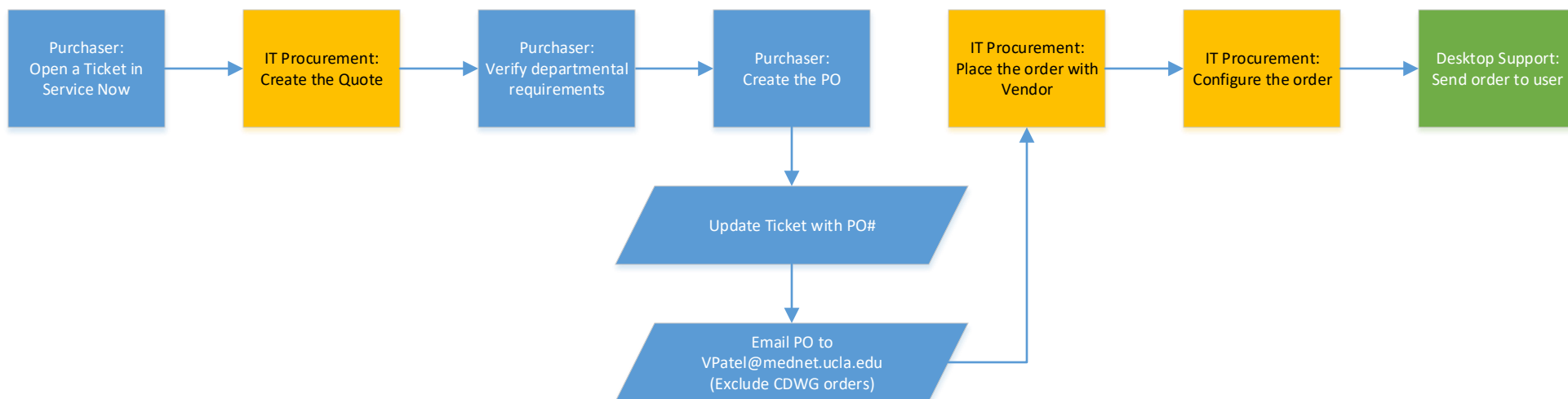


DGIT Procurement Process



What to include in the ticket?

- User Name, phone# and email
- Special Use/Purpose
- Specs
- Other (size, color, version if applicable)

How to open a ticket?

- Call: 310-267-2273
- Email: DGITsupport@mednet.ucla.edu
- Website: <https://uclahprod.service-now.com>

What to include in the PO?

- Shipping Address (BruinBuy#140062)
650 Charles E Young Drive S
Room 14-214 CHS, Los Angeles, CA 90095
- User Address (include in the notes)

If ordering Software, include:

- User name, email, UID, quote#

If ordering Printer, specify the following:

- Whether CareConnect is needed
- Print only vs. Multi-function
- Black & white vs. Color
- Use: Personal, small group or large group

What's recommended? (standard configuration)

<https://dgit.healthsciences.ucla.edu/pages/hardware-recommendations>

Who to contact for help?

Viraj Patel
VPatel@mednet.ucla.edu
310-794-6347

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LLoj@mednet.ucla.edu
424-522-2165