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 uniqname & 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 uniqname

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

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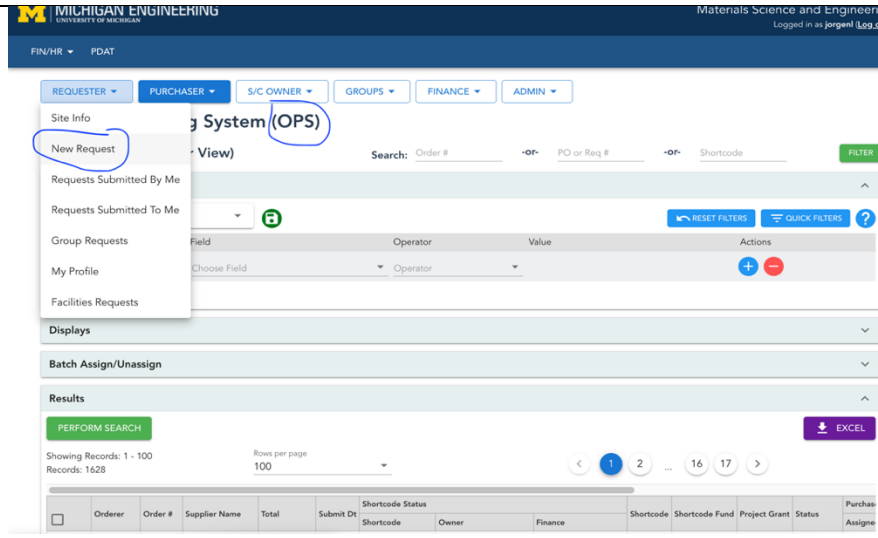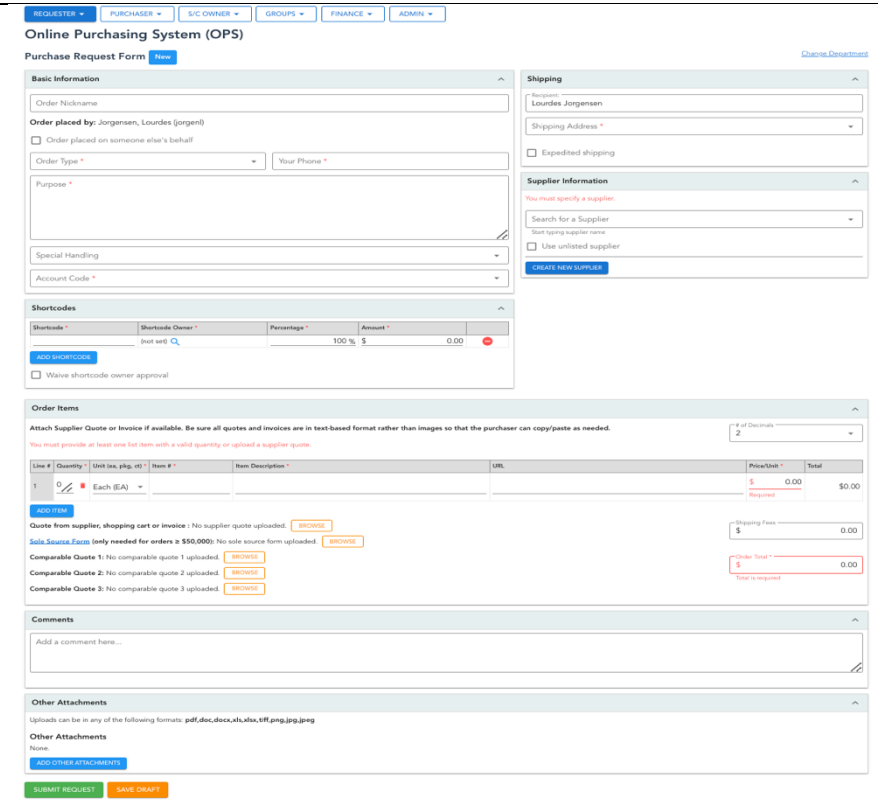
You can use the below button to mark all items as received or use the received checkbox in the items table to mark individual items as received.

Packing Slips:

None.

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