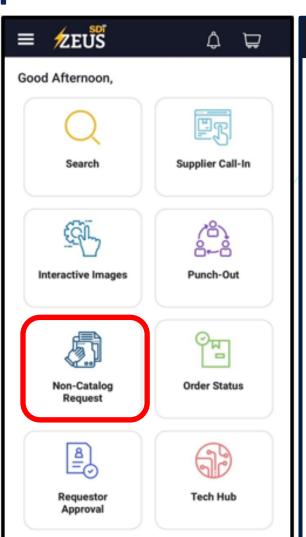# Non-Catalog Request Tile

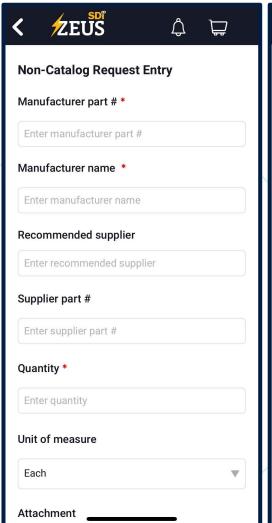Use the form fields to communicate pertinent information to the Parts Team.

Mandatory Fields: Manufacturer part #, Manufacturer name, Quantity and Description
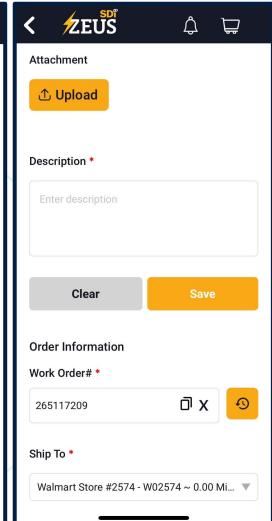
Helpful Fields: Recommended supplier, Supplier part #, Attachment (photo of product, spec sheet, etc.)

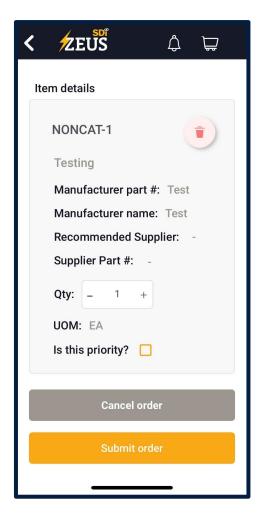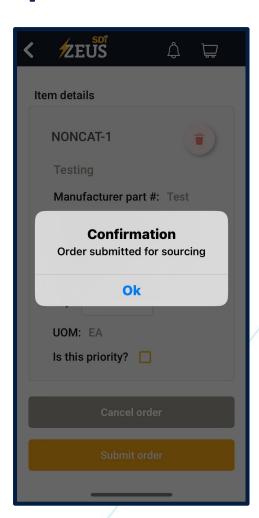Click the Save button

From here you can enter more items or submit
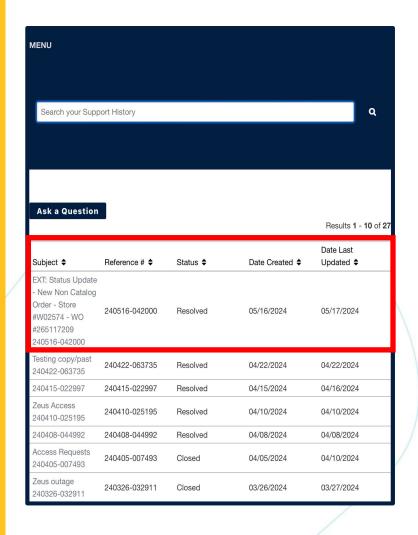
Facility Services

Non-Catalog Request Tile

Confirm the details,
Click Submit order.

Confirmation that your
order has been submitted.

Incident Tile

You can find your order in the Incident Tile AFTER the parts teams picks up your ticket (may take 2-3 hours).

NOTE: Upon submission your order is sent to the Parts team. At this point your order is being sourced. It could take up to 48 hours for your part to be sourced and an order placed.

Facility Services