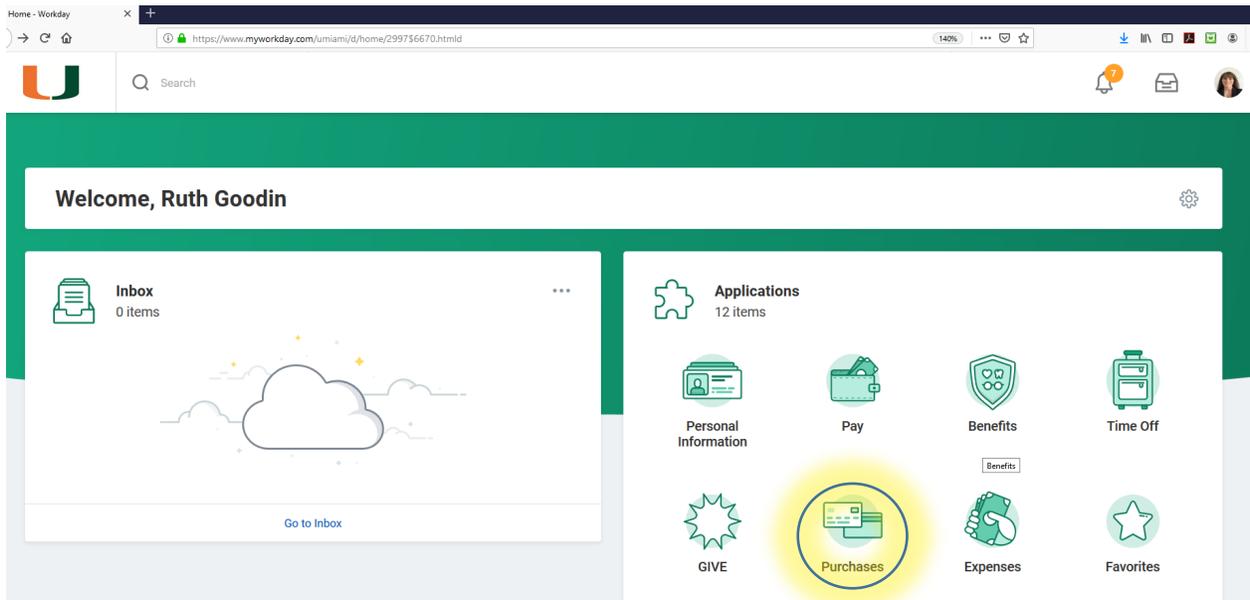


Business Process for Ordering Supplies for Lecture or Lab Courses

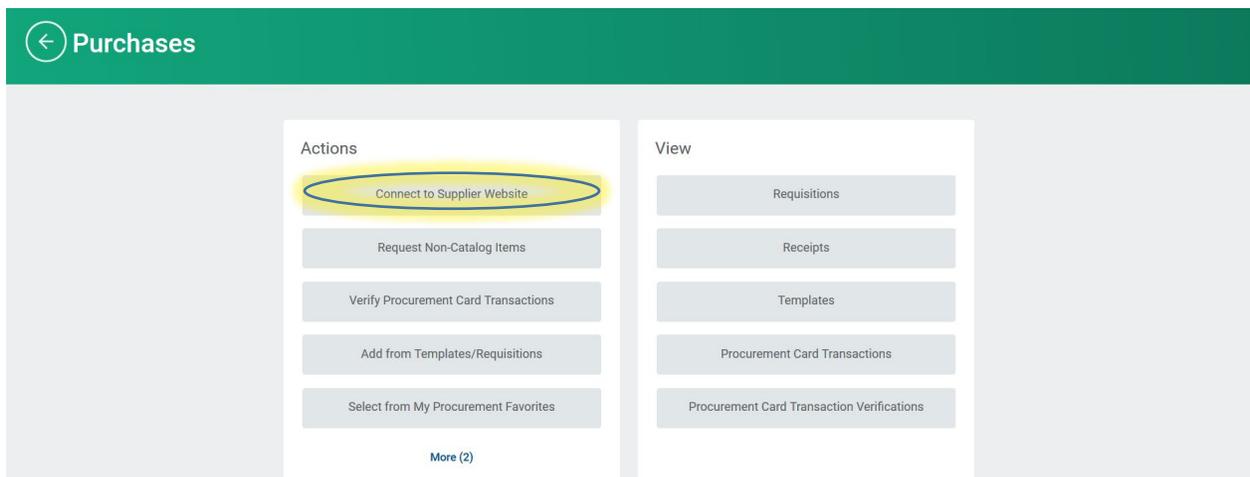
All purchases for lecture or lab courses must be approved by Dr. Merly before they are sent to Ruth. (If they are over \$1,000, they must be pre-approved by Dean Oleksiak before they go to Dr. Merly).

