

**HOW TO ORDER  
SPECIAL/SERVICE ITEMS  
IN LAWSON  
WEB RQC**

1-Enter Requesting Location (if not defaulted)

2-Enter From Location – RECV or CG

3-Click on Special/Service

RQC

Home Profile Inquire Search Catalog Special / Service

Basic Detail Profile Accounting User Fields Comments

Requester pileskit Tracy Pileski

Requisition

Creation Date


Requisition Status


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Reference Number

Requisition Description

Requesting Company 9000 University Hospital


Requesting Location **MM003** 







RQC

Home Profile Inquire Search Catalog Special / Service


Basic **Detail Profile** Accounting User Fields Comments


From Company 9000  University Hospital

From Location **RECV**  




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Cost Default Vendor  

Purchase From  

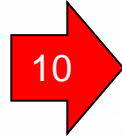
Currency Code

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Buyer  

Tracy Pileski - [EXTERNAL] ULINE PRICING REQUEST # 32024343

**From:** Uline Customer Service <customer.service@uline.com>  
**To:** <PILESKIT@UPSTATE.EDU>  
**Date:** 12/10/2019 12:19 PM  
**Subject:** [EXTERNAL] ULINE PRICING REQUEST # 32024343  
**Attachments:** Uline\_Pricing\_Request\_934090\_60643253\_1.pdf



[800-295-5510](tel:800-295-5510) | [uline.com](http://uline.com)

**PRICING REQUEST**  
REQUEST # 32024343

Thank you for your interest in Uline!

**PROVIDED TO:**

SUNY UPSTATE MEDICAL LJI  
750 E ADAMS ST  
SYRACUSE NY 13210-2306

**SHIP TO:**

SUNY UPSTATE MEDICAL LJI  
750 E ADAMS ST  
SYRACUSE NY 13210-2306

Enter the following quote information into the requisition by following the corresponding numbers

CUSTOMER NUMBER	SHIP VIA	REQUEST DATE
934090	UPS GROUND	12/10/19



QUANTITY	U/M	ITEM	DESCRIPTION	UNIT PRICE	EXT. PRICE
3 BX	S-	14074Y	REMOVABLE LASER LABELS - FLUORESCENT YELLOW, 2 5/8 X 1"	45.00	135.00



SUB-TOTAL	SALES TAX	SHIPPING/HANDLING	TOTAL
135.00	.00	13.84	148.84

**NOTE:**

ATTENTION: TRACY PILESKI

4-Enter Manufacturer or vendor item number in **Item**

5-Enter **Description** (the more detail the better)

**6-Item Type** = Special or Service  
(Special is an item to be received a Service is not received)

7-Quantity

**8-Unit of Measure (UOM)**

**9-Cost** (If unknown enter \$1.00)

**10-Cost Default Vendor** = Search for vendor by clicking on the magnifying glass and follow the steps on the next slide.(If unknown enter 99)

## Special / Service

The screenshot shows a form titled "Special / Service" with the following fields and values:

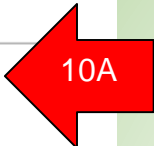
- Item:** S-14074Y (Arrow 4)
- Description:** REMOVABLE LASER LABELS - FLORESCENT YELLOW, 2 5/8X1 (Arrow 5)
- Item Type:** Special (Arrow 6)
- Quantity:** 3 (Arrow 7)
- UOM:** BX (Arrow 8)
- Cost:** 45.00 (Arrow 9)
- Cost Default Vendor:** 363684738 ULINE INC. (Arrow 10)
- Purchase From:** (empty)
- Currency Code:** (empty)
- Distribution Company:** 9000
- Accounting Unit:** 34133399
- Account:** 653001
- Sub Account:** (empty)
- Activity:** (empty)
- Account Category:** (empty)
- Asset Code:** (empty)
- Asset Template:** (empty)
- Major Purchase Class:** (empty)
- Minor Purchase Class:** (empty)

An "Add" button is located in the top right corner.

lawsontb.upstate.edu/rqc/web

Back

- Active Vendors By Name
- Active Vendors By Number
- Active Vendors By Class
- PO Vendors By Number
- PO Add Inactive Vendors



Infor Lawson Drill Select - Google Chrome

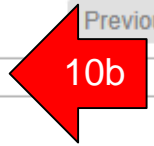

lawsontb.upstate.edu/rqc/webappjs/html/drill.htm

Back 0123456789 ABCDEFGHIJKLMNOPQRSTUVWXYZ Previous Next Find Next

Search Field Name Method Equals (fastest) Value ULINE Search

Active Vendors By Name

Name	Number	GLN Number	City	St/Prov	Postal Code	Has Locations
ULINE INC.	363684738		WAUKEGAN	IL	60085	



11-Account-**\*\*Not the cost center\*\*** 643200 for medical supplies, 653001 for non-medical supplies (unless otherwise Defaulted)

12-Click **Add**

Repeat steps for each special/service on requisition

## Special / Service

Item	<input type="text" value="S-14074Y"/>
Description	<input type="text" value="REMOVABLE LASER LABELS - FLORESCENT YELLOW, 2 5/8X1"/>
Item Type	<input type="text" value="Special"/>
Quantity	<input type="text" value="3"/>
UOM	<input type="text" value="BX"/>
Cost	<input type="text" value="45.00"/>
Cost Default Vendor	<input type="text" value="363684738"/> ULINE INC.
Purchase From	<input type="text"/>
Currency Code	<input type="text"/>
Distribution Company	<input type="text" value="9000"/>
Accounting Unit	<input type="text" value="34133399"/>
Account	<input type="text" value="653001"/>
Sub Account	<input type="text"/>
Activity	<input type="text"/>
Account Category	
Asset Code	<input type="text"/>
Asset Template	<input type="text"/>
Major Purchase Class	<input type="text"/>
Minor Purchase Class	<input type="text"/>



