As a Purchaser or Purchasing Queue Manager of the DGSOM Procurement Portal, you have access to a variety of reports, including the "Order Assignment Report". The "Order Assignment Report" indicates who assigned an order to the purchaser and how many days the order was in the purchaser’s queue.

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 “Order Assignment 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.