

# Ordering a Part

## Quick Reference Guide

The following information will walk you step-by-step through the process of ordering a part from PartsSource.

### Searching for a Part

1. From the PartsSource home page, use the search bar at the top of the page to search for the part number and/or part name you are looking for.


The screenshot displays the PartsSource website interface. At the top, the logo 'PARTSOURCE' is on the left, and contact information '877-497-6412', 'Help', and 'About Us' is on the right. A search bar in the center contains the text 'ds100a' and is highlighted with a red rectangle. To the right of the search bar are links for 'Quick Order' and 'Cart (1)'. Below the search bar, there are navigation links: 'Departments', 'PRO', 'Browsing History', and 'Buy it Again' on the left; 'Request Quote', 'My Lists', 'Your Facility', and 'Hello, Doug My Account' on the right. A large banner features the text 'Equipment Failing? We Can Help.' with a sub-headline 'Access depot repair on 650+ models across all major OEMs' and 'Easy, 60-second online ordering'. A 'SHOP REPAIRS' button is centered in the banner. Below the banner is a 'Shop by Device' section with dropdown menus for 'Manufacturer' and 'Model', and a 'FIND' button. Further down, there are two promotional banners: one for 'Chatham Memorial Hospital' with 'Doug Merker PRO ACCOUNT' and 'Quotes for Review 1 Quote' / 'Repair Items Received 1 Item'; and another for 'Arjo' with 'Patient Safety and Quality Care' and 'Shop Arjo OEM Handheld Replacement Parts'. A 'Give Feedback' button is visible on the right side of the page.



**Tip:** If you aren't sure what the part number or name is, you can browse our catalog by modality, OEM or model using the **Departments** drop-down on the left side of the screen.

2. From the *Search Results* page, click the part you're looking for.

The screenshot shows the PARTS SOURCE website search results for 'ds100a'. The search bar at the top contains 'ds100a'. Below the search bar, there are navigation links for 'Departments', 'PRO', 'Browsing History', and 'Buy it Again'. On the right, there are links for 'Request Quote', 'My Lists', 'Your Facility', and 'Hello, Doug My Account'. The search results are displayed in a grid. On the left, there is a 'Filter' section with a search box and categories like 'Biomedical Equipment' and 'Medical-Specific Cables'. The main results area shows two items: 'DS-100A SPO2 SENSOR ADULT WITH FINGERCLIP, 3 FT by Nellcor - Covidien' priced at \$43.89, and 'SPO2 HANDHELD PORTABLE PULSE OXIMETER WITH DS100A-1/D-YS/D-YSPD SENSOR by Nellcor - Covidien' priced at \$1,050.00. A blue banner at the top of the results area says 'Keep Your Equipment Running with Depot Repair'.

 **Tip:** To narrow down the search results that are displayed, use the **Filter** options on the left side of the screen to narrow the results down by OEM, model, material, etc.

3. The *Select Facility* dialog box is displayed. All the facilities you have rights to purchase parts and services for are listed. Select the facility that this part is for.

The screenshot shows a 'Select Facility' dialog box. It has a title bar with a close button (X). Below the title, there is a search box labeled 'Select Facility' with a clear button (X). Below the search box, there is a list of facilities: 'Chatham Memorial Hospital' and 'Chatham Memorial Clinic'.

# Adding a Part to Your Cart

1. The *Product Description Page* is displayed. This page displays information about the part you've selected, including the price, product condition, warranty information, and technical specifications.

Home > Nellcor - Covidien > DS100A1  
< Back to Results

**BUYING OPTIONS:**

- New Aftermarket Outright Purchase**  
**\$43.89 / each**  
Warranty: 30 Day
- New OEM Original Outright Purchase**  
**\$66.71 / each**  
Warranty: 90 Day

**DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 FT**  
Replaces Nellcor - Covidien DS100A-1  
**New Aftermarket Outright**

**Your price:**  
**\$43.89 / each**  
~~\$250.00~~ Savings: \$206.11 (82%)  
In Stock  
Estimated to ship by 02/11 if ordered before 4:30 PM EST  
Asset Information  
Select Facility  
1  
**ADD TO CART**  
Estimated Ship Date is based on availability at time of order  
**ADD TO LIST**  
Tell us about a lower price

**Features**   **Equivalents**   **Fitments**

NELLCOR, DURASENSOR, DS-100A, TRANSDUCER WITH FINGERCLIP, ADULT, FINGER TIP SENSOR AND CABLE FOR PULSE OXIMETER, 3 FEET

- Seller: PartsSource
- Condition: New Aftermarket
- Purchase Type: Outright
- Warranty: 30 Day
- Returnable: No

How can we [improve our item listing?](#)

Some parts are available in more than one condition – such as **New Aftermarket Outright Purchase**, **New OEM Original Outright Purchase**, **New Aftermarket Exchange Purchase**, **Refurbished**, etc.

