



STATE OF MICHIGAN AGENCIES
IET - INTERNAL EXCHANGE TRANSACTION
(Replaces the Rapid Order form for State Agencies)



(please print) NAME: _____ ORDER DATE: _____				
REQUESTING DEPARTMENT: _____ DIVISION: _____ TELEPHONE: _____ EMAIL ADDRESS: _____	Email Orders To: MSI_Order_Entry@michigan.gov MSI Order Entry Phone: (517) 335-1125			
BILL TO:	SHIP TO:			
ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
SPECIFICATIONS:				
GRAND TOTAL:				
SIGMA Accounts Payable IET Information: When remitting IET payment input the invoice number, customer number and location from your invoice in the DOCUMENT DESCRIPTION field.	MSI SIGMA ACCOUNTING INFORMATION: MSI VENDOR/ CUSTOMER: SOM472001 - 980 Accounting Template: 472MSISALESREVENUE Line Description: Invoice No., Customer No., & Location Dept. Revenue: 900			
PLEASE NOTE: Orders less than \$100 will be charged a \$10.00 freight fee and added to the invoice.				

FILL OUT ALL FIELDS ABOVE