



The University of Michigan
Health System
 Department of Internal Medicine

*Department of Internal Medicine
 Finance / HR / Grants Office
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Central Purchasing Unit Guidelines

Overview. As a result of a two-year LEAN process improvement review of the management of sponsored projects, across all Medical School Units, all departments were required to move to a central purchasing model effective January 1, 2014. To comply with this mandate, the Department of Internal Medicine has established a Central Purchasing Unit, within the Department Finance Office, which provides purchasing services to all Divisions.

Why Centralized Purchasing? Efficiencies are gained by having a specialized service unit with the expertise to manage the procurement activity between multiple parties. They interact with lab personnel, post award accounting teams, University Procurement, vendor maintenance, accounts payable and the vendor. The model results in more time for lab personnel to do research, accountants to complete reporting requirements and administrative assistants to support their faculty.

Who Uses the Central Purchasing Unit? Research labs are required to use the unit for all purchasing needs, both scientific and administrative. All other Internal Medicine personnel are encouraged to use the unit for their purchasing needs. Please know that their sole focus is Customer Service!

Central Purchasing Unit Personnel and Contact information

Name	Telephone	Email

The unit is located at the .

Getting Started

Topic	Instructions
MPathways System Access	Needed MPathways system access is PR FORM PURCH USER and PR Casual Receiving. System access requests are available via OARS (ITS website). You can contact and she will request access for you. An MToken is needed. M-marketsite can be accessed through browse only under the University Business.
Training	Call or email for an orientation and training. She can

	provide training materials as well as schedule a telephone or hands on training session.
Service Level Expectations	Routine purchases are guaranteed to be processed by the end of the business day if they are submitted by 1 p.m. Some purchases take longer and you will be promptly notified of any issues.

Purchasing Process Overview

Process	Description
Purchasing Request Form	Required for all orders (M-marketsite and non M-Marketsite orders). This form confirms the shortcode and delivery location.
Marketsite Orders	Make a cart and assign to and then submit an abbreviated purchase form for the cart.
Non-Marketsite Orders	Submit a detailed purchasing form.
Sole Source Justification	Needed for all orders from non-prime vendors totaling \$ 10K or more (attach to a purchase form and include a vendor quote).
MReports	Central Purchasing Unit checks budgets prior to placing an order. Invoices are uploaded to assist with reconciliation process.
Casual Receiving	Is required for all orders except phone and pcard orders. The requestor will log into MPathways and mark orders as received. Any paperwork received with the order may be discarded.
Paying Invoices	Attach the invoice to a Purchase Request Form and forward to the Central Purchasing Unit. They will forward the invoice to Accounts Payable after the PO has been generated.

The above table is an overview. Please contact the Central Purchasing Unit for more detailed instructions.

Additional Help

Topic	Detail
Vendor Maintenance	If a vendor has not been previously used, it must be added to MPathways before an order can be placed. The Central Purchasing team will work with the lab personnel and the vendor to request the appropriate paperwork. Then they will work with Vendor Maintenance to add the new vendor.
P-Cards	P-Cards are used to pay for travel expenses, memberships, dues and other low cost items that are not available through University contracts. These types of transactions do not go through the Central Purchasing Unit. No lab supplies or equipment purchases can be made with a P-Card because these items are available through University Contracts.
Discounts	For prime vendor discounts, a cart is not needed. Complete a Purchasing Form, attach the quote and then forward to the Central Purchasing Unit. The order will be placed by phone or email to obtain the discount. For a discount or quote from a non-prime vendor (i.e. not Marketsite), the same process will be followed, except that the

	discount or quote # will be referred to in the Purchase Order.
PeoplePay	Please refer to the <u>Create a PeoplePay ePro Requisition in M-Pathways</u> training in MyLinc (https://maisline.umich.edu/maisline) for complete instructions. The steps are (1) Complete a PeoplePay form > (2) Obtain a Vendor ID > (3) Create PeoplePay ePro Req > (4) Run the Req/PO Status report > (5) Submit paperwork. The Central Purchasing unit will complete steps 2 and 3 to assist with the process.