Ordering COVID-19 Supplies

COVID-19 supplies will be available for department ordering via FMS. These orders can be placed by creating a requisition and by searching the ASU Materials Management catalog.

Steps—Placing COVID orders via Create Requisition > Search Catalog

1. From the home page on Workday click on the Purchases Worklet.

2. Click **Create Requisition**.

3. Complete information required for requisitions

4. Click **OK**.

**NOTE**: If assistance is needed for completing requisition information, please refer to the ASU_FMS_WI_Search Catalog work instructions.
5. After the requisition information is provided, click **Search Catalog**.

6. Within the search field, type **COVID**

7. Press **Enter**. All COVID related items available for purchase will display.

8. Check the box next to each desired item

9. Click **Add to cart**.
10. When all desired items are in your cart, click the cart icon in the right corner of the page.

11. Click **Checkout**

12. Complete the requisition process.

**NOTE**: If additional assistance is necessary for completing the requisition, please see the ASU_FMS_WI_Search Catalog work instructions.

13. Once submitted, the requisition will route for approval. After all approvals are complete, the order will be processed and delivered as normal.