If multiple conditions are available for the part you're looking for, you'll see the *Buying Options* pane on the left side of the screen. From here, you'll be able to toggle between the different conditions to view information about pricing, warranties, etc.



**Tip:** Depending on organization's configuration and the part, you may see the **Preferred Choice** banner near the top of the *Product Description Page*.

When you see this banner, you know that the selected part condition (e.g., *New Aftermarket Outright Purchase*, *OEM Original Outright Purchase*, etc.) has been identified by PartsSource's **PRECISIONProcurement** engine as the best value – the best quality for the price – available.

2. Use the **Quantity** drop-down to select how many of the selected part you want to purchase, then **click Add to Cart**.

3. The *Asset Information* dialog box is displayed.

Here, you can enter any values (such as **Asset ID** or **Work Order**) that have been configured as required for your organization.

Additionally, you have the option of entering additional information about the asset and/or work order this part is for. While not required, entering this data can help you track and report on your purchases in the future.

4. If this part is 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.

5. Click **Save**. The part is added to your cart.

Asset Information

Optional

Asset ID

Work Order

Cost Center

Equipment Serial #

Account

FSR #

Model

Lot Number (Core/Exchange Part)


Notes

Critical Hard Down


CANCEL SAVE


6. Click **Continue Shopping** to continue shopping for additional parts or services or click **View Cart** to begin the checkout process.


Item(s) Added to Cart

 **DS-100A SPO2 SENSOR ADULT WITH FINGERCLIP, 3 FT** \$43.89 Qty: 1  
Item #: DS100A-1

Recommended For You

 **ENVITEC 3 FT REUSABLE DPM SPO2 EAR SENSOR by Nellcor - Covidien**  
Nellcor - Covidien

 **REUSABLE CLIP ADULT SPO2 SENSOR by Nellcor - Covidien**  
Nellcor - Covidien

 **FLEXIBLE SPO2 SENSOR, ADULT PATIENT, 0 TO 40 DEG C, REUSABLE by Nellcor - Covidien**  
Nellcor - Covidien

CONTINUE SHOPPING VIEW CART

# Checking Out

1. After clicking the **View Cart** button or the **Cart** icon in the upper right corner of the screen, the *Your Cart* screen is displayed.

The screenshot shows the 'Your Cart' page on the PartsSource website. At the top, there is a search bar and navigation links. The main content area displays the cart for Chatham Memorial Hospital with a subtotal of \$43.89. A warning message indicates that one or more items are past their cut-off time and may not ship today. The cart table lists the item 'DS-100A SPO2 SENSOR WITH FINGERCLIP, ADULT, 3 FT' with a quantity of 1, a unit price of \$43.89, and an extended price of \$43.89. The page also includes a 'Proceed to Checkout' button and a 'Print Quote' section.

2. Review the information on the *Your Cart* screen, including the selected facility, cut-off time, estimated shipping date, quantity, price, etc. Then click **Proceed to Checkout**.
3. From the *Checkout* screen, the Checkout Wizard will walk you through the checkout process.

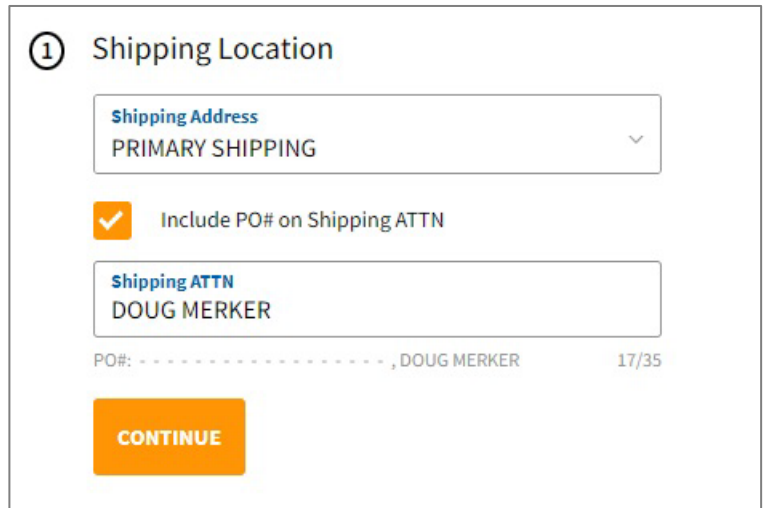
The screenshot shows the 'Checkout' page on the PartsSource website. The page is divided into several sections: 'Cart Summary' with a 'Place Purchase' button, 'Shipping Location' with a dropdown for 'Shipping Address' and a checkbox for 'Include PO# on Shipping ATTN', 'Shipping Method' with 'Carrier: UPS' and 'Shipping Method:', and 'Payment' with 'Payment Method: Purchase Order #'. A 'Shipping Label Preview' section shows the shipping address: SHIP TO: PO#, DOUG MERKER, 777 LENA DR, AURORA, OH 44202, US. The page also includes a 'Print Quote' section and a 'Give Feedback' button.

