

# HOW TO Order Supplies, Equipment, Services

- <https://mse.engin.umich.edu/internal/howto/>
- <https://sites.google.com/umich.edu/opstoolbox/ops-2-0>

[(updates periodically) updated Nov. 2025]

**Getting started** > Let's determine WHO the supplier will be, before logging into the Online Purchasing System (OPS) to submit a purchase request.

## 1) SUPPLIERS

### a) **Internal Service Providers**

Internal Service Providers from UM campus business units provide goods & services to other university units & departments. Using internal service providers can save time & money & since the transaction is between two university units, UM Procurement Services (Procurement) review & approval is unnecessary. Orders can be placed online or by phone using a shortcode.

REQUIREMENT - When using campus suppliers, purchasing onsite or by phone, or paying with a shortcode, always obtain a receipt for the purchase. Email the receipt, shortcode, and the name of your professor/faculty to the Financial Specialist (Lourdes Jorgensen, [jorgenl@umich.edu](mailto:jorgenl@umich.edu)).

Website > <http://procurement.umich.edu/buying/buying-methods/internal-service-providers>

**The Computer Showcase** on the UM campus locations offers great academic discounts. Browse the product catalog to see a wide selection of products & prices. They offer amazing deals on products such as Microsoft software. Buy from Showcase with a shortcode & ordering form that requires a hardcopy signature; using the new digital authorization system & receive a receipt.

Website > <https://computershowcase.umich.edu/>

### b) **Contracted / Strategic Suppliers**

The UM holds purchasing contracts with many suppliers for thousands of items, including lab supplies, chemicals, office supplies, food/beverages, small package/freight shipments, & more. Procurement encourages all purchases for contracted items to be placed using **M-Marketsite** (suppliers with a catalog) or **Strategic Suppliers**, which utilizes our negotiated pricing and, in many cases, free shipping:

#### i) **M-Marketsite+**

- The order will be placed using a **Purchase Order (PO)**, not a PCard. *POs offer the university the best legal and financial protections; they are the preferred method for ordering goods and services.*
- An OPS request is required (instructions below)
- Suppliers with a Catalog Website > <https://wolverineaccess.umich.edu/page/all/m-marketsite-browse-only>
  - **Amazon Business** – Go to M-Marketsite+ (<https://wolverineaccess.umich.edu/>). This Amazon site will let you know whether an item is UM-restricted. *Items labeled as "RESTRICTED" in YELLOW are not hard stops. This messaging is intended to raise awareness about items that can*

*be purchased through Marketsite+ catalogs or are subject to the restrictions and approvals list. If your Advisor and the department feel comfortable with a restricted item, they can proceed with the purchase without the approval from Procurement."*

([Account Guidelines and Features](#)) You cannot purchase items on the [Restricted Purchases and Special Approvals \(see PDF doc. in website\)](#) list, items not considered an [allowable business expense](#) (unless specifically indicated), and goods available through a university contract or an internal service provider.

If Amazon is the only supplier that sells the (blocked, red-highlighted) restricted product, we can request approval from Procurement to make the purchase.

## ii) Strategic Suppliers

- The order will be placed using a PO, not a PCard.
- Procurement Website > <https://procurement.umich.edu/u-m-employees/purchasing/advanced-supplier-search/>
- **Find Products and Services** that include lab supplies, computers and office supplies, transportation services, and catering services—search suppliers by commodity and type of business, including Michigan-based, green products.
- When using strategic suppliers for **Hosting**, visit the above-mentioned website and select **Event Services**. Then, the Requester needs to reconcile/upload the restaurant receipt at the Shared Services Center (SSC). Business meals are those taken with university guests during which focused business discussions occur. Business meal expenses, including non-alcoholic beverages and tips, should not exceed the maximum per-person allowances of \$30 for breakfast, \$30 for lunch, and \$70 for dinner. Alcoholic drinks are limited to \$20 per person, per event, served at dinner only. Alcohol is not permitted for recruiting activities. Alcohol must be charged to non-General, discretionary funds or may be claimed as a personal expense.
  - **Reconciliations** Website > <https://ssc.umich.edu/accounting-services/reconciliations/>
  - **Hosting policy** Website > <https://procurement.umich.edu/u-m-employees/travel-expense-reporting/expense-reporting/>

## c) External Suppliers

- External Suppliers require payment using one of the following:
  - PCard (Procurement Card, UM's credit card) – Used when the supplier does not accept POs.
  - PO
- OPS required (instructions below) when purchasing from an external supplier
- Ask the supplier(s) for a **Quote** before creating an OPS request (the Quote must match OPS)
- A PO must pay the supplier for their services if **lab equipment** needs to be **repaired in-house or shipped out for repair**.

## 2) [ONLINE PURCHASING SYSTEM \(OPS\)](#)

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

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

The OPS system features built-in shortcuts to reduce redundant data entry, allowing the Requester to enter default information (e.g., shipping, contact details) and modify notifications. OPS can also create **Group Orders** where each member can view all lab group orders by searching the professor/faculty's username

Use this link to submit purchase requests.

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

- Create/update OPS **Profile** Website > <https://me-web2.engin.umich.edu/order/index/profile?dept=221800>.
  - Modify **My Profile**, adding your contact information, shipping location, etc., to reduce redundant data entry of relevant information for all future orders.
- **Training Video** Website > <https://sites.google.com/umich.edu/opstoolbox/ops-2-0/training-materials>
- **CoE Toolbox** (for Purchasing, Travel, and Expense) Website > <https://sites.google.com/umich.edu/opstoolbox/home-page>

- a) Past orders can be accessed by clicking “**My Orders**,” and the ability to reorder previous orders eliminates the need for redundant data entry.
- b) When creating a **New Order**, include as much detailed information as possible, product information, weblink, discount codes, etc.
- Contact suppliers to determine the minimum order requirements and obtain quotes to ensure current/correct pricing, as well as item availability, before submitting an OPS order. It is impossible to revise a PO once it has been created. If the PO is incorrect, it must be cancelled and re-entered, and this will delay processing of the OPS order.
  - Only one (1) supplier in Supplier Information per OPS order. And the same supplier for all of the following:
    - Supplier Information
    - Order Items
    - URL
    - Quote
  - Combine orders into one OPS request if the OPS items are requested on the same day, using the same shortcode for the supplier.
  - **Splitting orders to avoid a total of over \$ 50,000 is not allowed.**
  - **Employees are not authorized to sign purchasing contracts or agreements on behalf of the University of Michigan (U-M). Procurement must review and sign all contracts and agreements between a supplier and UM.** For requests to create, amend, or renew a contract, or to request a signature from Procurement, see [Using the Contract Request Form](#).

