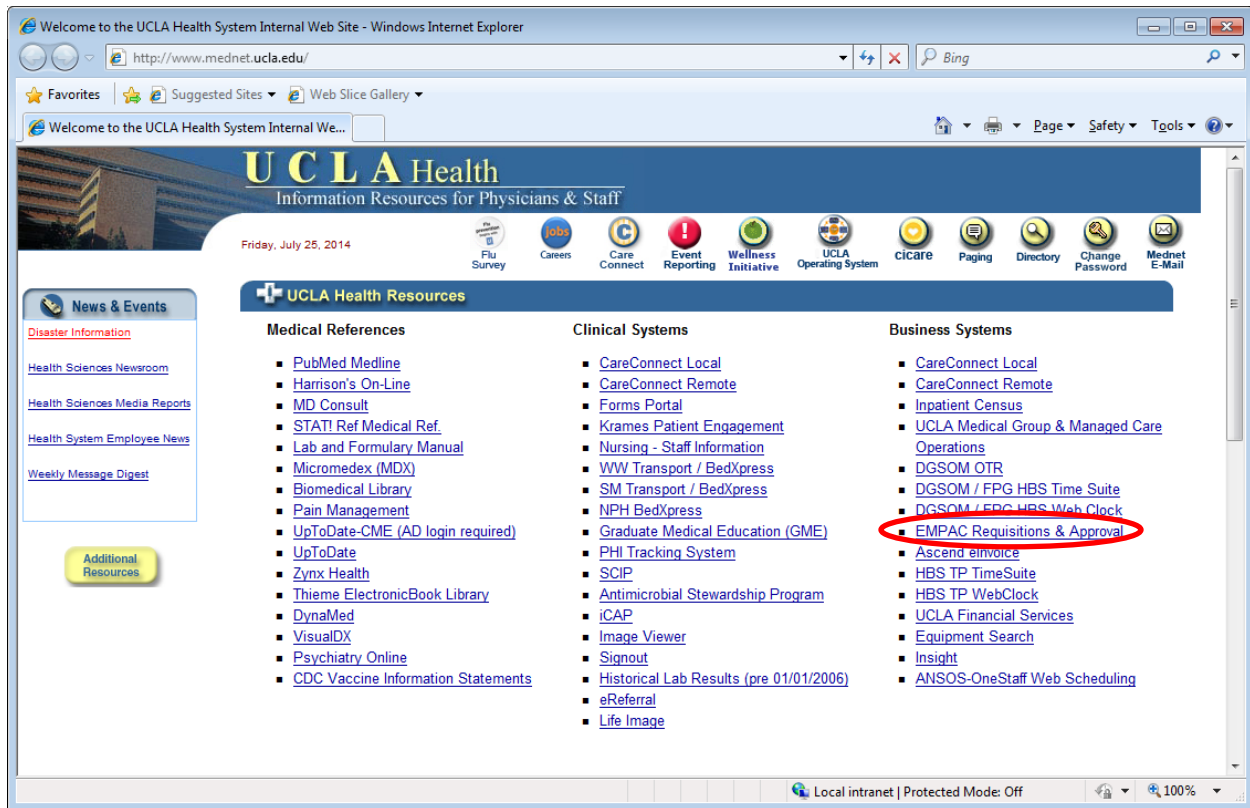


How to Find the ETA, Order Confirmation, Purchasing Buyer and REQ# of a Purchase Order (EMPAC FORM PO20)

1. Go to the UCLA Health Mednet Homepage, www.mednet.ucla.edu, and click on EMPAC Requisitions & Approval.



2. Log in to LAWSON EMPAC Web Portal with your AD username and password (the same account you use to login to a UCLA Health computer).

The screenshot shows the LAWSON EMPAC Web Portal login page. The page features the UCLA Health System logo and the text "Please enter your AD User Name & Password". Below this, there are two input fields: "User Name" and "Password". A "Login" button is located below the input fields.

- At the top right corner of the Home screen, you should see a text box below “Welcome [your name]”. Type in PO20 and, press enter or click the “Search” icon to the right.

Note: you may also click on the “Purchase Order Entry (PO20.1)” link via the My Shortcuts section at the left, instead of typing in PO20 in the Search field.

UCLA Health System Requisition (RQ10.1)

Welcome Victor [logout] PO20

Home My Shortcuts
 Invoice Search by Vendor Inv...
 Invoice Search by Purchase O...
 Purchase Order Entry (PO20.1)...

Requester [] Requisition Number [] Total []

Header Miscellaneous Lines Template Drop Ship PO Bill To User Fields

Company [] Requesting Location [] Deliver To []
 From Company [] From Location [] Location Rule []

Requested Delivery Date [] Priority [] Quote Required [] Print Requisition []

PO User Field 1 [] PO User Field 3 [] PO User Field 5 []
 PO User Date 1 [] PO User Date 2 []
 User Analysis [] Item Entry Code []
 Single Document to a PO [] Not Applicable

- Select the Company via dropdown, press tab until you reach the PO field, type in the 8-digit PO number, and select the PO Suffix Code via dropdown. Once these three fields (indicated by the red boxes below) are populated correctly, click on “Inquire” and your purchase order detail such as items, quantity, UOM, and pricing should now appear.

