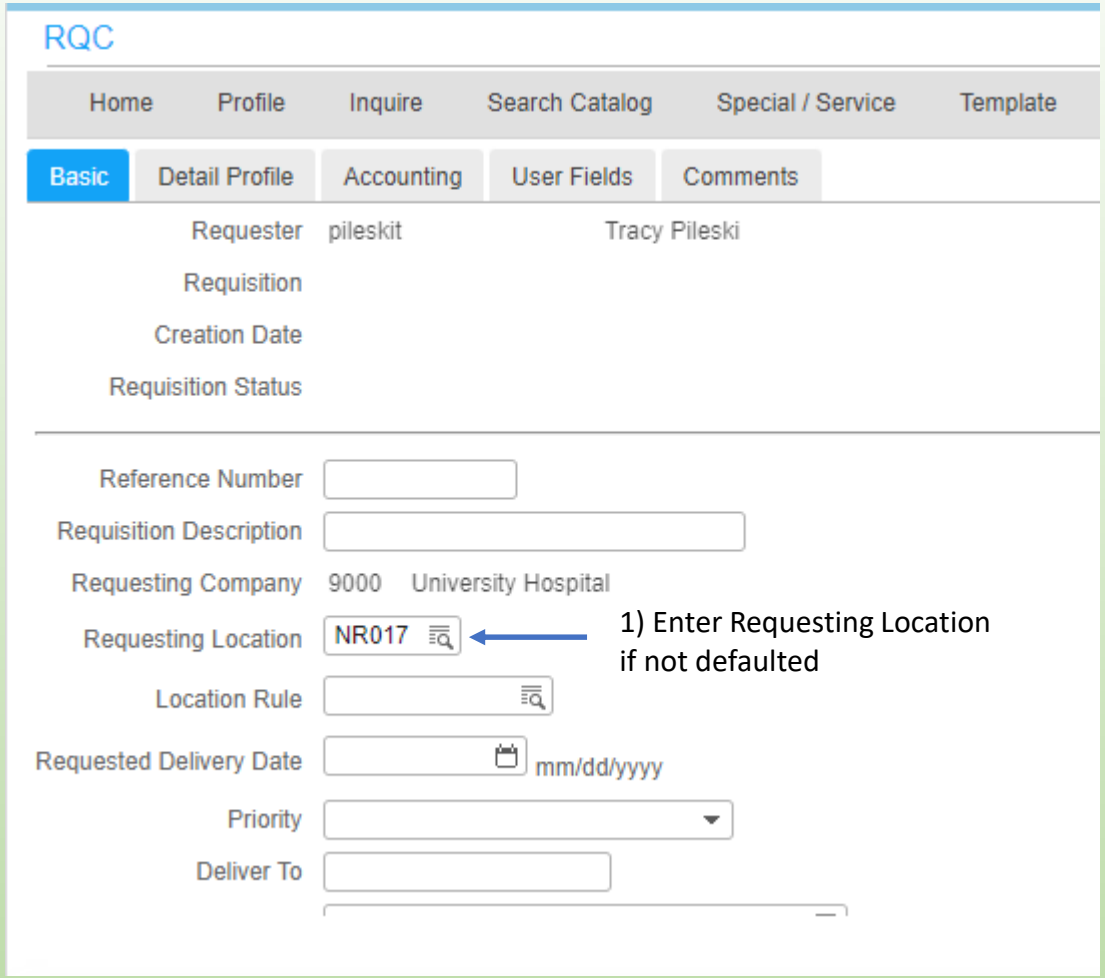
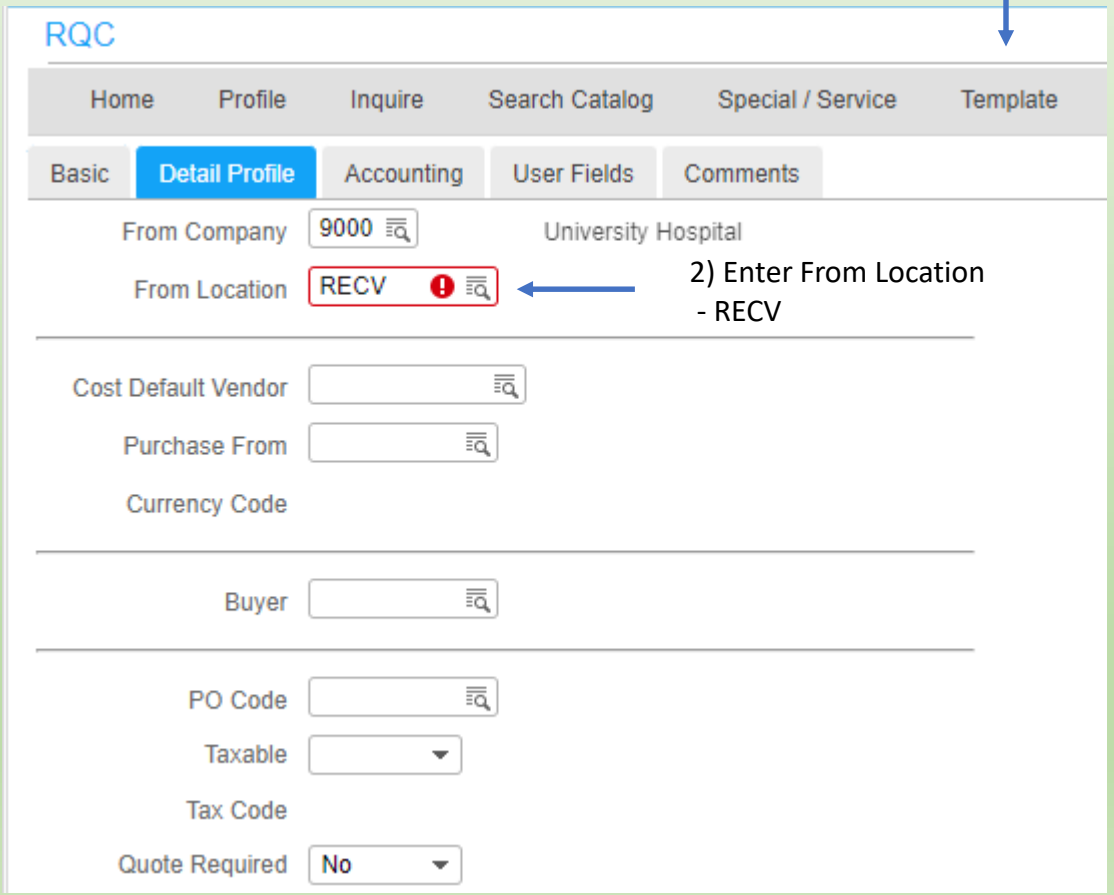
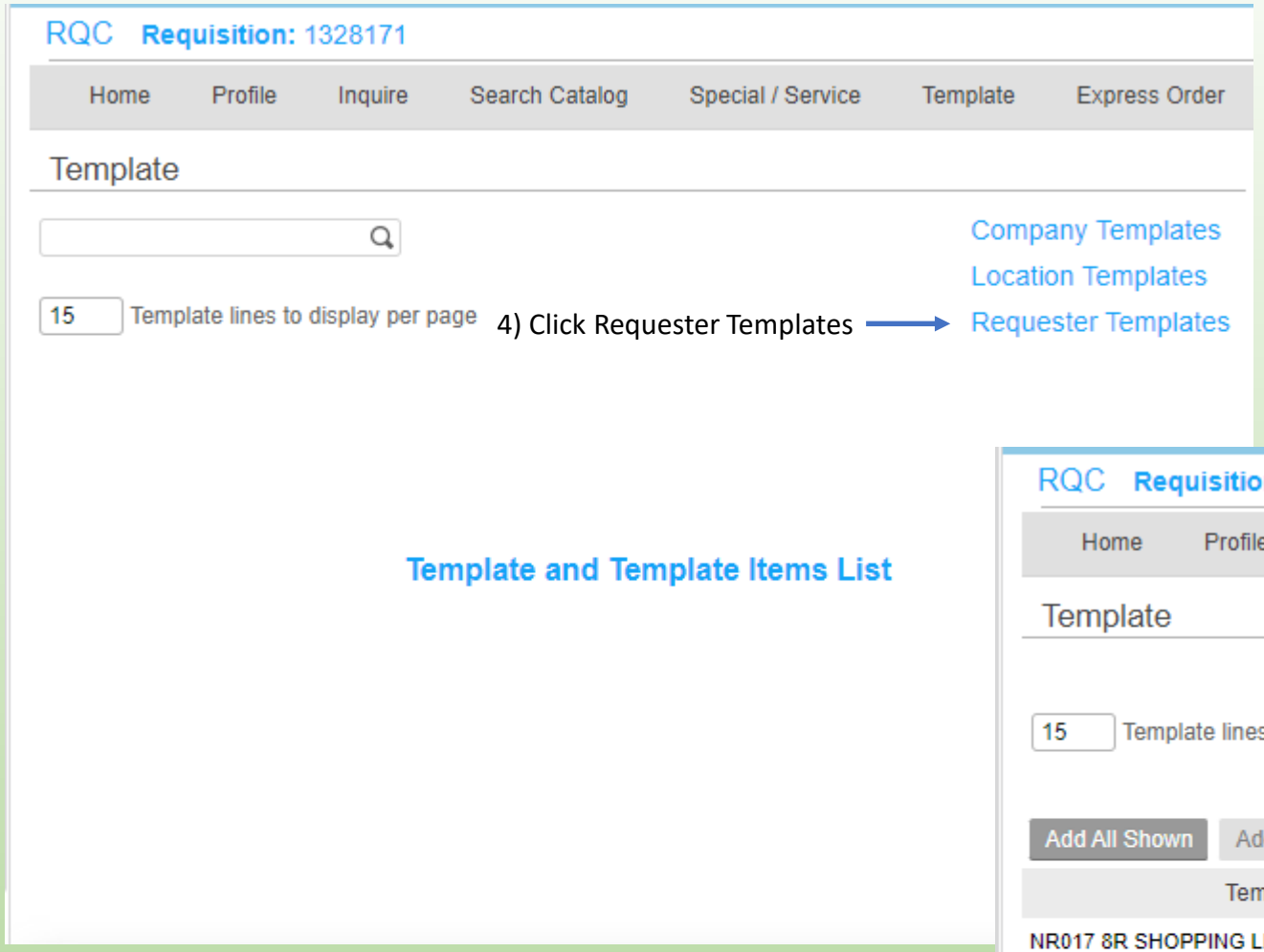
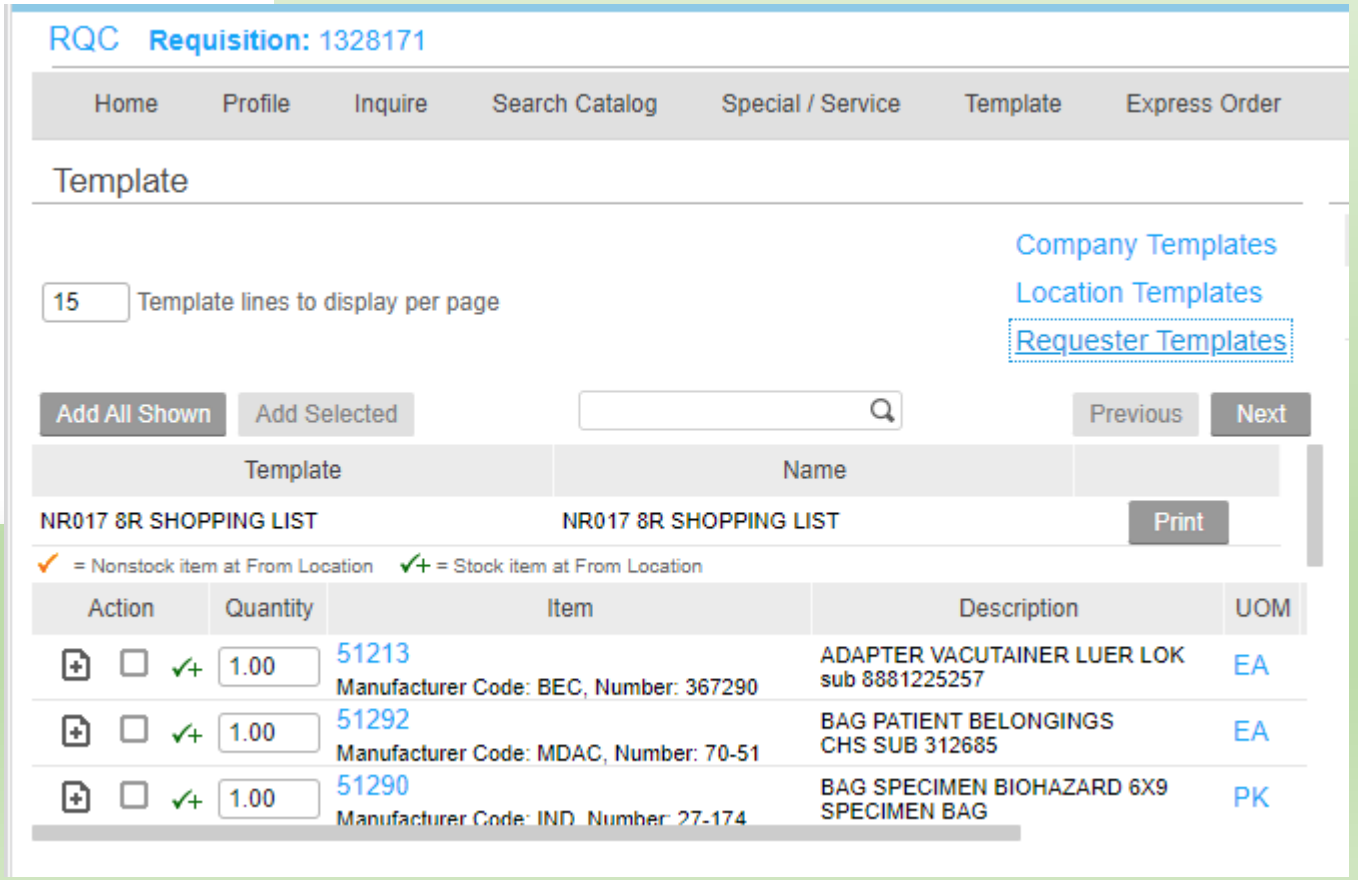
How to Use a Template in Lawson RQC

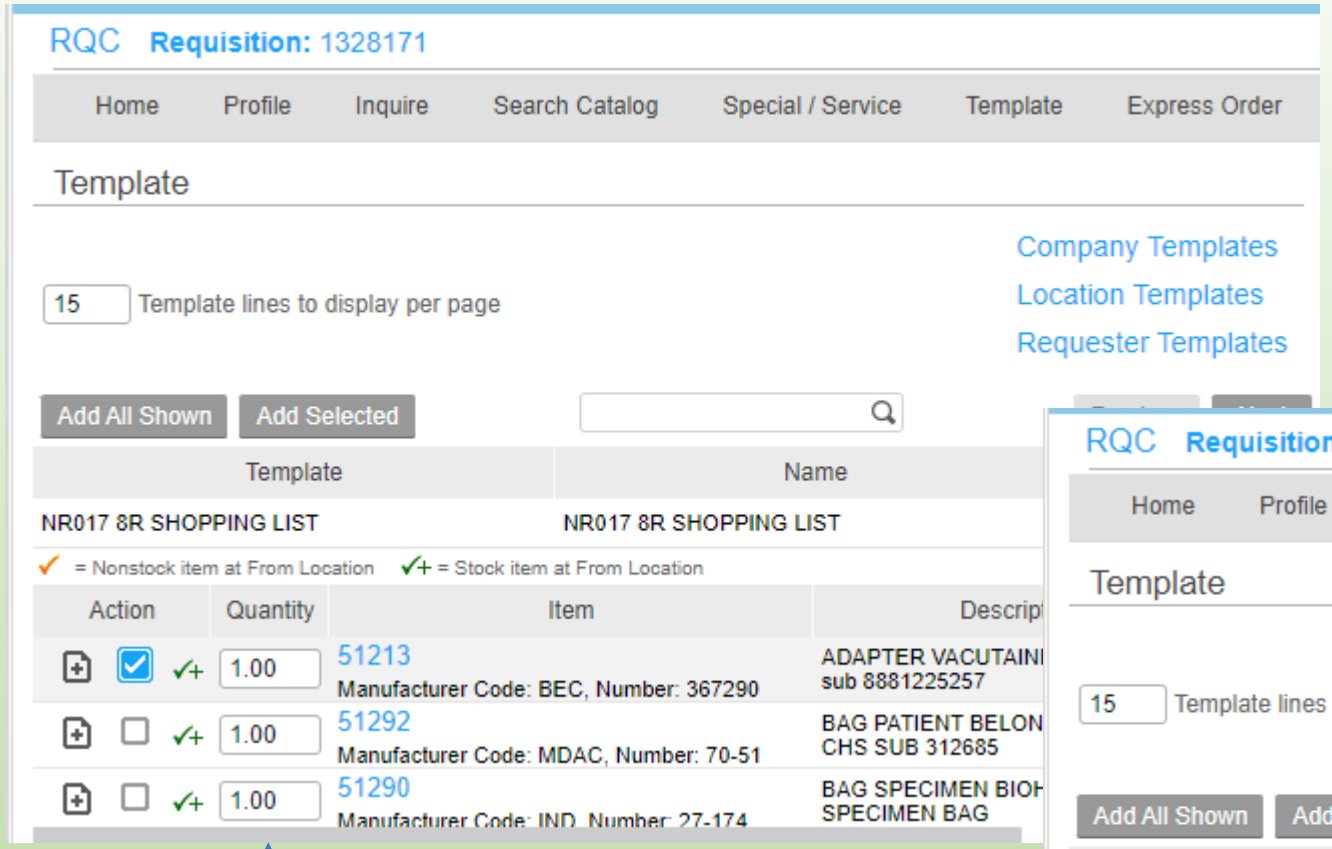

RQC
Home
Profile
Inquire
Search Catalog
Special / Service
