

# HOW TO ...Online Purchasing System (OPS)

<https://mse.engin.umich.edu/internal/howto/>

[updated October 2024]

## ONLINE PURCHASING SYSTEM (OPS)

OPS is required for ALL service/maintenance, order (Marketsite orders, when paying with POs or PCard) request(s), or in some instances invoice to be paid. OPS is used to obtain approvals before orders are placed.

All who have UM username & kerberos password can use OPS. Research teams can create "groups" where each member can view all lab group orders.

The OPS system has some shortcuts built-in to reduce redundant data entry, so the Requester can enter default information (i.e. shipping, contact), and can modify notifications. Ability to create **Group Orders** where each member can view all lab group orders searching Advisor unique name

Click OPS link: <https://deptapps.engin.umich.edu/ops/purchaser/orders?dept=221800>

Go to [How-To Order](#)... For instructions, additional information, references, and videos

**Online Purchasing System (OPS)**  
Purchase Request Form

- All attached files must be pdf, doc, docx, xls, or xlsx.
- \* Indicates a required field.

**Your Information**

Order Nickname:

Your Uniquename:

\* Your Name:

\* Your Phone:

\* Your Email:

\* Shortcode:

\* Advisor\_Faculty Uniquename:  (owner of shortcode)

Advisor\_Faculty Name:

Expedited Shipping:

**Ship To**

Saved Addresses:

\* Requester:

Phone/Email:

\* Address:

\* Room #:  \* Building:

\* City:

\* State:

\* ZIP:

### 1. Enter Your Information / Profile

Modify **My Profile** adding your contact information, shipping location, etc., to reduce redundant data entry of relevant information for all future orders

**Online Purchasing System (OPS)**  
My Profile

**Default Information**

Your Name: Debra Johnson  
Your Phone: 734-763-9425  
Your Email: dia@umich.edu  
Faculty Uniquename: dtrichar (or owner of shortcode)  
Faculty Name: Todd Richardson

**Default Shipping Information**

Ship To (Name): Debra Johnson  
Email/Phone: dia@umich.edu  
Address: 2300 Hayward Street  
Room #: 2142 Building: Dow  
City: Ann Arbor  
State: MI  
ZIP: 48109-2136

**Notification Settings**

Would you like to receive email notifications for the following events?

Faculty Approves Order: No  
Finance Admin Approves Order: No  
Order Status Changed to Processing: No

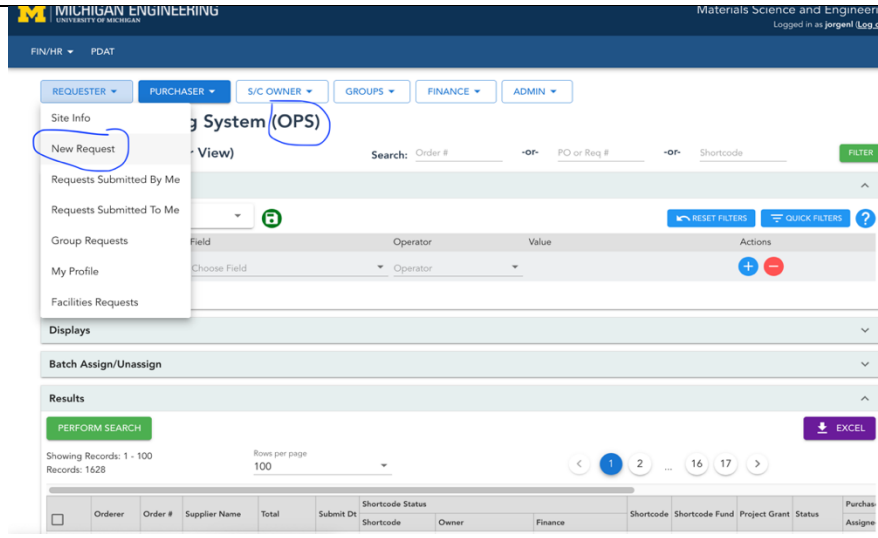
Note: You will always receive an email when your items have been ordered.

Also notify this other individual when my package(s) arrive?  
Additional unique name to notify:

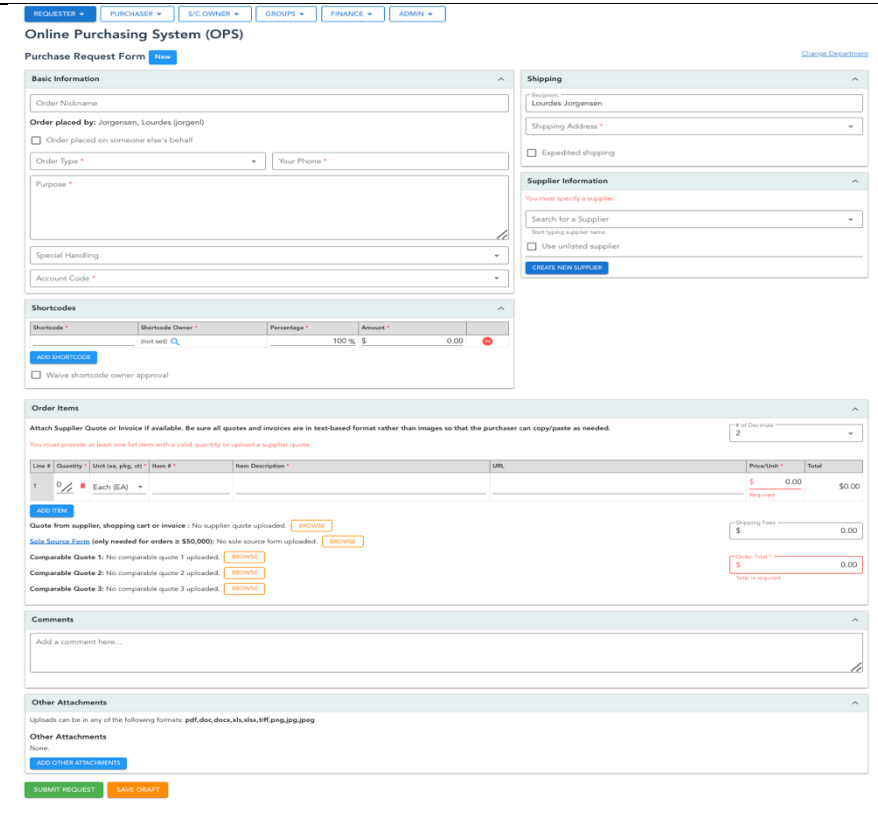
### 2. Go to [How-To Order](#)

Go to [How-To Order](#) for instructions, additional information, references, and videos

**3. Open and Create New OPS Request**



**4. Enter required information and add required document(s)**



**5. Manage Packages**

Requester needs to utilize OPS# related to the package delivered and click the green button **“Order Received”** [screenshot below] after your package has arrived in your lab or office, and system adds a comment with the date/time that a package was picked up.

You can use the below button to mark all items as received or use the received checkbox in the items table to mark individual items as received.



Packing Slips:  
None.