Purchase Order Entry (PO20.1)

Welcome Victor [logout] po20

+ Add Change Delete Previous Inquire Next Inquire

Company [] Buyer VBA PO Date 05/27/2014 PO Total 284.76
 PO 12481123 WWH Revision Released, not issued
 Vendor 113351217 MICROTEK MEDICAL Currency USD

Purchase From [] Ship To 99 UCLA Healthcare Delivery Date [] Default Header Total Has Cmt Position To []

PO Remaining Bal

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dlvr	Ship
	1	501562		1 CA	261.2500	05/27/2014	99

Line Detail Activity, Asset Tax Pricing Cancel Misc Details

Description Type Account Company
 DRAPE BREAST BIOPSY N WWH76902 641000 1 Mult
 Vendor Item Service Code Add Comment
 ST121 Non-Service Item Remaining Balance

- To find the Estimated Time of Arrival (ETA) for your delivery and to find the Order Confirmation Number, click on the “Has Cmt” button at the header level.

Purchase Order Entry (PO20.1) Welcome Victor [logout] po20

+ Add Change - Delete Previous Inquire Next Inquire Related Forms

Company: 1 Buyer: VBA PO Date: 05/27/2014 PO Total: 284.76
 PO: 12481123 WWH Revision: Released, not issued
 Vendor: 113351217 MICROTEK MEDICAL Currency: USD
 Purchase From: MICROTEK MEDICAL
 Ship To: 99 UCLA Healthcare
 Delivery Date: Default Header Total **Has Cmt** Position To:

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dlvr	Ship
	1	501562	1	CA	261.2500	05/27/2014	99

Line Detail Activity, Asset Tax Pricing Cancel Misc Details

Description: DRAPE BREAST BIOPSY Type: N Account: WWH76902 641000 Company: 1 Mult.
 Vendor Item: ST121 Service Code: Non-Service Item Add Comment
 Remaining Balance

- The following window should appear. Next, click on “Comments to Print on Headers on Internal Documents”.

Attachments -- Webpage Dialog

Close Printable View

ATTACHMENTS

- Comment
 - Comments to Print on Headers on Internal Documents**
 - Comments to Print on Purchase Orders
 - Comments to Print on Purchase Orders as Trailer Comments
 - Comments to Print on Receiving Documents
 - Purchase Order Header Display Only Comments
 - Purchase Order Copy Comments and Errors
 - Comment to Print on Delivery Tickets
 - Comments Pertaining to Vendor Contacts
 - Invoice Comments

- A list of all the internal comments made by Purchasing and the Requestor (during the RQ10 phase of creating the requisition) should appear. Click on the comments made by the Purchasing Buyer that processed your order.

Close Printable View

ATTACHMENTS

- Comment
 - Comments to Print on Headers on Internal Documents
 - Add Comment
 - VICTOR X40111**
 - Comments to Print on Purchase Orders
 - Comments to Print on Purchase Orders as Trailer Comments
 - Comments to Print on Receiving Documents
 - Purchase Order Header Display Only Comments
 - Purchase Order Copy Comments and Errors
 - Comment to Print on Delivery Tickets
 - Comments Pertaining to Vendor Contacts
 - Invoice Comments

8. The following will display: date of the order, the ETA for delivery, vendor confirmation number, vendor representative's name, and pricing confirmation.

Close | Printable View

ATTACHMENTS

- Comment
 - Comments to Print on Headers on Intern...
 - Add Comment
 - VICTOR X40111
 - Comments to Print on Purchase Orders
 - Comments to Print on Purchase Orders as
 - Comments to Print on Receiving Documen
 - Purchase Order Header Display Only Com
 - Purchase Order Copy Comments and Err
 - Comment to Print on Delivery Tickets
 - Comments Pertaining to Vendor Contacts
 - Invoice Comments

Title:
VICTOR X40111

Text:
5/29/14

ETA 5 DAYS
CONF 2475977
RICHARD
CONF \$

Note: if there are multiple comments listed and you are not sure who processed your order, you may inquire via the "Buyer Code" field on the PO20 main page.

