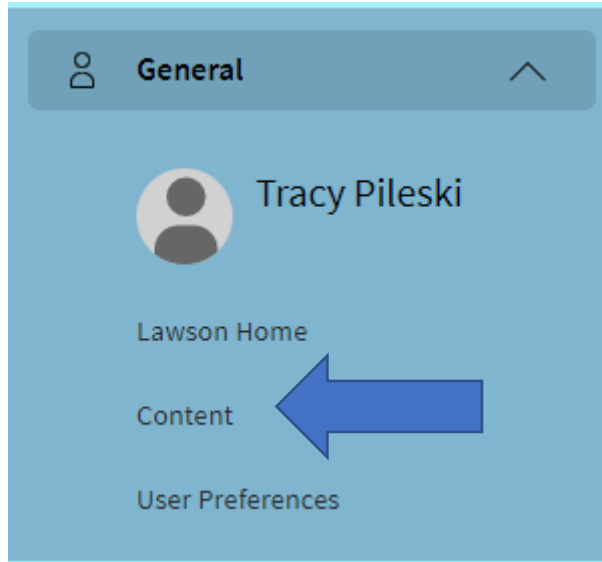
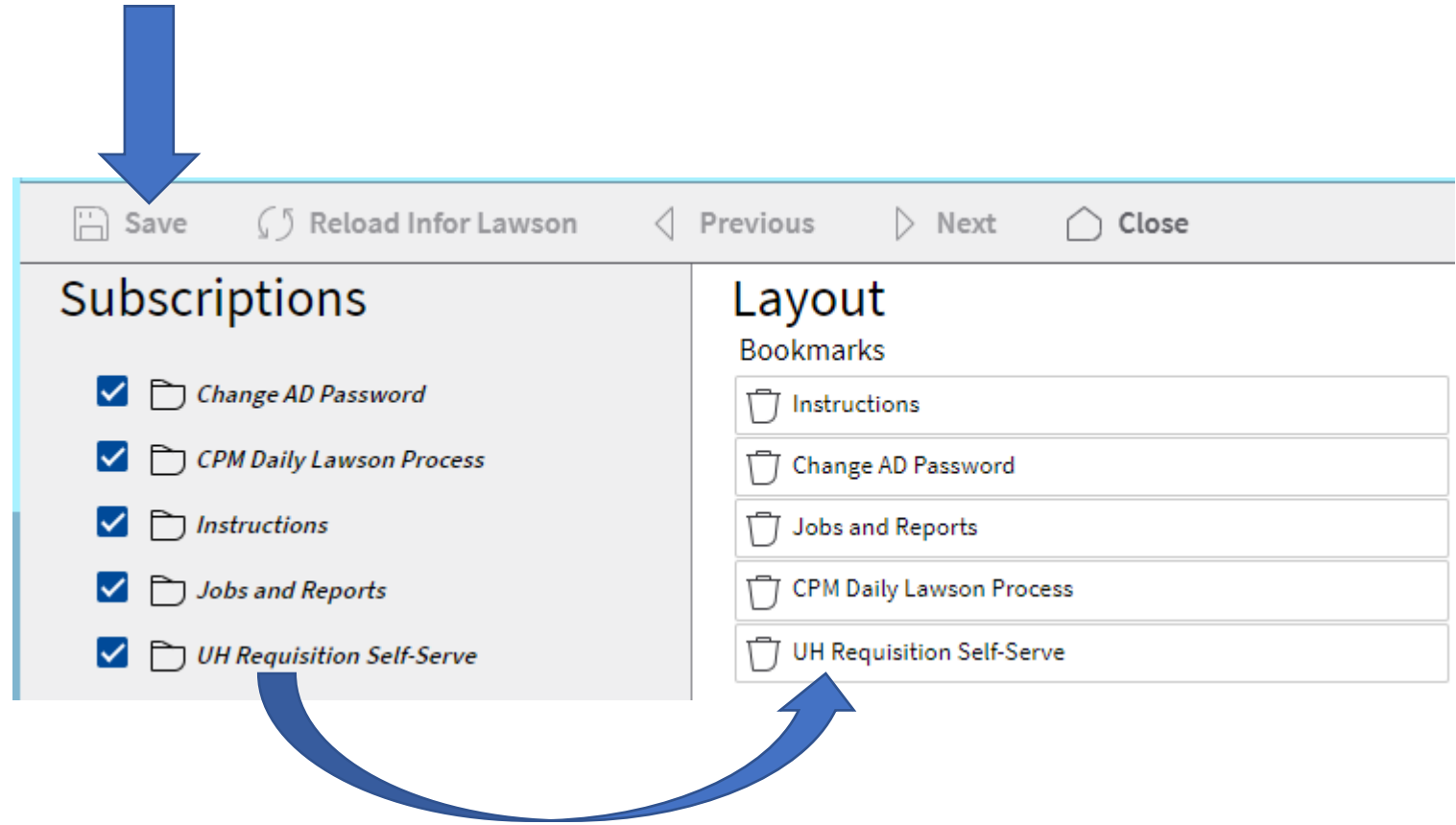


