

UCSB Purchasing

PORS

(Purchase Order Repository System)

Departmental
Access & Processing

Instruction and Information
Manual

March 2004

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I. SYSTEM OVERVIEW

The Purchase Order Repository was conceived as a method for better communicating purchase process information and status to departments generating purchase requests. The goals of the PO Repository are twofold: process improvement and enhanced customer satisfaction. These goals are addressed through automated data communication and flexible, intuitive, web based access to data used by the campus.

Note: This process will not replace the on-line electronic submission of requisitions via REx.

Once a purchase or change order is processed in the Purchasing Department, it is transmitted electronically to the Repository, where it is saved as an Adobe PDF (Portable Document Format) file. You will need [Adobe Acrobat Reader](#) 4.0 or higher to view, print or save copies of your orders. You may download a free version of the software at <http://www.adobe.com>

Departments involved in the funding of the original purchase requisition or change order are notified via email of its availability for retrieval. The Purchase Order Repository System (PORS) is the method by which departments access their completed purchase transactions for viewing and/or printing.

Since departments will no longer be mailed hard copies of purchase orders, a new method of delivering property tags has been developed. Once PORS is in production, departments will be sent a "Property Tag Distribution Sheet" for each purchase order that includes an item(s) of inventorial equipment.

The "Property Tag Distribution Sheet" (see sample on Pg. 4) clearly identifies, on a property number-by-property number basis, item description, manufacturer, model number, custody code, location (building and room numbers), user and whether title is non-UC. It also provides the department with helpful reminders about the receiving and tagging of new items of inventorial equipment.

**If you have any questions about set-up or processing procedures,
please contact Lisa Klock at x4073 or email at lisa.klock@purc.ucsb.edu**

Property Tag Distribution Sheet

ASEQJ070	UNIVERSITY OF CALIFORNIA, SANTA BARBARA	PAGE 1																																
ASEQP071	CAPITAL ASSETS TRACKING SYSTEM	02/12/04																																
	PROPERTY TAG DISTRIBUTION SHEET	08:55:24																																
PURCHASE ORDERS PROCESSED FROM 02/11/2004 THROUGH 02/11/2004																																		
<p>THE PROPERTY TAG(S) ATTACHED TO THIS DISTRIBUTION SHEET ARE FOR THE ITEM(S) OF INVENTORIAL EQUIPMENT ON THIS PURCHASE ORDER. WHEN THE EQUIPMENT ARRIVES, AFFIX THE PROPERTY TAG(S) TO THE CORRESPONDING PIECE(S) OF EQUIPMENT.</p> <p>WRITE DOWN THE SERIAL NUMBER(S) (IF ANY) FOR ENTRY INTO CATS. IF ANY OF THE PRE-PRINTED INFORMATION ON THIS FORM (MANUFACTURER, MODEL, BUILDING, ROOM, USER) IS MISSING OR INCORRECT, PLEASE ALSO UPDATE THEM IN CATS.</p> <p>IF THIS SECTION IS HIGHLIGHTED, THE UNIVERSITY DOES NOT HOLD TITLE TO THE INDICATED ITEM(S). TITLE VESTS WITH EITHER THE FEDERAL GOVERNMENT, STATE OF CALIFORNIA OR OTHER EXTERNAL AGENCY. IN ADDITION TO AFFIXING THE UCSB PROPERTY TAG(S), PLEASE AFFIX YOUR OWN TAG(S) TO THE EQUIPMENT ITEM(S) IN ORDER TO INDICATE THE NON-UC TITLE.</p>																																		
<p>DEPT DEPARTMENT NAME</p> <p>0403 PURCHASING DEPARTMENT</p>																																		
<p>PO# CO#</p> <p>32681-0 00</p>																																		
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PROPERTY NUMBER</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: left;">MANUFACTURER</th> <th style="text-align: left;">MODEL NUMBER</th> <th style="text-align: left;">CUSTODY CODE</th> <th style="text-align: left;">BLDG ROOM</th> <th style="text-align: left;">USER</th> <th style="text-align: left;">NON UC</th> </tr> </thead> <tbody> <tr> <td>048000279</td> <td>MAGNET SYSTEM</td> <td>JANIS RESEARCH</td> <td>9TM-SVM-20VHIEF</td> <td>0403-23140</td> <td>572 4316</td> <td>DA</td> <td></td> </tr> <tr> <td>048000280</td> <td>CONTROLLER-TEMP</td> <td>JANIS RESEARCH</td> <td>32</td> <td>0403-23140</td> <td>572 4316</td> <td>DA</td> <td></td> </tr> <tr> <td>048000281</td> <td>POWER SUPPLY</td> <td>JANIS RESEARCH</td> <td>CS-4</td> <td>0403-23140</td> <td>572 4316</td> <td>DA</td> <td></td> </tr> </tbody> </table>			PROPERTY NUMBER	DESCRIPTION	MANUFACTURER	MODEL NUMBER	CUSTODY CODE	BLDG ROOM	USER	NON UC	048000279	MAGNET SYSTEM	JANIS RESEARCH	9TM-SVM-20VHIEF	0403-23140	572 4316	DA		048000280	CONTROLLER-TEMP	JANIS RESEARCH	32	0403-23140	572 4316	DA		048000281	POWER SUPPLY	JANIS RESEARCH	CS-4	0403-23140	572 4316	DA	
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II. PROVIDING ACCESS TO THE PO REPOSITORY SYSTEM (PORS)

