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New Web site makes purchasing a snap

The Purchasing Department's new Web site helps Oakland University departments quickly locate vendors and check on requisitions.

"We're so excited about the Web site," says Maria Ebner-Smith, purchasing manager. "For the first time, we've got a vendor database, so staff and faculty can quickly and easily get quotes and make decisions."

In the past, Ebner-Smith manually located vendors using a paper system.

The **Purchasing Department** Web site provides links and Oakland pricing for preferred vendors, including Gateway, Office Depot and Roth Staffing.

Employees also can view the status of requisitions, get purchase order numbers and determine when the purchase order was processed.

Before the site debuted July 1, Claudine Walker, accounting clerk, University Housing, called the Purchasing Department two or three times a day to check on requisitions. She's delighted with the new Web site and its features.

"The Web site is very helpful. I can see if the requisition made it to the Purchasing Department and when it was paid," says Walker. "This will save me a lot of time, and purchasing a lot of phone calls."

There's also information on the site especially for vendors, including an online application form.

"This really streamlines the Purchasing Department and brings us into the 21st century," says Ebner-Smith. "We're more efficient and it benefits everyone on campus."

For more information, visit the **Purchasing Department** Web site.

SUMMARY

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