DGIT Procurement Process

**What to include in the ticket?**
- User Name, phone# and email
- Special Use/Purpose
- Specs
- Other (size, color, version if applicable)

**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

- **Lukasz Loj**
  LLoj@mednet.ucla.edu
  424-522-2165

**How to open a ticket?**
- Call: 310-267-2273
- Email: [DGITsupport@mednet.ucla.edu](mailto:DGITsupport@mednet.ucla.edu)
- Website: https://uclahsprod.service-now.com

**Update Ticket with PO#**

**Email PO to**
VPatel@mednet.ucla.edu
Exclude CDWG orders