In order to access PORS, users must take 2 steps: authentication and authorization.

Authentication:

For authentication PORS uses the campus LDAP Directory. Users not already registered will need to register in the Directory providing their own User ID and Password. To register go to the UCSB Directory Service home page at the following web address, and click on "Register":

<https://titan.isc.ucsb.edu/ldap/>

If you have any questions or difficulty with this process, please contact a Directory Administrator at directoryhelp@isc.ucsb.edu

Authorization:

For the 2nd step (authorization) PORS goes and looks up in ALLN01 to get the security groups for that user.

For your department to view purchase orders in PORS, the individual(s) responsible for the department's purchasing procedures must have access to COM-LETE and ALLN01. Questions regarding these systems, and access to them, if not covered in the following paragraphs, should be referred to Terry Malosh in IS&C at x3521 or by email to terry.malosh@isc.ucsb.edu

Access to PORS is granted by your Department Security Administrator (DSA). If your department does not have an assigned DSA, please contact Terry Malosh in IS&C at the above phone and/or email address.

DSA (Department Security Administrator) Set-up

Users who wish to access your department's purchasing records in the Purchase Order Repository must first have Com-Plète and ALLN01 access.

If your user does not have a Com-Plète account or UserID, you can request one for them by completing the All-in-One Request Form at:

<http://www.isc.ucsb.edu/osg/alln01/alln01-form.html>

In PORS, access to purchase order records is restricted by Departmental Code. The Departmental codes are linked to Accounting LAFS (location-account-fund-sub) numbers. For example, the Purchasing code = PURC which supports particular account numbers.

Access is assigned based upon the Departmental Accounting codes. If your user has permission to access more than one department (or Accounting code) ALLN01 access must be assigned to them separately under each departmental code.

For example, to give a user the authority to view the purchase orders of three departments (ACCT, BIOL, CHEM), you (or the DSA for each department) must authorize their access separately for each department in ALLN01 security.

Assign the following ALLN01 Security Group Code to grant access to view purchase orders:

ALLN01 Security Group Code	Security Group Description
PORS-DB	Purchase Order Viewer

You can also determine who in your department will receive email notification that an order has been processed. Within minutes of an order being processed, it is available for viewing in the Repository. You can authorize users to receive email notifications informing them of purchase order availability. They will then receive an email telling them as each of their orders is placed; the email message will include a link to the PO Repository for retrieval and viewing.

Assign the following ALLN01 Security Group Code to grant email notification privileges.

ALLN01 Security Group Code	Security Group Description
PORS-EM1	PO email notification recipient

Note: Up to 3 persons in any one department can be assigned this authorization if your department wishes to receive multiple notifications.

DEPARTMENTAL PROCEDURES

III. Email notification of purchase or change order

Note: this email will only be sent to departments that have an account actively involved in the purchase or change order(s) in question.

Sample email:

This message is sent to inform you that the purchase order listed below has been processed and will soon be available for viewing and printing from our on-line repository. You have received this message because your department funded the entire purchase or a portion of it. Please call the buyer listed on the purchase order or x8025 if you have further questions about the order.

