

898A – ORDERING INSTRUCTIONS

To order additional items not listed in the catalog please follow the steps below.

Vendor	Contact	Phone Number	E-Mail Address
Philips Medical Systems-HCP	Sherry Seagro	800-635-9729	Sherry.seagro@cle.philips.com
Diagnostic Imaging	Michael Bronson	800-447-9729	mbronson@diagnosticimaging.net

STEPS TO PLACE AN ORDER

1. Contact the vendor representative to obtain updated NC pricing. Prices are to be MSRP less the discount indicated in the contract.
2. Provide the vendor with your eRequisition number.
3. The vendor will email you an official quote, referencing your eRequisition number, with NC pricing.
4. Save the official quote on your computer.
5. Return to your saved eRequisition and select Edit.
6. Click on "Add Items".
7. Click on the tab marked "Non-Catalog".
8. In the field titled "Full Description", type in descriptions order per Term Contract 898A".
9. In the field titled "Commodity Code", click on the +, select 89835 (film), 89810 (chemicals), 89806 (cassettes), and/or 89845 (illuminators).
10. In the field titled "Supplier", click on the +, select the appropriate vendor.
11. In the field titled "Quantity", type in the appropriate quantity of your order.
12. In the field titled "Unit of Measure", leave the default EACH.
13. In the field titled "Price", type in the total price as provided by the official quote from the vendor with NC pricing.
14. Complete all other appropriate information on this page and click Next.
15. Complete the Shipping and Accounting screens appropriately.
16. On the Comments Page, in the "Comments – Entire eRequisition" comments box, type in the following "See attached vendor official option quote #xxxxx".
17. Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK.
18. Make sure the attachment name appears below the comments box.
19. Continue your order placement process and submit your eRequisition (in accordance with the procedures outlined in the contract).

Refer to the contract for restrictions and additional information.