Business Process for Ordering Supplies for Lecture or Lab Courses

All purchases for lecture or lab courses must be submitted via Excel sheet or the cart assigned on Workday to Trina Rosing (kmr251@miami.edu).

**Showcases vendors** are preferred vendors, such as VWR, who put together significantly discounted on-line catalogs for UM. No quote is needed for vendors listed under Showcases, since their prices are set. To find a Showcases vendor, connect to UMARKETPLACE through Workday: 1. Sign into Workday and click on the "Purchases" icon

2. Click on "Connect to Supplier Website."

3. Click the "OK" button.
4. Click the "Connect" button to be connected to UMARKETPLACE.

5. Please see UM's "Showcases" vendors copied from UMARKETPLACE below. You will click on a particular vendor's icon to be taken to their catalog.
### Medical/Lab Supplies

- VWR
- abcam
- Agilent
- BIO-RAD
- CAROLINA
- Eppendorf
- Horizon
- GenScript
- Genesee Scientific
- Henry Schein
- IDT
- ThermoFisher Scientific
- MCK
- Medline
- Promega
- Qiagen
- Roche
- Sigma-Aldrich
- Sartorius
- Scientific
- THORLABS
- USA Scientific
- Waters
- Fisher Scientific
- PerkinElmer
- Airgas
- RAININ
- Denville Scientific Inc.
- Cell Signaling Technology
- BioLegend
- Curofins
- illumina
1. Find the item(s) you would like to order on-line (or in a catalog). Although we recommend using Showcases vendors you may use a non-Showcases vendor. UM has many non-showcases vendors who are UM-authorized vendors.

**Notes:**
- If you order from anyone other than a "Showcases" vendor, **you will need to contact the vendor and get a quote** before your order may be placed. This includes approved vendors.
- Try to choose a vendor already approved by UM. To see if a vendor has been approved, go to Workday. Next to the magnifying glass at the top left of the screen, type "Find Suppliers," and press Enter. Click on the "Find Suppliers" link. In the first box, next to "Supplier," type the name of the supplier you would like to use (e.g., non-Showcases vendor "Forestry Suppliers Inc."), and press Enter. If the desired vendor appears, it is an authorized vendor, and if it doesn't, it is not.
- If a vendor is not an authorized vendor, they are required to apply and be approved as vendors by the UM purchasing department. This process will delay the placing of any order by at least 2-3 weeks. If the item is only available from an unauthorized vendor, please let us know the vendor name on the request form and the justification of why buying the item(s) from this vendor is necessary so that we can contact them and see if they can be vendorized. They will probably not be a Showcases vendor and you will have to obtain a quote from them every time you request a purchase order. We strongly encourage the use of approved UM vendors whenever possible.

2. To request supplies, please fill out the **Order Request Form for Lecture or Lab Courses or use the Google sheet** (below) and email to Trina Rosing. Please be sure to explain the **business purpose**. Be sure to include a **screen shot or a link** that you cut and paste into the email which shows the item(s) you would like to order. This needs to include a **picture** (if no picture is available, please indicate that in your email), the **vendor’s name**, the **vendor’s catalog number**, the **quantity**, the **unit** (each, pack, dozen, etc.), the **size**, the **cost of each item**, and a **total cost**.

3. Any purchases for a course or a lab require a **syllabus**. Please attach a recent, up-to-date **syllabus** to the order form for the course(s) you are requesting supplies for.

4. Trina Rosing will determine if an item is already in stock, whether the program needs more or less of a specific item, or if orders can be consolidated, before the request goes any further. If approved with or without any changes, Trina Rosing will place the order.
Google Sheet

https://docs.google.com/spreadsheets/d/13Vlrli-fthebpAumKw4vsTXLUaB3sXmxQCLMVTom9Ew/edit?usp=sharing

Order Request Form for Lab or Course Supplies

Date needed: ____________________

Business purpose: ______________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please fill in the blanks below and attach a screen shot or link of the item(s) which includes the following:

_______________________ Vendor’s name
_______________________ Vendor's catalog number
_______________________ Quantity
_______________________ Unit (each, pack, dozen, etc.)
_______________________ Size
_______________________ Cost of each item
_______________________ Total cost
_______________________ Related course(s)

If the vendor is not a "Showcases" vendor, please attach a quote to the email.

Be sure to attach a recent, up-to-date syllabus for the course(s) you are purchasing supplies for.

When emailing this form, please include a picture of the item(s), or a website link in the email.