

# ALLSCRIPTS SUPPLY CHAIN SOLUTIONS: REQUISITIONING

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UCSF HEALTH  
PROCUREMENT SERVICES

# HOW TO PLACE AN ORDER IN ALLSCRIPTS

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A step-by-step guide with screenshots and helpful tips

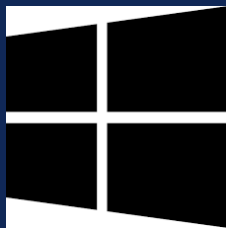
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# ACCESSING THE REQUISITIONING MODULE

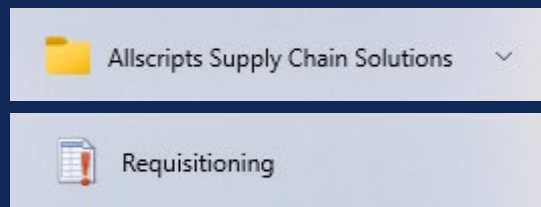
## Open the Start Menu

- Find and click the Start button at the bottom-left corner of your desktop.
- The Start button is the Windows logo icon.



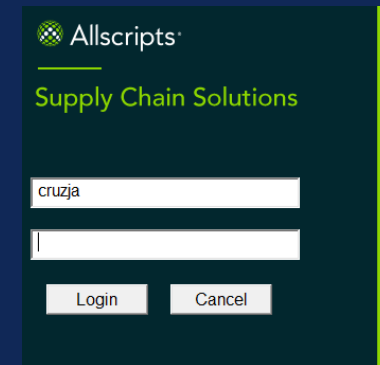
## Locate the Application

- Scroll through the list of applications or type in the search bar.
- Open the Allscripts Supply Chain Solutions folder.
- Find and click on Requisitioning within that folder.



## Log In

- Enter your Network ID and Password when prompted.
- Click Login to access the application.



NOTE: Ensure you are connected to the network before attempting to log in.

# DOS & DON'TS FOR CREATING REQUISITIONS

- ✓ Use **CAPITAL LETTERS** at all times when searching for a vendor and when entering an item description for non-catalog requisitions
- ✓ Add any and all notes at the line level. Adding notes to Allscripts item requisitions will prevent PO automation
- ✓ Attach documents to the requisition if needed – examples include quotes, after-the-fact invoices, or any other information that can assist a buyer
- ✗ Don't change the default Unit of Measure (UOM) on items. The vendor will ship the default UOM regardless of what your requisition calls for. For example, if an item is sold by the box of 100 each (BX of 100 EA) and you change your requisition to 50 each (50 EA), the vendor will ship 50 boxes of 100 each.
- ✗ Don't submit "UNKNOWN" vendor for non-catalog requisitions. If you can't find the vendor, please contact Purchasing. A requisition cannot be processed if the vendor field is blank.
- ✗ Don't submit random prices for non-catalog items. If you don't know the exact price, contact the vendor or submit an over-estimated price.
- ✗ Don't contact a vendor to reorder using a previous PO. Always submit a new requisition. If you have an emergent need and cannot connect with a buyer, call the Purchasing Emergency Phone at 415-309-8536.

# CATALOG VS NON-CATALOG ITEM

## Understanding the difference between catalog and non-catalog items

### CATALOG ITEMS

- Has an assigned Allscripts item number
- Use the Item Search Tool to check if the product you want to order already has an assigned Allscripts number
- Product details are automated once the item is selected

#### TIPS:

- For catalog items, use the search tool first to save time
- For non-catalog items, ensure you have all the required product information ready to prevent delays

### NON-CATALOG ITEMS

- Does not have an Allscripts item number
- Additional product details must be manually entered to complete the requisition

