

Formulary Management

Quick Reference Guide

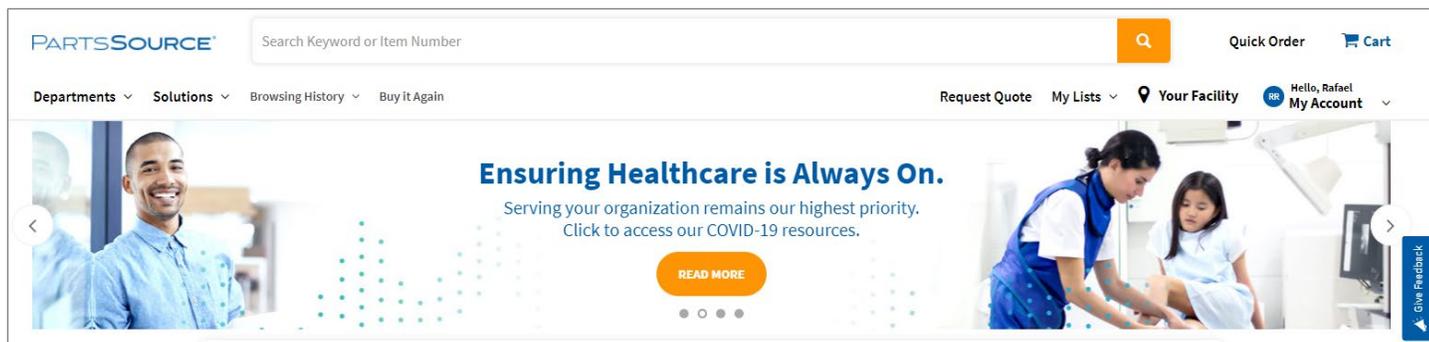
PartsSource [Formulary Management](#) helps HTM teams standardize their purchases by:

- Reducing variance
- Controlling costs
- Improving quality

Purchasing products that are managed by formulary controls from PartsSource.com is quick and easy for clinical engineers and buyers.

To purchase a product that is managed by formulary controls:

1. Log on to PartsSource. Depending on your organization, this is done in one of two ways:
 - By accessing PartsSource directly through your CMMS or ERP system
 - By browsing out to PartsSource.com and logging in with the user name and password assigned to you by your organization.



2. Search for the product you want to purchase using the [Search](#) bar or any of the other search options offered by PartsSource.com.



Note: For more information on the search options available to you, check out the PartsSource.com training resources in The PartsSource Community.

Questions? Comments? Concerns?

Contact the Community team at Community@partssource.com

3. Select the product you wish to purchase from the search results. The product's [Product Description Page](#) is displayed.

Depending on how your organization has Formulary Management configured, you will see one of the following [Buying Option](#) configurations on the product's [Product Description Page](#).

- Only the preferred buying option for your organization.
- Multiple buying options, but you will have to request approval to purchase an option other than the preferred option.
- Multiple buying options, and although the preferred option is selected by default, you will be able to select and purchase other options.

The screenshot shows a product page for 'LATCH KIT ASSEMBLY'. On the left, under 'BUYING OPTIONS:', there are two boxes: 'New Aftermarket Outright Purchase \$14.00 / each Warranty: 12 Month' and 'New OEM Original Outright Purchase \$26.25 / each Warranty: 90 Day'. The main product image shows the latch kit assembly. To the right, the price is '\$14.00 / each' with a savings of '\$26.25 Savings: \$12.25 (47%)'. Below the price, there is an 'ADD TO CART' button and an 'ADD TO LIST' button. The product description includes 'ALARIS FOOT LATCH KIT ASSEMBLY, FOR MODELS - MEDLEY 8000, MEDLEY 8015, MEDLEY 8100 LVP' and a list of features: Seller: PartsSource, Condition: New Aftermarket, Purchase Type: Outright, Warranty: 12 Month, Returnable: Yes.

4. Select the Buying Option you want and click [Add to Cart](#).



Tip: For a full list and explanation of all PartsSource Product Condition options, see the [Product Condition Guide](#) appendix attached to this document.

5. (*Optional*) If your organization has any required or optional fields, enter that information and click [Save](#) to continue.

The screenshot shows a modal window titled 'Asset Information' with a close button (X) in the top right corner. Under the heading 'Required', there are two text input fields: 'Asset ID' and 'Work Order'. Under the heading 'Optional', there is a link 'Add/Edit'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

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6. The product is added to your cart.

- To continue shopping, click [Continue Shopping](#).
- To complete your purchase, select [View Cart](#).

Item(s) Added to Cart



LATCH KIT ASSEMBLY
Item #: 147080-100

\$26.25 Qty: 1

Recommended For You



REAR CASE ASSEMBLY KIT FOR ALARIS 8100 by CareFusion Alaris / 303
CareFusion Alaris / 303



KIT, LEAD SCREW ASSEMBLY by CareFusion Alaris / 303
CareFusion Alaris / 303



KEYPAD BACKLIGHT LED ASSEMBLY by CareFusion Alaris / 303
CareFusion Alaris / 303

[CONTINUE SHOPPING](#) [VIEW CART](#)

7. From the [Your Cart](#) screen, review the items in your cart and click [Proceed to Checkout](#) to complete your purchase.

