

## Requester – RSS Training Document

To Search Manual Hold 'Ctrl' and click the Table of Contents items you wish to review.

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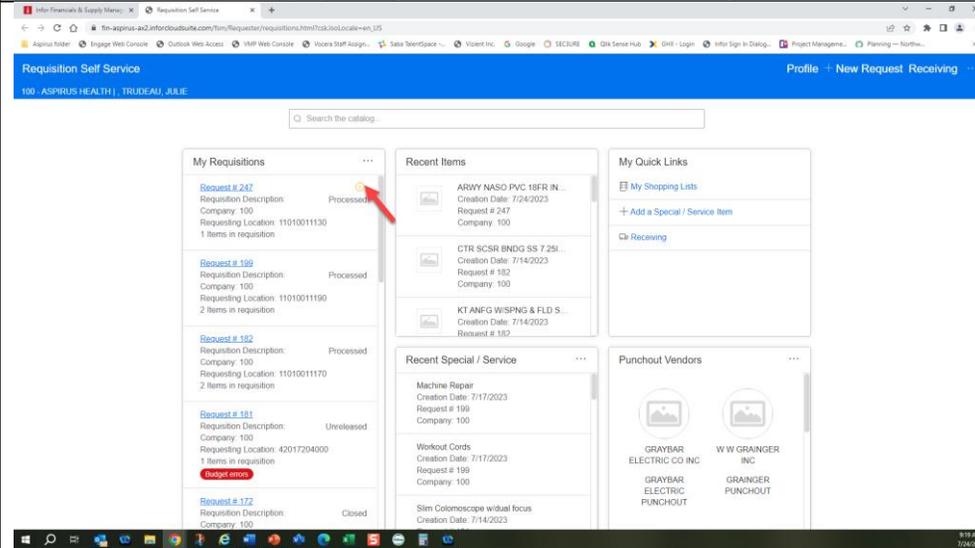
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## Helpful Tips

Use all CAPS when working in FSM

Search the Catalog at top of Requisition Self Service allows you to search everything on contract without placing an order request

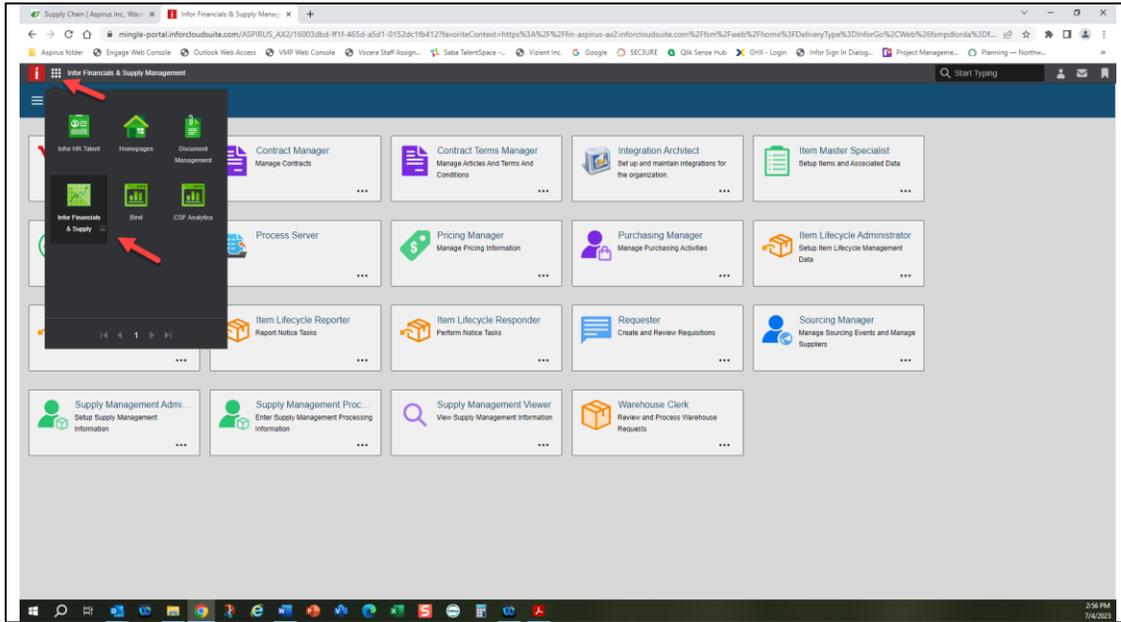
If Search is continuously spinning – close internet tab and log out and back in to stop search



Yellow exclamation point indicates a killed storeroom request.

If you use search catalog in RSS to look for an item and cannot find it. Clear the search information prior to switching to a Special/Service order request

# Logging Into Infor



- Log into Infor
- Click Nine dots in upper Left corner
- Click Infor Financial & Supply Management

# Order Requests

## Order Request from Search Catalog (contract items)

**Buyer**

- Contract Manager
- Contract Terms Manager
- Integration Architect
- Item Lifecycle Administrator
- Item Lifecycle Coordinator
- Item Lifecycle Reporter
- Item Lifecycle Responder
- Item Master Specialist
- Journal Approver
- Pricing Manager
- Process Server
- Purchasing Manager
- Requester**
- Sourcing Manager
- Supply Management Administrator
- Supply Management Processor
- Supply Management Viewer

**Dashboard**

- Quick Links: Purchase Requests, Purchase Orders, Receiving, Contracts, Vendor Returns, Review My Messages
- New Requests: Request Vendor, Request Item, Request Item Location, Request Invoice Payment
- Open Purchase Requests: TST1 100-ASPIRUS INC, TST1 100-ASPIRUS INC
- Unreleased Purchase Orders: PO:10020047, PO:10020126, PO:10020127, PO:10020128
- Unapproved Purchase Orders: No purchase orders to review
- Past Delivery Date: 103557 - SOL IV NAACL 9% INJ LFCR
- Unreleased Buyer Messages: 101467 - SNSR ADT MASIMO LNCS ADTX, 104099 - SET FD EPUMP 1000ML ENTRL
- Vendor Returns: 7817-MEDLINE INDUSTRIES INC, 4250-CARDINAL HEALTH 110 LLC

- Log into FSM
- Select Requester Role

**Requester**

- Home
- My Requisitions
- All Requisitions
- My Requisition Statuses
- Create Requisition
- Procurement Templates
- Item Search
- My Requester Profile
- Requester Self Service**
- My Receipts
- Request New Item
- + New Item Proposals
- Request Approval

**My Requisition Lines Past Requested Delivery Date**

Comp...	Requ...	Line	Item	Vendor Item	Description
100	22	1	85046	85046	masks
100	22	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	22	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	23	1	85046	85046	masks
100	24	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	24	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	102	1	112412	294.785	SCR XTRNFY SCHNZ SS 175X5MM HIP CNDV
100	122	1	CM1518P	CM1518P	special order

**Requisitions Needing Approval**

No Requisitions Available

**Unreleased Requisitions**

Comp...	Re...	Request...	Creation Date	Requ...	Vendor	Total	Curre...
100	205	11010011210	4/6/2023 11:45:49 AM			0.00	USD
100	203	11010011210	4/6/2023 11:29:14 AM			0.00	USD
100	195	10011004700	4/5/2023 11:05:59 AM			0.00	USD
100	181	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	11010012700	4/4/2023 1:22:07 PM			11.51	USD
100	107	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	153	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	137	36013602700	3/26/2023 1:45:40 AM			3.60	USD

**Supplier Requisitions To Review**

Comp...	Re...	Vendor	Created By	Re...	Requesting...	Creation Date	Requ...
100	2	Nathaniel Lindsay	281	11010013000-BO		4/13/2023 1:53:15 PM	

- Select Requisition Self Service (RSS)



My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

Special / Service

Request # 310  
Company: 100  
Creation Date: 1/18/2023

Request # 309  
Company: 100  
Creation Date: 1/18/2023

Request # 281  
Company: 100  
Creation Date: 12/20/2022

Click the Profile button

- Located in the upper right of page

Company: 100 - ASPIRUS INC | Requesting Location: 11010007700 - AWH-PURCHASING

Deliver From Company: 100 - ASPIRUS INC | Deliver From Location: AWHWH - ASPIRUS WAUSAU HOSPITAL

Requested Delivery Date: [ ] | Deliver To: [ ] | Priority: [ ] | Comment Type: Display Only

Vendor: [ ] | Vendor Purchase From: [ ] | Currency: [ ] | Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A | Requisition Description: [ ] | Commodity Code: [ ]

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP... | Location: 1000 - BALANCE SHEET | Department: 7700 - SUPPLY CHAIN MANAG... | Account: [ ]

[Show More](#)

- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Enter Deliver to Information if special instructions are needed

**NOTE:** if you have an urgent supply need enter tomorrow's date and a #1 in the Priority space

← My Profile

Vendor Purchase From Currency Single

Vendor

Buyer Requisition Description Commodity Code

35903 - MCGRATH, CAROLYN

Distribution Account

Company Location Department

110 - ASPIRUS WAUSAU HOSP...  1000 - BALANCE SHEET  7700 - SUPPLY CHA

[Show More](#)

Tax Code PO Code Bill Code

Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information  
[Show More](#)

**Create Request**

Click Create Request

- Located on the bottom of the page

**Add to Request + New Request**

Display Only

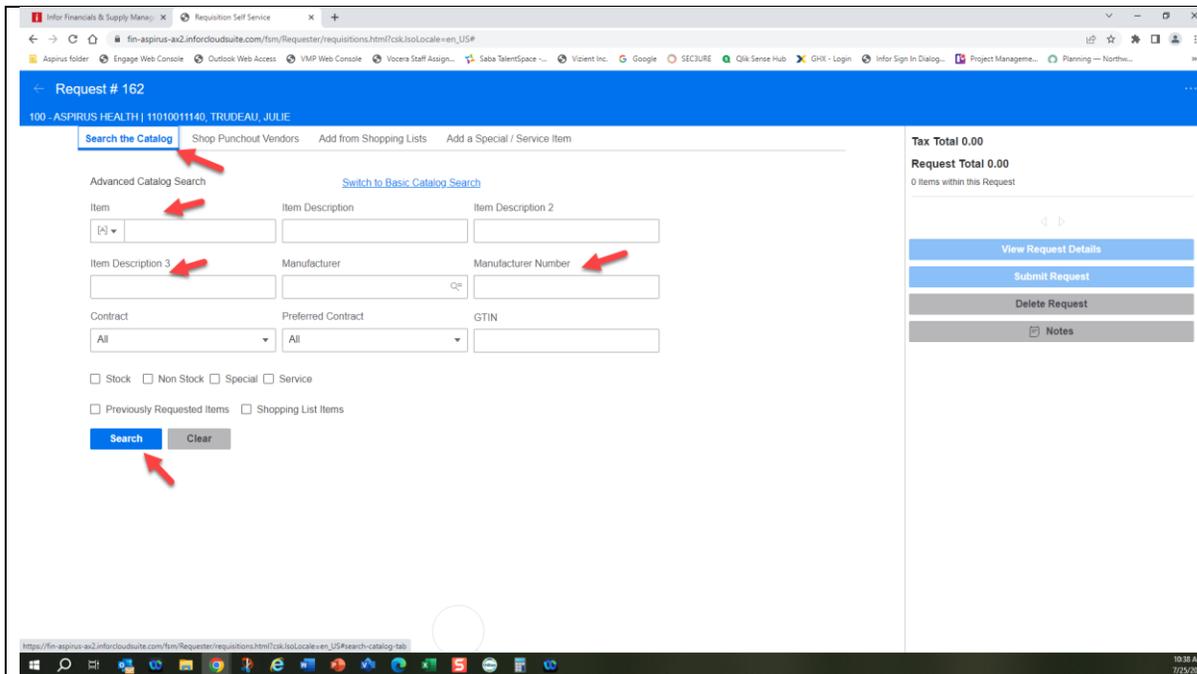
Document To A Purchase order

Account

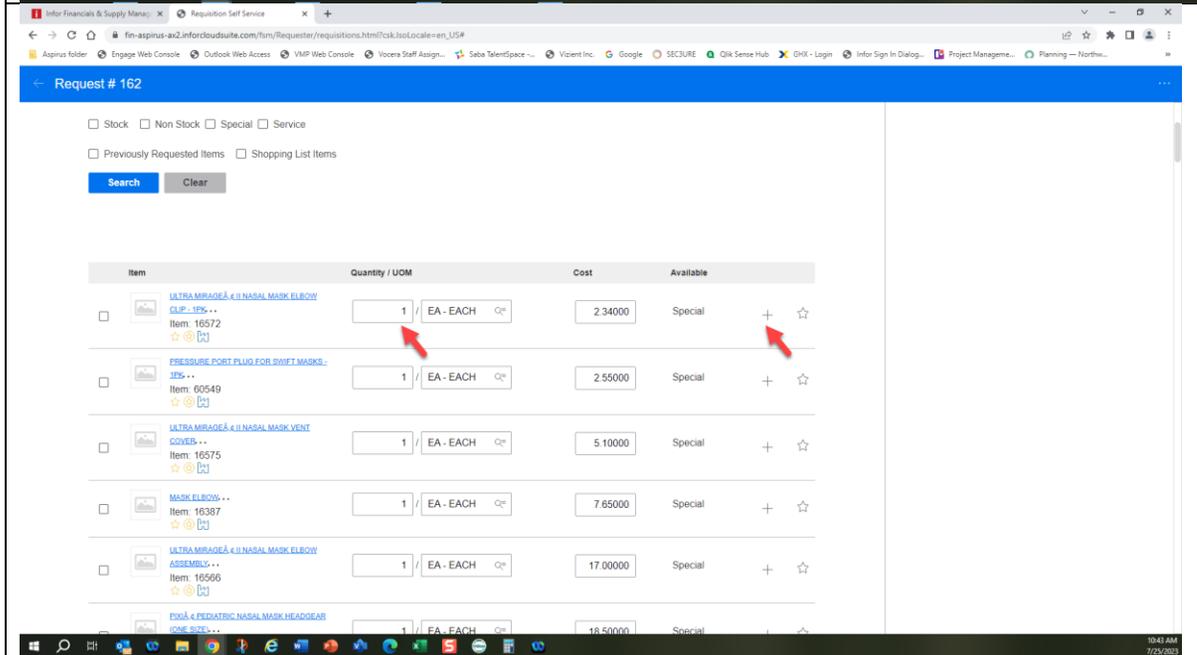
N MANAG...

Click Add to Request

- Located in the upper right of page



- Click the Search the Catalog tab
- Options to search the product
  - Item – use an FSM product number
  - Item Description 3 – full word description
  - Manufacturer Number – product number from case/packaging
- Click Search



- Enter quantity needed (pay attention to the unit of measure)
- Click the '+' to right of product line

Special / Service Item

[Search](#)

Special  Service

... a list of products to add to your Request.

**Tax Total 0.00**

**Request Total 800.95 USD**

17 Items within this Request

		TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
		TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
		TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
		TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
		TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
		TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
		TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

◀ ▶

**View Request Details**

**Submit Request**

When requisition is complete

- Click Submit Request  
Located at the bottom right of page

Stock  Non Stock  Special  Service

**Submit this requisition?**

Are you sure you want to submit this requisition?

Yes

No

... keyword to browse a list of products to add to your Request.

Click Yes

Items	Quantity / UOM	Cost	Total	Status
<a href="#">KT IMM ARCTCT ASB</a> <a href="#">RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00	USD Unreleased



Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

0.00 USD

5184.00 USD

### Budget Edits in progress appears

- Click Return to Request Detail

← Request # 260

100008 | ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	<a href="#">KT IMM ARCTCT ASB</a> <a href="#">RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD

Tax Total 0.0

Request Total 5184.0

### Return to Dashboard

- Click the back arrow in top left corner of page

# Order Request from a Favorites List

Favorite lists created by requesters will default to ordering direct from vendors.

The screenshot shows the 'Buyer' role dashboard. The left navigation menu has 'Requester' selected, highlighted with a red arrow. The main content area includes several widgets: 'Quick Links' with buttons for Purchase Requests, Purchase Orders, Receiving, Contracts, Vendor Returns, and Review My Messages; 'New Requests' with buttons for Request Vendor, Request Item, Request Item Location, and Request Invoice Payment; 'Open Purchase Requests' showing two requests from TST1; 'Unreleased Purchase Orders' showing four orders from ASPIRUS INC and MEDLINE INDUSTRIES INC; 'Unapproved Purchase Orders' showing a message 'No purchase orders to review'; 'Past Delivery Date' showing two requests from ASPIRUS INC; 'Unreleased Buyer Messages' showing two messages from ASPIRUS INC; and 'Vendor Returns' showing returns from MEDLINE INDUSTRIES INC and CARDINAL HEALTH 110 LLC.

- Log into FSM
- Select Requester Role

The screenshot shows the 'Requester' role dashboard. The left navigation menu has 'Requester Self Service' selected, highlighted with a red arrow. The main content area includes: 'My Requisition Lines Past Requested Delivery Date' with a table of requisition lines; 'Requisitions Needing Approval' showing a message 'No Requisitions Available'; 'Unreleased Requisitions' with a table of requisitions; and 'Supplier Requisitions To Review' with a table of supplier requisitions.

Comp...	Re...	Requ...	Creation Date	Requ...	Vendor	Total	Curre...
100	205	11010011210	4/5/2023 11:45:40 AM			0.00	USD
100	202	11010011210	4/5/2023 11:29:14 AM			0.00	USD
100	105	10011004700	4/5/2023 11:05:59 AM			0.00	USD
100	181	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	11010012700	4/4/2023 1:22:07 PM			11.51	USD
100	107	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	103	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	137	36013602700	3/30/2023 10:33:45 AM			-3.40	USD

- Select Requisition Self Service (RSS)



T IMM ARCTCT ASB RGT ...  
 reation Date: 1/18/2023  
 equest # 310  
 ompany: 100

T IMM ARCTCT ASB RGT ...  
 reation Date: 1/18/2023  
 equest # 309  
 ompany: 100

T IMM ARCTCT ASB RGT ...  
 reation Date: 12/20/2022  
 equest # 281

### My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

### Material / Service

...  
 e: 11/7/2022  
 19  
 00

### Punchout Vendors

...

- Click the Profile button  
 Located in the upper right of page

Company	Requesting Location	Deliver From Company	Deliver From Location
<input type="text" value="100 - ASPIRUS INC"/>	<input type="text" value="11010007700 - AWH-PURCHASI"/>	<input type="text" value="100 - ASPIRUS INC"/>	<input type="text" value="AWHWH - ASPIRUS WAUSAU ..."/>
Requested Delivery Date	Deliver To	Priority	Comment Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	Display Only
Vendor	Vendor Purchase From	Currency	Single Document To A Purchase order
<input type="text"/>	<input type="text"/>	<input type="text"/>	Not Applicable
Buyer	Requisition Description	Commodity Code	
<input type="text" value="35903 - MCGRATH, CAROLYN A"/>	<input type="text"/>	<input type="text"/>	
Distribution Account			
Company	Location	Department	Account
<input type="text" value="110 - ASPIRUS WAUSAU HOSP..."/>	<input type="text" value="1000 - BALANCE SHEET"/>	<input type="text" value="7700 - SUPPLY CHAIN MANAG..."/>	<input type="text"/>

[Show More](#)

- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Enter Deliver to Information if special instructions are needed

**NOTE:** if you have an urgent supply need enter tomorrow's date and a #1 in the Priority space

← My Profile

Vendor Purchase From Currency Single

Vendor

Buyer Requisition Description Commodity Code

35903 - MCGRATH, CAROLYN

Distribution Account

Company Location Department

110 - ASPIRUS WAUSAU HOSP...  1000 - BALANCE SHEET  7700 - SUPPLY CHA

[Show More](#)

Tax Code PO Code Bill Code

Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information  
[Show More](#)

**Create Request**

- Click Create Request  
Located on the bottom of the page

**Add to Request + New Request**

Display Only

Document To A Purchase order

Account

N MANAG...

- Click Add to Request  
Located in the upper right of page

Request # 340  
100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the Catalog Shop Punchout Vendors **Add from Shopping Lists** Add a Special / Service Item

8 Shopping Lists  My Favorite Shopping Lists Search for shopping lists...

List Name	Description	Number of Items	Update	Delete	Add to Request	Favorite List
10011003330	AI-COVID RECOVERY	62				
10011004550	AI-NURSING CONTACT CENTER	60				
10011004700	AI-SUPPLY CHAIN COURIER	60				
10011007220	AI-TALENT DELIVERY	60				
10013000503	PATIENT CARE	60				
30013003050	Lab Supplies	60				
CRP_SETH	CRP SETH	60				
CRP_TEST MG	Mike Test CRP	60				

< >

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

View Request Details  
Submit Request  
Delete Request  
Notes

### Adding Items from your Shopping Cart

- Select Add from Shopping List tab
- Select the template from which items will be selected

Request # 435  
100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the Catalog Shop Punchout Vendors **Add from Shopping Lists** Add a Special / Service Item

< Back to Shopping Lists

10011004550 - AI-NURSING CONTACT CENTER

Search for items

Stock  Non Stock  Special  Service + Add All Items to a Request

Line	Item	Quantity / UOM	Cost	Available	Add to Request
2	TISS FCL 2 PLY FLT ENVISION... Item: 100027	10 EA - EACH	0.53	27 EA Stock	
4	TISS CMPCT 2P CORLS 150018 (18RL) ... Item: 100028	1 CA - CASE	23.98	0 CA Stock	
6	TISS MFLD SIGNATR VHT 16125 (18P) ... Item: 100029	1 CA - CASE	11.89	0 CA Stock	
8	TISS BTH PSEFRNG 2P STD Item: 100030	1 RL - ROLL	0.45	3 RL Stock	
10	CVR SEAT SE-T-GD 12 FLD (259EA)... Item: 100031	1 CA - CASE	32.69	6 CA Stock	
12	TISS FCL ANGEL SFT 8 BX7 60IN 2P VHT LE J088023... Item: 100032	1 BX - BOX	0.62	87 BX Stock	

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

View Request Details  
Submit Request  
Delete Request  
Notes

- Use the search box to search by description
- Edit quantity of the item
- Select Add to Request – plus on right side of line

Special / Service Item

[Search](#)

Special  Service

a list of products to add to your Request.

**Tax Total 0.00**  
**Request Total 800.95 USD**  
 17 Items within this Request

		TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
		TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
		TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
		TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
		TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
		TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
		TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

◀ ▶

**View Request Details**

**Submit Request**

When requisition is complete

- Click Submit Request  
Located at the bottom right of page

Stock  Non Stock  Special  Service

**Submit this requisition?**

Are you sure you want to submit this requisition?

**Yes** **No**

or keyword to browse a list of products to add to your Request.

- Click Yes

Items	Quantity / UOM	Cost	Total	Status
<a href="#">KT IMM ARCTCT ASB</a> <a href="#">RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00	USD Unreleased

0.00 USD

5184.00 USD



Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

### Budget Edits in progress appears

- Click Return to Request Detail

← Request # 260

100008 | ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	<a href="#">KT IMM ARCTCT ASB</a> <a href="#">RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD

Tax Total 0.0

Request Total 5184.0

### Return to Dashboard

- Click the back arrow in top left corner of page

# Using Punchout for Order Request

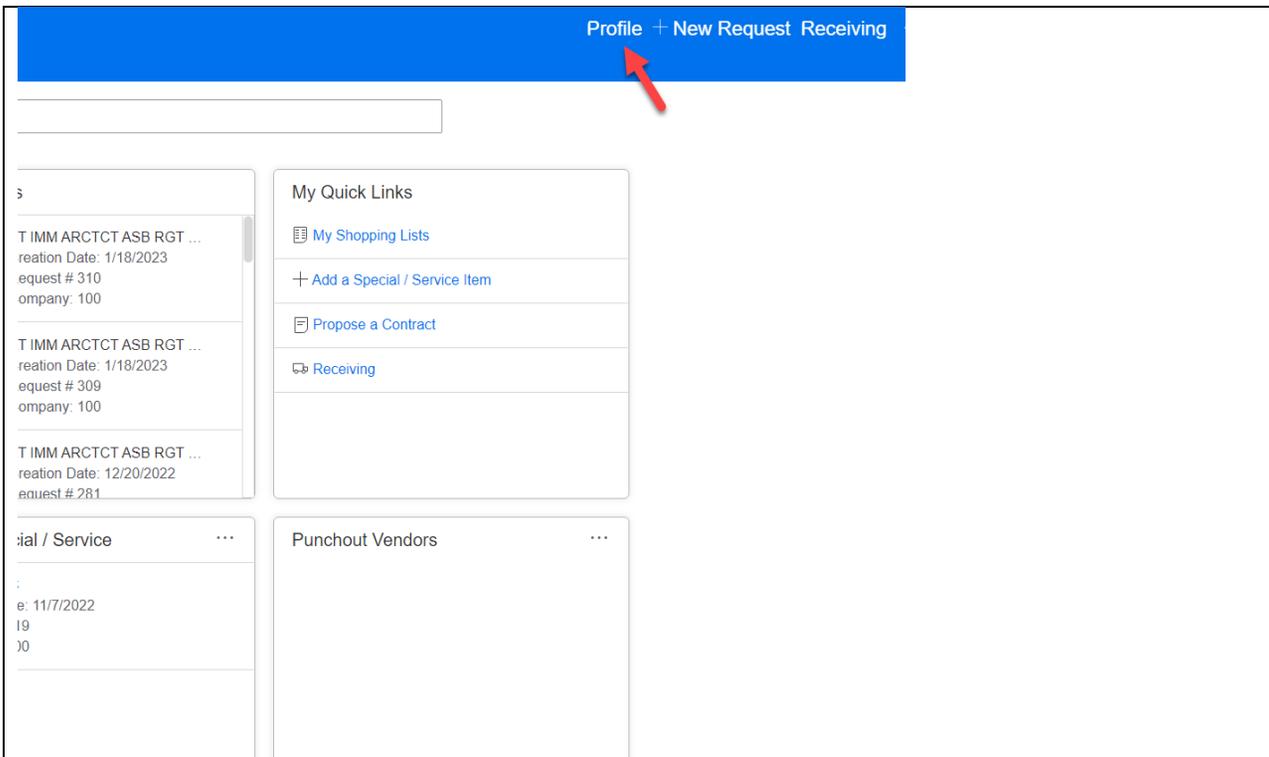
Note: This is available for the following Vendors – Grainger, CDW (IT only), Cardinal (Lab only), Graybar (IT only), Amazon and Staples.

The screenshot shows the 'Buyer' role interface. The left-hand navigation menu includes roles such as Contract Manager, Purchasing Manager, and Requester. A red arrow points to the 'Requester' role. The main dashboard displays several widgets: 'Quick Links' (Purchase Requests, Purchase Orders, Receiving, Contracts, Vendor Returns, Review My Messages), 'New Requests' (Request Vendor, Request Item, Request Item Location, Request Invoice Payment), 'Open Purchase Requests' (two items from TST1), 'Unreleased Purchase Orders' (three items from 100-ASPIRUS INC), 'Unapproved Purchase Orders' (No purchase orders to review), 'Past Delivery Date' (two items from 103557-SOL IV NAACL), 'Unreleased Buyer Messages' (two items from 101467-SNSR and 10409-SET), and 'Vendor Returns' (two items from 7817-MEDLINE and 4250-CARDINAL HEALTH).

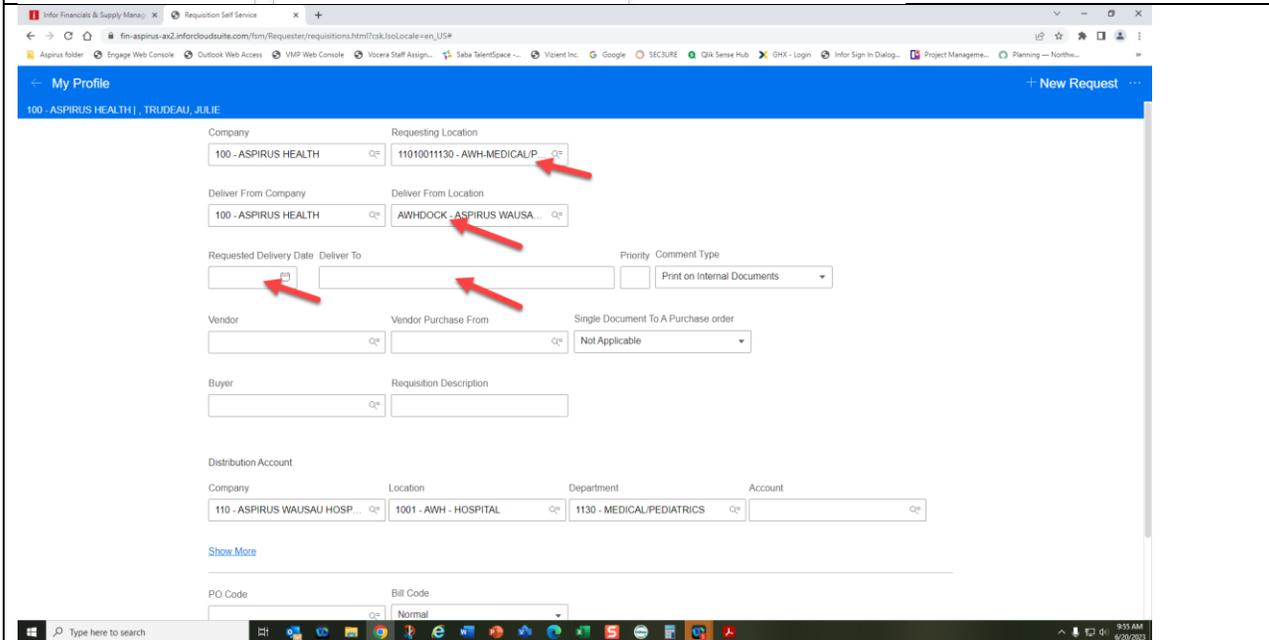
- Log into FSM
- Select Requester Role

The screenshot shows the 'Requester' role interface for Julie Trudeau. The left-hand navigation menu includes 'Requisition Self Service', which is highlighted with a red arrow. The main dashboard displays several tables: 'My Requisition Lines Past Requested Delivery Date' (a table with columns for Company, Requisition, Line, Item, Vendor Item, and Description), 'Requisitions Needing Approval' (No Requisitions Available), 'Unreleased Requisitions' (a table with columns for Company, Requisition, Request, Creation Date, Requisition, Vendor, Total, and Current), and 'Supplier Requisitions To Review' (a table with columns for Company, Requisition, Vendor, Created By, Requisition, Requesting, Creation Date, and Requisition).

- Select Requisition Self Service (RSS)



- Select Profile button  
Located in the upper right of page



- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Enter Deliver to Information if special instructions are needed

**NOTE:** if you have an urgent supply need enter tomorrow's date and a #1 in the Priority space

Requested Delivery Date Deliver To Priority Comment Type  
 [ ] [ ] [ ] [Display Only]

Vendor Vendor Purchase From Currency Single Document To A Purchase order  
 [ ] [ ] [ ] [Not Applicable]

Buyer Requisition Description Commodity Code  
 35903 - MCGRATH, CAROLYNA [ ] [ ]

Distribution Account

Company	Location	Department	Account
110 - ASPIRUS WAUSAU HOSP...	1000 - BALANCE SHEET	7700 - SUPPLY CHAIN MANAG...	7200000 - SUPPLIES

[Show More](#)

Tax Code PO Code Bill Code  
 [ ] [ ] [Normal]

Taxable  Sourcing event required  Quote Required

Drop Ship Information  
[Show More](#)

- Add Account Number  
(general ledger account-use dropdown)

**Note:** Commonly used account numbers  
 8050000 - services  
 7200000 = general supplies  
 7600000 = office supplies

Vendor Vendor Purchase From Currency Single  
 [ ] [ ] [ ] [Not]

Buyer Requisition Description Commodity Code  
 35903 - MCGRATH, CAROLYNA [ ] [ ]

Distribution Account

Company	Location	Department
110 - ASPIRUS WAUSAU HOSP...	1000 - BALANCE SHEET	7700 - SUPPLY CHA

[Show More](#)

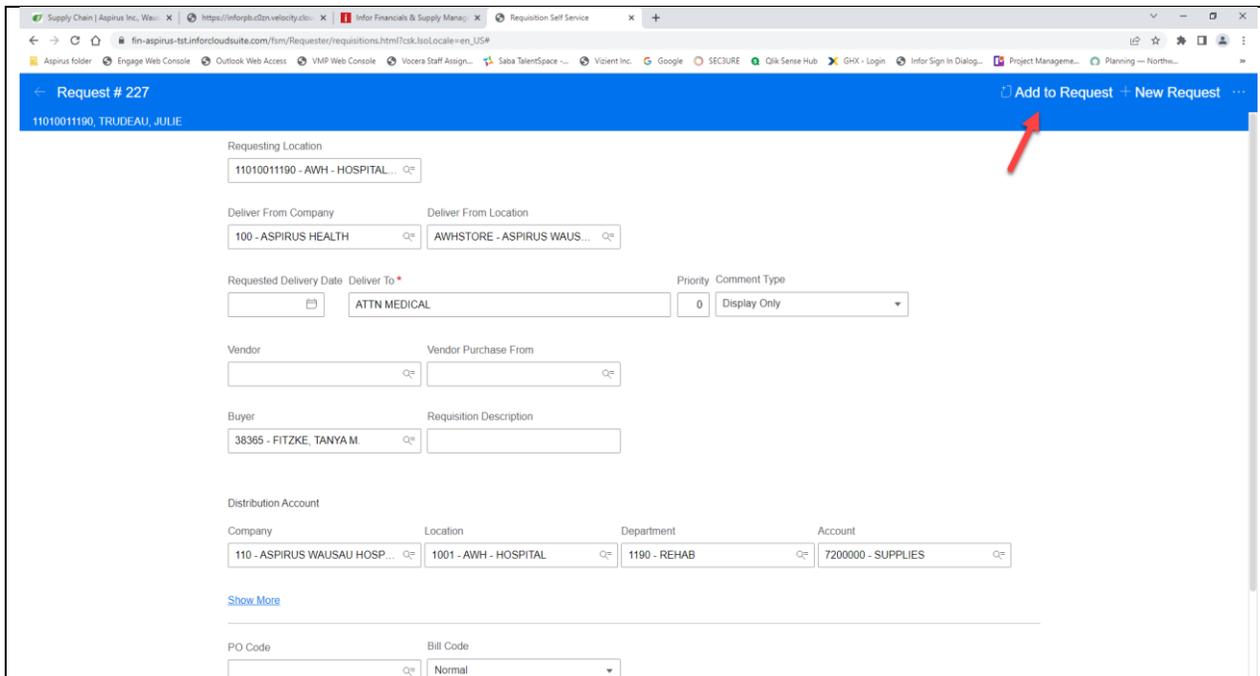
Tax Code PO Code Bill Code  
 [ ] [ ] [Normal]

Taxable  Sourcing event required  Quote Required

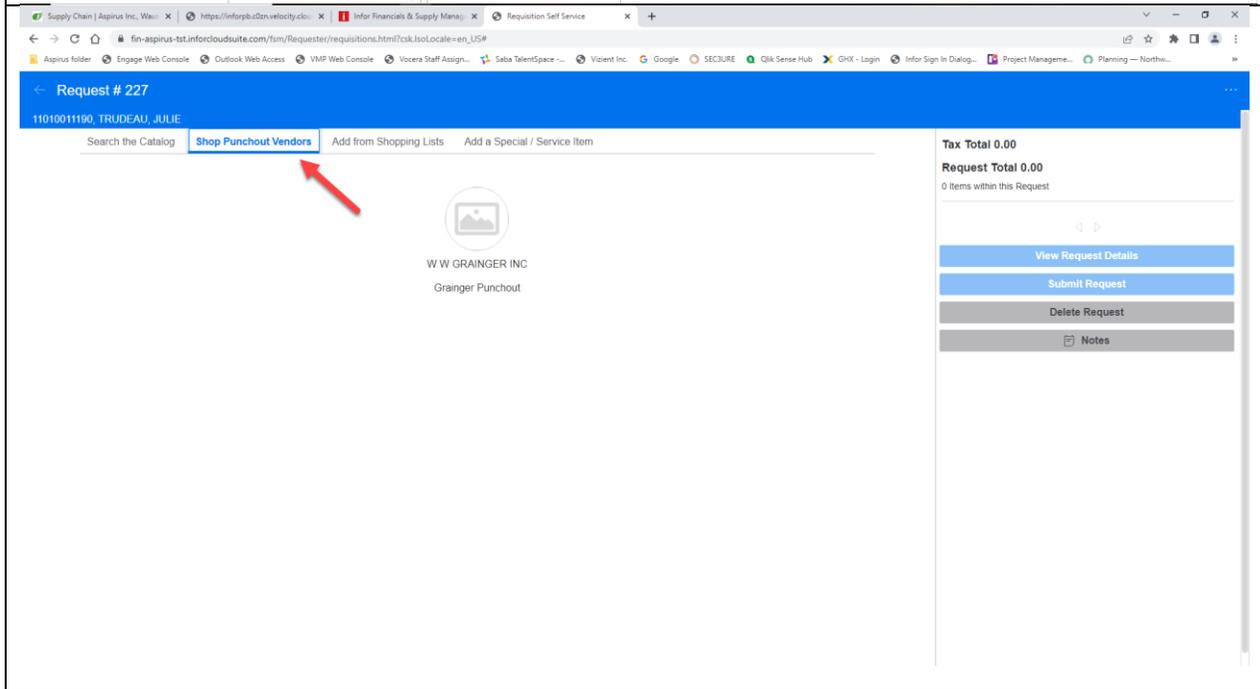
Drop Ship Information  
[Show More](#)

[Create Request](#)

- Click Create Request  
Located on the bottom of page



- Click Add to Request  
Located in the upper right of page

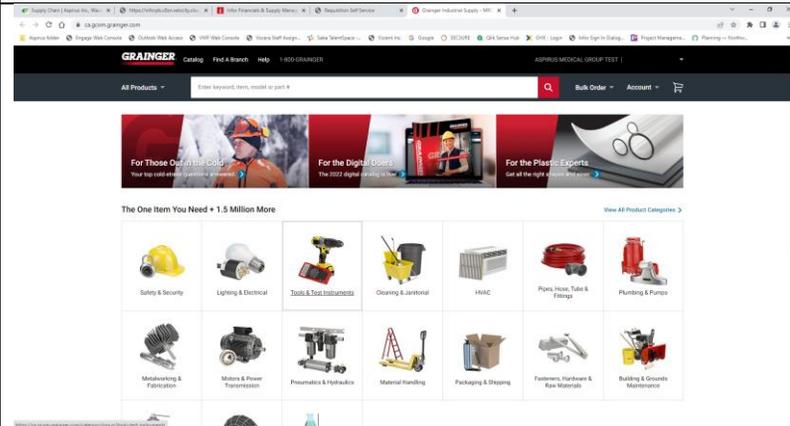


- Select 'Shop Punchout Vendors' Tab
- Select Vendor

**Note:**  
You can only order from one Punchout vendor per order request and you cannot combine punchout items with other non-Punchout request items.

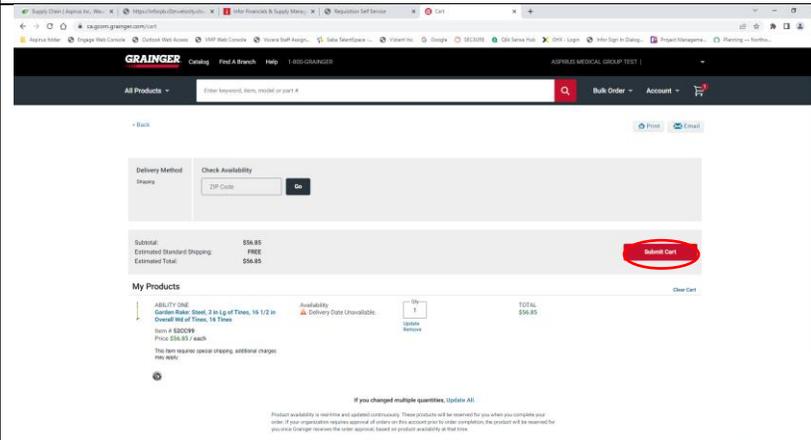
If your vendor Punchout screen is not opening check for Pop-Up block on the internet browser address line.

