

# Lawson® Vendor Self-Service

Reduce Routine Inquiries, Strengthen Relations with Preferred Suppliers

## At-a-Glance

Consider, for a moment, the multitude of everyday communications between you and your vendors. What if you could substantially reduce many of the routine phone calls and e-mails that consume so much of your staff? With Lawson Vendor Self-Service on your side, you can do it. At the same time, your vendors can satisfy their need to know the status of invoices, receipts, payments, inventory levels, and shipment receipt. Ultimately, you'll take a significant step toward better service and stronger relations with your preferred suppliers.

## Lawson Delivers

A web-based Lawson Supply Chain Management application, Vendor Self-Service is designed to help streamline a variety of essential interactions between you and your suppliers. Are your vendors currently able to:

- Review invoices, receipts, payments, and shipments on a 24x7 basis, without tying up your accounts payable and purchasing staff?
- Monitor inventory levels of critical items in your warehouse or storerooms?
- Go online to find answers to commonly asked questions?

If not, it's time to consider the features and benefits of Lawson Vendor Self-Service.

## Key Features and Benefits

Lawson Vendor Self-Service represents a win-win proposition for you and your vendors. On one hand, it can enable your purchasing and accounts payable staff to free up valuable time, helping your organization achieve greater workforce productivity. On the other hand, it can enable your vendors to more efficiently stay in the loop — on their own terms — and therefore make it easier and more attractive to do business with you. Key features and benefits of Lawson Vendor Self-Service include:

- Web-based access, available anytime and anywhere selected vendors have an internet connection
- An easy-to-navigate vendor portal, which requires minimal training and promotes fast user adoption
- Allows vendors to update their address and contact information
- Configurable to allow vendor access to status information on invoices, receipts, payments, and more
- Flexible payment inquiry function, which enables vendors to check payment status, view remittance advices, or shipment receipt by item or purchase order

- Permits vendors to manage specific product inventories by allowing them to monitor item counts in your warehouse or storerooms
- Ready-built connections to UPS® or FedEx® web sites so vendors can view the latest shipment delivery information
- Frequently-asked question button, linking vendors to a page where they can swiftly resolve common issues
- Designed for integration with both Lawson Procurement and Lawson Financials helping to advance your efforts to connect and automate a full range of activities

## Contact Lawson

For more information about Lawson® Vendor Self-Service or other Lawson Supply Chain Management applications, visit [www.lawson.com](http://www.lawson.com), or call 1-800-477-1357 or 651-767-7000 (U.S. and Canada); outside North America, call +44 (0) 1344 360273.

### Corporate Headquarters

Lawson  
380 St. Peter Street  
St. Paul, MN 55102  
United States  
Phone: +1-651-767-7000  
Product Literature:  
1-800-477-1357  
Fax: +1-651-767-7141



### International Operations

Lawson  
Trinity Court  
Wokingham Road  
Bracknell  
Berkshire  
RG42 1PL  
United Kingdom  
Phone: +44 (0) 1344 360273  
Fax: +44 (0) 1344 868351