*Procurement has shifted all Sourcing/Contracting requests from TDx to Marketsite+ to improve both the customer experience and reporting capabilities. In Marketsite+, departments will now be able to track their contracting and sourcing requests from start to finish. This includes the*

- *buyer's actions*
- *contract construction*
- *final signature*

*The same process applies to sourcing events—departments will have full visibility from the initiation to the completion of the process.*

### 3) SPECIAL CASES

a) **Orders between \$10K - \$50k** (Procurement Agent/Buyer Sue Knight (scknight))

Procurement reviews orders submitted between \$ 10,000 and \$ 50,000 to determine whether departments have conducted some degree of due diligence by reviewing the supporting documents provided. Acceptable forms of supporting documentation include, but are not limited to, the following:

- Quotes from other suppliers
- Screenshots of web searches
- Invoices/similar purchase history
- Comparable pricing for other institutions
- Relevant pages out of an awarded grant (could be a combination of the grant application and Notice of Award)
- URL or Link to product
- Relevant materials displaying the sponsor's requirements for a specific supplier

Procurement may need a short statement for the bulleted items below, so they have something in writing for Audits or FOIA requests. U-M is a public institution funded largely by taxpayer money, and Procurement is tasked with ensuring units are compliant (and has to keep documentation on all purchases).

- If you researched other suppliers, provide the supplier's name(s)
- Some justification of why you chose the supplier of your choice
- If this is the only supplier you considered, give the reason (i.e., did the unit work with them before, did someone recommend them, are they the only vendor providing specialized services, etc.)

b) **Orders \$50k and Greater** (see MSE's How-To order > \$50k and Sole Source)

Website > <https://procurement.umich.edu/u-m-employees/purchasing/sourcing/>

1. Obtain approval from Lead Dept. Administrator (Todd Richardson) .  
(a) Attach the Sole Source Justification form (signed by professor/faculty).
2. Once approved, go to Marketsite+ to request supplier bids and approval from Procurement (attach signed SSJ and other pertinent documents).

- **Orders \$100 and greater** are routed to the department's fiscal approver (e.g., Jeffrey Raidl of [Sponsored Programs](#)).
- If using **Fund Code 20000, 25000, or 10000, along with a cost share**, requisitions will be routed to the department's fiscal approver.
- Requests and requisitions are processed by [Procurement](#) in the order they are received. Procurement does not review requisitions until the workflow has been completed; Procurement is the final stop. Procurement approves the requisition, and a PO is automatically generated. If no Buyer/Procurement Agent is assigned to the requisition, it is sent to triage.
  1. \$10,000 - \$100,000: Susan Knight (scknight)
  2. \$100,001+: Sandra Romanchuk (sandraLR) or Megan Truong (mvtruong)
- **Equipment Purchases:** Once the Buyer/Procurement Agent receives the requisition for equipment purchases, the Buyer will send a formal [Request for Quotation](#) to the supplier.

### **Request for Quotation (RFQ)** vs Quote

- **RFQ:** The supplier must complete this form and submit a bid response. This generally takes a week or so for the supplier to respond. The online RFQ process is how suppliers submit their bid response/information to UM. The RFQ document contains the UM terms and conditions for products, installation, indemnity, insurance, and other relevant details.
- **Quote:** The supplier budget quote sent to the department is not used to issue a PO. This document settles the business issues related to the transaction between the University and the supplier.

- c) **Sole Source Justification (SSJ) form:** If the only supplier that can provide the goods or service, as SSJ must be completed and **signed by the professor,** followed by the MSE Lead Department Administrator's signature.

Download form, and Completing the Sole Source Justification Form Website>

<https://teamdynamix.umich.edu/TDClient/68/Portal/KB/ArticleDet?ID=11393>

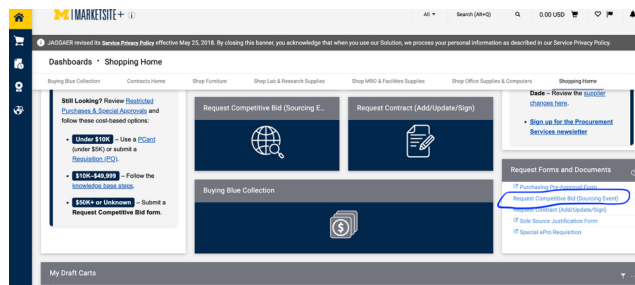
Sole source purchases are allowed only when one or more of the following circumstances apply:

- The item is available only from a single source
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- The federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the non-federal entity.
- Competition is determined to be inadequate after several sources are solicited.

- d) Go to Marketsite+ to request Procurement assistance for any of the following:

- Request supplier bids (**required** for all transactions of \$50K and greater)
- Create contract
- Amend contract
- Renew contract
- Request a signature for any document

2)