## Grainger Punchout Screens



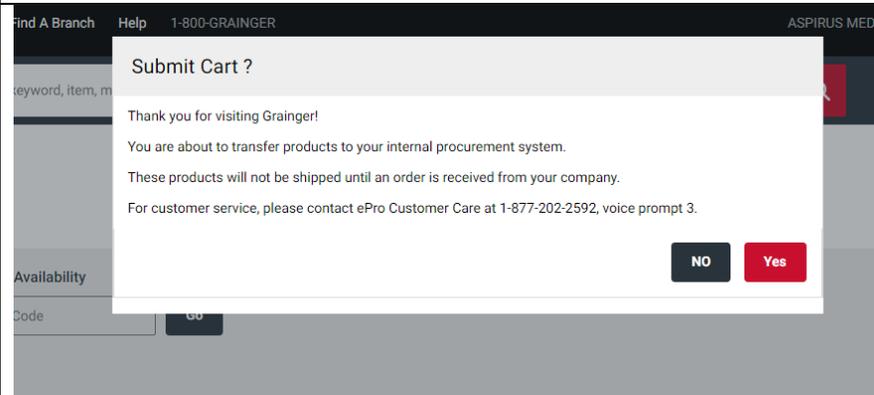
You will be redirected to vendors website

- Shop items in search bar



Once complete

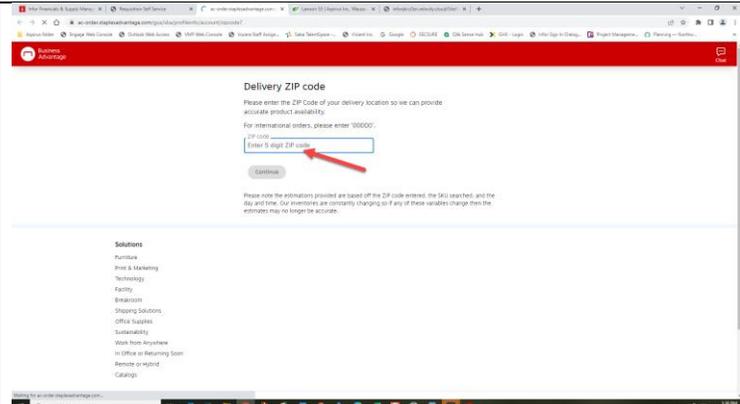
- Click shopping cart
- Submit Cart



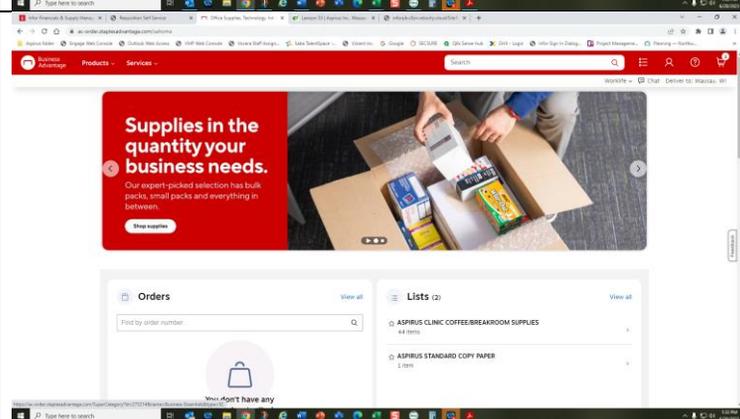
Pop up warning you are leaving the vendor site

- Click Yes

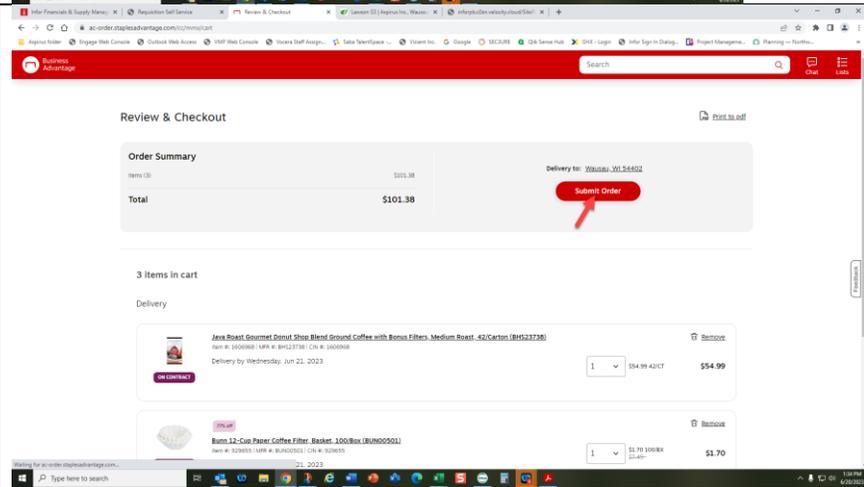
# Staples Punchout Screens



- Enter your zip code  
Must be the delivery zip code



- Select items



- Once complete
- Click shopping cart
  - Submit cart

# CDW Punchout Screens

The screenshot shows the CDW account home page. At the top, there's a navigation bar with 'Hardware', 'Software', 'Services', 'IT Solutions', 'Brands', and 'Research Hub'. Below that is a search bar and user information. The main content area features a 'Good Afternoon!' greeting and account details. A sidebar on the left lists navigation options like 'Homepage', 'Order Management', and 'Saves & Favorites'. The central 'Orders' section displays a table of recent orders with columns for Order #, PO #, Purchased date, Status, and Purchaser. A 'View All Orders' link is also present.

ORDER #	PO #	PURCHASED	STATUS	PURCHASER	
ACB2H162	1011900...	06/20/2023	Not Yet Shipped	Aaron Haas	<a href="#">View Order</a>
ACB2Q622	1011900...	06/20/2023	Not Yet Shipped	Alexandra Schlub	<a href="#">View Order</a>
ACB2Q200	1011200...	06/19/2023	All Items Shipped	Donna Finch	<a href="#">Track Order</a>
ACB2E801	1011200...	06/19/2023	All Items Shipped	Lawrence Proulx	<a href="#">Track Order</a>
ACB2E245	1011200...	06/19/2023	All Items Shipped	Lawrence Proulx	<a href="#">Track Order</a>
ACB2E205	1011200...	06/19/2023	All Items Shipped	Lawrence Proulx	<a href="#">Track Order</a>

- Select Items

The screenshot shows the CDW shopping cart page. The cart contains one item: 'Apple iMac with 4.5K Retina display - all-in-one - M1 - 8 GB - SSD 256 GB -'. The item price is \$1,499.00. To the right of the item is an 'Order Summary' box showing a subtotal of \$1,499.00 and a 'Checkout' button. A red arrow points to the 'Checkout' button. The page also includes a search bar, navigation links, and a footer with 'WE GET GETTING RESULTS' and various company information.

Once complete

- Click shopping cart
- Click checkout

# Graybar Punchout Screens

Graybar.com | Search by Part Number, Product Name, or Keyword... | My Menu | My Cart \$0.00

PRODUCTS

- Bearings
- Cabinets, Enclosures and Racks
- Conduit, Raceway and Cable Support
- DataComm
- Electrical Boxes
- Electrical Distribution Equipment
- Fasteners and Hardware
- Fittings
- Fuses
- Heating, Ventilation and Air Conditioning
- Industrial and Maintenance Supplies
- Industrial Control and Automation
- Lighting
- Networking and Wireless
- Power and Protection

## LED Lamps & The Right Lamp For The Right

SHOP NOW

### QUOTES

Quote Number  Enter Quote Number

QUOTE NUMBER	PO NUMBER	PROJECT NAME	REQUESTOR
Search to get results			

### QUICK ACCESS

- 
- 
- 

My Ship-to-Account: ASPIRUS HEALTH CARE, 338732, 1800 WESTWOOD DRIVE, WAUSAU, WI 54401

My Delivery Method:  Ship my order to WAUSAU, WI

Hi, Aspirus Punchout

- Favorites
- Order History
- Invoice History
- Quotes
- Quick Order
- Add a List
- Request for Return

- Select Items

Graybar.com | Search by Part Number, Product Name, or Keyword... | My Menu | My Cart \$884.46

Home / Cart

## Cart

ID: 0000775732

Total (1 Item) **\$884.46**

ITEM	UNIT PRICE	QTY	AVAILABILITY	TOTAL
 MANUFACTURER: HOFFMAN (NVENT) ACCESSPLUS™ Wall Mount Cabinet, Double-Hinge, Type 1, Window Door, 12 RU, 23.62 H x 23.62 W x 25.09 in. D MFR # EWMW242425 SKU: 25210020 Minimum order: 1 each.	\$884.46 / 1 ea	1 ea	In Stock	\$884.46 <a href="#">Remove</a>

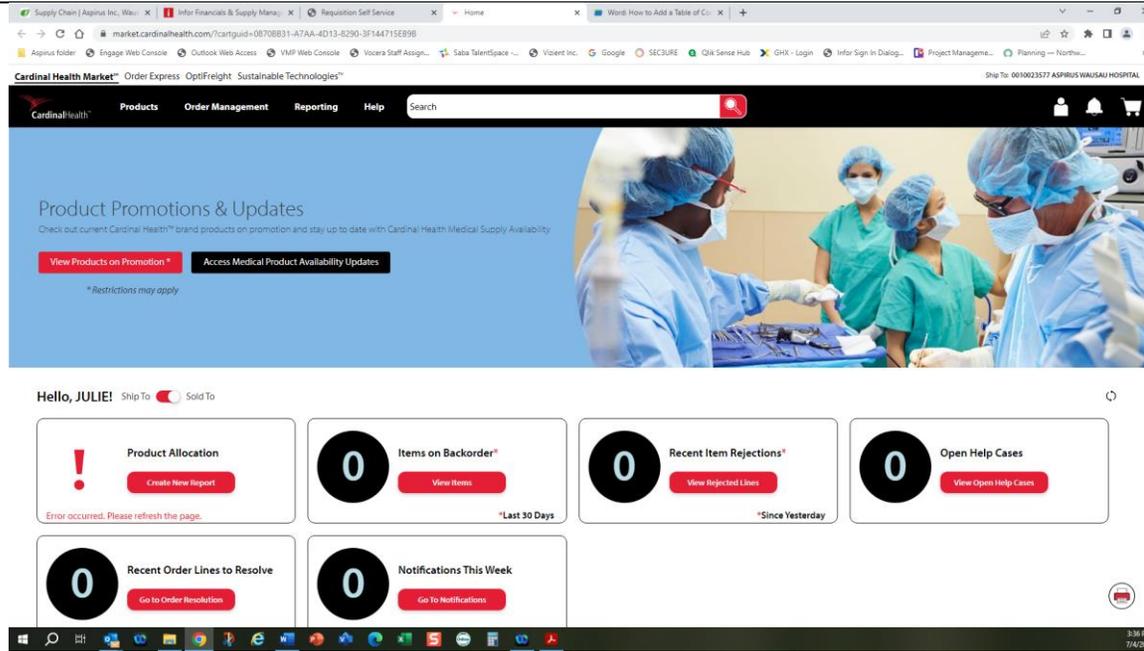
### ORDER SUMMARY

Subtotal: \$884.46  
Shipping: TBD  
Est. Total: **\$884.46**

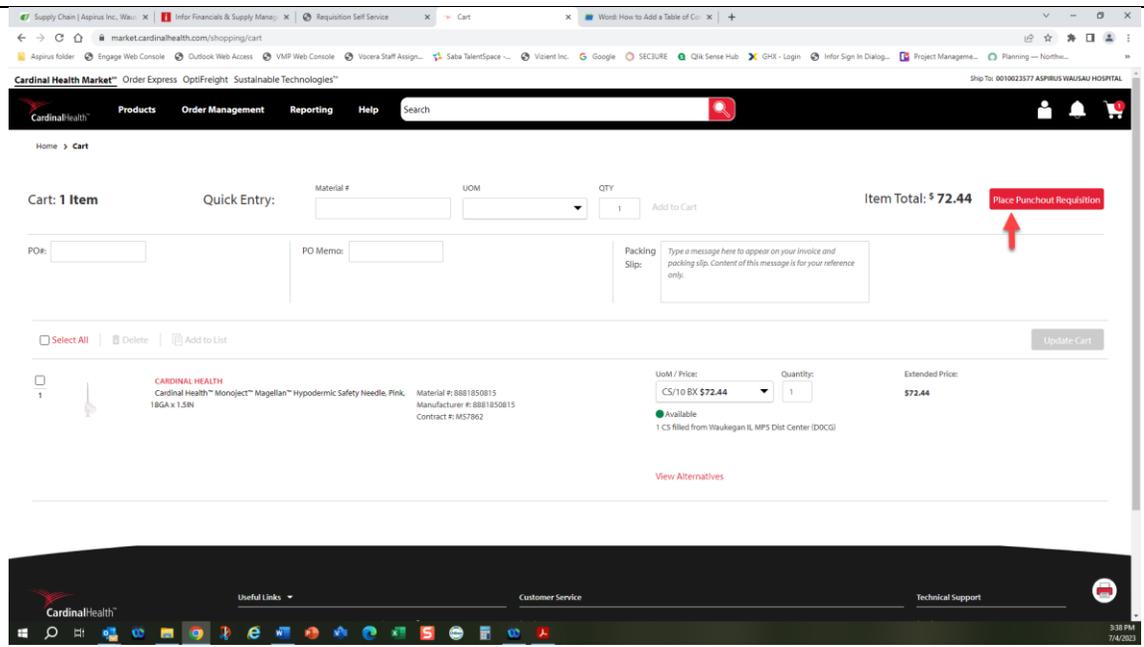
Once complete

- Click shopping cart
- Click return to requisition

# Cardinal Lab Punchout Screens



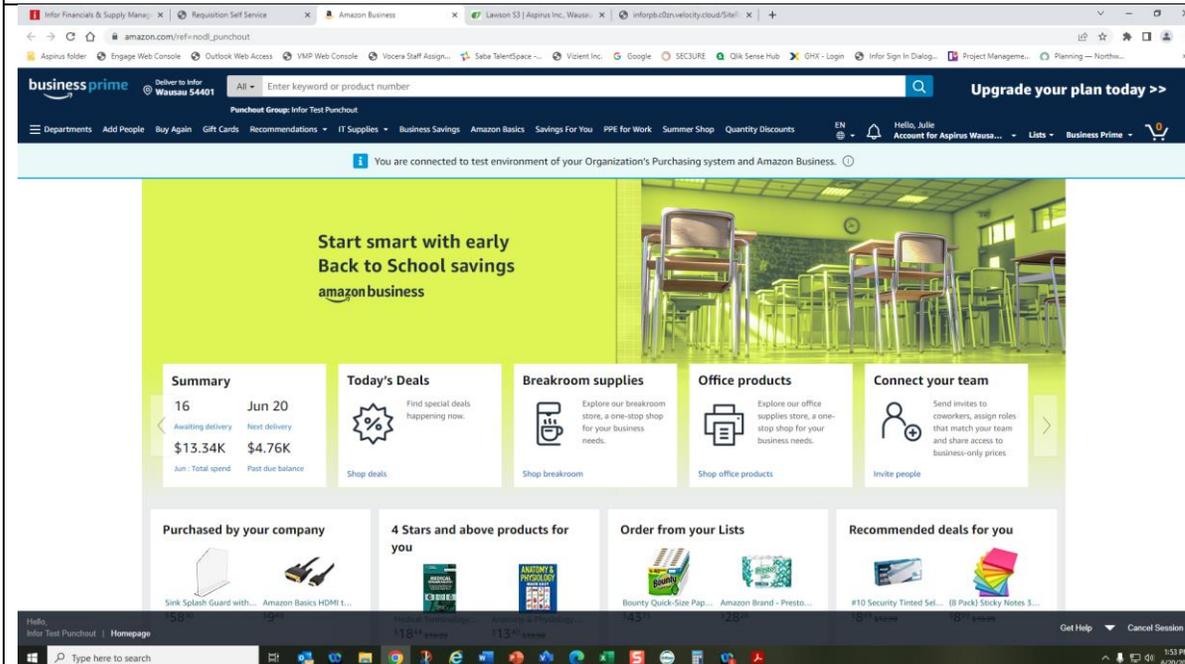
- Select Items



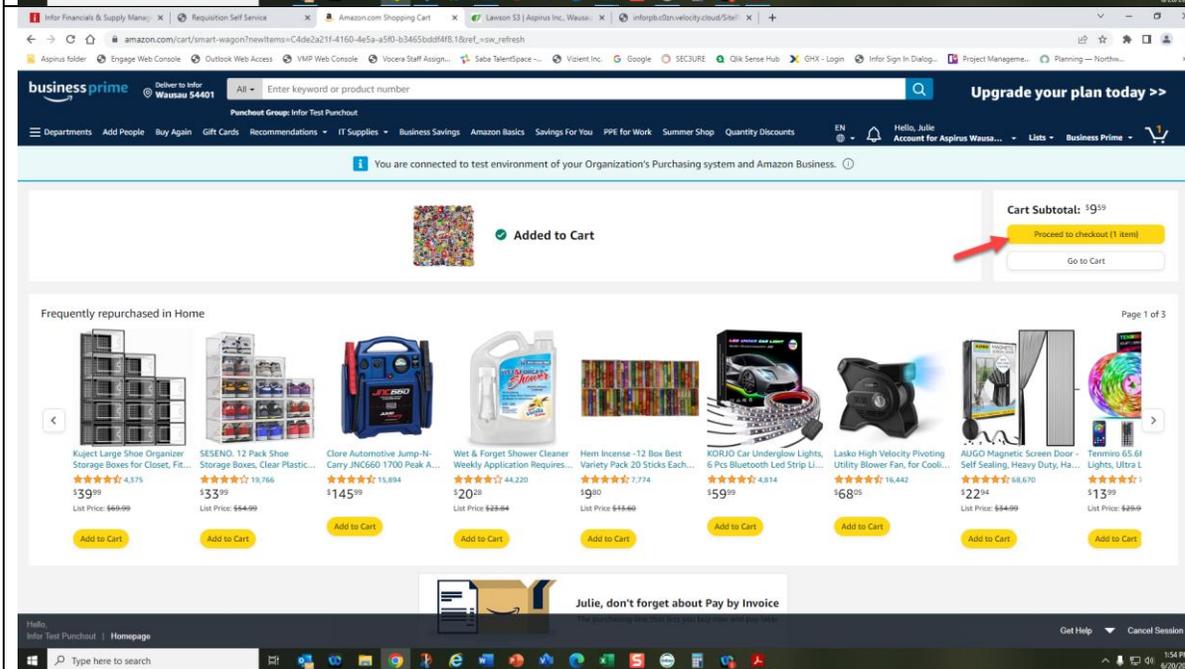
Once complete

- Click shopping cart
- Click 'Place Punchout Requisition'

# Amazon Punchout Screens

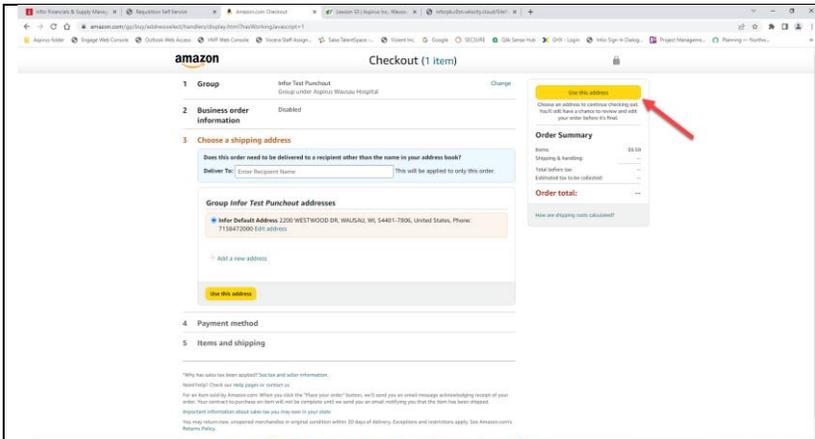


- Select Items



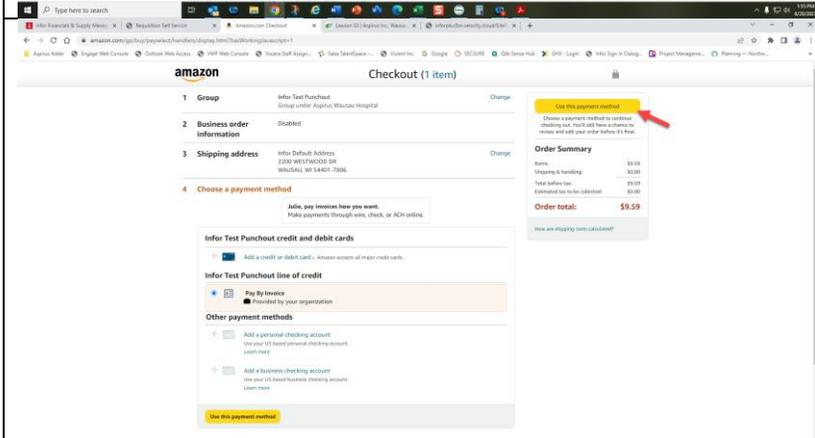
Once complete

- Click 'Proceed to checkout'

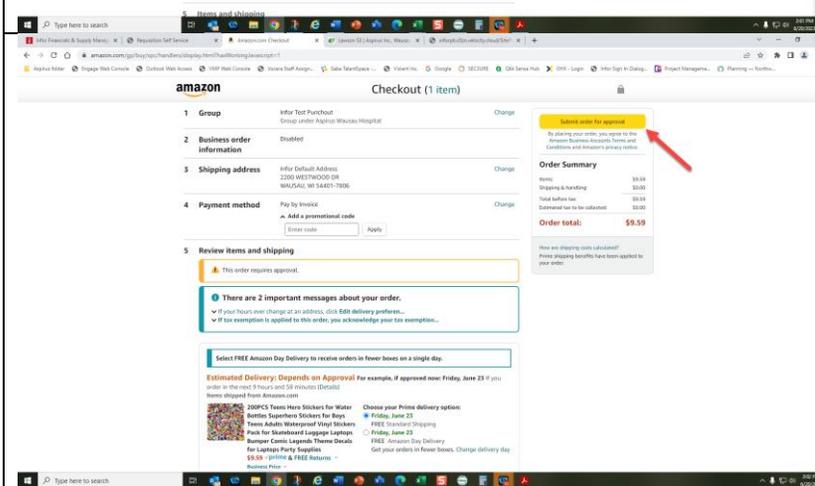


- Click Use this address

**NOTE:** The address is corporate and this will override with your purchase order request address once linked back to FSM.



- Click Use this payment method



- Click Submit order for approval

## Completing Requisition in RSS

Request # 227  
11010011190, TRUDEAU, JULIE

< Add More Items  
1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	TK1342393T Garden Rame 3mm Mineral Sheet Laminat @1.Trnd.3 Item: 52CC99	1 / EA - EACH	56.85000	56.85000 USD	Unreleased

Tax Total 0.00 USD  
Request Total 56.85 USD

**Submit**

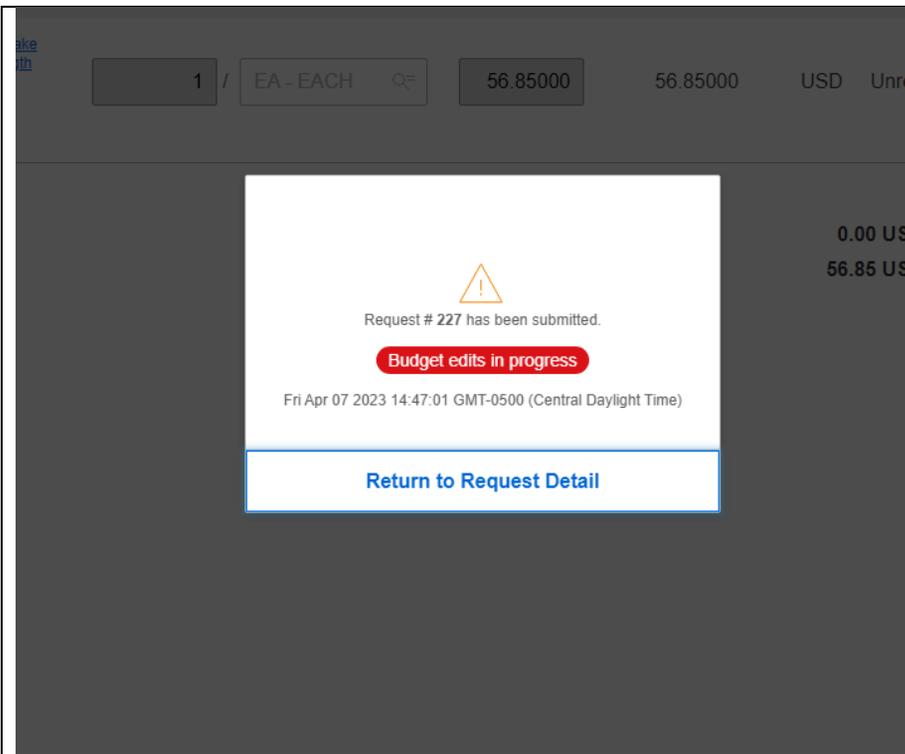
- Click Submit

Submit this requisition?  
Are you sure you want to submit this requisition?

**Yes** No

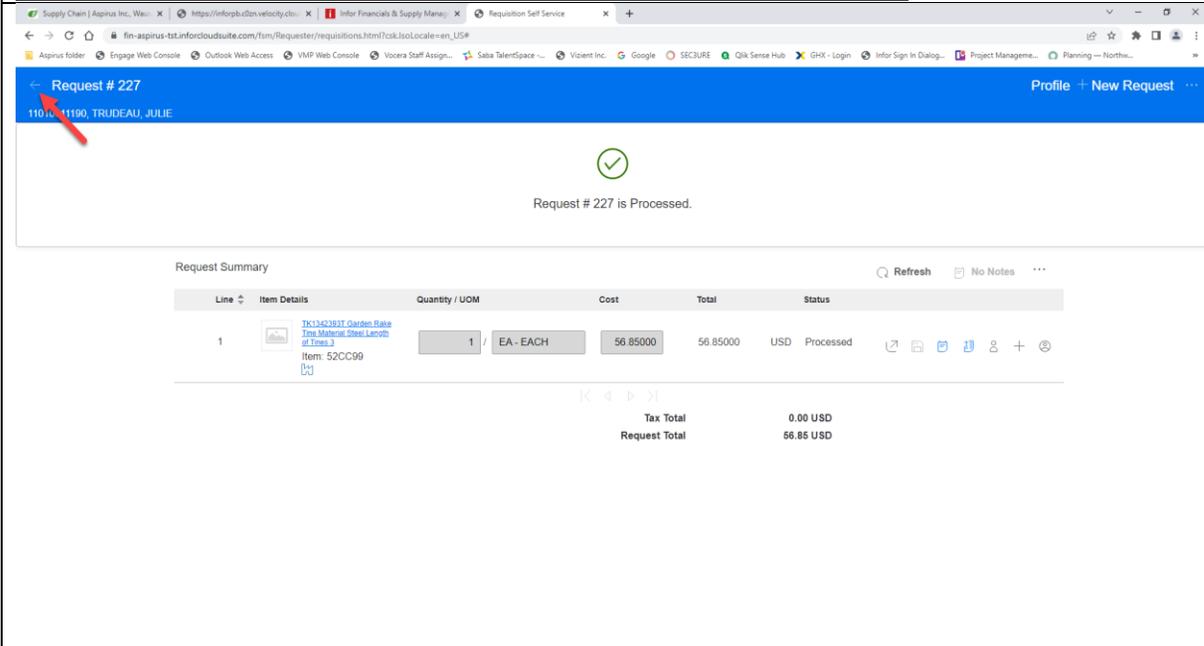
0.00 USD  
56.85 USD

- Click Yes



Budget Edit in Progress appears

- Click Return to Request Detail



Return to Dashboard

- Click the back arrow in top left corner of page

# Onsite Storeroom Stock Item Request

**Buyer**

**Quick Links**

- Purchase Requests
- Purchase Orders
- Receiving
- Contracts
- Vendor Returns
- Review My Messages

**New Requests**

- Request Vendor
- Request Item
- Request Item Location
- Request Invoice Payment

**Open Purchase Requests**

- TST1 100-ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD
- TST1 100-ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD

**Unreleased Purchase Orders**

- PO:10020047 100-ASPIRUS INC. 20,800.00. 4/20/2023. 2953-SHAMROCK SCIENTIFIC INC.
- PO:10020126 100-ASPIRUS INC. 33.00. 4/24/2023. 7817-MEDLINE INDUSTRIES INC.
- PO:10020127 100-ASPIRUS INC. 4/24/2023. 7817-MEDLINE INDUSTRIES INC.
- PO:10020128 100-ASPIRUS INC. 4/24/2023. 7817-MEDLINE INDUSTRIES INC.

**Unapproved Purchase Orders**

No purchase orders to review

**Past Delivery Date**

- 1035 103557 - SOL IV NACL 9% INJ LFCR 100ML SGL USP. 100-ASPIRUS INC. PO:100013 | Line: 1. 3185-KU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA. Delivery Date: 6/28/2022.
- 1035 103557 - SOL IV NACL 9% INJ LFCR 100ML SGL USP. 100-ASPIRUS INC. PO:100015 | Line: 1. 3185-KU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA. Delivery Date: 6/28/2022.

**Unreleased Buyer Messages**

- 1014 101467 - SNSR ADT MASIMO LNCS ADTX 18IN ADH. 100-ASPIRUS INC. PO:122658 | Receipt: 12 | Line: 1. 7817-MEDLINE INDUSTRIES INC. Received: 30.0 EA | Excess: 10.0 EA.
- 1040 104049 - SET FD EPUMP 1000ML ENTRL ANTI FR FLW PMP NS LF. 100-ASPIRUS INC. PO:122658 | Receipt: 12 | Line: 2. 7817-MEDLINE INDUSTRIES INC. Received: 2.0 CA | Excess: 1.0 CA.

**Vendor Returns**

- MED 7817-MEDLINE INDUSTRIES INC. 100-ASPIRUS INC. Return: 4 | PO:122659. AWHSTORE-ASPIRUS WAUSAU HOSPITAL STOREEROOM. Return Status: 403.89. Authorized By Vendor.
- CAR 4250-CARDINAL HEALTH 110 LLC. 100-ASPIRUS INC. Return: 1 | PO:100010. 01OCT-ASPIRUS IMAGING CNTR CT. Return Value: 8.00.

**Requester** (indicated by red arrow)

- Log into FSM
- Select Requester Role

**Requester**

**Julie Trudeau**

**My Requisition Lines Past Requested Delivery Date**

Comp...	Requ...	Line	Item	Vendor	Description
100	42	1	85046	85046	masks
100	92	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPC
100	92	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPC
100	93	1	85046	85046	masks
100	94	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPC
100	94	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPC
100	100	1	112817	294.785	SCR XTRNFX SCHNZ SS 17XSMH HIP CNDY
100	122	1	CM1518P	CM1518P	special order

**Requisitions Needing Approval**

No Requisitions Available

**Unreleased Requisitions**

Comp...	Re...	Requ...	Creation Date	Requ...	Vendor	Total	Curre...
100	205	1101001210	4/6/2023 11:45:49 AM			0.00	USD
100	203	1101001210	4/6/2023 11:29:14 AM			0.00	USD
100	195	10011004700	4/5/2023 11:05:59 AM			0.00	USD
100	184	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	110100012700	4/4/2023 1:22:07 PM			11.51	USD
100	167	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	153	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	157	36013602700	3/26/2023 10:53:01 AM			2.61	USD

**Supplier Requisitions To Review**

Comp...	Re...	Vendor	Created By	Re...	Requesting...	Creation Date	Requ...
100	2		Nathaniel Lindsay	281	11010013000-BO	4/13/2023 1:53:15 PM	

**Requisition Self Service** (indicated by red arrow)

- Select Requisition Self Service (RSS)

Profile + New Request Receiving



Click Profile

- Located on the upper right of page

- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Enter Deliver to Information if special instructions are needed

My Profile

Requested Delivery Date: [ ] Deliver To: [ ] Priority: [ ] Comment Type: [ Display Only ]

Vendor: [ ] Vendor Purchase From: [ ] Currency: [ ] Single Document To A Purchase order: [ Not Applicable ]

Buyer: 35903 - MCGRATH, CAROLYNA [ ] Requisition Description: [ ] Commodity Code: [ ]

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP... [ ] Location: 1000 - BALANCE SHEET [ ] Department: 7700 - SUPPLY CHAIN MANAG... [ ] Account: 7200000 - SUPPLIES [ ]

[Show More](#)

Tax Code: [ ] PO Code: [ ] Bill Code: [ Normal ]

Taxable  Sourcing event required  Quote Required

Drop Ship Information  
[Show More](#)

- Add Account Number  
(general ledger account-use dropdown)

**Note:** Commonly used account numbers

8050000 - services

7200000 = general supplies

- 7600000 = office supplies

My Profile

Vendor: [ ] Vendor Purchase From: [ ] Currency: [ ] Single: [ Not ]

Buyer: 35903 - MCGRATH, CAROLYNA [ ] Requisition Description: [ ] Commodity Code: [ ]

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP... [ ] Location: 1000 - BALANCE SHEET [ ] Department: 7700 - SUPPLY CHA

[Show More](#)

Tax Code: [ ] PO Code: [ ] Bill Code: [ Normal ]

Taxable  Sourcing event required  Quote Required

Drop Ship Information  
[Show More](#)

[Create Request](#)

- Click Create Request  
Located on the bottom left of page

Add to Request + New Request ...



- Click Add to Request  
Located in the upper right of page

- Add from Shopping Lists
- Select the List for your local Storeroom

**NOTE:** Anyone with an onsite storeroom will have visibility to all storeroom templates. Select your local storeroom for requesting supplies.

Request # 132  
100 - ASPIRUS HEALTH | 2201220120 - TRUDEAU, JULIE

Search the Catalog Shop Punchout Vendors **Add from Shopping Lists** Add a Special / Service Item

< Back to Shopping Lists

KEWEENAW HOSPITAL STOREROOM - KEWEENAW HOSPITAL STOREROOM

Search for items

Stock  Non Stock  Special  Service + Add All Items to a Request

Line	Item	Quantity / UOM	Cost	Available	
1	BLLR BNDG KIMG SEFRM 75XIN P... LYSTR RYN ELAS RELAXED LF STB... Item: 100011	1 EA - EACH	0.13	29 EA Stock	+ ☆
2	TBG FR 32IN LG BORE GRVTY FLW BLLR CLP GSCP VTY STBL... Item: 100041	1 EA - EACH	15.72	14 EA Stock	+ ☆
3	FD NOSH CTIN PLVSTR 30IN SFT PRFX FLM STBL LF DBE CBD... Item: 100059	1 EA - EACH	0.04	50 EA Stock	+ ☆
4	CATH THOB STD 3FE STBL... Item: 100060	1 EA - EACH	8.04	6 EA Stock	+ ☆
5	BTRY ALK DRCL PRCL 9V... Item: 100188	1 EA - EACH	0.75	3 EA Stock	+ ☆
6	BTRY ALK DRCL PRCL 1.5V AA... Item: 100189	1 EA - EACH	0.23	48 EA Stock	+ ☆

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

View Request Details  
Submit Request  
Delete Request  
Notes

- Search the list by part number or description
- Edit quantity on the item
- Select the Add to Request plus sign on right side of line

NOTE: Quantity in available column shows maximum amount you can request

Special / Service Item

Search

Special  Service

a list of products to add to your Request.

Tax Total 0.00  
Request Total 800.95 USD  
17 Items within this Request

TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

View Request Details  
Submit Request

- When requisition is complete - Click Submit
- Located on the bottom right of page

ck  Non Stock  Special  Service

### Submit this requisition?

Are you sure you want to submit this requisition?

Yes

No

or keyword to browse a list of products to add to your Request.

#### Request confirmation window appears

- Click Yes

Items	Quantity / UOM	Cost	Total	Status
<a href="#">KT IMM ARCTCT ASB</a> <a href="#">RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00	USD Unreleased

Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

#### Budget Edits in progress appears

- Click Return to Request Detail

Request # 260

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

  
 Request # 260 is Pending Approval.

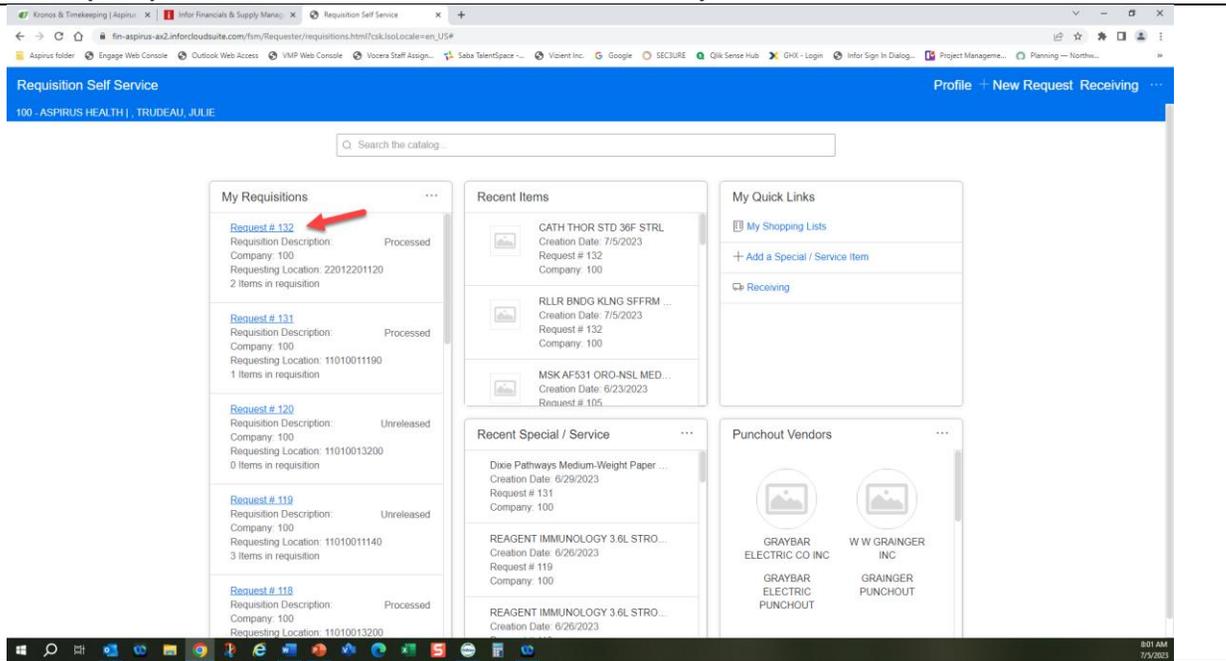
Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD
<b>Tax Total</b>				0.0
<b>Request Total</b>				5184.0

Return to Dashboard

- Click the back arrow in top left corner of page

**Look up Request Status – allow 24 to 48 hours for delivery from storeroom**



Requisition Self Service

100 - ASPIRUS HEALTH | TRUDEAU, JULIE

Search the catalog

**My Requisitions**

- [Request # 132](#) (Processed) - 2 items in requisition
- [Request # 131](#) (Processed) - 1 item in requisition
- [Request # 120](#) (Unreleased) - 0 items in requisition
- [Request # 119](#) (Unreleased) - 3 items in requisition
- [Request # 118](#) (Processed) - 0 items in requisition

**Recent Items**

- CATH THOR STD 36F STRL (Request # 132)
- RLLR BNDG KLNG SFFRM ... (Request # 132)
- MSK AF531 ORO-NSL MED ... (Request # 105)

**My Quick Links**

- My Shopping Lists
- Add a Special / Service Item
- Receiving

**Recent Special / Service**

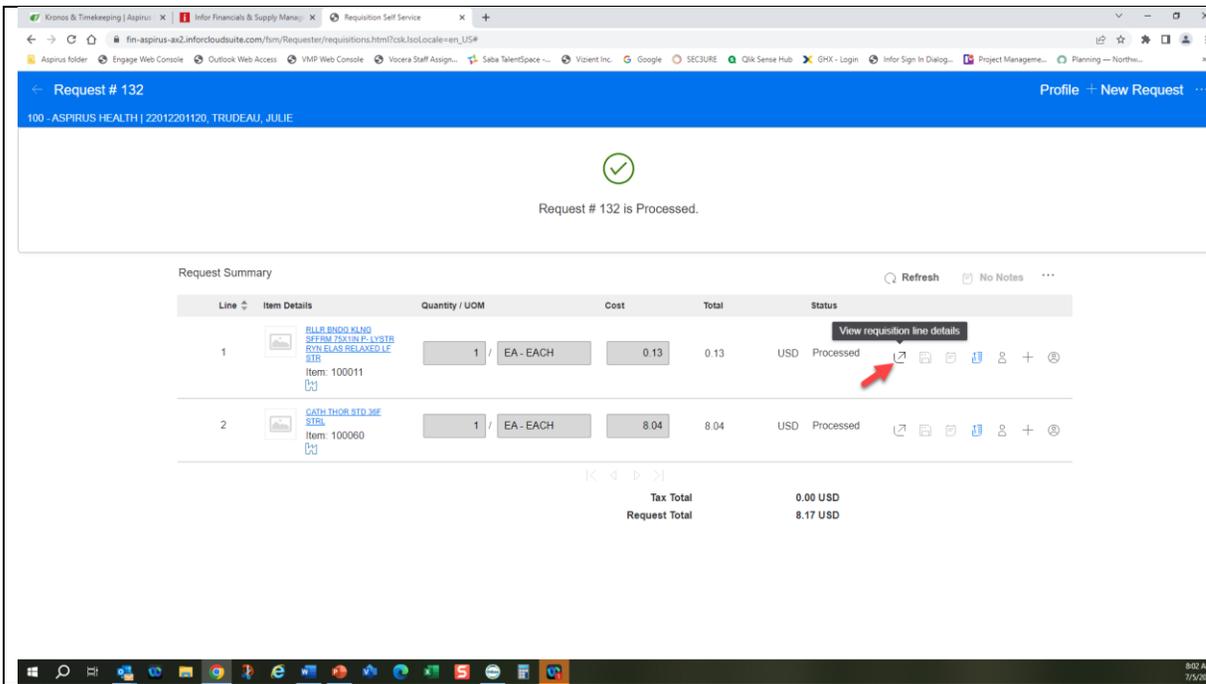
- Dixie Pathways Medium-Weight Paper ... (Request # 131)
- REAGENT IMMUNOLOGY 3.6L STRO ... (Request # 119)
- REAGENT IMMUNOLOGY 3.6L STRO ... (Request # 119)

**Punchout Vendors**

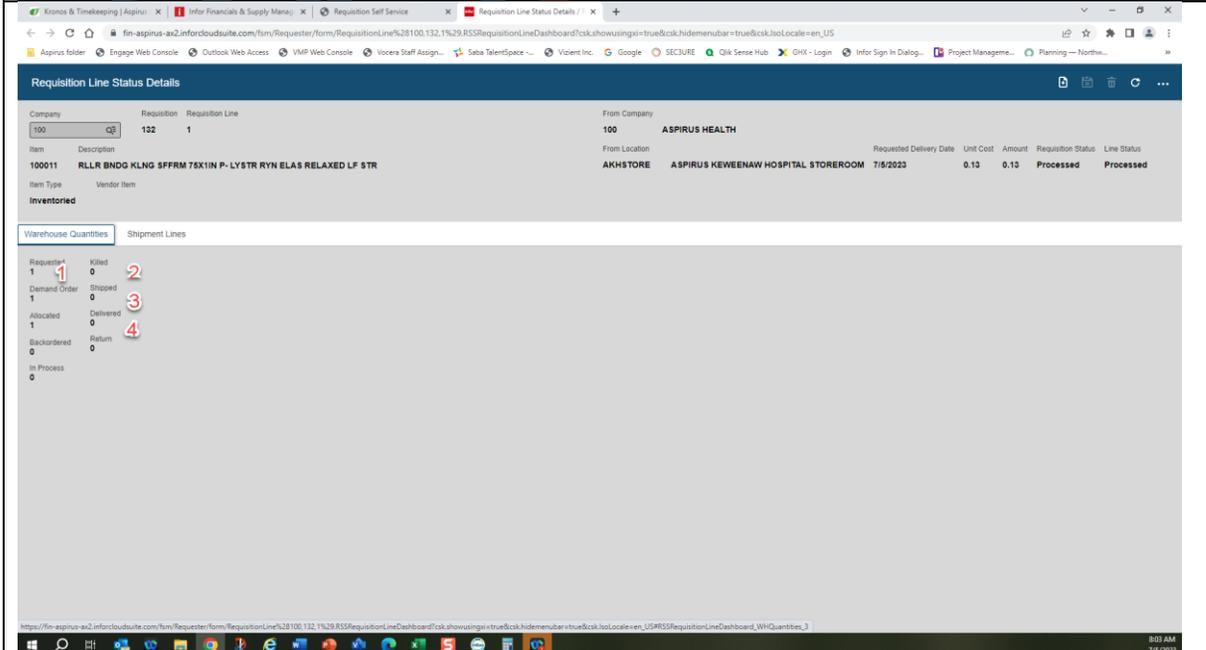
- GRAYBAR ELECTRIC CO INC
- W W GRAINGER INC
- GRAYBAR ELECTRIC PUNCHOUT
- GRAINGER PUNCHOUT

From Requisition Self Service

- Click on the Request you are needing status



- Click into 'View requisition line details' for each item you want status



A new Internet window will display line details

1. Amount Requested
2. Amount Storeroom canceled
3. Amount Shipped
4. Amount Delivered

# Special (Rogue) Item Order Requests

Use this request method as a last resort if you cannot find your item in a storeroom or in a catalog.

