

The Purchasing department provides services to the following entities: 1) Stanford Health Care; 2) University HealthCare Alliance; 3) Stanford Blood Center, LLC; 4) Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"); 5) Packard Children's Health Alliance; and 6) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare").

TRAINING GUIDE – Checking the Status of a Requested Purchase Order in PeopleSoft

Description: The Purchasing department utilizes an online system called "PeopleSoft" to create Purchase Orders for the following Stanford entities: 1) Lucile Salter Packard Children's Hospital at Stanford and 2) Packard Children's Health Alliance. Follow the steps outlined below to check the status of a requested Purchase Order for goods.

1. Navigate to PeopleSoft

- a. Navigate to:

<https://peoplesoftfscmqa.stanfordchildrens.org/psp/FSCMQA/?cmd=login&languageCd=ENG&>; or

- b. Navigate to the <https://intranet.lpch.org/> and click on the "Departments and Projects" button displayed below.



- c. Select the letter "F" and then select "Finance" from the list of options.



A yellow arrow points to the 'Finance' option in a dropdown menu. The menu items are: Family Partners Program, Fertility and Reproductive Health, Finance, Financial Planning and Decision S, and Food Services.

- d. Click the "PeopleSoft Access" button displayed below:



Lucile Packard
Children's Hospital
at Stanford | **AccessFSCM**

2. Sign in to PeopleSoft

- a. Enter the applicable “User ID” and “Password” and then click “Sign In”.



- b. PeopleSoft requires a unique username and password, which can be obtained by following the next steps:
- a. Navigate to the <https://intranet.lpch.org/> and click on the “Departments and Projects” button displayed below.

Departments and
Projects

- b. Select the letter “F” and then select “Finance” from the list of options.

F

Finance

- c. Select “Forms”.

Forms

- d. Select “Online Access Control Request Form”, fill out the form and send it to DS-Security_LPCH@Dell.com.

• [Online Access Control Request Form](#) - Please [view this step-by-step guide with FAQs](#) for more information

3. Select the "Requisition" Tile and Navigate to "Manage Requisition"

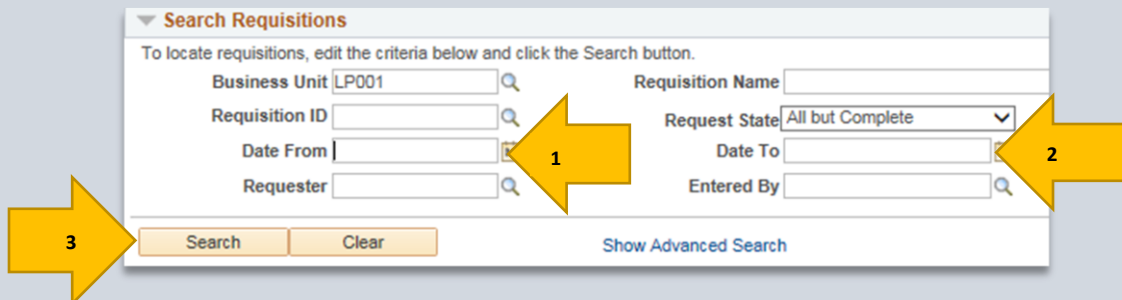
- a. In the "Employee Self Service" page, click on "Requisition" tile displayed below:



- b. Then click on "Manage Requisitions" tile displayed below:



- c. Delete the date from the "Date From" and "Date To" fields; then click the "Search" button.

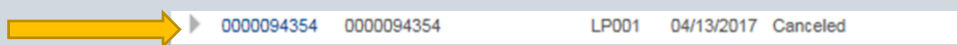
A screenshot of a "Search Requisitions" form. The form has a title "Search Requisitions" and a subtitle "To locate requisitions, edit the criteria below and click the Search button." The form contains several input fields: "Business Unit" (with "LP001" entered), "Requisition ID", "Date From", "Requester", "Requisition Name", "Request State" (with a dropdown menu showing "All but Complete"), "Date To", and "Entered By". There are "Search" and "Clear" buttons at the bottom left, and a "Show Advanced Search" link at the bottom right. Three yellow arrows point to specific elements: arrow "1" points to the "Date From" field, arrow "2" points to the "Date To" field, and arrow "3" points to the "Search" button.

4. Search the Status of a Requested Purchase Order

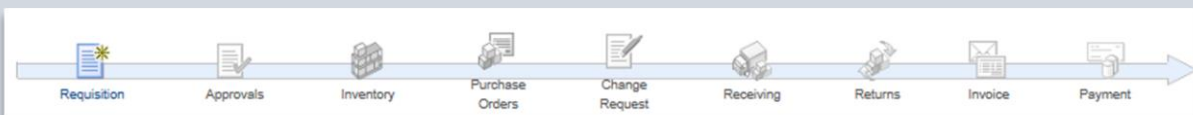
- a. A list of all the results will show up: Locate the applicable requested Purchase Order and view the status of the request in the "Request State" column.

Req ID	Requisition Name	BU	Date	Request State
▶ 0000094354	0000094354	LP001	04/13/2017	Canceled
▶ 0000094353	0000094353	LP001	04/13/2017	Canceled
▶ 0000094350	0000094350	LP001	02/24/2017	Approved
▶ 0000094349	0000094349	LP001	02/24/2017	Approved
▶ 0000094348	0000094348	LP001	02/24/2017	Approved

- b. The status of the requested Purchase Order can be one of the following:
- "Canceled"**: the requested Purchase Order was canceled after being submitted.
 - "Approved"**: the requested Purchase Order was approved by the Requester's Supervisor.
 - "PO(s) Dispatched"**: the requested Purchase Order was sent to the Vendor.
 - "Partially Dispatched"**: the requested Purchase Order was created and sent out to the Vendor regarding some but not all of the of the items for which the request was submitted.
 - "PO Partially Created"**: the requested Purchase Order was issued for a lesser dollar amount than the one requested.
 - "PO(s) Created"**: the requested Purchase Order was created, but not sent out to the Vendor.
 - "Pending"**: the requested Purchase Order is pending approval.
- c. In order to see the totality of the steps completed and the steps still missing along the "Create Requisition" process, click on the triangle at the far-left end of the "Req ID":



- d. Each image represents a step (e.g., "Requisition", "Approvals"):
- The images in color represent the steps that are been completed;
 - The images without color represent the steps to be completed.



For additional assistance, please email Purchasing@stanfordhealthcare.org.