ADVANCED FEATURES  
OF THE  
INFOR LAWSON  
WEB REQUISITION SYSTEM



## Add UH Requisition Self-Serve



1. Click on "Content"
2. Click on "UH Requisition Self-Serve", drag and drop it on the right under "Layout"
3. Click on "Save"

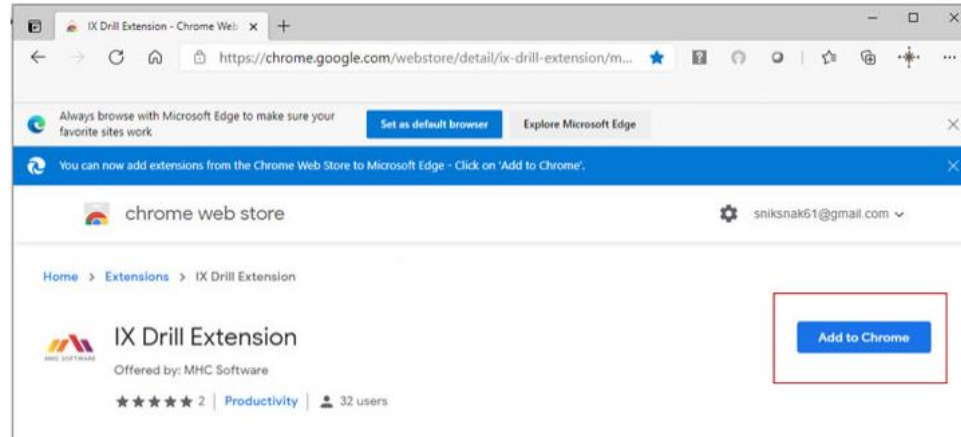
# Add MHC Express Extension

(For uploading images to a requisition)

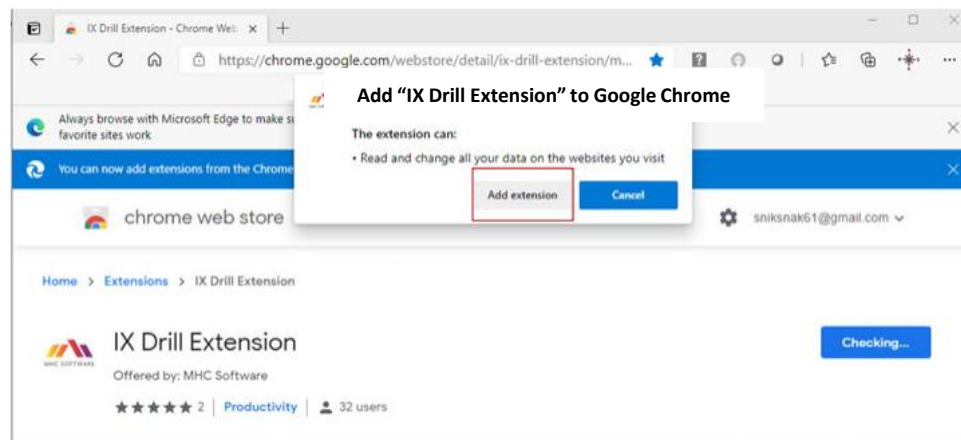
1.) Copy and paste this link in Google Chrome:

