

LAWSON PAR-ADIGM

ATTENTION LAWSON USERS!!

GOT QUESTIONS?

LawsonAssist@upstate.edu

Vocera – Lawson Assistance

Do you like using a shopping list?

Lawson offers templates that provide a list of items frequently requested.

Template

15 Template lines to display per page

[Company Templates](#)
[Location Templates](#)
[Requester Templates](#)

Add All Shown Add Selected Previous Next

Template	Name	
POB SUITE 401	PEDS SURGERY SUITE SUPPLIES	Print

✓ = Nonstock item at From Location ✓+ = Stock item at From Location

Action	Quantity	Item	Description	UOM	Cost	Available	From Loc
<input type="checkbox"/> ✓+	1.00	60902 Manufacturer Code: BARD, Number: 165812	CATH FOLEY SILICONE 5CC 12FR	EA	3.313	22.00	EA MMW
<input type="checkbox"/> ✓+	1.00	60036 Manufacturer Code: BARD, Number: 165814	CATH FOLEY SILICONE 5CC 14FR	EA	3.327	35.00	EA MMW
<input type="checkbox"/> ✓+	1.00	6240 Manufacturer Number: DMR-7	7OZ PAPER COLD CUP	PK	5.161	228.00	PK MMW
<input type="checkbox"/> ✓+	1.00	6246 Manufacturer Code: JONP, Number: 117751000	CUPS 12 OZ HOT & COLD	PK	3.122	1,970.00	PK MMW
<input type="checkbox"/> ✓+	1.00	52580 Manufacturer Code: 3M, Number: 1626W	DRESSING TRANS 4X5 IN TEGADERM	EA	0.597	5,263.00	EA MMW
<input type="checkbox"/> ✓+	1.00	EJO57195 Manufacturer Code: SHRN, Number: SF100	FRAMES EYE SHIELD ASSORTED 12476-01775-SUB	PK	6.720	6,460.00	EA MMW

Send an email to LawsonAssist if you would like one made for you!

Include your “requesting location” and account number.

The item being ordered has a Lawson number assigned, why doesn't the unit price default?

Prior to assigning a Lawson number the item was purchased as a "Special" (Lawson item types I, N, X, S – see Lawson Par-Adigm, 7/1/2022, Issue 2). By assigning a Lawson number, the item type changes to "N" and the first order sets the default price. Be sure to attach the quote to the first order as well.

Requisition Lines

	Item	Quantity	Cost
	99613 NRG-E-HF-98-C0 VERSACROSS RF	1.00 EA	0.000 USD 0.000

Error - Unit cost is required

Click on Item# Error

Click on the Lawson#. Enter the price per unit. Click on "Change" to save.

RQC Requisition: 1320090

Home Profile Inquire Search Catalog Special / Service Template Express Order

Change ← Click Change to save

Quantity	Item	Description	UOM	Cost
1.00	99613	NRG-E-HF-98-C0 VERSACROSS RF wire	EA	0.000 0.00000

Enter price per unit →

Line Basic Line Detail Line Accounting Line User Fields Line Comments

Change

Quantity	Item	Description	UOM	Cost
1.00	99613	NRG-E-HF-98-C0 VERSACROSS RF wire	EA	150.000 150.00000

Line Basic Line Detail Line Accounting Line User Fields Line Comments

Total Quantity: 1.00
Total Cost: 150.00 USD
Number of Lines: 1

New Clear Print **Release**

The requisition can now be released.

Featured Form

PO58 – Receipt Inquiry

Use Receipt Inquiry (PO58.1) to inquire on the receipt status of PO#. Enter “Company 9000” and PO# and click on “Inquire”. This will launch a sub form (PO58.2) that will show receipt date and quantity. If not received, contact Hospital Purchasing (464-6039). If received in Lawson but not delivered, contact Receiving (UH 464-5300, CG 492-5674).

PO58.1 - Receipt Inquiry - PRD9

Special Actions ▾ Inquire | Inquire ▾

Company University Hospital
PO Number PO Release
Receipt Dates PO Code
Item Operator ID Code
Vendor PO Location
Requesting Location

PO58.2 - Receipt Inquiry - PRD9

← Back Detach Special Actions ▾ Inquire | Inquire ▾

Company 9000 Sort

Total Receipts 1 Lines 1 Total 610.81 USD

FC	Rcvd Date	Item Description	PO Number	PO Date
▼	06/29/2022	EPISTAXIS TRAY (20 PER CS)	7178909	06/27/2022
▼				
▼				
▼				
▼				
▼				
▼				
▼				

Receipt

Quantity	Vendor	Delivery	Invoice
Receiver	823997	Line 1	Early Delivery Date 06/27/2022
Bin		Item Type N UOM CA	Cancel BO Flag N
Item 76099			Currency Code USD
Item Det 76099		Match Ref Nbr	
Location RECV	Ext Cost	610.8100	Rcvd Unit Cost 610.8100
Status Released/Inspected		Ref Nbr	

Receipt

Quantity	Vendor	Delivery	Invoice
Ordered Quantity		1.0000	Received Quantity 1.0000
Delivered Quantity		1.0000	Orig Rcvd Quantity 1.0000
Returned Quantity			Rejected Quantity
Received To Date		1.0000	

“How do I find the PO#?”

Launch form RQ44, enter the “Company” and “Requisition number” and click “Inquire” (Featured Form RQ44 - Requisition Inquiry - see Lawson Par-Adigm, 7/1/2022, Issue 2)