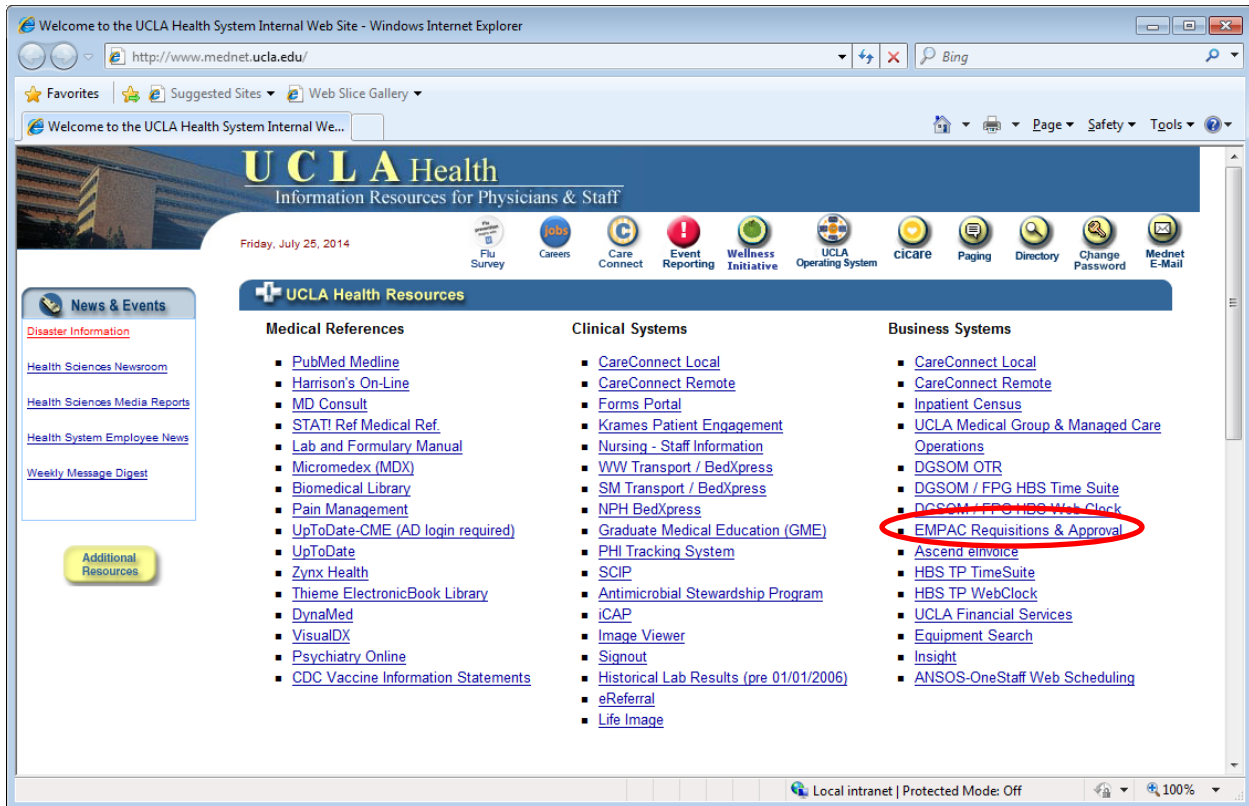


## How to Search for a Purchase Order Number from a Requisition Number (EMPAC FORM RQ44.2)

1. Go to the UCLA Health Mednet Homepage, [www.mednet.ucla.edu](http://www.mednet.ucla.edu), and click on EMPAC Requisitions & Approval.



2. Log in to LAWSON EMPAC Web Portal with your AD username and password (the same account you use to login to a UCLA Health computer).

The screenshot shows the login page for the LAWSON EMPAC Web Portal. The page features the UCLA Health System logo and the LAWSON logo. Below the logos, there is a prompt: "Please enter your AD User Name & Password". The login form consists of two input fields: "User Name" and "Password". Below the input fields is a "Login" button.

- At the top right corner of the Home screen, you should see a text box below “Welcome [your name]”. Type in RQ 44.2 and, press enter or click the “Search” icon to the right.

Note: you may also go to EMPAC Form RQ44.2 via the “Related Forms” button. You must be currently on a RQ screen (i.e. RQ10) for the dropdown to populate properly with RQ44.2.

