

Laptop Desktop Equipment Ordering Instructions

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Go to ServiceNow <https://fmc4me.fmcna.com/servicenow-bridge> You can also find the link on FMC4ME homepage IT Services (formerly ServiceNow Tickets) Type Laptop or Desktop in the Search Here area. There should be a couple items for each Select one of the STD Laptop Only, STD Laptop Bundle, Rounding Laptop, Standard Desktop, or Virtual Learning Desktop (VL) Complete required fields with a * next to them. You can change the Qty in the upper right corner. Whoever's name you enter in the Requested Form box, the request will go to their manager for approval. Override Cost Center: you will leave blank Location ID: Clinic will have a 4 or 6 digit Location Number. Corporate location is the first 4/6 digits of your Profit Center. Example Clinic Location ID 4155 or 101425 (Just Examples Don't use). Corporate is 9900, 1100, 6-digit example 00C872 Profit Center field auto populates with the Requested For users cost center. Double check it is correct. If you are not sure, review with your manager. Comments area you can use for New Hire start dates, expedited shipping for a new employee, etc. Once all your information is complete you can add to cart if you need more equipment. If you only need 1 item, you can hit Order Now to complete. You will get an email from the system and your manager will also get an email for approvals. Warning: You are not able to order Tablets, Patient Scanners, or Rounding Carts at the same time as computer equipment. You will need to complete a separate request.