The screenshot shows the 'Buyer' role interface. The left sidebar has a red arrow pointing to the 'Requester' role. The main area contains several panels: 'Quick Links' with buttons for Purchase Requests, Purchase Orders, Receiving, Contracts, Vendor Returns, and Review My Messages; 'New Requests' with buttons for Request Vendor, Request Item, Request Item Location, and Request Invoice Payment; 'Open Purchase Requests' showing two items from ASPIRUS INC; 'Unreleased Purchase Orders' showing three items from ASPIRUS INC and MEDLINE INDUSTRIES INC; 'Unapproved Purchase Orders' showing 'No purchase orders to review'; 'Past Delivery Date' showing two items from ASPIRUS INC; 'Unreleased Buyer Messages' showing two items from ASPIRUS INC; and 'Vendor Returns' showing two items from MEDLINE INDUSTRIES INC and CARDINAL HEALTH LLC.

- Log into FSM
- Select Requester Role

The screenshot shows the 'Requester' role interface for Julie Trudeau. The left sidebar has a red arrow pointing to 'Requestion Self Service'. The main area is divided into several sections: 'My Requisition Lines Past Requested Delivery Date' with a table of requisition lines; 'Requisitions Needing Approval' showing 'No Requisitions Available'; 'Unreleased Requisitions' with a table of requisitions; and 'Supplier Requisitions To Review' with a table of supplier requisitions.

Comp...	Requ...	Line	Items	Vendor Item	Description
100	22	1	85046	85046	masks
100	22	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	22	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	23	1	85046	85046	masks
100	23	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	23	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	102	1	112417	294785	SCR XTRNFX SCHNZ SS 175X5MM HPP CNDV
100	122	1	CM1518P	CM1518P	special order

Comp...	Re...	Request...	Creation Date	Requ...	Vendor	Total	Curr...
100	205	11010011210	4/6/2023 11:45:49 AM			0.00	USD
100	203	11010011210	4/6/2023 11:29:14 AM			0.00	USD
100	195	10011004700	4/5/2023 11:05:59 AM			0.00	USD
100	181	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	110100112700	4/4/2023 1:22:07 PM			11.51	USD
100	157	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	153	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	137	36013603700	3/30/2023 10:33:50 AM			3.60	USD

Comp...	Re...	Vendor	Created By	Requ...	Requesting...	Creation Date	Requ...
100			Nathaniel Lindsay	281	11010013000-80	4/13/2023 1:53:15 PM	

- Select Requisition Self Service (RSS)



My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

- Select Profile Button  
Located on the upper right of page

My Profile | 100 - ASPIRUS HEALTH | TRUDEAU, JULIE

Company: 100 - ASPIRUS HEALTH | Requesting Location: 11010011130 - AWH-MEDICALP

Deliver From Company: 100 - ASPIRUS HEALTH | Deliver From Location: AWHDOCK - ASPIRUS WAUSA

Requested Delivery Date: | Deliver To: | Priority: | Comment Type: Print on Internal Documents

Vendor: | Vendor Purchase From: | Single Document To A Purchase order: Not Applicable

Buyer: | Requisition Description:

Distribution Account

Company	Location	Department	Account
110 - ASPIRUS WAUSAU HOSP	1001 - AWH - HOSPITAL	1130 - MEDICAL/PEDIATRICS	

PO Code: | Bill Code: Normal

- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Enter Deliver to information if special instructions are needed
- Enter Account  
(this is the general ledger account)

**Note:** Commonly used account numbers  
 8050000 - services  
 7200000 = general supplies  
 7600000 = office supplies

**Note:**  
 For urgent overnight deliveries add a 'Requested Delivery Date' of the next day and mark Priority as '1'

← My Profile

Vendor Purchase From Currency Single

Buyer 35903 - MCGRATH, CAROLYN A. Requisition Description Commodity Code

Distribution Account

Company Location Department

110 - ASPIRUS WAUSAU HOSP... 1000 - BALANCE SHEET 7700 - SUPPLY CHA

[Show More](#)

Tax Code PO Code Bill Code

Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information

[Show More](#)

**Create Request**

- Click Create Request  
Located on the bottom of page

☐ Add to Request + New Request ...

Display Only

Document To A Purchase order

Account

N MANAG... Account

- Click Add to Request
- Located on the upper right of page

Request # 348

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the Catalog Shop Punchout Vendors Add from Shopping Lists **Add a Special / Service Item**

**Add a Special or Service Item** Add to Request

Add Item  Add Amount Service Item  Add Quantity Service Item

Item Description \*

Item \*  Vendor Item

Quantity  UOM \*  Cost  Currency  Cost Option

Requested Delivery Date  Deliver To  Priority

Vendor  Vendor Purchase From

Manufacturer  Manufacturer Number

GTIN

Distribution Account

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

[View Request Details](#)  
[Submit Request](#)  
[Delete Request](#)  
[Notes](#)

- Click on Add a Special / Service Item
- Enter Item Description  
Check for pop up for an existing number-review
- Enter Item Number  
(32 character max)
- Enter Vendor Item Number (if different)
- Enter Quantity
- Enter UOM
- Enter Cost – accurate cost is required
- Look Up vendor and select
- Select vendor purchase from  
Only needed if one appears in dropdown list

Request # 348

GL Encumbrance Reference

Deliver From Company  Deliver From Location  Commodity Code

Major Purchase Class  Minor Purchase Class

Tax Code  PO Code  Bill Code

Taxable   Sourcing event required

Notes

**Normal Text**

File Attachment

**Add to Request**

Click Add to Request

- Located on the bottom or top of page

**NOTE:**

If you have a quote for the special order you must attach to the request.

Special / Service Item

[Search](#)

Special  Service

a list of products to add to your Request.

**Tax Total 0.00**  
**Request Total 800.95 USD**  
 17 Items within this Request

		TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
		TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
		TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
		TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
		TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
		TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
		TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

View Request Details  
 Submit Request

When requisition is complete - Click Submit Request

- Located on the bottom right of page

Stock  Non Stock  Special  Service

**Submit this requisition?**

Are you sure you want to submit this requisition?

or keyword to browse a list of products to add to your Request.

Request confirmation window displays

- Click Yes

Quantity / UOM	Cost	Total	Status
72 / KT - KIT	72.00	5184.00	USD Unreleased

Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

Budget Edits in progress appears

- Click Return to Request Detail

← Request # 260

100 ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	<a href="#">KT IMM ARCTCT ASB</a> <a href="#">RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD
<b>Tax Total</b>				0.0
<b>Request Total</b>				5184.0

Return to Dashboard

- Click the back arrow in top left corner of page

# Amount Service Request

## Services that are non-contract or a one time occurrence.

The screenshot shows the 'Buyer' role dashboard in Infor Financials & Supply Management. The left-hand navigation menu has 'Requester' selected, highlighted with a red arrow. The main content area includes sections for 'Quick Links', 'New Requests', 'Open Purchase Requests', 'Unreleased Purchase Orders', 'Unapproved Purchase Orders', 'Past Delivery Date', 'Unreleased Buyer Messages', and 'Vendor Returns'.

- Log into FSM
- Select Requester Role

The screenshot shows the 'Requester' role dashboard. The left-hand navigation menu has 'Requester Self Service' selected, highlighted with a red arrow. The main content area features several tables: 'My Requisition Lines Past Requested Delivery Date', 'Requisitions Needing Approval' (which is empty), 'Unreleased Requisitions', and 'Supplier Requisitions To Review'.

Comp...	Requ...	Line	Item	Vendor Item	Description
100	82	1	85046	85046	masks
100	92	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	92	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	93	1	85046	85046	masks
100	98	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	98	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	102	1	112417	294.785	SCR XTRNFX SCHNZ SS 17X5MM HIP CNDY
100	122	1	CM1518P	CM1518P	special order

Comp...	Re...	Requ...	Creation Date	Requ...	Vendor	Total	Curre...
100	205	11010011210	4/6/2023 11:45:49 AM			0.00	USD
100	203	11010011210	4/6/2023 11:29:14 AM			0.00	USD
100	135	10011004700	4/5/2023 11:05:59 AM			0.00	USD
100	181	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	11010012700	4/4/2023 1:22:07 PM			11.51	USD
100	157	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	153	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	137	36013603700	3/26/2023 10:33:50 AM			3.66	USD

Comp...	Re...	Vendor	Created By	Re...	Requesting ...	Creation Date	Requ...
100	20		Nathaniel Lindsay	281	11010013000-BO	4/13/2023 1:53:15 PM	

- Select Requisition Self Service (RSS)

Profile + New Request Receiving



- Select Profile  
Located in the upper right of the page

The screenshot shows two main sections: 'My Quick Links' and 'Punchout Vendors'. 'My Quick Links' includes 'My Shopping Lists', '+ Add a Special / Service Item', 'Propose a Contract', and 'Receiving'. 'Punchout Vendors' is currently empty. On the left, there are three summary cards for 'T IMM ARCTCT ASB RGT ...' with details like 'reation Date' and 'equest #'. Below these is a 'ial / Service' section with a date 'e: 11/7/2022'.

The screenshot shows the 'New Request' form with several fields highlighted by red arrows. The 'Company' field is set to '100 - ASPIRUS HEALTH'. The 'Requesting Location' field is empty. The 'Deliver From Company' and 'Deliver From Location' fields are empty. The 'Requested Delivery Date' field is empty. The 'Vendor' field is empty. The 'Buyer' field is empty. The 'Distribution Account' section has 'Company' set to '100 - ASPIRUS HEALTH', 'Location' set to '100 - ASPIRUS HEALTH', 'Department' set to '100 - ASPIRUS HEALTH', and 'Account' set to '100 - ASPIRUS HEALTH'. The 'PO Code' field is empty. The 'Bill Code' field is set to 'Normal'.

- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Add Requested Delivery Date  
(end date of the service)
- Enter vendor
- Enter buyer  
**Always select buyer – '35903-Mcgrath, Carolyn'**
- Enter Account or select the general ledger account

**Note:** Use account number- 8050000 = services

← My Profile

Vendor Purchase From Currency Single

35903 - MCGRATH, CAROLYN A. Requisition Description Commodity Code

Distribution Account

Company Location Department

110 - ASPIRUS WAUSAU HOSP... 1000 - BALANCE SHEET 7700 - SUPPLY CHA

[Show More](#)

Tax Code PO Code Bill Code

Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information [Show More](#)

**Create Request**

- Click Create Request  
Located on the bottom of page

**Add to Request + New Request**

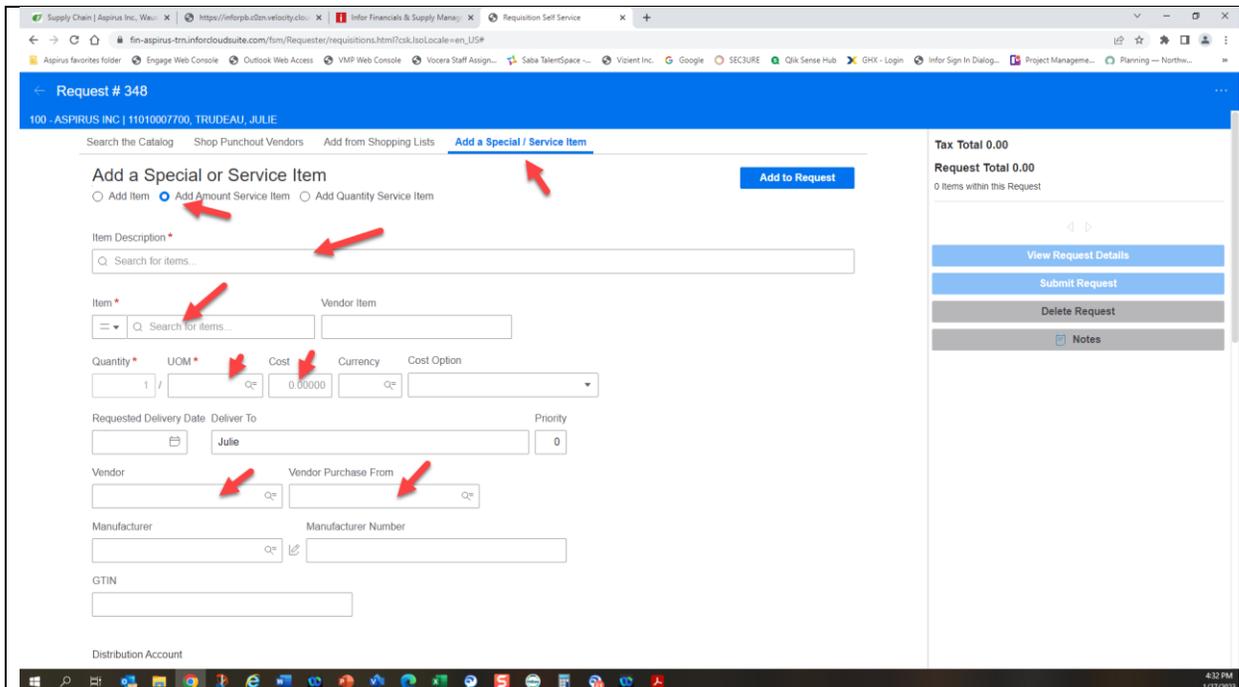
Display Only

Document To A Purchase order

Account

N MANAG...

- Click Add to Request  
Located in the upper right of page

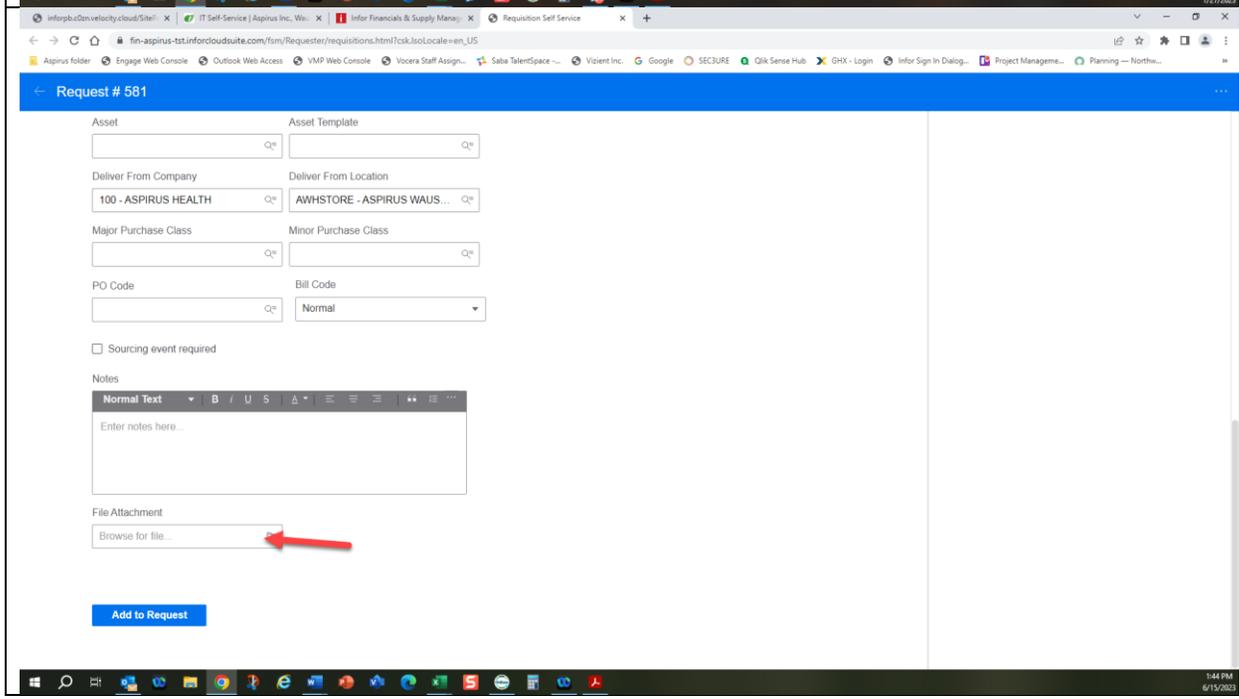


**Click Add a Special / Service Item**

- Click Add Amount Service Item
- Enter Item Description (select NO for found items)
- Enter Item Number (use quote number)
- Enter UOM EA-for amount service
- Enter Cost Total for service duration

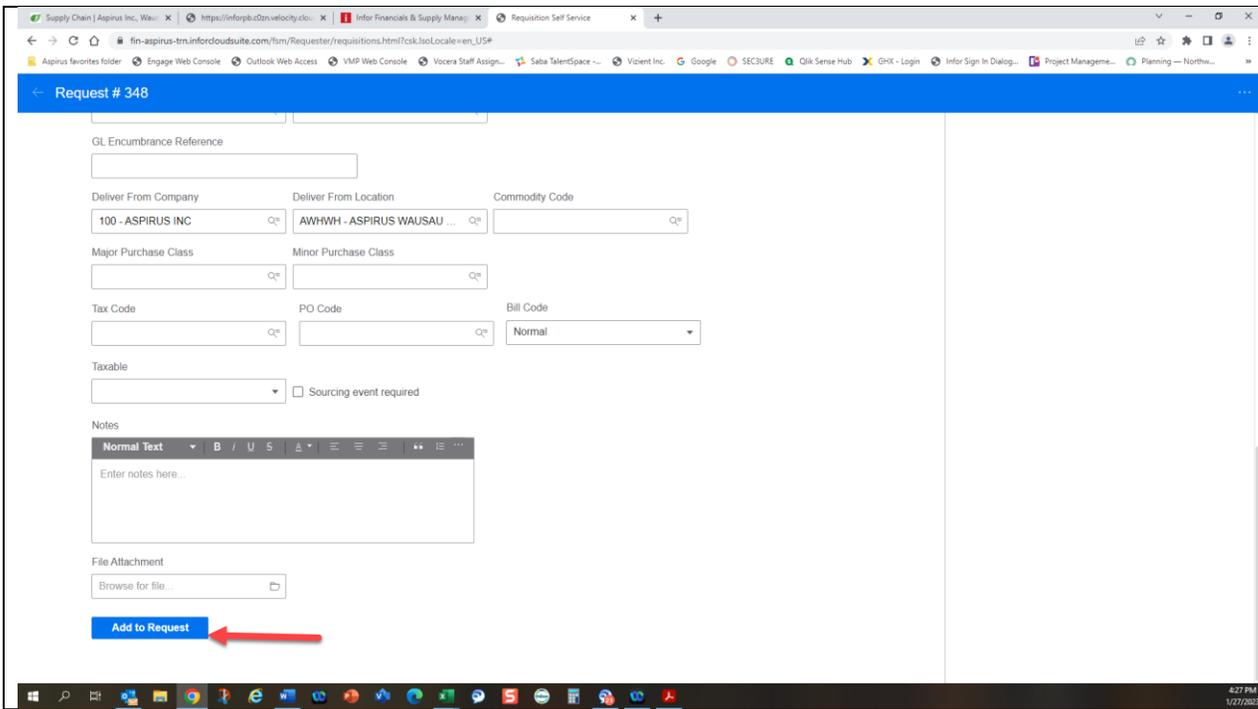
**Note:** You may see a pop up noting FSM found a similar item. Click NO on this pop up.

**Note:** If using Quantity Service enter correct UOM from dropdown and cost should be per UOM not total

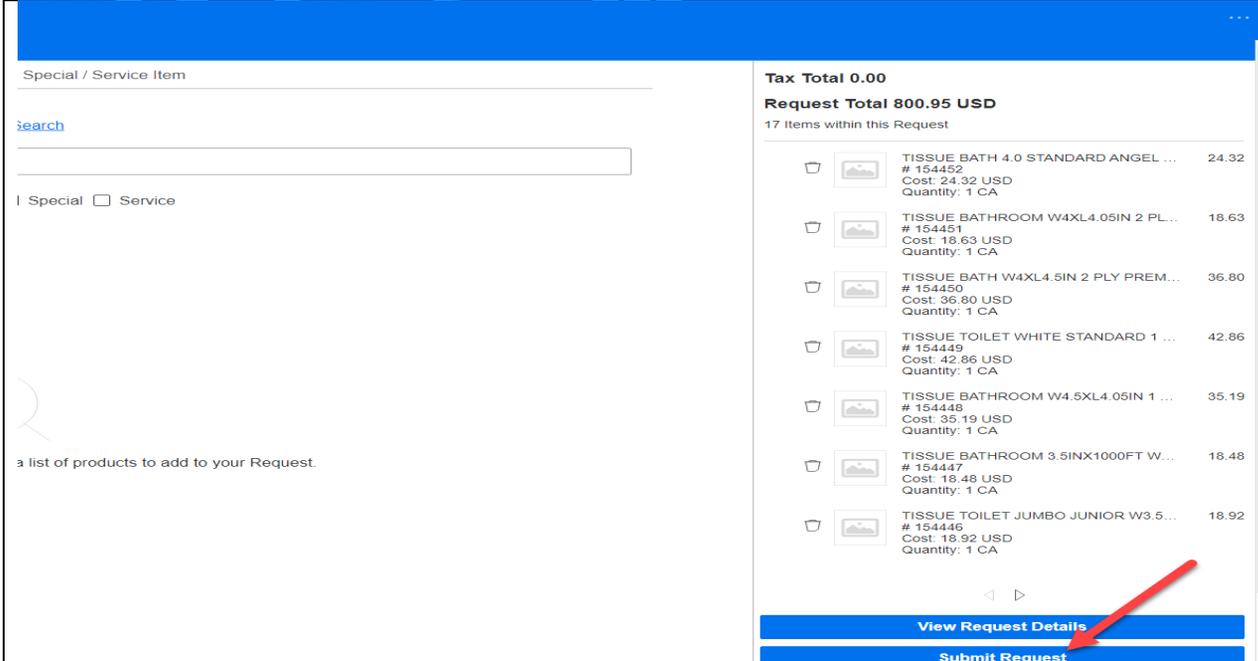


**All Service order requests require a quote/statement of work**

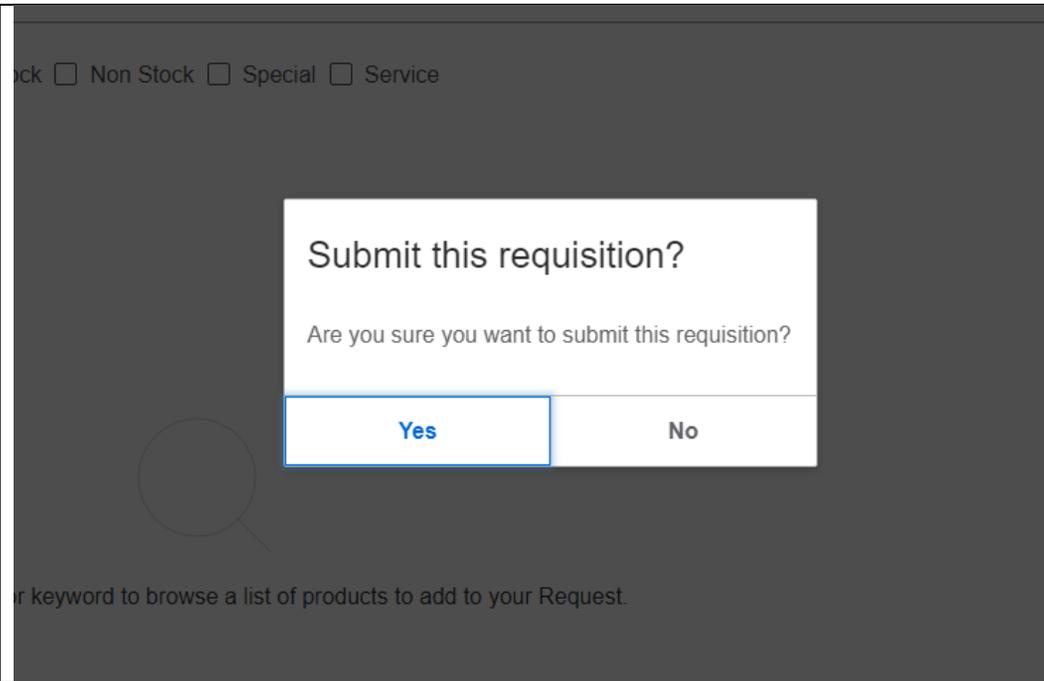
- Click the folder in 'File Attachment'
- Browse to locate your quote or statement of work
- Attach to request



- Click Add to Request button  
Click on button on bottom left of page

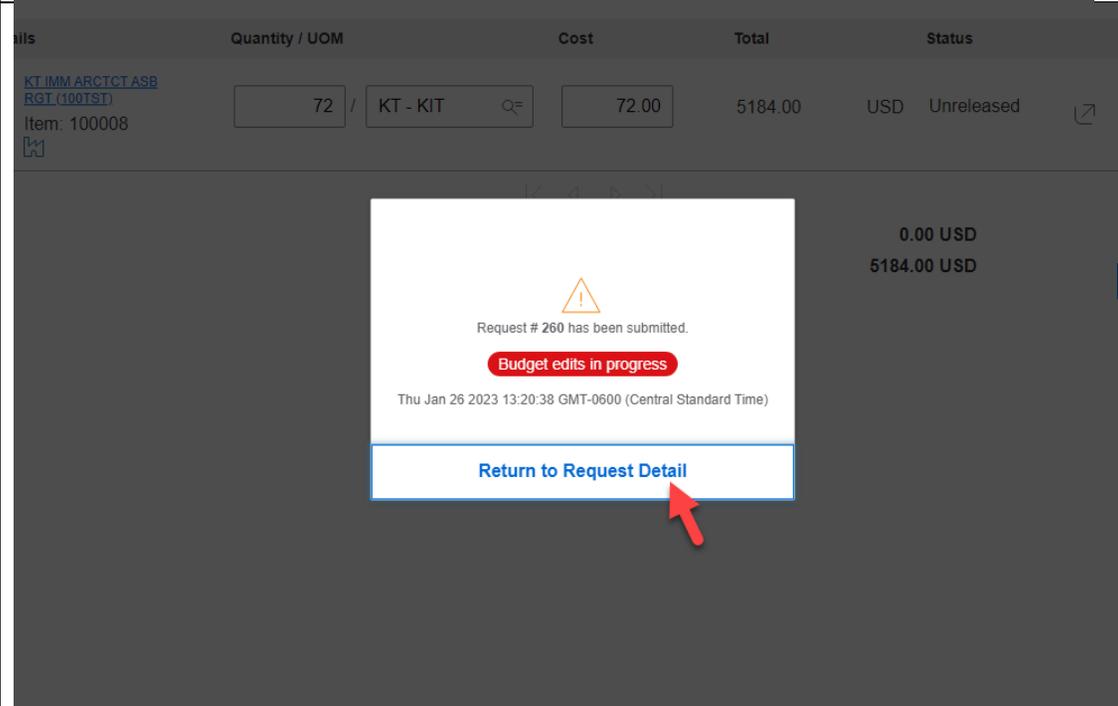


- When requisition is complete Click Submit  
• Located on the bottom right of page



Request confirmation window appears

- Click Yes



If Budget Edits in progress appears

- Click Return to Request Detail



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008 	72 / KT - KIT	72.00	5184.00 USD
<b>Tax Total</b>				0.0
<b>Request Total</b>				5184.0

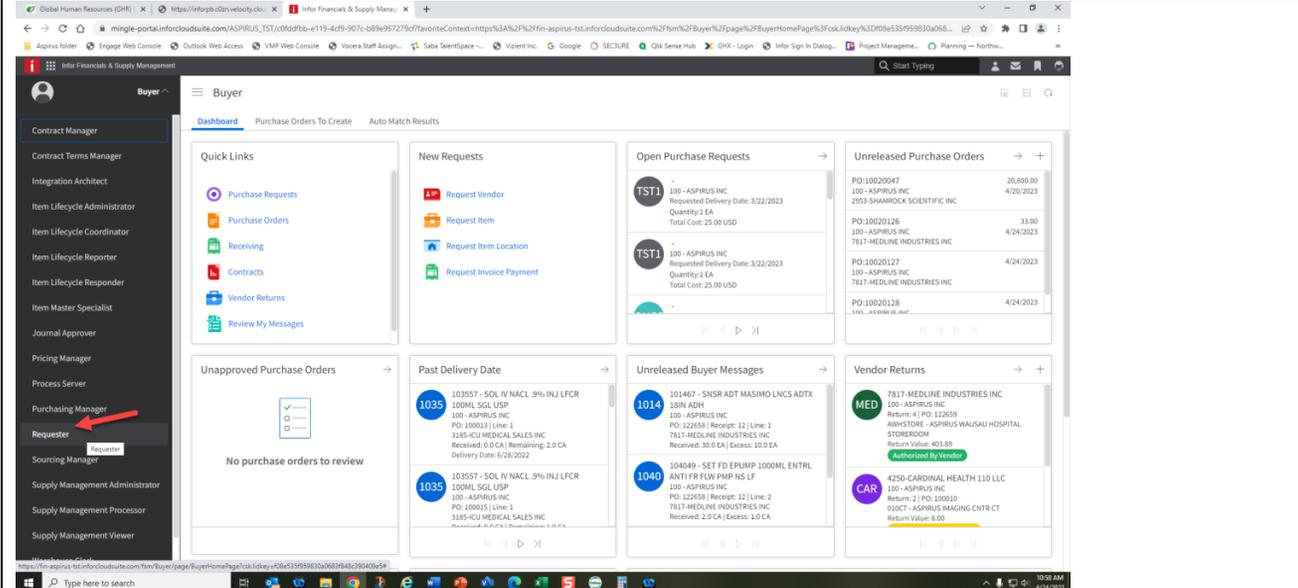
Return to Dashboard

- Click back arrow in top left of page

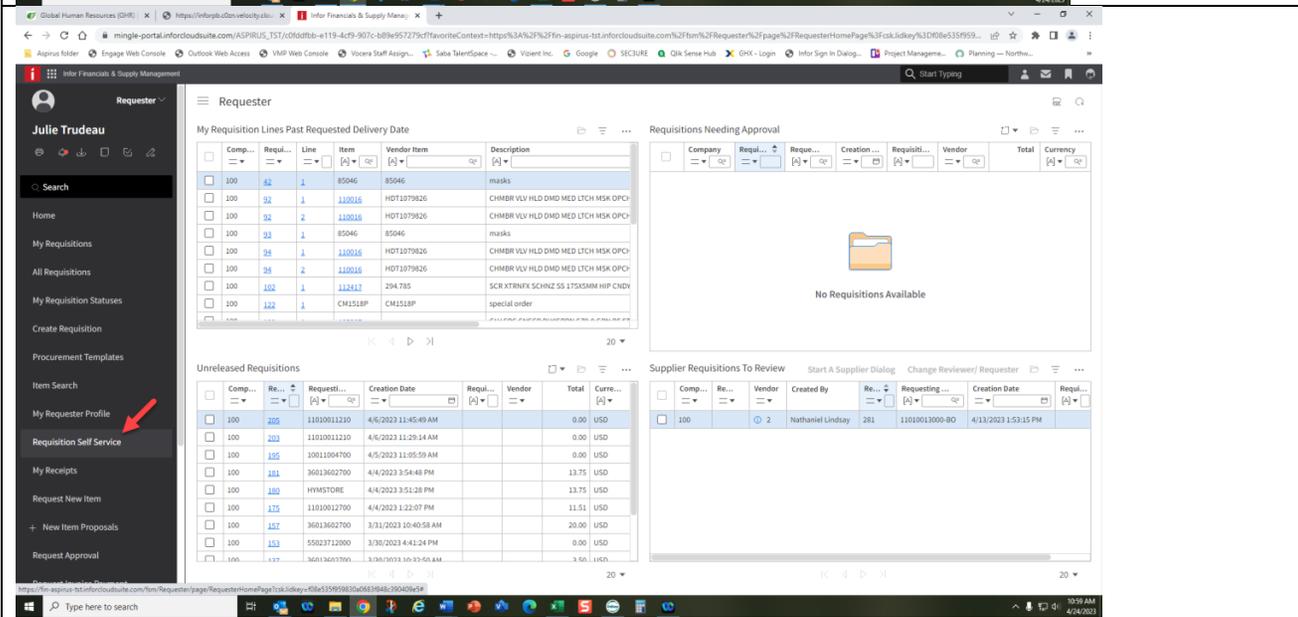
# Capital Order Request

Prior to submitting an order request you must have the following: local finance approval, proper signatures and a project number. All paperwork submitted to finance must be attached to order request. Quotes must have 10 days or more left to expiration date.

When needing a change order to a Capital Request – email the buyer directly at [capitalbuyers@aspirus.org](mailto:capitalbuyers@aspirus.org). Do not submit in FSM

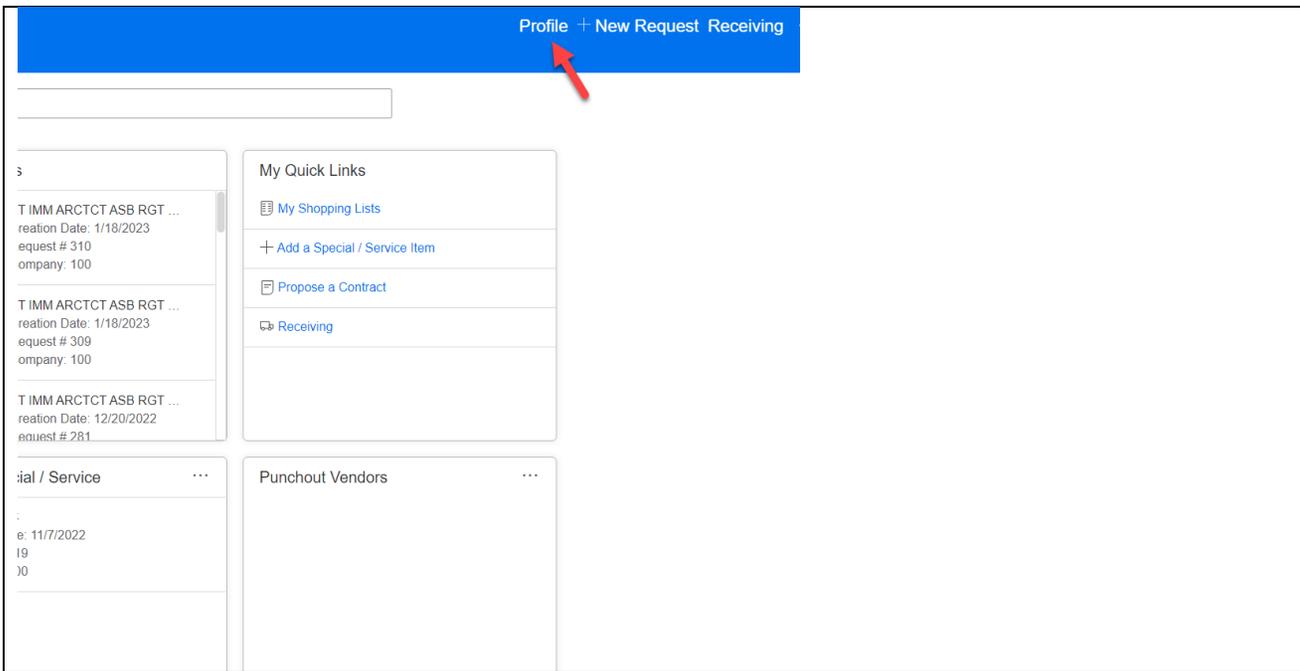


- Log into FSM
- Select Requester Role



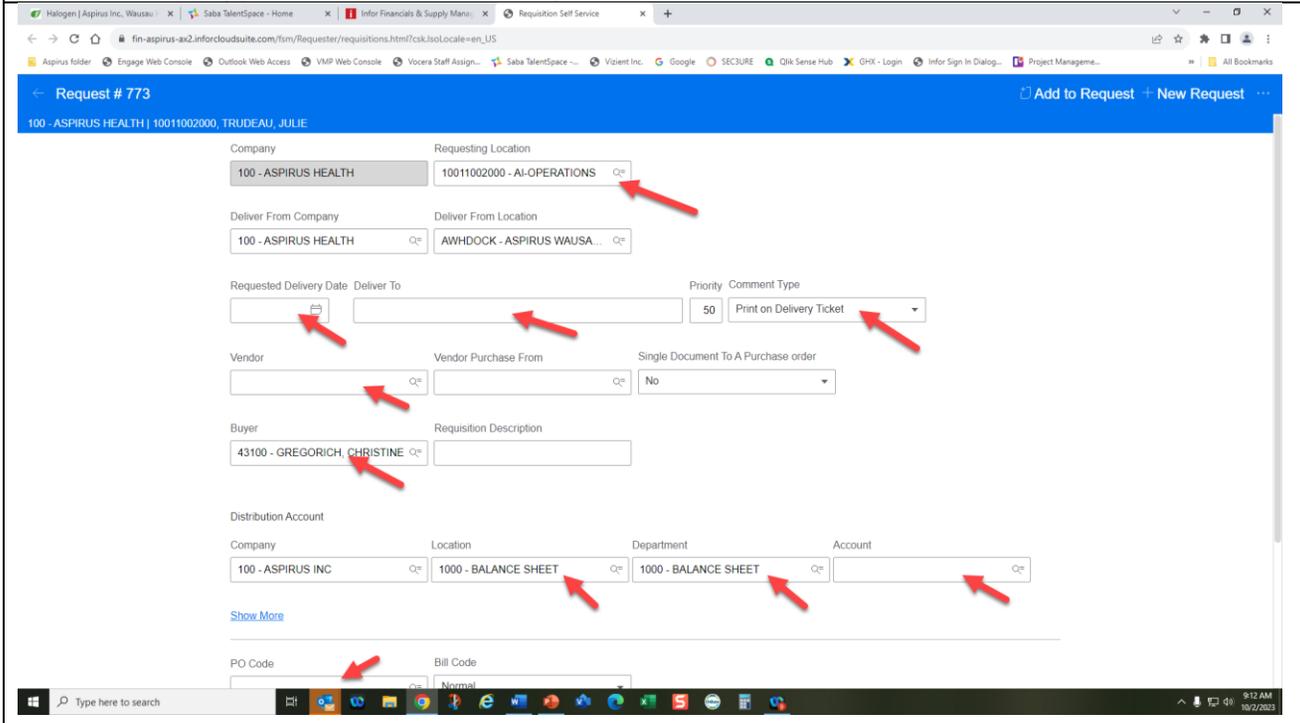
- Select Requisition Self Service (RSS)

**Note:** when requesting a capital purchase with a service plan included – 2 order requests are required. Split quote into a capital request for equipment and a service request.



### Select Profile button

- Located in the upper right side of the page



- Enter or Select Requesting Location
- Enter Requested Delivery Date  
Deliverable – enter date needed  
Service – enter end date of project
- Enter Deliver to Information – if needed
- Change Comment Type to  
'Print on Delivery Ticket'
- Enter Vendor
- Enter vendor purchase from  
(if available in search)
- Enter Buyer  
**Always select buyer '43100 – Gregorich, Christine'**

### Distribution Account use the following:

- Enter Company from dropdown list
- Location must be 1000
- Department must be 1000
- Account  
1330000 – Capital Equipment Holding  
1340000 – Construction in Progress

- Select PO Code = CAP
- Click Show More

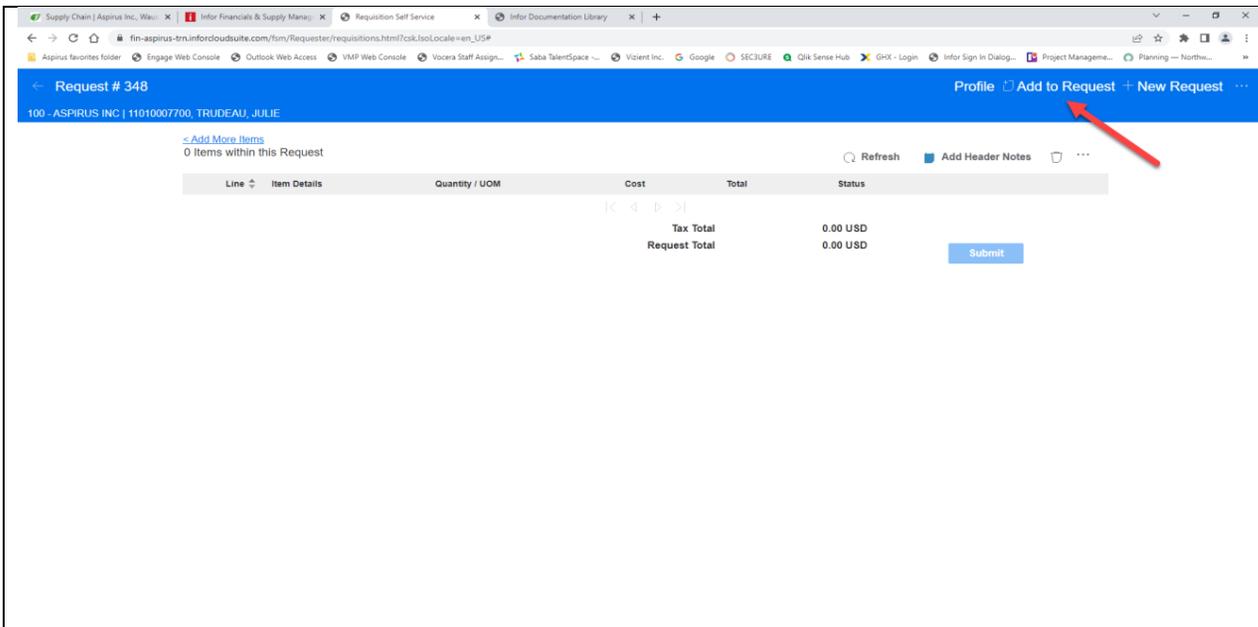
The screenshot shows the 'My Profile' page in the Requisition Self Service application. The page includes the following fields and options:

- Requested Delivery Date: [Dropdown]
- Deliver To: [Dropdown]
- Priority: [Dropdown]
- Comment Type: [Dropdown]
- Print on Internal Documents: [Button]
- Vendor: [Dropdown]
- Vendor Purchase From: [Dropdown]
- Single Document To A Purchase order: [Dropdown, value: Not Applicable]
- Buyer: [Dropdown]
- Requisition Description: [Text Field]
- Distribution Account:
  - Company: [Dropdown]
  - Location: [Dropdown]
  - Department: [Dropdown]
  - Account: [Dropdown]
- Project: [Dropdown] (indicated by a red arrow)
- Financial Class: [Dropdown]
- Provider: [Dropdown]
- Show Less: [Link]
- PO Code: [Dropdown]
- Bill Code: [Dropdown, value: Normal]

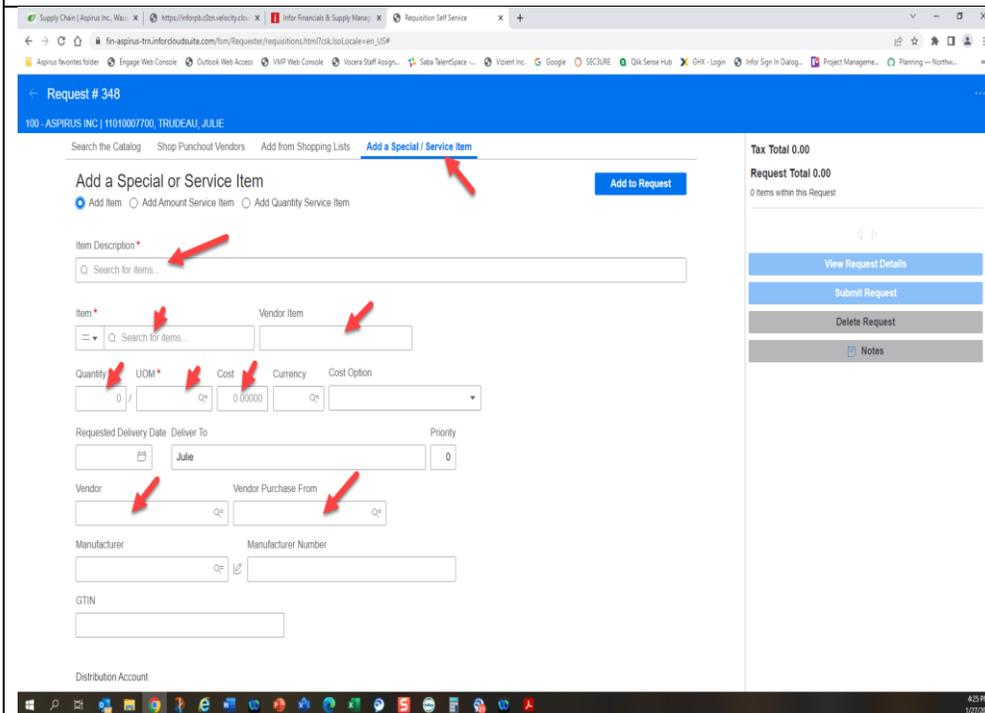
- Select Project number from list  
(this number is provided by accounting)
- Click Create request – bottom of screen

**Note:**

All locations now require project numbers for capital purchases.