Your Cart

Advocate Children's Hosp - Park Ridge (AAHS-CE) (\$26.25)	Quantity	Unit Price	Ext. Price
 <p>LATCH KIT ASSEMBLY Item #: 147080-100 OEM: CareFusion Alaris / 303 Condition: New OEM Original Outright</p> <p>Required Information Edit</p> <p>Facility: Advocate Children's Hosp - Park Ridge (AAHS-CE) Reference #: 5076395 Requester: RAFAEL RODRIGUEZ (CE) Asset ID: 0031 Work Order: 1001</p> <p>Optional Information Edit</p> <p>REMOVE SAVE FOR LATER</p>	1	\$26.25	\$26.25

[Bulk Actions](#)

[PROCEED TO CHECKOUT](#)

Advocate Children's Hosp - Park Ridge (AAHS-CE)

Subtotal: \$26.25

Print Quote

To obtain a fully burdened quote, please proceed to checkout and enter your shipping information.

[PRINT](#)

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8. The **Checkout** screen is displayed. Depending on your workflow and/or how formulary controls are configured for your organization:

- If you have permission to purchase the product, click **Place Purchase**.

Checkout

Cart Summary
(1) 147080-100 - LATCH KIT ASSEMBLY
[View Details](#)

Shipping Location
Shipping Address: SHIPPING: CHILDREN'S HOSP - PARK RIDGE
RIDGE
Shipping ATTN: PO#:CE60090, RAFAEL RODRIGUEZ (CE)
[Edit](#)

Shipping Method
Carrier: FedEx
Ship Account #: 624749030
Shipping Method: FedEx Ground®
Shipping Insurance: No
[Edit](#)

Payment
P.O.#: CE60090
Payment Method: Purchase Order #
Billing Address: BILLING
[Edit](#)

PLACE PURCHASE

Advocate Children's Hosp - Park Ridge (AAHS-CE)
Subtotal: \$14.00
Shipping/Processing: \$0.00
Tax: \$0.00
Total: \$14.00
[Add Promotional Code](#)

Print Quote
To obtain a fully burdened quote, please proceed to checkout and enter your shipping information.
[PRINT](#)

Shipping Label Preview
SHIP TO:
PO#:CE60090, RAFAEL RODRIGUEZ (CE)
1675 DEMPSTER ST
PARK RIDGE, IL 60068-1110
US

- If your purchase requires an approval, click **Submit for Approval**.

Checkout

Cart Summary
(1) 147080-100 - LATCH KIT ASSEMBLY
[View Details](#)

Shipping Location
Shipping Address: SHIPPING: CHILDREN'S HOSP - PARK RIDGE
RIDGE
Shipping ATTN: PO#:CE60090, RAFAEL RODRIGUEZ (CE)
[Edit](#)

Shipping Method
Carrier: FedEx
Ship Account #: 624749030
Shipping Method: FedEx Ground®
Shipping Insurance: No
[Edit](#)

Payment
P.O.#: CE60090
Payment Method: Purchase Order #
Billing Address: BILLING
[Edit](#)

SUBMIT FOR APPROVAL

Advocate Children's Hosp - Park Ridge (AAHS-CE)
Subtotal: \$14.00
Shipping/Processing: \$0.00
Tax: \$0.00
Total: \$14.00
[Add Promotional Code](#)

Print Quote
To obtain a fully burdened quote, please proceed to checkout and enter your shipping information.
[PRINT](#)

Shipping Label Preview
SHIP TO:
PO#:CE60090, RAFAEL RODRIGUEZ (CE)
1675 DEMPSTER ST
PARK RIDGE, IL 60068-1110
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Product Condition Guide

Features & Benefits

New OEM Original

A brand-new part in OEM packaging

- Typically the most expensive option
- Offers the perception of having the highest quality

New Aftermarket

A brand-new part built to OEM fit, form, and function, but designed & manufactured by a third-party

- Typically lower cost than **OEM Original**, but similar quality
- Often the best value for the cost & quality received

OEM Certified Refurbished

A pre-owned part that has been repaired by the OEM to factory conditions

- Often lower cost than **New OEM Original**, but refurbished to a like-new condition
- Sometimes includes a similar warranty to a **New OEM Original** part from the manufacturer

Refurbished

A pre-owned part that has been restored to working condition and system tested to be in line with original OEM specifications

- Lower cost than a new or **OEM Certified Refurbished** item, but higher risk of failure
- A good option for a high-cost part on a non-critical piece of equipment

Tested

A pre-owned part that has been system tested on-site at a supplier.

Tested parts can either be:

- **System Tested** - Tested on a full working system with testing documents
- **Bench Tested** - Tested on a workstation, not on a full system including a generator.

- Lower cost than a new or refurbished part, but higher risk of failure
- A good option for non-critical or soon-to-be-replaced equipment

Open Box

An item that was removed from the box to photograph and is being sold otherwise unused.

Demo

An item that was used for sales demonstration purposes by the supplier and is being sold otherwise unused.

Used

A pre-owned item that has not been tested or had any components replaced. Sold *As-Is* and is typically non-returnable.

Repair

An item that has been sent in for flat-rate repair (*i.e. Depot Repair*).