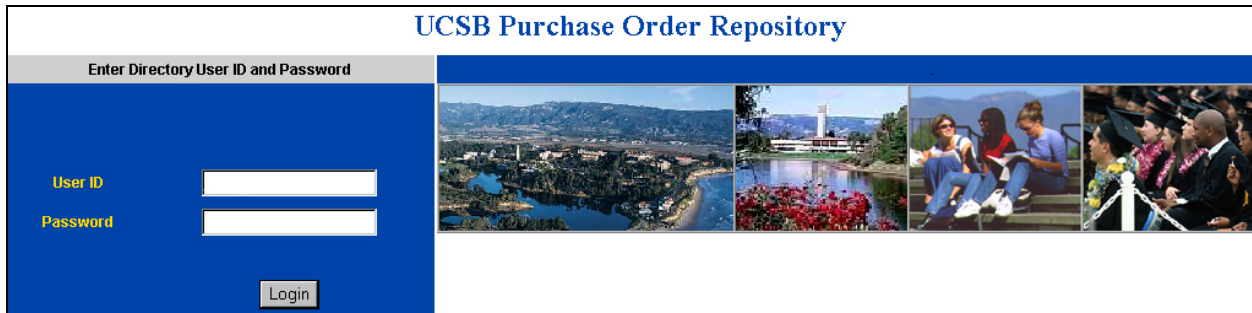
Originating Department: BUSS

Department Requisition #: 200311

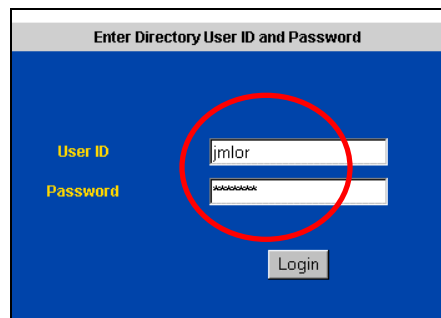
Purchase Order #: 28406-0 00

To see or print the PO, go to <https://PORS.isc.ucsb.edu>

IV. Click on the link provided in the email to be taken to the Repository.



V. Enter your UserID and Password (which are the same as your LDAP UserID and Password) and “Login”



VI. Main Screen

Upon verification of your UserID/Password, your Home Department should appear in the “Department” box. If you have access to multiple departments, you will be able to select the appropriate department from the drop-down menu.

Access to view a department’s purchase orders is controlled by that department’s DSA (see pg. 4).

To view a purchase/change order you must select the department code that is connected with the funding of that order.

The screenshot shows the UCSB Purchase Order Repository main screen. The interface features a blue header with the title "UCSB Purchase Order Repository" and a "Logout" button. Below the header is a navigation bar with buttons for "PO Number", "CO Number", "LAFSO", "PO Type", "File Type", "PO Date", "Vendor Name", and "Description". The main content area is a search form with a blue background. It includes a "User Jill Levy" label, a "Find" button, and a "Department" dropdown menu currently set to "BUSS - BUSINESS SERVICES OFFICE". Other fields include "Account", "Fund", "Subaccount", "Purchase Order Number", "Change Order Number", "Purchase Order Type", "Vendor ID", "Vendor Name", "Description", and "Purchase Order Processed Date Range" with "Start Date" and "End Date" sub-fields. Match criteria are set to "equal to".

An explanation of field names is shown in the Field Descriptions at the end of the document.

VII. Retrieving orders

Orders can be retrieved from the Repository by one of several different methods outlined below. To retrieve all purchase/change orders related to a Department Code, simply click on “Find” without entering any other search criteria.

A. Find by PO Number

Enter PO Number (nnnnn-n format) and click on “Find”

Note: if you do not use the correct format when entering information, you will get a “No Results” error message. Check format guidelines when this occurs.

Find by PO Number results: results will be shown on the right hand side of the screen, with the most recent order at top. Click on the PO number to access the PO as a PDF. Remember - a purchase order can have multiple change orders – check both numbers carefully to make the correct selection.

								Logout
PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description	
28406-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE	
1 purchase order is found.								

Whichever method you use to retrieve an order, the result will be an Adobe PDF document that you can view online, print, or save on your computer.

PORS (Purchase Order Repository System)

UNIVERSITY OF CALIFORNIA PURCHASE ORDER

PAGE 1

LOC	ACCOUNT	FUND	SUB	OBJECT	AMOUNT	DEPT. NAME & BUDGET-CONTRACT NO. (if applicable)	NO. SB28406-0 00
SEE LAST PAGE						DATE 12-02-03	
DEPT.	REQUISITION NUMBER	VENDOR PHONE		ATTACHED APPENDIX(ES)			
BUSS	200311	330916					
CAMPUS DELIVERY POINT						F.O.B.	
3203 SAASB						DESTINATION	
SEND ORDER COPY TO:						SHIP VIA	
JILL 893-2029							
CENTRAL COAST IMAGING SOLUTION 4187 CARPINTERIA AVE #6 CARPINTERIA CA 93013 ATTN: MICHAEL SCAR						PRICE BY	
						TERMS - FROM RECEIPT OF GOODS OR INVOICE WHICHEVER IS LATER	
						NET 30	
PROPERTY NUMBER						PLEASE SHIP TO:	
SEE LINE ITEM(S)						UNIVERSITY OF CALIFORNIA	
FABRICATION						CENTRAL RECEIVING	
						SANTA BARBARA, CA 93106	
						ATTN: (P.O 28406-0)	
						ATTN: SB28406-0	
ITEM	QUANTITY	UNIT	DESCRIPTION			UNIT PRICE	TOTAL PRICE
01	1	EA	PANAFAX UF-890 FAX MACHINE UC PROPERTY NUMBER(S) 038002140-02140			1,899.95	1,899.95
							1,899.95
TAX:							147.25

