UPSTATE
MEDICAL UNIVERSITY

LAWSON PAR-ADIGM

LawsonAssist@upstate.edu   **Vocera – Lawson Assistance**

What is Lawson?

Infor Lawson is the software Upstate uses for ordering, receiving and distributing supplies and services that contribute to the care of its patients, in one form or another.

Who uses Lawson?

Supply Chain Departments, Requesters, Managers, Directors, Nurses, Techs, anyone who orders supplies for a department.

How do I get access?

https://selfserve.upstate.edu/ais/applications/forms_manager/views/lawson.cfm

Did you know Lawson has 4 types of items?

Remember the rock band – INXS?

I – Inventory (sourced internally - **M**aterials **M**anagement **W**arehouse, **Dist**ribution, **CG** **G**eneral **S**tores)

N – Nonstock (assigned a Lawson#, sourced from a vendor on a purchase order (frequently ordered items)

X – Special (sourced from a vendor on a purchase order (infrequently order items)

S – Service (intangible, contracted, not physically received)

Featured Form

RQ44 – Requisition Inquiry

Use Requisition Inquiry (RQ44.1) to inquire on the status of a specific requisition. This form displays all the requisition lines for the entered requisition. This form displays the lines, items, and the quantities requested, and delivered.

To inquire on a specific requisition:

1. **Access Requisition Inquiry (RQ44.1).**
2. **Select a requisition to review.**

   The form displays both the requested and delivered quantities. The delivered quantity is the quantity that has been issued or transferred to the requesting location. This quantity is updated when a shipment is released.

To access a particular line of detail, mark an X on the selection code (SC) field for the line. Then, transfer the line information to RQ44.2 (Requisition Detail Inquiry) or any additional inquiry.

Tips and Tricks

Have you seen this error message?

"Account number is not defined in chart SUNYUMU"

- **Hover the mouse over the ⓘ on the requisition line to see the error message**
- **Click on the item number**

- **Enter one of the following in the "second" field - 643200 for medical supplies, 653001 for non-medical supplies**
- **Click on "Change"**