Procedures When Ordering Furniture
Online Through M-marketsite Strategic Supplier Furniture Catalogs

Note: This process is for ordering furniture online. Departments placing orders by telephone, fax or email need to follow procedures for non M-marketsite orders.

The University of Michigan has six Strategic Contracts with furniture Departmental manufacturers. The manufacturers are Ergogenesis (BODYBILT), Haworth, Herman Miller, Krueger International (KI), Knoll, and Steelcase. The distributors are listed below with their associated manufacturers and service areas:

<table>
<thead>
<tr>
<th>Strategic Manufacturer Brands</th>
<th>Distributor</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ergogenesis (BODYBILT)</td>
<td>JEM Computers, Inc.</td>
<td>All departments</td>
</tr>
<tr>
<td>Haworth</td>
<td>ISCG</td>
<td>All departments</td>
</tr>
<tr>
<td>Herman Miller</td>
<td>Facility Matrix Group</td>
<td>All except UMHCC</td>
</tr>
<tr>
<td>Herman Miller</td>
<td>Worked Squared</td>
<td>UMHCC</td>
</tr>
<tr>
<td>Krueger International (KI)</td>
<td>Krueger International (KI)</td>
<td>All departments</td>
</tr>
<tr>
<td>Knoll</td>
<td>American Interiors</td>
<td>All departments</td>
</tr>
<tr>
<td>Steelcase</td>
<td>NBS</td>
<td>All departments</td>
</tr>
</tbody>
</table>

These manufacturers and distributors offer furniture that is freestanding and approved for purchase. Panel systems requiring electricity and/or are anchored to walls or floors must be procured by Interior Design. It is required that Interior Design be involved at the start of the project.

These manufacturers and distributors have online catalogs within M-marketsite. The furniture in M-marketsite is preconfigured, freestanding, and approved for purchase. M-marketsite furniture orders follow the M-Pathways workflow rules and guidelines. M-marketsite furniture orders do not require additional approvals from the Strategic Contract Administrator.

The Schools, Colleges, and Business Units listed below do not allow individuals to purchase furniture. Individuals in these areas should contact the person listed below.

Last Update 6/10/2014
Departmental Contacts

- **Business School.** Tim Carroll tgcii@umich.edu 734-764-1364
- **North Campus Research Complex (NCRC)** Tara Ahmet 
taraahme@umich.edu 734-615-0026
- **Dearborn Campus.** Catherine McPherson, ccmcpher@umich.edu or Lori Falgout, lfalgout@umich.edu. Both can be reached at 313-593-5044
- **Flint.** Flint Purchasing 810-762-3488
- **Housing.** Contact Design Services listed below
- **ISR.** Kathleen Thomson at 734-615-6660 or kthomson@umich.edu
- **Survey Research Center (ISR).** Mary Ellen Paulson mpaulson@umich.edu 734-615-6047
- **Kinesiology.** Nancy Stock at 734-615-0160 or nmstock@umich.edu
- **LSA.** 734-764-0323 or lsa-facilities@umich.edu
- **Medical Schools.** Bonnie Brown, bgbrown@umich.edu or Marissa Dallas, mdallas@umich.edu Both can be reached at 734-647-2788
- **UMHHC.** Contact Design Services listed below

**Interior Design Service Contacts**

- **Housing Design Services.** Kelly Comfort at 734-763-0334 or kcomfort@umich.edu
- **AEC Interior Design Services.** Eileen Isotalo at 734-764-8294 or eileeni@umich.edu
- **UMHHC Interior Design Services.** Anne Parker at 734-763-6452 or annepar@umich.edu

**Procurement Services**

- **Procurement Services Facilities for Ann Arbor and Dearborn.** Contact Lorri Doneth, Procurement Agent, ldoneth@umich.edu, 734-764-9447
- **Contracts and Procurement for UMHCC.** 2600 Green Road, 734-647-4147
- **Procurement for Flint Campus.** 810-762-3488

If the preconfigured furniture available through the online catalogs in M-marketsite does not meet departmental needs, departments should contact the suppliers. Orders that are $5,000 to $25,000 must follow the Procedure for Procuring Furniture Orders $5,000-$25,000. (http://finance.umich.edu/procurement/furniture-policy )

Departments requiring furniture orders over $25,000 should contact their Procurement Services unit listed above.