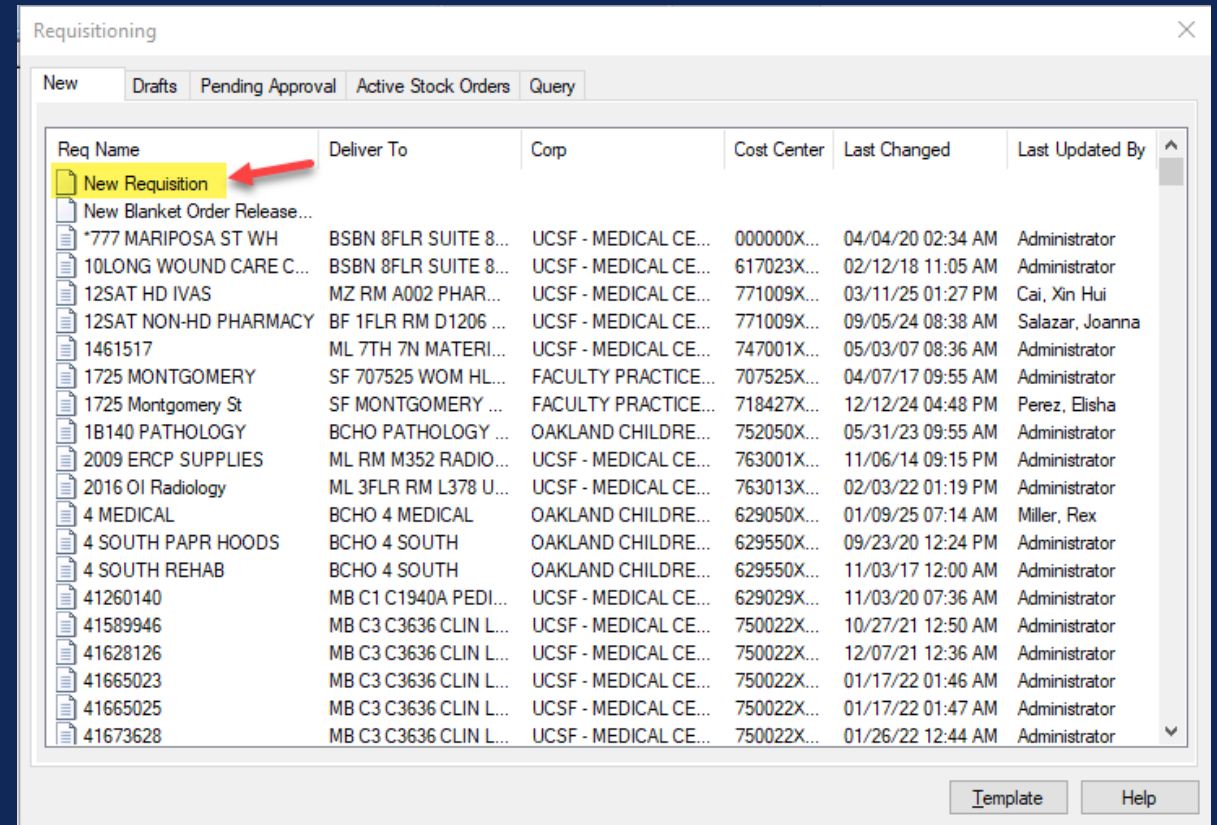
# CREATING A REQUISITION: TEMPLATE SELECTION

Choose your Requisition Template

- Double-click 'New Requisition'

OR

- Select your department's template if one has already been set up



# REQUISITION HEADER INFORMATION

Use the drop-down menu to select the appropriate option for each highlighted category.

