

STRATEGIC CONTRACT MANAGEMENT PROCEDURES
FOR PURCHASING EQUIPMENT \$10,000 - \$25,000

Procedure for M MarketSite Requests for Product Purchases

1. Department requests pricing “quote” from Supplier.
2. Supplier provides quote in electronic format (example, PDF file) and send to Department via email.
3. Department forwards the Supplier’s email with the attached quote to the Strategic Supplier Program (sspapproval@umich.edu) along with the following information:
 - ✓ Complete chartfield combination
 - ✓ ShortCode
 - ✓ Short statement requesting to purchase the equipment
4. The Strategic Supplier Group reviews requests.
 - A If the fund is “non-sponsored,” does not require OSEH approval, and/or does not require Hospital Capital approval, the Department is given authorization to place the order with the Supplier.
 - B If the order is requires routing to Sponsored Program, OSEH, of Hospital Capital, the email is forwarded requesting authorization. Once the Strategic Supplier Program receives an email granting authorization, SSP emails the department that it has authorization to place the order with the Supplier. If the request is denied, SSP notifies the department and the sales representative.
5. The Strategic Supplier group files the approval and sends an authorization to pay to the University. If Products are sold, shipped, processed or billed without the Strategic Supplier authorization, the invoice for non-authorized sales will not be paid. It will be the responsibility of the Supplier for all return costs for the Products.
6. The Supplier processes the order and invoices the University via the Service Unit Billing Format.

Procedure for Workflow M MarketSite Requests for Product Purchases

1. Department places order for Products through M-MarketSite.
2. If required, the order is routed for University authorization. If additional signature approval is not required for the order, the order is sent directly to the Supplier.
3. If authorization is required through workflow, the authorizing party (a) approves and sends to Supplier; (b) edits, approves and sends to Supplier; or (c) disapproves, rejects, and routes the order back to the Department for resolution.
4. The Supplier processes the order and invoices the University via the Service Unit Billing Format.
5. The Supplier provides a copy of the order Packing List to the Department with the shipment and a copy is sent to Property Control Office, 2054 Wolverine Tower, 3003 S. State Street, Ann Arbor, MI 48109-1273. The Packing List contains the following information:
 - ✓ Name of U of M Contact Person
 - ✓ Building Room Number
 - ✓ Street Address

- ✓ U of M contact telephone number
- ✓ Product Description including Manufacturer and Model Number(s)
- ✓ Serial Number (s) of Equipment
- ✓ The FARR reaffirmation statement. Language contained in the Service Level Agreement.