

## Purchasing within CEE

- Requested orders that are less than \$5K will be placed within 2 business days.
- Orders greater than \$5K will be placed within 10-14 business days, as this requires working with UM Procurement for approvals and bids (when processing POs with wire transfers, please anticipate an additional week for processing).
- Students must receive PI approval when placing orders. Approvals are required when requesting orders with the CEE-Purchasing Team

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-Requestors should use M-Marketsite when possible or when the item is available within the site. The University of Michigan has negotiated prices and/or warranties with specific vendors. Using these vendors enables the University to track items for future negotiations. M-Marketsite is located within Wolverine Access and has a direct link at:

[https://wolverineaccess.umich.edu/gw\\_base/marketsite\\_alert.html](https://wolverineaccess.umich.edu/gw_base/marketsite_alert.html)

-When using M-Marketsite, the requestor is able to create a cart within the system and assign it to a member of the Purchasing Team. Once the cart has been assigned, the requestor will need to email the purchasing team at [CEE-Purchasing@umich.edu](mailto:CEE-Purchasing@umich.edu) and include the email approval from the PI as well as the name to whom the cart was assigned. If that person is out of the office due to vacation or illness, the group will reply and request a change in the assignee.

-When requesting orders from Vendors outside of M-Marketsite, please complete the CEE Purchasing Request Form. If you have received a quote from the vendor, please forward that to the purchasing team ([CEE-Purchasing@umich.edu](mailto:CEE-Purchasing@umich.edu)) along with the Request Form. The form can be found at <http://cee.umich.edu/sites/default/files/CEEPurchaseRequestForm.pdf>. As with M-Marketsite orders, the Purchasing Team will need the PI approval; the approval and/or quote may be attached to the email along with the Purchasing Request Form.

-All orders that are filtered through CEE-Purchasing will be logged for completion. When orders are received please forward the packing slips to the purchasing team. Mailboxes will be located in Rooms 179 EWRE and 2341 GGB; or packing slips may be scanned and emailed to [CEE-Purchasing@umich.edu](mailto:CEE-Purchasing@umich.edu).