- Click Add to Request button



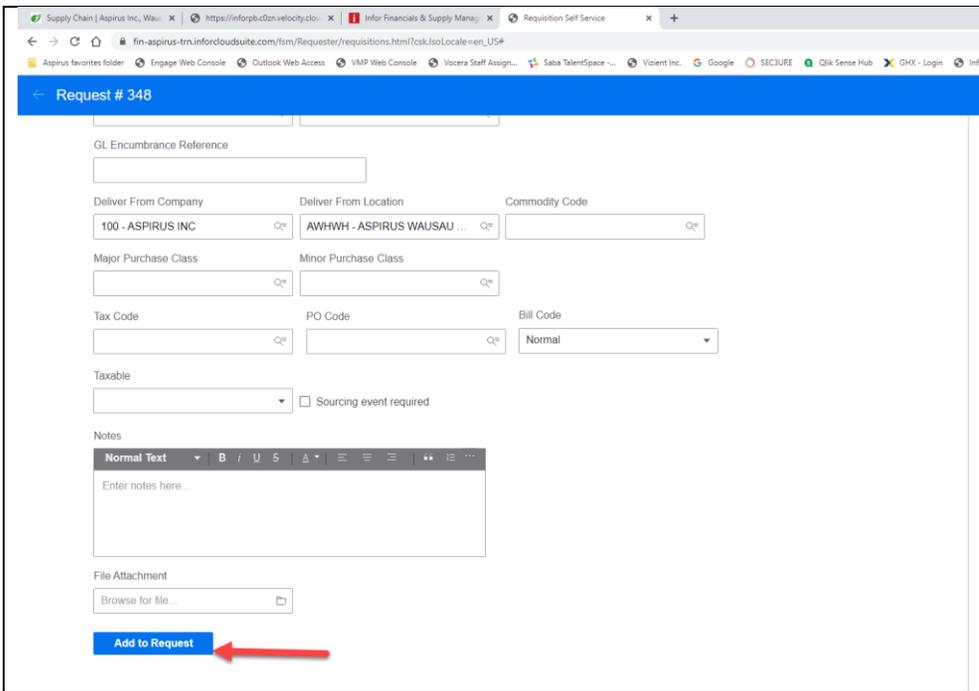
- Click add a Special / Service Item and then enter the following  
 Item Description  
 Item Number – use quote number  
 Vendor Item (if different)  
 Quantity  
 Unit of Measure (UOM)  
 Cost

**Note:**

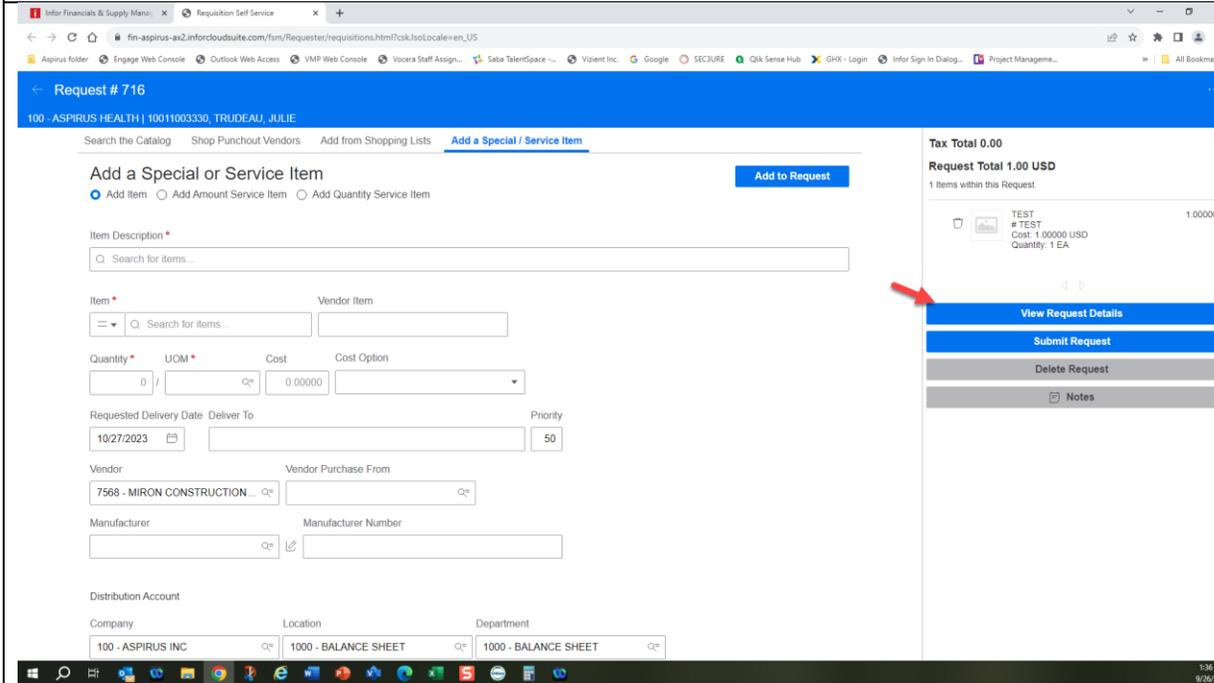
If you receive a found catalog item pop up click NO.

When working with a quote that contains more than 10 lines please create 1 line for the quote number and total dollars of the quote. Do not break it into multiple line items.

Attachments will be done at header level. Do not attach here.



- Click Add to Request button  
Located on the bottom left of page



All Capital requests must include signed quotes and SBARF

- Click View Request Details

Request # 716

100 - ASPIRUS HEALTH | 10011003330, TRUDEAU, JULIE

1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	TEST Item: TEST	1 / EA-EACH	1.00000	1.00000 USD	Unreleased

Tax Total: 0.00 USD  
Request Total: 1.00 USD

Buttons: Add Header Notes, Submit

- Click Add Header Notes

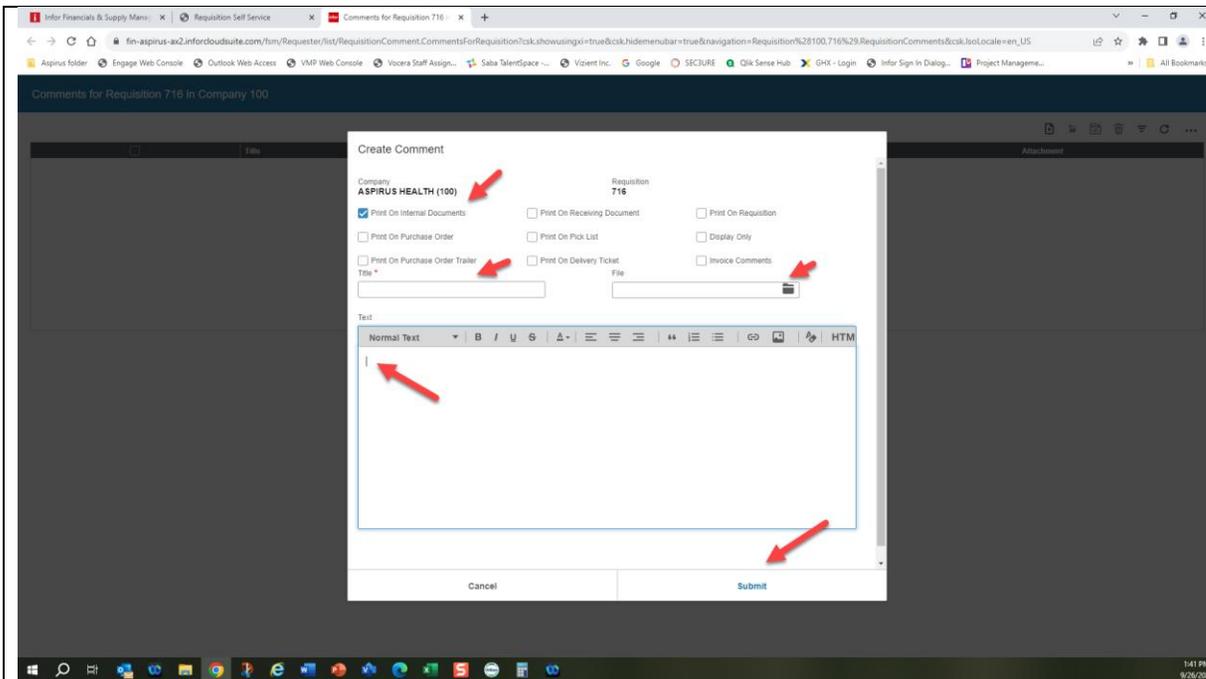
Comments for Requisition 716 in Company 100

Title	Comment Type	Attachment
No Data Available		

- Click the Create icon (square with + sign)

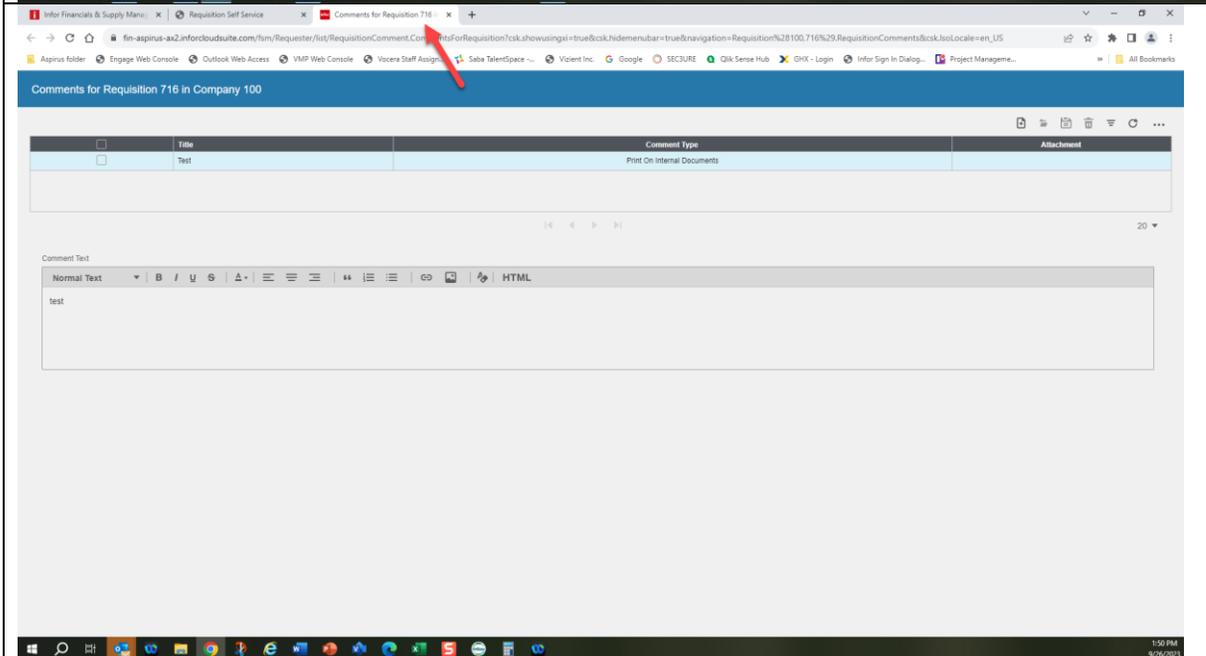
**Note:**

Add each document as a separate attachment. i.e., quote, SBAR, comments to buyer (representative information and who to copy on order), etc.

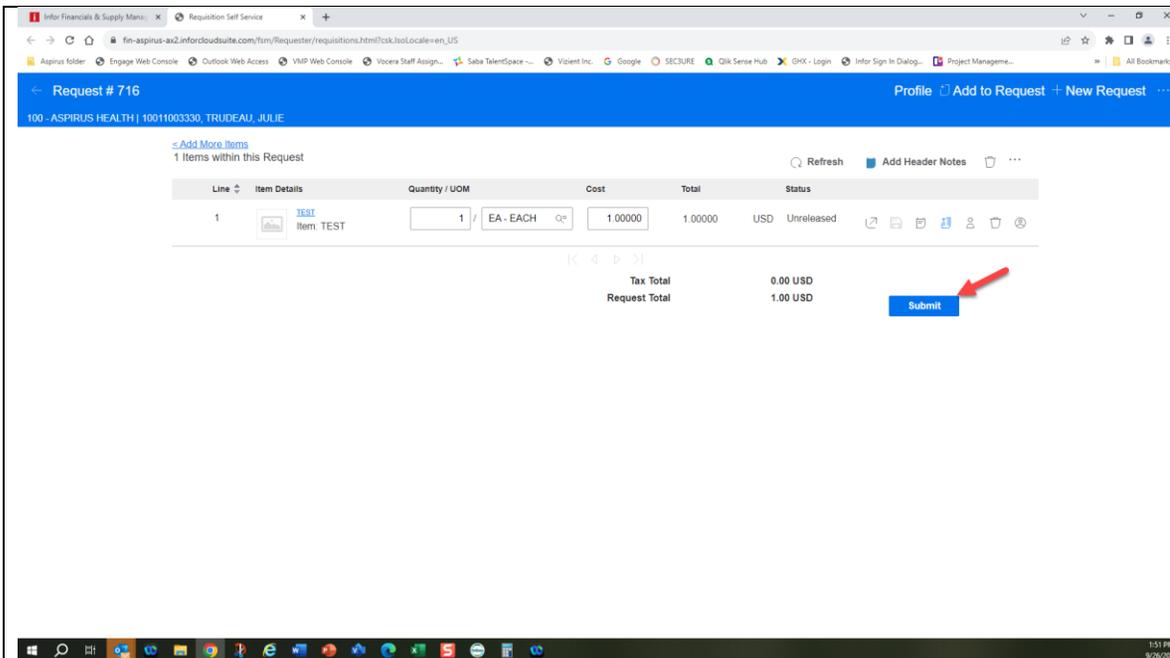


- Select the location for your comment or attachment
- Create a title
- Locate the file
- Type any comments in box  
Comment must include the name of vendor representative for order with email
- Click submit

**Note:** Attachments that are required include current Quote (not expired), SBAR, and Capital Approval

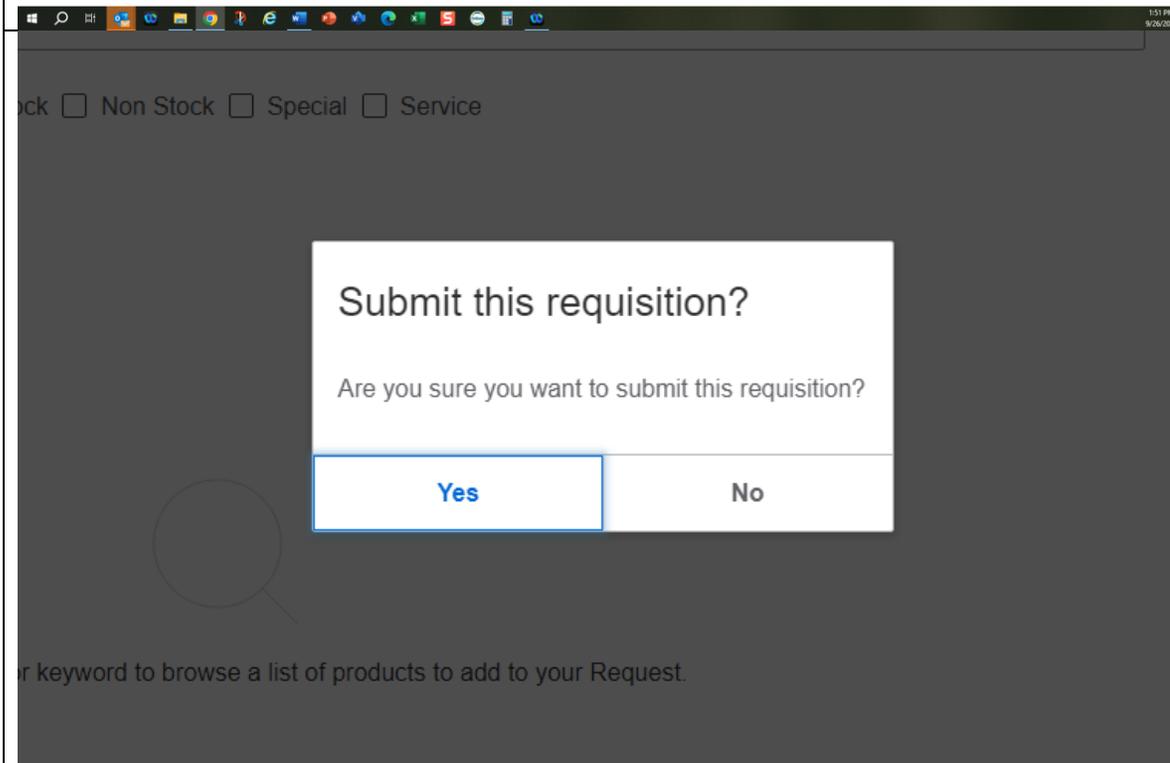


- Close the internet tab



When requisition is complete

- Click Submit Request – located on the bottom right of page



Request confirmation window appears

- Select Yes

Quantity / UOM	Cost	Total	Status
72 / KT - KIT	72.00	5184.00	USD Unreleased

Item: 100008



Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

0.00 USD  
5184.00 USD

### Budget Edits in progress appears

- Click Return to Request Detail

← Request # 260

100 ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD

Tax Total 0.0

Request Total 5184.1

- Click return to Dashboard  
Click the back arrow in top left corner of page

## Bill and Replace Request

This order request is for departments with onsite vendor owned products. i.e., OR, CATH Lab. These requests must be done with FSM numbers not manufacturer numbers.

The screenshot displays the 'Buyer' dashboard in the Infor Financials & Supply Management system. The left-hand navigation menu includes roles such as Contract Manager, Integration Architect, and Requester. A red arrow points to the 'Requester' role. The main dashboard area is divided into several sections:

- Quick Links:** Purchase Requests, Purchase Orders, Receiving, Contracts, Vendor Returns, Review My Messages.
- New Requests:** Request Vendor, Request Item, Request Item Location, Request Invoice Payment.
- Open Purchase Requests:** Two requests from TST1 for ASPIRUS INC, each with a total cost of 25.00 USD.
- Unreleased Purchase Orders:** Three orders from ASPIRUS INC and MEDLINE INDUSTRIES INC.
- Unapproved Purchase Orders:** No purchase orders to review.
- Past Delivery Date:** Two orders from ASPIRUS INC with delivery dates in 2022.
- Unreleased Buyer Messages:** Three messages from ASPIRUS INC.
- Vendor Returns:** Two returns from MEDLINE INDUSTRIES INC and CARDINAL HEALTH 110 LLC.

- Log into FSM
- Select Requester Role

- Select Requisition Self Service (RSS)

The screenshot shows the 'Requisitioner' interface for Julie Trudeau. The left sidebar contains navigation links such as 'Home', 'My Requisitions', 'All Requisitions', 'My Requisition Statuses', 'Create Requisition', 'Procurement Templates', 'Item Search', 'My Requisitioner Profile', 'Requisition Self Service' (highlighted in blue with a red arrow), 'My Receipts', 'Request New Item', and '+ New Item Proposals'. The main content area is divided into four sections: 'My Requisition Lines Past Requested Delivery Date' (a table with columns for Company, Requisition, Line, Item, Vendor Item, and Description), 'Requisitions Needing Approval' (a table with a 'No Requisitions Available' message), 'Unreleased Requisitions' (a table with columns for Company, Requisition, Request, Creation Date, Requisition, Vendor, Total, and Currency), and 'Supplier Requisitions To Review' (a table with columns for Company, Requisition, Vendor, Created By, Requisition, Requesting, and Creation Date).

Profile + New Request Receiving

Select Profile

- Located in the upper right of page

The screenshot shows the user profile page. At the top, a blue bar contains the text 'Profile + New Request Receiving' with a red arrow pointing to the 'Profile' link. Below this are several widget sections: 'My Quick Links' with links for 'My Shopping Lists', 'Add a Special / Service Item', 'Propose a Contract', and 'Receiving'; 'Punchout Vendors'; and a list of requisitions with details like 'requisition Date: 1/18/2023' and 'company: 100'.

← My Profile

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Company: 100 - ASPIRUS INC

Requesting Location: 11010007700 - AWH-PURCHASI...

Deliver From Company: 100 - ASPIRUS INC

Deliver From Location: AWHWH - ASPIRUS WAUSAU ...

Requested Delivery Date:

Deliver To:

Priority:

Comment Type: Display Only

Vendor:

Vendor Purchase From:

Currency:

Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A.

Requisition Description:

Commodity Code:

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP...

Location: 1000 - BALANCE SHEET

Department: 7700 - SUPPLY CHAIN MANAG...

Account:

[Show More](#)

- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Enter Requested Delivery Date (optional)
- If Overnight – enter '1' in the Priority field
- Enter Deliver to information if special instructions are needed

Infor Financials & Supply Management | Requisition Self Service

← My Profile + New Request

Company: 100 - ASPIRUS HEALTH

Requesting Location: AWHDOCK - ASPIRUS WAUSAU ...

Requested Delivery Date:

Deliver To:

Priority:

Comment Type: Print on Internal Documents

Vendor:

Vendor Purchase From:

Single Document To A Purchase order: Not Applicable

Buyer:

Requisition Description:

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP...

Location: 1001 - AWH - HOSPITAL

Department: 1190 - REHAB

Account:

[Show More](#)

PO Code:

Bill Code: Bill And Replace

Sourcing event required

[Create Request](#)

11:22 AM 7/24/2023

- Select Bill Code of 'Bill And Replace'

My Profile New Request

Vendor: [ ] Vendor Purchase From: [ ] Currency: [ ] Single Document To A Purchase order: [ Not Applicable ]

Buyer: 35903 - MCGRATH, CAROLYN A. [ ] Requisition Description: [ ] Commodity Code: [ ]

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP... [ ] Location: 1000 - BALANCE SHEET [ ] Department: 7700 - SUPPLY CHAIN MANAG... [ ] Account: [ ]

[Show More](#)

Tax Code: [ ] PO Code: [ ] Bill Code: Normal [ ]

Taxable  Sourcing event required  Quote Required

Drop Ship Information [Show More](#)

[Create Request](#)

- Enter Requisition Description  
As case number
- Select Bill Code = Bill and Replace

My Profile

Vendor: [ ] Vendor Purchase From: [ ] Currency: [ ] Single Document To A Purchase order: [ Not Applicable ]

Buyer: 35903 - MCGRATH, CAROLYN A. [ ] Requisition Description: [ ] Commodity Code: [ ]

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP... [ ] Location: 1000 - BALANCE SHEET [ ] Department: 7700 - SUPPLY CHA [ ]

[Show More](#)

Tax Code: [ ] PO Code: [ ] Bill Code: Normal [ ]

Taxable  Sourcing event required  Quote Required

Drop Ship Information [Show More](#)

[Create Request](#)

Click Create Request

- Located on the bottom of page

Request # 354 Add to Request + New Request

0 Display Only

Vendor Purchase From Currency Single Document To A Purchase order

Buyer 35903 - MCGRATH, CAROLYNA Requisition Description Commodity Code

Distribution Account

Company Location Department Account

110 - ASPIRUS WAUSAU HOSP... 1000 - BALANCE SHEET 7700 - SUPPLY CHAIN MANAG...

Tax Code PO Code Bill Code Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information [Show More](#)

[Update Request](#) [Add Patient Procedure Info](#) [User Fields](#) [Add On Charges](#) [Spread Add On Charges](#)

- Click Add Patient Procedure Info On bottom of page

Patient Procedure Information for Requisition 354 Save

**Visit**

Visit Number

Medical Record Number

Case ID

Procedure Procedure Modifier

Procedure Date

Practitioner

**Patient**

Last Name

First Name

Middle Initial

Birthdate Gender

SSN

Coordinating Nurse

**Order**

Sales Representative

Requester

Supplier Order Number

**Item**

User Defined 1

User Defined 2

- Enter Case Id
- Enter Procedure Date
- Enter Practitioner
- Under Sales Representative add email if specific for this request
- Click Save button

**Note:**  
Do not add patient specific information.

☑ Add to Request + New Request ...

Display Only

Document To A Purchase order

Q=

Account

N MANAG... Q=



- Click add to Request button+ Located in the upper right of page

Request # 344

100 - ASPIRUS INC | 11010007700 - TRUDEAU, JULIE

Search the Catalog | Shop Punchout Vendors | Add from Shopping Lists | Add a Special / Service Item

Basic Catalog Search [Switch to Advanced Catalog Search](#)

Search the catalog

Previously Requested Items  Shopping List Items  Stock  Non Stock  Special  Service

Item	Quantity / UOM	Cost	Available	Add to Request
TOL NEW CLN 13X12 58L BT 1-HFELD AB88 Item: 1546991	1 / PK - PACK	3.36	0.0000 PK Stock	+ ☆
BUT 32.0 x 4.00CM AB88B RELD STBL VL00 Item: 1546584	1 / EA - EACH	16.67	0.0000 EA Stock	+ ☆
BLNC STFP 896LL... Item: 1546583	1 / EA - EACH	690.00	0.0000 EA Stock	+ ☆
CANCELLOUSE MORSELS 19M 1-8MM FD Item: 1546581	1 / EA - EACH	780.00	2.0000 EA Stock	+ ☆
CANCELLOUSE MORSELS 39M 1-8MM FD Item: 1546582	1 / EA - EACH	780.00	2.0000 EA Stock	+ ☆

Tax Total 0.00  
Request Total 0.00  
0 items within this Request

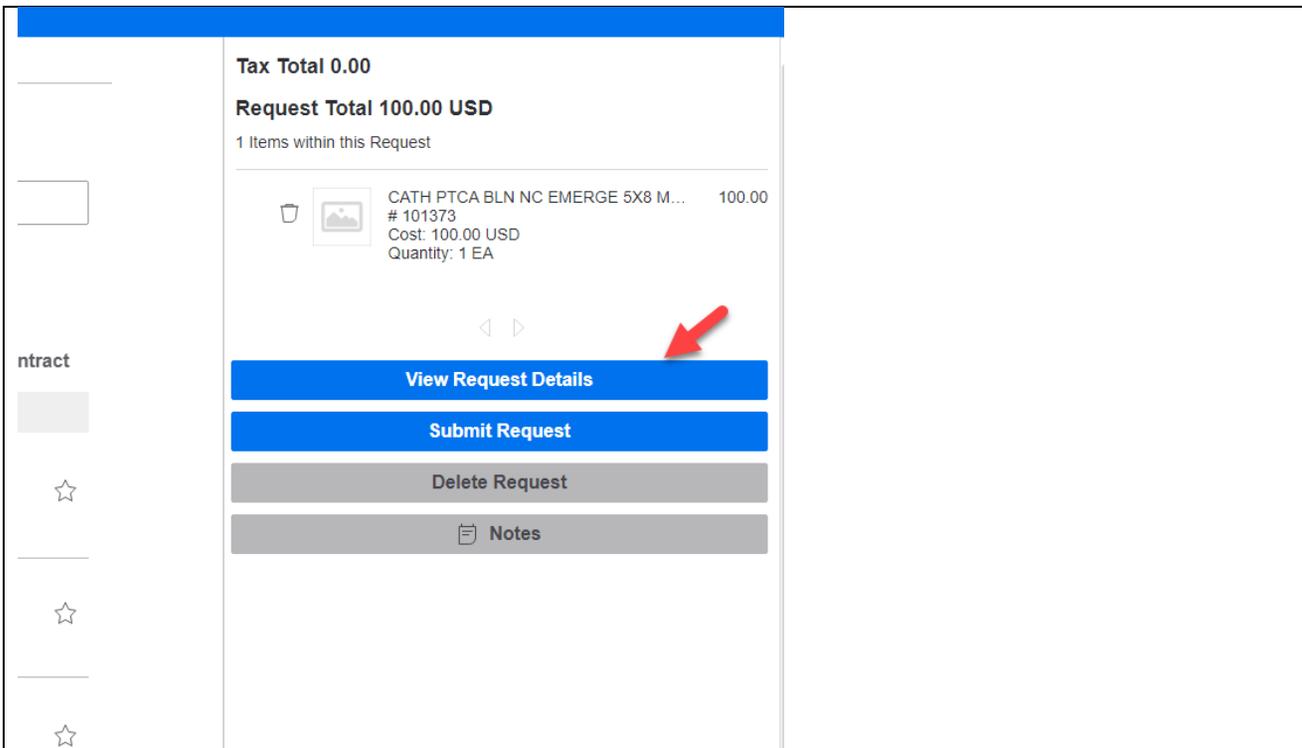
View Request Details  
Submit Request  
Delete Request  
Notes

### Add item from Search Catalog

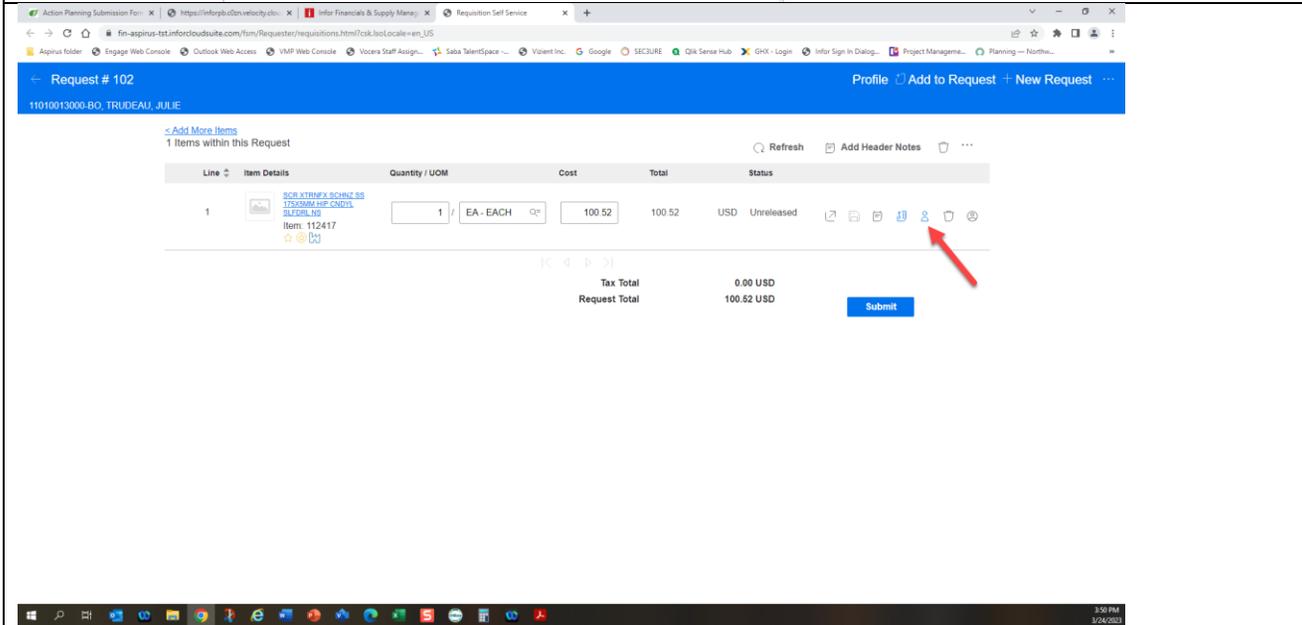
- Search item in search box
- UOM must be each. Change if needed
- Edit quantity of the item
- Click the Add to Request Plus sign on line

**Note:**  
Add all items for 1 procedure and 1 vendor to the same request.

Pricing will update to each when you add item to the cart.



- Click View Request Details



- Click on Patient Procedure Info looks like person to right of line item

**Note:**  
This must be done for each line.

Patient Procedure Information For Requisition 102, Item 112417 In Company 100

Coordinating Nurse

Order

Sales Representative

Supplier Order Number

Requester

Item

UDI

GTIN

Lot

Serial

Manufacturer Code/Division

Manufacturer Number

Manuf Date

Expiration Date

3:52 PM 3/24/2023

- Enter Lot Number
- Enter Serial Number
- Click Save

Special / Service Item

search

Special  Service

a list of products to add to your Request.

Tax Total 0.00

Request Total 800.95 USD

17 Items within this Request

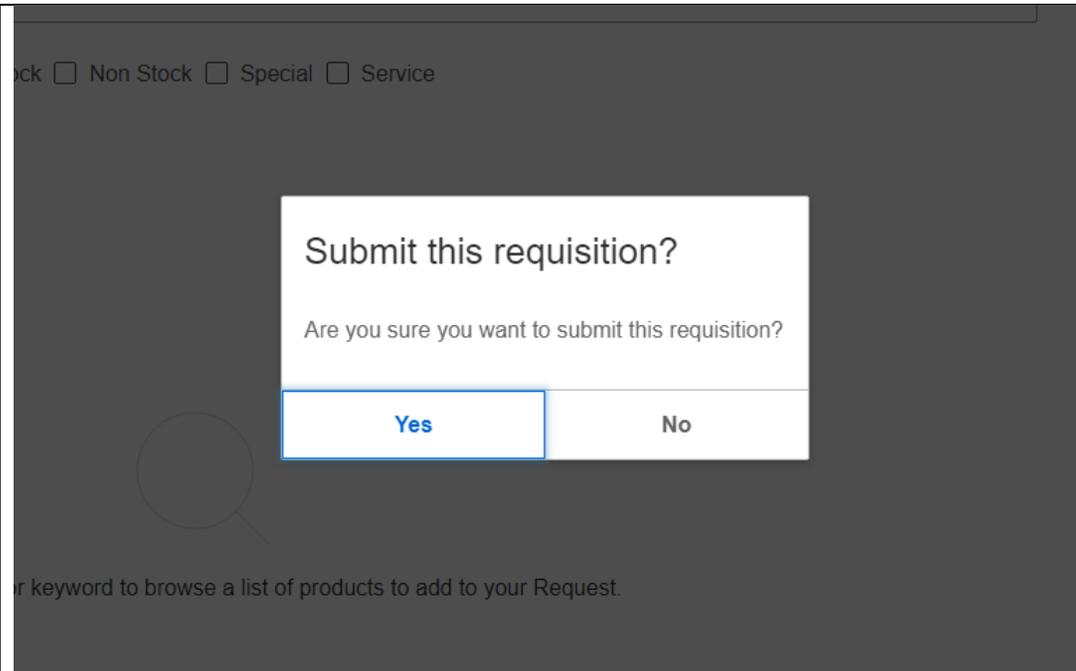
		TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
		TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
		TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
		TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
		TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
		TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
		TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

View Request Details

Submit Request

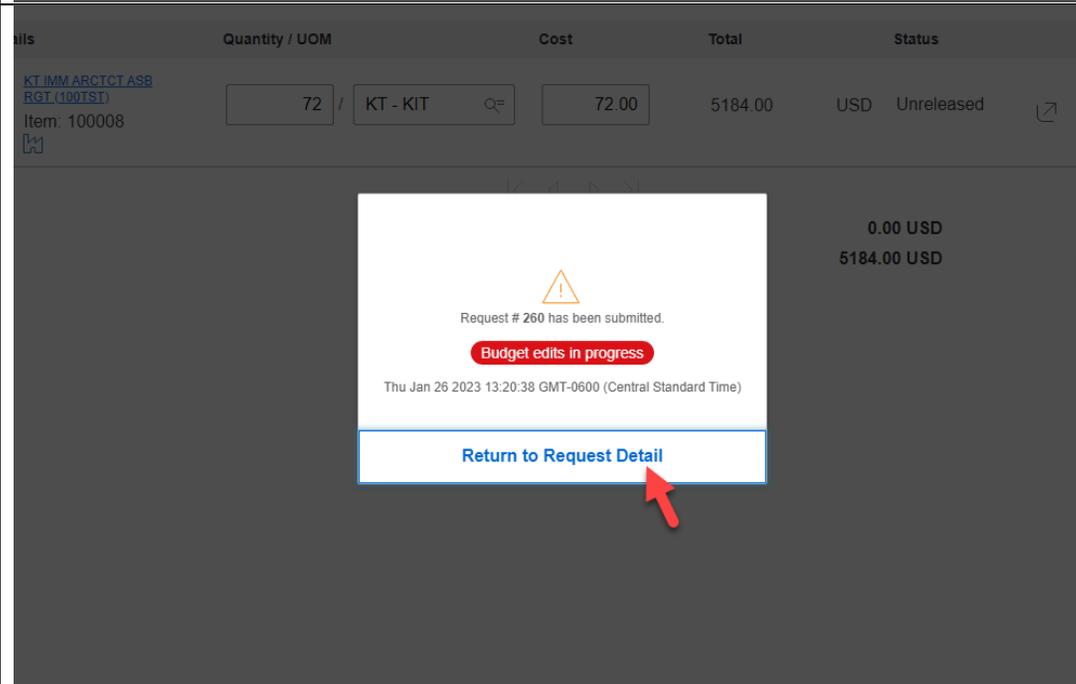
When requisition is complete

- Click Submit  
Located on the bottom left of page



Request confirmation window appears

- Select Yes



Budget Edits in progress appears

- Click Return to Request Detail



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASE RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD
Tax Total				0.1
Request Total				5184.1

Return to Dashboard

- Click the back arrow in top left corner of page

Bill Only Request

This order request type is for vendor supplied product not purchased/received by Aspirus supply chain on a purchase order. i.e., OR, CATH Lab.

**Buyer**

Dashboard | Purchase Orders to Create | Auto Match Results

**Quick Links**

- Purchase Requests
- Purchase Orders
- Receiving
- Contracts
- Vendor Returns
- Review My Messages

**New Requests**

- Request Vendor
- Request Item
- Request Item Location
- Request Invoice Payment

**Open Purchase Requests**

- TST1 - 100 - ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD
- TST1 - 100 - ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD

**Unreleased Purchase Orders**

- PO:10020047 - 20,800.00. 100 - ASPIRUS INC. 2953-SHAMROCK SCIENTIFIC INC. 4/20/2023
- PO:10020126 - 33.00. 100 - ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC. 4/24/2023
- PO:10020127 - 4/24/2023. 100 - ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC.
- PO:10020128 - 4/24/2023. 100 - ASPIRUS INC.

**Unapproved Purchase Orders**

No purchase orders to review

**Past Delivery Date**

- 1035 - 103557 - SOL IV NAEL 9% INJ LFCR 100ML SGL USP. 100 - ASPIRUS INC. PO: 100013 | Line: 1. 3185-ICU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA. Delivery Date: 6/28/2022
- 1035 - 103557 - SOL IV NAEL 9% INJ LFCR 100ML SGL USP. 100 - ASPIRUS INC. PO: 100013 | Line: 1. 3185-ICU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA. Delivery Date: 6/28/2022

**Unreleased Buyer Messages**

- 1014 - 101467 - SNSR ADT MASIMO LNCS ADTX 18RN ADH. 100 - ASPIRUS INC. PO: 122558 | Receipt: 12 | Line: 1. 7817-MEDLINE INDUSTRIES INC. Received: 30.0 EA | Excess: 10.0 EA
- 1040 - 104049 - SET FD EPUMP 1000ML ENTRL ANTI FFR FLW PMP NS LF. 100 - ASPIRUS INC. PO: 122558 | Receipt: 12 | Line: 2. 7817-MEDLINE INDUSTRIES INC. Received: 2.0 CA | Excess: 1.0 CA

**Vendor Returns**

- MED - 7817-MEDLINE INDUSTRIES INC. 100 - ASPIRUS INC. Return: 4 | PO: 122559. AWHSTORE - ASPIRUS WAUSAU HOSPITAL STOREROOM. Return Value: 403.89. Authorized By Vendor.
- CAR - 4250-CARDINAL HEALTH 110 LLC. 100 - ASPIRUS INC. Return: 2 | PO: 100010. 01OCT - ASPIRUS INGING CNTR CT. Return Value: 8.00

**Navigation Menu:**

- Contract Manager
- Contract Terms Manager
- Integration Architect
- Item Lifecycle Administrator
- Item Lifecycle Coordinator
- Item Lifecycle Reporter
- Item Lifecycle Responder
- Item Master Specialist
- Journal Approver
- Pricing Manager
- Process Server
- Purchasing Manager
- Requester** (highlighted with red arrow)
- Sourcing Manager
- Supply Management Administrator
- Supply Management Processor
- Supply Management Viewer

- Log into FSM
- Select Requester Role

**Requester**

My Requisition Lines Past Requested Delivery Date

Comp...	Requ...	Line	Item	Vendor Item	Description
100	22	1	85046	85046	masks
100	22	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	22	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	23	1	85046	85046	masks
100	24	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	24	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPCH
100	102	1	112417	294.785	SCR XTRNFX SCHNZ 55 175XMM HIP CNDN
100	122	1	CM1518P	CM1518P	special order

**Unreleased Requisitions**

Comp...	Re...	Requ...	Creation Date	Requ...	Vendor	Total	Curre...
100	205	11010011210	4/6/2023 11:45:49 AM			0.00	USD
100	203	11010011210	4/6/2023 11:29:14 AM			0.00	USD
100	195	10011004790	4/5/2023 11:05:59 AM			0.00	USD
100	184	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	11010012700	4/4/2023 1:22:07 PM			11.51	USD
100	157	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	153	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	137	36013602700	3/30/2023 10:33:56 AM			3.61	USD

**Supplier Requisitions To Review**

Comp...	Re...	Vendor	Created By	Re...	Requesting...	Creation Date	Requ...
100		Nathaniel Lindsay	281	11010013000-BO		4/13/2023 1:53:15 PM	

**Navigation Menu:**

- Home
- My Requisitions
- All Requisitions
- My Requisition Statuses
- Create Requisition
- Procurement Templates
- Item Search
- My Requester Profile
- Requisition Self Service** (highlighted with red arrow)
- My Receipts
- Request New Item
- + New Item Proposals
- Request Approval

- Select Requisition Self Service (RSS)

Profile + New Request Receiving



- Select Profile button  
Located on the upper right of page

My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

My Profile

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Company: 100 - ASPIRUS INC

Requesting Location: 11010007700 - AWH-PURCHASI...

Deliver From Company: 100 - ASPIRUS INC

Deliver From Location: AWHWH - ASPIRUS WAUSAU ...

Requested Delivery Date: [ ] Deliver To: [ ] Priority: [ ] Comment Type: Display Only

Vendor: [ ] Vendor Purchase From: [ ] Currency: [ ] Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A. Requisition Description: [ ] Commodity Code: [ ]

Distribution Account

Company	Location	Department	Account
110 - ASPIRUS WAUSAU HOSP...	1000 - BALANCE SHEET	7700 - SUPPLY CHAIN MANAG...	[ ]

Show More

- Enter or Select Requesting Location  
**Bill Only location must end with BO or 'BILL ONLY'**
- Deliver From Location will fill as Dock
- Enter Requested Delivery Date of today

Request # 732 Add to Request + New Request

Deliver From Company: 100 - ASPIRUS HEALTH  
 Deliver From Location: AWHDOCK - ASPIRUS WAUSA...

Requested Delivery Date:   
 Deliver To:   
 Priority: 50  
 Comment Type: Print on Internal Documents

Vendor:   
 Vendor Purchase From:   
 Single Document To A Purchase order: No

Buyer:   
 Requisition Description:

Distribution Account

Company	Location	Department	Account
110 - ASPIRUS WAUSAU HOSP...	1001 - AWH - HOSPITAL	4000 - SURGERY	7200000 - SUPPLIES

PO Code: BO - BILL ONLY  
 Bill Code: Bill Only

Sourcing event required

- Enter Requisition Description (case #)
- Enter Bill Code – Bill Only
- Enter Account number

My Profile

Vendor:   
 Vendor Purchase From:   
 Currency:   
 Single: Not

Buyer: 35903 - MCGRATH, CAROLYN A.  
 Requisition Description:   
 Commodity Code:

Distribution Account

Company	Location	Department
110 - ASPIRUS WAUSAU HOSP...	1000 - BALANCE SHEET	7700 - SUPPLY CHA

Tax Code:   
 PO Code:   
 Bill Code: Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information  
[Show More](#)

**Create Request**

Click Create Request

- Located on the bottom of page

Request # 354 Add to Request + New Request ...

0 Display Only

Vendor  Vendor Purchase From  Currency  Single Document To A Purchase order

Buyer  Requisition Description  Commodity Code

Distribution Account

Company  Location  Department  Account

Tax Code  PO Code  Bill Code

Taxable  Sourcing event required  Quote Required

Drop Ship Information [Show More](#)

**Update Request** **Add Patient Procedure Info** **User Fields** **Add On Charges** **Spread Add On Charges**

**Click Add Patient Procedure Info**

- Located on the bottom of page

Patient Procedure Information for Requisition 354 Save ...

**Visit**

Visit Number

Medical Record Number

Case ID

Procedure  Procedure Modifier

Procedure Date

Practitioner

**Patient**

Last Name

First Name

Middle Initial

Birthdate  Gender

SSN

Coordinating Nurse

**Order**

Sales Representative

Supplier Order Number

Requester

**Item**

User Defined 1

User Defined 2

- Enter Case Id
- Enter Procedure Date
- Enter Practitioner
- If needed - Use Sales Representative spot for an email specific to this request
- Click Save button  
Upper right corner of page

**Note:**  
Do not put patient specific information on requests.

[Add to Request](#) [+ New Request](#) [...](#)

Display Only

Document To A Purchase order

Q=

Account

N MANAG... Q=

- Click add to Request button  
Located on the upper right of page

Request # 344  
100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

[Search the Catalog](#) [Shop Punchout Vendors](#) [Add from Shopping Lists](#) [Add a Special / Service Item](#)

Basic Catalog Search [Switch to Advanced Catalog Search](#)

Q Search the catalog

Previously Requested Items  Shopping List Items  Stock  Non Stock  Special  Service

Propose a Contract

Item	Quantity / UOM	Cost	Available	Add to Request
TWIN NEW CLN 11X12 5IN SFT 14FLQ ABSB DSP VHT BRV /SEEA... Item: 154691	1 / PK - PACK... Q=	3.36	0.0000 PK Stock	+ ☆
SUT SZ 8-4/20CM ABSRB REID STRL VALOC 180 BEAR5... Item: 154684	1 / EA - EACH Q=	16.67	0.0000 EA Stock	+ ☆
IJAC STRIP 9MALL... Item: 154683	1 / EA - EACH Q=	690.00	0.0000 EA Stock	+ ☆
CANCELOUS MORSELS 19MM 1-4MM FD ... Item: 154681	1 / EA - EACH Q=	780.00	2.0000 EA Stock	+ ☆
CANCELOUS MORSELS 3MM 1-4MM FD ... Item: 154682	1 / EA - EACH Q=	780.00	2.0000 EA Stock	+ ☆

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

[View Request Details](#)  
[Submit Request](#)  
[Delete Request](#)  
[Notes](#)

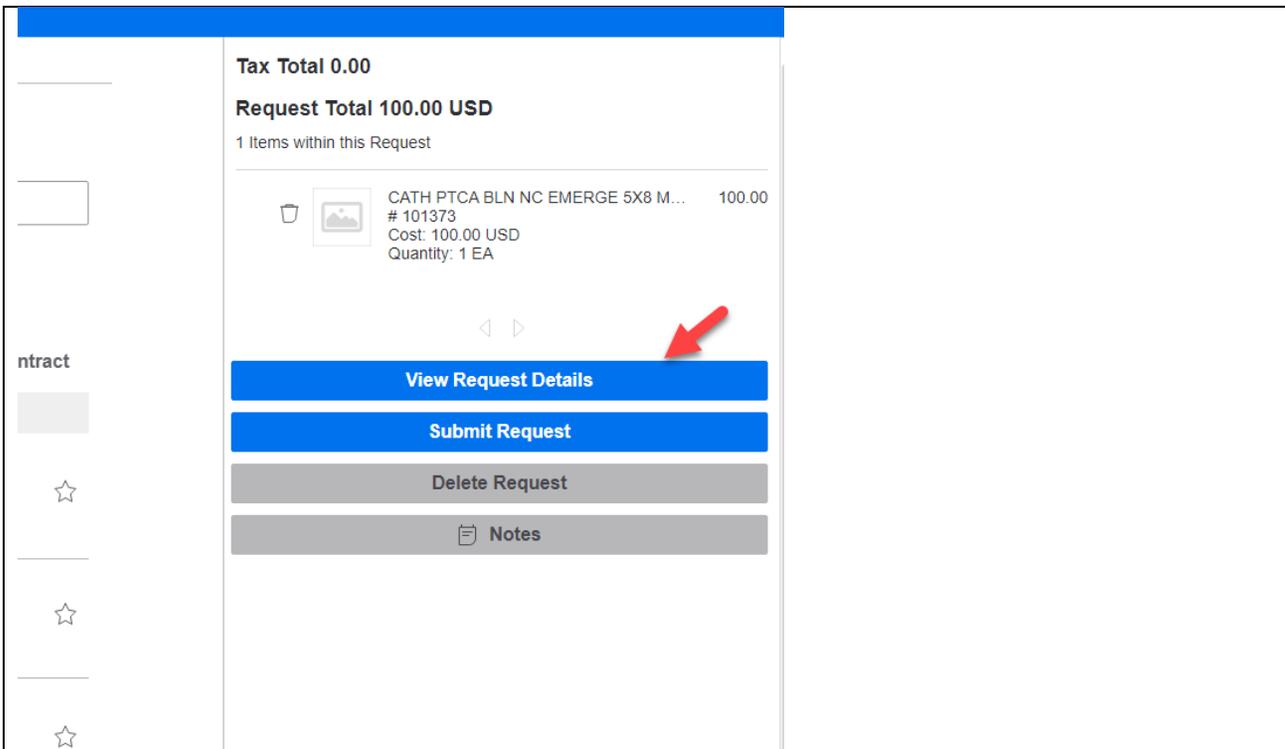
### Add item from Search Catalog

- Search item in search box
- UOM must be each. Change if needed
- Edit quantity of the item
- Click the Add to Request Plus sign on line

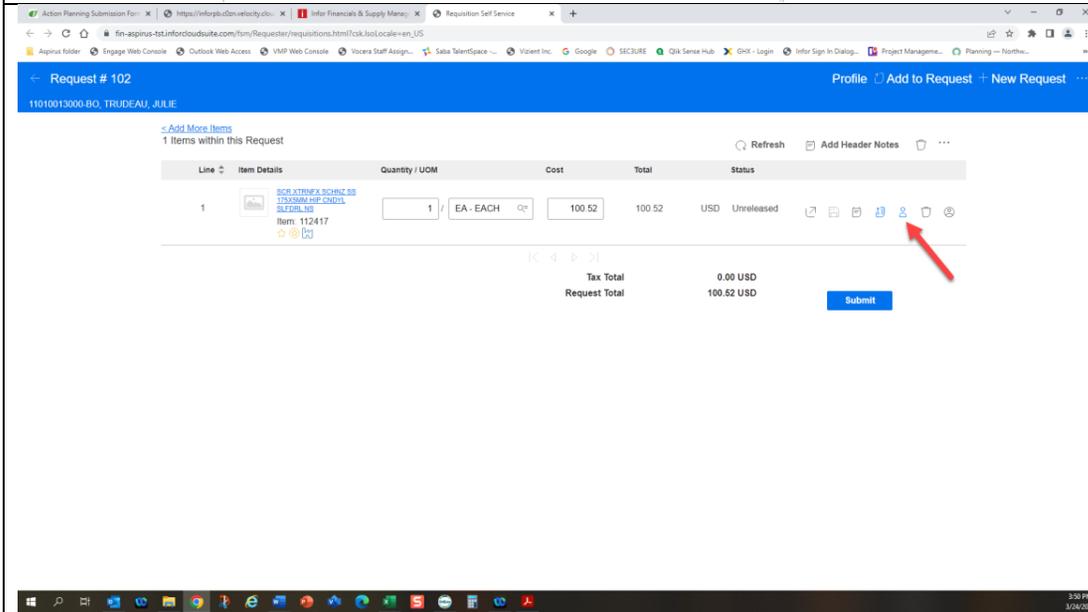
### Note:

Add all items for 1 procedure and 1 vendor to the same request.

Pricing will update to each when you add item to the cart.



- Click View Request Details



- Click on Patient Procedure Information – looks like person to right of line item

**Note:** this must be done for each line

Patient Procedure Information For Requisition 102, Item 112417 In Company 100

Coordinating Nurse

Order

Sales Representative

Supplier Order Number

Requester

Item

UDI

GTIN

Lot

Serial

Manufacturer Code/Division

Manufacturer Number

Manuf Date

Expiration Date

- Enter Lot Number if needed
- Enter Serial Number if needed
- Click Save

Attachment to header

Request # 732

100 - ASPIRUS HEALTH | 11010014000-BO, TRUDEAU, JULIE

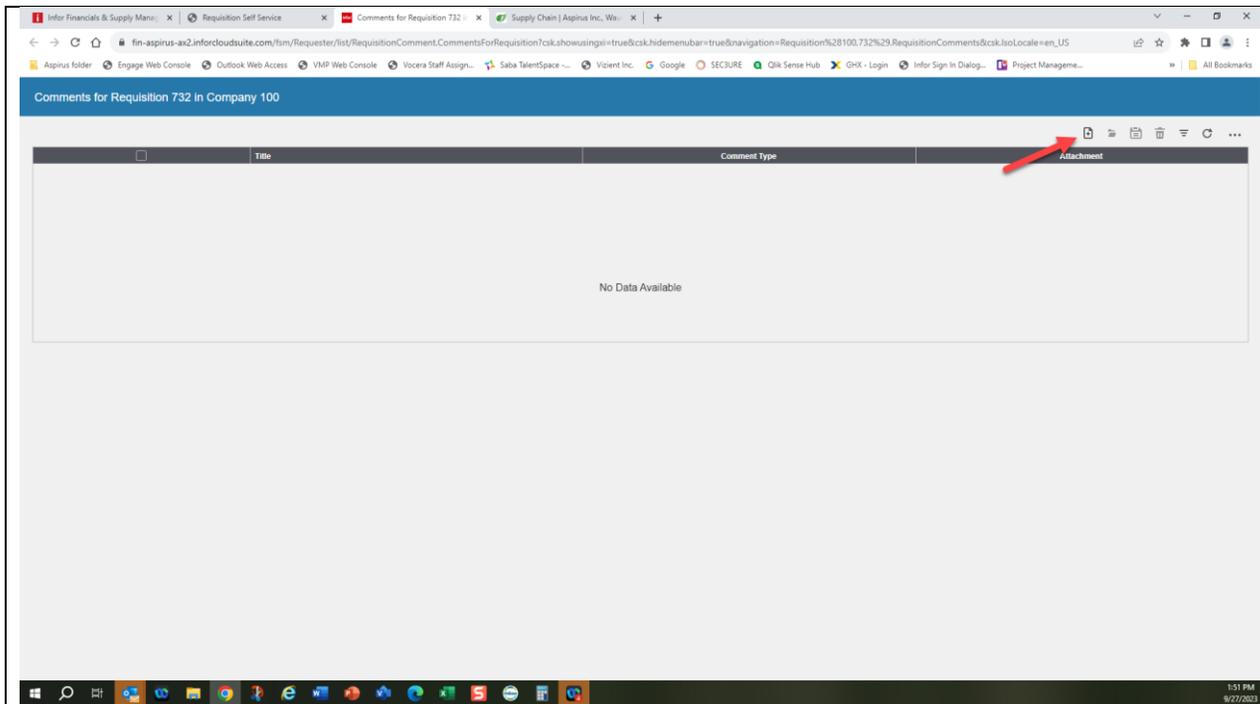
1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	HAMMERTOE IMPLANT X-RAY OVERLAY HAMMERSGAFT HAMMERTUE Item: P40-XRY-TPLT	1 / EA - EACH	51.00000	51.00000	USD Unreleased
			Tax Total	0.00 USD	
			Request Total	51.00 USD	

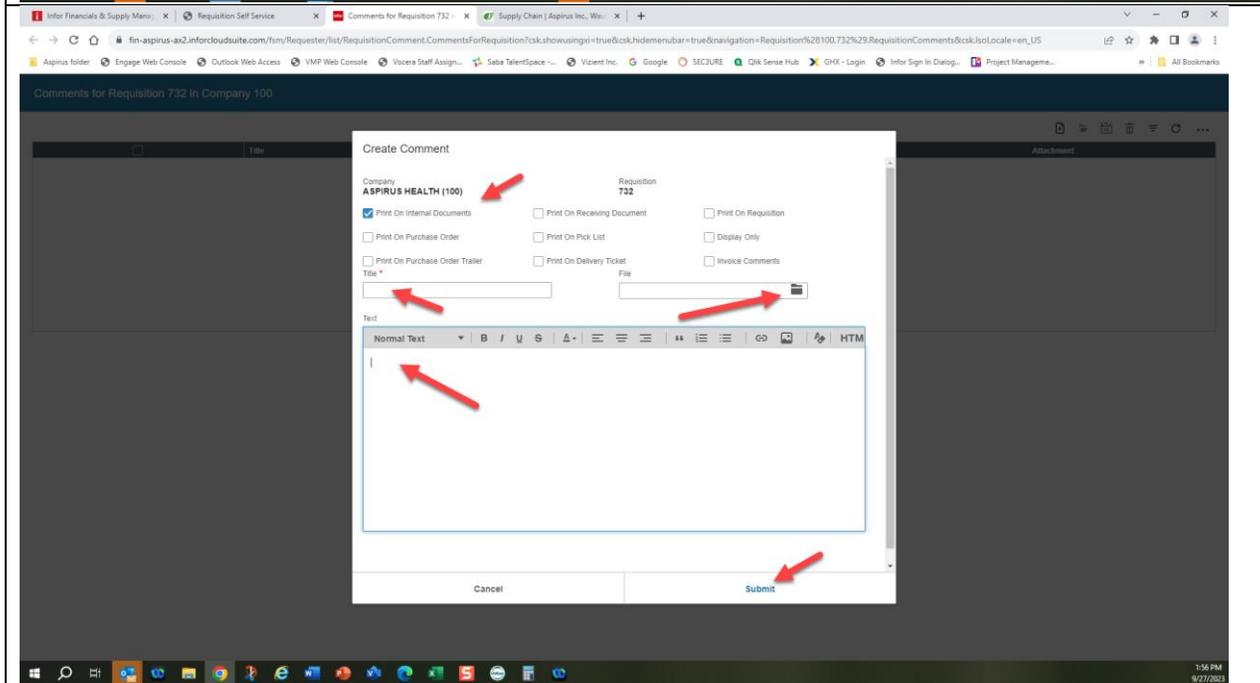
Submit

If you need to attach a Case Sheet or Quote

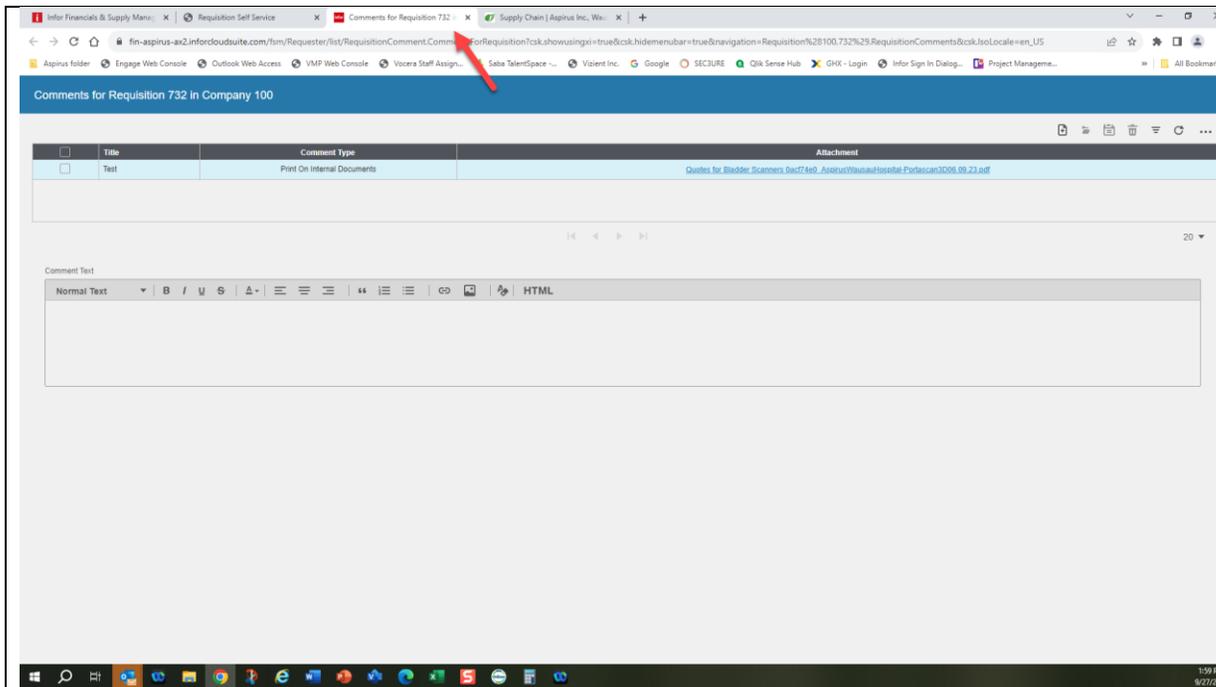
- Click Add Header Notes



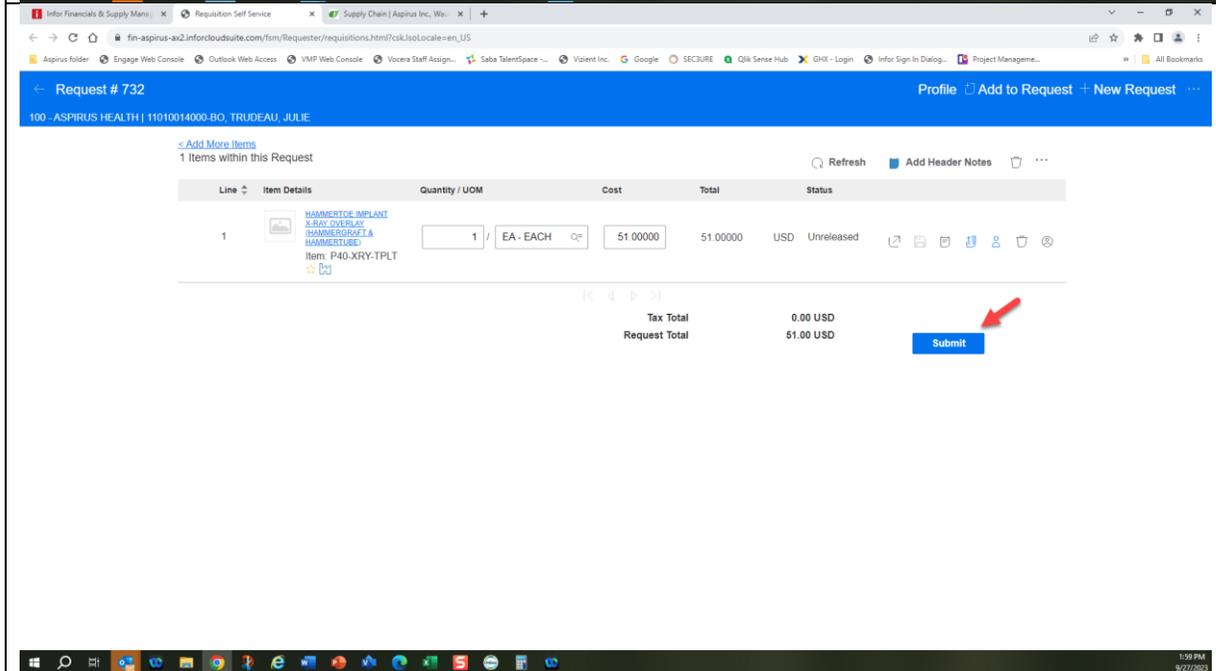
- Click Create Icon  
Small square with + sign



- Select location to share file
- Add a title
- Select a file
- Add comments in box – if needed
- Click Submit

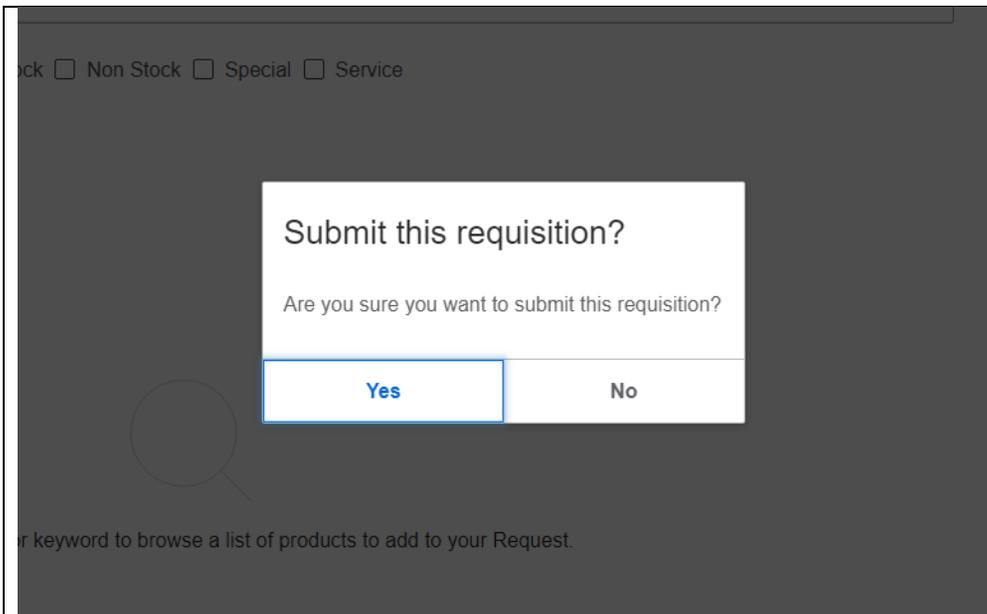


- Close internet browser tab



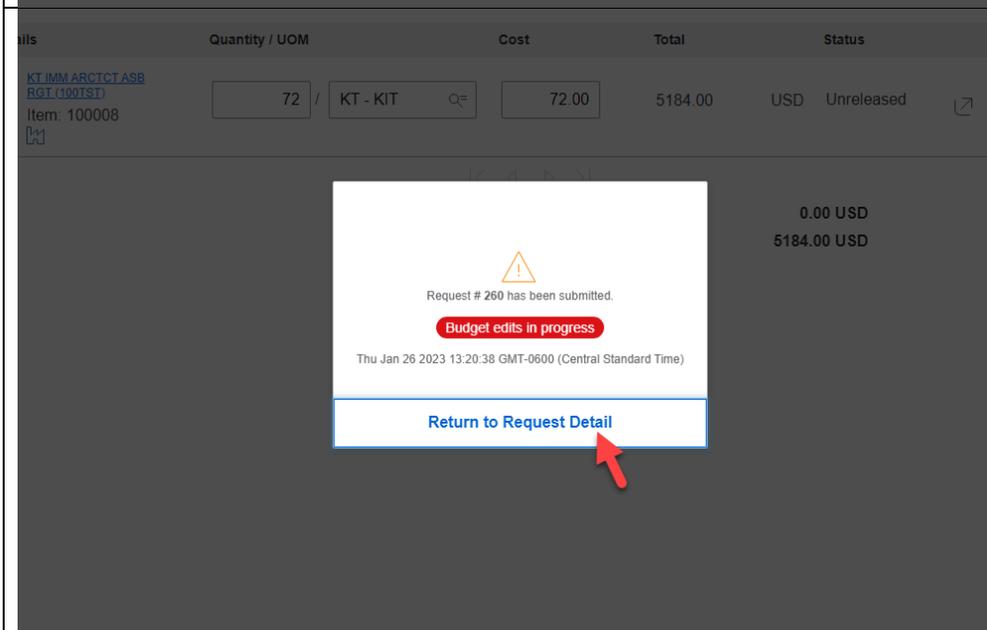
When requisition is complete

- Click Submit  
Located on the bottom of page



Request confirmation window appears

- Select Yes



Budget Edits in progress appears

- Click Return to Request Detail



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTIC ASB RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD
Tax Total				0.1
Request Total				5184.1

Return to Dashboard

- Click the back arrow in top left corner of page

# Copy Existing Requisition

The screenshot shows the 'Buyer' role dashboard. The left-hand navigation menu includes roles such as Contract Manager, Integration Architect, and Purchasing Manager. The 'Requester' role is highlighted with a red arrow. The main dashboard area contains several widgets: 'Quick Links' (Purchase Requests, Purchase Orders, Receiving, Contracts, Vendor Returns, Review My Messages), 'New Requests' (Request Vendor, Request Item, Request Item Location, Request Invoice Payment), 'Open Purchase Requests' (listing items from TST1), 'Unreleased Purchase Orders' (listing items from TST1), 'Unapproved Purchase Orders' (No purchase orders to review), 'Past Delivery Date' (listing items 1035), 'Unreleased Buyer Messages' (listing items 1014 and 1040), and 'Vendor Returns' (listing items from MED and CAR).

- Log into FSM
- Select Requester Role

The screenshot shows the 'Requester' role dashboard. The left-hand navigation menu includes options like Home, My Requisitions, All Requisitions, My Requisition Statuses, Create Requisition, Procurement Templates, Item Search, My Requester Profile, 'Requisition Self Service' (highlighted with a red arrow), My Receipts, Request New Item, and New Item Proposals. The main dashboard area contains several tables: 'My Requisition Lines Past Requested Delivery Date' (listing items with columns for Company, Requisition, Line, Item, Vendor Item, and Description), 'Requisitions Needing Approval' (No Requisitions Available), 'Unreleased Requisitions' (listing items with columns for Company, Requisition, Creation Date, Requisition, Vendor, Total, and Currency), and 'Supplier Requisitions To Review' (listing items with columns for Company, Requisition, Vendor, Created By, Requisition, Requesting, Creation Date, and Requisition).

- Select Requisition Self Service (RSS)

# Requisition Self Service

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the catalog...

## My Requisitions

### Request # 348

Requisition Description: Test 2  
Company: 100 Unreleased  
Requesting Location: 11010007700  
0 Items in requisition

### Request # 344

Requisition Description: Test  
Company: 100 Unreleased  
Requesting Location: 11010007700  
0 Items in requisition

### Request # 340

Requisition Description:   
Company: 100 Processed  
Requesting Location: 11010007700  
62 Items in requisition

Rece

Rece

3M  
Cre  
Re

## Using the Requisition Dashboard

- Select the Previous requisition you wish to copy

Request # 340

Profile

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 340 is Processed.

### Request Summary

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	 <a href="#">TISS TLY WHI 2PLY 4X4.65</a> Item: 154421 	1 / EA - EACH	0.40	0.40	USD Processed
2	 <a href="#">TISS CMPCT 2P OD6LS 1500(18.1196L)</a> Item: 100028 	1 / CA - CASE	23.98	23.98	USD Closed
3	 <a href="#">TISS MFLD SIGNATR WHI 16(125.116PK)</a> Item: 100029 	1 / CA - CASE	11.89	11.89	USD Closed
4	 <a href="#">TISS 8TH PREFRNC 2P STD</a> Item: 100030	1 / RL - ROLL	0.45	0.45	USD Closed

Refresh No Notes

- View Budget Errors
- No Attachments
- + Add All Items to a Request 
- View Patient Procedure Info
- Print Request
- User Fields
- + Add On Charges
- + Spread Add On Charges

- Select the Ellipsis (3 dots) on right side of page
- Select the Add all items to a Request

Quantity / UOM

Quantity / UOM	Status
1 /	USD Processed
1 /	USD Closed
1 / CA - CASE	11.89 11.89 USD Closed

### Add All Items to Request?

Are you sure you want to add all your items to another request?

**Yes** **No**

- Click Yes

Quantity / UOM

### Add All Items to a Request

Add all your items to a **request**

**Start a New Requisition**

Or, select an existing requisition

- Request # 348  
Requisition Description: Test 2  
Company: 100  
0 items
- Request # 344  
Requisition Description: Test  
Company: 100  
0 items
- Request # 310

**Cancel**

- Select Start a New Requisition

**Tax Total 0.00**

**Request Total 6561.00 USD**

1 Items within this Request

6561.00

KT IMM ARCTCT ASB RGT (100TST)  
 # 100008  
 Cost: NaN USD  
 Quantity: 81 KT

◀ ▶

View Request Details

Submit Request

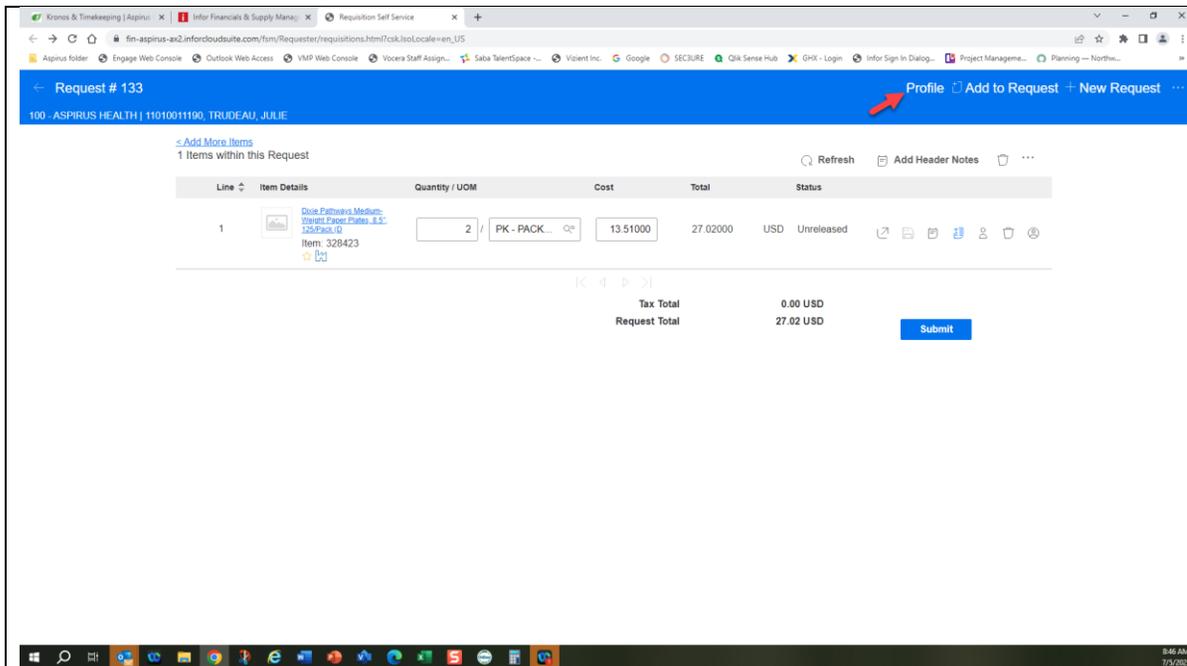
Delete Request

Notes

Make any changes to the items as needed – Quantity or delete item

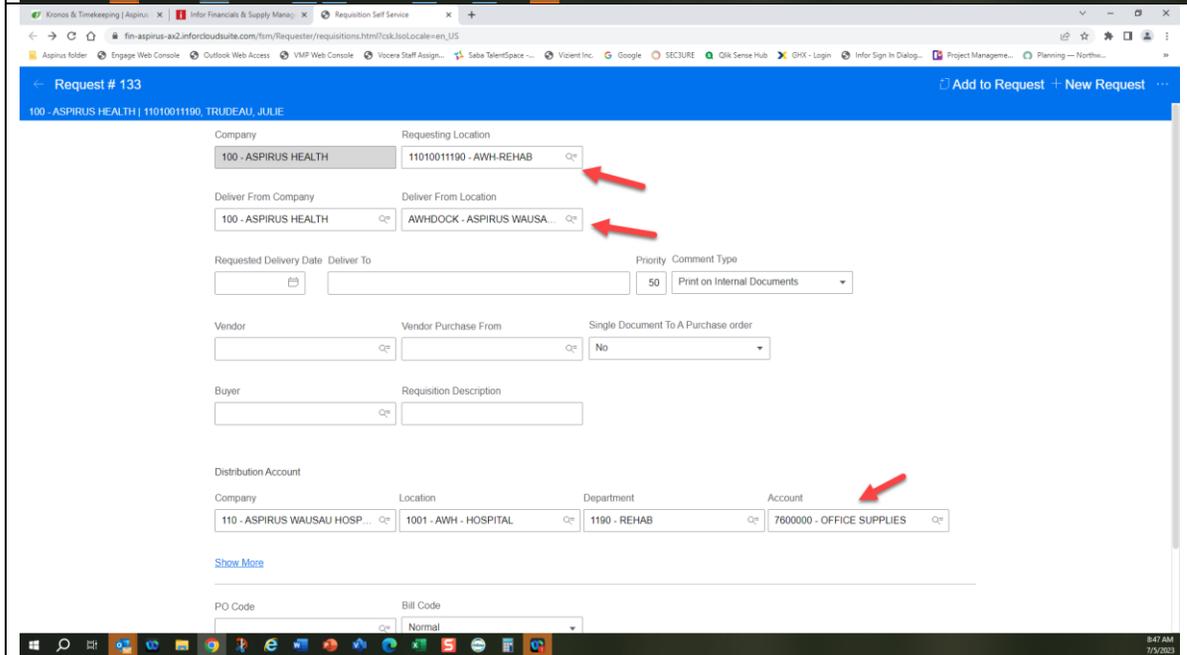
- Select View Request Details

- If changing quantity - click in quantity and change
- Click Save
- If canceling a line – click the trash can on the line
- Click Save



## To Change Profile information

- Click Profile  
Upper Right corner of screen



- Update Requesting Location
- Update Deliver from Location (if needed)
- Update Account

Request # 133 Add to Request + New Request

100 - ASPIRUS HEALTH  AWHDOCK - ASPIRUS WAUSA...

Requested Delivery Date  Deliver To  Priority  Comment Type

Vendor  Vendor Purchase From  Single Document To A Purchase order

Buyer  Requisition Description

Distribution Account

Company  Location  Department  Account

PO Code  Bill Code

Sourcing event required

**Update Request** **Add Patient Procedure Info** **User Fields** **Add On Charges** **Spread Add On Charges**

- Click Update Request  
Located at bottom of screen

Request # 133 Profile Add to Request + New Request

100 - ASPIRUS HEALTH | 11010011190, TRUDEAU, JULIE

[Add More Items](#)  
1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	<a href="#">Diox Pathways Medium</a> <a href="#">Storoni Paper Plates 3 1/2</a> Item: 328423	2 / PK - PACK...	13.51000	27.02000	USD Unreleased

Tax Total 0.00 USD  
Request Total 27.02 USD

**Submit**

- Click Submit

# Submit this requisition?

Are you sure you want to submit this requisition?

Yes

No

Request confirmation window appears

- Click Yes



Request # 350 has been submitted.

**Budget edits in progress**

Fri Jan 27 2023 08:11:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

Budget Edits in progress appears

- Click Return to Request Detail



Request # 350 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TSD)</a> Item: 100008 	81 / KT - KIT	10.00	810.00

|< < > >|

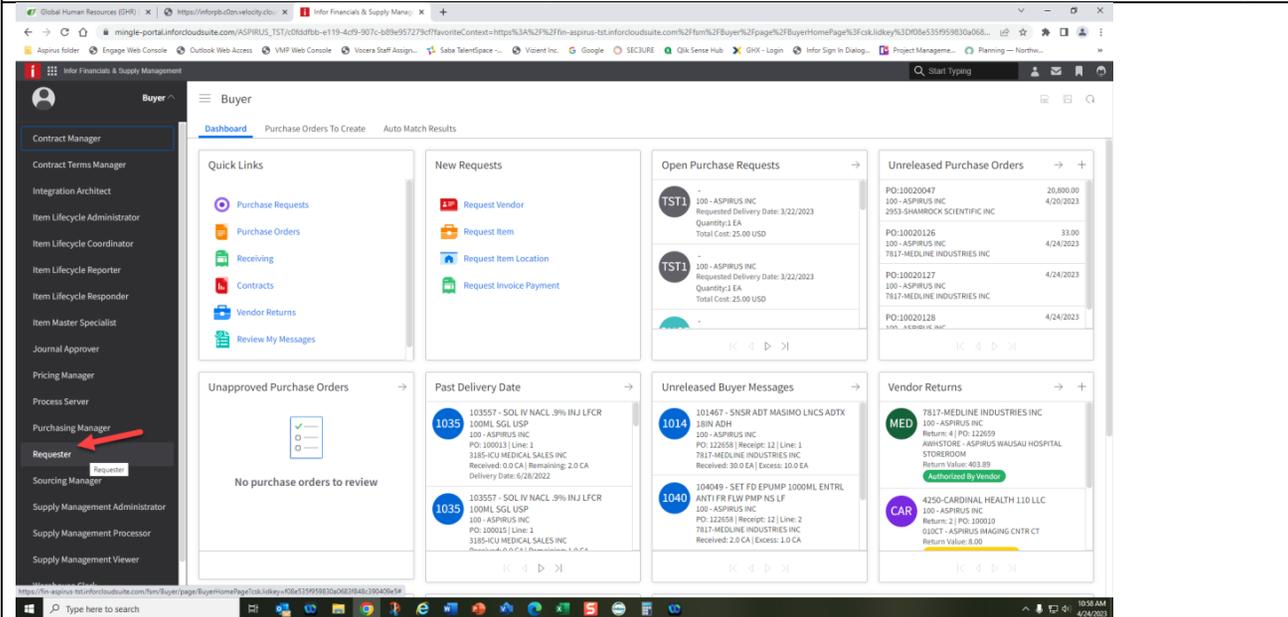
Tax Total  
Request Total

Return to Dashboard

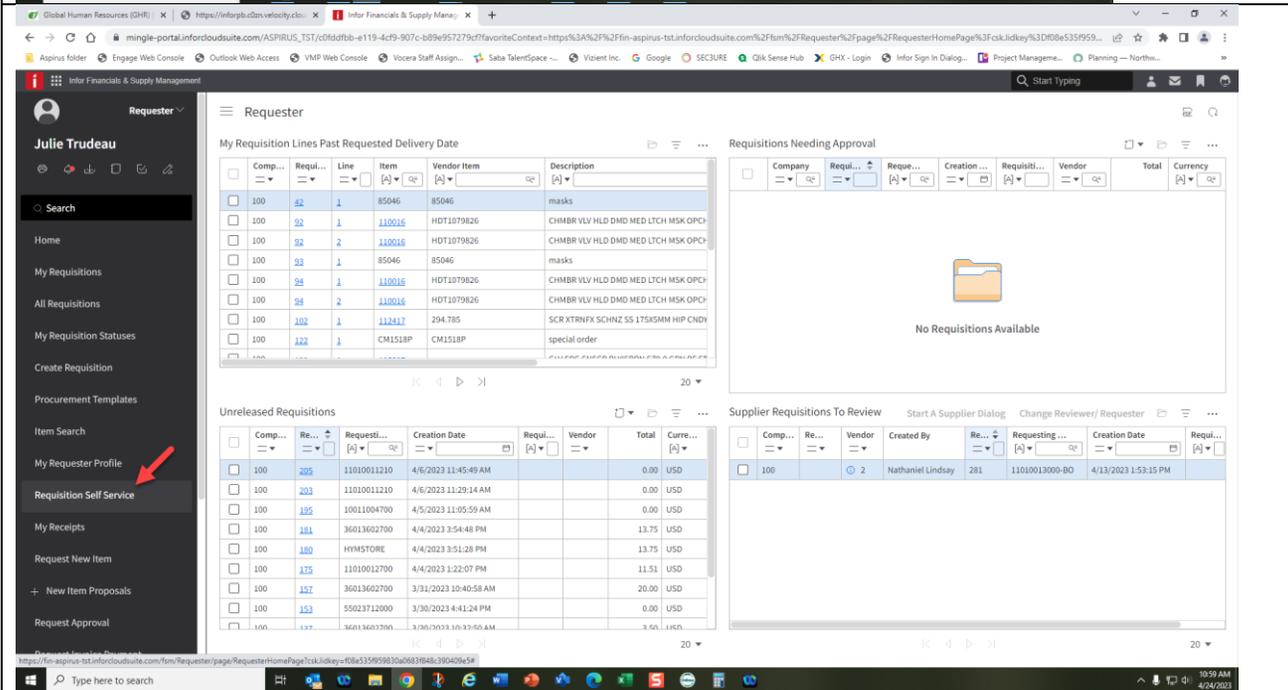
- Click the back arrow in top left corner of page

# No Charge Order Request

This should be used to add products to consignment stock or have an attached vendor document stating no charge.



- Log into FSM
- Select Requester Role



- Select Requisition Self Service (RSS)

Profile + New Request Receiving



Select Profile button

- Located in the upper right of page

My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

Request # 310  
Creation Date: 1/18/2023  
Company: 100

Request # 309  
Creation Date: 1/18/2023  
Company: 100

Request # 281  
Creation Date: 12/20/2022  
Company: 100

Special / Service

Date: 11/7/2022  
19  
20

My Profile

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Company: 100 - ASPIRUS INC

Requesting Location: 11010007700 - AWH-PURCHASI...

Deliver From Company: 100 - ASPIRUS INC

Deliver From Location: AWHWH - ASPIRUS WAUSAU ...

Requested Delivery Date:

Deliver To:

Priority:

Comment Type: Display Only

Vendor:

Vendor Purchase From:

Currency:

Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A.

Requisition Description:

Commodity Code:

Distribution Account

Company	Location	Department	Account
110 - ASPIRUS WAUSAU HOSP...	1000 - BALANCE SHEET	7700 - SUPPLY CHAIN MANAG...	<input type="text"/>

Show More

- Enter or Select Requesting Location
- Deliver From Location will fill as Dock
- Enter or select account number

← My Profile

Vendor Purchase From Currency Single

Buyer Requisition Description Commodity Code

Distribution Account

Company Location Department

Tax Code PO Code Bill Code

Drop Ship Information

**Create Request**

- Click Create Request  
Located on the bottom left of page

☐ Add to Request + New Request ...

Display Only

Document To A Purchase order

Account

- Click add to Request button  
Located in the upper right of page

# Optoin 1 – Special Order Item

Request # 348  
100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the Catalog | Shop Punchout Vendors | Add from Shopping Lists | **Add a Special / Service Item**

**Add a Special or Service Item** Add to Request

Add Item  Add Amount Service Item  Add Quantity Service Item

Item Description \*

Item \*  Vendor Item

Quantity \*  UOM \*  Cost  Currency  Cost Option

Requested Delivery Date  Deliver To  Priority

Vendor  Vendor Purchase From

Manufacturer  Manufacturer Number

GTIN

Distribution Account

## Click Add a Special/Service Item

- Enter the following
  - Item Description
  - Item Number
  - Vendor Item (auto fills)
  - Quantity
  - Unit of Measure (UOM)
  - Leave cost blank
- Select Cost Option drop down
- Select No Charge
- Look up vendor and select

## Distribution Account

Company  Location  Department

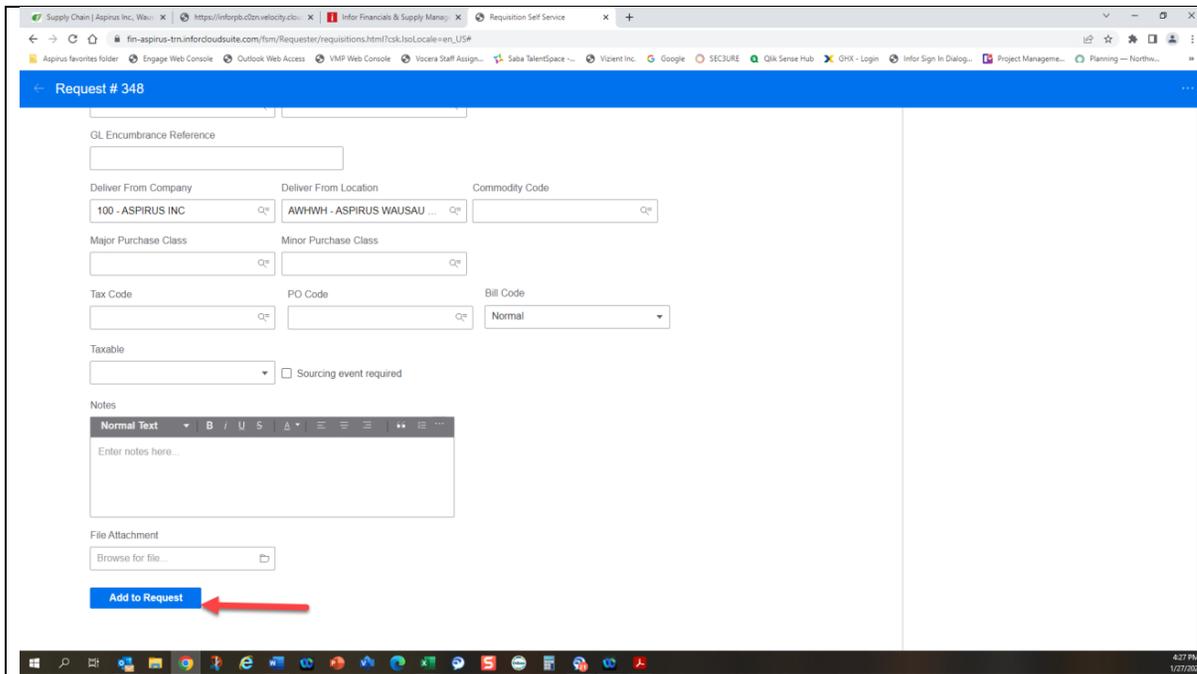
Account

[Show More](#)

Asset

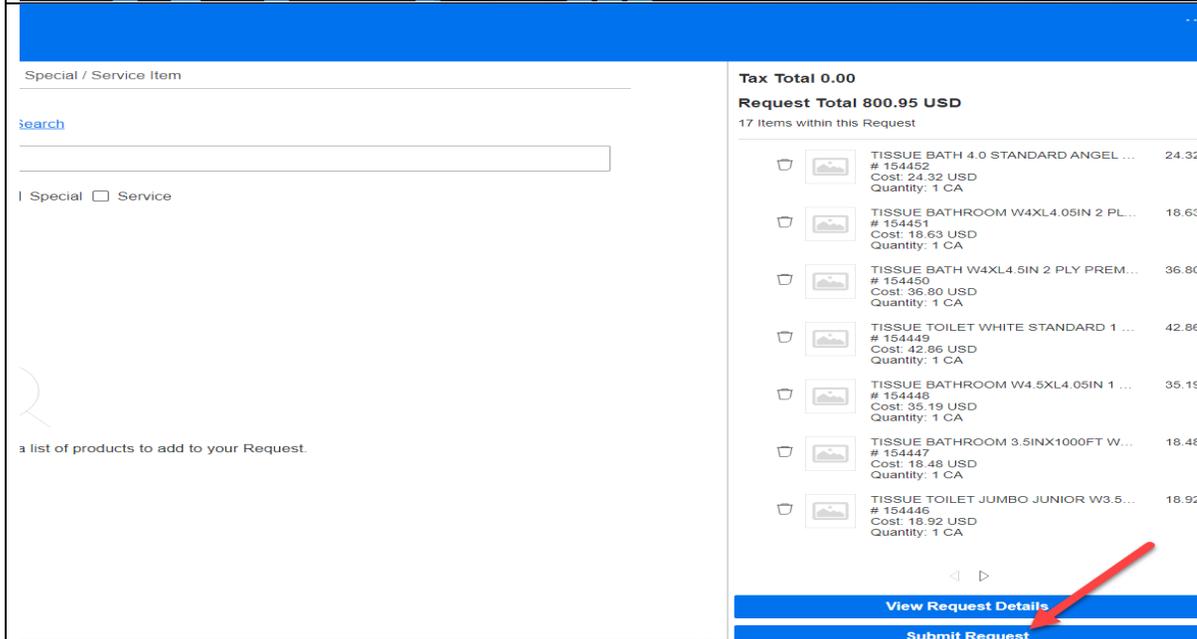
Asset Template

- Enter Account



Click on Add to Request

- Located on the bottom of page



When requisition is complete

- click on Submit  
Located on the bottom  
right of page

ock  Non Stock  Special  Service

## Submit this requisition?

Are you sure you want to submit this requisition?

Yes

No

or keyword to browse a list of products to add to your Request.

Select Yes Request confirmation window appears

- Click Yes

Items	Quantity / UOM	Cost	Total	Status
<a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00	USD Unreleased

Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

Budget Edits in progress appears

- Click on the Return to Request Detail

← Request # 260  
100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

  
 Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD
<b>Tax Total</b>				0.0
<b>Request Total</b>				5184.0

- Return to Dashboard
- Click the back arrow in top left corner of page

Option 2 – Contract Item

Request # 502  
100 - ASPIRUS HEALTH | 11010013000-BO, TRUDEAU, JULIE

Search the Catalog | Shop Punchout Vendors | Add from Shopping Lists | Add a Special / Service Item

Advanced Catalog Search [Switch to Basic Catalog Search](#)

Item: [v] 100002 | Item Description: | Item Description 2: | Item Description 3: | Manufacturer: | Manufacturer Number: | Contract: All | Preferred Contract: | GTIN: |

Stock  Non Stock  Special  Service  
 Previously Requested Items  Shopping List Items

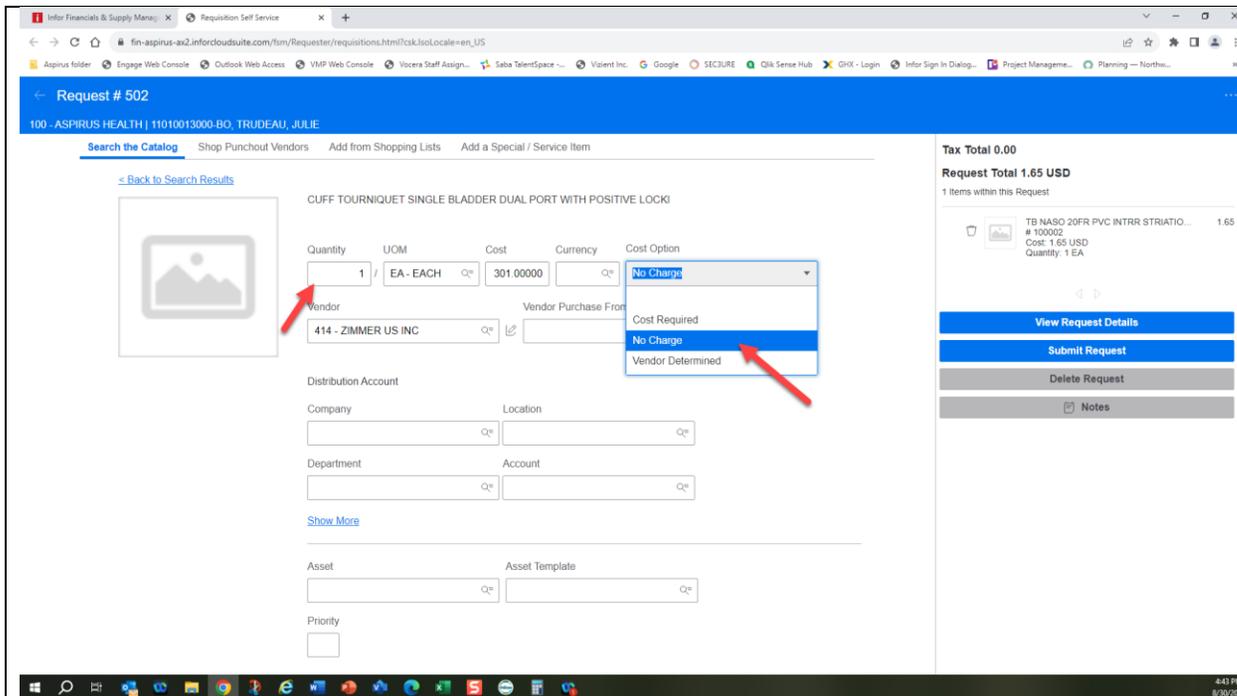
[Search](#) [Clear](#)

Item	Quantity / UOM	Cost	Available
 <a href="#">CUFF TOURNOIQUET SINGLE BLADDER DUAL PORT WITH POSITIVE LOCK</a> Item: 60810000200	1 / EA - EACH	301.00000	Special + ☆
 <a href="#">TB NASO 20FR PVC INTRR STRIATIONS LE STRL DISP...</a> Item: 100002	1 / CA - CASE	16.50	Non Stock + ☆

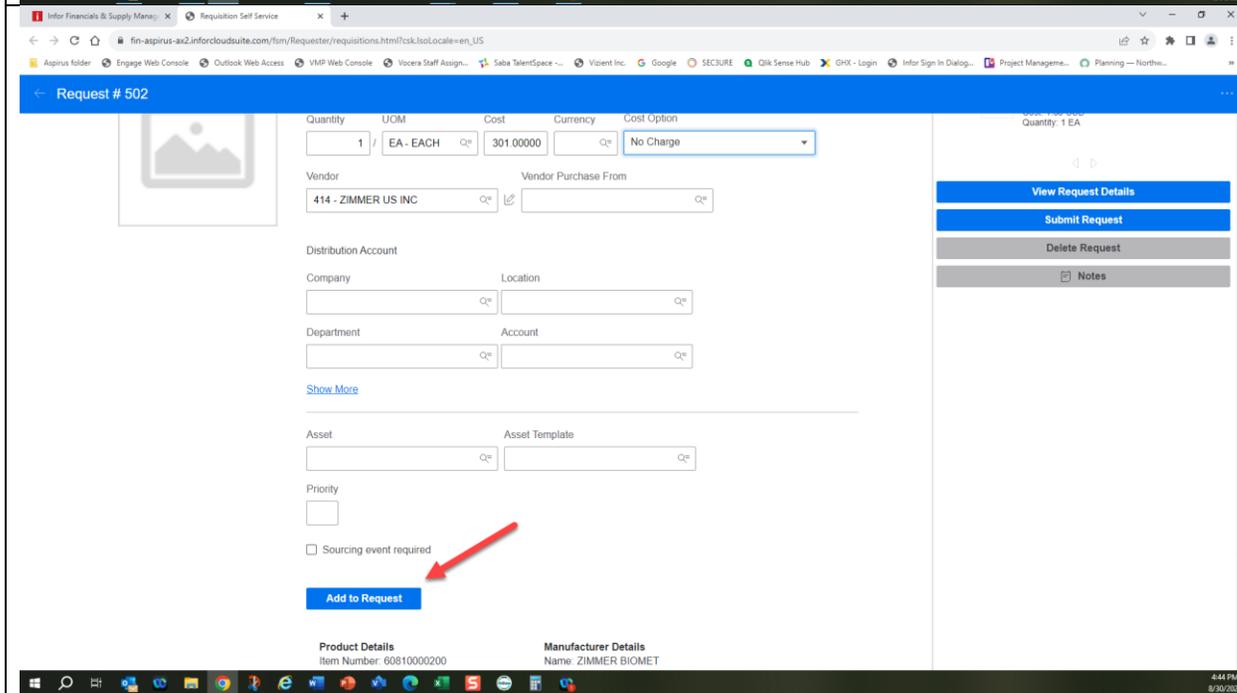
**Tax Total 0.00**  
**Request Total 1.65 USD**  
 1 Items within this Request

[View Request Details](#)  
[Submit Request](#)  
[Delete Request](#)  
[Notes](#)

- Search the Catalog
- Enter item number or Description
  - Click the blue description for item requesting



- Enter quantity
- Select dropdown for Cost Option
- Click 'No Charge'



- Click Add to request  
Located at bottom of page

Special / Service Item

search

Special  Service

a list of products to add to your Request.

**Tax Total 0.00**  
**Request Total 800.95 USD**  
 17 Items within this Request

		TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
		TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
		TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
		TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
		TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
		TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
		TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

View Request Details

Submit Request

When requisition is complete

- click on Submit  
Located on the bottom right of page

Stock  Non Stock  Special  Service

Submit this requisition?

Are you sure you want to submit this requisition?

Yes No

or keyword to browse a list of products to add to your Request.

Select Yes Request confirmation window appears

- Click Yes

Quantity / UOM	Cost	Total	Status
72 / KT - KIT	72.00	5184.00	USD Unreleased

Item: 100008



Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

0.00 USD  
5184.00 USD

Budget Edits in progress appears

- Click on the Return to Request Detail

[← Request # 260](#)

100 ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB</a> <a href="#">RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD

Tax Total 0.0  
 Request Total 5184.0

Return to Dashboard

- Click the back arrow in top left corner of page

# Order Request Tools

## Adding Attachment to Request

The screenshot shows the 'Buyer' role interface. The left sidebar has 'Requester' highlighted with a red arrow. The main area contains several panels: 'Quick Links' with buttons for Purchase Requests, Purchase Orders, Receiving, Contracts, and Vendor Returns; 'New Requests' with buttons for Request Vendor, Request Item, Request Item Location, and Request Invoice Payment; 'Open Purchase Requests' and 'Unreleased Purchase Orders' lists; 'Unapproved Purchase Orders' showing 'No purchase orders to review'; 'Past Delivery Date' with a table of items; 'Unreleased Buyer Messages' with a table of messages; and 'Vendor Returns' with a table of return items.

- Log into FSM
- Select Requester Role

The screenshot shows the 'Requester' role interface. The left sidebar has 'Requester Self Service' highlighted with a red arrow. The main area displays 'My Requisition Lines Past Requested Delivery Date' with a table of requisition lines. Below this is a section for 'Unreleased Requisitions' with a table of requisitions. To the right, there is a section for 'Requisitions Needing Approval' which currently shows 'No Requisitions Available'.

- Select Requisition Self Service (RSS)

Profile + New Request Receiving



My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

My Profile

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Company: 100 - ASPIRUS INC

Requesting Location: 11010007700 - AWH-PURCHAS...

Deliver From Company: 100 - ASPIRUS INC

Deliver From Location: AWHWH - ASPIRUS WAUSAU ...

Requested Delivery Date:

Deliver To:

Priority:

Comment Type: Display Only

Vendor:

Vendor Purchase From:

Currency:

Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A.

Requisition Description:

Commodity Code:

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP...

Location: 1000 - BALANCE SHEET

Department: 7700 - SUPPLY CHAIN MANAG...

Account:

[Show More](#)

Select Profile button

- Located in the upper right of page

- Enter or Select Requesting Location
- Add Requested Delivery Date
- Enter Deliver to information – if needed

Vendor  Vendor Purchase From  Currency  Single

Buyer  Requisition Description  Commodity Code

Distribution Account  
 Company  Location  Department

[Show More](#)

Tax Code  PO Code  Bill Code

Taxable  Sourcing event required  Quote Required

Drop Ship Information  
[Show More](#)

Create Request

- Click Create Request  
Located on the bottom of page



Request # 350 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008 	81 / KT - KIT	10.00	810.00

Navigation icons: back, forward, search, etc.

Tax Total  
Request Total

Return to Requisition dashboard

- Click the arrow in top left corner of page

## Requisition Self Service

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the catalog...

### My Requisitions

[Request # 348](#)

Requisition Description: Test 2  
Company: 100 Unreleased  
Requesting Location: 11010007700  
0 Items in requisition

[Request # 344](#)

Requisition Description: Test  
Company: 100 Unreleased  
Requesting Location: 11010007700  
0 Items in requisition

[Request # 340](#)

Requisition Description:   
Company: 100 Processed  
Requesting Location: 11010007700  
62 Items in requisition

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- Select requisition you just created

Supply Chain | Aspirus Inc. | https://infoqa.cdn.velocityclouds.com/ | Infor Financials & Supply Manag... | Requisition Self Service

fin-aspirus-trn.inforcloudsuite.com/fin/Requester/requisitions.html?csk.isolocale=en\_US#

Request # 348

Profile Add to Request + New Request

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

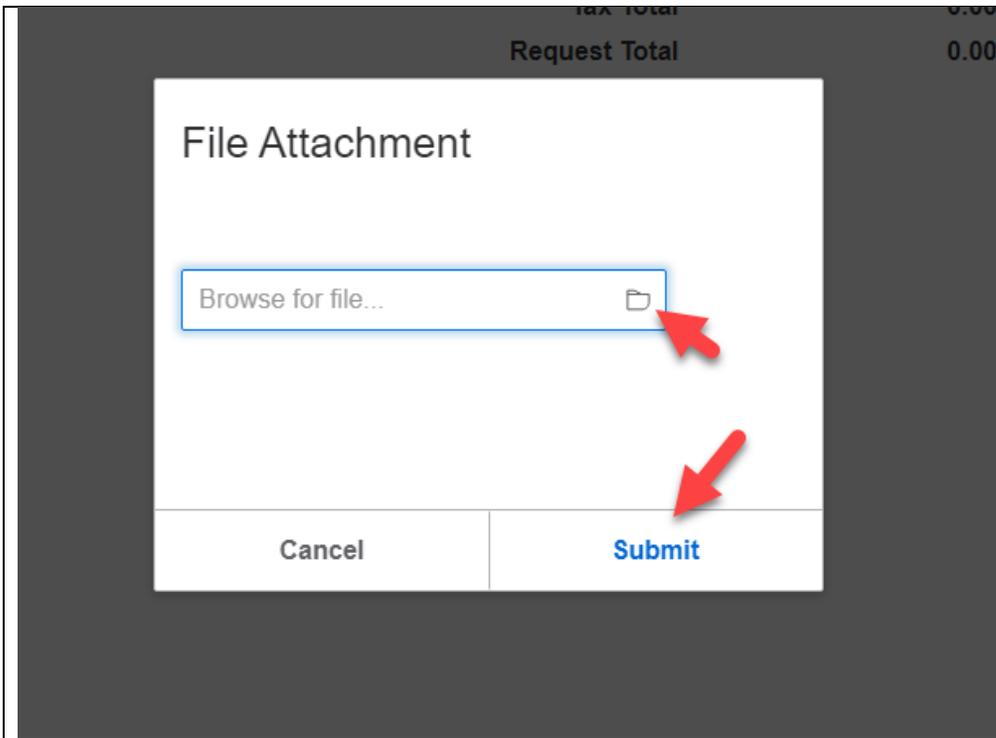
[Add More Items](#)  
0 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
			Tax Total	0.00 USD	
			Request Total	0.00 USD	

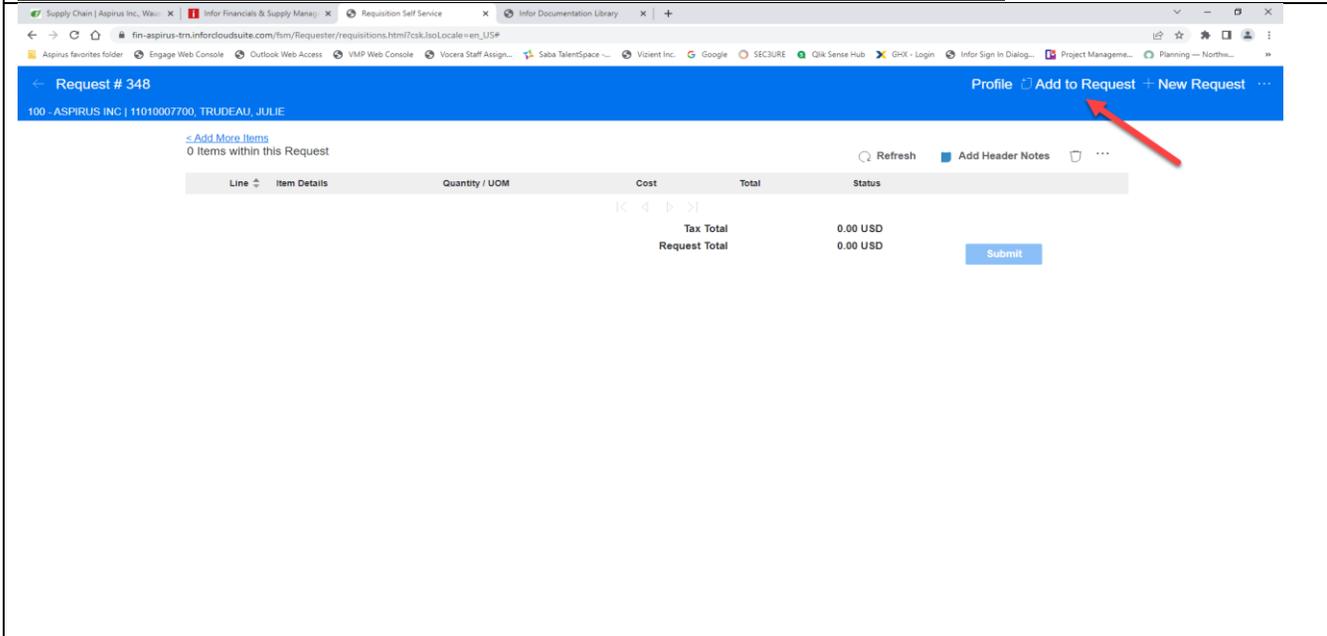
- Refresh Update Header Notes
- View Budget Errors
  - Add Header Attachment 
  - Add All Items to a Request
  - Add Header Patient Procedure
  - Print Request
  - Delete Request
  - User Fields
  - Add On Charges
  - Spread Add On Charges

- Select Add Header/Attachment

https://fin-aspirus-trn.inforcloudsuite.com/fin/Requester/requisitions.html?csk.isolocale=en\_US# 4:05 PM 1/27/2022



- Click the Browse Button
- Click the navigate to file and click 'open'
- Click submit



- Click Add to Request  
Located in the upper right of page

Supply Chain | Aspinus Inc. Wau... | Purchase Order Entry (PC20.1) | Infor Financials & Supply Manag... | Requisition Self Service

fin-aspinus-tst.inforcloudsuite.com/fsm/Requester/requisitions.html?csk.isolocale=en\_US

Aspinus folder | Engage Web Console | Outlook Web Access | VMP Web Console | Vocera Staff Assign... | Saba TalentSpace | Violent Inc. | Google | SECURE | Qik Sense Hub | GHX - Login | Infor Sign In Dialog... | Project Manage... | Planning - North...

Find an Item

TRUDEAU, JULIE

Search the Catalog | Shop Punchout Vendors | Add from Shopping Lists | Add a Special / Service Item

Advanced Catalog Search [Switch to Basic Catalog Search](#)

Item [v] | Item Description | Item Description 2

Item Description 3 | Manufacturer | Manufacturer Number

Contract | Preferred Contract | GTIN

Stock  Non Stock  Special  Service

Previously Requested Items  Shopping List Items

Search Clear

Tax Total 0.00

Request Total 0.00

0 Items within this Request

View Request Details

Submit Request

Delete Request

Notes

https://fin-aspinus-tst.inforcloudsuite.com/fsm/Requester/requisitions.html?csk.isolocale=en\_US#search-catalog-tab

12:34 PM 1/21/2023

Select your request method and continue with those steps

- Search the Catalog
- Shop Punchout Vendors
- Add from Shopping List
- Add a Special/Service Item

# Adding Comments to Purchase Request Header

Header comments cover the entire purchase request.

The screenshot shows the Buyer role interface. The left-hand navigation menu includes roles such as Contract Manager, Integration Architect, and Requester. A red arrow points to the 'Requester' role. The main dashboard displays several sections: Quick Links, New Requests (Request Vendor, Request Item, Request Item Location, Request Invoice Payment), Open Purchase Requests (listing items like 100-ASPIRUS INC), Unreleased Purchase Orders (listing items like 100-ASPIRUS INC), Unapproved Purchase Orders (No purchase orders to review), Past Delivery Date (listing items like 103557-SOL IV NAACL), Unreleased Buyer Messages (listing items like 101467-SNSR ADT), and Vendor Returns (listing items like 7817-MEDLINE INDUSTRIES INC).

- Log into FSM
- Select Requester Role

The screenshot shows the Requester role interface for Julie Trudeau. The left-hand navigation menu includes options like Home, My Requisitions, and Requisition Self Service. A red arrow points to 'Requisition Self Service'. The main dashboard displays: My Requisition Lines Past Requested Delivery Date (table with columns: Comp, Requisition, Line, Item, Vendor, Description), Requisitions Needing Approval (No Requisitions Available), Unreleased Requisitions (table with columns: Comp, Requisition, Request, Creation Date, Requisition, Vendor, Total, Currency), and Supplier Requisitions To Review (table with columns: Comp, Requisition, Vendor, Created By, Requisition, Requesting, Creation Date, Requisition).

- Select Requisition Self Service (RSS)



My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

My Profile

- 100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Company: 100 - ASPIRUS INC

Requesting Location: 11010007700 - AWH-PURCHASI...

Deliver From Company: 100 - ASPIRUS INC

Deliver From Location: AWHWH - ASPIRUS WAUSAU ...

Requested Delivery Date:

Deliver To:

Priority:

Comment Type: Display Only

Vendor:

Vendor Purchase From:

Currency:

Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A

Requisition Description:

Commodity Code:

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP...

Location: 1000 - BALANCE SHEET

Department: 7700 - SUPPLY CHAIN MANAG...

Account:

[Show More](#)

### Select Profile Button

- Located in the upper right of page

- Enter or Select Requesting Location
- Add Requested Delivery Date
- Enter Deliver to information.

Vendor Purchase From Currency Single

Buyer Requisition Description Commodity Code

35903 - MCGRATH, CAROLYN A. Q=

Distribution Account

Company Location Department

110 - ASPIRUS WAUSAU HOSP... Q= 1000 - BALANCE SHEET Q= 7700 - SUPPLY CHA

[Show More](#)

Tax Code PO Code Bill Code

Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information [Show More](#)

Create Request

### Click Create Request

- Located on the bottom of page

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 350 is Pending Approval.

### Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	<a href="#">KT IMM ARCTIC ASE RGT (100TST)</a> Item: 100008	81 / KT - KIT	10.00	810.00

< < > >

Tax Total  
Request Total

### Return to Requisition Dashboard

- Click on the arrow on the left upper corner of page

# Requisition Self Service

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the catalog...

## My Requisitions

### [Request # 348](#)

Requisition Description: Test 2  
Company: 100 Unreleased  
Requesting Location: 11010007700  
0 Items in requisition

### [Request # 344](#)

Requisition Description: Test  
Company: 100 Unreleased  
Requesting Location: 11010007700  
0 Items in requisition

### [Request # 340](#)

Requisition Description:    
Company: 100 Processed  
Requesting Location: 11010007700  
62 Items in requisition

## Rece

## Rece

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Request # 340

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

[Add More Items](#)

0 Items within this Request

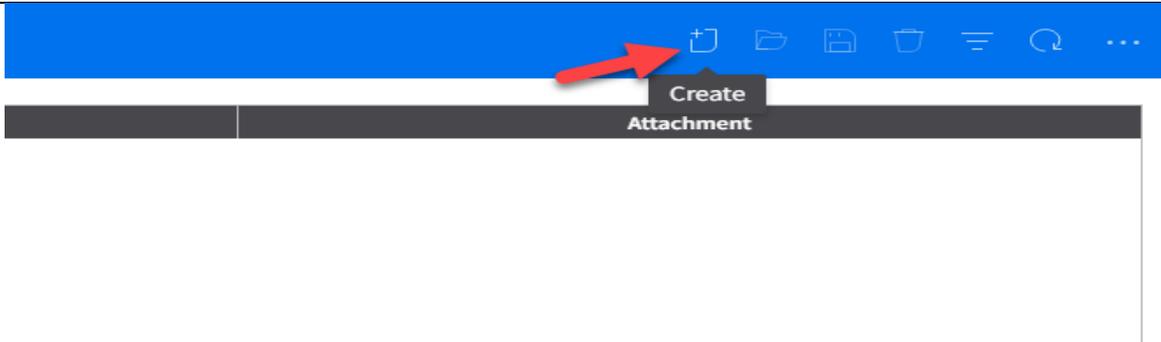
Refresh Add Header Notes

Line	Item Details	Quantity / UOM	Cost	Total	Status	
					Tax Total	0.00 USD
					Request Total	0.00 USD

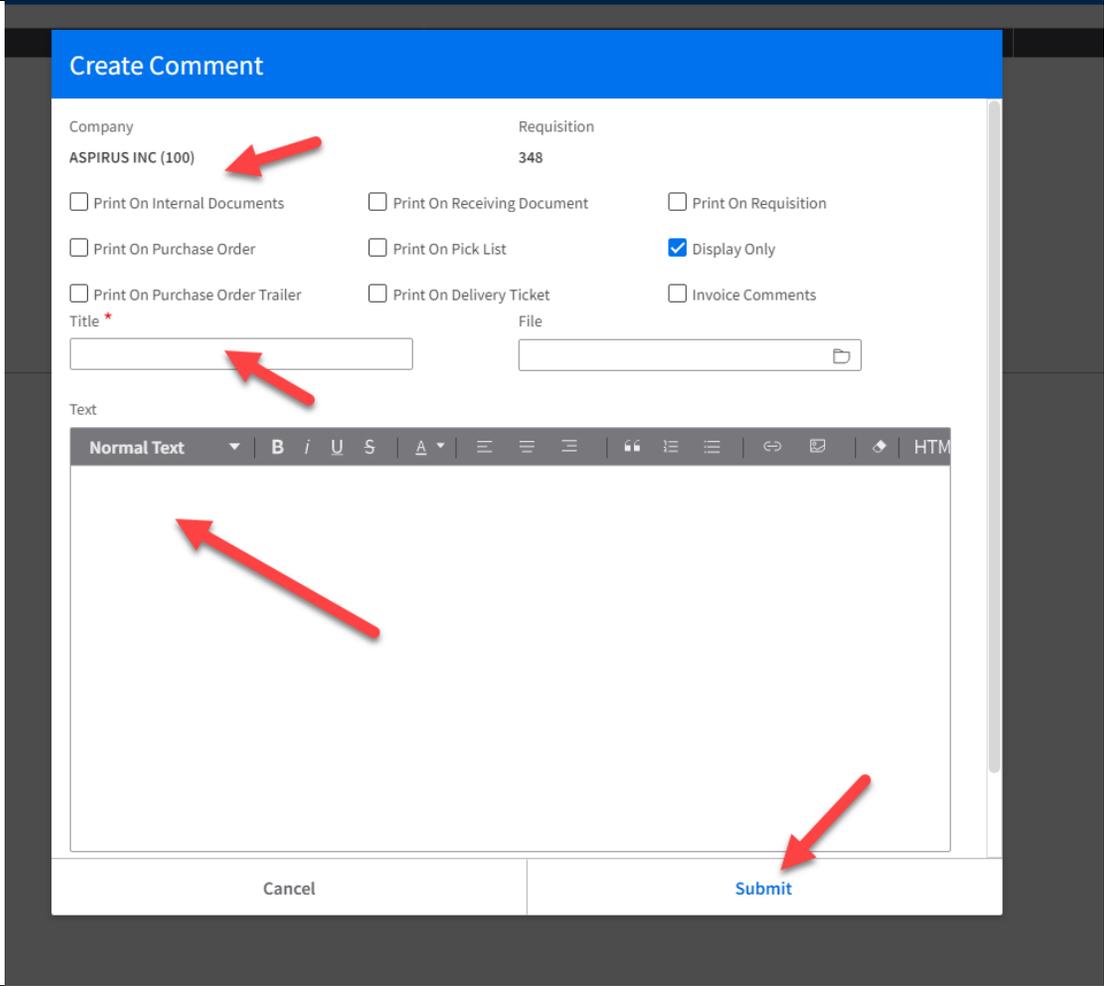
[Submit](#)

- Select the requisition you just created

- Select Add Header Notes



- Click Create button



- Select where to print comment
- Enter Title of comment
- Enter Comment
- Click Submit

Request # 348

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Profile Add to Request New Request

0 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
			Tax Total	0.00 USD	
			Request Total	0.00 USD	

Submit

Click Add to Request

- Located in the upper right of page

Continue with process to add items via Special, Punchout, or Search the Catalog

# Adding Line Comments

Line comments are specific to the product requested on the given line.

- Log into FSM
- Select Requester Role

- Select Requisition Self Service (RSS)

Profile + New Request Receiving

My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

Select Profile

- Located on the upper right of page

← My Profile

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Company: 100 - ASPIRUS INC

Requesting Location: 11010007700 - AWH-PURCHASI...

Deliver From Company: 100 - ASPIRUS INC

Deliver From Location: AWHWH - ASPIRUS WAUSAU ...

Requested Delivery Date: [Calendar Icon]

Deliver To: [Text Field]

Priority: [Text Field]

Comment Type: Display Only

Vendor: [Text Field]

Vendor Purchase From: [Text Field]

Currency: [Text Field]

Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A.

Requisition Description: [Text Field]

Commodity Code: [Text Field]

Distribution Account

Company: 110 - ASPIRUS WAUSAU HOSP...

Location: 1000 - BALANCE SHEET

Department: 7700 - SUPPLY CHAIN MANAG...

Account: [Text Field]

[Show More](#)

- Enter or Select Requesting Location
- Enter Requested Delivery Date
- Enter Deliver to information

← My Profile

Vendor Purchase From Currency Single

Buyer Requisition Description Commodity Code

35903 - MCGRATH, CAROLYN A. 1000 - BALANCE SHEET 7700 - SUPPLY CHA

Distribution Account

Company Location Department

110 - ASPIRUS WAUSAU HOSP... 1000 - BALANCE SHEET 7700 - SUPPLY CHA

[Show More](#)

Tax Code PO Code Bill Code

Normal

Taxable  Sourcing event required  Quote Required

Drop Ship Information

[Show More](#)

**Create Request**

- Click Create Request  
Located on the bottom of page

**Add to Request + New Request**

Display Only

Document To A Purchase order

Account

N MANAG...

- Click Add to Request  
Located in the upper right of page

## Add item using preferred method – Punchout, Search the Catalog, or Special

Tax Total 0.00  
Request Total 40000.00 USD  
1 Items within this Request

KT IMM ARCTCT ASB RGT (100TST) # 100008  
Cost: 200.00 USD  
Quantity: 200 KT

View Request Details  
Submit Request  
Delete Request  
Notes

- Click View Requisition Details

Request # 310  
100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

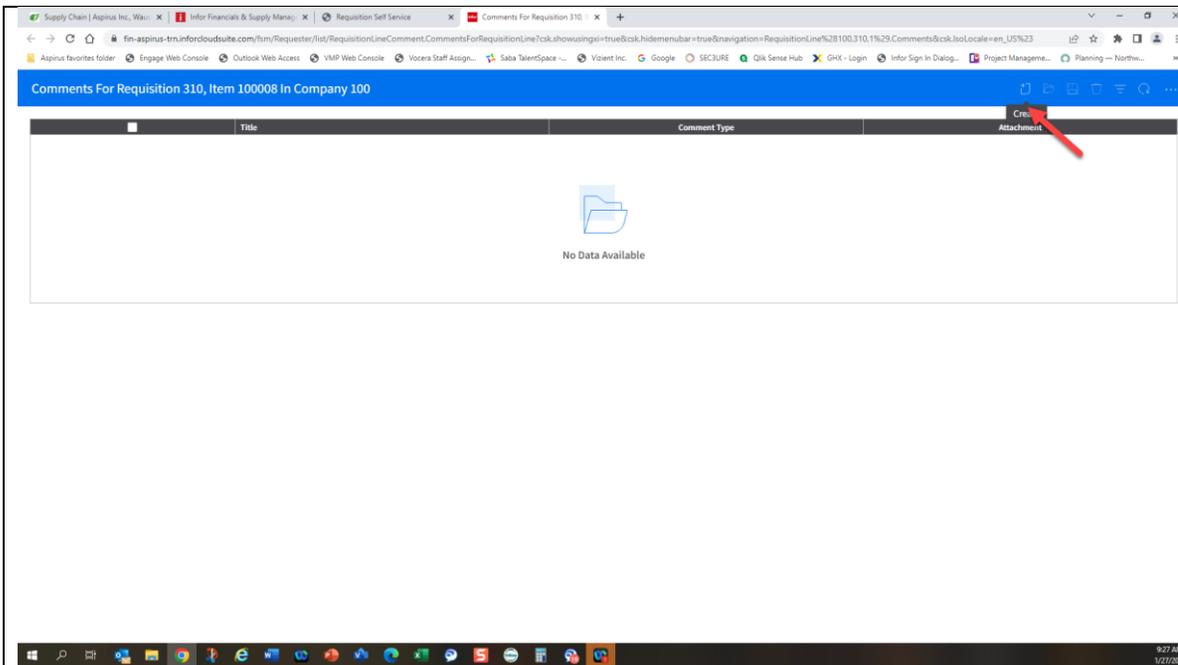
1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	KT IMM ARCTCT ASB RGT (100TST) Item 100008	200 / KT - KIT	200.00	40000.00	USD Unreleased

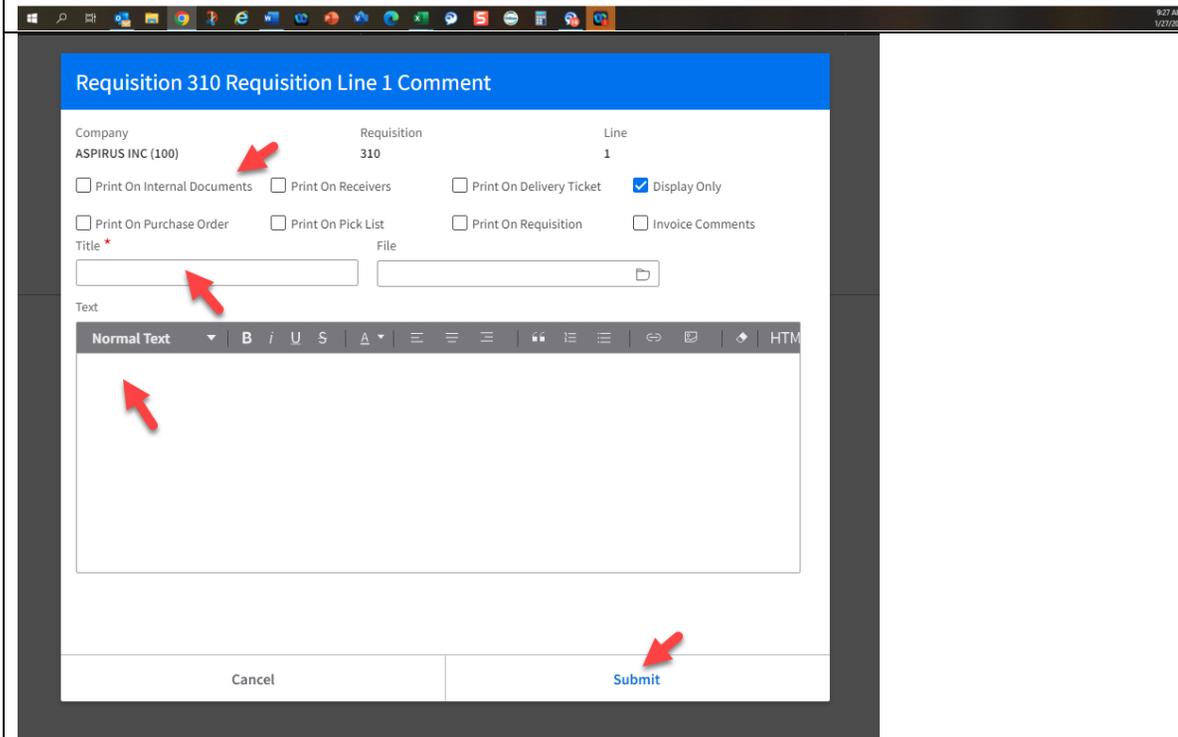
Tax Total 0.00 USD  
Request Total 40000.00 USD

Submit

- Click Add Line Notes



- Click Create Icon



- Click where you want comment to print
- Enter Title
- Enter comment
- Click Submit

Special / Service Item

[Search](#)

Special  Service

a list of products to add to your Request.

**Tax Total 0.00**  
**Request Total 800.95 USD**  
 17 Items within this Request

		TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
		TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
		TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
		TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
		TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
		TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
		TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

◀ ▶

[View Request Details](#)

[Submit Request](#)

When requisition is complete – Submit

- Located on the bottom of page

Stock  Non Stock  Special  Service

**Submit this requisition?**

Are you sure you want to submit this requisition?

[Yes](#) [No](#)

or keyword to browse a list of products to add to your Request.

- Select YES

Quantity / UOM	Cost	Total	Status
72 / KT - KIT	72.00	5184.00	USD Unreleased

Request # 260 has been submitted.

**Budget edits in progress**

Thu Jan 26 2023 13:20:38 GMT-0600 (Central Standard Time)

[Return to Request Detail](#)

If Budget Edits in progress appears

- Click Return to Request Detail

← Request # 260

100 ASPIRUS INC | 11010007700, TRUDEAU, JULIE



Request # 260 is Pending Approval.

Return to Dashboard

- Click the back arrow in top left corner of page

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008	72 / KT - KIT	72.00	5184.00 USD
<b>Tax Total</b>				0.0
<b>Request Total</b>				5184.0

## Add / Update Distribution on a Purchase Request

Request # 1052  
100 - ASPIRUS HEALTH | 10011002000 - TRUDEAU, JULIE

3 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	autobus Item: 40894	500 / EA - EACH	20.00000	10000.00000 USD	Unreleased
2	no charges Item: 654089	1 / EA - EACH	0.00000	0.00000 USD	Unreleased
3	surefoot Item: QUOTE 548	1 / EA - EACH	30000.00000	30000.00000 USD	Unreleased

Tax Total: 0.00 USD  
Request Total: 40000.00 USD

Submit

- View the line detail on your unreleased request
- Select the line to update / fix

Requisition Line Distributions

Company: 100 ASPIRUS HEALTH  
Requester: 38552 TRUDEAU, JULIE  
Requesting Location: 10011002000 AI-OPERATIONS

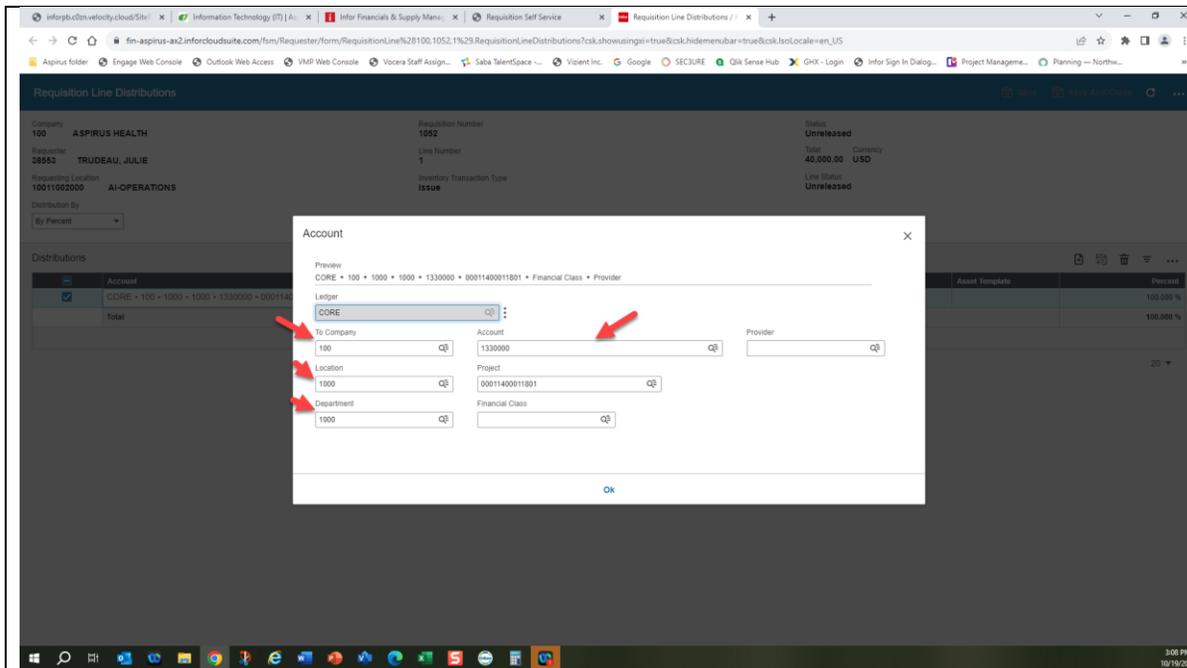
Requisition Number: 1052  
Line Number: 1  
Inventory Transaction Type: Issue

Status: Unreleased  
Total: 40,000.00 USD  
Line Status: Unreleased

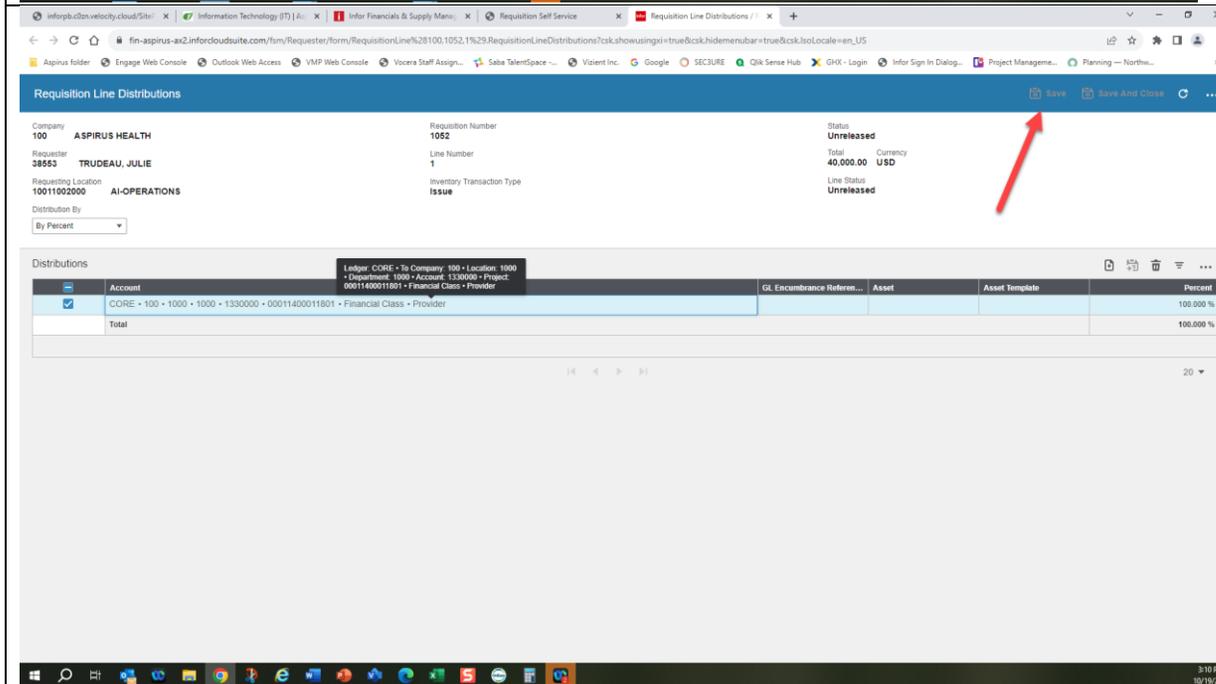
Distributions

Account	GL Encumbrance Referen...	Asset	Asset Template	Percent
CORE - 100 - 1000 - 1000 - 1330000 - 00011400011901 - Financial Class - Provider				100.000 %
Total				100.000 %

- Double click on the Account line



- Update the following information  
To Company  
Location  
Department  
Account
- Click Ok



- Click Save
- Release Request

Requisition Line Distributions

Company: 100 ASPIRUS HEALTH  
Requisition Number: 1052  
Status: Unreleased  
Requester: 38563 TRUDEAU, JULIE  
Line Number: 1  
Total: 40,000.00 USD  
Requesting Location: 10011002000 AI-OPERATIONS  
Inventory Transaction Type: Issue  
Line Status: Unreleased

Distributions

Account	GL Encumbrance Referen...	Asset	Asset Template	Percent
☑ CORE • 100 • 1000 • 1000 • 1330000 • 00011400011801 • Financial Class • Provider				100.000 %
Total				100.000 %

If you are Splitting cost between multiple Areas

- Click the Create link
- Follow step above to fill in account information

# Order Receiving (Offsite Clinics Only – not needed for Medline, Staples, or Amazon Deliveries)

## Order Receiving

**Buyer**

- Quick Links
  - Purchase Requests
  - Purchase Orders
  - Receiving
  - Contracts
  - Vendor Returns
  - Review My Messages
- New Requests
  - Request Vendor
  - Request Item
  - Request Item Location
  - Request Invoice Payment
- Open Purchase Requests
  - TST1 100 - ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD.
  - TST1 100 - ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD.
- Unreleased Purchase Orders
  - PO-10020047 100 - ASPIRUS INC. 2953-SHAMROCK SCIENTIFIC INC. 4/20/2023. Total Cost: 20,800.00 USD.
  - PO-10020126 100 - ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC. 4/24/2023. Total Cost: 33.00 USD.
  - PO-10020127 100 - ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC. 4/24/2023. Total Cost: 25.00 USD.
  - PO-10020128 100 - ASPIRUS INC. 4/24/2023. Total Cost: 25.00 USD.
- Unapproved Purchase Orders
  - No purchase orders to review
- Past Delivery Date
  - 1035 103557 - SOL IV NACL 9% INJ LFRCR 100ML SGL USP 100 - ASPIRUS INC. PO: 100013 | Line: 1 3185-ICU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA Delivery Date: 6/28/2022
  - 1035 103557 - SOL IV NACL 9% INJ LFRCR 100ML SGL USP 100 - ASPIRUS INC. PO: 100015 | Line: 1 3185-ICU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA Delivery Date: 6/28/2022
- Unreleased Buyer Messages
  - 101467 - SNRS ADT MASIMO LNCS ADTX 100 - ASPIRUS INC. PO: 122558 | Receipt: 12 | Line: 1 7817-MEDLINE INDUSTRIES INC. Received: 30.0 EA | Excess: 10.0 EA
  - 104049 - SET FD EPUMP 1000ML ENTRL ANTI FR PUMP NS LF 100 - ASPIRUS INC. PO: 122558 | Receipt: 12 | Line: 2 7817-MEDLINE INDUSTRIES INC. Received: 2.0 CA | Excess: 1.0 CA
- Vendor Returns
  - MED 7817-MEDLINE INDUSTRIES INC. 100 - ASPIRUS INC. Return: 4 | PO: 122559 AWHSTORE - ASPIRUS WAUSAU HOSPITAL STOREROOM. Return Value: 403.89. Authorized By Vendor.
  - CAR 4250-CARDINAL HEALTH 110 LLC 100 - ASPIRUS INC. Return: 2 | PO: 100010 63007 - ASPIRUS IMAGING CNTR CT. Return Value: 8.00.

- Log into FSM
- Select Requester Role

**Requester**

My Requisition Lines Past Requested Delivery Date

Comp...	Requ...	Line	Item	Vendor Item	Description
100	92	1	85046	85046	masks
100	92	1	110016	HDT1079826	CHHBR VLV HLD DMD MED LTCH HSK OPCH
100	92	2	110016	HDT1079826	CHHBR VLV HLD DMD MED LTCH HSK OPCH
100	92	1	85046	85046	masks
100	96	1	110016	HDT1079826	CHHBR VLV HLD DMD MED LTCH HSK OPCH
100	96	2	110016	HDT1079826	CHHBR VLV HLD DMD MED LTCH HSK OPCH
100	102	1	112417	294.785	SCR XTRNFX SCHNZ SS 175XSMH HP CNDV
100	122	1	CM1518P	CM1518P	special order

Requisitions Needing Approval

No Requisitions Available

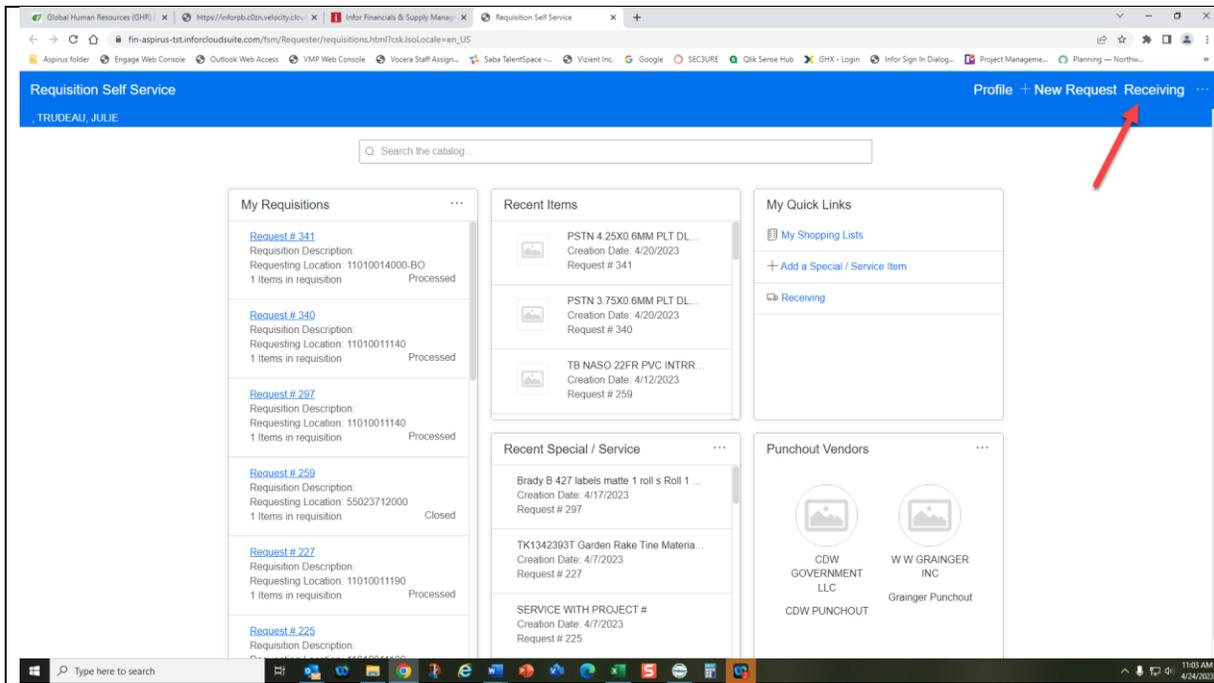
Unreleased Requisitions

Comp...	Re...	Request...	Creation Date	Requ...	Vendor	Total	Curre...
100	205	11010011210	4/6/2023 11:45:49 AM			0.00	USD
100	203	11010011210	4/6/2023 11:29:14 AM			0.00	USD
100	135	1001104700	4/5/2023 11:05:59 AM			0.00	USD
100	181	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	11010012700	4/4/2023 1:22:07 PM			11.51	USD
100	157	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	153	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	151	36013602700	3/30/2023 10:33:55 AM			3.60	USD

Supplier Requisitions To Review

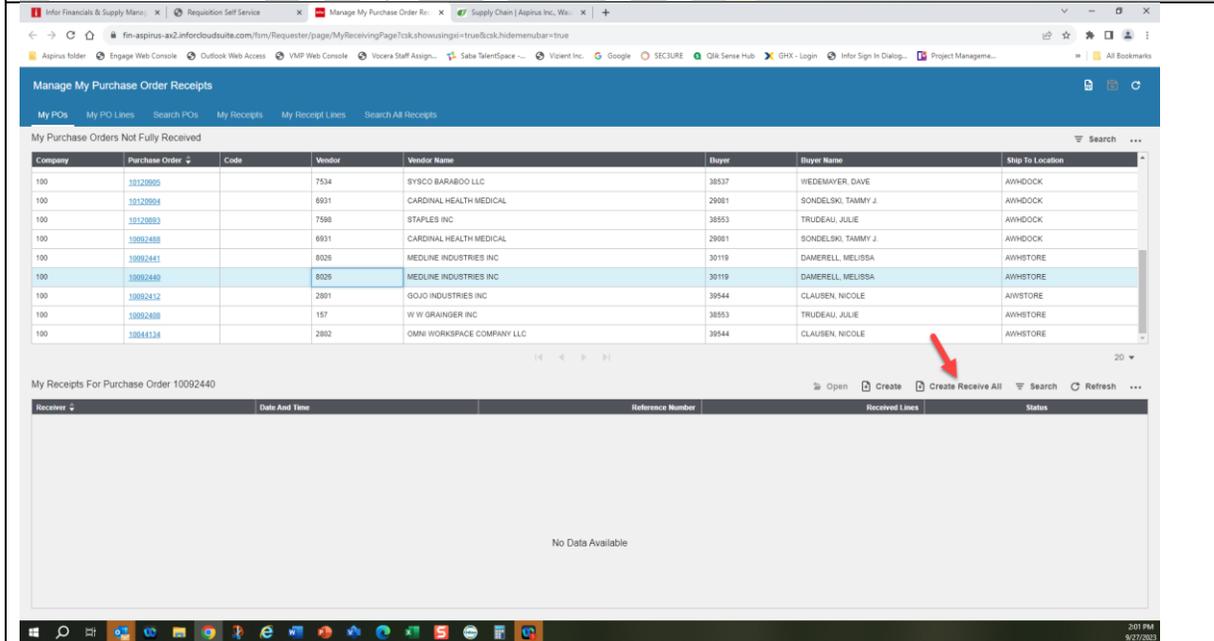
Comp...	Re...	Vendor	Created By	Re...	Requesting...	Creation Date	Requ...
100	2		Nathaniel Lindsay	281	11010013000-BO	4/13/2023 1:53:15 PM	

- Select Requisition Self Service (RSS)



Click the Receiving button

- Located in the upper right of page



- Highlight order line to receive
- Click Create Receive All

My Receipt Lines Search All Receipts

### Purchase Order Receipt

Company: 100 Purchase Order: 122686

Reference Number:

Date, Time Received:  

Received Location:  

Carrier:  

Bill of Lading:   Reprint Receipt

Tracking Number:  Labels:

No Data Available

- Fill in the following:
  - Date, Time Received
  - Received Location
- Click Submit

Purchase Order Receipt 82

Company: 100 - ASPIRUS INC Receipt: 82 Status: Unreleased

Purchase Order: 122685 Reference:

Invoice by mail

[Purchase Order Lines](#) Receipt Lines Receiver Comments

Line	Item	Description	Vendor	Item	Location	Received Quantity	UOM	Remain...	Purchase Order	Ship To	Backorder	Remaining	Inspecti...	Has Sub...
1	40K438	TK1341899T Shelf Bin Color Clear Includes Dividers No Includ	40K438	Special		0		1	EA	AWHDOCK	Default To Next Level	No	No	No
2	40K440	TK1341900T Shelf Bin Color Clear Includes Dividers No Includ	40K440	Special		0		1	EA	AWHDOCK	Default To Next Level	No	No	No

11:08 AM 4/24/2023

- Adjust quantity received for each item if it was not received complete
- Click Save
- Click Release and Deliver

**Note:**

If a partial delivery is received and you do not want the balance, contact your buyer to cancel balance.

Global Human Resources (GHR) | X | https://inforpb.cdn.velocity.clo... | X | Infor Financials & Supply Manag... | X | Requisition Self Service | X | Purchase Order Receipt 82 / Reo... X | +

fin-aspirus-tst.inforcloudsuite.com/fsm/Requester/Form/PurchaseOrderReceipt%28100,82:0.00000000.00000000.0.0%29.PCReceiving?navigation=PurchaseOrderReceipt%28100,82:0.00000000.00000000.0.0%29.ViewReceiver&csk.showsinglet=true...

Aspirus folder | Engage Web Console | Outlook Web Access | VMP Web Console | Vocera Staff Assign... | Saba TalentSpace ... | Vicent Inc. | Google | SEC3U... | Qik Sense Hub | GHX - Login | Infor Sign In Dialog... | Project Manage... | Planning - North...

### Purchase Order Receipt 82

Company: 100 - ASPIRUS INC  
 Receipt: 82  
 Status: Released

Purchase Order Release Code: 222685  
 Invoice by mail

Receipt Lines \* | Receiver | Comments

Receipt Lines

Line	Item	Vend...	Item ...	Manufacturer N...	Description	Location	Received		Purchase Order				Status	Mana...
							Quantity	UOM	Remain...	UOM	Substit...	Cancel ...		
1	40K438	40K438	Special	301205CLAR	TK13418997 Shelf Bin Color Clear Includes Dividers No Includ	AWHDOCK	1	EA	0	EA	No	No	Released / Inspected	
2	40K440	40K440	Special	301285CLAR	TK13419007 Shelf Bin Color Clear Includes Dividers No Includ	AWHDOCK	1	EA	0	EA	No	No	Released / Inspected	

5

https://fin-aspirus-tst.inforcloudsuite.com/fsm/Requester/Form/PurchaseOrderReceipt%28100,82:0.00000000.00000000.0.0%29.PCReceiving?navigation=PurchaseOrderReceipt%28100,82:0.00000000.00000000.0.0%29.ViewReceiver&csk.showsinglet=true&csk.hidemanager=true&csk.disabled=true&sortOrderName=PurchaseOrderReceipt.SymbolicKey...

Type here to search | 11:09 AM 4/24/2021

- Close Internet Tab to return to RSS screen

# Procurement Templates

## Add Favorites List Items while Placing Order Request

The screenshot shows the Buyer role dashboard. The left-hand navigation menu includes roles such as Contract Manager, Contract Terms Manager, Integration Architect, Item Lifecycle Administrator, Item Lifecycle Coordinator, Item Lifecycle Reporter, Item Lifecycle Responder, Item Master Specialist, Journal Approver, Pricing Manager, Process Server, Purchasing Manager, Requester (highlighted with a red arrow), Sourcing Manager, Supply Management Administrator, Supply Management Processor, and Supply Management Viewer. The main dashboard area contains several widgets: Quick Links, New Requests, Open Purchase Requests, Unreleased Purchase Orders, Unapproved Purchase Orders, Past Delivery Date, Unreleased Buyer Messages, and Vendor Returns.

- Log into FSM
- Select Requester Role

The screenshot shows the Requester role dashboard for Julie Trudeau. The left-hand navigation menu includes options like Home, My Requisitions, All Requisitions, My Requisition Statuses, Create Requisition, Procurement Templates, Item Search, My Requester Profile (highlighted with a red arrow), Requisition Self Service, My Receipts, Request New Item, + New Item Proposals, and Request Approval. The main dashboard area contains several tables: My Requisition Lines Past Requested Delivery Date, Requisitions Needing Approval (showing 'No Requisitions Available'), Unreleased Requisitions, and Supplier Requisitions To Review.

- Select Requisition Self Service (RSS)



My Quick Links

- My Shopping Lists
- + Add a Special / Service Item
- Propose a Contract
- Receiving

Punchout Vendors

- Select Profile Button  
Located in the upper right of page

Company: 100 - ASPIRUS INC

Requesting Location: 11010007700 - AWH-PURCHASI...

Deliver From Company: 100 - ASPIRUS INC

Deliver From Location: AWHWH - ASPIRUS WAUSAU ...

Requested Delivery Date:  Deliver To:  Priority:  Comment Type: Display Only

Vendor:  Vendor Purchase From:  Currency:  Single Document To A Purchase order: Not Applicable

Buyer: 35903 - MCGRATH, CAROLYN A

Requisition Description:  Commodity Code:

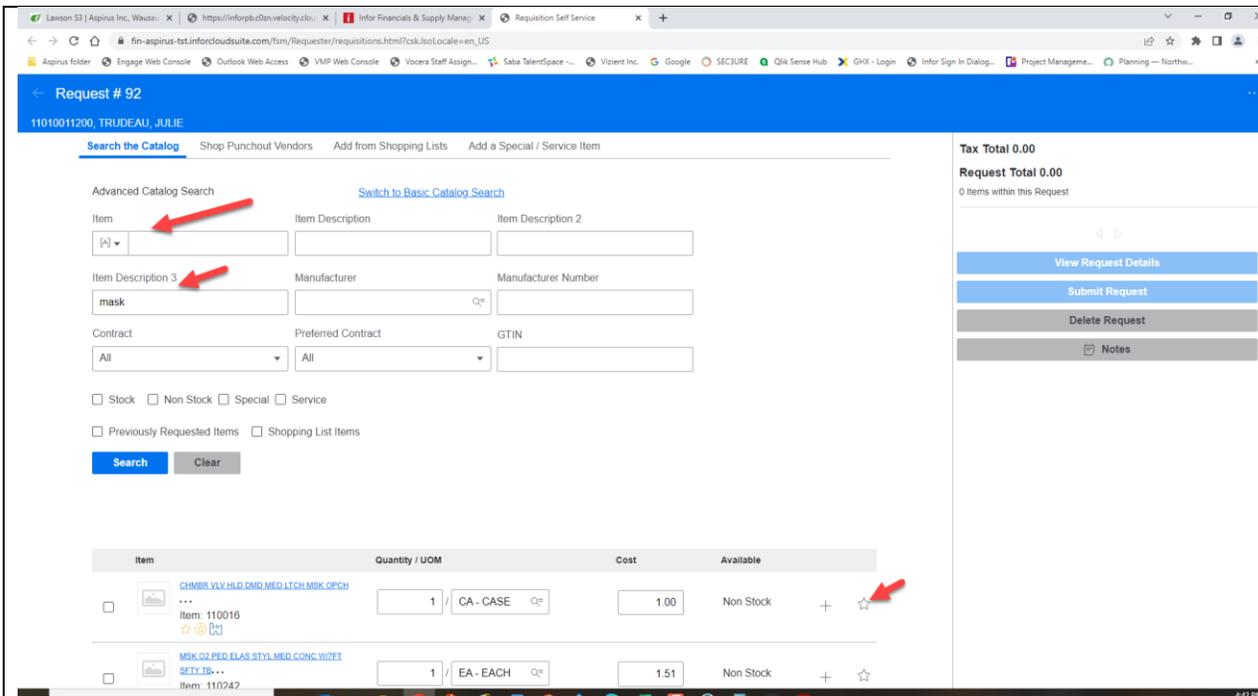
Distribution Account

Company	Location	Department	Account
110 - ASPIRUS WAUSAU HOSP...	1000 - BALANCE SHEET	7700 - SUPPLY CHAIN MANAG...	<input type="text"/>

[Show More](#)

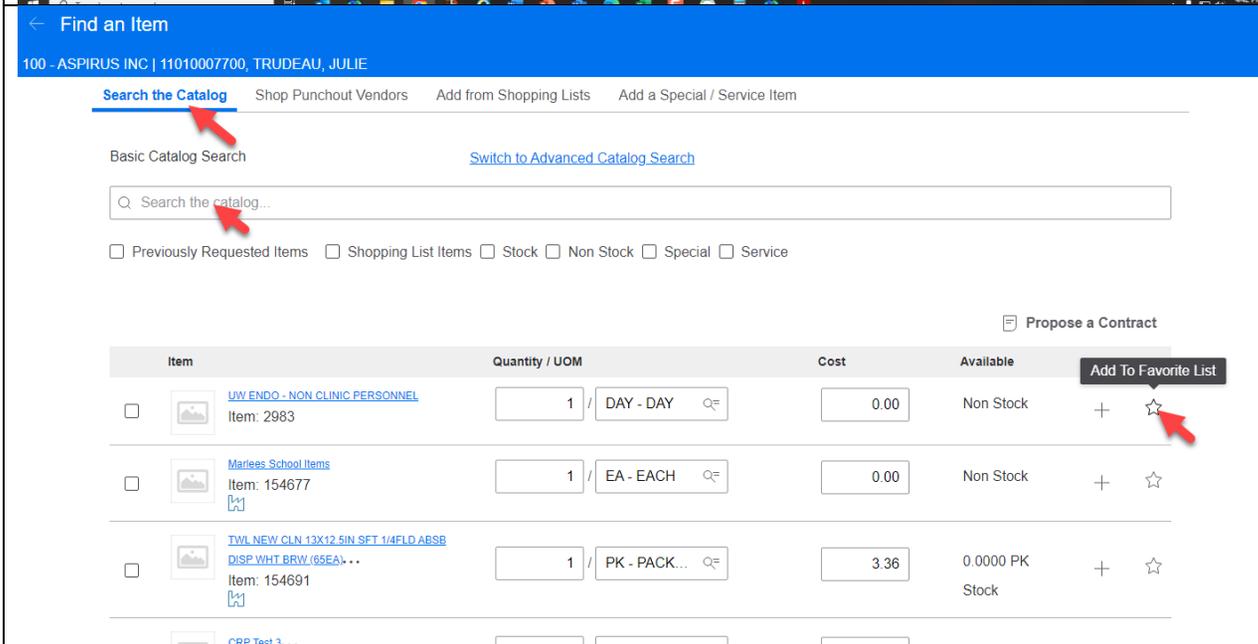
- Enter or Select Requesting Location
- Add Requested Delivery Date  
(If request is a stock item, delivery date should be today's date)
- Enter Deliver to information  
(if specific instructions are needed)





### Option 1 - Adding from the Advanced Catalog Search (this is the initial view that will appear)

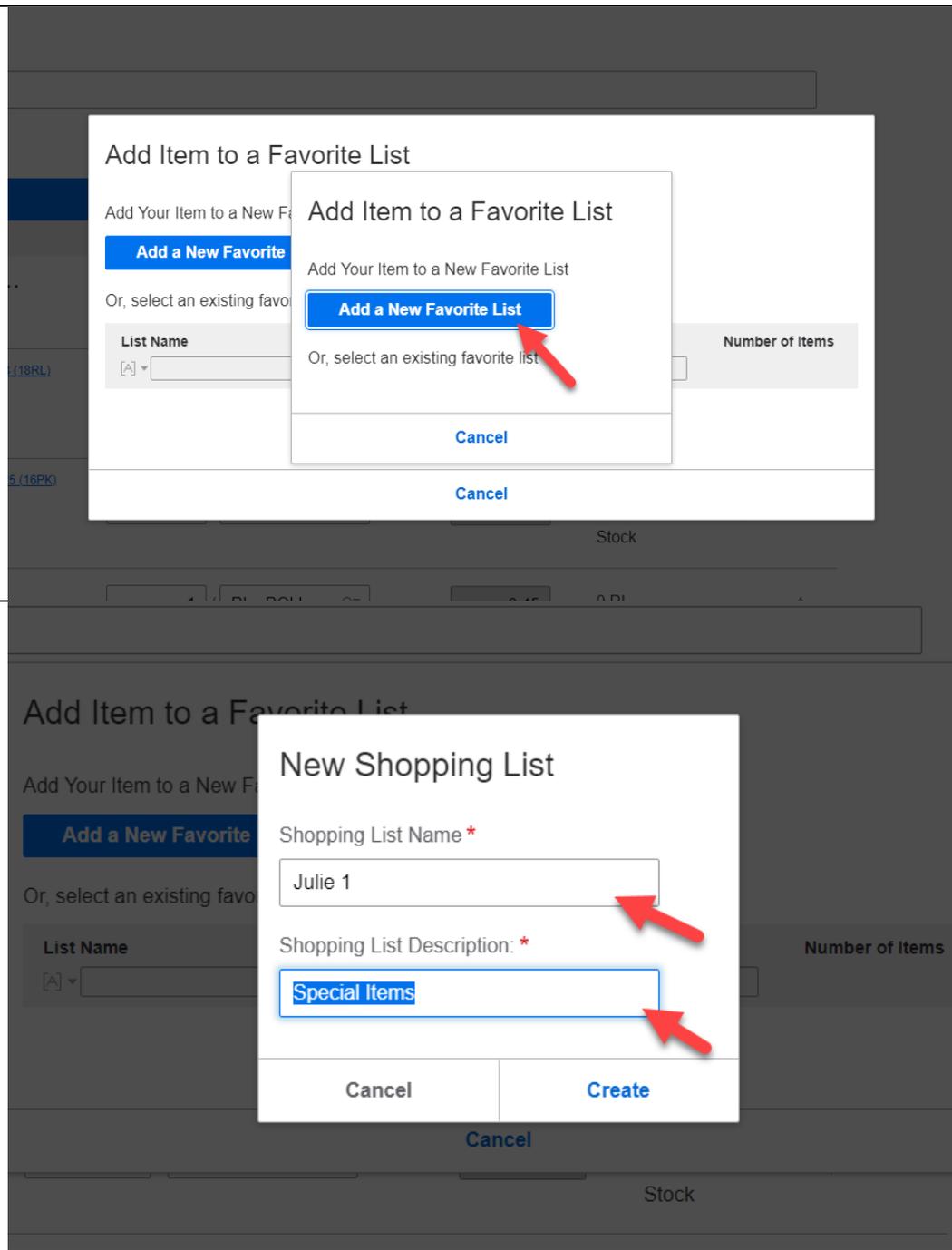
- Search in preferred method  
FSM Item Number  
Vendor Item Number  
Description  
To use full word – use Description 3 and be specific to shorten search time
- Click Search button
- Click Add to Favorites List  
☆ Star to right side on item line



### Option 2 - Adding from the Basic Search Catalog

- Select Search the Catalog
- Search Item
- Hit Enter
- Click Add to Favorites List  
☆ Star to right side on item line

Continue adding item to Favorites list



- Click Add a New Favorite List or Select existing Favorites List

- Enter Shopping List Name  
**Must Start with Your system ID number**
- Enter Shopping List Description
- Click Create

Request # 92

Search Clear

Item	Quantity / UOM	Cost	Available	
 CHMBR VLV HSD DMD MED LTGH MSK OPCH ... Item: 110016 ☆ @ [X]	<input type="text" value="1"/> / CA - CASE	1.00	Non Stock	+ ☆
 MSK Q2 PED ELAS STYL MDR CONC WZFT SETY TB .. Item: 110242 ☆ @ [X]	<input type="text" value="1"/> / EA - EACH	1.51	Non Stock	+ ☆
 MSK ANES BRTH INF SZ S .. Item: 110239 ☆ @ [X]	<input type="text" value="1"/> / EA - EACH	1.73	Non Stock	+ ☆
 AMBU PROT PLAS ADLT RDL 13 5X11X4.5CM LS .. Item: 110457 ☆ @ [X]	<input type="text" value="1"/> / EA - EACH	5.86	Non Stock	+ ☆
 SHLD MICROSHIELD CPR CLR PLAS .. Item: 109824 ☆ @ [X]	<input type="text" value="1"/> / EA - EACH	6.58	Non Stock	+ ☆
 MSK PROT LINT MTH CPR LIX 1W VLV FLTR QSP .. Item: 109849 ☆ @ [X]	<input type="text" value="1"/> / EA - EACH	10.51	Non Stock	+ ☆
 MSK ANES BRTH CHLD/SM ADLT SZ4 UNSCNT .. Item: 110457 ☆ @ [X]	<input type="text" value="1"/> / CA - CASE	34.50	Non Stock	+ ☆

Continue with Placing your order request

- Enter quantity on item line
- Click + on right side of line to add

Special / Service Item

search

Special  Service

a list of products to add to your Request.

**Tax Total 0.00**  
**Request Total 800.95 USD**  
 17 Items within this Request

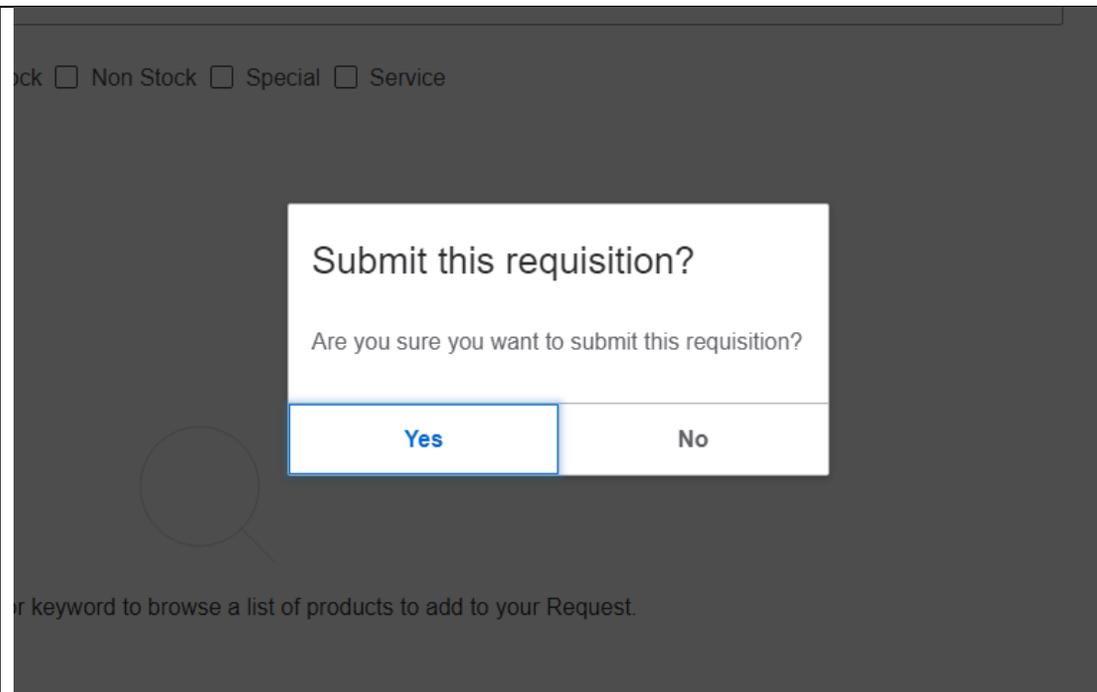
	TISSUE BATH 4.0 STANDARD ANGEL ... # 154452 Cost: 24.32 USD Quantity: 1 CA	24.32
	TISSUE BATHROOM W4XL4.05IN 2 PL... # 154451 Cost: 18.63 USD Quantity: 1 CA	18.63
	TISSUE BATH W4XL4.5IN 2 PLY PREM... # 154450 Cost: 36.80 USD Quantity: 1 CA	36.80
	TISSUE TOILET WHITE STANDARD 1 ... # 154449 Cost: 42.86 USD Quantity: 1 CA	42.86
	TISSUE BATHROOM W4.5XL4.05IN 1 ... # 154448 Cost: 35.19 USD Quantity: 1 CA	35.19
	TISSUE BATHROOM 3.5INX1000FT W... # 154447 Cost: 18.48 USD Quantity: 1 CA	18.48
	TISSUE TOILET JUMBO JUNIOR W3.5... # 154446 Cost: 18.92 USD Quantity: 1 CA	18.92

View Request Details

Submit Request

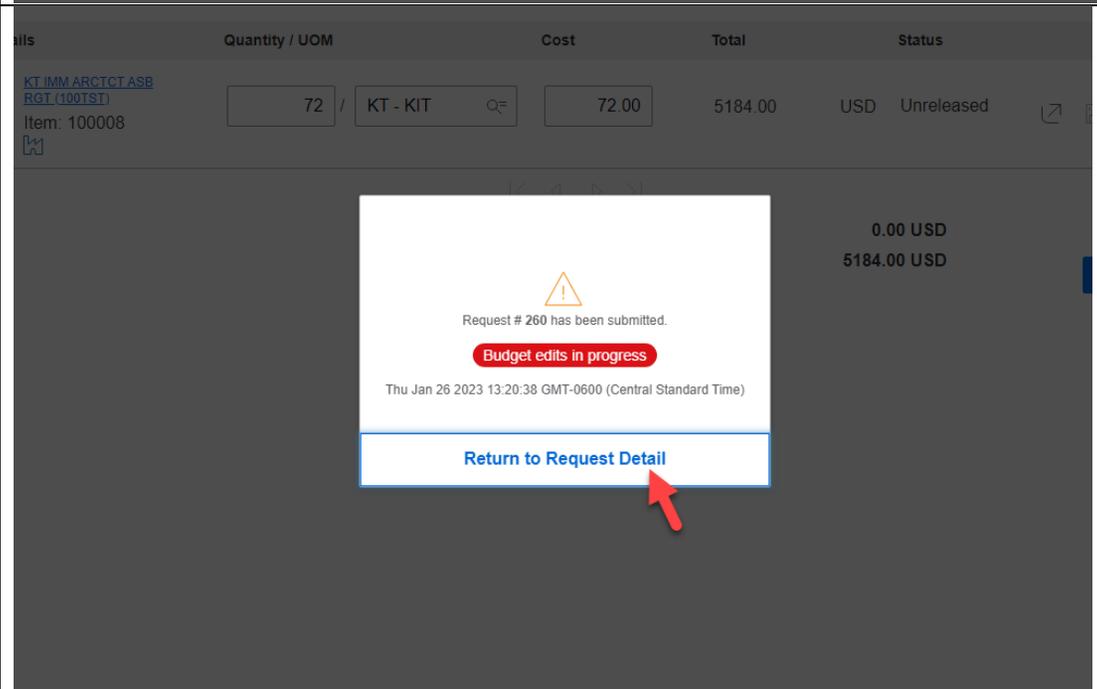
When requisition is complete - Click Submit Request

- Located on the bottom right of page



Request confirmation window appears

- Click Yes



If Budget Edits in progress appears

- Click Return to Request Detail



Request # 260 is Pending Approval.

Request Summary

Line	Item Details	Quantity / UOM	Cost	Total
1	 <a href="#">KT IMM ARCTCT ASB RGT (100TST)</a> Item: 100008 	72 / KT - KIT	72.00	5184.00 USD
<b>Tax Total</b>				0.0
<b>Request Total</b>				5184.0

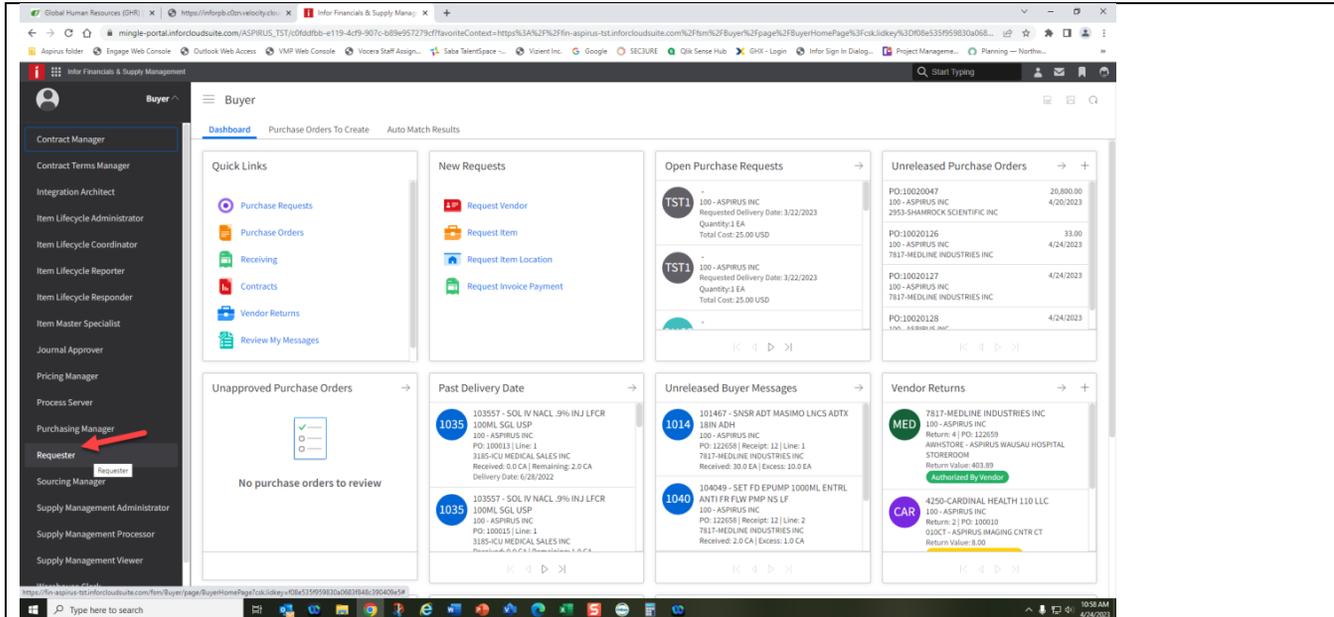
|< < > >|

Return to Dashboard

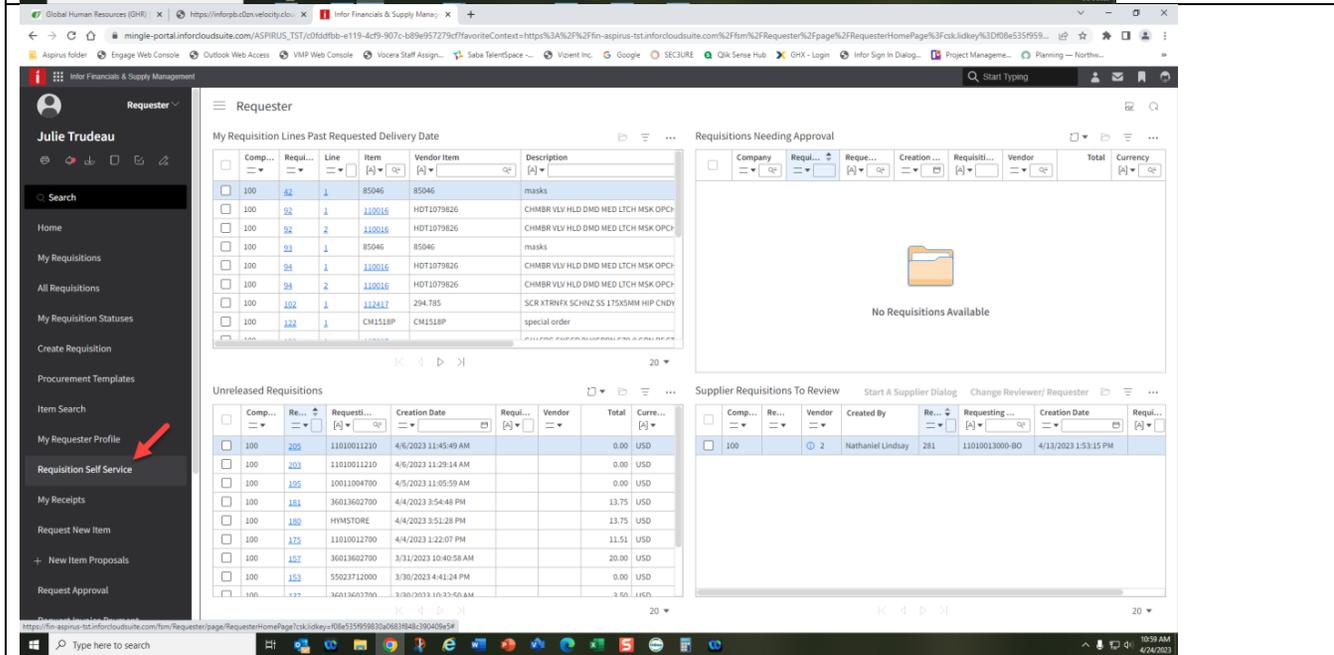
- Click the back arrow in top left corner of page

# Create Favorites List from Search Catalog

You must have the FSM number or manufacturing/vendor part number to use this process.



- Log into FSM
- Select Requester Role



- Select Requisition Self Service (RSS)

Requisition Self Service

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

Search the catalog...

**My Requisitions**

- Request # 445: Unreleased, 0 items in requisition
- Request # 444: Processed, 1 item in requisition
- Request # 435: Closed, 1 item in requisition
- Request # 426: Unreleased, 0 items in requisition
- Request # 424: Processed, 0 items in requisition

**Recent Items**

- TISS TLT WHT 2-PLY 4X...
- CATH PTCA BLN NC EMER...
- KT IMM ARCTCT ASB RGT...

**Recent Special / Service**

- Bill only test
- Bill only test
- 3M-123-ABC

**My Quick Links**

- My Shopping Lists
- Add a Special / Service Item
- Propose a Contract
- Receiving

**Punchout Vendors**

- Type FSM or Vendor item number in the Search Bar

Find an Item

100 - ASPIRUS INC | 11010007700, TRUDEAU, JULIE

**Search the Catalog** | Shop Punchout Vendors | Add from Shopping Lists | Add a Special / Service Item

Basic Catalog Search | [Switch to Advanced Catalog Search](#)

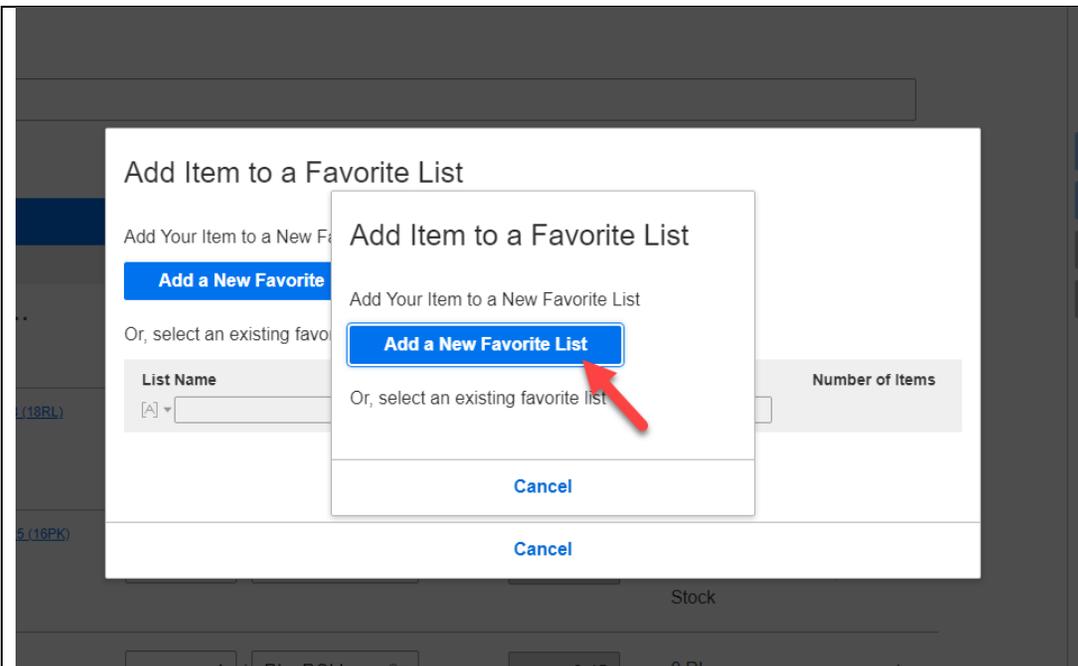
Search the catalog...

Previously Requested Items  Shopping List Items  Stock  Non Stock  Special  Service

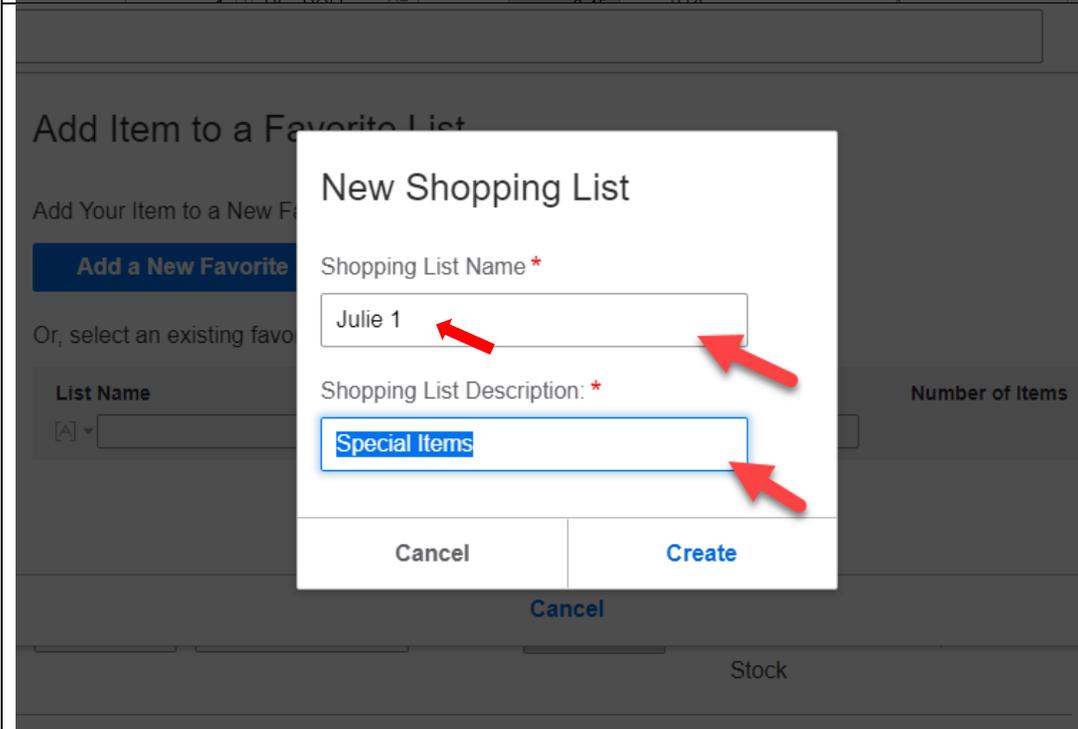
Propose a Contract

Item	Quantity / UOM	Cost	Available	Add To Favorite List
<input type="checkbox"/> <a href="#">UVV ENDO - NON CLINIC PERSONNEL</a> Item: 2983	1 / DAY - DAY	0.00	Non Stock	+ ☆
<input type="checkbox"/> <a href="#">Marjees School Items</a> Item: 154677	1 / EA - EACH	0.00	Non Stock	+ ☆
<input type="checkbox"/> <a href="#">TWL NEW CLN 13X12 5IN SFT 1/4FLO ABSB</a> <a href="#">DISP WHT BRW (65EA)...</a> Item: 154691	1 / PK - PACK...	3.36	0.0000 PK Stock	+ ☆

- Confirm your item
- Click add to Favorites List
- ☆ Star on right side of line



- Click Add a New Favorites List or Select existing Favorites List



- Enter a Shopping List Name
- Enter a Shopping List Description
- Click Create

# Remove Item from Favorites List

**Buyer**

Dashboard | Purchase Orders to Create | Auto Match Results

**Quick Links**

- Purchase Requests
- Purchase Orders
- Receiving
- Contracts
- Vendor Returns
- Review My Messages

**New Requests**

- Request Vendor
- Request Item
- Request Item Location
- Request Invoice Payment

**Open Purchase Requests**

- TST1 - 100 - ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD
- TST1 - 100 - ASPIRUS INC. Requested Delivery Date: 3/22/2023. Quantity: 1 EA. Total Cost: 25.00 USD

**Unreleased Purchase Orders**

- PO:10020047 - 20,800.00. 100 - ASPIRUS INC. 2953-SHAMROCK SCIENTIFIC INC. 4/20/2023
- PO:10020126 - 33.00. 100 - ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC. 4/24/2023
- PO:10020127 - 100 - ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC. 4/24/2023
- PO:10020128 - 100 - ASPIRUS INC. 4/24/2023

**Unapproved Purchase Orders**

No purchase orders to review

**Past Delivery Date**

- 1035 - 103557 - SOL IV NAACL .9% INJ LFCR. 100ML\_SGL\_USP. 100 - ASPIRUS INC. PO: 100013 | Line: 1. 3185-KU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA. Delivery Date: 6/28/2022
- 1035 - 103557 - SOL IV NAACL .9% INJ LFCR. 100ML\_SGL\_USP. 100 - ASPIRUS INC. PO: 100015 | Line: 1. 3185-KU MEDICAL SALES INC.

**Unreleased Buyer Messages**

- 1014 - 101467 - SNSR ADT MASIMO LNCS ADTX. 3884 ADH. 100 - ASPIRUS INC. PO: 122658 | Receipt: 12 | Line: 1. 7817-MEDLINE INDUSTRIES INC. Received: 30.0 EA | Excess: 20.0 EA
- 1040 - 104049 - SET FD EPUMP 1000ML ENTRL. ANTI FR FLW PMP NS LF. 100 - ASPIRUS INC. PO: 122658 | Receipt: 12 | Line: 2. 7817-MEDLINE INDUSTRIES INC. Received: 2.0 CA | Excess: 1.0 CA

**Vendor Returns**

- MED - 7817-MEDLINE INDUSTRIES INC. 100 - ASPIRUS INC. Return: 4 | PO: 122659. AMHSTORE - ASPIRUS WAUSAU HOSPITAL STOREROOM. Return Value: 403.89. Authorized By Vendor
- CAR - 4250-CARDINAL HEALTH 110 LLC. 100 - ASPIRUS INC. Return: 2 | PO: 100013. 0302C - ASPIRUS IMAGING CNTR CT. Return Value: 8.00

- Log into FSM
- Select Requester Role

**Requester**

My Requisition Lines Past Requested Delivery Date

Comp...	Requ...	Line	Item	Vendor Item	Description
100	8	1	QUOTE 123	QUOTE 123	Standard Task Chair, hard casters, arms
100	24	1	115645	9651-24	SNTZR HND PURELL ADV ETCH 4OZ ANMC MOIST BTL
100	95	1	CH5214-209	CH5214-209	Cardinal Health Polyethylene Transfer Pipette, Large Bulb, G
100	95	2	CH5214-209	CH5214-209	Cardinal Health Polyethylene Transfer Pipette, Large Bulb, G
100	95	3	B5827-16	B5827-16	DRUG SCREEN URINE CLUP ICUP PANELX7 AMP/COCA...
100	95	1	593522	DYND80024	CNTNR SPEC URIN 24HR 3000ML AMBR
100	139	1	108011		RLLR BNDG KLNG SFFRM 75X11N P- LYSTR RYN ELAS...
100	829	1	108021		CATH SUCT KT 12FR

**Requisitions Needing Approval**

No Requisitions Available

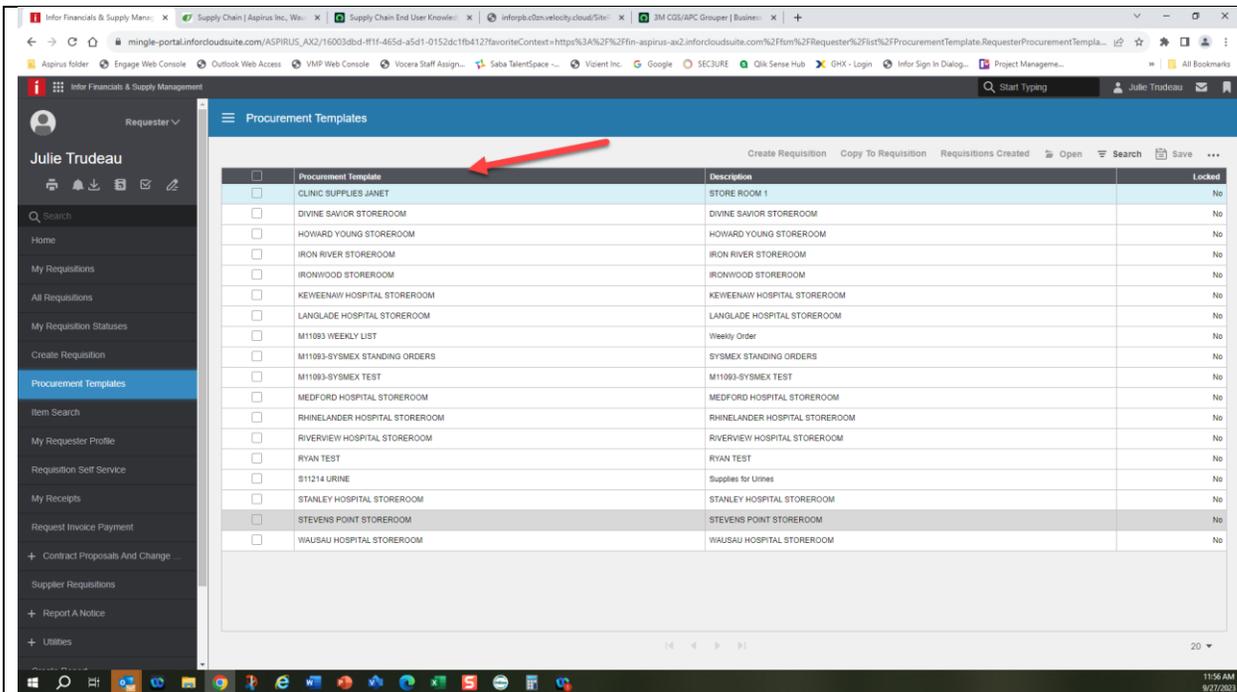
**Unreleased Requisitions**

Company	Requ...	Request...	Creation Date	Request...	Vendor	Total	Currency
100	715	10011003330	9/26/2023 1:31:56 PM		7568	1.00	USD
100	711	28012803000	9/26/2023 10:00:27 AM			0.00	USD
100	880	12011201120	9/25/2023 11:36:15 AM			0.00	USD
100	878	10011002000	9/25/2023 11:23:37 AM			50,000.00	USD
100	553	11010014000	9/14/2023 3:23:49 PM			5.55	USD
100	487	11010011130	8/30/2023 2:40:07 PM			301.00	USD
100	487	10011004700	8/28/2023 3:36:41 PM			0.00	USD
100	473	18011803200	8/25/2023 11:02:24 AM			29.05	USD

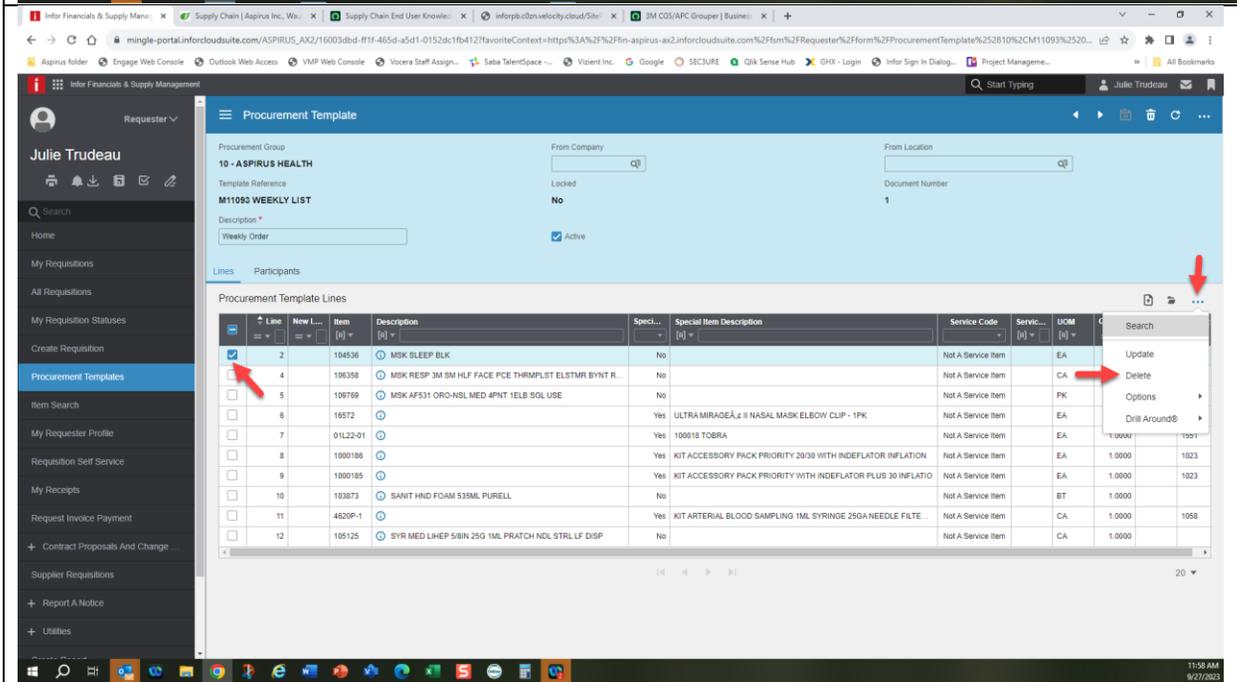
**Supplier Requisitions To Review**

No Requisitions Available

- Select Procurement Templates



- Double click on template line



- Click the box by item to delete
- Click Ellipsis
- Click 'Delete'

The screenshot shows a web application interface for 'Procurement Template' management. The user is Julie Trudeau. The page displays a table of 'Procurement Template Lines' with columns for Line, Item, Description, Service Code, UOM, Quantity, and Cost. A 'Confirmation Required' dialog box is open over the table, with the text 'Confirm Action: Delete' and buttons for 'Cancel' and 'Ok'. A red arrow points to the 'Ok' button.

Line	Item	Description	Service Code	UOM	Quantity	Cost
2	104536	MSK SLEEP BLK	Not A Service Item	EA	1.0000	
4	106356	MSK RESP 3M 5M HLF FACE PCE THRMPLST	Not A Service Item	CA	1.0000	
5	108768	MSK AF331 ORD-NSL MED 4PNT 1YLB SGL U	Not A Service Item	PK	1.0000	
6	16572	RAMRAGE&E II NASAL MASK ELBOW CLIP - 1PK	Not A Service Item	EA	1.0000	1226
7	01L22-01	MS TOBRA	Not A Service Item	EA	1.0000	1551
8	1000198	KIT ACCESSORY PACK PRIORITY 20/30 WITH INDEFLATOR INFLATION	Not A Service Item	EA	1.0000	1023
9	1000185	KIT ACCESSORY PACK PRIORITY WITH INDEFLATOR PLUS 30 INFLATION	Not A Service Item	EA	1.0000	1023
10	103873	SANIT HND FOAM 535ML PURELL	Not A Service Item	BT	1.0000	
11	4020P-1	KIT ARTERIAL BLOOD SAMPLING 1ML SYRINGE 25GA NEEDLE FLTE	Not A Service Item	CA	1.0000	1958
12	105125	BYR MED LMEP 58IN 25G 1ML PRATCH NDL STRL LF DISP	Not A Service Item	CA	1.0000	

- Click 'Ok'

# Status Tools

## Order Request Status Look Up

**Buyer**

Dashboard | Purchase Orders To Create | Auto Match Results

**Quick Links**

- Purchase Requests
- Purchase Orders
- Receiving
- Contracts
- Vendor Returns
- Review My Messages

**New Requests**

- Request Vendor
- Request Item
- Request Item Location
- Request Invoice Payment

**Open Purchase Requests**

- TST1 - 100-ASPIRUS INC. Requested Delivery Date: 3/22/2023. Total Cost: 25.00 USD
- TST1 - 100-ASPIRUS INC. Requested Delivery Date: 3/22/2023. Total Cost: 25.00 USD

**Unreleased Purchase Orders**

- PO:10020047 - 100-ASPIRUS INC. 2053-SHAMROCK SCIENTIFIC INC. 20,800.00. 4/20/2023
- PO:10020126 - 100-ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC. 33.00. 4/24/2023
- PO:10020127 - 100-ASPIRUS INC. 7817-MEDLINE INDUSTRIES INC. 4/24/2023
- PO:10020128 - 100-ASPIRUS INC. 4/24/2023

**Unapproved Purchase Orders**

No purchase orders to review

**Past Delivery Date**

- 1035 - 103557 - SOL IV NAACL .9% INJ LFGR 100ML SGL USP. 100-ASPIRUS INC. PO: 100015 | Line: 1. 3185-ICU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA. Delivery Date: 6/28/2022
- 1035 - 103557 - SOL IV NAACL .9% INJ LFGR 100ML SGL USP. 100-ASPIRUS INC. PO: 100015 | Line: 1. 3185-ICU MEDICAL SALES INC. Received: 0.0 CA | Remaining: 2.0 CA. Delivery Date: 6/28/2022

**Unreleased Buyer Messages**

- 1014 - 101467 - SNSR ADT MASIMO LNCS ADTX 18IN ADH. 100-ASPIRUS INC. PO: 222058 | Receipt: 12 | Line: 1. 7817-MEDLINE INDUSTRIES INC. Received: 30.0 EA | Excess: 10.0 EA
- 1040 - 104049 - SET FD EPUMP 1000ML ENTRL ANTI FR FLW PMP NS LF. 100-ASPIRUS INC. PO: 222058 | Receipt: 12 | Line: 2. 7817-MEDLINE INDUSTRIES INC. Received: 2.0 CA | Excess: 1.0 CA

**Vendor Returns**

- 7817-MEDLINE INDUSTRIES INC. 100-ASPIRUS INC. Return: 4 | PO: 122659. AWNSTORE - ASPIRUS WAUSAU HOSPITAL STOREROOM. Return Value: 403.89. Authorized By Vendor
- 4250-CARDINAL HEALTH 110 LLC. 100-ASPIRUS INC. Return: 2 | PO: 100010. 010CT - ASPIRUS IMAGING CNTR CT. Return Value: 8.00

**Navigation Menu (Requester role highlighted with red arrow):**

- Contract Manager
- Contract Terms Manager
- Integration Architect
- Item Lifecycle Administrator
- Item Lifecycle Coordinator
- Item Lifecycle Reporter
- Item Lifecycle Responder
- Item Master Specialist
- Journal Approver
- Pricing Manager
- Process Server
- Purchasing Manager
- Requester**
- Sourcing Manager
- Supply Management Administrator
- Supply Management Processor
- Supply Management Viewer

- Log into FSM
- Select Requester Role

**Requester**

My Requisition Lines Past Requested Delivery Date

Comp...	Requ...	Line	Item	Vendor Item	Description
100	92	1	85046	85046	masks
100	92	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	92	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	93	1	85046	85046	masks
100	94	1	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	94	2	110016	HDT1079826	CHMBR VLV HLD DMD MED LTCH MSK OPFC
100	102	1	112411	294.785	SCR XTRNFX SCHNZ SS 175X5MM HTP CNDY
100	122	1	CM1218P	CM1218P	special order

**Requisitions Needing Approval**

No Requisitions Available

**Unreleased Requisitions**

Comp...	Re...	Requ...	Creation Date	Requ...	Vendor	Total	Curre...
100	205	11010011210	4/6/2023 11:45:49 AM			0.00	USD
100	203	11010011210	4/6/2023 11:29:14 AM			0.00	USD
100	135	10011004700	4/5/2023 11:05:59 AM			0.00	USD
100	181	36013602700	4/4/2023 3:54:48 PM			13.75	USD
100	180	HYMSTORE	4/4/2023 3:51:28 PM			13.75	USD
100	175	11010012700	4/4/2023 1:22:07 PM			11.51	USD
100	101	36013602700	3/31/2023 10:40:58 AM			20.00	USD
100	153	55023712000	3/30/2023 4:41:24 PM			0.00	USD
100	137	36013602700	3/28/2023 10:53:53 AM			3.66	HKD

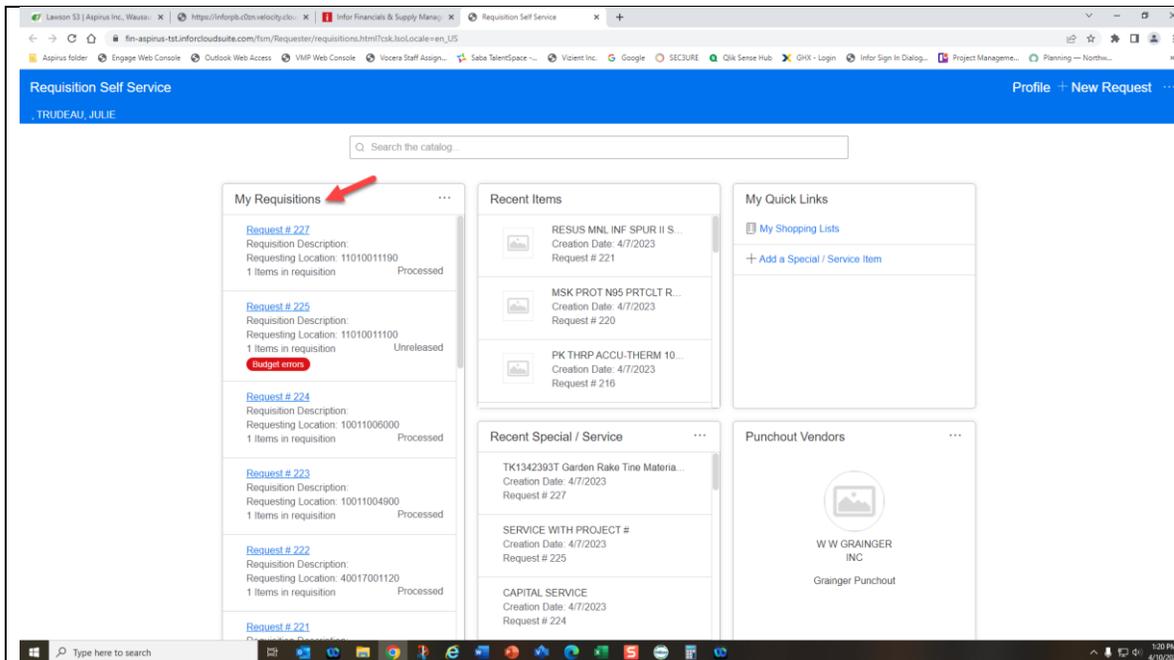
**Supplier Requisitions To Review**

Comp...	Re...	Vendor	Created By	Re...	Requisition...	Creation Date	Requ...
100	2	Nathaniel Lindsay	281	11010013000-BO	4/13/2023 1:53:15 PM		

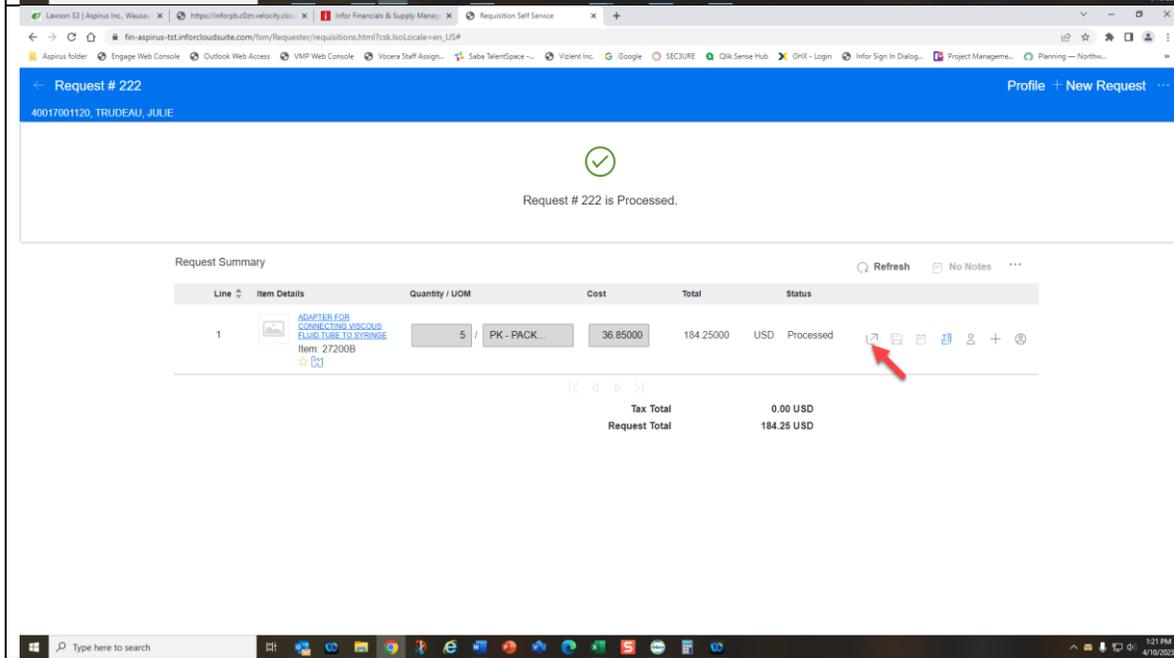
**Navigation Menu (Requisition Self Service highlighted with red arrow):**

- Julie Trudeau
- Search
- Home
- My Requisitions
- All Requisitions
- My Requisition Statuses
- Create Requisition
- Procurement Templates
- Item Search
- My Requisition Self Service**
- My Receipts
- Request New Item
- + New Item Proposals
- Request Approval

- Select Requisition Self Service (RSS)



- Select your request



- Click to View Requisition line details

Requestion Line Status Details

Company	Requisition	Requisition Line	From Company
100	222	1	100 ASPIRUS HEALTH

Item	Description	Item Type	Vendor Item	From Location	Requested Delivery Date	Unit Cost	Amount	Requisition Status	Line Status
272008	ADAPTER FOR CONNECTING VISCOUS FLUID TUBE TO SYRINGE	Special	272008	AMHSTORE	ASPIRUS MEDFORD HOSPITAL STOREROOM	36.85000	184.25	Processed	Processed

Purchase Order Quantities

	Quantity	UOM
Requested	5	PK
Waiting to create PO	0	
Unreleased on PO	0	
Released on PO	5	PK
Canceled	0	PK
Delivered	0	PK

Released to a Purchase Order – screen shows

- Requested quantity
- Quantity released to a PO

Requestion Line Status Details

Company	Requisition	Requisition Line	From Company
100	211	1	100 ASPIRUS HEALTH

Item	Description	Item Type	Vendor Item	From Location	Requested Delivery Date	Unit Cost	Amount	Requisition Status	Line Status	
100002	TB NASO 20FR PVC INTRB STRIATIONS LF STRL DISP	Inventoried		AD5STORE	ASPIRUS DIVINE SAVIOR HOSPITAL STOREROOM	4/6/2023	1.65	364.65	Closed	Closed

Warehouse Quantities

	Quantity	UOM
Requested	221	
Killed	152	
Demand Order	0.0000	Shipped
Allocated	0.0000	Delivered
Backordered	0.0000	Return
In Process	0	

Filling from Warehouse – screen shows

- Requested quantity
- Quantity Allocated from warehouse
- Quantity shipped from warehouse
- Quantity in Killed = will not ship
- Quantity in backorder = will ship when available

Requisition Line Status Details

Company: 100    Requisition: 222    Requisition Line: 1

From Company: 100    ASPIRUS HEALTH

Item	Description	Item Type	Vendor Item	From Location	Requested Delivery Date	Unit Cost	Amount	Requisition Status	Line Status
272008	ADAPTER FOR CONNECTING VISCOUS FLUID TUBE TO SYRINGE	Special	272008	AMHSTORE    ASPIRUS MEDFORD HOSPITAL STOREROOM		36.85000	184.25	Processed	Processed

Purchase Order Quantities    [Purchase Order Lines](#)

Purchase Order Lines

Company	Purchase Order	Purchase Order Line	Quantity	Delivered Quantity	UOM	Requested Delivery Date
100	122702	1	5	0	PK	4/11/2023

- Click on Purchase Order Lines
- View Requested Delivery Date

Requisition Self Service

Search the catalog.

**My Requisitions**

- [Request # 216](#)  
Requestion Description:  
Requesting Location: 24012401120  
1 Items in requisition    Processed
- [Request # 215](#)  
Requestion Description:  
Requesting Location: 24012401120  
1 Items in requisition    Processed
- [Request # 213](#)  
Requestion Description:  
Requesting Location: 24012401120  
1 Items in requisition    Closed
- [Request # 211](#)  
Requestion Description:  
Requesting Location: 24012401120  
1 Items in requisition    Closed
- [Request # 210](#)  
Requestion Description:  
Requesting Location: 24012401120  
1 Items in requisition    Closed

[VIEW ALL](#)

**Recent Items**

- RESUS MNL INF SPUR II S...  
Creation Date: 4/7/2023  
Request # 221
- MSK PROT N95 PRCLT R...  
Creation Date: 4/7/2023  
Request # 220
- PK THRP ACCU-THERM 10...  
Creation Date: 4/7/2023  
Request # 216

**Recent Special / Service**

- TK1342363T Garden Rake Tine Materia...  
Creation Date: 4/7/2023  
Request # 227
- SERVICE WITH PROJECT #  
Creation Date: 4/7/2023  
Request # 225
- CAPITAL SERVICE  
Creation Date: 4/7/2023  
Request # 224

**My Quick Links**

- [My Shopping Lists](#)
- [+ Add a Special / Service Item](#)

**Punchout Vendors**

- W W GRAINGER INC  
Grainger Punchout

Click View All to see additional Requests

- Located on the bottom left of page

My Requisitions Profile + New Request ...

TRUDEAU, JULIE

15 Results

Request Number	Requesting Location	Requisition Description	Vendor	Vendor Name	Creation Date	Requested Delivery Date	Request Total	Status	Message
<a href="#">209</a>	24012401120				4/6/2023 1:41:59 PM		1.65	Closed	
<a href="#">208</a>	24012401120				4/6/2023 1:38:23 PM		11.55	Closed	
<a href="#">207</a>	24012401120				4/6/2023 1:36:23 PM		11.55	Closed	
<a href="#">206</a>	24012401120				4/6/2023 1:08:20 PM		127.05	Closed	
<a href="#">205</a>	11010011210				4/6/2023 11:45:49 AM		0.00	Unreleased	
<a href="#">203</a>	11010011210				4/6/2023 11:29:14 AM		0.00	Unreleased	
<a href="#">198</a>	11010011210				4/5/2023 3:54:36 PM		5.00	Processed	
<a href="#">195</a>	10011004700				4/5/2023 11:05:59 AM		0.00	Unreleased	
<a href="#">181</a>	36013602700				4/4/2023 3:54:48 PM		13.75	Unreleased	
<a href="#">180</a>	HYMSTORE				4/4/2023 3:51:28 PM		13.75	Unreleased	
<a href="#">178</a>	11010012700				4/4/2023 1:27:45 PM		11.51	Processed	
<a href="#">175</a>	11010012700				4/4/2023 1:22:07 PM		11.51	Unreleased	
<a href="#">173</a>	11010012700				4/4/2023 1:19:17 PM		62.22	Processed	
<a href="#">157</a>	36013602700				3/31/2023 10:40:58 AM		20.00	Unreleased	
<a href="#">156</a>	36013602700				3/31/2023 10:11:48 AM		1210.00	Closed	

< >

- Select Order requisition from list