Place an Order and/or Reserve a device(s) process

* Resource User, Principle Investigator, Lab Manager/ Lab Assistant to a Principle Investigator roles can all place orders and reserve devices

- **Have an Order to place**
  - Place Order (see Place an Order QRG)
  - Open Order is created

- **Need to Reserve a device**
  - Reserve a Device (see Reserve Core Device QRG)
  - Unconfirmed Order is created
  - Approve & then submit the Unconfirmed Order (see Unconfirmed Order QRG)
  - Approve & then submit the Open Order (see Open Order status QRG)
  - Order is submitted for invoicing
  - Process refund/correction (See Refund Entry QRG)
  - If necessary, Reorder (see Place an Order QRG)

  **Invoice is accurate**
  - Yes
  - Process complete
  - At the beginning of the next month, run process to transfer payment to the core

  **Invoice is inaccurate**
  - No