SKF SYM 2.3/16 TF bearing units

How do I place an EMERGENCY 0.0 Inventory order for a SKF SYM 2.3/16 TF bearing units that I want to pick N/A Minimum Buy Quantity up at a our store?

Inventory	0.0
Manufacturer Name	PT INTERNATIONAL
Minimum Buy Quantity	N/A
Weight	Θ
Product Group	M06110