As a Purchaser or Purchasing Queue Manager of the DGSOM Procurement Portal, you have access to a variety of reports, including the “Time to Order Placed Report”. The “Time to Order Placed Report” will show you how long it took to process orders once placed into a purchaser’s queue. This can help you determine where orders are taking too long to process.

To access the report,

1. Log into the Procurement Portal https://orders.dgsom.ucla.edu/ using your Mednet AD account. Use multifactor authentication through Duo to access the portal.

2. From the portal, click the “Reports” tab. All reports you have access to will be listed.

3. Select the “Time to Order Placed Report”.

4. Enter your search criteria, then click the “Filter” button. Results will show below the filter.

Questions?
Contact your department procurement administrator for questions about assigning orders.