

Assigning a Purchaser to an Order

DGSOM Procurement Portal

As a queue manager of the DGSOM Procurement Portal, you can assign approved purchase or reimbursement requests to purchasers within your department.

Assigning a Purchaser

To assign an approved order to a purchaser,

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



2. From the portal, click the "In Queue" tab to view all orders in the purchasing queue. When the "Display only unassigned orders" option is checked, you will only see orders that have not been assigned a purchaser.

Purcha	ise Orders	5					Create Ne	w Order 🗹	Notifications 🖂	Adminis	tration 🌣
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From: 01/0	01/2019 🗮 To:	01/01/2020	Clear Values	3							
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Display	orders submitted b	by ME									
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Show 50 Order # 1830171	v entries Order Name It Shade Ash	Unit It Deans Office- Immediate	Show orders in Requestor 1 Nere Car	wy queu	 Display only t Status 1 Purchasing 	Order Date I1 10/11/2019	Order Assignment Unassigned	Assigne Put in 1	Search: ed To By Queue +	Export to ubmitted	Excel 💆

3. Click the "Put in Queue" button to assign a purchaser to the order. This button is available both in the queue and inside the order.

Order # 18301	71 Shade Ash CNS	Purchasing Put in Queue
Delivery Information:		Vendor Information:
Unit: Requestor: Recipient:	Deans Office-Immediate Nere Car Nere Car	Name: Address:
Address: Date Needed:	Bldg./Room # Geffen Hall 4 P_62 10/11/2019	
Date Needed.	10/11/2015	

4. Select a purchaser from the dropdown list to put the order in the purchaser's queue and click "Add".



5. Click "Continue" on the disclaimer to complete the process. The purchaser has been added to the queue.



Assigning Multiple Purchasers to an Order

To assign multiple purchasers to an order,

1. Uncheck the "Display only assigned orders" option to view all orders.

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1	830849	2	Reimb to DGSOM student Dillon Dej Plastic Surgery Conf.	Student Aff	airs	Mary Ann		Dillon Dej		Purchas	ing	10/11/2019		Assigned to Purchaser	Tristan Bai	Mary An	n

2. Locate the order and click the "Put in Queue" button. You can remove the current purchaser by clicking the "**X**" next to the purchaser's name.

Questions?

Contact your department procurement administrator for questions about assigning orders.

Submitting an Order Page 2 of 2 | Rev. 200320