Appendix C
Purchasing Questionnaire

What is your position or job title? ____________________________

How many hours per week do you spend locating the data you need?
? 1-4 hours  ? 5-9 hours  ? 10-14 hours  ? 15-19 hours  ? 20-24 hours
? Other, please specify ____________________________

How many hours per week do you spend verifying the data you locate is correct?
? 1-4 hours  ? 5-9 hours  ? 10-14 hours  ? 15-19 hours  ? 20-24 hours
? Other, please specify ____________________________

How many hours per week do you spend verifying the data you locate is the most current?
? 1-4 hours  ? 5-9 hours  ? 10-14 hours  ? 15-19 hours  ? 20-24 hours
? Other, please specify ____________________________

What do you use the Excel based Inventory system for? Please check all that apply.
? Creating a new part number  ? Updating an existing part number
? Viewing part numbers and the corresponding data  ? All of the uses  ? None of the uses
? Other, please specify _________________

What functions do you think you should be able to perform? Check all that apply.
If you checked Create, Update, or Delete, please explain why. ______

What identifying piece of data do you look for when trying to locate a record in the Excel based Inventory system?
? Original PN (part number)  ? Now PN (part number)  ? NEW PLT
? Supplier ID  ? New Supplier ID  ? Other, please specify __________

What do you think about the current data contained in the Excel based Inventory system?
? Contains unnecessary data  ? Contains all the necessary data  ? Missing important data
If you checked the first choice, please specify what data is unnecessary __________
If you checked the third choice, please specify what is missing __________

Do you just use the data in the Excel based Inventory system to assist you in ordering parts?  ? Yes  ? No
If No, please specify what else you use the data for. ______

How are changes made in the Excel based Inventory system currently communicated?
? Email  ? Phone call  ? In person  ? Memo
? Other, please specify ______

What do you like about using the Excel based Inventory system? Check all that apply.
? Easy to find a specific part number  ? Table layout (friendly interface)
? Easy to understand  ? Ability to view specific records in a group
? Other, please specify ______

What do you not like about using the Excel based Inventory system? Check all that apply.
? Difficult to locate a specific part number  ? Hard to view specific records in a group
? Time consuming  ? Table layout  ? Confusing
? Other, please specify ______

What would you like to see if the Excel based Inventory system was replaced with a new tool? Check all that apply.
? Easy to use  ? Easy to learn (little or no training)
? Log in screen that grants access to the system  ? Standard way to enter/update a record
? A history of part numbers for a specific part  ? A history of who made changes
? Way to view most current part numbers only  ? Other, please specify ______

How comfortable are you with using Microsoft Access as an application?
Not comfortable 1  2  3  4  5  Very comfortable