

Easier, Faster, Better, More Cost-Effective and Transparent – that's our eProcurement.

True procurement stories at the U of M.

My Chair Purchasing Adventure

On a Tuesday morning I came around the corner of my cubicle and stared at the office chair that had once again sunk to the floor. I could swear that gremlins were entering my workspace at night and adjusting the settings on my office chair or maybe someone in the office was playing a practical joke. I had chosen to bite the bullet and put up with it, but this morning as I adjusted the chair to the correct height, the adjustment arm broke loose and as the chair sank uncontrollably to the floor I heard the distinct sound of bolts clattering against the chair mat beneath me. It was time for a new chair.

At that time and even today, if this happened I would need to look through paper catalogues, check websites, call suppliers or contact Purchasing Services for assistance. Then depending on where I was buying, total cost and how I was intending to pay, I would need to select which form to use to place my order. **Sound familiar?** Let's look into the future and see how eProcurement can help you in these circumstances.

First step is to login through JUMP and select the eProcurement site, ***Ariba On-Demand***. You need to find a chair, so you select the **search** icon and type in office chairs. Within seconds multiple options appear; no searching various websites, no phone calls to suppliers. *Click, type, click*, finding information is so much **Easier** than before!

Now you may be thinking “Will this tool only show me the cheapest ones? Will I still be able to get a quality chair?” Browsing the search results you spot a chair that a co-worker had purchased a few months ago that you admired. You discover that you can compare chairs side by side with the UofM pricing and you note that the prices are cheaper than the regular price on most items including the chair you first selected. You remember hearing about the strategic sourcing aspect of the initiative and think this **IS more Cost-effective**.

In the past, you would need to fill in a form, get the FOP signing authority to approve the purchase and send it to the supplier. You quickly realize that within a few clicks your request is complete and your signing authority is sent an email requesting an electronic approval. There were no forms to fill out, no fax and no phone calls. Within minutes you have completed your request - this is **SO much Faster!**

Later you check the tool and you see your order has been approved. Since the supplier who is providing your chair is fully enabled within eProcurement, meaning that we are transacting with them electronically from order to invoice, you can see that it is expected to ship in 2 days! You have full visibility of your order from initiation through approvals, to invoice and payment; at any point in the process the status & history of your order is **Transparent**. Plus you can see all the related documents like quotes, invoices, credits and payment as they are processed.

Everyone has a shopping story to tell. Whether it relates to the long line at the grocery store, scouring the shelves for that one special gift during the holiday season or finding the right office chair – we have all had our frustrations and our triumphs. Through eProcurement your office shopping experience will be **Better** from start to finish.

Watch for updates on this initiative monthly!