Showcases vendors are preferred vendors, such as VWR, who put together significantly discounted on-line catalogs for UM. No quote is needed for vendors listed under Showcases, since their prices are set. To find a Showcases vendor, connect to **UMARKETPLACE** through Workday:

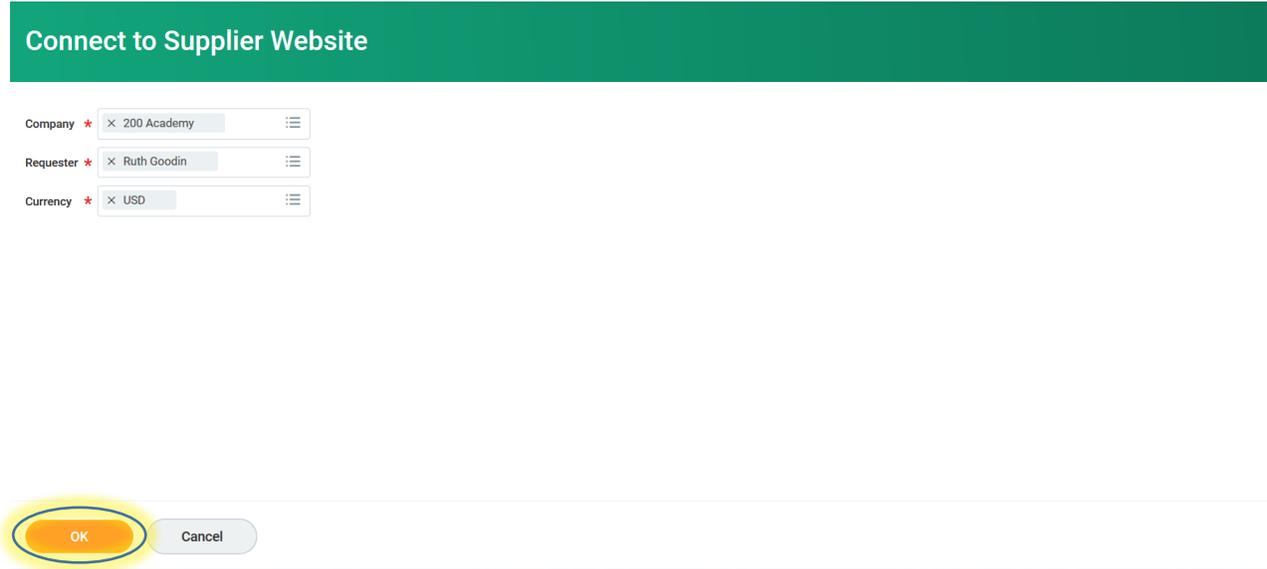
1. Sign into Workday and click on the "Purchases" icon



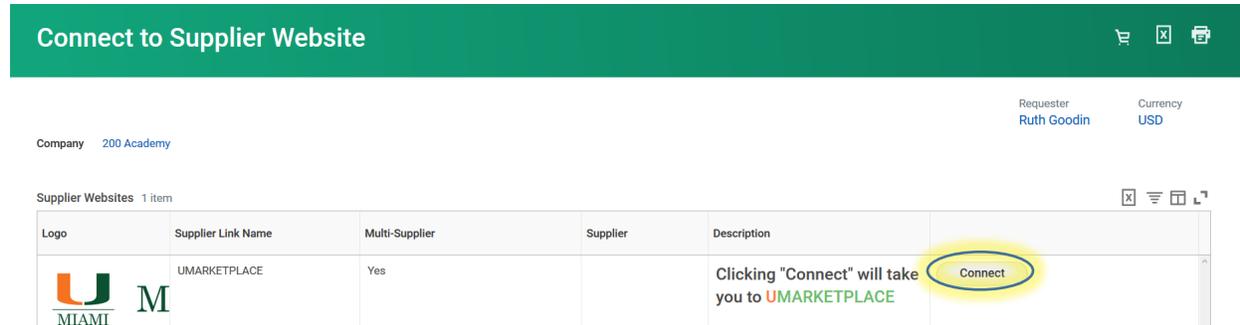
2. Click on "Connect to Supplier Website."