- Select Your Facility
- Select Deliver To Address
- Select Corporation
- Select Cost Center
- Add Important Notes to 'Header' field (if necessary)
- Select OK to continue

Requisition Header Information

Req 42755629 Requester: cruzja Phone 4154766971 Strategic: N  
Requester Name: Cruz, Jasmine J Requester Email: jasmine.cruz@ucsf.edu

Request Date: 03/28/25

Facility: REMOTE

Deliver To: BSBN 8FLR SUITE 800 PURCHASING

Corporation: SFMED (UCSF - MEDICAL CENTER)

Cost Center: 840003 840003-PURCHASING

Approval Path: Default

Default Project:

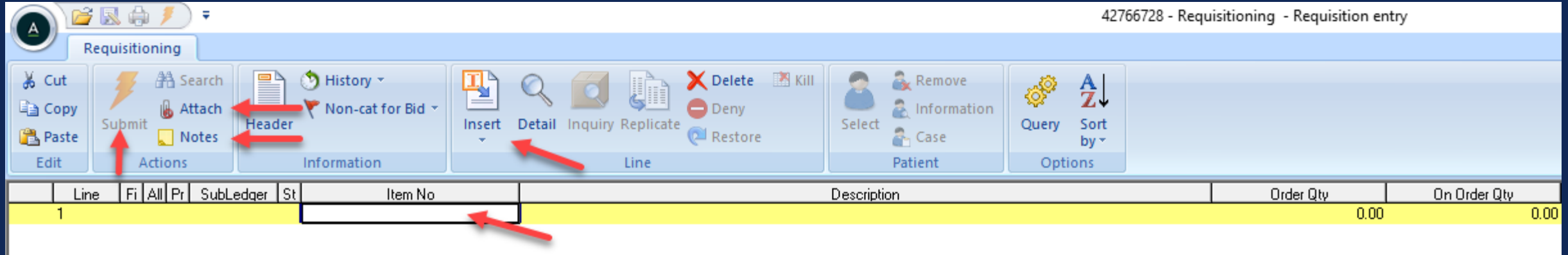
Status: OPEN

Header:  Patient Stat Request ?

OK Cancel Apply Help



# BASIC BUTTONS IN ALLSCRIPTS HEADER



## ITEM NO

- Double-click the 'Item No' field to begin entering your first line item

## INSERT

- Click the 'Insert' icon to add additional items to your requisition

## ATTACH

- Use this to attach quotes, or any supporting documentation for the purchase



## NOTES

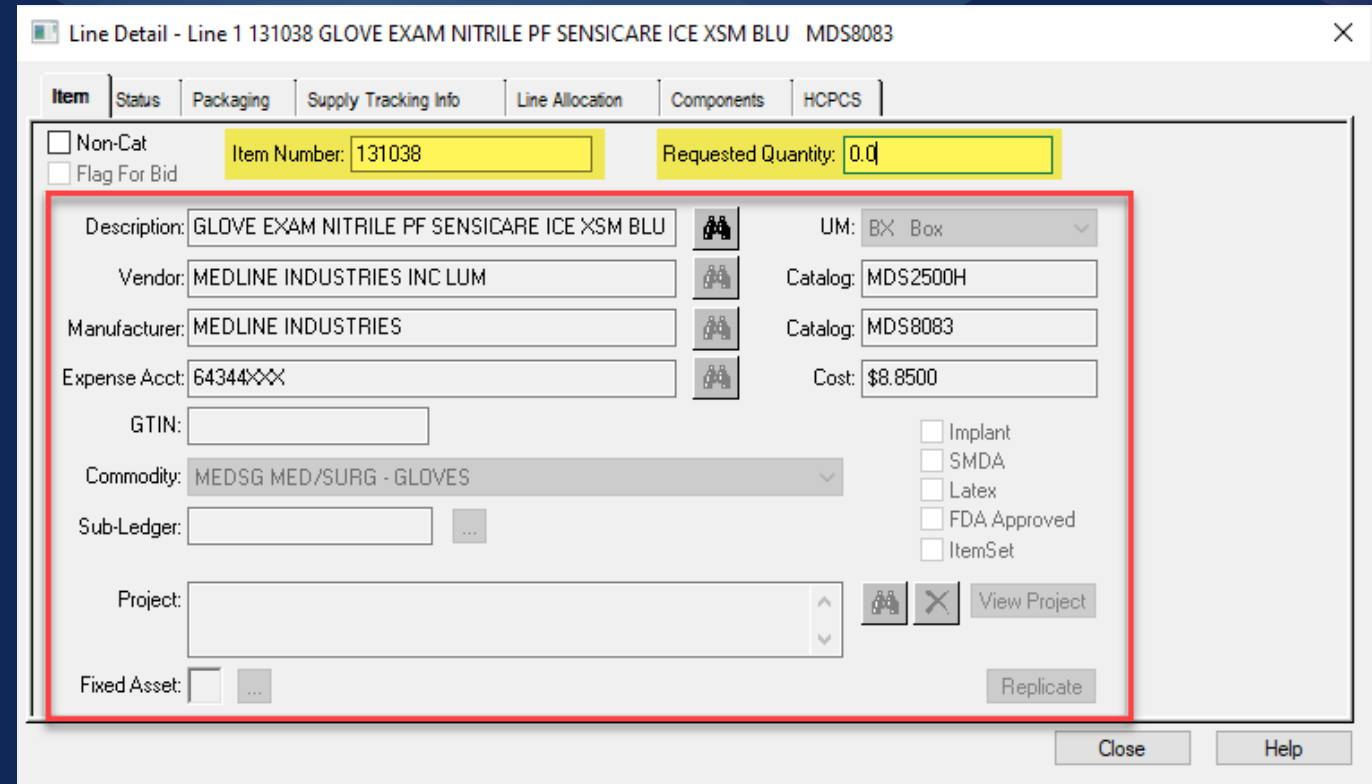
- Include any special instructions or notes related to the order

