Authority

# RQC Service Order

- Service is used when you need to place a requisition for service. Service can be a one time service or multiple services on one requisition.
- To enter a special order:
  - Item – Enter a brief description of the service being requested
  - Description – Enter a full description of the service to be performed
  - Item Type – There are two types
    - Amount Service – The quantity will always be one.
    - Quantity Service – The quantity will always be more than one.
  - Quantity – Depends on type of service
  - UOM – Unit of measure being requested
  - Cost – Estimated cost of the service
    - \*If using Quantity Service, this cost would be the unit cost, not the total cost
  - Cost Default Vendor – Vendor number (use magnifying to search for the vendor number)
  - Account – Enter the account that best represents the item being ordered (use magnifying to search for the account number by description)
- After all information is entered, click Add
- You will find your cart to the right of the screen, you can enter another item, or release the order.
- \*Remember, when requesting service that will be performed more than once, change item type to Quantity Service. The quantity will need to be more than one.

RQC Requisition: 1023331

Home Profile Inquire Template Search Catalog Express Order Special / Service

Special / Service Add

Item: REPAIR  
Description: Repair of Ultrasound Machine

Item Type: Amount Service  
Quantity: 1  
UOM: EA  
Cost: 1500

Cost Default Vendor: 2027860  
Purchase From:   
Currency Code:   
Distribution Company: 0010  
Accounting Unit: 99100  
Account: 006030  
Sub Account:   
Activity:   
Account Category:   
Asset Code:   
Asset Template:   
Major Purchase Class:   
Minor Purchase Class:   
Cost Option: Cost Required  
Requested Delivery Date:   
Late Delivery Date:   
PO Code:   
Commodity Code:   
Taxable: No  
Tax Code:

RQC Requisition: 1023331

Home Profile Inquire Template Search Catalog Express Order Special / Service

Special / Service Add

Item: LAWN CARE  
Description: Lawn Care for Clinic

Item Type: Quantity Service  
Quantity: 12  
UOM: MO  
Cost: 100

Cost Default Vendor: 2027860  
Purchase From:   
Currency Code:   
Distribution Company: 0010  
Accounting Unit: 99100  
Account: 006030  
Sub Account:   
Activity:   
Account Category:   
Asset Code:   
Asset Template:   
Major Purchase Class:   
Minor Purchase Class:   
Cost Option: Cost Required  
Requested Delivery Date:   
Late Delivery Date:   
PO Code:   
Commodity Code:   
Taxable: No  
Tax Code:

# Questions?

Please contact Supply Chain Procurement at  
[tukhsprocurement@kumc.edu](mailto:tukhsprocurement@kumc.edu)