

# Vocera Ordering Process



Audience: Department representatives who order equipment

## Order Vocera Badges and Accessories in MARS

1. Log into **MARS**.
2. Click **Finance and SCM** from the drop-down menu.
3. Click **Requisitions**.
4. Choose **Create Requisitions** from the side menu.
5. Click **HM myBuy**.
6. Type the **MARS ID** in search bar and click enter (see below for the MARS IDs for Vocera items), or you can search for **Vocera**.
7. Enter the quantity and click **Add to Cart**.
8. Repeat steps 6 and 7 to add additional items.
  - a. An extended warranty is no longer required for every badge.
  - b. Order two batteries for every badge.
    - i. Two batteries are needed, if the badge is shared between two shifts.
    - ii. One battery is needed per badge, if the badge is only used for one shift.
  - c. **Note:** The price list below is from 2020. Actual current prices may have changed and are subject to change in the future.
9. Click **Checkout**.
10. Ensure shipping address is correct.
11. Click **Save & Submit**.
12. When your order arrives, submit a ticket via the [IT-Service Desk \(itsupport.houstonmethodist.org\)](https://itsupport.houstonmethodist.org) and ask to have the **IT Field Ops team** configure your badges.

MARS ID	Product SKU	Product Description	Unit Price
Vocera Hardware			
124450	220-01569	Vocera Badge B3000N BLACK, inc. 1 yr warranty	\$382.50
250261	220-01576	Vocera Badge B3000N WHITE, inc. 1 yr warranty	\$382.50
250262	230-01924	B3000 Series Battery, BLACK	\$58.50
124655	230-01925	B3000 Series Battery, WHITE	\$55.80
251878	230-02008	B3000, Charger, 8-Bay	\$315.00
250263	230-02001	B3000, Vocera Single Battery Charger	\$67.50
250245	230-01995	B3000, Double-Breakaway Lanyard, 25-Pack	\$135.00
250239	230-01985	B3000, Universal Clip, 25-Pack	\$81.00