## SUBMIT

- Once your requisition is complete, click 'Submit' to place your order

# REQUISITION ENTRY: CATALOG ITEM

- In the 'Item Number' Field, enter the Allscripts number
- Enter the requested quantity
- The system will automatically populate the remaining products details (description, vendor, etc.)
- Click 'Close' to return to the main requisition entry screen
- To add more items, click the 'Insert' icon 
- Once all items are entered, click 'Submit' to place your order 



Line Detail - Line 1 131038 GLOVE EXAM NITRILE PF SENSICARE ICE XSM BLU MDS8083

Item Status Packaging Supply Tracking Info Line Allocation Components HCPCS

Non-Cat  
 Flag For Bid

Item Number: 131038 Requested Quantity: 0.0

Description: GLOVE EXAM NITRILE PF SENSICARE ICE XSM BLU UOM: BX Box

Vendor: MEDLINE INDUSTRIES INC LUM Catalog: MDS2500H

Manufacturer: MEDLINE INDUSTRIES Catalog: MDS8083

Expense Acct: 64344XXX Cost: \$8.8500

GTIN:

Commodity: MEDSG MED/SURG - GLOVES

Sub-Ledger: ...

Project:

Fixed Asset: ...



Implant  
 SMDA  
 Latex  
 FDA Approved  
 ItemSet

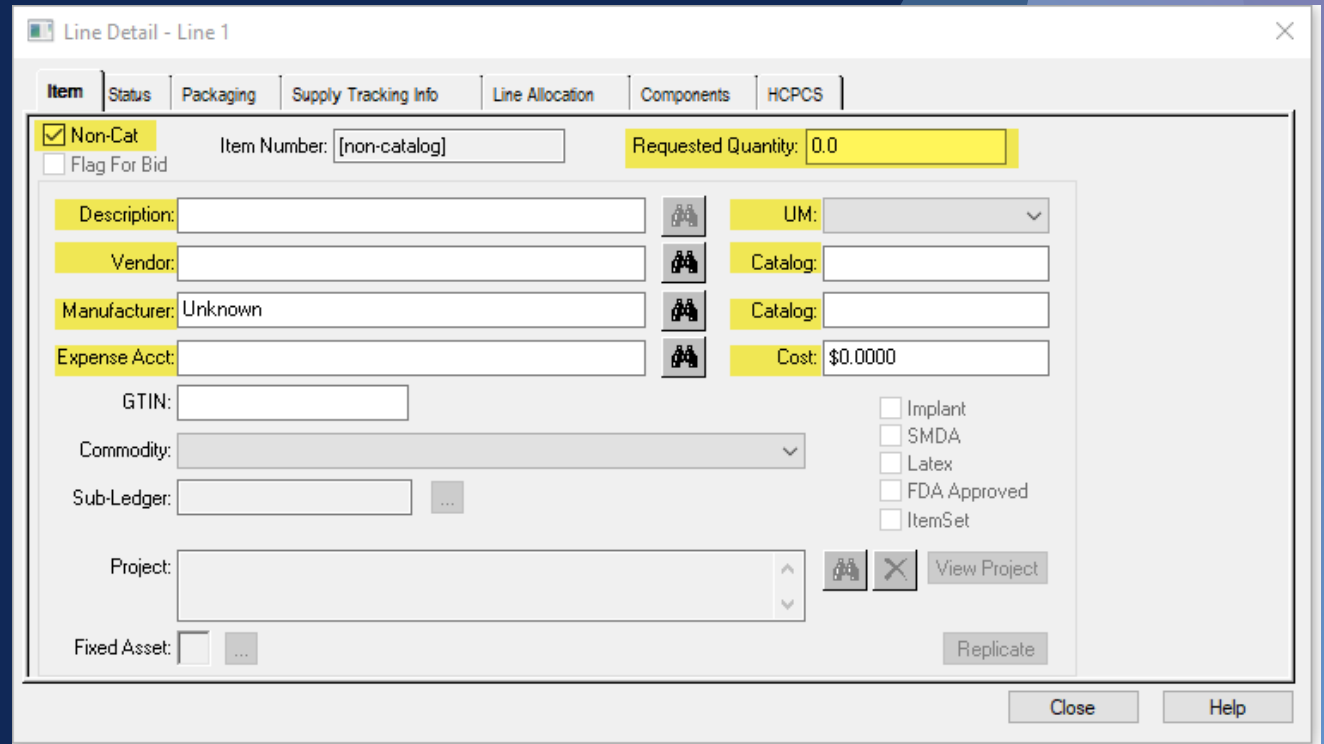
View Project

Replicate

Close Help

# REQUISITION ENTRY: NON-CATALOG ITEM

- Check the 'Non-Cat' Box
- Enter the requested quantity
- Use CAPITAL LETTERS to enter a clear item description
