

Please note the following General Guidelines when placing research orders in RSS:

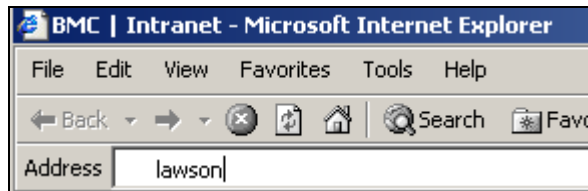
1. May be used to order items that cost \$2,500 or less.
2. May not be used to create open POs.
3. May not be used to create open POs for MOAs.
4. May not be used to create open POs for consulting agreements.
5. Individual who place orders in RSS must have signature authorization for account (see attached signature authorization page).

This document will provide step-by-step instructions to process order for supplies on-line.

**STEP 1.** Double Click on the Internet Explorer shortcut on your desktop.



**STEP 2.** Type in Lawson in the address bar and press enter on your keyboard.



**STEP 3.** Log into the Lawson Portal by entering, in lower case, your User ID and Network Password.



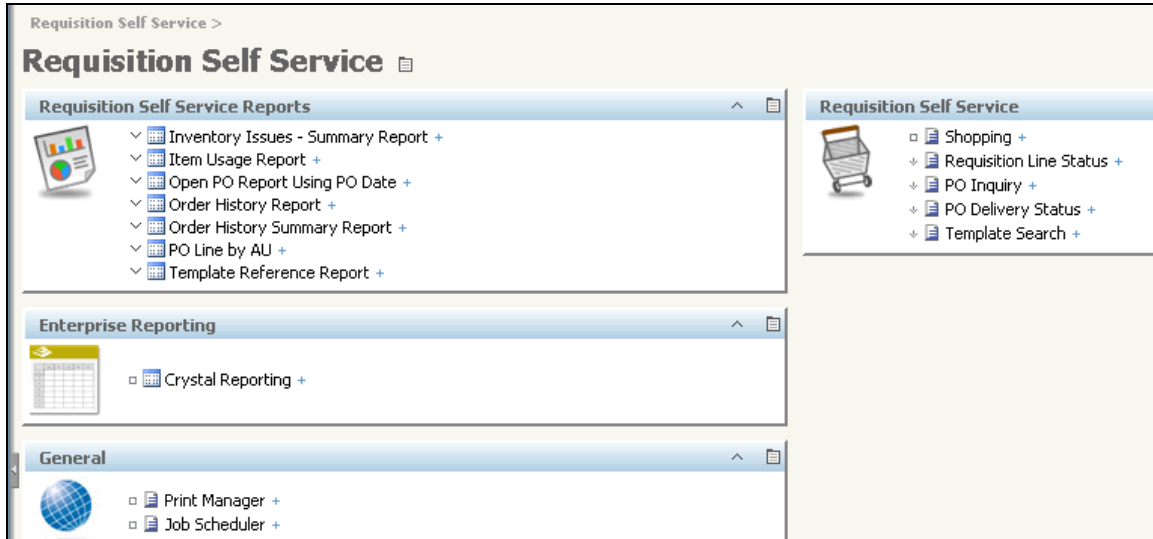
**LAWSON**

User name

Password

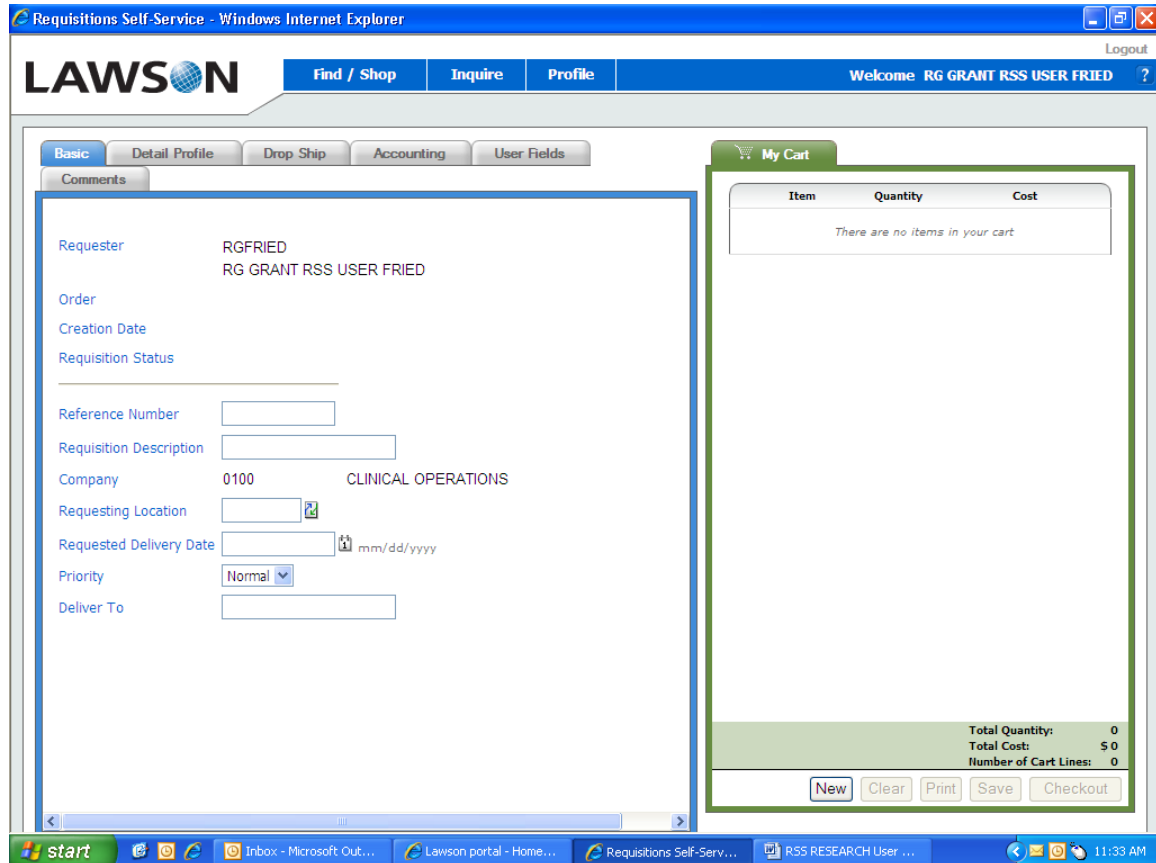
Login

**STEP 4.** You will see the Lawson screen with the Requisition Self-Service access.



**STEP 5.** Click on Shopping.

You will see the following screen:

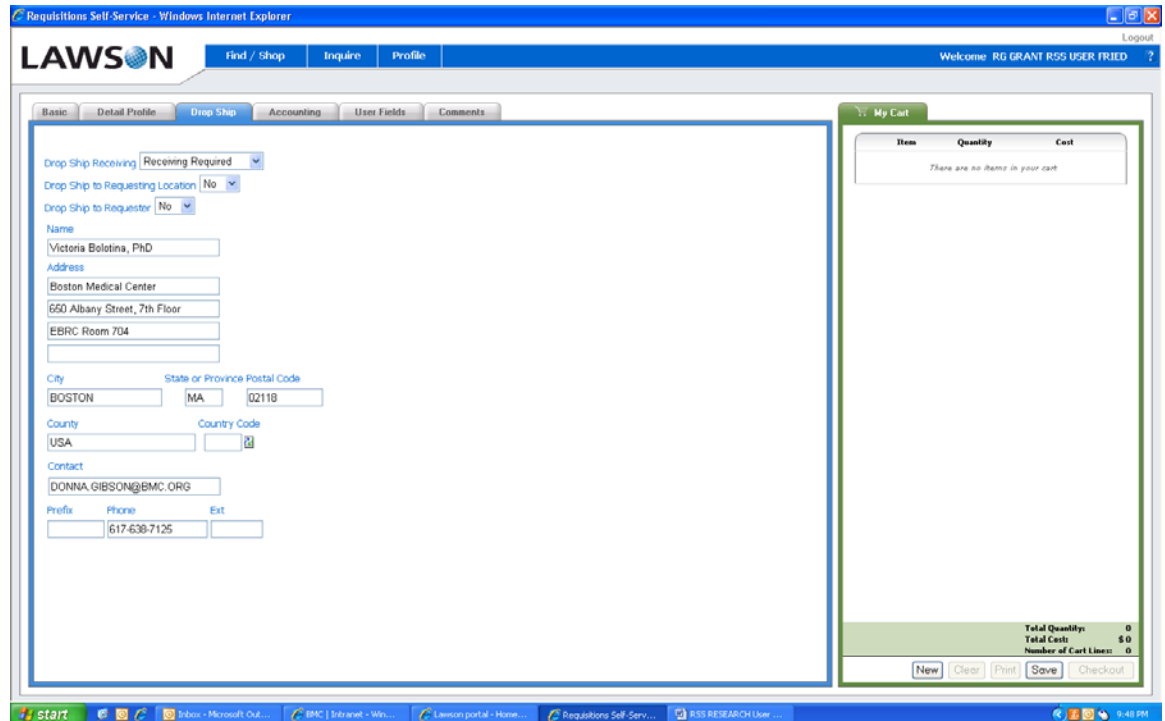


Complete the Requisition Self-Service profile as follows:

- 1) Requesting Location – Type your requesting location in the Requesting Location box (refer to your individual list by Section and/or PI).
- 2) Requested Delivery Date - Choose a date by clicking on the calendar. Please note the following:  
Use today + two business days for the date (Eliminate weekends and holidays) otherwise the order may be considered a RUSH by the vendor and you may incur additional shipping costs.

**STEP 6:** Click on Drop/Ship Tab

- 1) Enter complete delivery address including Boston, MA 02118. Include email address in “Contact” box. **Please be sure to include a room number.**  
Note: It is possible to copy/paste this information from Word.



The screenshot shows the 'Drop Ship' tab in the Lawson Requisition Self-Service application. The form contains the following information:

- Drop Ship Receiving:** Receiving Required
- Drop Ship to Requesting Location:** No
- Drop Ship to Requester:** No
- Name:** Victoria Bolotina, PhD
- Address:** Boston Medical Center, 650 Albany Street, 7th Floor, EBRC Room 704
- City:** BOSTON, **State or Province:** MA, **Postal Code:** 02118
- Country:** USA, **Country Code:** [dropdown]
- Contact:** DONNA.GIBSON@BMC.ORG
- Phone:** 617-638-7125

The 'My Cart' sidebar on the right displays a table with columns 'Item', 'Quantity', and 'Cost'. The message 'There are no items in your cart' is shown below the table. At the bottom of the sidebar, the following summary is provided:

Total Quantity:	0
Total Cost:	\$0
Number of Cart Lines:	0

Buttons for 'New', 'Clear', 'Print', 'Save', and 'Checkout' are located at the bottom of the sidebar.