<https://chrome.google.com/webstore/detail/ix-drillextension/mafbbilcgbheifljbhnaiiiahgfc?lawsonInstance=lawson/portal/,rqc/html&ixQE=https://mhexpress.upstate.edu/>

2.) Add to Google Chrome



You will see a confirmation to allow extensions. Click "Add Extension"



3.) Complete these fields and "save"

MHC Image Express Server \*

<https://mhexpress.upstate.edu/>

Lawson instance \*

lawson/portal/,rqc/html

Save

## How to Add the “Shopping” Tab

1. Click on “User Preferences” or “User Options”

2. Click on “Tab Groups”

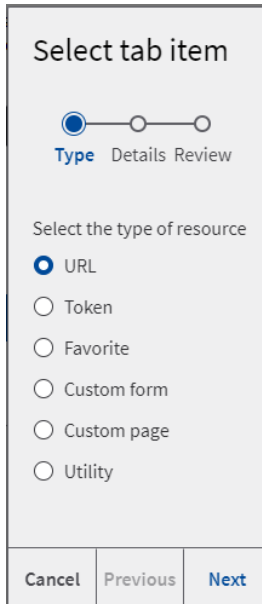
A rectangular button with a blue border and the text "Tab Groups" in blue.

3. Click on the “+” in the left box

4. Enter “SHOPPING” and click “OK”

5. Click on the “+” in the right box

6. Click on “Next”

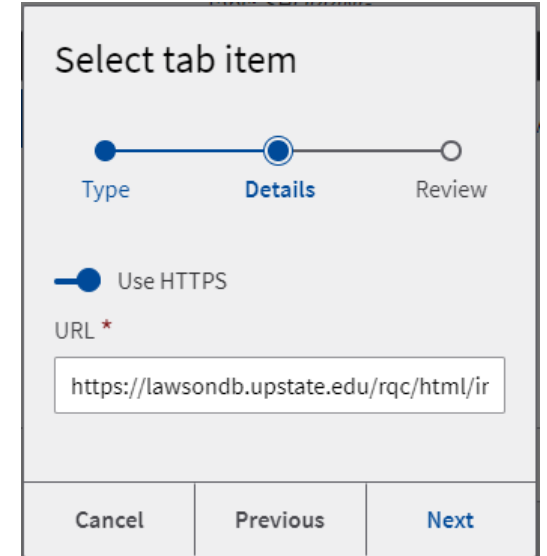
A dialog box titled "Select tab item". It features a progress indicator with three circles: the first is filled blue and labeled "Type", the second is empty and labeled "Details", and the third is empty and labeled "Review". Below this is the text "Select the type of resource" followed by a list of radio button options: "URL" (selected), "Token", "Favorite", "Custom form", "Custom page", and "Utility". At the bottom are three buttons: "Cancel", "Previous", and "Next".

7. Enter this link:

<https://lawsondb.upstate.edu/rqc/html/index.htm>

8. Click on “Next”, then  
“Save”

9. Click “OK” in the top  
left of the screen

A rectangular button with the text "OK" in blue.A dialog box titled "Select tab item". It features a progress indicator with three circles: the first is filled blue and labeled "Type", the second is filled blue and labeled "Details", and the third is empty and labeled "Review". Below this is the text "Use HTTPS" with a checked radio button. Underneath is the text "URL \*" followed by a text input field containing the URL "https://lawsondb.upstate.edu/rqc/html/ir". At the bottom are three buttons: "Cancel", "Previous", and "Next".

## How to add the "Req Order Status" Tab

1. Click on "User Preferences" under "General"

2. Click on "Tab Groups"



3. Click on the "+" in the left box

4. Enter "REQ ORDER STATUS" and click "OK"

5. Click on the "+" in the right box

6. Click on "Token"



Select tab item

Type Details Review

Select the type of resource

URL

Token

Favorite

Custom form

Custom page

Utility

Cancel Previous Next

Select	Token	Title
→	RQ42.1	Requisitions by Item
→	RQ420	RQ Orphan Check - Report Only
→	RQ421	RQ Document Integrity Check - Report Only
→	RQ44.1	Requisition Inquiry