The screenshot shows the 'UCLA Health System Requisition (RQ10.1)' interface. At the top right, a search bar contains 'RQ44.2'. Below it, a 'Related Forms' dropdown menu is open, with 'Requisition Detail Inquiry (RQ44.2)' highlighted in red. The main form area includes fields for 'Requester', 'Requisition Number', 'Company', 'Requesting Location', 'Deliver To', 'From Company', 'From Location', 'Location Rule', 'Requested Delivery Date', 'Priority', 'Quote Required', 'Print Requisition', 'PO User Field 1-5', 'PO User Date 1-2', 'User Analysis', 'Item Entry Code', and 'Single Document to a PO'.

- Once the RQ44.2 page has loaded, select the Company of your requisition via dropdown, press tab, enter your REQ#, and then click “Inquire”.

The screenshot shows the 'Requisition Detail Inquiry (RQ44.2)' interface. At the top right, a search bar contains 'RQ44.2'. Below it, a navigation bar includes 'Previous', 'Inquire', and 'Next' buttons, with 'Inquire' circled in red. The main form area includes fields for 'Company' (circled in red, showing 'Webwood Hospital'), 'Requisition' (containing '2680002'), 'Requesting Location', 'Requester', 'Requested Delivery', 'Approval Level Attained', 'Date Approved', 'Approval Level to Attain', 'Buyer', 'Next Authorization Name', 'Deliver To', 'Line', 'Line Status', and 'Item'. Below the form is a 'Line Detail' section with various requisition-related fields.

- The Requisition Detail should now appear including: REQ Date Approved, Purchase Order Number, and Line Detail.

Requisition Detail Inquiry (RQ44.2) Welcome Victor [logout]  
RQ44.2

|

Company  Westwood Hospital USD  
 Requisition  Status Closed  
 Requesting Location HH29 QMS OVERHEAD  
 Requester WS-QUALAD2 Requested Delivery  
 Approval Level Attained 4 Date Approved 09/04/2013  
 Approval Level to Attain 4 Buyer SSV  
 Next Authorization Name NONE  
 Deliver To 924 WESTWOOD BLVD., SUITE 900

Line  Line Status Closed  
 Item 505806 Nonstock  
 TONER OMAX COMPAT HP 4250/4350 TONER-REPLACES S1Q5942A

**Line Detail**

Delivered Qty:	3	Requested	3
PO 12360960	WWH	Shipped	
PO Line 4		Returned	
Requested Vendor V64310550		Worksheet Cancelled	
Deliver 09/11/2013		UOM EA	
Unit Cost 99.2200		From Company 1	
Tran Unit Cost 99.2200		From Location 99	
Tran Curr Code USD	1.0000000		
Sourcing Event			

Note: the Line Detail section will populate the first line of the requisition. To view the details of other lines on your REQ, press "Page Down" and "Page Up" on your keyboard to cycle through all lines.

Requisition Detail Inquiry (RQ44.2) Welcome Victor [logout]  
RQ44.2

|

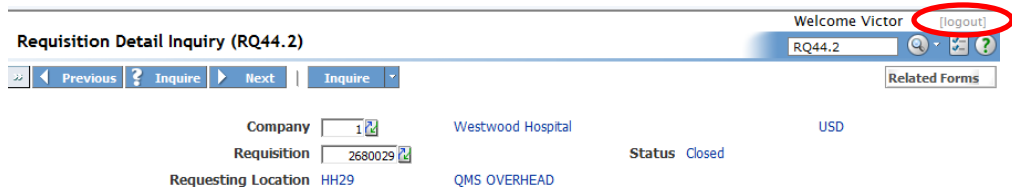
Company  Westwood Hospital USD  
 Requisition  Status Closed  
 Requesting Location HH29 QMS OVERHEAD  
 Requester WS-QUALAD2 Requested Delivery  
 Approval Level Attained 4 Date Approved 09/04/2013  
 Approval Level to Attain 4 Buyer SSV  
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**Line Detail**

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Deliver 09/11/2013		UOM EA	
Unit Cost 99.2200		From Company 1	
Tran Unit Cost 99.2200		From Location 99	
Tran Curr Code USD	1.0000000		
Sourcing Event			

6. Once finished with your requisition inquiry, logout of EMPAC Portal.



7. If you have any questions and/or need additional assistance with EMPAC Form RQ44.1 and RQ44.2, please contact Regi Foster x40391, Victor Banh x40111, Ani Sarkisyan x40414, or Stacey Kim x40418.