

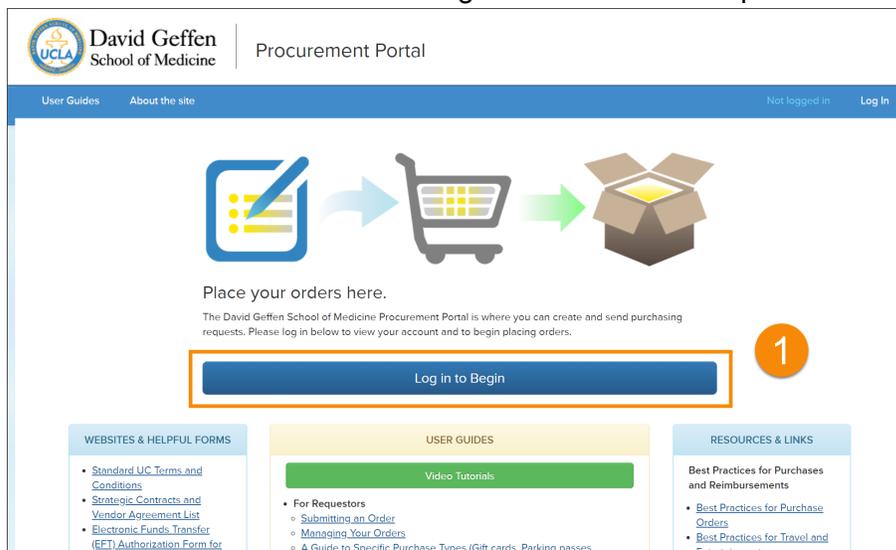
Order Status Report

DGSOM Procurement Portal

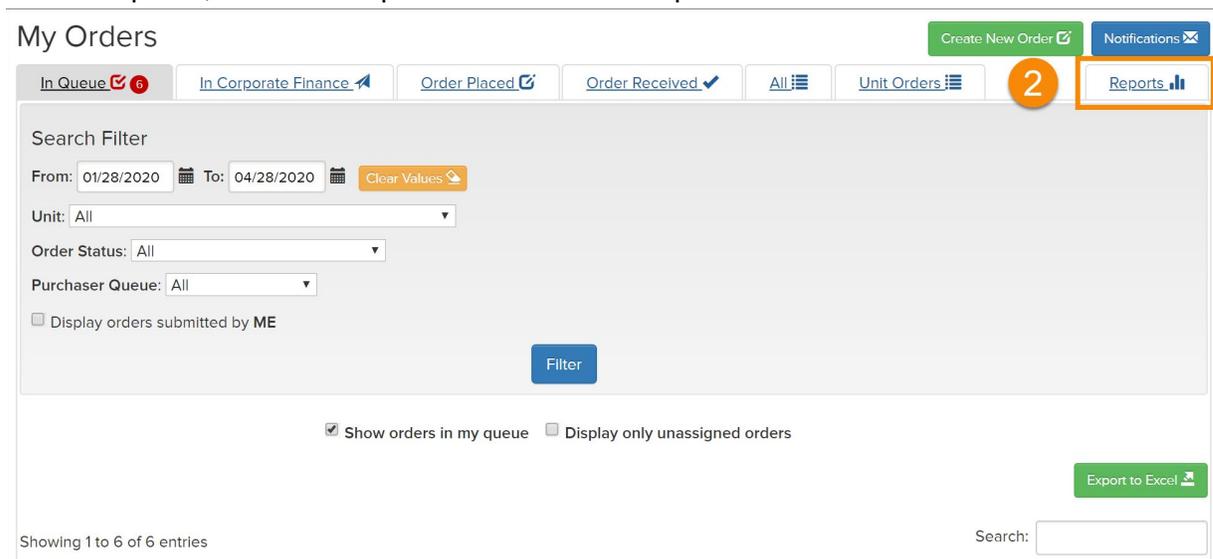
As a purchaser or queue manager of the DGSOM Procurement Portal, you have access to a variety of reports, including the Order Status Report. The Order Status Report shows how long orders took to process through each step of the procurement process.

To access the Order Status Report,

1. Log into the Procurement Portal <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 to view all report.



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

My Orders Create New Order Notifications

[In Queue 6](#)
[In Corporate Finance](#)
[Order Placed](#)
[Order Received](#)
[All](#)
[Unit Orders](#)
Reports

Purchaser Queue Count
Orders in Process by Number of Days +

Orders by AP Specialist - All Stages
Counting orders in the following stages: Corporate Finance, Request for Revision by Purchaser, Submitted to Order Placed +

Processed Orders by AP Specialist
Counting Orders Placed +

Unit Volume Count
Orders Placed by Business Unit +

Order Status Report
Orders within a certain timeframe, for certain unit(s), listing their order status and date/time of status 3 +

- 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: To: Unit: Key Words: Filter

Clear

Show entries

Order #	Amount (\$)	Unit	Requestor	Vendor	Order Name	Requestor Submission	Operational Approval	Financial Approval
1887422	\$38.40	GME		AYS	ROR GMEC	10/28/2019 08:55:27	11/01/2019 12:39:06	

5. Click the “Export to Excel” button to download the report into a spreadsheet.

	G	H	I	J	K	L	M	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		4/6/2020 19:40		

Questions?

Contact your department procurement administrator for questions about assigning orders.