

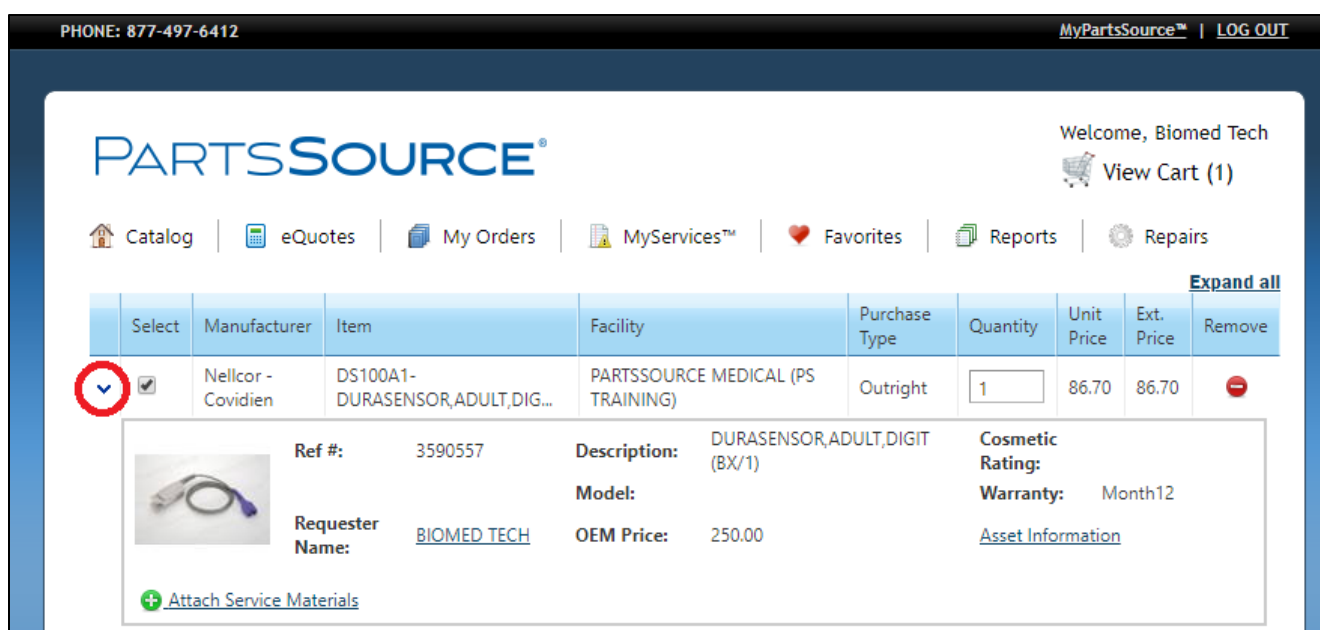
Quick Reference Guide

Changing the Requestor for an Order

By default, the user who is logged on is selected as the requestor for the part(s) they order. But if you are ordering a part on behalf of someone else, you can specify who the part is intended for during checkout.

From the checkout screen:

1. Click the arrow next to the item you want to change the requestor for to expand the item description.



PHONE: 877-497-6412 MyPartsSource™ | LOG OUT

Welcome, Biomed Tech
View Cart (1)

Catalog | eQuotes | My Orders | MyServices™ | Favorites | Reports | Repairs

Select	Manufacturer	Item	Facility	Purchase Type	Quantity	Unit Price	Ext. Price	Remove
<input checked="" type="checkbox"/>	Nellcor - Covidien	DS100A1-DURASENSOR,ADULT,DIG...	PARTSOURCE MEDICAL (PS TRAINING)	Outright	1	86.70	86.70	

Expand all

Ref #: 3590557 **Description:** DURASENSOR,ADULT,DIGIT (BX/1) **Cosmetic Rating:**
Model: **Warranty:** Month12
Requester Name: [BIOMED TECH](#) **OEM Price:** 250.00 [Asset Information](#)

[Attach Service Materials](#)

2. Click **Requestor Name**. The **Order Details** dialog box is displayed.



Order Details

Notes | Attachments | Photos | Asset Information | Order Details | Event Log

Facility Information

Facility: PARTSOURCE MEDICAL (PS TRAINING) **Customer #:** 103648
777 LENA DR **Phone #:**
AURORA OH 44202 **Fax #:**

Request Information

Requester: Biomed Tech **Date Entered:** 1/22/2019 **Sales Rep:** COLIN BROWN
Urgency: Within 2 Hrs **Entered By:** BIOMED TECH **Order #:** n/a
Phone: 123456789

Save

3. Ensure the **Order Details** tab is displayed. If it is not, select it.
4. Use the **Requestor** drop-down to select the user you would like to specify as the requestor for this item.

Order Details [X]

Notes | Attachments | Photos | Asset Information | **Order Details** | Event Log

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Customer #: 103648
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Request Information

Requestor: Biomed Tech ▼ **Date Entered:** 1/22/2019 **Sales Rep:** COLIN BROWN
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Phone: 123456789

[Save]

5. Click **Save**. The **Order Details** dialog box is closed, and you are returned to the checkout screen.