# **BRUINBUY PLUS PAN REVIEW**

Revised February 26, 2024

## **OVERVIEW**

As of January 2, 2024, purchase order (PO)-based Post-Authorization Notifications (PANs) must be proactively manually reviewed within two business days within the BruinBuy Plus (BB+) reporting dashboard. *There are no longer email notifications or a queue for these types of transactions*. Non-PO-based transactions (e.g., Non-Payroll Expenditure Adjustment Requests [NPEARS], Transfer of Funds [TOFS], etc.) will continue to follow the legacy PAN process.

*This document will assist in the set-up of PAN Review Dashboards to appropriately capture individual review responsibility requirements.* It is the responsibility of PAN Reviewers to filter data in BruinBuy *Plus* by assigned full accounting units (FAUs).

As activity is reflected in the BruinBuy *Plus* reports, PAN Reviewers must

- 1) **review** whether the transactions are appropriate, accurate, and in compliance with applicable laws, regulations, policies, and procedures.
- 2) monitor for consistency and reasonableness.

# There are 2 different types of searches you must create PAN Review Dashboards for:

- 1) Purchas Orders (PO) / Requisitions (Reqs) / Change Orders (CO)
- Accounts Payable (AP) Requests payment requests that do <u>not</u> require POs or Reqs. These transactions include:
  - a. Shipping: FedEx/UPS only
  - b. Direct Pay: Awards (Recognition of past activity), Fellowships/Scholarships, Honorarium, Human Subject Payments, Membership, Non-Matriculated Student Payments, Prizes (Compentition), Refund Payments, Royalty Payments, Subscription (Non-software), Transient Occupancy Tax Payments, Utility Payments. Common DOM use cases in bold.

# ACCESS

Complete the <u>PAN Reviewer eLearning</u> then email your Departmental Security Administrator (DSA), Ccing your MSO, to provision you with PAN Reviewer access or for updates to your PAN Reviewer role. In the event of an absence, you must work with your DSA to assign a substitute reviewer.

BruinBuy Plus		IIA	-	Search (Alt+Q)	م INE RUJAN	100,000.00 USD 👻	♥  ■	<b>+ 1</b>
CATHERINE RUJANURUKS User Name	Assigned Roles Assigned Roles Approver Requisitioner SP: View All Documents	To confirm appropriate access is granted, go to View My Profile >	3	View My P Dashboard Manage Se Manage Se	is 🗸	All Dashb accessed under Pro	here,	
Default User Settings  User Roles and Access  Assigned Roles Access	No Business Unit Roles available	Assigned Roles > search for "SP: View All Documents" for PAN reviewer access	5		lp For A Solut			3
Assigned Shopping Personas Ordering and Approval Settings							Logout	Help

# **RESOURCES**

- PAN Reviewer eLearning training must be taken prior to DSA provisioning PAN Reviewer access
- PAN Reviewer guidelines and timeline to understand the requirement for PAN review
- <u>PAN Reviewers Process Quick Reference Guide (QRG)</u> for instructions on how to perform the new BruinBuy *Plus* PAN Reviewer process.
- <u>PAN Reviewer Custom Dashboard</u> YouTube video demonstration

#### **STEPS**

- 1. Make/Obtain a **list** of **your full review responsibility**. i.e. This list may include: department code, PI's cost centers, specific fund numbers, departmental requestors names (all BB+ campus buyers transacting on behalf of your Department), etc. If you are unsure, ask your supervisor.
  - Note: Although access within BB+ was supposed to mirror legacy BB, it was not set up accordingly thus everyone will need to manually create Saved Searches to appropriately capture their review responsibility. If reviewer responsibility changes, Saved Search will need to be updated manually! i.e. new depts/cost centers/funds/requestors to review
- 2. Log into BruinBuy Plus (BB+)
- 3. Create a Saved Search for Purchase Orders/Requisitions/Change Orders to reflect your full review responsibility (see Step 1 above)
  - a. Go to Orders > Search > All Orders



b. Narrow down **type of Orders** to review > Click Type of Order > Check Change Request, Purchase Order & Requisition > Apply

≡ Search All Orders	]	
Quick Filters My Searches		Type of Order: All  Created Date: Last 90 da
Vendor	~ ^	✓ Change Request
FISHER SCIENTIFIC COMPANY LLC	381	✓ Purchase Order ☐ Receipt
SIGMA ALDRICH INC	114	
Dedicated Corporate Solutions of CA, Inc.	97	
LIFE TECHNOLOGIES CORP	75	Apply Cancel

- c. **Add search criteria** > Click Add Filter drop down at far right of Search bar > Add search criteria<sup>\*\*</sup> from Custom Fields category (recommended values below) > Apply
  - 1. \*Department (do <u>not</u> use Department without the "\*" since that version is tied to the Purchasers' home dept rather than the FAU dept)
  - 2. \*CC (cost center) if you manage an entire Dept, no need to add CC
  - 3. \*Fund only use if you manage a small # of funds, otherwise use a combination of 1-2 above

\*\* **Note:** Each "Is Equal To" can only contain 1 value. To add multiple, add each value separately. You can use Step 1 responsibility list to help create search filter criteria.

≡ Search Purchase Orders			
Quick Hiters My Searches	Created Date: Last 90 days 🔻 Quick search	<b>Q</b> (7)	Add Filter  Clear All Filters
Vendor ~	*Department: All 🔻 🗙 *CC: All 👻 🗙		Custom Fields
FISHER SCIENTIFIC COMPANY 108	O Is Equal To     O Starts With     O Is Between     ✓ Is Equal To:AD     ✓ Is Equal To	ŕ	*Buyer Name     *CC     *Declining Balance PO
SIGMA ALDRICH INC 39	+ ✓ Is Equal To:A7		*Department     *Fund
ABCAMINC 28	Search for Values Q V Is Equal To:LD V Is Equal To:DM		☐ *Leases / Rentals ☐ *Manual Check?
Do NOT create	Any Value + V Is Equal To:TL		□ *OASISLoginID
search using	No Value/Blank	) Is Between	*Object  *Project
Quick Filters. It	1553 <b>+</b>	(F)	*Reference *Sub
does not pull the	1554 + Search for Values	a	181917909 No S
appropriate type	1555 + Any Value	-	181048343 Sent
of Department	1556 + •		181919159 Sent
search (see 3c.1.).	Apply Cancel Apply	Cancel	181919053 Acce
	15530000013419 FISHER SCIENTIFIC COMPANY LLC      1/24/2024 3:23:58 PM	Completed	181917795 Acce
UCLA (0004) 625	•••         •         15530000013375         Hennepin Healthcare Research Institute •         1/24/2024 2:54:41 PM	Completed	181844040 Sent
Department	•••         ••         15530000013345         CDW LLC (NEW NAME & ID - USE 326786001) •         1/24/2024 2:41:08 PM	Completed	181915787 Fully
MEDICINE-CARDIOLOGY (1553) 412	I 15530000013262 FISHER SCIENTIFIC COMPANY LLC I 1/24/2024 1:43:03 PM	Completed	181911714 Fully

- d. Click Save As to save search criteria
  - i. Create a Nickname for specific search criteria
  - ii. Add Description of search, if desired (not required)
  - iii. Choose Folder Destination to save newly created search. You may need to create a new folder if you've never created a Personal folder before.

iv	<ol> <li>Click Save</li> </ol>	-						
■ Search Purchase Orders		Save Search		×			Pin Filters 👻 💆 Export	t All 🔻
Quick Filters My Searches Vendor Vendor Vendor Vendor	Created Date: Last 90 days ▼ Quick search *Department: Is Equal To:155 ▼ X *CC: Is Equal To:ADJ * 1-144 of 144 Results	Step 1: Details	1553 Cardiology All Orders		C Manage My Purcl My Rece	Searches		? Page ▼ ^
FISHER SCIENTIFIC COMPANY 31		<ul> <li>Hide Description</li> <li>Cathy's PE Joseph Bruin, Thomas C</li> <li>448 characters remaining</li> <li>Step 2: Select Folder Destination</li> </ul>	h.	Top level personal folder Subfolder of selected folder Add New •				
		Personal     Pruchase Orders     Shared     You have no shared searches.		Save				

\*\*\* **Note:** To review previously Saved Searches, go to your Profile icon and click Manage Searches. You can also see how many Dashboard widgets the search is currently linked with. In order to edit a previously Saved Search, you must "Save As" the new search criteria and then **RE-LINK the new Saved Search to your Dashboard**.

BruinBuy Plus		All 👻 Search (Alt+Q) 🔍 100,000.00 USD 👿 🌣 🏴 🔺 🚺
Manage Searches		CATHERINE RUJANURUKS
Add New 🔻	Purchase Orders	Folder Actions 💌 ? View My Profile
Expand All Collapse All		Actions for Selected Favorites 🗸
Personal		Manage Searches
Purchase Orders  Shared ePro Searches	1553 Cardiology All Orders Type: All Orders Count of Wildgets 1 1553 Cardiology AP Requests	Remove Shoncut Leport Ge Manage Search Exports Set My Home Page
		Search Help For A Solution
	Cardiology Shipping & Direct Pay Forms only Type: AP Requests	Edit   Move   Copy   Delete My Recently Completed Purchase Orders 3
	Count of Widgets: 1	Logout

- 4. Create a Saved Search for Accounts Payable Requests to reflect your full review responsibility (see Step 1 above)
  - a. Go to Accounts Payable > Invoices > Search AP Requests



- b. Add search criteria > Click Add Filter drop down at far right of Search bar > Add "Requestor" as search criteria > Search each Departmental Requestor (aka Departmental Campus Buyer) by name to add search criteria > Click checkmark next to each > Apply
- c. Click Save As to save search criteria. Follow same steps as 3d above.

BruinBuy Plus						All 👻	Search (	Alt+Q) <b>Q</b>	100,000.00 USD 凄	♥ ₩ ♣
Accounts Payable > Invoices > Search AP Requests										-0 u
■ Search AP Requests								R Sav	e As 🔻 🗡 Pin Filters	👻 💆 Export All
Quick Filters My Searches	Created Date: Last 90 days 💌 Quick search				Q 0	Add Filter 🔻 Clear A	l Filters			
Approved By V	Requestor: BAIRES, ESTHE 🝷 🗙					Find search filter		^		
ELLER, ALYSSA	Search					✓ Requestor	n			200 Per Page 🔻
Current Workflow Step 🗸 🗸	Clear selected items	Form Purpose	Form Status	Created Date/Time 🕤	Current Workflow S		)	or	Submitted Date 💌	Completed Date 🔻
/endor Management	✓ BAIRES, ESTHER ✓ BARBA, FRANCIS	Check Request	Approved	2/20/2024 1:43:21 PM		Available Filters		оттам	2/20/2024 1:51:02 PM	2/20/2024 1:51:11 Pf
	<ul> <li>✓ BARKER, MARISSA</li> <li>✓ COTTAM, SCOTT</li> </ul>	Check Request	Under Review	2/16/2024 10:25:52 AM	Vendor Managemer	Approved Date		BAIRES	2/16/2024 10:32:40 AM	
Form Status	V PHAN, ALBERT	Check Request	Approved	2/16/2024 9:47:04 AM		Completed Date     Current Workflow	Step	OTTAM	2/16/2024 9:50:23 AM	2/16/2024 9:50:27 A
Approved 40 Jnder Review 2	Current User	Check Request	Approved	2/15/2024 8:41:50 AM		Form Status Form Keywords		OTTAM	2/15/2024 8:48:18 AM	2/15/2024 8:48:26 AM
C Show More	FANG, YIWEN	Check Request	Approved	2/15/2024 8:22:09 AM		Form Name Form Purpose			2/15/2024 8:29:56 AM	2/15/2024 8:30:02 AM
Form Purpose $\checkmark$	<ul> <li>MICHALET, XAVIER</li> <li>DOWELL, KAINANI</li> </ul>	Check Request	Approved	2/14/2024 5:41:46 PM			Direct Pay	SCOTT COTTAM	2/14/2024 5:55:14 PM	2/14/2024 5:55:23 PM
Check Request 42	Apply Cancel	Check Request	Approved	2/14/2024 2:11:46 PM			Direct Pay	SCOTT COTTAM	2/14/2024 2:17:09 PM	2/14/2024 2:17:19 PM
Form Type 🗸 🗸		Check Request	Approved	2/14/2024 12:49:50 PM			Direct Pav	ESTHER BAIRES	2/14/2024 2:17:09 PM	2/14/2024 2:17:19 PM

- **5. Create Reporting Dashboard Widgets** to easily access only those transactions you are responsible for reviewing by using the Saved Searches created in Steps 1-4 above
  - a. Click Home Icon > Reporting > "+" Plus icon on the far right to create new dashboard
    - **Note:** If you do not see the "+" icon, your BB+ PAN access is not set up properly. See Access section above.

🐴 Home	BruinBuy Plus			А		Search (Alt+Q)	۹	0.00 USD 🗎	♡ ►		1
	(i) JAGGAER revised its Service F	rrivacy Policy effective May 25, 2018. By	closing this banner, you acknowledge that when you use our Solution, we process your personal information as descri	ibed in our Service I	Privacy Pr	olicy.					×
Shop Shop	Shop • Reporting									۵ [	+
C Orders	Home Shopping Dashboard	Reporting	Create Dashboard	×							
<b>0</b>											1
			Name (Default Language Value) * PAN Review								
			* Required	Close							

b. Add Name for Dashboard > Click Create

right corner > Dashboards

Note: To access all available & created Dashboards in the future, Click on the Profile Icon on the upper

Search (Alt+Q)	۹	0.00 USD 凄	♡  ■	<b>A</b>
CATHERINE RU	JANURUK	S		
View My Profile				
Dashboards	վա			

#### Page **4** of **8**

- c. Click Add Widget once New Dashboard has been created > Add "Display Search Results"
  - **Note:** You can add multiple widgets to the same Dashboard to show various data in a single screen.

Dashboards • PAN Review			Add Widget	Cancel	Save Changes
Accounts Payable Dashboard Home Shopping Dashboard	PAN Review Add Widget	×			
		•			
	Widget Type Action Items	Add			
	List of user's action items.				
	Approvals Overview of documents that are available to approve.	Add			
	Bookmarks List of user's bookmarks.	Add			
	Contract Search Search utility for contracts	Add			
	Create Invoice Utility to create invoices	Add			
	Dashboard Navigation Navigate to other dashboards.	Add			
	Display Search Results Displays search results from saved searches and provid simple summation capabilities.	des de			
	Draft Carts A table of the most recent draft carts.	Add			
	Expiring Discounts List of Expiring Discounts	Add			
	Forms Customizable list of forms for easy access.	Add			
	Page 1 of 3 1-10 of 28 Result	its 10 Per Page 🔻			
		Close			

- d. Enter Widget name and choose drop downs. You will need to add 1 Widget per Search Criteria: i. All PO & ii. AP Requests. \*\*Recommended
  - i. All Orders Widget Display Search Results criteria
    - 1. Search Type\*\*: All Orders
    - 2. Saved Search: Use saved search created in Step 3 above
    - 3. Default Display Option: Full List
    - 4. Columns To Display\*\*:
      - a. Completed Date
      - b. Order Identifier
      - c. Vendor
      - d. CC\*
      - e. Fund\*
    - 5. Save Changes
  - ii. AP Requests Widget Display Search Results criteria
    - 1. Search Type\*\*: AP Requests
    - 2. Saved Search: Use saved search created in Step 4 above
    - 3. Default Display Option: Full List
    - 4. Columns To Display\*\*:
      - a. Submitted Date
        - b. Form Type
        - c. Form Name
        - d. Form Status
        - e. Requestor
    - 5. Save Changes

BruinBuy Plus PAN Review

Display Searc	h Results ×	Display Search Results *
Name (Default Language Value)	PAN Review - Cardiology	Name (Default Language AP Requests - Cardiology Value)
Languages		Languages
Auto-size	Yes ○ No	Auto-size O Yes No
Search Type	All Orders 🗸	Search Type
Saved Search	1553 Cardiology All Orders	Saved Search
Default Display Option	My Searches	Default Display Option Full List ~
Columns To Display	1553 Cardiology All Orders       Completed Date	Columns To Display Submitted Date 🗸
	✓ Order Identifier ✓	Form Type V
5di4 -	Vendor V	5dii4 🧹 🗹 Form Name 🗸
	✓ CC* ✓	Form Status
	Fund *	Requestor V
	Save Changes Close	Save Changes Close

- e. You can personalize Dashboard view by:
  - i. Updating Columns to Display in Dashboard (Step 5d)
  - ii. Change the heading color
  - iii. Add additional Widgets
  - iv. Save Changes
  - v. Edit # of displayed transactions per page (*must "Save Changes*" before editable)

• PAN Review	Home Shopping Das	shboard PAN R	eview Reporting	5ei	5eii	Add Widget	Cancel Save Chang
P Requests - Cardiology		_	_		🛚 😋 🖌 Action Items 🔹 🎤 🍙 💼 …	5eiii	5eiv
otal AP Requests: 43					There are no Action Items to display.	Sem	Jen
Submitted Date	Form Type	Form Name	Form Status	Requestor		L3	
2/26/2024 10:43:02 AM	Direct Pay	Shipping	Approved	FRANCIS BARB		ну:	
2/20/2024 1:51:02 PM	Direct Pay	Shipping	Approved	SCOTT COTTAN	Approvals		T 🖉 👝 👔
2/16/2024 10:32:40 AM	Direct Pay	Direct Pay Form	Under Review	ESTHER BAIRES	No results found		
2/16/2024 9:50:23 AM	Direct Pay	Shipping	Approved	SCOTT COTTAN			
2/15/2024 8:48:18 AM	Direct Pay	Shipping	Approved	SCOTT COTTAN			
< > Page 1 of 9	1-5 of 43 Results	1		5 Per	• <b>- 5ev</b>		
N Review - Cardiology				1.6			
al All Orders: 226			Approx. Tota	al Amount: 965,568			
Completed Date Or	der Identifier	Vendor	/	cc			
2/23/2024 4:55:40 PM 18	5530000 <del>08598</del> 4	LIFE TECHNOLO	GAES CORP (8)		54 48 37 59 31		

\*\* **Note:** Recommended Dashboard setting: List AP Requests widget (leave view at 5 per page) <u>above</u> All Order widget (change view to 20 per page) to minimize the need to scroll. You can edit the Dashboard view any time by click on the pencil icon to the far right of the Dashboard screen.

Dashboards • PAN Re	view			✓ ◊ ① 前 +
Accounts Payable Dashboard	Home Shopping Dashboard	PAN Review	Reporting	

- 6. **Review all BB+ transactions within 2 business days**. Recommended way to review: <u>All Orders:</u>
  - a. *After saving dashboard changes (Step 5eiv)*, click on either "Total All Orders" or "Approx. Total Amount" blue hyperlink. This will take you to the All Orders screen which will provide you with more columns to review. See Hint & Tip #2 below to edit row headers.
  - b. Click into the top hyperlinked "Order Identifier" # to start your review of the first transaction
    - i. You can use the Created Date/Time to help you track the last date you performed your PAN reviews.
    - *ii.* Note: Some requisition & purchase order transactions may be duplicative of 2 different steps of the same transaction. If you notice duplicates, you can review the PO transaction and skip the requisition of the same transaction.

Тур	e of Order: Purchase Order, 🔻	Created Date: Last 9	Quick search			Q 💿 Add Filter 🕶	Clear All Filters			?
*De	partment: Is Equal To:155 🔻	× *CC: Is Equal To:	AD,I 🔻 🗙	Search criteria fro	om step 3					
<	> Page 1 of 2	1-200 of 226 Results						\$	200 Pe	er Page 🔻
	Order Identifier 🔻	Туре	Order Status	Created Date/Time	Completed Date 🔻 Vendor			Total Amount 🔻	сс	Fund
	15530000035984 6b	Purchase Order	Complete	2/23/2024 4:54:54 PM 6bi	2/23/2024 4:55:40 PM LIFE TEO	CHNOLOGIES CORP 0		436.91 USD	AD	29354 30548 30837 31569 31891
	183277748	Requisition	Complete	2/23/2024 4:51:07 PM	2/23/2024 4:54:54 PM LIFE TEC	CHNOLOGIES CORP		436.91 USD	AD	29354 30548 30837 31569 31891

c. Review transaction for accuracy and allowability > click the ">" icon on the top far right to move to the next transaction for ease of review navigation.

Purch	hase Order • LIFE	E TECHNOLOGIES C	CORP • 1553000	0035984 Revisi	on 0						۲	🖶 🧿 … 1 of 226 Resu	- 0
Statu	us Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts	Invoices	Comments	Attachments	History		Go to	next purchase order
Gen	eral Information		··· Ship	ping Information			Integration I	nformation		v	Summary	5c	→

d. Continue reviewing all pertinent transactions until you've reached the transactions you have previously reviewed (from within the last 2 business days).

# AP Requests:

Accounts Payable > Invoices > Search AP Requests

- a. *After saving dashboard changes (Step 5eiv)*, click on "Total AP Requests" blue hyperlink. This will take you to the AP Requests screen which will provide you with more columns to review. See Hint & Tip #2 below to edit row headers.
- a. There are 2 types of Form Names:
  - i. Shipping mainly review Codes tab to ensure FAU is correct/allowable
  - ii. Direct Pay Form review all tabs on the far left to ensure accuracy and allowability

Back to Results	2 of 42 Results - Navigate to next transaction to review using < > arrow	NS.
Direct Pay Form	Questions - Check Request Information Request	st Actions 👻 History 💡
Form Number 11442432 Purpose Check Request Status Under Review	✓ On This Page	stion Text Is Searchable bonse Is Required
Instructions Vendor	Invoice Details (17) Honorarium (13)	
Questions 🗸	✓ Vendor Details	
Codes 🗸	<ul> <li>Were you able to successfully search and locate your vendor within the "Vendor" section of this form? *</li> </ul>	
Additional Information	No, I've requested Vendor Onboarding. V	
Form Approvals		

## HINTS & TIPS

- 1. Create regularly scheduled review habits to ensure PANs are reviewed timely and/or create Outlook calendar reminders!
  - Set your browser homepage to open with the PAN Dashboard as one of the tabs.

ē	Business Applicatio	ons X U Medical School	UCLA Med Sch ×	PAN Review 🗙 📓 P	ost Award Management Syster × +						~	- 0	×
$\leftarrow$	→ C ©	◯ A https://so	olutions.sciquest.com/	apps/Router/DashboardUserDetails?tms	tmp=1708009564728					☆		© ± ₹	ĵ =
C OF	SR 🕀 DG Inform	🔤 ORA Portal 🔚 UCPath 🗾 DOM OR	RA 🚺 Cornerstone   🤅	) Timesheet 🔤 EFM 📸 PAMS 💹 ERS	🚾 OCGA / Cayuse 🔤 EPASS 🌓 NIH Commons 🔤 Ledger Date	es 💮 Object Codes 💮 Brui	inBuy+ 🚺 D	rectory 🚺 DocuSign	UCPath Ca	lendar	Sync and save data	Sig	ign In
â	Home	BruinBuy Plus					All 🔻	Search (Alt+Q)	۹	100,00	New tab		Ctrl+T
		Dashboards • PAN Revie	ew								New window		Ctrl+N
	Shop	Accounts Pavable Dashboard	Home Shopping Dast	board PAN Review Rep	orting						New private window	Ctrl+S	Shift+P
ío	Orders	Accounts r ayable bashboard	Tome shopping basi		or ung						Bookmarks		> .
_		PAN Review - Cardiology			O Your browser is being managed by your organ	ization.	♀ Find in	Settings			History		>
×	Contracts	Total All Orders; 217								_	Downloads		Ctrl+J
血	Accounts Payable	Completed Date 🔻	Order Identifier 🗢	ලි General	Home			Restore Defa	ults		Passwords		
543		2/21/2024 10:46:59 AM	15530000029131					inestore ben	uits		Add-ons and themes	Ctrl+S	Shift+A
-26	Vendors			Home	New Windows and Tabs						Print		Ctrl+P
39	Sourcing			Q Search	Choose what you see when you open your homepage, new windows, and new tabs.						Save page as		Ctrl+S
		2/21/2024 10:46:11 AM	182980610				_				Find in page		Ctrl+F
հղ	Reporting			Privacy & Security		Custom URLs.			~		Translate page	- 100% +	
ត្តរ	Administer			<b>A</b> -	Homepage and new windows https://fswi.it.ucla.edu/menu		nu/faces/main.vh	tmillh	_	Zoom	- 100% +		
					indy face sy main.xn	ump		Settings					
		2/21/2024 10:33:11 AM 15530000033155		m More from Mozilla	Use <u>Current Pages</u> Use <u>B</u> oo			Use <u>B</u> ookmarl	<		More tools		~
		2/21/2024 10:32:36 AM			Newselse	Electron Harry	43*				Help		~
		2/16/2024 1:44:15 PM			New tabs	Firefox Home	(Default)		~		Exit	Ctrl+S	Shift+Q
		2/16/2024 1:43:44 PM	182974810	Dedicated Corporate Solutions of Ca	A. Inc.      AD 36627								

- 2. Permanently update columns within the Search screens to personalize information important to you!
  - $\circ$  Click on the blue cog icon  $\mathbf{x}$  in the far right > Configure Column Display by
    - deleting columns
    - adding additional columns, as needed
    - moving columns up/down based on the order you want the columns to show
    - > Check "Pin Columns as my defaults" > Apply

🖀 Home	BruinBuy Plus							All 👻 Search (A	it+Q) <b>Q</b>	0.00 USD 📜 🗢	•	<b>4 1</b>
	Orders + Search + Purchase Orders			Configure Column Display								- Logout
📜 Shop			ve May 25, 2018. By clos				our Service					
	≡ Search Purchase Orders		Reflects the columns defined for the current search. Customizations whoppy to the lifetime of the current search unless the search is saved. Columns marked with an * are custom defined by a elements					👫 Save As 💌	🖈 Pin Filters 💌 🚦	Ехро	yrt All 🔻	
Q Contracts	Quick Filters My Searches	^	Created Date: Last 90	Type to Filter Available Columns	Pin Colum	ns as my defaults	👻 Clear	All Filters				?
Accounts Payable	Vendor FISHER SCIENTIFIC COMPANY	98	Page 1	Account *	🗄 PO Number	<del>+ +</del>				2	00 Per	Page 👻 🔷
👑 Vendors	LLC SIGMA ALDRICH INC	28	*** PO Number 🔻	Account Effective Date *	ii Vendor	<b>↑ ↓ ☆</b>	n Number	Shipment Status	Matching Status	Total Amount 💌	сс	Fund
Sourcing	ABCAM INC	23 18	1553000001348	Accounting Date	Created Date/Time	<b>↑ ↓ û</b>	9	Sent To Vendor	No Matches	429.32 USD	F2	30802
III. Reporting	Dedicated Corporate Solutions of CA. Inc.	_	1553000001347	Adjustment Code *	PO Status     Requisition Number	+ + û + + û	3	Accepted	No Matches	182.78 USD	JL	62246
		Show More	··· 1553000001341 <sup>,</sup>	AP Status	Shipment Status	• <b>↓</b> ₫	5	Accepted	No Matches	141.31 USD	JL	62246
Administer	PO Status	~	1553000001337	Approval Actions	🗄 Matching Status	+ ∔ ⊞	0	Sent To Vendor	No Matches	625.00 USD	PP	55466
	Completed Pending	<b>412</b> <b>2</b>	1553000001326	Approval Steps	🗄 Total Amount	+ ∔ 🗊	4	Fully Shipped	Fully Matched	252.42 USD		29012 31665
	Rejected	0		Bank Code *	H cc*	<b>↑ ↓ î</b>						85393
		Show More	1553000001325	BB_TAXEXEMPTCOD *	🗄 Fund *	+ ∔ û	1	Sent To Vendor	Fully Matched	331.13 USD	LM	29443
	Business Unit	~	1553000001322	BB_WUPONUM *			9	Sent To Vendor	No Matches	549.45 USD	JL	62246
	UCLA (0004)	415	1553000001321:	BBAgent *			3	Sent To Vendor	No Matches	192.73 USD	YV	80139
	PO Owner	~	1553000001320	Business Unit			6	Sent To Vendor	No Matches	15.95 USD	AF	34527
	COTTAM, SCOTT PHAN, ALBERT	352 30	1553000001308	Buyer Email *			2	Sent To Vendor	Fully Matched	342.17 USD	GH	30359
	JOSE, YVONNE	16	1553000001307	Buyer Name *			3	Accepted	No Matches	569.82 USD	JH	79829
	PEREZ, SANDRA	•	1553000001297	Buyer Position *			0	Accepted	No Matches	102.23 USD	JL	62246
	V See More	3 Show More	1553000001292	✓ CC*			2	Partially Shipped	Partially Matched	698.10 USD	JL	62246
	Prepared By	~	1553000001289	Change Request No			7	Partially Shipped	Partially Matched	547.32 USD	LM	29443
	COTTAM, SCOTT	158	1553000001264		Apr	ly Cancel	3	Sent To Vendor	No Matches	571.49 USD	LM	29443
Q Menu Search	JOSE, YVONNE PHAN, ALBERT	11 9 J	15530000012568	INTEGRATED DNA TECHNOLOGIES INC 0	1/24/2024 6:16:33 AM	npleted 1818305	83	Sent To Vendor	No Matches	23.63 USD	AF	34527