<p>Basic Information</p>	<ul style="list-style-type: none"> <li>• <b><u>Business Purpose:</u></b> Provide a clear and specific business purpose (“For research” is <b>not</b> specific). A necessary expense is one for which there exists a clear business purpose and is within University expense policy limitations. The business purpose must support or advance the goals, objectives and mission of the university, and adequately describe the expense as a necessary, reasonable and appropriate business expense for the University. The specific business purpose of each transaction should be clearly stated on expense submissions, explaining why the University has incurred the expense. The “why” should include the primary reason for the expense.</li> </ul> <p><b>Account Codes</b>, for example:</p> <ul style="list-style-type: none"> <li>• 614440 - <b>Office Supplies:</b> cannot use shortcodes with Project Grant number that start with “F”, “M”, or “R”</li> <li>• 616450 – <b>Services</b> (“Serv Of Others (Non-Consultant)”) - To record costs for payments made to agencies or individuals for non-consulting services.</li> <li>• 614000 - <b>Equipment greater than \$5,000:</b> To record capital equipment with an original cost of \$5k or more and a useful life of one year or more. Most items \$5k &amp; greater are marked as ‘equipment’ and all equipment must be tracked; room &amp; building where equipment will be housed is required.</li> <li>• 614060 - <b>Equip Fabrication</b> (Used for Sponsored Funds Only): To record the <u>non-labor cost</u> of fabrications that is <u>estimated to exceed \$5k (at the end of the project)</u>. A set of separate chartfield is established to accumulate all non-labor costs for eventual capitalization to the one item on the equipment inventory.</li> <li>• 623812 - <b>Hosting</b> (TROHS): To record costs of hosting where food and/or beverage is provided to an identifiable list of attendees. Per Audit, use this for meeting snacks and beverage or to record hosting <b>Refreshments/Snacks</b>, and add a comment that the expense is "for multiple or future meetings with unknown attendees".</li> </ul> <p><b>Special Handling:</b> For hazardous materials, <a href="#">contact EHS</a> for questions or guidance, go <a href="#">EHS's website</a>, and click Research and Clinical tab to find your item, such as:</p> <ul style="list-style-type: none"> <li>• <b><u>Chemical</u></b> - Routine hazardous chemical orders usually do not require explicit pre-approval from Procurement, but you must purchase via approved channels (i.e., <b>eProcurement systems</b> include Marketsite and eProReq). eProcurement connects buying activity with inventory management (especially for chemicals/hazardous materials). Potentially dangerous or regulated chemicals may require prior EHS approval. <ol style="list-style-type: none"> <li>1. Reach out to the supplier to obtain the <a href="#">Safety Data Sheet</a> (SDS) or go this link (<a href="https://ehs.umich.edu/research-clinical/chemical/safety-data-sheets/">https://ehs.umich.edu/research-clinical/chemical/safety-data-sheets/</a>) to obtain the SDS for the chemicals.</li> <li>2. Check U-M EHS requirements (<a href="#">U-M EHS Chemical Procurement and Inventory Policy</a>) for allowable chemicals and approval processes and inform Purchaser whether approvals are required.</li> <li>3. If required, obtain Procurement and EHS approval(s).</li> </ol> </li> </ul> <p><b>Procurement Approval</b></p> <ul style="list-style-type: none"> <li>• <b>Purchasing hazardous chemicals</b> should generally go through standard Procurement channels, often using the <b>M-marketsite</b> or <b>eProcurement</b> systems.</li> </ul>
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	<ul style="list-style-type: none"> <li>U-M requires you to purchase chemicals from <b>approved vendors</b>. This ensures the university maintains oversight and can trace all hazardous chemical acquisitions.</li> <li>For certain restricted or specialized chemicals, additional <b>Procurement approval</b> may be necessary.</li> </ul> <p><b>EHS Approval</b></p> <ul style="list-style-type: none"> <li><b>EHS approval is mandatory for select hazardous chemicals</b>, especially those classified as <b>highly toxic, carcinogenic, radioactive, or controlled substances</b>.</li> <li><b>Principal Investigators (PIs)</b> and laboratory supervisors have the responsibility to ensure materials are appropriate for their labs, all users are trained, and proper protocols are followed.</li> <li>Some chemicals may require submission of a <b>Use Authorization</b>, risk assessment, or Standard Operating Procedures (SOPs) to EHS, particularly for highly hazardous chemicals.</li> </ul> <p><b>Steps to Purchase Hazardous Chemicals at U-M</b></p> <ol style="list-style-type: none"> <li><b>Check U-M EHS requirements</b> (<a href="#">U-M EHS Chemical Procurement and Inventory Policy</a>) for allowable chemicals and approval processes.</li> <li><b>Order through M-marketsite/eProcurement:</b> <ul style="list-style-type: none"> <li>This links your order with EHS's inventory tracking and ensures compliance—for many standard chemicals, this streamlined system may be sufficient.</li> </ul> </li> <li><b>Seek special approval if needed:</b> <ul style="list-style-type: none"> <li>EHS will flag certain chemical orders for additional review and approval.</li> <li><b>Controlled substances, select agents, and certain toxins</b> always require <b>prior written approval</b> from EHS.</li> </ul> </li> </ol> <p><b>Maintain compliance:</b> All hazardous chemicals must be inventoried and stored properly; all users must be trained according to EHS guidelines.</p> <p><b>Quick Reference Links:</b></p> <ul style="list-style-type: none"> <li><a href="#">EHS: Chemical Procurement &amp; Inventory</a></li> <li><a href="#">EHS: Controlled Substances</a></li> <li><a href="#">U-M Procurement Services</a></li> </ul> <p>• <a href="#">Compressed Gas</a></p>
Shipping	<ul style="list-style-type: none"> <li><b>Shipping Address:</b> choose building name, room # and name of lab person who will pick-up the goods when shipped to UM. <ul style="list-style-type: none"> <li>Once OPS request is submitted, proof the address for a <b>Location ID</b> number. Location ID is required for POs (items not purchased with a PCard).</li> </ul> </li> <li>Mark as “<b>Expedited Shipping</b>” if the order is urgent, if the Quote is about to expire, the shortcode is about to expire (see Shortcode, Grant End Date), etc. This will highlight your ticket in yellow.</li> <li>Anything ordered with U-M funds is university property and should be shipped to a valid U-M address whenever possible. <ul style="list-style-type: none"> <li>When shipping to a <b>non-university location</b>, Requester must make every effort to ship to a university address. If it is not possible to do so, provide the reason in OPS why a non-university address was selected. <ul style="list-style-type: none"> <li>Users are not allowed to ship orders to their homes through ePro Requisitions or M-Marketsite transactions -- For PCard purchases shipped to a non-UM location, <u>Procurement approval is required</u>. <a href="#">Exception Memo</a>: Suppliers may only direct shipments to either a university address or other university-approved location” whenever possible.</li> <li>Equipment shipped to non-UM location: complete the request for approval <a href="#">form</a>, have it signed by your professor/faculty, and get approval from Property Control.</li> </ul> </li> </ul> </li> <li>For imports or shipping to a foreign entity for repairs, see ICC’s new <b>2020 INCO</b> (International Commercial) terms for <b>CIP</b> (Carriage and Insurance Paid To (insert place of destination)) to see supplier’s other additional charges that may not be</li> </ul>



	<p>included in the Quote.</p> <ul style="list-style-type: none"> <li>○ You can find information online for INCO Chart 2020. This describes supplier and customer responsibility for each international shipping term.</li> </ul>
Shortcode	<ul style="list-style-type: none"> <li>● If the shortcode is about to expire (see <b>Grant End Date</b>), ensure the package is received one week before the Grant End Date by contacting the supplier. If it is not possible, choose a different supplier or let the Purchaser know. The sponsor may deem the expense ‘unallowable’ if the package is received at least one week before the End Date. Ensure package is received <u>at least</u> two weeks if supplier is unlisted in OPS, three weeks if supplier is a foreign entity <u>and</u> unlisted.</li> </ul>
Supplier Information	<ul style="list-style-type: none"> <li>● Enter an email address for <b>unlisted suppliers</b> so that a Supplier ID may be requested from SSC, Supplier Maintenance team. Supplier Maintenance will reach out to the supplier for supplier information and documentation.</li> <li>● After submitting the OPS, read the Supplier Information for <b>Notes</b> about the supplier. If we have a <u>Supplier ID number</u>, the purchase will be made by submitting a PO to the supplier (i.e., not purchased via their website using a <u>PCard</u>)</li> <li>● <b>Auctions:</b> Procurement does not allow purchases via auctions as they use Ebay. For example, bidspotter.com terms and conditions are very one sided to the supplier. The items are all sold "as-is" and the department would be assuming all risk in the event that something occurred with the equipment. Procurement Services will not be able to assist with any damaged, defective, or underperforming items. We are normally able to have a supplier waive the collection of sales tax upfront. The 20% bidder fee and 3% credit card fee are part of the cost of doing business with this supplier.</li> </ul>
Items to Order	<ul style="list-style-type: none"> <li>● This section must match the supplier’s Quote.</li> <li>● This section is what will be added to the PO, verbatim. OPS “Comments” are not added to the PO. To avoid errors, to ensure you have exactly what you need for your order, include all relevant information here, not in the Comment box.</li> <li>● Shop in Marketsite first, then external suppliers if you cannot find the item you need.</li> <li>● <b>May 2025</b> – Marketsite supplier catalogs are now organized by category —<i>Office &amp; Computer Supplies, Lab &amp; Research Supplies, Facilities &amp; MRO Supplies, and <u>Furniture (see PDF doc. In link)</u>. Office supplies must now be purchased via Staples, not Amazon.</i></li> <li>● For suppliers that require PCard/credit card payment or require purchase via their website (e.g., Amazon): <ul style="list-style-type: none"> <li>○ Enter each line item in this “Items to Order” section (entering “see Quote” is incorrect).</li> <li>○ Enter the <u>website description</u> exactly and the URL for each item that you want to purchase.</li> </ul> </li> <li>● For overseas suppliers, add a line for estimated tariff, import duties, so your professor/faculty is aware of the (estimated) total cost of the purchase and avoid back and forth emails. When you create a separate line, the OPS total (less the tariff, import duties) will match your Marketsite Cart total.</li> <li>● <b>Discount:</b> If a discount is offered, add “-” to the amount (e.g., “-45.00”).</li> <li>● Order lab coats from Fisher Scientific.</li> <li>● When the package or an item is received, mark the line “Received”.</li> </ul>