- Select unit of measure
- Use CAPITAL LETTERS to search for the vendor (click the binocular icon to search)
- Enter the vendor's catalog number
- Use CAPITAL LETTERS to search for the manufacturer (click the binocular icon to search)
- Enter manufacturer's catalog number
- Enter the expense acct number (click the binocular icon to search)
- Enter item cost (if you're unsure, reach out to the vendor for the exact price or provide an over-estimated price)
- Click 'Close' to return to the main requisition entry screen
- To add more items, click the 'Insert' icon 
- Once all items are entered, click 'Submit' to place your order 





Line Detail - Line 1


Item Status Packaging Supply Tracking Info Line Allocation Components HCPCS


Non-Cat Item Number: [non-catalog] Requested Quantity: 0.0

Flag For Bid

Description: [ ]  UM: [ ]

Vendor: [ ]  Catalog: [ ]



Manufacturer: Unknown  Catalog: [ ]

Expense Acct: [ ]  Cost: \$0.0000

GTIN: [ ]

Commodity: [ ]

Sub-Ledger: [ ] ...

Project: [ ]   View Project

Fixed Asset:  ...

Implant  
 SMDA  
 Latex  
 FDA Approved  
 ItemSet

Replicate

Close Help

# RESOURCES & CONTACT INFORMATION

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- [Procurement Website](#)
- [Transactions Team](#)
- [Item Search Tool](#)

Emergency Phone: (415) 309-8536