**Note:** If your organization is configured to use a CMMS or ERP integration, your checkout process will be slightly different than the steps outlined below. Contact your PartsSource System Administrator or your PartsSource Support Team for more information on your specific workflow.

## Confirming Your Shipping Location

The first thing the Checkout Wizard will do is ask you to confirm your Shipping Location information.

1. The **Shipping Address** drop-down will allow you to select any shipping address associated with the facility you selected earlier. Use it to select the shipping address you would like the part shipped to.
2. The **Include PO# on Shipping ATTN** check box dynamically adds the PO# used for this purchase on the attention line of the shipping label used to ship your part. This option is selected by default but can be unchecked if you prefer.



The screenshot shows a form titled "Shipping Location" with a circled "1" icon. It contains a "Shipping Address" dropdown menu with "PRIMARY SHIPPING" selected. Below it is a checked checkbox labeled "Include PO# on Shipping ATTN". Underneath is a "Shipping ATTN" text field containing "DOUG MERKER". Below the text field, the text "PO#: ----- , DOUG MERKER" is displayed, with "17/35" on the right. At the bottom of the form is an orange "CONTINUE" button.

3. The **Shipping ATTN** field allows you to add information to be displayed on the shipping attention line of the shipping label used to ship your part. By default, it is automatically populated with your name, but the value can be changed or removed as needed.



**Note:** Any changes you make with the **Shipping Address** drop-down, the **Include PO# on Shipping ATTN** check box and the **Shipping ATTN** field are automatically displayed in the *Shipping Label Preview* pane in the lower right corner of the *Checkout* screen.

This allows you see in advance exactly what your shipping label will look like when the part is sent to you.

4. Click **Continue**.

## Selecting a Shipping Method

Next, the Checkout Wizard will ask you to confirm the shipping method you'd like to use for your purchase.

By default, PartsSource will select the best shipping option available, based on shipping carriers used by the vendor, your preferences, and the shipping methods selected by other customers who have also purchased this part.

However, that you can always override the default settings to select your preferred shipping options.

1. The **Carrier** drop-down lists all the shipping carriers used by the vendor that is providing the part. Use it to select the carrier you would like to use.
2. Your organization may have shipping accounts with some carriers, such as UPS. If the **Carrier Account #** check box is selected and has a value populated next to it, then this purchase is set to use your shipping account.



**Tip:** When the option to use your Shipping Account is available, it is recommended that you use it. Your shipping account will often provide better negotiated rates than PartsSource is able to provide and will save you money.

Note that when selected, the line item for Shipping/Processing in the *Place Purchase* pane in the upper right corner of the *Checkout* screen shows **\$0.00**. This doesn't mean that the shipping is free, just that it isn't being charged to you by PartsSource; it is being charged to your shipping account instead.

3. Once a carrier has been selected in the Carrier drop-down, select the radio button next to the shipping method you want to use.



**Tip:** Ground shipping is typically recommended for non-emergency purchases, such as batteries, bulbs, and cables, as it is often far less expensive than overnight or next-day options. But remember, you always have the option to select the method you prefer.

4. Select the **Shipping Insurance** check box to add no-hassle coverage to your purchase in case it is lost or damaged during shipping. The cost of shipping insurance is 1% of your sub-total.

By default, shipping insurance is typically not selected for most enterprise or PRO customers.



**Tip:** If you've ever had a package lost or damaged by a carrier, you know what a hassle it can be to try to be reimbursed – and often, their coverage does not cover the full amount of the item that was lost or damaged. Shipping insurance is a great idea for high dollar value parts to ensure you're covered just in case something happens.

