## PARTS**SOURCE**®

## Requesting a Quote for Additional Options Quick Reference Guide

Making parts available in multiple **product conditions** (i.e., *New OEM Original, New Aftermarket, Tested, Refurbished, etc.*) is one of the ways PartsSource can help our customers save money while preserving your ability to choose.

Many of the products in our catalog already have multiple conditions available for you to choose from. But if you don't see a product you want in the condition you want, you can send a request for a quote to our sourcing team to try to find it for you.



**Note:** Not all products are available in multiple product conditions, and not all products available in multiple conditions allow you to request quotes for additional options.

To request a quote for additional product options:

1. From the *Product Description Page*, note the **Buying Options** on the left side of the screen.



Note that there are two options available, a **New OEM Original Exchange** purchase and a **New OEM Original Outright** purchase.

2.	To request an additional option, click the Request a Quote link below
	the available options.

New OEM	-
\$6,934.5	Purchase 50 / each
Warranty: 6	5 Month
New OEM	Original
Outright F	Purchase
\$9,170.2	5 / each
Warranty: 6	Month

- 3. You're prompted to enter some information about facility and location the product is needed for.
  - If the *Selected Facility* dialog box is displayed, select the facility the product is intended for.
  - In the Asset Information dialog box, enter information into any required and optional fields configured for your organization.
  - If this part is for an emergency purchase (*i.e.*, a room is down or patient care is negatively impacted), select the Critical Hard Down check box.

This lets our teams know the criticality of the request and will allow us to triage appropriately.

		×
Asset Information		
Required		
Functional Location # ER - 1st Floor		
Optional Add/Edit		
Critical Hard Down		
	CANCEL	

## 4. Click Save.

The request is routed to our sourcing team for review.

In most situations, you'll receive a response in an hour or less. However, there are some situations where it may take longer (such as if the part is no longer produced or supported by the manufacturer).

For the latest information on your request for a quote, click **My Account | Quotes** to display the *Quotes* screen, and ensure the *Awaiting Quote* tab is displayed.