## Requisition Self-Service

### User Instructions for Research

**STEP 7.** Click on Find/Shop: Special/Service

Enter your order by completing the following boxes:

Item: Catalog/Item number (incl quote # here if applicable) \* If vendor is Roche, only include catalog/item number in this box. Quote information should be entered in Description below.\*

Description: Description of item

Quantity: Quantity ordered

UOM: Unit of measure and/or use drop-down to complete

Cost: Cost per UOM

Cost Default Vendor: Enter BMC vendor number and/or or use drop-down \*

Purchase From: Required for certain vendors only otherwise leave blank\*\*

Account: Enter Detail Account (refer to Lawson Chart of Accounts)

Activity: Enter Activity Number

Account Category: Enter Account Category (refer to Lawson Chart of Accounts)

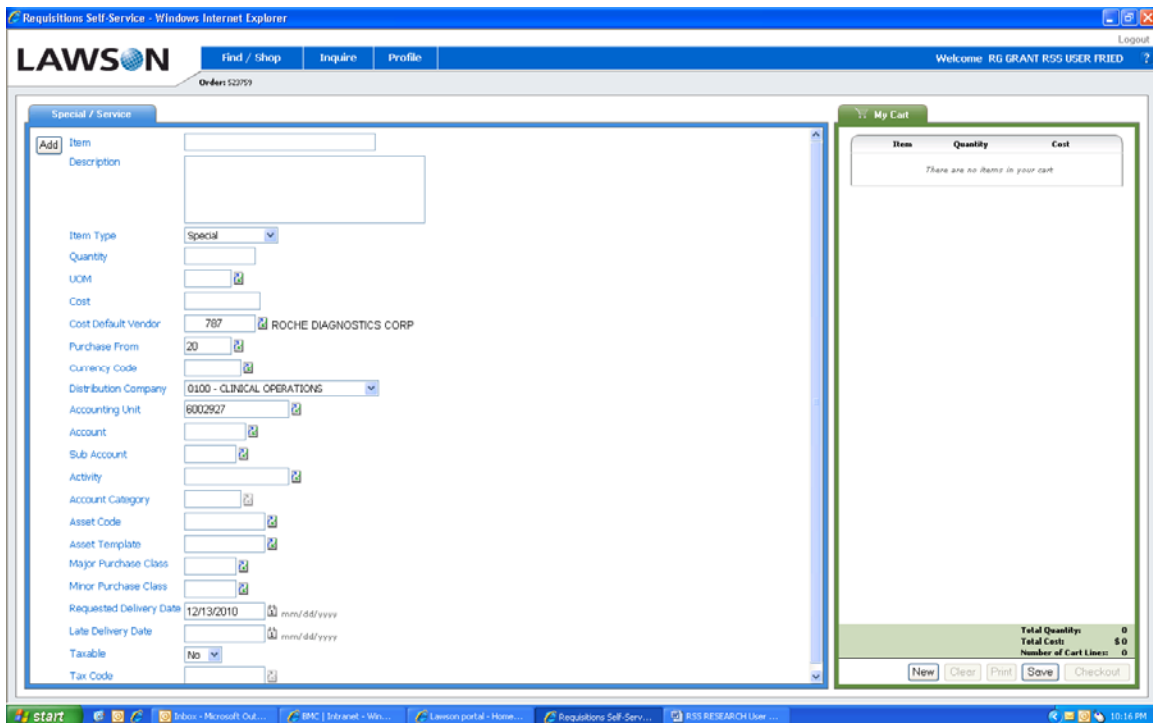
Requested Delivery Date: Delivery Date selected on first screen will auto-populate