	<ul style="list-style-type: none"> <li>UM Accounts Payable &amp; MSE Dept need to know about the delivery so log into OPS order# &amp; click '<b>packages picked up</b>'. Requester needs to upload packing slip into OPS order#. Department scanners available in Dow &amp; Gerstacker buildings to scan packing slips.</li> </ul>
Comments	<ul style="list-style-type: none"> <li>Comments can be used to send messages to any relevant person listed on this order, so Do NOT create a new OPS request to make changes to an existing OPS request; use the <b>Comments</b> in your OPS request to communicate any changes needed. Please DO NOT email messages outside of the OPS system. Communications should stay within OPS, not in emails outside of OPS to contain all order information as backup / auditor review. When email is used, copy and paste the email in Comments, or refer reader to the PDF version of the email thread Requester will attach to OPS.</li> <li>Any information (including phone conversations with supplier, copy of emails from supplier or other UM departments) pertaining to the OPS order will be added in the Comments box to let everyone know the background and status of the order. This is helpful especially if the Requester cannot be reached for questions.</li> <li>In very rare instances when the item was already ordered (not in compliance with procedures), enter the information in the Comments box to avoid duplicate shipment, attach the invoice, and state that the invoice needs to be submitted to Accounts Payable. Placing an order with a supplier before obtaining approval, is not recommended since all orders should first be entered in OPS, approved, and (if applicable) a PO created.</li> <li>When sending a comment to a specific individual, be sure to enter the recipient or multiple recipients' unickname.</li> </ul>
Other Attachments	<ul style="list-style-type: none"> <li>Attach quotes, Marketsite carts, required documents for over \$10K purchases, emails, etc.</li> <li>If ordering through Marketsite, there should be only one supplier in your attached 'Cart - Draft Requisition'.</li> <li>Attachments will be stored indefinitely for future reference.</li> </ul>

#### a) OPS Request Status

The requester will receive messages from OPS regarding the progress made. **My Profile** can be set to receive notifications, or the Requester can check their OPS request at any time.

i) **Pending Approval:** OPS orders will route for approvals automatically, based on the shortcode entered; the system is in place to collect/document approvals for purchases easier than sending emails back and forth.

- Once the OPS is submitted for approval, the professor/faculty will receive a system notification that an order has been requested. The email will include details of the order. The professor/faculty will choose one of the following three options:
  - Approve only
  - Modify/approve order (e.g., modify shortcode)
  - Deny the order
- The financial staff member (usually the Research Administrator) will receive an email to review/approve the OPS order based on who manages professor/faculty shortcodes. The Financial Staff is reviewing budgetary compliance orders to ensure that funds are available and items are allowed for your project.

- ii) **Ready to Process:** OPS request will route to purchasing staff (Marketsite requests to Shelley, computer-related requests to Kevin Worth, all other requests to Lourdes Jorgensen to process).
- The requester may still make changes to the request
  - Purchases using POs,
    - (a) The Purchaser will copy information from “Items to Order” and create a Requisition.
    - (b) Procurement will review and approve requisitions for purchase requests over **\$10k**
    - (c) Once Procurement approves the requisition, a PO will be generated, and the system will automatically send the PO to the supplier (via email, fax, postage mail, depending on what the supplier has set up as their dispatch method; the default dispatch method is print/postage mail).
    - (d) Once the supplier receives the PO, the supplier will add the PO number to the invoice and submit the invoice to Accounts.Payable@umich.edu.
  - Purchases using PCard – The purchaser will use the link/URL from “Items to Order” to make an online purchase.

iii) **Processing**

- The requester can no longer modify the OPS request. The requester may contact the purchaser (see “Purchase Staff Assigned”) via the Comments section for any necessary changes to the order.
- Expect delays if

The supplier is unlisted in OPS and is not in UM’s supplier database, as a supplier ID will need to be requested from SSC (not providing the supplier email address will further delay the process)

- The supplier is a foreign entity, as at least four more UM approvals are required before wire payment is made
- The supplier does not accept UM’s “FOB Destination” shipping terms, as a request for Procurement to review and approve the change needs to be submitted
- Your order is over \$10K
- the information and/or document(s) provided in OPS is inaccurate or incomplete

iv) **Ordered**

- See Lab Responsibility below
- Changing the following after a PO has been generated will require canceling the PO and generating a new one:
  - Shortcode
  - Payment terms
  - Supplier address

b) OPS orders are stored indefinitely on the server for future reference & ability to reorder from previous orders placed quickly. Do not create a new OPS order to make changes to an existing approved OPS order; instead, use the email/comments to communicate changes to the order.

c) **Lab Responsibility:**

- i) Contact the Supplier Representative or customer service to obtain the status of the order and/or tracking information. If you need a copy of our PO (the PO number is in OPS), please contact your Purchaser know or send a request to the SSC [eForm](https://teamdynamix.umich.edu/TDClient/40/Portal/Requests/ServiceDet?ID=2763) (<https://teamdynamix.umich.edu/TDClient/40/Portal/Requests/ServiceDet?ID=2763>)

- ii) Pick up the order (e.g., if the shipping address is for the Dow building, go to Room 3062, the supply room, located across from Shelley Fellers's desk, and then check out the package from the log sheet on Shelley's counter).
- iii) Return incorrect or defective products per the supplier's instructions
  - If a package needs to be returned, please contact the supplier and request instructions and a return label. Obtain the tracking number for the package that is being returned. If the supplier does not receive the returned package and does not have the tracking number, the supplier will likely not refund the University.
- iv) When items are received, mark each item "Received" or click the green button **'Order Received'** after your package has arrived in your lab or office. This informs everyone that your order was received and assists in reconciling PI's shortcode.

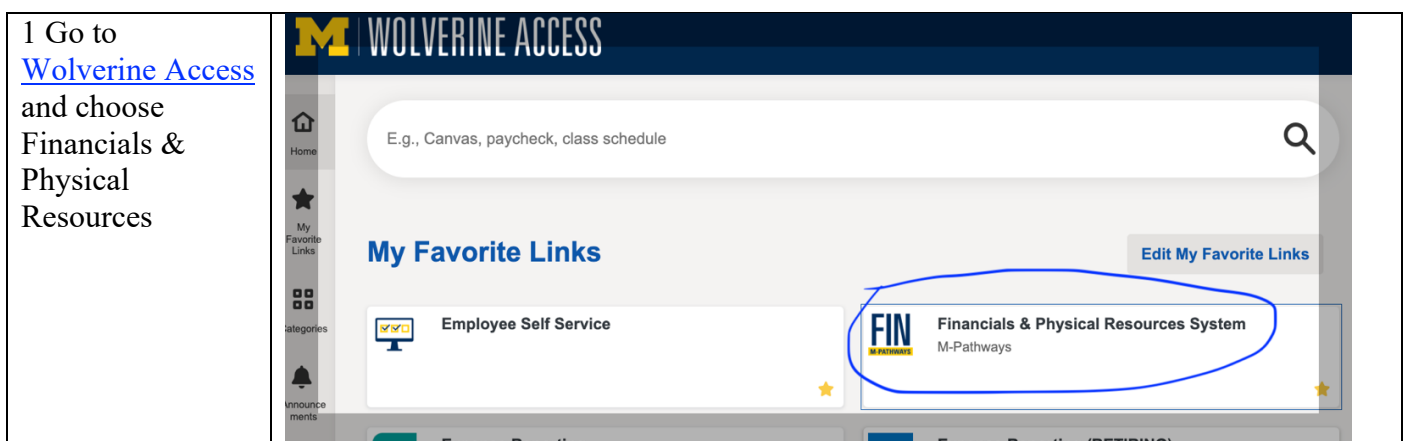
#### 4) **MARKETSITE (Entering Order in Marketsite then OPS)**

