

Important!

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- " IMP is for Surgical Services use only.

- Create one requisition for <u>each</u> implant case.
 Enter implant items on a <u>separate</u> requisition.
 Failure to do this will cause the requisition to remain in an unreleased



Shopping Methods Quick Reference

<u>Template</u>

- 1. Click Shopping
- 2. Verify Company and Requesting Location, change if necessary
- 3. Hover cursor over Find/Shop
- 4. Click Template
- 5. Click Location Templates
- 6. Click the applicable template name
- 7. Check box by each item needed
 - a. If necessary change item quantity
- 8. Click