

	Furniture Timeline	Process Time
STEP	Timeline does not account for Holidays or Annual Manufacturer plant shut downs.	
1	Department* contacts Purchasing and a meeting is scheduled to discuss furniture request.	Based on department and designer's schedules
2	Designer* creates drawings and a second meeting is scheduled to review.	Based on department and designer's schedules
3	Changes are made and the furniture dealer is asked for a quote*.	1-2 days
4	Furniture dealer* generates furniture quote.	1 day to 1 week (Based on size of quote)
5	Quote is received and reviewed by designer and sent to department for review.	1-2 days
6	Once quote and layout is approved, a meeting will be scheduled to select finishes and fabrics.	Based on department and designer's schedules
7	Designer will generate a Form 12* and send to department for accounting info and signatures.	1 day
8	Once signed Form 12 is received by Purchasing, the order will be entered into Ariba approvals and a PO* sent to the furniture dealer.	1-3 days
9	The furniture dealer receives and reviews the PO and enters the order into their ordering system. This generates a PO to each furniture manufacturer* on the quote.	1-3 business days
10	The furniture manufacturer receives and reviews the PO and enters the order into their manufacturing system. At this point, if the order is "clean" and contains no errors or questions, the project will be scheduled into production*.	5-7 business days
11	After production is scheduled, the manufacturer will know an approximate ship date* for the order. Typically, 4-6 weeks.	5-10 business days
12	When the furniture is received by the furniture dealer, the installation crew* will contact Purchasing to schedule an installation date	1-3 days
13	Purchasing will contact the department to coordinate an installation date* between the department and installers	Based on department and installer's schedules

	*Terminology	Definition
	Department	IPFW Department requesting new furniture/furniture reconfiguration for office
	Designer/Purchasing Agent	Purchasing department personnel responsible for designs/obtaining quotes/reconfigurations
	Form 12	IPFW form used to create Purchase Orders
	Furniture Dealer	Furniture sales representative
	Furniture Manufacturer	Where furniture is custom made to specifications
	Installation Crew	Usually a division of the Furniture Dealer
	Installation Date	A date/time mutually agreed upon by installation crew and department - Co-ordinated by Purchasing
	PO	Purchase Order
	Production	Process of building furniture
	Quote	Cost of goods and services to the department to complete job
	Ship Date	Date furniture should ship FROM the manufacturer to the furniture dealer.