Toolkit: [Marketsite+ \(Jaggaer\) Customer Support Toolkit](#)

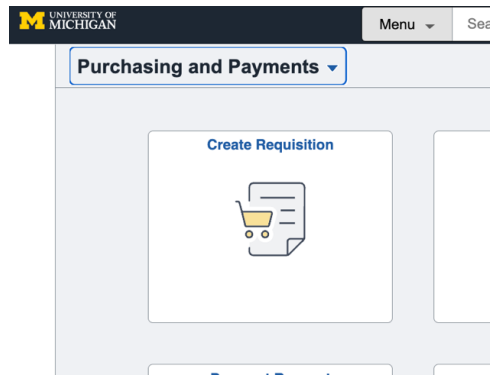
Process Marketsite Purchases: <https://sites.google.com/umich.edu/opstoolbox/ops-2-0/marketsite-purchase-process>

- Procurement training video and resources Website > <https://procurement.umich.edu/u-m-employees/purchasing/ordering/mMarketsite/>
- Marketsite Resources (for quick screenshots, see below)
 [https://mylincontent.dsc.umich.edu/mais/html/PR\\_MS\\_Resources.html](https://mylincontent.dsc.umich.edu/mais/html/PR_MS_Resources.html)
  - Set Up Your M-Marketsite User Profile
  - Overview & Features
  - Enter a M-marketsite Order
  - Assign a Cart Order in M-marketsite (select Shelley Fellers, [sfellers@umich.edu](mailto:sfellers@umich.edu) as default assignee, for all Marketsite orders)

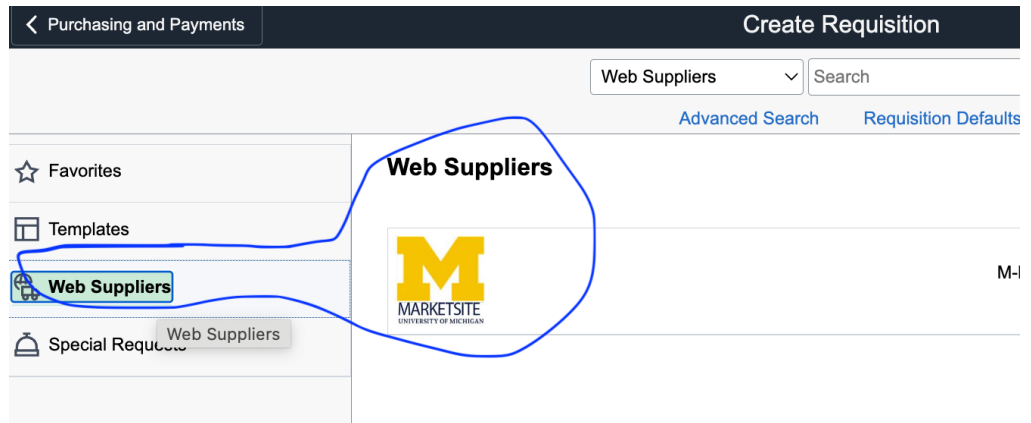
- a) Visit Marketsite and browse through supplier catalogs (see screenshots below).
  - i) Please notify the Purchaser if you have a Quote from the Marketsite supplier with a lower price than what is listed in Marketsite. And the Purchaser will bypass Marktsite, and create a Requisition (without adding the supplier ID...).
  - ii) Take a screenshot of the final Marketsite cart (or get a copy of the "Cart - Draft Requisition") for submission to OPS.
    - When a Fisher Scientific item shows 'encompassed', that means the item is coming from a 3<sup>rd</sup> party supplier.
  - iii) Assign the cart



2 Choose Create Requisition



3 Choose Web Suppliers



4 Choose your supplier

5 Enter shipping address zip code

Shop • Shopping Home

**\*ANNOUNCEMENT\***

Please visit the [Campus Maize & Blueprint](#) website for the latest guidance on university travel and purchasing.

As a reminder, shipping to non-university addresses from M-Marketsite is not allowed and any exception requests should be submitted to [campus.maize@umich.edu](#).

**Hosted Catalog List**

- Airgas - Lab Gases
- BBC - Compostable Items
- Cryogenic Gases - Lab & Medical Gases
- Bio-Rad - Life Science Products
- Smart Business Source - OEM and Reman Toner Cartridges

**Search/Shop Hosted Catalogs**

Simple Advanced

Search for products, suppliers, forms, part number, etc.

**Organization Message**

**M-marketsite Version 24.2**  
The M-marketsite has been upgraded to version 24.2. There are no new features or functionality.

**MILLERKNOLL/MARXMODA**  
Effective November 13, 2023, MillerKnoll has updated its punch-out catalog. The punch-out catalog will now open in a Window.

**Henry Schein**  
Effective September 25, 2023, Henry Schein's hosted catalog will be removed from M-Marketsite and replaced with a punch-out catalog. Henry Schein's new punch-out catalog remains in the Lab and Research Supplies showcase where was hosted catalog is currently located.

**JAGGAER Privacy Policy Banner**  
Earlier this month, JAGGAER, the company that hosts M-marketsite, added a banner about its privacy policy to M-marketsite. The banner will appear at the top of M-marketsite until acknowledged—by clicking on the banner—and will not be displayed again unless JAGGAER changes its privacy policy.

**"Assign a Cart" functionality:** This functionality allows M-marketsite browsers and users to shop in M-marketsite and assign a draft cart to another user who has access to submit M-marketsite ePro requisitions. [Click here](#) for more information.

Click [here](#) for user guides, how to place special orders, and how to return, change or cancel orders.

**Showcases**

Lab and Research Supplies

- Fisher Scientific Lab & Life Science Supplies
- VWR Life Science Products
- Lab & Research Supplies
- Life Science Products
- abcam Life Science Products
- Life Science Products
- Medical Products
- Dental Supplies
- Lab & Research Supplies

Office Supplies/Computer

- STAPLES Office Supplies & Paper
- Staples Promotional Products
- Office Supplies/Computer

6a Shop

Delivery ZIP code

Please enter the ZIP Code of your delivery location so we can provide accurate product availability.

For international orders, please enter '00000'.

