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.
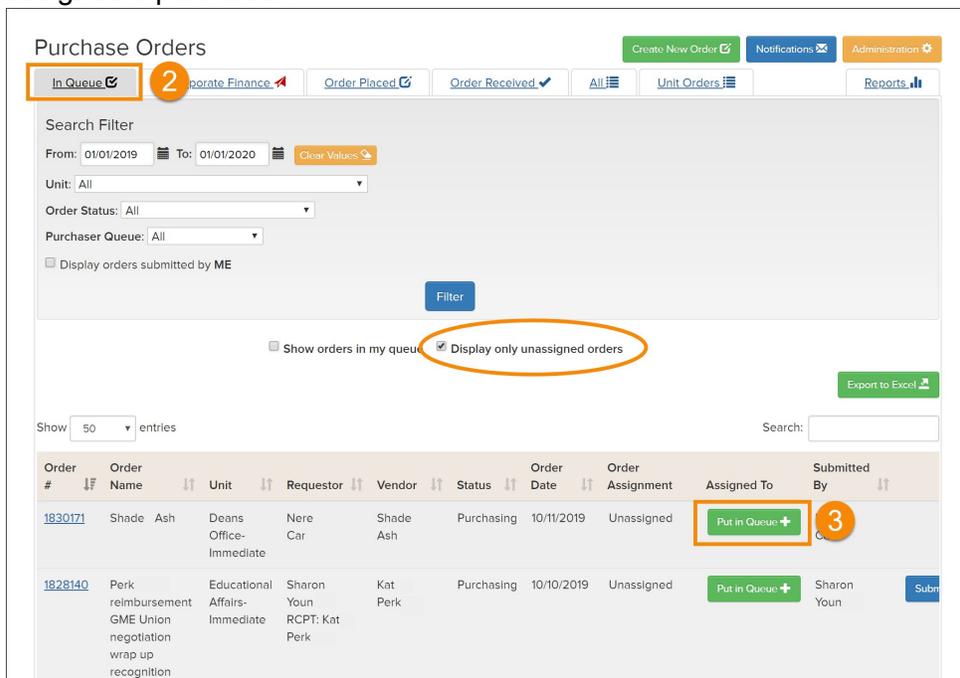
Assigning a Purchaser

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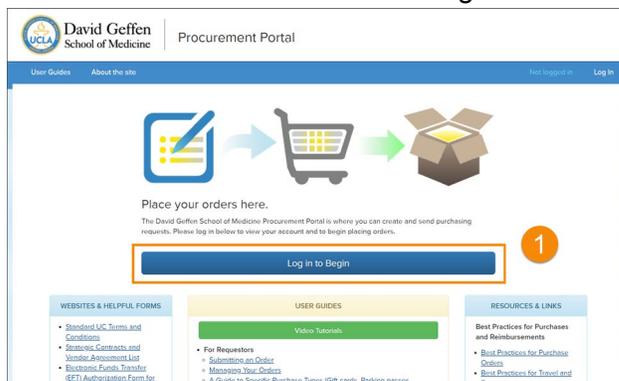
2. From the portal, click the "In Queue" tab to view all orders in the purchasing queue. When the "Display only unassigned orders" option is checked, you will only see orders that have not been assigned a purchaser.

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.

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.

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.