

# Assigning a Purchaser to an Order

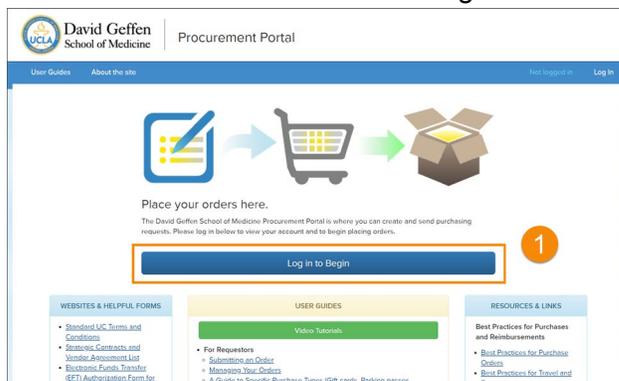
## DGSOM Procurement Portal

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

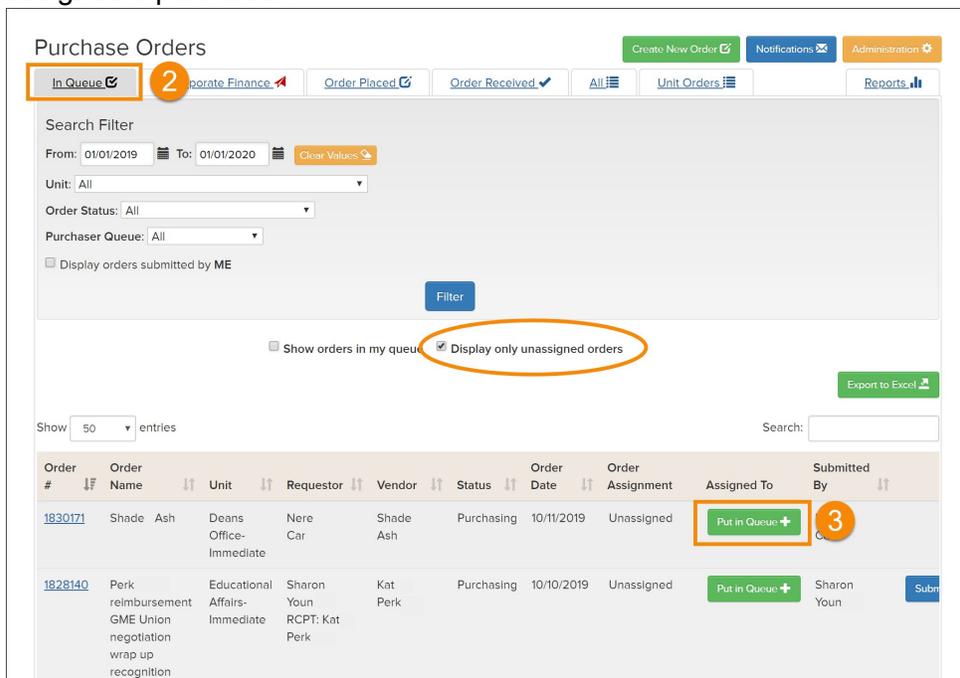
### Assigning a Purchaser

To assign an approved order to a purchaser,

1. Log into the Procurement Portal <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 “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.



- 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 # 1830171 Shade Ash CNS

Purchasing

Put in Queue +

Delivery Information:

Unit: Deans Office-Immediate  
 Requestor: Nere Car  
 Recipient: Nere Car  
 nerecar@mednet.ucla.edu  
 Address: Bldg./Room # Geffen Hall 4  
 P.62  
 Date Needed: 10/11/2019

Vendor Information:

Name:  
 Address:

Add Note/Attachment

Notes: 3 View your Notes

- Select a purchaser from the dropdown list to put the order in the purchaser’s queue and click “Add”.

Add To Queue

Purchaser: (required)

Ben Brazi

\*Required

Add Cancel

- Click “Continue” on the disclaimer to complete the process. The purchaser has been added to the queue.

Order added to Queue

Order added to purchaser queue successfully.

Continue

## Assigning Multiple Purchasers to an Order

To assign multiple purchasers to an order,

- Uncheck the “Display only assigned orders” option to view all orders.

Show orders in my queue  Display only unassigned orders

Show 50 entries

Search:

Order #	Order Name	Unit	Requestor	Vendor	Status	Order Date	Order Assignment	Assigned To	Submitted By
<a href="#">1830849</a>	Reimb to DGSOM student Dillon Dej Plastic Surgery Conf.	Student Affairs	Mary Ann	Dillon Dej	Purchasing	10/11/2019	Assigned to Purchaser	Tristan Bai	Mary Ann

Export to Excel

- 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.