ZIP code

[Continue](#)

6b Review & Checkout

ePro Home

MARKETSITE

UNIVERSITY OF MICHIGAN

Business Advantage

Products

Services

915714

MARKETSITE

UNIVERSITY OF MICHIGAN

1 results for "915714"

Pick up and Delivery

Brand

Category


☐ Contract price

☐ Previously Ordered

Rating

E

Compare



Contract price

Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)  
Item: 915714 Model: 21271

★★★★★

1047

\$56.99

\$89.19

Market price

36/CT (\$0.02/Sheet)

Free delivery

1

Add

6c Submit Order

ePro Home

MARKETSITE

UNIVERSITY OF MICHIGAN

Business Advantage

Products

Services

915714

MARKETSITE

UNIVERSITY OF MICHIGAN


1 results for "915714"

Pick up and Delivery

Brand

Ca

Compare



Contract price

Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)  
Item: 915714 Model: 21271

★★★★★

1047

\$56.99

\$89.19

Market price


36/CT (\$0.02/Sheet)

Free delivery

1

Add

Added 1 to cart



Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)

Delivery by Tue, Aug 20

1 @ \$56.99

36/CT


\$56.99

You're saving \$32.20 on this item!

Review & checkout

Continue shopping

Customers also bought



Contract price

Kleenex Professional Cube Facial Tissue, 2-ply, White, 90...


No reviews yet

\$56.99

\$89.19

1

Add



Contract price

Kleenex Standard Facial Tissue, 2-ply, 160 Sheets/Box, 3...


★★★★★ 21

\$4.69

\$9.09

1

Add



Contract price

Kleenex Boutique Standard Facial Tissues, 2-Ply, 90...


No reviews yet

\$8.43

\$9.99

1

Add



Contract price

Perk™ Ultra Soft Standard Tissue, 160 Sheets/Box, 3...

★★★★★ 683

\$6.70

\$9.09

1

Add

7 Click printer icon to get a copy of final Marketsite cart

ePro Home

Create Requisition

MARKETSITE

UNIVERSITY OF MICHIGAN

Cancel Purchase

Business Advantage

Search

Chat

List

MARKETSITE

UNIVERSITY OF MICHIGAN

Review & Checkout

Print Cart

Print Quote

Order Summary

Items (1)

\$56.99

Total

\$56.99

✓ You're saving \$32.20 on this order!

Delivery to: Ann Arbor, MI 48109

Submit Order

1 item in cart

Delivery

Contract price: 36% off

Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)

Item #: 915714 | MFR #: 21271 | CIN #: 915714

Delivery by Tuesday, Aug 20, 2024

Market price

\$89.19

Contract price (36/CT)

\$56.99

1

▼

\$56.99

You're saving \$32.20!

Remove

ePro Home

Create Requisition

MARKETSITE

UNIVERSITY OF MICHIGAN

All

Search (Alt+Q)

123.12 USD

Shopping Cart • 190605499

Proceed To Checkout

Simple

Advanced

...

Search for products, suppliers, forms, part number, etc.

3 Items

Select All

STAPLES INC • 3 Items • 123.12 USD

...

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/18/2024 9:33:04 PM

• Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/18/2024 9:38:45 PM

• PURELL Advanced Hand Sanitizer Soothing Gel, Fresh Scent, 12 oz., 12/Carton (3639-12CT)

• Perk Disinfecting Wipes, Lemon, 75 Wipes/Pack, 6/Carton (PK56665CT)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	...
<div><div></div><div>Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)</div></div>	915714	CT	56.99	<div>1</div> CT	56.99	...
ITEM DETAILS						
<div><div></div><div>PURELL Advanced Hand Sanitizer Soothing Gel, Fresh Scent, 12 oz., 12/Carton (3639-12CT)</div></div>	607833	CT	52.93	<div>1</div> CT	52.93	...
ITEM DETAILS						
<div><div></div><div>Perk Disinfecting Wipes, Lemon, 75 Wipes/Pack, 6/Carton (PK56665CT)</div></div>	24411133	CT	13.20	<div>1</div> CT	13.20	...
ITEM DETAILS						

Summary

Details

For

LOURDES JORGENSEN

Name

2024-08-18 jorgent 01

Total (123.12 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 123.12

Downloaded by: JLDJGABR | 8/18/2024 9:38:45 PM

8 Save copy of “Cart - Draft Requisition” and later upload to OPS

15



**Cart - Draft Requisition 190605499**

Requisitioner Name	LOURDES JORGENSEN	Cart Name	2024-08-18 jorgeni 01	Shortcode	no value
				Dept Ref #	no value

Supplier / Line Item Details					
<b>STAPLES INC</b>			Contract no value		
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)	915714	CT	56.99 USD	1 CT	56.99
PURELL Advanced Hand Sanitizer Soothing Gel, Fresh Scent, 12 oz., 12/Carton (3639-12CT)	607833	CT	52.93 USD	1 CT	52.93
Perk Disinfecting Wipes, Lemon, 75 Wipes/Pack, 6/Carton (PK56665CT)	24411133	CT	13.20 USD	1 CT	13.20
Supplier subtotal					<b>123.12 USD</b>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.			Subtotal	<b>123.12</b>
			Total	<b>123.12</b>

9a To assign cart or Re-assign to a different person, click “Proceed to Checkout”

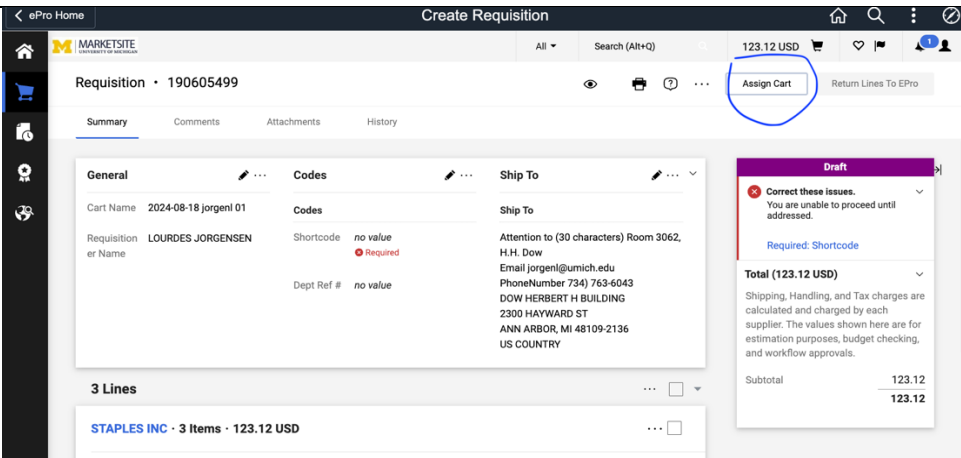
The screenshot shows the 'Create Requisition' page in the ePro Home system. The shopping cart contains 3 items from STAPLES INC, totaling 123.12 USD. The items are:

- Kleenex Professional Cube Facial Tissue, 2-ply, White, 90 Sheets/Box, 36 Boxes/Carton (21270)
- PURELL Advanced Hand Sanitizer Soothing Gel, Fresh Scent, 12 oz., 12/Carton (3639-12CT)
- Perk Disinfecting Wipes, Lemon, 75 Wipes/Pack, 6/Carton (PK56665CT)