**\*Commonly Used Vendors for Research**

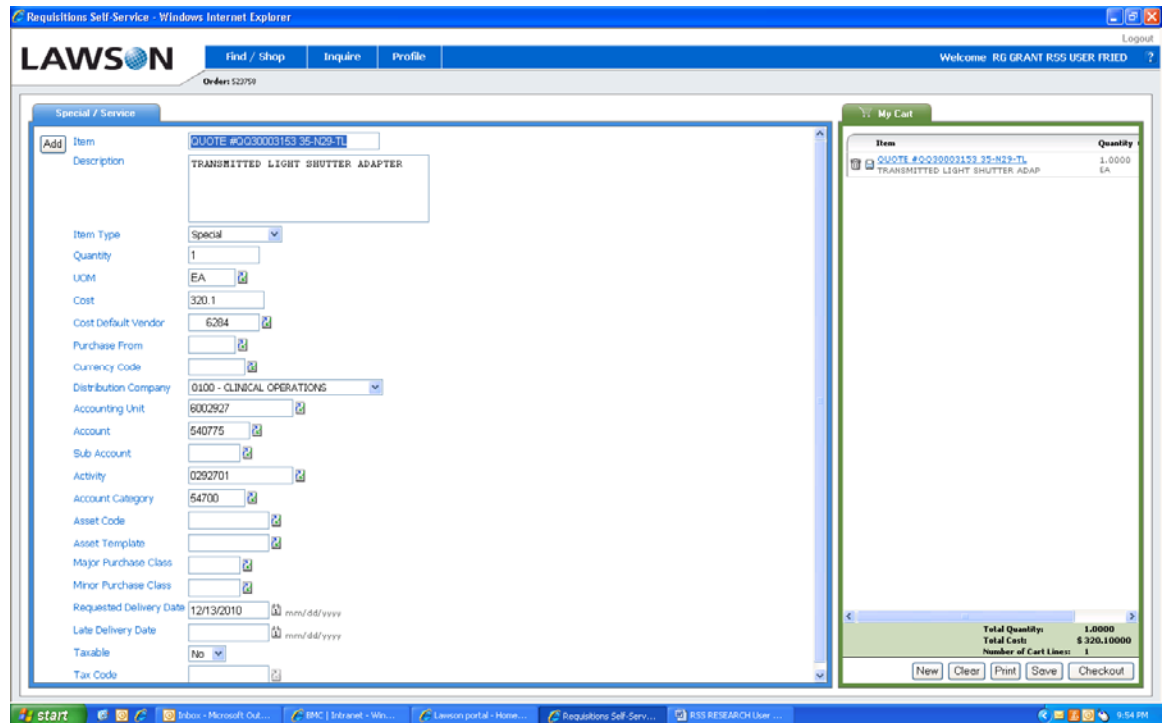
Vendor Number	Vendor
8842	Applied Biosystems
183	BIO-RAD Labs Diagnost
3667	CVPATH Instituted, Inc
401	Fisher Scientific
4941	Invitrogen Life Techn
1469	Olympus America Inc
727	Perkin Elmer
787	Roche Diagnostics
829	Sigma-Aldrich Inc
821	Thermo Electron Corp
947	Westnet

**\*\*When ordering from the following vendors, you must also select drop-down location from the Purchase From box:**

- BIO-RAD Labs Diagnost (183): 10
- Perkin Elmer (727): 50
- Roche Diagnostics (vendor 787): 20
- Westnet (947): 1000