5. Click **Continue**.

## ② Shipping Method

Carrier  
FedEx

- FedEx Account #: 872282319 [Edit](#)
- FedEx Ground®
- FedEx Express Saver®
- FedEx 2Day®
- FedEx Standard Overnight®
- FedEx Priority Overnight®
- FedEx First Overnight®
- Shipping Insurance (+1% of Subtotal)

**CONTINUE**

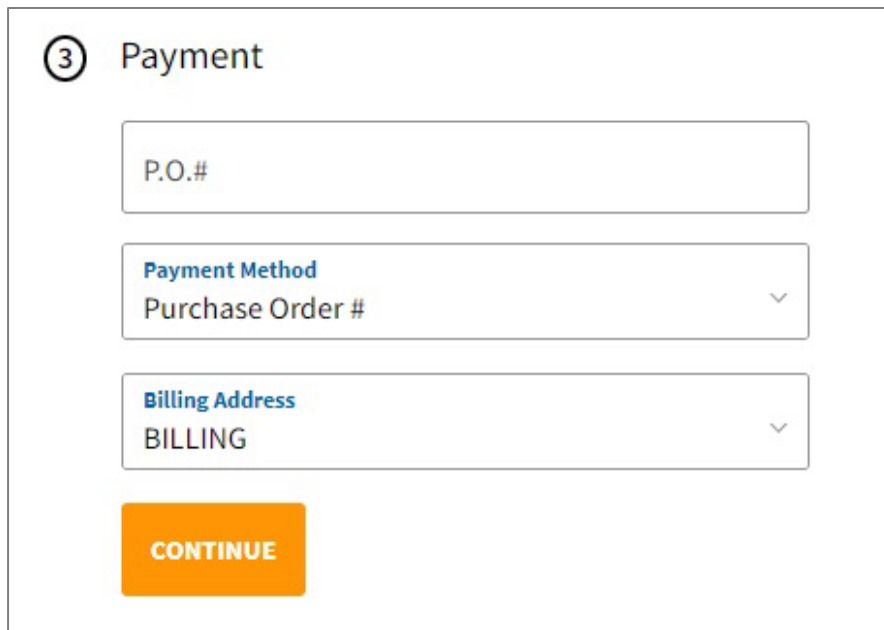
5. Click **Continue**.

## Selecting Payment Information

If you're paying via credit card, use the **Payment Method** drop-down to select your card or enter a new card's information, and then use the **Billing Address** drop-down to select the address the invoice should be sent to.

If you're set up to make purchases from PartsSource via Purchase Order, you will have to follow your process for obtaining a purchase order prior to placing your order with PartsSource. Then follow the following steps:

1. In the **P.O. #** field, enter the purchase order number for the P.O. you've obtained for this purchase.
2. Ensure that the **Payment Method** drop-down is set to **Purchase Order #**.
3. Using the **Billing Address** drop-down, select the address the invoice should be sent to.
4. Click **Continue**.



③ Payment

P.O.#

Payment Method  
Purchase Order #

Billing Address  
BILLING

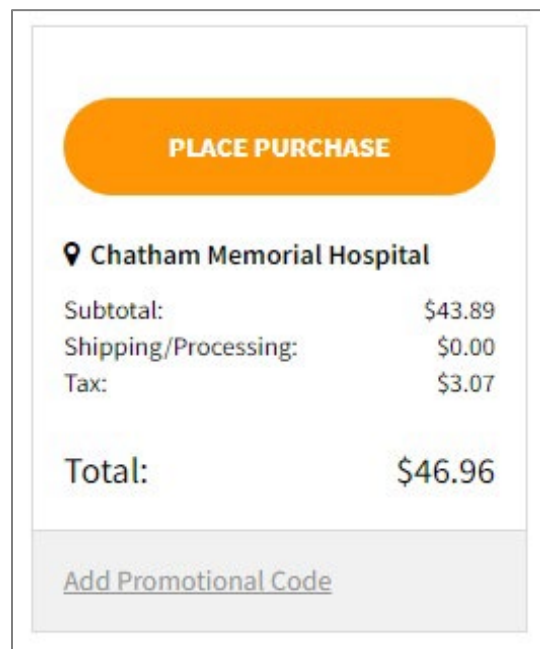
CONTINUE

## Completing Your Purchase

5. Once the wizard verifies that it has all the information it needs, the **Place Purchase** button is enabled in the upper right corner of the screen. Click it to complete your purchase.

If you have an approval workflow configured, your purchase may be routed to your manager or director for approval before the purchase is completed.

For more information on your organization's approval workflow, contact your PartsSource System Administrator or your PartsSource Support Team.



PLACE PURCHASE

📍 Chatham Memorial Hospital

Subtotal:	\$43.89
Shipping/Processing:	\$0.00
Tax:	\$3.07
<b>Total:</b>	<b>\$46.96</b>

[Add Promotional Code](#)

Once your purchase is complete, you will receive regular email notifications as it makes its way to you.

Remember, you can track your purchase at any time by clicking the **My Account** link in the upper right corner of the screen and selecting **Orders**.