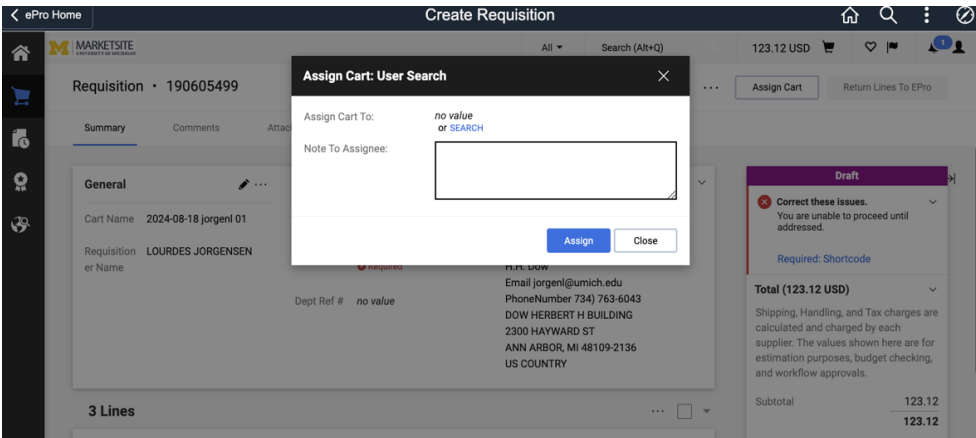
The interface includes a search bar, a 'Proceed To Checkout' button (highlighted with a red circle), and a summary section on the right showing the total and a disclaimer about shipping, handling, and tax charges.

9b Assign Cart

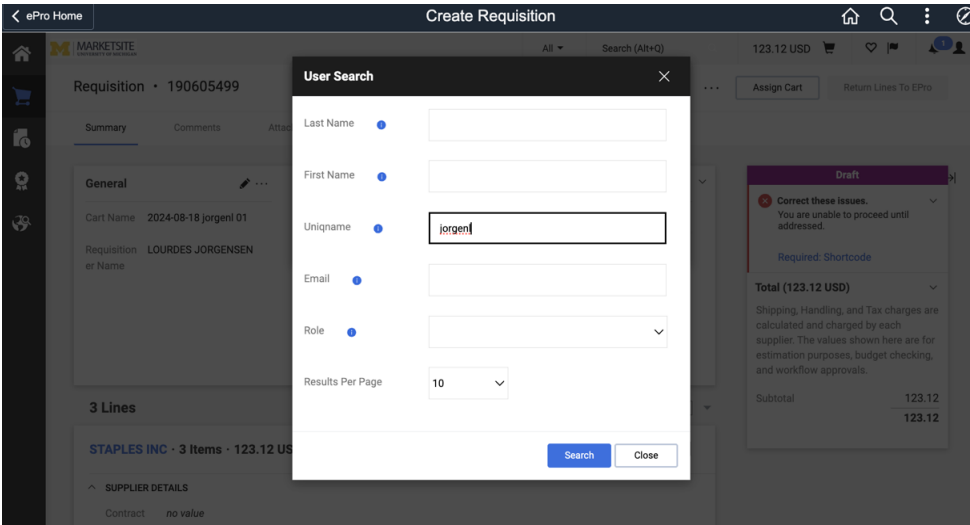
9c Click Search



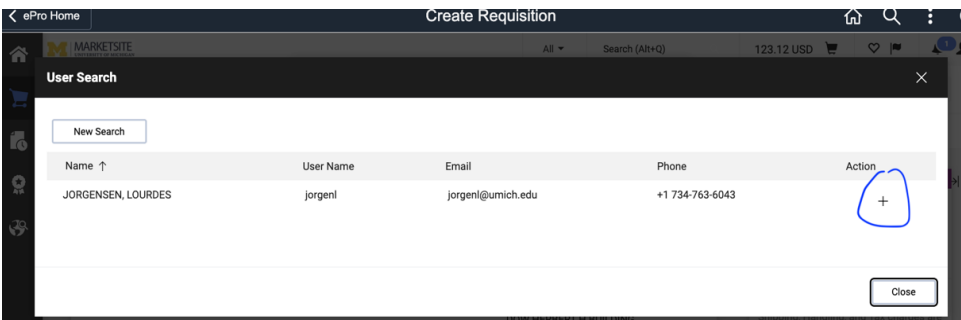
9d Enter  
username



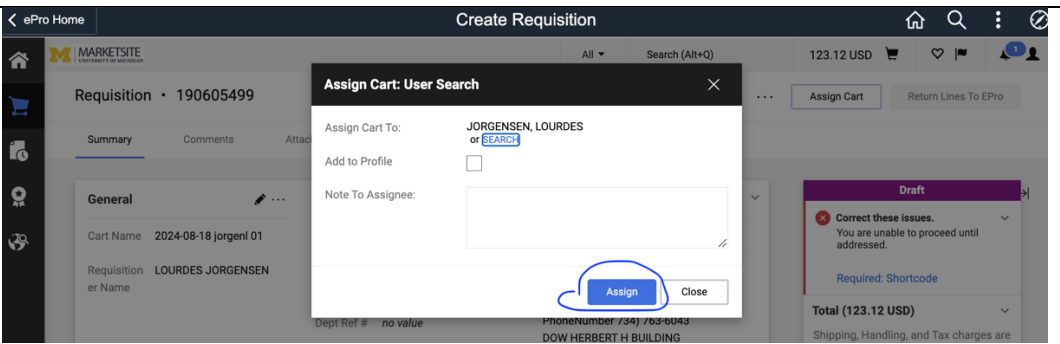
9e Click "+"



