



Does This Vendor Need To Be In Lawson?

These are the instances in which a vendor needs to be added to Lawson:

- Vendor will be issued a PO out of Lawson
- Vendor will be issued a **Log PO** out of CAF funds
- Vendor will be paid via RFP

If the vendor is not in Lawson and needs to be added due to any of the above reasons, please submit an AP Vendor Request and select New Vendor Setup. New Vendor Setup is also used for a vendor that is in Lawson but does not have a purchasing location. In the notes section, please indicate what is being purchased and the bid number, if available.

If the vendor is in Lawson, but the remittance or purchasing location address needs to be changed, please submit an AP Vendor Request and select Existing Vendor Change. In the notes section, please indicate if the remittance location or the purchasing location needs to be updated. This is important for the request to be completed in a timely manner.

There are detailed instructions and FAQ's in the AP Vendor Request app. You can access them by selecting the Instructions tab or FAQ tab at the top of the page next to the Existing Vendor Change tab.

Please submit an AP Vendor Request when you cannot find a vendor or address. This makes it easier to track. If the vendor is already in Lawson, an email notification will be sent with the vendor number.