

Order Status Report

DGSOM Procurement Portal

As a purchaser or queue manager of the DGSOM Procurement Portal, you have access to a variety of reports, including the Order Status Report. The Order Status Report shows how long orders took to process through each step of the procurement process.

To access the Order Status Report,

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.

David Geffen School of Medicine Procurement Portal								
User Guides About the site		Not logged in Log In						
Place your orders here. The David Geffen School of Medicine Procurement Portal is where you can create and send purchasing requests. Please log in below to view your account and to begin placing orders.								
Log in to Begin								
WEBSITES & HELPFUL FORMS	USER GUIDES	RESOURCES & LINKS						
Standard UC Terms and Conditions Strategic Contracts and Vendort Agreement List Electronic Funds Transfer (EET) Authorization Form for	Video Tutonials • For Requestors • Submitting an Order • Managing Your Orders • A Guide to Specific Purchase Types (Gift cards, Parking passes,	Best Practices for Purchases and Reimbursements • Best Practices for Purchase Orders • Best Practices for Travel and Entertainment						

2. From the portal, click the "Reports" tab to view all report.

My Orders				Create New Order 🗹	Notifications 🖂			
In Queue 🕑 🌀 🛛 In Corporate Fi	nance 🛪 Order Placed 🗹	Order Received 🗸	All	<u>ers</u> ≣ 2	Reports II			
Search Filter								
From: 01/28/2020 🗰 To: 04/28/2020 🛍 Clear Values 🕒								
Unit: All								
Order Status: All								
Purchaser Queue: All								
Display orders submitted by ME								
	F	filter						
	Show orders in my queue	Display only unassigned	orders					
					Export to Excel 💆			
Showing 1 to 6 of 6 entries				Search:				

3. Select the Order Status Report from the list of reports.



4. To run the Order Status Report, select your criteria and click the "Filter" button.

Order Status Report Orders within a certain timeframe, for certain unit(s), listing their order status and date/time of status							
	4 Export to Excel						
Criteria 3 From: 10/28/2019 To: 04/28/2020 Unit: All More than \$: Less than \$: Clear	Key Words: Filter						
Show 50 v entries	*						
Order Amount # ↓1 (\$) ↓↑ Unit ↓1 Requestor ↓↑ Vendor ↓↑ Order Name ↓1	Requestor Operational Financia Submission ↓↑ Approval ↓↑ Approva						
1887422 \$38.40 GME AYS ROR GMEC	10/28/201911/01/201908:55:2712:39:06						

Submitting an Order Page 2 of 3 | Rev. 200428 5. Click the "Export to Excel" button to download the report into a spreadsheet.

	∽-∂- <u>\$</u>	Order-Status-Recort (1) csv - Scol					m – D ×	
File	File Home Insert Page Layout Formulas Data Review View Acrobat Q Tell me what you want to do							
Paste *	Kout Calibri Copy → B I ✓ Format Painter Clipboard Format	$11 \cdot \mathbf{A}^{*} \mathbf{A}^{*} \equiv = = \gg \cdot$ $11 \cdot \mathbf{A}^{*} \mathbf{A}^{*} \equiv = = \gg \cdot$ $11 \cdot \mathbf{A}^{*} \mathbf{A}^{*} \equiv = = \Rightarrow \Rightarrow \cdot$ $11 \cdot \mathbf{A}^{*} \mathbf{A}^{*} \equiv = = \Rightarrow \Rightarrow \cdot$ $11 \cdot \mathbf{A}^{*} \mathbf{A}^{*} = = = \Rightarrow \Rightarrow \cdot$	Wrap Text Generation Merge & Center - \$ - \$ ment 5 N	al v % 9 \$.00 \$.00 Formatting ▼ Ta Number 5	Normal Bad mat as Neutral Calculation Styles	Good	Insert Delete Format Cells Eat	A T P Sort & Find & Filter * Select *
L17	\bullet : \times \checkmark f_X							•
	G	Н	I.	J	К	L	М	N
1	Requestor Submission	Operational Approval	Financial Approval	Purchaser Assigned	Sent to Corporate Finance	Order Placed	Partial Order Received	Full Order Receive
2	4/1/2020 15:23	4/1/2020 16:20		4/1/2020 0:00		4/2/2020 14:40		
3	4/1/2020 14:43	4/1/2020 14:58		4/1/2020 0:00	4/1/2020 18:28	4/1/2020 18:31		
4	4/1/2020 15:38	4/1/2020 15:38		4/1/2020 0:00	4/1/2020 17:27	4/1/2020 17:28		
5	4/1/2020 15:23	4/1/2020 16:20		4/1/2020 0:00		4/3/2020 9:36		
6	4/1/2020 15:23	4/1/2020 16:20		4/1/2020 0:00		4/3/2020 9:44		
7	4/1/2020 15:23	4/1/2020 16:20		4/1/2020 0:00		4/7/2020 14:20		
8	4/9/2020 13:50	4/10/2020 7:04		4/10/2020 0:00		4/10/2020 16:43		
9	4/2/2020 7:46	4/2/2020 7:46		4/2/2020 0:00	4/2/2020 10:00	4/3/2020 13:57		
10	4/3/2020 11:21	4/3/2020 15:04		4/3/2020 0:00		4/6/2020 18:48		
11	4/3/2020 11:21	4/3/2020 11:21		4/3/2020 0:00		4/3/2020 14:00		
12	4/3/2020 12:54	4/6/2020 17:15		4/6/2020 0:00		4/7/2020 14:14		
13	4/3/2020 12:54	4/6/2020 17:15		4/6/2020 0:00		4/7/2020 14:33		
14	4/4/2020 13:35	4/4/2020 13:35		4/6/2020 0:00		4/10/2020 14:01		
15	4/5/2020 14:17		4/6/2020 9:01	4/6/2020 0:00		4/8/2020 15:44		
16	4/6/2020 14:26	4/6/2020 14:53		4/6/2020 0:00		4/6/2020 17:18		
17	4/6/2020 10:59	4/7/2020 10:35		4/7/2020 0:00				
18	4/6/2020 10:59	4/15/2020 16:38		4/7/2020 0:00				
19	4/6/2020 10:57	4/6/2020 10:57		4/9/2020 0:00				
20	4/15/2020 10:22	4/15/2020 14:25		4/15/2020 0:00				
21	4/6/2020 15:06	4/6/2020 17-15		4/6/2020 0.00	: 4	4/6/2020 19-40		
Ready	and a state status report (1)	U.						- + 140%

Questions?

Contact your department procurement administrator for questions about assigning orders.