3. Click the "OK" button.



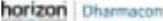
4. Click the "Connect" button to be connected to **UMARKETPLACE**.



5. Please see UM's "Showcases" vendors copied from **UMARKETPLACE** below. You will click on a particular vendor's icon to be taken to their catalog.

Showcases

Medical/Lab Supplies

▼ Hosted Catalog Suppliers



▼ MRO/Office Supplies



▼ Computer/IT Supplies



▼ Food/Beverage Services



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1. Find the item(s) you would like to order on-line (or in a catalog). Although we recommend using Showcases vendors you may use a non-Showcases vendor. UM has many non-showcases vendors who are UM-authorized vendors.

Notes:

- If you order from anyone other than a "Showcases" vendor, **you will need to contact the vendor and get a quote** before your order may be placed. This includes approved vendors.
 - Try to choose a vendor already approved by UM.
To see if a vendor has been approved, go to Workday. Next to the magnifying glass at the top left of the screen, type "Find Suppliers," and press Enter. Click on the "Find Suppliers" link. In the first box, next to "Supplier," type the name of the supplier you would like to use (e.g., non-Showcases vendor "Forestry Suppliers Inc."), and press Enter. If the desired vendor appears, it is an authorized vendor, and if it doesn't, it is not.
 - If a vendor is not an authorized vendor, they are required to apply and be approved as vendors by the UM purchasing department. This process will delay the placing of any order by at least 2-3 weeks. If the item is only available from an unauthorized vendor, please let us know the vendor name on the request form and the justification of why buying the item(s) from this vendor is necessary so that we can contact them and see if they can be vendorized. They will probably not be a Showcases vendor and you will have to obtain a quote from them every time you request a purchase order. We strongly encourage the use of approved UM vendors whenever possible.
2. To request supplies, please fill out the **Order Request Form for Lecture or Lab Courses** (below) and email to Dr. Merly, or, if over \$1,000, to Dean Oleksiak. Please be sure to explain the **business purpose**. Be sure to include a **screen shot or a link** that you cut and paste into the email which shows the item(s) you would like to order. This needs to include a **picture** (if no picture is available, please indicate that in your email), the **vendor's name**, the **vendor's catalog number**, the **quantity**, the **unit** (each, pack, dozen, etc.), the **size**, the **cost of each item**, and a **total cost**.
 3. Any purchases for a course or a lab require a **syllabus**. **Please attach a recent, up-to-date syllabus** to the order form for the course(s) you are requesting supplies for.
 4. Dr. Merly will determine if an item is already in stock, whether the Program needs more or less of a specific item, or if orders can be consolidated, before the request goes any further. If approved with or without any changes, Dr. Merly will then forward the email to Ruth with a Cc: to Dean Oleksiak so the order may be placed.
 5. When Ruth orders the item(s), she will let you know your order was placed.

Order Request Form for Lab or Course Supplies

Date needed: _____

Business purpose: _____

Please fill in the blanks below and attach a screen shot or link of the item(s) which includes the following:

_____ Vendor's name

_____ Vendor's catalog number

_____ Quantity

_____ Unit (each, pack, dozen, etc.)

_____ Size

_____ Cost of each item

_____ Total cost

_____ Related course(s)

If the vendor is not a "Showcases" vendor, please attach a **quote** to the email.

Be sure to attach a recent, up-to-date **syllabus** for the course(s) you are purchasing supplies for.

If the request is \$1,000 or more, email this form and necessary attachments to Dean Oleksiak.

If the request is less than \$1,000, email everything to Dr. Merly

When emailing this form, please include a **picture** of the item(s), **or a website link** in the email.