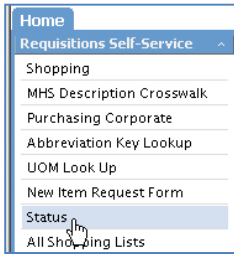


CHECK REQ STATUS FOR OTHER USERS

RSS Inquire only displays *your* requisitions. To find requisitions from other users, Supply Chain Users use RQ40 screens (page 136). End users without rights can use RSS Status.

STEPS HOW TO CHECK ALL REQ FOR A DEPARTMENT WITHOUT RQ SCREENS

1. Click on Status under the Requisition Self Service Menu



2. Your information will appear.

A screenshot of a search form for requisitions. It includes the following fields and options:

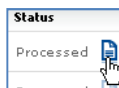
- Requester: 95540
- Requesting Company: 1
- Location: 95510
- Requisition: (empty)
- Creation Date From: (empty) To: (empty) mm/dd/yyyy
- Requisition Status: Unreleased Needs Approval Rejected Processed Closed In Process
- Records per page: 15
- List Requisitions button

Change to the desired requester and location. It is advisable to include a date range to avoid freezing.

3. Click List Requisitions

The requisitions appear with any requisition description:

Requisition	Requester	Company / Location	Creation Date	Requested Delivery Date	Value	Status
1630427	SYNTHES-RIVERA	MEMORIAL HEALTHCARE SYSTEM (1) R - PAY ONLY OPERATING ROOM (PAY40)	12/23/2010		7041.54	Processed
1630428	MEDTRONIC-JOFE	MEMORIAL HEALTHCARE SYSTEM (1) R - PAY ONLY OPERATING ROOM (PAY40)	12/23/2010		29091.31	Processed
1630420	FORTEC, SAINT LAURENT	MEMORIAL HEALTHCARE SYSTEM (1) R - PAY ONLY OPERATING ROOM (PAY40)	12/23/2010		2150.00	Processed
1630415	NEURO. IOM,VILLAMIL	MEMORIAL HEALTHCARE SYSTEM (1) R - PAY ONLY OPERATING ROOM (PAY40)	12/23/2010		900.00	Processed
1630412	STRYKER CRANIO	MEMORIAL HEALTHCARE SYSTEM (1) R - PAY ONLY OPERATING ROOM (PAY40)	12/23/2010		1031.73	Processed
1630410	STRYKER CRANIO,KRAVER	MEMORIAL HEALTHCARE SYSTEM (1) R - PAY ONLY OPERATING ROOM (PAY40)	12/23/2010		1615.38	Processed
1630405	NEURO. IOM,DE LUCA	MEMORIAL HEALTHCARE SYSTEM (1) R - PAY ONLY OPERATING ROOM (PAY40)	12/23/2010		900.00	Processed



4. Click the paper icon to view lines:
5. The line information including the PO information displays. You can click the icon at the end of the line to display GL information.

A screenshot of the requisition line details. It shows a table with the following columns: Line, Item, Item Type, Requested Delivery Date, Quantity, UOM, Unit Cost, Vendor, PO, and Status. The first line is expanded to show details for item 2940-03871.

Line	Item	Item Type	Requested Delivery Date	Quantity	UOM	Unit Cost	Vendor	PO	Status
1	2940-03871 SCR 7.3MM 90MM CNN F/T BN SS	Non-stock		1.00	EA	281.06 (USD) 48553	SYNTHES LIMITED USA	1653292	Processed
	2940-03874					281.06 (USD) 48553		1653292	

6. Click Back to return to the requisition list.