

Win 11 Replacement Laptop Ordering Instructions

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Win 11 Replacement Laptop Ordering Instructions

(Use these instructions if you get a pop-up message on your laptop) You can order a Standard Laptop Only or a Rounding Laptop with Instructions

Do Not order a Laptop Bundle or it will be denied.

Go to ServiceNow <https://fmc4me.fmcna.com/servicenow-bridge> Type STD Laptop Only or Rounding Laptop in the Search Here area. (Image 1 & 2) Select either the STD Laptop Only or Rounding Laptop from the drop-down suggestions Complete all Required fields with a * next to them. You can change the Qty needed in the upper right corner. (Image 3)

Additional Notes/Information on Required Fields (Image 4):

Whoever's name you enter in the Requested For box, the request will go to their manager for approval. Profit Center field auto populates with the Requested For users cost center. Double check it is correct for what you have selected. If you are not sure, review with your manager. Override Cost Center: Leave Blank Location ID: Clinics will have a 4 or 6 digit Location Number. Corporate locations use the first 4/6 digits of your Profit Center. Example Clinic Location ID: 4155 or 101425 (Just Examples Don't Use). Corporate: 9900, 1100, 6-digit example 00C872 Order Description: enter Win 11 Project

Once all your information is complete you can Add to Cart if you need more equipment or if you only need 1 item, hit Order Now to complete. You will get an email from the system and your manager will also get an email for approvals. Dispose of your old equipment soon as your new one arrive. Below is a link to the disposal process. https://fmcna.service-now.com/sp?id=sc_cat_item&sys_id=ad2c84c9876cb5103ab9da483cbb353b Warning: please only order your Win 11 replacement equipment on this request. If you have other equipment needs, make sure to complete a separate request.

Screenshots below of the Pages

Image 1 and 2:

Image 3:

Image 4: