



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER**

SUBJECT: ORDERING NON-STOCK SUPPLIES, EQUIPMENT AND SERVICES **POLICY NO.** 501

CATEGORY: Equipment, Supplies, and Services	EFFECTIVE DATE: 9/89
POLICY CONTACT: Francisco Rea	UPDATE/REVISION DATE: 12/21
REVIEWED BY COMMITTEE(S):	

PURPOSE:

To provide guidelines for requesting supplies, equipment, and services through the Global Healthcare Exchange (GHX) Procurement Suite.

POLICY:

To establish the procedures for submitting requisitions for supplies, equipment and services in the GHX Procurement Suite for items that are in Item Master for supplies and equipment and Service Catalog for Services.

PROCEDURE:

1. Requesting Supplies and Equipment in the GHX Procurement Suite

A. The requisition for procurement of supplies, equipment, and service is created in the GHX Procurement suite, by the department unit clerk or designee, using the following methods:

- By selecting the items from the Item Master (IM) – If the items needed are not in the Item Master catalog, an Item Addition Request Form should be submitted at:
<http://dhspimpsprod.lacounty.gov/ItemMaster/>.


Once the Item Addition Request form is submitted and reviewed, the requester will receive an Approval/Rejection email notification. After the Supply Chain Operations (SCO) Item Master team approves the item(s), they will be available in the GHX the following day.

- Special Request – These requests are restricted to Medical Surgical Unit (Med/Surg) supplies that are not in the Item Master and they are forwarded to Value Analysis (VA) for review and approval. These requests should be limited to urgently needed Med/Surg supplies. For other items, an Item Addition Request Form needs to be submitted to ensure the item is added to the Item Master catalog.

REVISED: 8/95, 3/96, 12/98, 2/02, 2/09, 12/21

REVIEWED: 11/92, 8/95, 12/98, 2/02, 1/05, 12/21

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- Service Catalog – These requests are restricted to requests for services and parts only. The Service Catalog should not be used for request supplies and/or equipment.
- B. All applicable documents (quotes, Internal Services Department (ISD) service checklist, sole source justification, etc.) should be attached to the GHX request prior to submitting for approval.
- C. The GHX request is submitted for first delegated level (cost center) approval, also known as supervisor approval.
- D. GHX requests for the commodities listed below, should be tagged with the Expense Coding for special commodity. These requests will be forwarded for review and approval to the assigned management staff:
- Appliances
 - Contract Services
 - Furniture
 - IT-related
 - Membership
 - Telecommunications – Pagers, Cell Phone, IP Wireless Phones
 - Training/Travel
- E. The GHX request is submitted for spending limit approval. (Please note, depending on requisition amount, the GHX may require second and third level spending approval).
- F. The GHX request interfaces with eCAPS and creates a draft Purchase Order after all the approvals are completed in GHX Procurement Suite.
- G. GHX Procurement Suite requests are reviewed by the Purchasing Supervisor and assigned to the appropriate Procurement Assistant (PA) in the Department of Health Services (DHS) Procurement Item Master, Work Assignment, to place the order.
- H. For GHX requests that are within the delegated authority, once the Procurement Staff assigns a Purchase Order number to the GHX requests and approves them in eCAPS, the order is placed with the vendor. Requests that are above SCO's delegated authority are submitted through a Non-Accounting Requisition (RQN) to ISD Purchasing to award the Purchase Order.
- I. After the GHX requisition is submitted, the requestor can review the GHX system for tracking and status of the requisition.
- J. To request the expected delivery date, please contact Procurement at (424) 306-7800.