

# ORDER PROCESS FLOW

## Step 1

- Customer calls or email Account Executive to request service & equipment
- Account Executive completes quote and send to Customer
- Customer prepares proper Office of the Controller financial document for approval

## Step 2

- Financial document is reviewed by Office of the Controller, NNTU, & Property Management as required.

## Step 3

- Once NN procurement requirements are met, order is process by Account Executive
- Equipment shipped directly to Customer

# BILLING PROCESS FLOW

## Step 1

- Monthly billing will be email or postal mail to department

## Step 2

- Customer will complete proper financial documents for payment and submit to Office of the Controller and NNTU, as required.

## Step 3

- Payment will be received by Provider

# INVENTORY PROCESS FLOW

## Step 1

- NNTU will request inventory information from designated departmental Point of Contact

## Step 2

- Departmental Point of Contact will provide inventory information to NNTU

## Step 3

- NNTU will review and address inventory concerns with designated point of contact