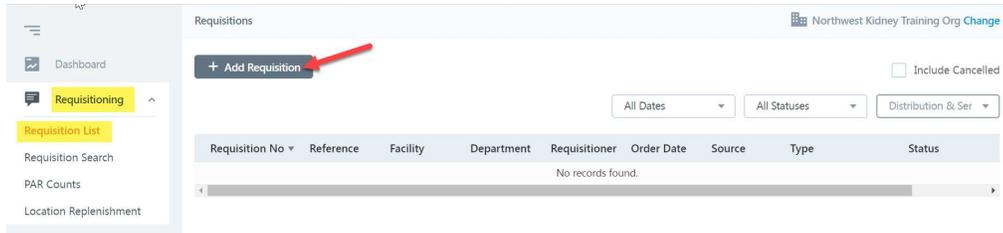


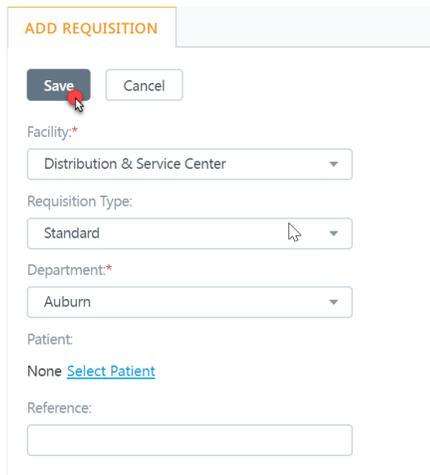
Creating a Requisition

This guide will walk you through how to create a requisition for non par item needs in your dept.

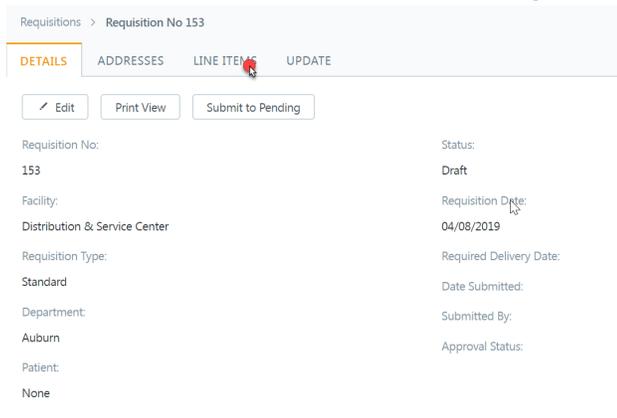
1. Log into ENVI. Click onto Requisitions/Requisition List/Add Requisition



2. All orders will originate from the Distribution facility and be charged to your specific department. The requisition type will be standard. Simply click save to start.

A screenshot of the 'ADD REQUISITION' form. At the top left are 'Save' and 'Cancel' buttons, with a red arrow pointing to 'Save'. The form fields are: 'Facility:*' with a dropdown menu showing 'Distribution & Service Center'; 'Requisition Type:' with a dropdown menu showing 'Standard'; 'Department:*' with a dropdown menu showing 'Auburn'; 'Patient:' with the value 'None' and a link 'Select Patient'; and 'Reference:' with an empty text input field.

3. Click onto the line items tab to start selecting items.



4. Click Add Items

Requisitions > Requisition No 153

DETAILS ADDRESSES **LINE ITEMS** UPDATE

+ Add Items

All Search 🔍

Strict Match

<input type="checkbox"/>	# ▲	Item #	Vendor Item #	Description	Facility
No records found.					

5. 2 Options will appear. Let's walk through each one

Add Items ✕

 Search for items in an inventory template and add them to the requisition.

 Add free-form items to the requisition.

Add Items from Template – This option will display frequently ordered nonstock and marketing items.

Free Form Item Entry – This will allow you to place an item that does not exist on a template or in your par area for order.

Add Items from Template

1. Click Add Items from Template

Add Items ×

Search for items in an inventory template and add them to the requisition.

Add free-form items to the requisition.

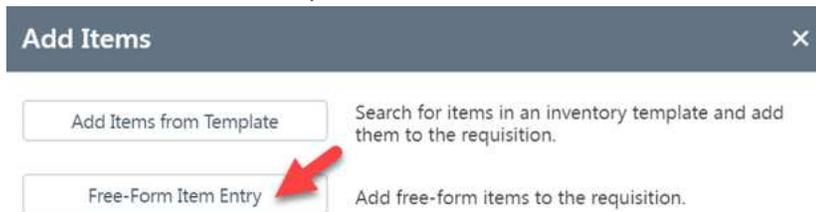
2. Select the desired items from the nonstock/marketing template by adding a quantity next to the item (far right column)

Inv #	Vendor	Vendor Item #	Inv Desc *	Mfg	Mfg #	C	P	UOM	Qty	
<input checked="" type="checkbox"/>	40000	United States Plastic ...	29215	Adapter, 1/4" PVC Tank THDxTHD E...	United States Plastics ...	29215	•	1	EA (1)	1
<input checked="" type="checkbox"/>	40077	McKesson Medical Su...	413223	Adhesive, Silicone Peri-Patch Repair...	Covidien	8810807001	•	1	CT (1)	1
<input type="checkbox"/>	40003	Uline	S-1299	Bag, Reclosable 9 x 12" 2MIL	None		•	1	CT (200)	
<input type="checkbox"/>	40013	McKesson Medical Su...	766012	Bag, Ziplock Gal 10wx12l (Black Box)	Saalfeld Redistribution	GBD50207	•	1	BG (50)	

Note – before shopping from additional pages (scroll to bottom of screen), be sure to click add/continue at the top of the screen to add the items to your requisition from the current screen. Click add/go to line items when you are done shopping from the template.