7. Click on the "System code" drop down

8. Click on "RQ"

9. Scroll down and click on "RQ44.1"

10. Click "Save"



11. Click "OK" in the top left of the screen



System code \*

AC - Activity Management

ED - EDI

GL - General Ledger

IC - Inventory Control

IF - General Ledger Setup

MA - Matching

PO - Purchase Order

**RQ - Requisitions**

TE - Terms

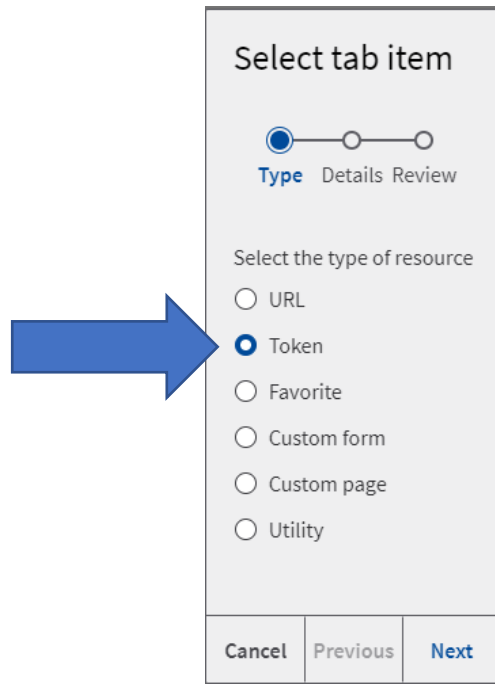
WH - Warehouse

Cancel Previous Next

## How to add the "Req Order Status" Tab (cont)

11. Click on the "+" in the right box

12. Click on "Token"



Select tab item

Type Details Review

Select the type of resource

URL

Token

Favorite

Custom form

Custom page

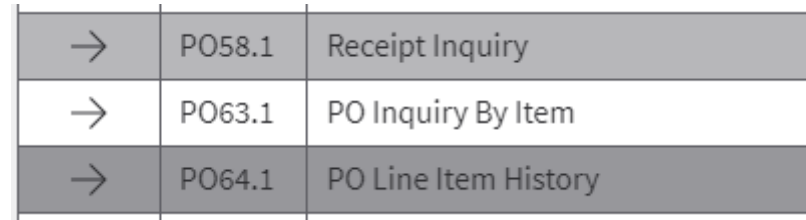
Utility

Cancel Previous Next

13. Click on the "System code" drop down

14. Click on "PO"

15. Scroll down and click on "PO64.1"



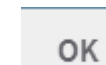
→	PO58.1	Receipt Inquiry
→	PO63.1	PO Inquiry By Item
→	PO64.1	PO Line Item History