							\$2,047.20
UCSB budget information for this order:							
BUSS 8 661540 19900 4 9000 2,047.20							
DELIVERY SHALL BE MADE: 12-22-03						BUYER: BONNIE CASTELLANOS (805) 893-2593	

INVOICE			AMOUNT OF LEIN		DATE PASSED	FREIGHT	CHECK NO.
DATE	NUMBER	AMOUNT	CANCELLED	BALANCE			

UCSB COPY
RETENTION PERIOD
5 YEARS SUBJECT
TO CONTRACT
AND GRANT
REQUIREMENTS

- B. Find by Account-Fund-Subaccount
 Enter Account (format: nnnnnn), and/or Fund (format: nnnnn), and/or Subaccount (format: n), and click on "Find"

Results will be shown on the right hand side of the screen with the most recent orders at the top.

PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description
28336-0	00	8-720700-19900-4-9000	SB	UCSB	10-28-2003	X-ERGON	TESTING E-MAIL-12
28379-0	00	8-720700-19900-4-9900	SB	UCSB	11-05-2003	KADEL ENGINEERING	IS&C TEST 1
28388-0	00	8-720700-19900-4-9000	SB	UCSB	11-06-2003	R & D SEPARATIONS INC	TESTING ORIGINATED DEPT
28407-0	00	8-720700-19900-4-9000	SB	UCSB	12-02-2003	DELL MARKETING CORP	DELL PC

4 purchase orders are found.

Click on the PO Number link to retrieve the PDF for viewing/printing.

- C. Find by Vendor ID
Enter numeric Vendor ID and click on "Find"

Results will be shown on the right hand side of the screen with the most recent orders at the top.

								Logout
PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description	
28403-0	01	8-661540-19900-4-9000	SB	UCSB	11-25-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE	
28405-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE	
28406-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE	
28406-0	01	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE	

4 purchase orders are found.

Click on the PO Number to retrieve the PDF for viewing/printing.

- D. Find by Vendor Name
 Enter the vendor name (or a portion of it) and choose a “Match if” criteria (tip: “starts with” or “contains” will result in a broader and generally more successful search than “equal to”), click on “Find”

Results will be shown on the right hand side of the screen with the most recent orders at the top.

PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description
28403-0	01	8-661540-19900-4-9000	SB	UCSB	11-25-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE
28405-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE
28406-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE
28406-0	01	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE

4 purchase orders are found.

Click on the PO Number to retrieve the PDF for viewing/printing.

- E. Find by Description
 Enter "Description" and choose a "Match if" criteria (tip: "contains" will result in a broader and generally more successful search than "equal to"), click on "Find"

Results will be shown on the right hand side of the screen with the most recent orders at the top.

								Logout
PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description	
28407-0	00	8-720700-19900-4-9000	SB	UCSB	12-02-2003	DELL MARKETING CORP	DELL PC	
28407-0	01	8-720700-19900-3-8000	SB	UCSB	12-02-2003	DELL MARKETING CORP	DELL PC	

2 purchase orders are found.

Click on the PO Number to retrieve the PDF for viewing/printing.

- F. Find by Purchase Order Type
 Choose "PO Type" from the drop-down menu (SB=Standard high value purchase order, VB=Vendor Blanket, IP=Installment Purchase), click on "Find"

Results will be shown on the right hand side of the screen with the most recent orders at the top.

PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description
28346-0	00	8-661540-19900-4-9000	VB	UCSB	10-29-2003	PRA LASER, INC.	THIS IS ANOTHER TEST
31782-0	00	8-661540-19900-3-8000	VB	UCSB	10-22-2003	PHARMACIA & UPJOHN	FURNISH RADIOCHEMICALS TO UCSB

2 purchase orders are found.

Click on the PO Number to retrieve the PDF for viewing/printing.

- G. Find by Purchase Order Processed Date
 Enter a PO processed starting and/or ending date (format: mm-dd-yyyy) and click on "Find". Note: Entry of incomplete dates will not return any results.