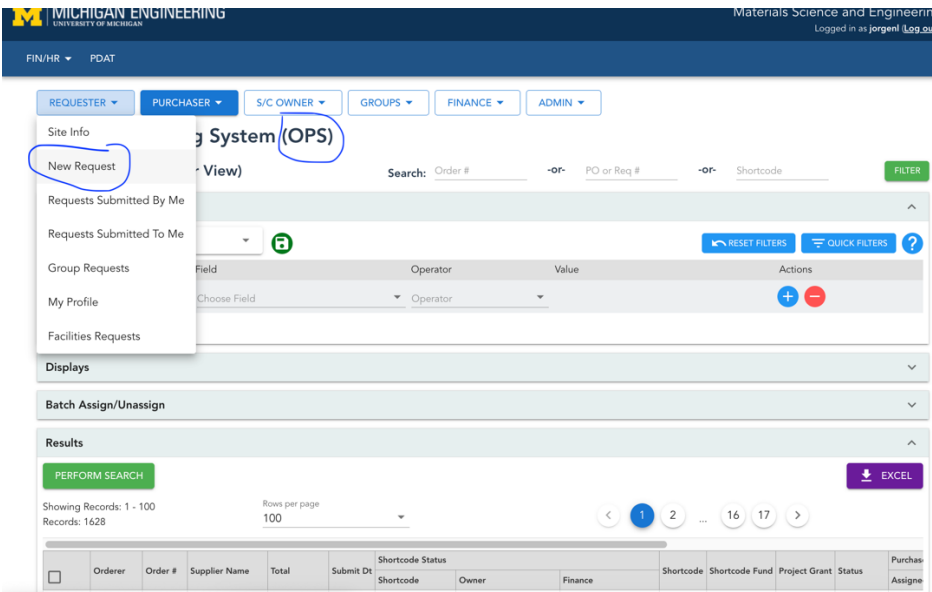
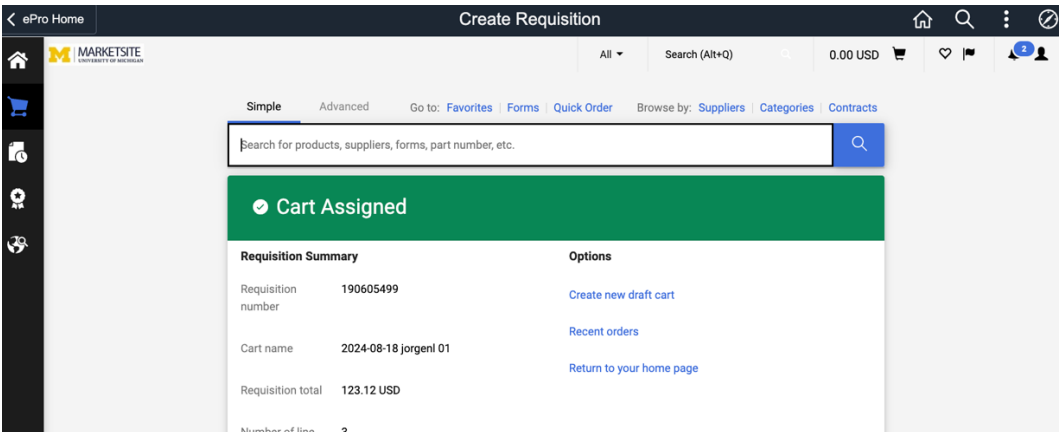
9f Click Assign



9g Cart Assigned



10 Go to [OPS](#),  
Create new  
request



11 Enter order  
information into  
OPS

12 Attach  
Marketsite “Cart -  
Draft  
Requisition”

REQUESTER PURCHASER S/C OWNER GROUPS FINANCE ADMIN

Online Purchasing System (OPS)

Purchase Request Form New [Change Department](#)

Basic Information

Order Nickname

Order placed by: Jorgensen, Lourdes (jorgentl)

☐ Order placed on someone else's behalf

Order Type \*

Your Phone \*

Purpose \*

Special Handling

Account Code \*

Shipping

Recipient

Lourdes Jorgensen

Shipping Address \*

☐ Expedited shipping

Supplier Information

You must specify a supplier.

Search for a Supplier

Start typing supplier name

☐ Use unlisted supplier

CREATE NEW SUPPLIER

Shortcodes

Shortcode *	Shortcode Owner *	Percentage *	Amount *
	(not set)	100 %	\$ 0.00

ADD SHORTCODE

☐ Waive shortcode owner approval

Order Items

Attach Supplier Quote or Invoice if available. Be sure all quotes and invoices are in text-based format rather than images so that the purchaser can copy/paste as needed.

# of Decimals

2

You must provide at least one list item with a valid quantity or upload a supplier quote.

Line #	Quantity *	Unit (ea, plg, ct) *	Item # *	Item Description *	URL	Price/Unit *	Total
1	<div><div>0</div><div></div></div>	Each (EA)				<div>\$ 0.00</div> <div>Required</div>	\$0.00

ADD ITEM

Quote from supplier, shopping cart or invoice : No supplier quote uploaded. 

BROWSE

Sole Source Form (only needed for orders ≥ \$50,000): No sole source form uploaded. 

BROWSE

Comparable Quote 1: No comparable quote 1 uploaded. 

BROWSE

Comparable Quote 2: No comparable quote 2 uploaded. 

BROWSE

Comparable Quote 3: No comparable quote 3 uploaded. 

BROWSE

Shipping Fees

\$ 0.00

Order Total \*

\$ 0.00

Total is required

Comments

Add a comment here...

Other Attachments

Uploads can be in any of the following formats: pdf,doc,docx,xls,xlsx,tiff,png,jpg,jpeg

Other Attachments

None.

ADD OTHER ATTACHMENTS

SUBMIT REQUEST

SAVE DRAFT

19

REQUESTER PURCHASER S/C OWNER GROUPS FINANCE ADMIN

Online Purchasing System (OPS)

Purchase Request Form New

Basic Information

Order Nickname

Order placed by: Jorgensen, Lourdes (jorgenl)

☐ Order placed on someone else's behalf

Order Type \*

Your Phone \*

Purpose \*

Special Handling

Account Code \*

Shipping

Recipient: Lourdes Jorgensen

Shipping Address \*

☐ Expedited shipping

Supplier Information

You must specify a supplier.

Search for a Supplier

Start typing supplier name

☐ Use unlisted supplier

CREATE NEW SUPPLIER

Shortcodes

Shortcode *	Shortcode Owner *	Percentage *	Amount *
(not set)		100 %	\$ 0.00

ADD SHORTCODE

☐ Waive shortcode owner approval

Order Items

Attach Supplier Quote or Invoice if available. Be sure all quotes and invoices are in text-based format rather than images so that the purchaser can copy/paste as needed.

# of Decimals: 2

You must provide at least one list item with a valid quantity or upload a supplier quote.

Line #	Quantity *	Unit (ea, pkg, ct) *	Item # *	Item Description *	URL	Price/Unit *	Total
1	0	Each (EA)				\$ 0.00	\$0.00

ADD ITEM

Quote from supplier, shopping cart or invoice : No supplier quote uploaded. BROWSE

Sole Source Form (only needed for orders ≥ \$50,000): No sole source form uploaded. BROWSE

Comparable Quote 1: No comparable quote 1 uploaded. BROWSE

Comparable Quote 2: No comparable quote 2 uploaded. BROWSE

Comparable Quote 3: No comparable quote 3 uploaded. BROWSE

Shipping Fees: \$ 0.00

Order Total \* \$ 0.00

Total is required

Comments

Add a comment here...

Other Attachments

Uploads can be in any of the following formats: pdf,doc,docx,xls,xlsx,tiff,png,jpg,jpeg

Other Attachments

None.

ADD OTHER ATTACHMENTS

SUBMIT REQUEST

SAVE DRAFT

- b) Go to OPS and create a New Order:
- Enter order information into OPS.
  - Attach the (PDF format) final Marketsite 'Cart - Draft Requisition'
  - Enter "see cart" (for Marketsite orders only) in the OPS line description.
  - Submit the OPS request for approvals.
  - Once approved, the OPS order will route to:
    - Shelley Fellers for Marketsite suppliers
    - Kevin Worth for computer-related items

**For assistance, contact:**

- OPS:** Lourdes Jorgensen ([jorgenl@umich.edu](mailto:jorgenl@umich.edu), 734-763-6043, H.H. Dow Bldg., Room 2142).
- Marketsite Orders:** Shelley Fellers ([sfellers@umich.edu](mailto:sfellers@umich.edu), 734-764-2383, H.H. Dow Bldg., Room 3074)
- Procurement Services:** [procurement.services@umich.edu](mailto:procurement.services@umich.edu), 734-764-8212, prompt 2, 8:00 am to 5:00 pm