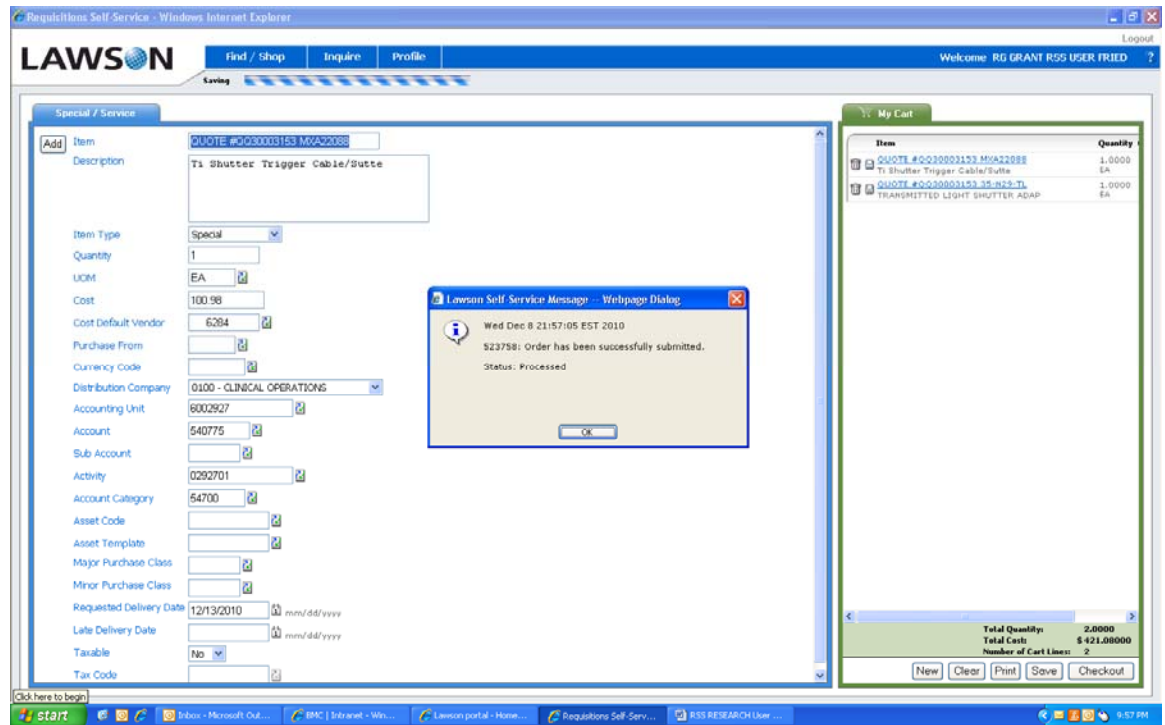
**STEP 8.** When complete, Click “Add” to move the item into your shopping cart.



Enter order information for next item(s). Please note that you will be typing over the details of the previous item.

Note: Group orders by activity number and then by vendor.

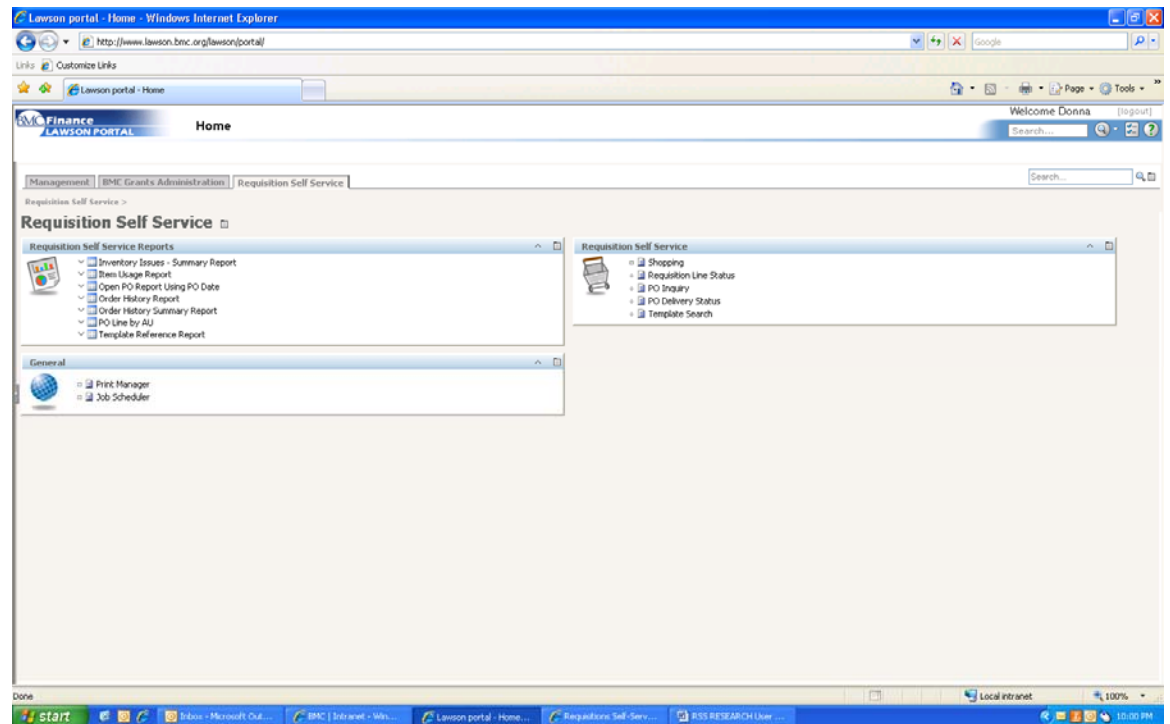
- STEP 9.** Once you have entered all the items to be purchased from the vendor, take note of the “Order” number at the top of the screen and click on Checkout.