The screenshot shows a search form with the following fields: Department (dropdown), Account (text), Fund (text), Subaccount (text), Purchase Order Number (text), Change Order Number (text), Purchase Order Type (dropdown), Vendor ID (text), Vendor Name (text), Match if (dropdown), Description (text), Match if (dropdown), Purchase Order Processed Date Range (text), Start Date (text), and End Date (text). The 'Find' button is circled in red. The 'Purchase Order Processed Date Range' section is also circled in red, showing 'Start Date' as 11/18/2003.

Results will be shown on the right hand side of the screen with the most recent orders at the top.

PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description
28387-0	01	8-661540-75041-3-8000	SB	UCSB	11-18-2003	MUEGENBERG NORMAN & DOWLER	PORS REX TEST 1
28387-0	02	8-661540-19900-3-8000	SB	UCSB	11-20-2003	MUEGENBERG NORMAN & DOWLER	PORS REX TEST 1
28387-0	02	8-661540-75041-3-8000	SB	UCSB	11-20-2003	MUEGENBERG NORMAN & DOWLER	PORS REX TEST 1
28401-0	00	8-661540-19900-3-8000	SB	UCSB	11-19-2003	W KIMBELL DESIGN LAB	TEST BEFORE FIX
28401-0	01	8-661540-19900-3-8000	SB	UCSB	11-19-2003	W KIMBELL DESIGN LAB	TEST BEFORE FIX
28402-0	00	8-661540-19900-3-8000	SB	UCSB	11-19-2003	S & H RESOURCES	TESTING FIX
28403-0	01	8-661540-19900-4-9000	SB	UCSB	11-25-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE
28405-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE
28406-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE
28406-0	01	8-661540-19900-4-9000	SB	UCSB	12-02-2003	CENTRAL COAST IMAGING SOLUTION	FAX MACHINE
28407-0	00	8-661540-19900-4-9000	SB	UCSB	12-02-2003	DELL MARKETING CORP	DELL PC

11 purchase orders are found.

Click on the PO Number to retrieve the PDF for viewing/printing.

VIII. PORS FIELD DESCRIPTIONS

UCSB Purchase Order Repository

Department

Account
(format: nnnnnn)

Fund
(format: nnnnn)

Subaccount
(format: n)

Purchase Order Number
(format: nnnnn-n)

Change Order Number
(format: nn)

Purchase Order Type

Vendor ID

Vendor Name

Match if

Description

Match if

Purchase Order Processed Date Range

Start Date
(format: mm-dd-yyyy)

End Date
(format: mm-dd-yyyy)

PO Number	CO Number	LAFSO	PO Type	File Type	PO Date	Vendor Name	Description
-----------	-----------	-------	---------	-----------	---------	-------------	-------------

Field Names in Alphabetical Order

Field Name	Format / Description
Account	<i>(format: nnnnnn)</i> Departmental account number used for purchase.
Change Order Number	<i>(format: nn)</i> The original purchase order has a change order of "00". All subsequent orders (change orders) will retain the original purchase order number, with the addition of the number of the change order, starting with "01".
Department	<i>(drop down list)</i> Your Home Department should appear. If you have access to multiple departments, you will be able to select the appropriate department from the drop-down menu.
Description	<i>(text)</i> This is a brief overall description of the order, generally provided by the department when they initiate a requisition through REX (the online requisition processing program).
End Date	<i>(format: mm-dd-yyyy)</i> The last date in a user entered date range for which a purchase/change order was processed.
File Type	<i>(UCSB)</i> Only the UCSB (departmental) copy is available.
Fund	<i>(format: nnnnn)</i> Fund number used for purchase.
LAFSO	<i>(display format: n-nnnnnn-nnnnn-n-nnnn)</i> This field will display the Loc-Account-Fund-Sub-Object of the selected order.
PO Date	<i>(format: mm-dd-yyyy)</i> Date the purchase order was processed by the Purchasing Department.
Purchase Order Number	<i>(format: nnnnn-n)</i> The complete six digit number assigned by the Purchasing Department (e.g., 12345-0).
Purchase Order Type	<i>(drop down list: SB, VB or IP)</i> SB = standard high value purchase order, VB = vendor blanket, IP = installment purchase.
Start Date	<i>(format: mm-dd-yyyy)</i> The start date is a user entered date range for which a purchase/change order was processed.
Subaccount	<i>(format: n)</i> Subaccount number used in the purchase.
Vendor ID	<i>(numeric)</i> Vendor ID from the Vendor File (e.g., 390616).
Vendor Name	<i>(text)</i> Vendor Name from the Vendor File.