Welcome Victor [logout]

po20

Purchase Order Entry (PO20.1)

Buyer VBA

Company 1 PO Date 05/27/2014 PO Total 284.76

PO 12481123 WWH Revision Released, not issued

Vendor 113351217 MICROTEK MEDICAL Currency USD

Purchase From

Ship To 99 UCLA Healthcare

Delivery Date Default Header Total Has Cmt Position To

PO Remaining Bal

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dlvr	Ship
	1	501562	1	CA	261.2500	05/27/2014	99
							More
							More
							More
							More

Line Detail Activity, Asset Tax Pricing Cancel Misc Details

Description Type Account Company

DRAPE BREAST BIOPSY N WWH76902 641000 1 Mult

Vendor Item Service Code Add Comment

ST121 Non-Service Item

Remaining Balance

- Right-click on the 3-digit Buyer Code and a dropdown of “Drill Around” and “Select” will appear. Click on “Drill Around” and the necessary Buyer information will display in a new window.

Company 1 Buyer VBA PO Date 05/27/2014 PO Total 284.76
 PO 1248 2 Drill Around* Revision Released, not issued
 Vendor 113351217 Select Currency USD
 Purchase From
 Ship To 99 UCLA Healthcare

Close | Search Find Next Reset | Printable View

DRILL EXPLORER

- Buyer Detail
- Buyer Filters
- Buyer Purchase Classes
- Buyer Companies and Locations
- Buyer Vendors and Purchase Froms
- Buyer Purchase Classes

Buyer: VBA - VICTOR BANH
 Phone: -
 Fax: -
 Per PO Limit: 49999.99
 Buyer Login:
 Override Cost From Price Agreement: Yes
 Override Cost From Last PO/Last Cost: Yes
 Active Status: Active
 Buyer Group: BUY GLN:

- Please be advised that inquiring on all comments is recommended as different buyers may have changed your PO throughout the process (i.e. PO increases, change orders, out-of-office assistance, etc.)

- To check the REQ Number of a PO, go to the PO20 homepage. Then click More.

Purchase Order Entry (PO20.1) po20

>> + Add Change - Delete < Previous ? Inquire > Next | Release

Company 1 Buyer MLC PO Date 03/14/2016 PO Total 1000.08
 PO 13373929 WWH Revision Unreleased
 Vendor 118285303 SHERIDAN GROUP Currency USD
 Purchase From
 Ship To 99 UCLA Healthcare
 Delivery Date Default Header Total Has Cmt Position To
 PO Remaining Bal 1000.08

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dlvr	Ship	
	1	CN122AWAA		EA	1000.0800	03/16/2016	99	More
								More
								More
								More

Line Detail Activity, Asset Tax Pricing Cancel Misc Details

Description Wk Chr Embody Std-ht adj arms Type X Account WWH86110 Company 1 Mult
 Vendor Item CN122AWAA Service Code Non-Service Item Add Comment
 Remaining Balance 1000.08

- Once in PO20.3, click Source and the REQ number will appear as the Source Document number.

PO Line Options (PO20.3)

Welcom

po20

OK Cancel Detach

Company 1 Buyer MLC PO Date 03/14/2016
 PO 13373929 WWH Revision Unreleased
 Vendor 118285303 SHERIDAN GROUP
 Item CN122AWAA Wk Chr Embody Std-ht adj arms
 Quantity 1 Ship To Early Delivery Date
 PO Header 99
 PO Line 99 03/16/2016

Messages Item Add-On Cost Source

Detail Codes,Class User Tolerance Comment Intrastat

Agreement Ref

Inspection No Delivery Dates 03/16/2016 -

MSDS Requested No Certification No

Weight Volume

Exclude From AOC No EAM Work Order

Back Detach Change Inquire Inquire

Company 1
 PO Code WWH
 PO Number 13373929
 PO Release
 Line Number 1

FC	Source Document	Requesting Location	Quantity	Origin	Operating Company	Source Line Number
<input type="text"/>	3161342	HA02	1	RQ	1	1
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

Detail

Deliver To 10920 Wilshire Blvd,Suite 1850 Comment

Requester WS-ENTADMI

Requested Delivery Date 03/16/2016 Priority

Entered Unit of Measure EA Delivered Quantity

13. Once finished, please logout of EMPAC.

Purchase Order Entry (PO20.1) Welcome Victor [logout]

po20 Related Forms

Add Change Delete Previous Inquire Next Inquire

Company 1 Buyer VBA PO Date 05/27/2014 PO Total 284.76
 PO 12481123 WWH Revision Released, not issued
 Vendor 113351217 MICROTEK MEDICAL Currency USD
 Purchase From
 Ship To 99 UCLA Healthcare
 Delivery Date Default Header Total Has Cmt Position To

PO Remaining Bal

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dlvr	Ship
	1	501562	1	CA	261.2500	05/27/2014	99
							More
							More
							More
							More

Line Detail Activity, Asset Tax Pricing Cancel Misc Details

Description Type Account Company
 DRAPE BREAST BIOPSY N WWH76902 641000 1 Mult
 Vendor Item Service Code Add Comment
 ST121 Non-Service Item
 Remaining Balance

14. If you have any questions and/or need additional assistance with EMPAC Form PO20, please contact Regi Foster x40391, Victor Banh x40111, Ani Sarkisyan x40414, or Stacey Kim x40418.