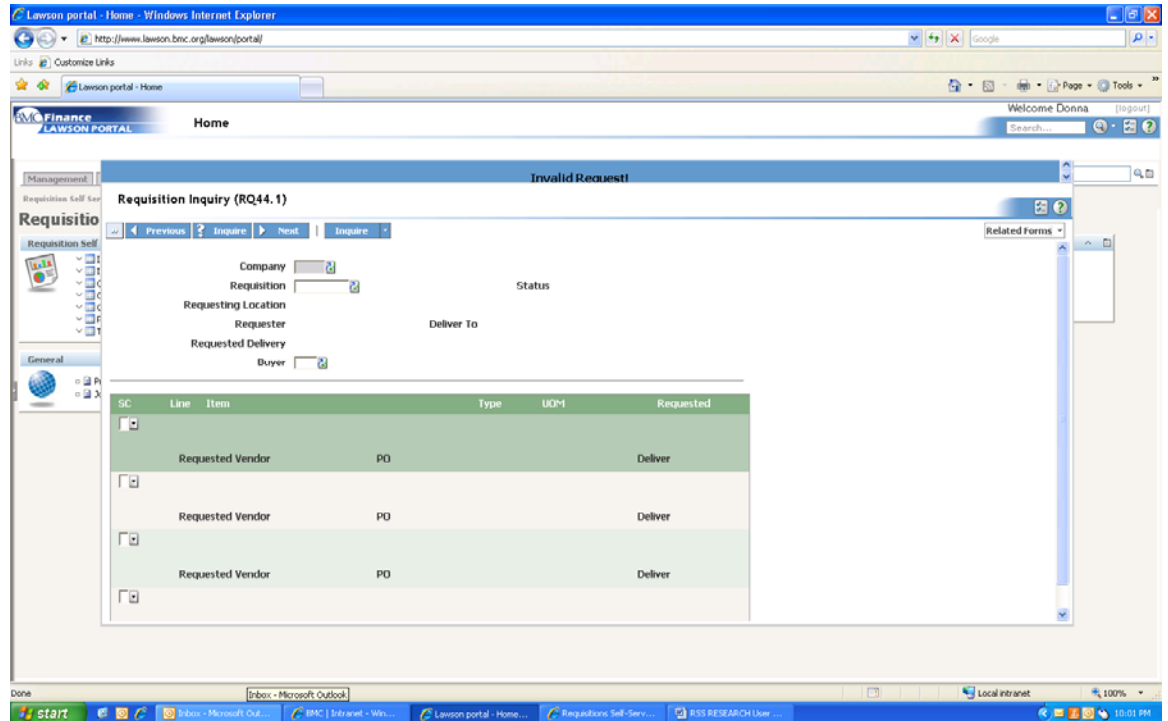
Once you click “OK” the system will bring you back to the Requisition Self-Service profile screen.