16. Click "Save"

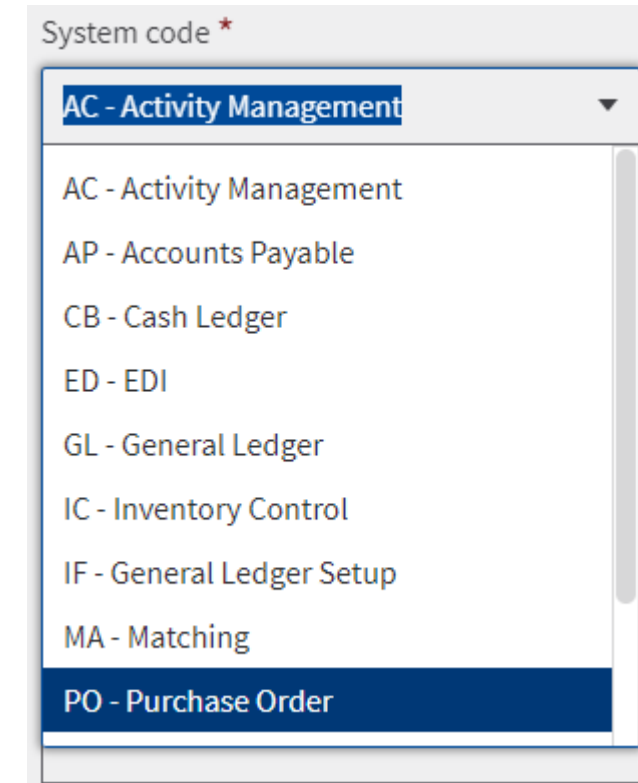


Save

17. Click "OK" in the top left of the screen



OK



System code \*

AC - Activity Management

AC - Activity Management

AP - Accounts Payable

CB - Cash Ledger

ED - EDI

GL - General Ledger

IC - Inventory Control

IF - General Ledger Setup

MA - Matching

PO - Purchase Order

## How to Add the “My Req List” Tab

1. Click on “User Preferences” under “General”

2. Click on “Tab Groups”

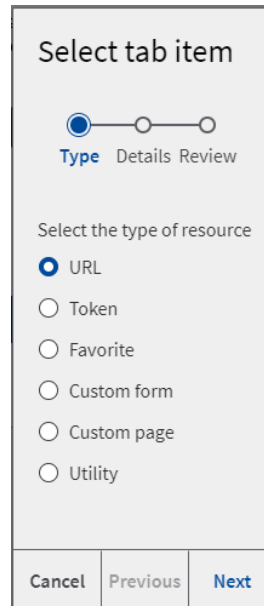


3. Click on the “+” in the left box

4. Enter “MY REQ LIST” and click “OK”

5. Click on the “+” in the right box

6. Click on “Next”

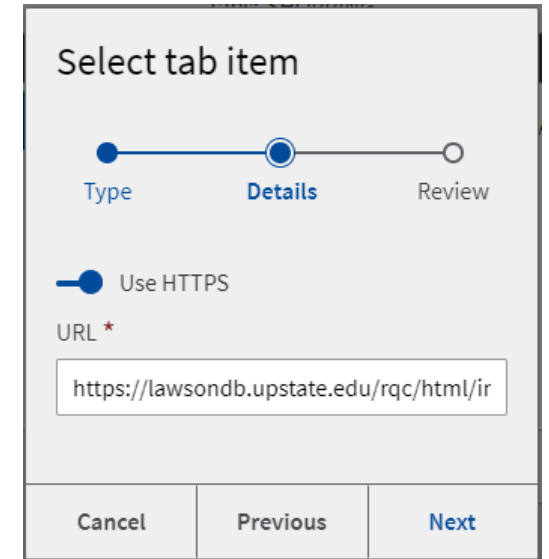
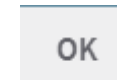
A dialog box titled "Select tab item". It features a progress indicator with three circles: the first is filled blue and labeled "Type", the second is empty and labeled "Details", and the third is empty and labeled "Review". Below this, it says "Select the type of resource" and lists several options with radio buttons: "URL" (selected), "Token", "Favorite", "Custom form", "Custom page", and "Utility". At the bottom are "Cancel", "Previous", and "Next" buttons.

7. Enter this link:

<https://lawsondb.upstate.edu/rqc/html/reqStatus.htm>

8. Click on “Next”, then “Save”

9. Click “OK” in the top left of the screen

A dialog box titled "Select tab item". It features a progress indicator with three circles: the first is filled blue and labeled "Type", the second is filled blue and labeled "Details", and the third is empty and labeled "Review". Below this, it says "Use HTTPS" with a checked radio button. There is a text input field labeled "URL \*" containing the text "https://lawsondb.upstate.edu/rqc/html/ir". At the bottom are "Cancel", "Previous", and "Next" buttons.