13 & 14 – Click on the Profile tab to get back to the Basic tab

15 – The Upload Image link will take you to the Application to upload the quote

The screenshot shows the RQC Requisition 1336982 interface. At the top, there are navigation tabs: Home, Profile, Inquire, Search Catalog, Special / Service, Template, and Express Order. Below these are sub-tabs: Basic, Detail Profile, Accounting, User Fields, and Comments. The 'Basic' tab is active. The main content area displays the following information:

Requester	pireskit	Tracy Pileski
Requisition	1336982	
Creation Date	09/27/2022	
Requisition Status	Unreleased	

Below this information is a form with the following fields:

- Reference Number:
- Requisition Description:
- Requesting Company: 9000 University Hospital USD
- Requesting Location: MM003 MATER.MANAGEMT 2ND FL SLC
- Location Rule:
- Requested Delivery Date:  mm/dd/yyyy
- Priority:
- Deliver To:

Red arrows indicate the following actions:

- Arrow 13 points to the Profile tab.
- Arrow 14 points to the Basic sub-tab.
- Arrow 15 points to the Upload Image link.

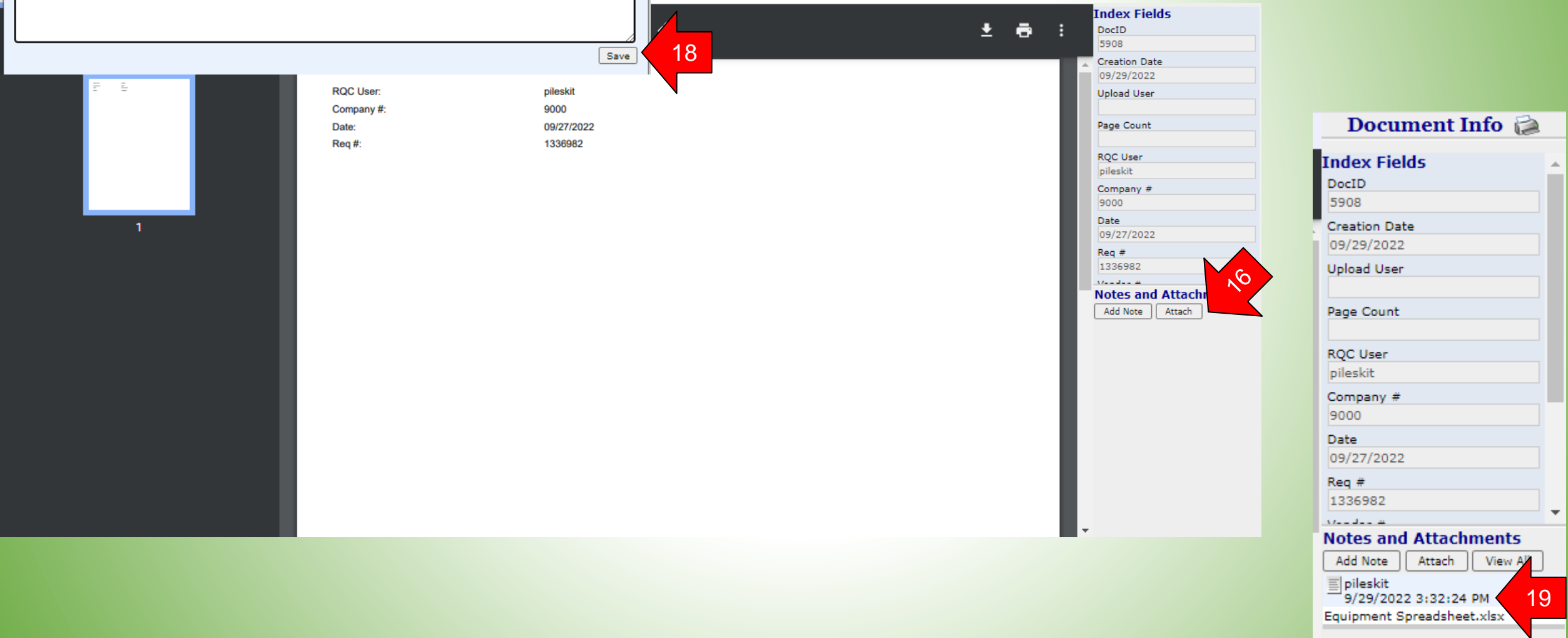


16 – Click on Attach

17 – Click on Choose File

18 – Click on Save

19 – Document will appear below Notes and Attachments





Special / Service

Item

Description

Item Type

Quantity

UOM

Cost

Cost Default Vendor  ULINE INC.

Purchase From

Currency Code

Distribution Company

Accounting Unit

Account

Sub Account

Activity

Account Category

Asset Code

Asset Template

Major Purchase Class

Minor Purchase Class

Requisition Lines

	Item	Quantity	Cost
	S-14074Y REMOVABLE LASER LABELS - FLORE	3.00 BX	45.000 USD 135.000

20 – Click on Release

Total Quantity: 3.00  
Total Cost: 135.00 USD  
Number of Lines: 1