### How to Search for an Existing Order

Return to Main RSS Screen



Choose PO Inquiry



Enter your search by completing the following boxes:

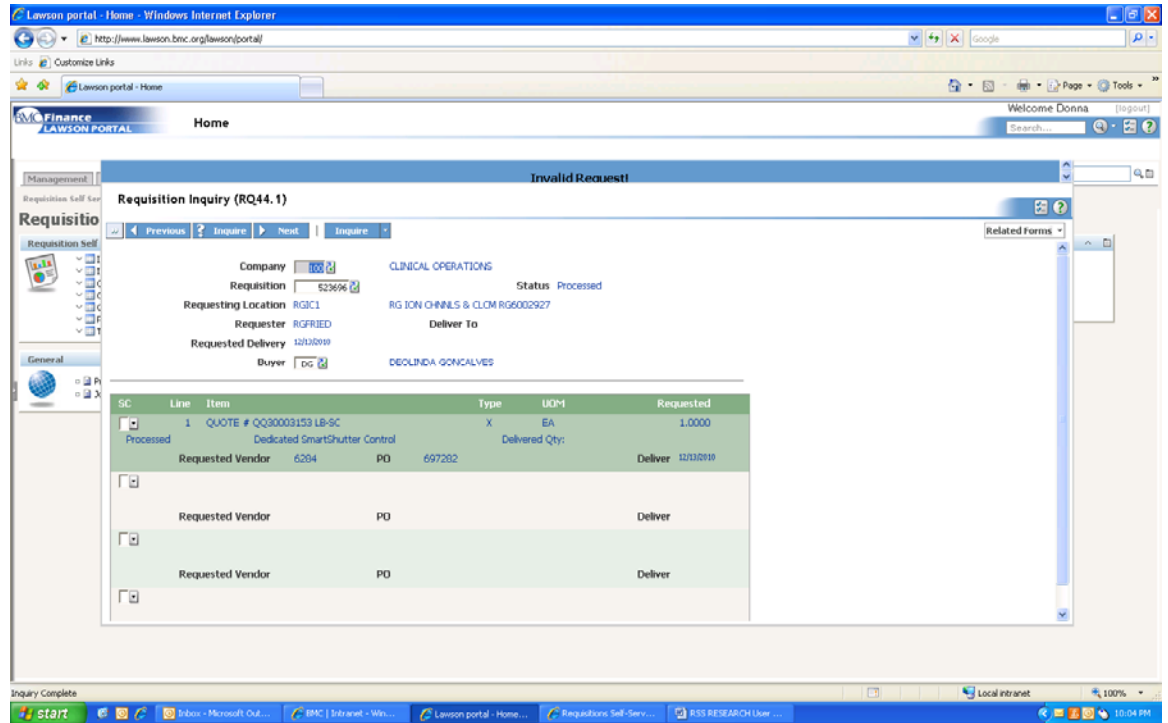
Company: 100

Requisition: Order Number

Click Inquire.

# Requisition Self-Service

## User Instructions for Research



The screenshot shows the Lawson Portal interface for a Requisition Inquiry (RQ44.1). The page title is "Invalid Request!". The requisition details are as follows:

- Company:** CLINICAL OPERATIONS
- Requisition:** \$23696
- Status:** Processed
- Requesting Location:** RGIC1
- Requester:** RGFRIED
- Requested Delivery:** 12/3/2019
- Buyer:** DG
- Deliver To:** RG ION CHNNLS & CLOM RG6002927
- Buyer Name:** DEOLINDA GONCALVES

The main table displays the requisition line items:

SC	Line	Item	Type	UOM	Requested
	1	QUOTE # QQ30003153 LB-SC Dedicated SmartShutter Control	X	EA	1.0000
		Requested Vendor: 6204	PD	697202	Deliver: 12/3/2019
		Requested Vendor:	PD		Deliver:
		Requested Vendor:	PD		Deliver:

The taskbar at the bottom shows the system is on a local intranet, and the taskbar includes icons for Start, Internet Explorer, Microsoft Outlook, BMC Intranet, Lawson portal, Requisitions Self-Service, and a user session for RISS RESEARCH User.