Template
Basic
Detail Profile
Accounting
User Fields
Comments
Requester
pileskit
Tracy Pileski
Requisition
Creation Date
Requisition Status
Reference Number
Requisition Description
Requesting Company
9000
University Hospital
Requesting Location
NR017
1) Enter Requesting Location if not defaulted
Location Rule
Requested Delivery Date
mm/dd/yyyy
Priority
Deliver To


3) Click on Template
RQC
Home
Profile
Inquire
Search Catalog
Special / Service
Template
Basic
Detail Profile
Accounting
User Fields
Comments
From Company
9000
University Hospital
From Location
RECV
2) Enter From Location - RECV
Cost Default Vendor
Purchase From
Currency Code
Buyer
PO Code
Taxable
Tax Code
Quote Required
No



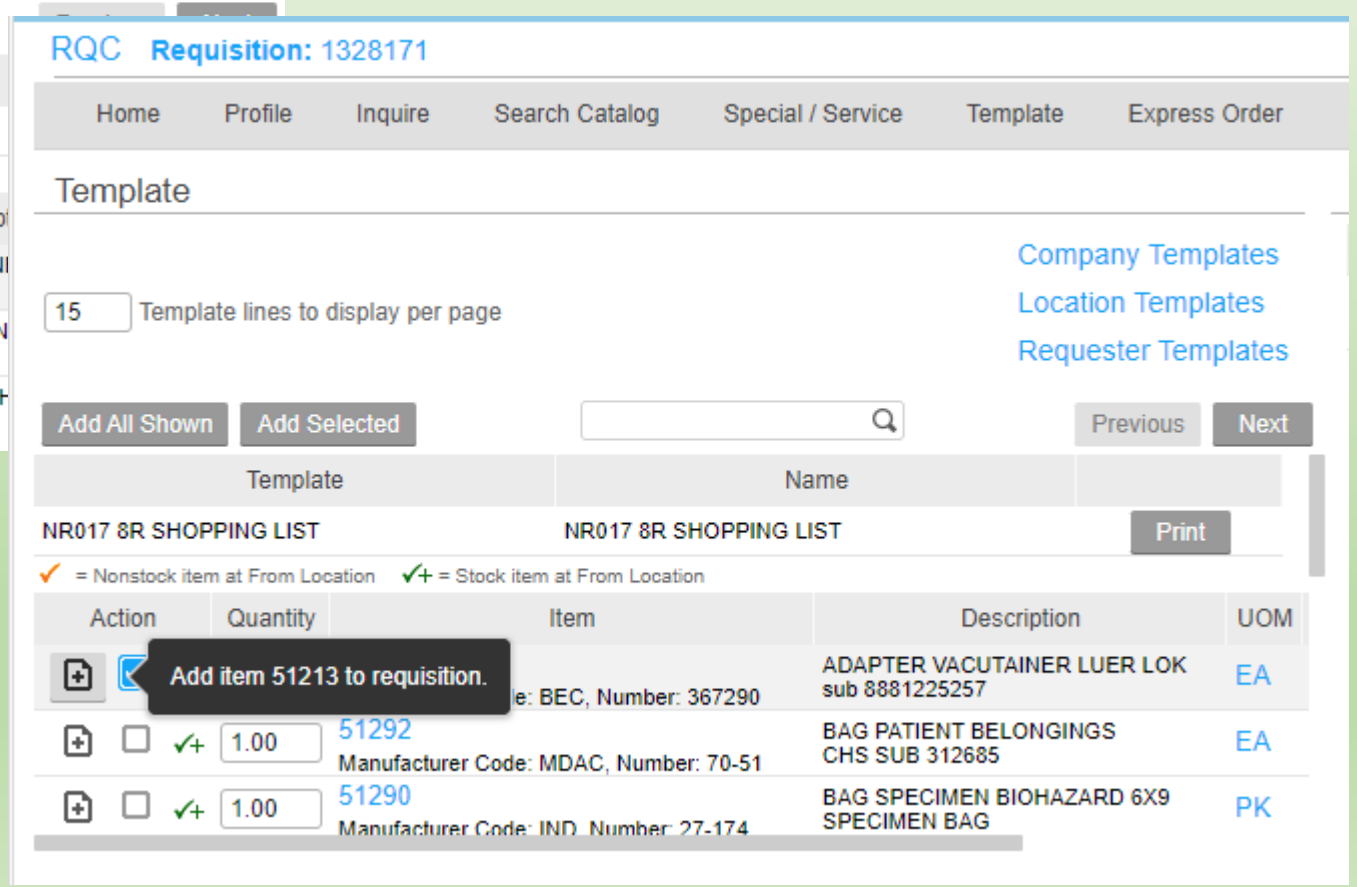
Template and Template Items List

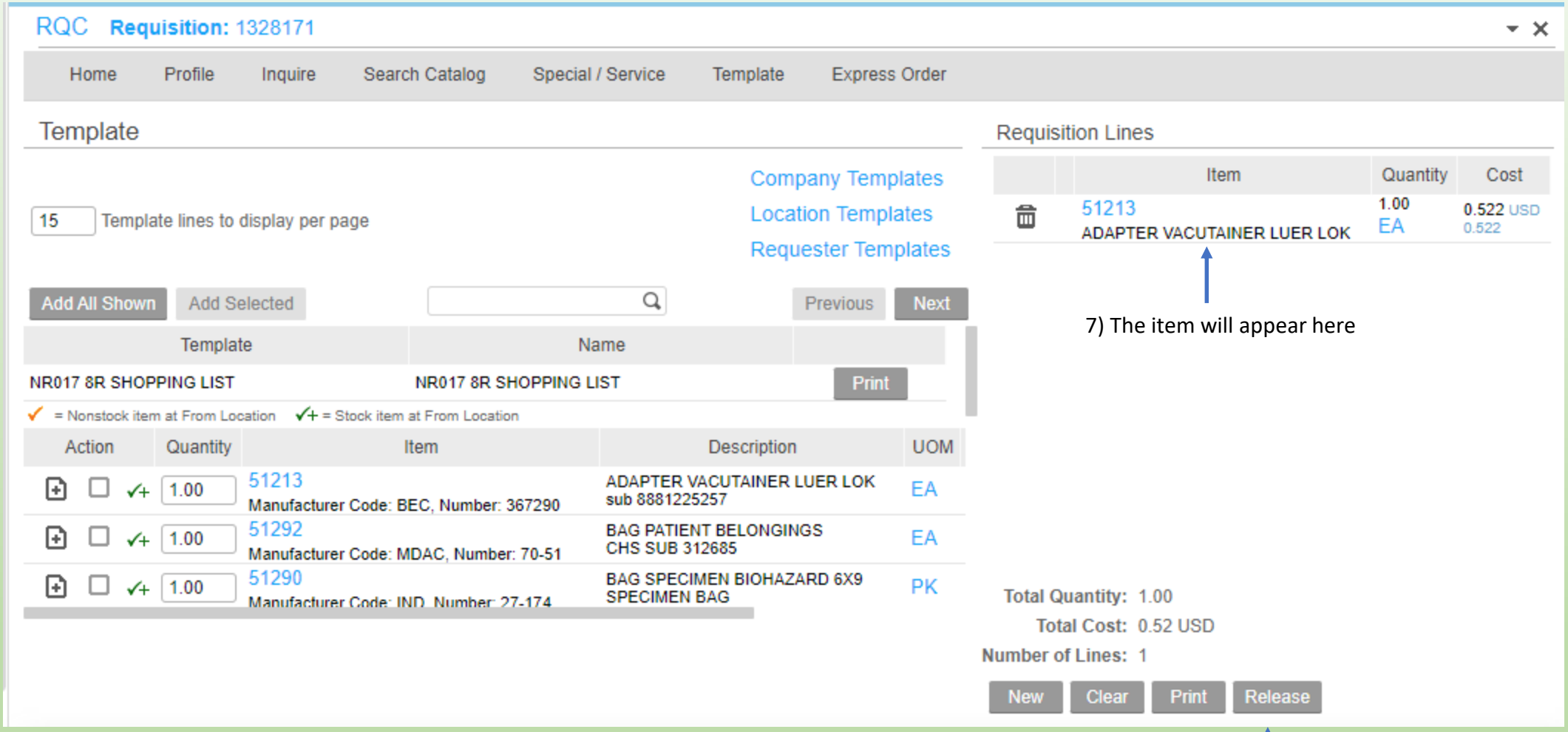




5) Enter Quantity

6) Click the Action box Then the +




RQC Requisition: 1328171
Home
Profile
Inquire
Search Catalog
Special / Service
Template
Express Order
Template
Company Templates
Location Templates
Requester Templates
15
Template lines to display per page
Add All Shown
Add Selected
Previous
Next
Template
Name
NR017 8R SHOPPING LIST
NR017 8R SHOPPING LIST
Print
= Nonstock item at From Location
= Stock item at From Location
Action
Quantity
Item
Description
UOM
1.00
51213
Manufacturer Code: BEC, Number: 367290
ADAPTER VACUTAINER LUER LOK
sub 8881225257
EA
1.00
51292
Manufacturer Code: MDAC, Number: 70-51
BAG PATIENT BELONGINGS
CHS SUB 312685
EA
1.00
51290
Manufacturer Code: IND, Number: 27-174
BAG SPECIMEN BIOHAZARD 6X9
SPECIMEN BAG
PK
Requisition Lines
Item
Quantity
Cost
51213
ADAPTER VACUTAINER LUER LOK
1.00
EA
0.522 USD
0.522
7) The item will appear here
Total Quantity: 1.00
Total Cost: 0.52 USD
Number of Lines: 1
New
Clear
Print
Release
8) After adding lines click on Release