

LAWSON PAR-ADIGM

ATTENTION LAWSON USERS!!

GOT QUESTIONS?

LawsonAssist@upstate.edu

Vocera – Lawson Assistance

“I need to order an item but don’t know the Lawson#”

RQC Requisition: 1325660

Home Profile Inquire Search Catalog Special / Service Template Express Order



Click on “Search Catalog”

RQC Requisition: 1325660

Home Profile Inquire Search Catalog Special / Service Template Express Order

Search

Search for Inventory, Non Stock or Vendor Agreement Special Items



Enter one word describing the item, or the reference number on the item package.

Search

Search for Inventory, Non Stock or Vendor Agreement Special Items

SPLINT



Search

Search for Inventory, Non Stock or Vendor Agreement Special Items

79-72165



Click on the
magnifying glass

RQC Requisition: 1325660

Home Profile Inquire Search Catalog Special / Service Template Express Order


Search

Search for Inventory, Non Stock or Vendor Agreement Special Items

79-72165 X Q

Add All Shown Add Selected Previous Next

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

Action	Quantity	Item	Description	UOM	Cost	Available
 <input checked="" type="checkbox"/>	1.00	53984 Manufacturer Code: DJO, Number: 79-72165	SPLINT ALUMAFOAM	PK	0.000	

Three blue arrows point to the add icon, the checked checkbox, and the quantity field.

To add to the requisition, fill in the quantity desired, click on , click on the .

Requisition Lines

	Item	Quantity	Cost
	53984 SPLINT ALUMAFOAM	1.00 PK	15.340 USD 15.340

The item will appear under the Requisitions Lines.

Are you a new user?



What do you struggle with in Lawson?



Send me an email – LawsonAssist@upstate.edu