## How to Add the “MMW Catalog” Tab

1. Click on “User Preferences” under “General”

2. Click on “Tab Groups”

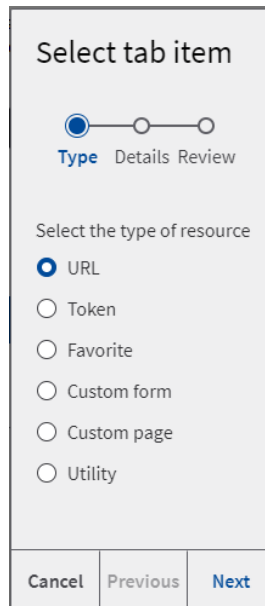


3. Click on the “+” in the left box

4. Enter “MMW CATALOG” and click “OK”

5. Click on the “+” in the right box

6. Click on “Next”



Select tab item

Type Details Review

Select the type of resource

URL

Token

Favorite

Custom form

Custom page

Utility

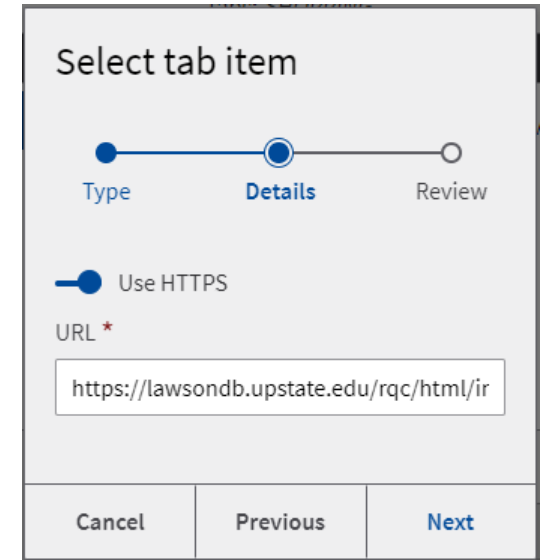
Cancel Previous Next

7. Enter this link:

[https://lawsondb.upstate.edu/lawson/portal/MMW\\_Catalog.pdf](https://lawsondb.upstate.edu/lawson/portal/MMW_Catalog.pdf)

8. Click on “Next”, then “Save”

9. Click on “OK” at the top left of the screen



Select tab item

Type Details Review

Use HTTPS

URL \*

https://lawsondb.upstate.edu/rqc/html/ir

Cancel Previous Next



# REQ ORDER STATUS FORMS

RQ44.1 - Requisition Inquiry - PRD9

Data View | Special Actions | Previous | Inquire | Next | Inquire | Related Forms

[Image](#)

Enter Company  
9000 – Hospital  
9002 – Campus  
9004 – Research

Company

University Hospital

Inquire

Requisition

Enter req#

Status **Processed**

Requesting Location **CP010** **CLIN PATH CHEM/HEM C5068**

Requester **bernozzr** Deliver To **c5008**

Requested Delivery

Buyer **SB** **Sheree Banks**

SC	Line	Item	Type	UOM	Requested
▼	1	87397	N	PK	4.00
Closed		SARSTEDT 12X75MM ROUND BOTTOM		Delivered Qty:	4.00
		Requested Vendor 232942737	PO 7240262	PO#	Deliver 12/12/2022
▼	2	81179	N	PK	8.00
Closed		KIMWIPES SMALL		Delivered Qty:	8.00
		Requested Vendor 232942737	PO 7240262		Deliver 12/12/2022
▼	3	88546	N	CA	4.00
Closed		BLEACH-RITE		Delivered Qty:	4.00
		Requested Vendor 232942737	PO 7240262		Deliver 12/12/2022
▼	4	80211	N	EA	4.00
Processed		SAMPLE KT		Delivered Qty:	2.00
		Requested Vendor 232942737	PO 7240262		Deliver 12/12/2022

# REQ ORDER STATUS FORMS (cont)

PO64.1 - PO Line Item History - PRD9

Data View ▾ | Special Actions ▾ | ◀ Previous | 🔍 Inquire | ▶ Next | Inquire ▾ | Related Forms ▾

Enter Company  
9000 – Hospital  
9002 – Campus  
9004 – Research

Company  University Hospital   
 PO     
 Date  Revision   
 Line     Entered  
 Status

Vendor  FISHER SCIENTIFIC + Currency   
 Unit Cost  EA  
 Item  VeraClosure Tube , clear  
 Type  UOM

	Ship To	Buyer	Date	EAM Work Order	Cls Qty	Totals	Qty	Amount
	RECV Central Receiving	SB Sheree Banks	12/11/2022	-		Ordered	4.0000	143.36
						Cancelled		
						Received	4.0000	143.36
						Open To Rcv		
						Matched		
						Matched Not Received		
						Open To Match	4.0000	143.36

Transactions

SC	Type	AOC	Document	Update Date	Unit Cost	Transaction Quantity	UOM
▼	REC	851267	Receipt#	12/08/2022	35.840	4.00	EA
▼							
▼							
▼							
▼							
▼							

Receipt  
Quantity