Free Form Item Entry

1. Click Free Form Item Entry

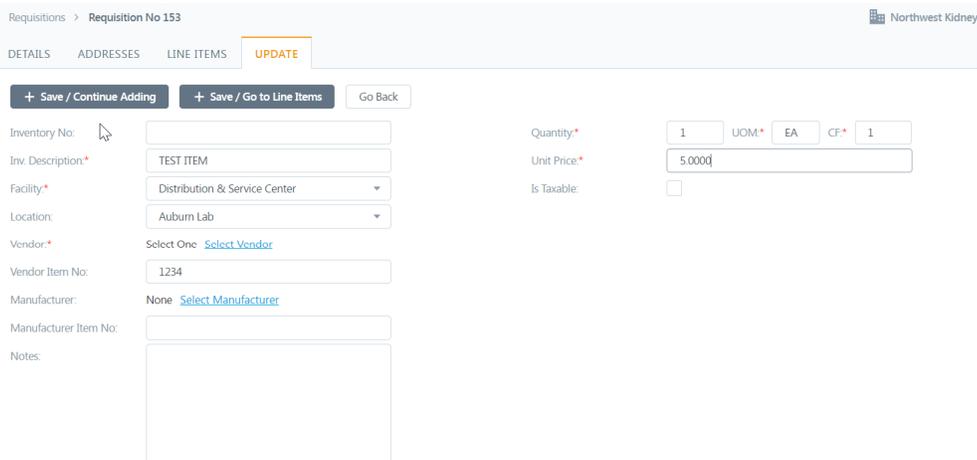


Add Items [X]

Add Items from Template Search for items in an inventory template and add them to the requisition.

Free-Form Item Entry Add free-form items to the requisition.

2. Add in the required information (see red asterisks on screen)



Requisitions > Requisition No 153 Northwest Kidney

DETAILS ADDRESSES LINE ITEMS **UPDATE**

+ Save / Continue Adding + Save / Go to Line Items Go Back

Inventory No: [] Quantity* [1] UOM* [EA] CF* [1]

Inv. Description* [TEST ITEM] Unit Price* [5.0000]

Facility* [Distribution & Service Center] Is Taxable: []

Location: [Auburn Lab]

Vendor* [Select One Select Vendor]

Vendor Item No: [1234]

Manufacturer: [None Select Manufacturer]

Manufacturer Item No: []

Notes: []

If you are unsure of vendor or cost, simply put notes in for the buyers to source the product appropriately. Click Save/Go to Line Items when complete.

FINISHING THE REQUISITION

1. Now that you've located the items you need (whether through the nonstock/marketing template, punchout or even free form), you'll need to review and submit the requisition.
2. The line items tab will display the items you have requested. Review to ensure items/quantities are correct.

DETAILS ADDRESSES **LINE ITEMS** UPDATE

+ Add Items Deactivate Selected Open Grid Window

All Search Display Inactive

Strict Match

<input type="checkbox"/>	#	▲	Item #	Vendor Item #	Description	Facility	Location	N	Item Type	Quantity	Price	Ext. Price
<input type="checkbox"/>	1		40077	413223	Adhesive, Silicone Peri...	Distribution & S...		●	Non-Stock	1 CT (1)	n/a	n/a
<input type="checkbox"/>	2		40000	29215	Adapter, 1/4" PVC Tan...	Distribution & S...		●	Non-Stock	1 EA (1)	n/a	n/a
<input type="checkbox"/>	3			NON243277	Facial Tissue: Standard...	Distribution & S...	Auburn Lab		Free-Form	2 CS (1)	29.3700	58.7400
<input type="checkbox"/>	4			MDS077002	Bandages, Elastic Swif...	Distribution & S...	Auburn Lab		Free-Form	1 CS (1)	30.3300	30.3300

Total Items: 4

- Click onto the details tab to finish. Click authorize to send your requisition into the approval process. Once approved, your requisition will be handled by the procurement team for fulfillment.

Requisitions > Requisition No 153

DETAILS ADDRESSES LINE ITEMS UPDATE

Requisition No: 153 Status: Draft

Facility: Distribution & Service Center Requisition Date: 04/08/2019

Requisition Type: Standard Required Delivery Date:

Department: Auburn Date Submitted:

Patient: None Submitted By:

Requisitioner: Jane Smith Approval Status:

Reference:

Notes: