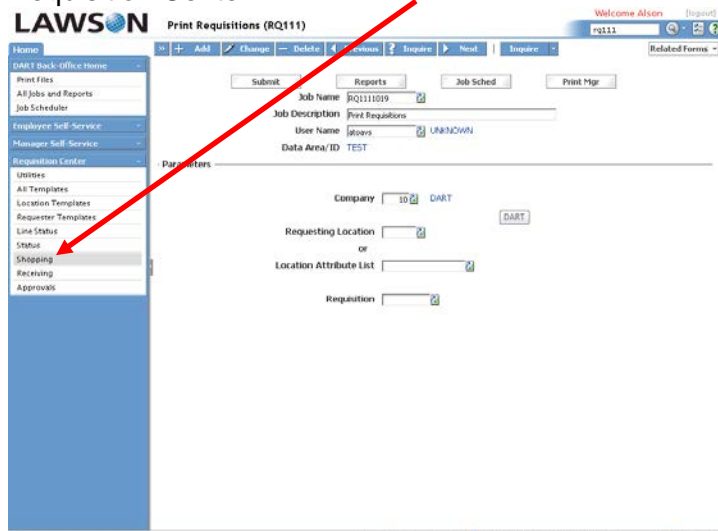
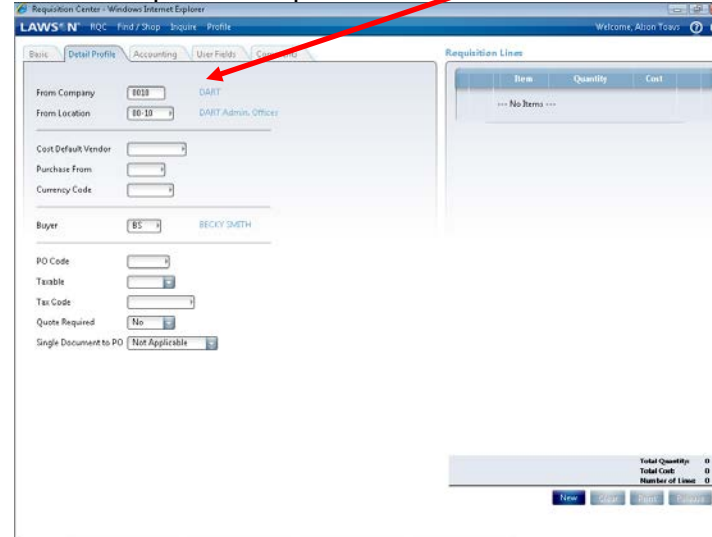


Requisition Center

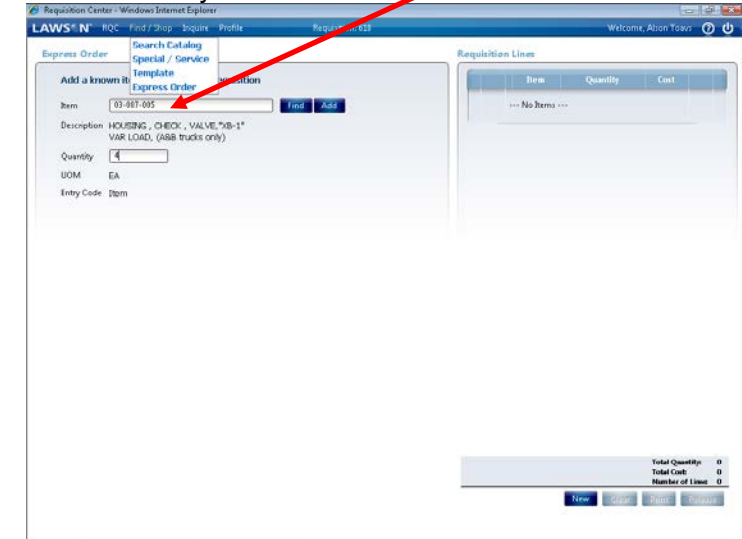
Login to Lawson (SEA) and select Shopping from Requisition Center



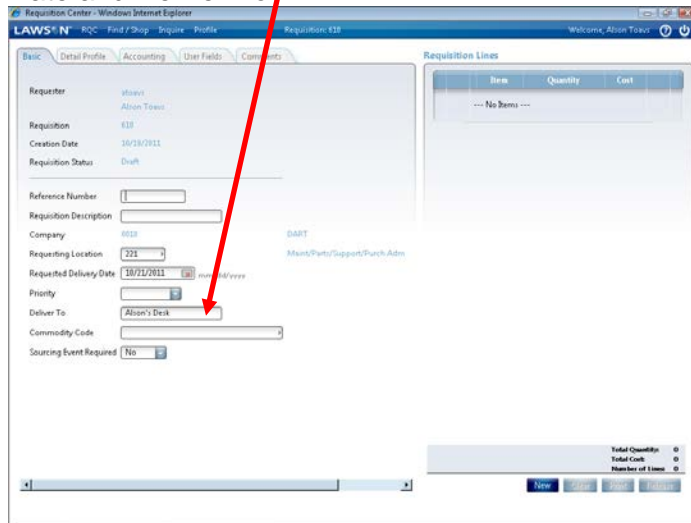
Verify From Company and From Location Vendor required on Specials



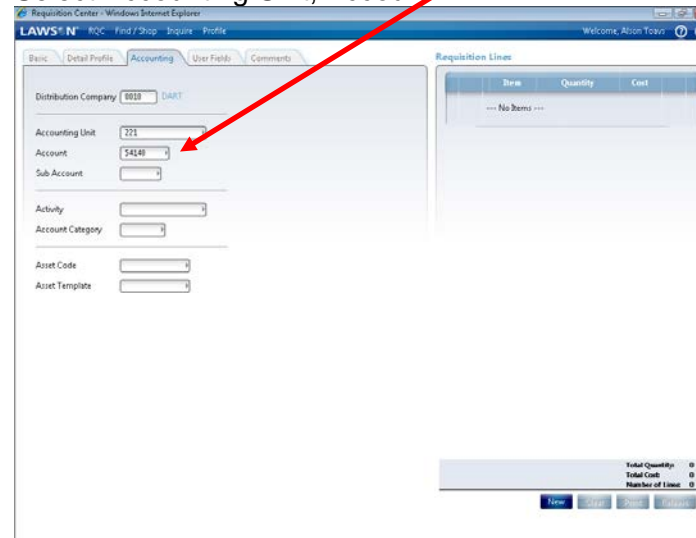
Select Express Order from Find/Shop Enter Item Number and click Find Enter Quantity and click Add



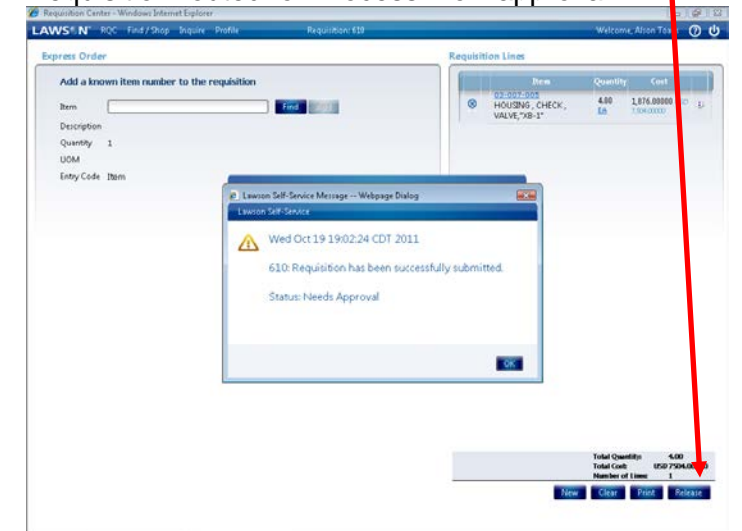
Verify or select Requesting Location, Requested Delivery Date and Deliver To



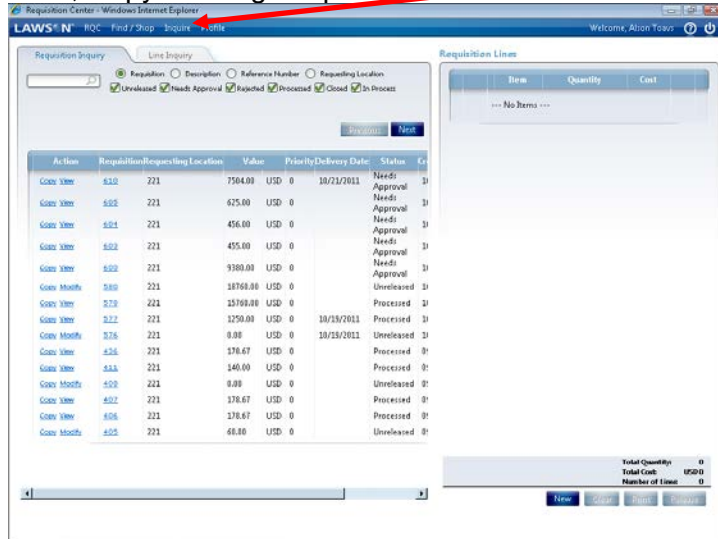
Select Accounting Unit, Account



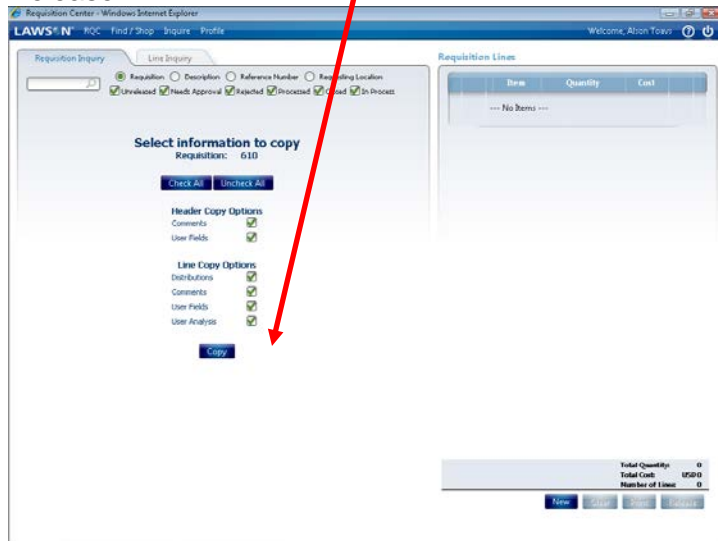
Click Release to complete transaction. Requisition routed for Process Flow approval



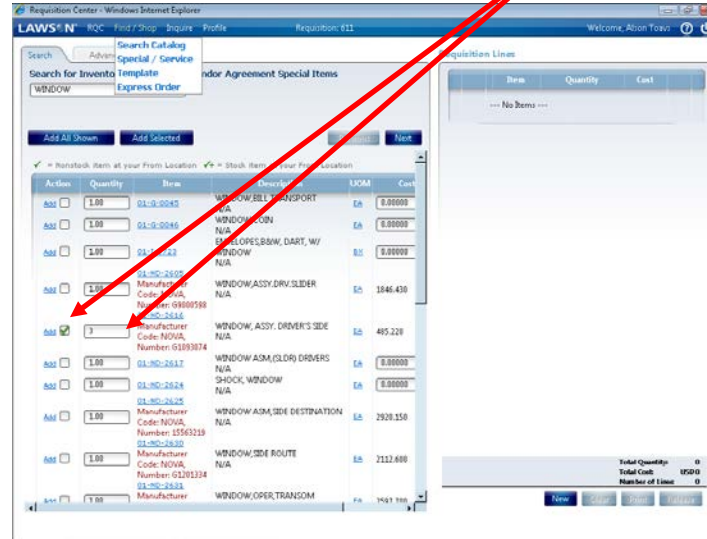
Select Inquire from menu  
Click on spy glass to search using criteria  
View, Copy Existing Requisitions



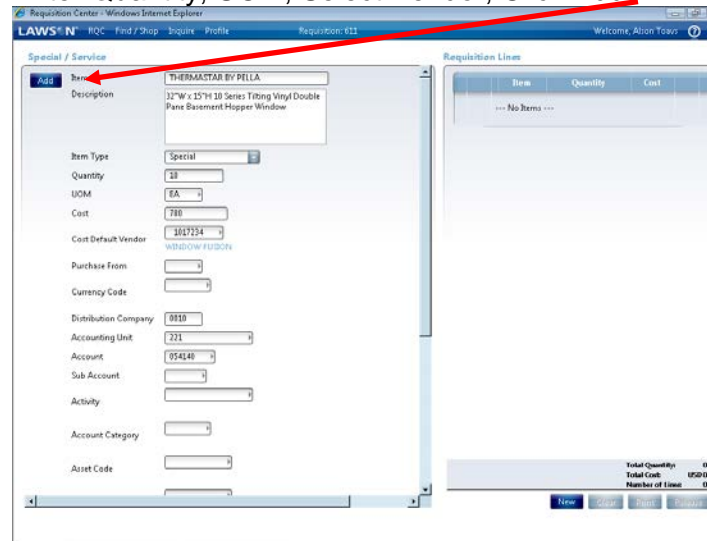
Select all properties to copy, i.e. user fields  
Click Copy  
Release



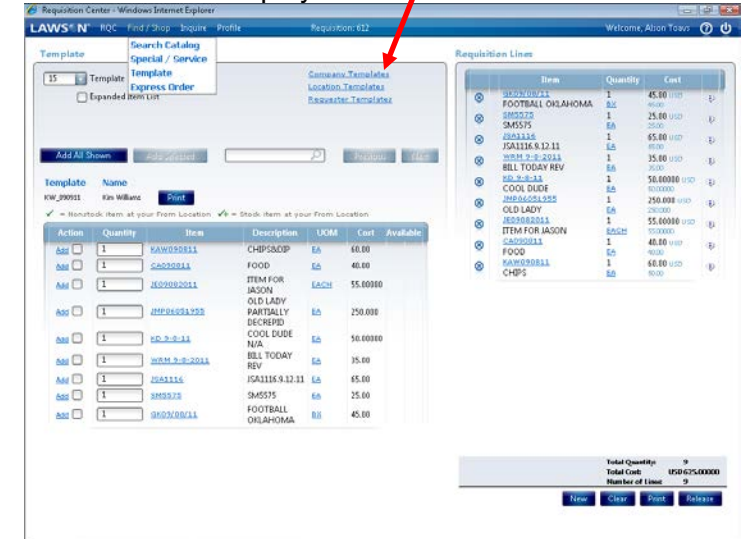
Select Search Catalog from Find/Shop  
Click in box to select and Enter Quantity  
Click on Add Selected



Select Specials from Find/Shop  
Enter Item (32 characters), Enter Description,  
Enter Quantity, UOM, Select Vendor, Click Add



Select Template from Find/Shop  
Use Company Shopping List  
Click on List to display items



Enter quantity and Click in box to select  
Click on Add Selected or Add All Shown

