

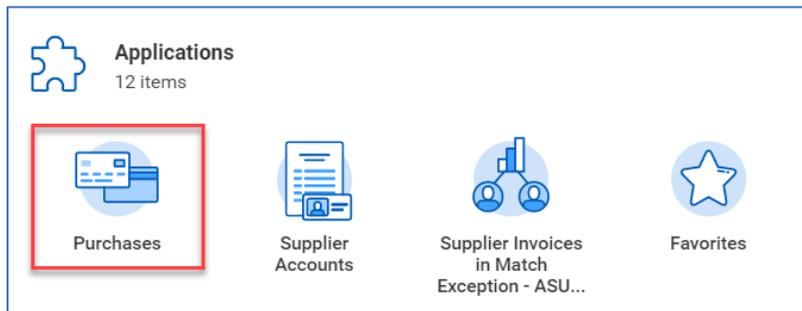
## Ordering COVID-19 Supplies

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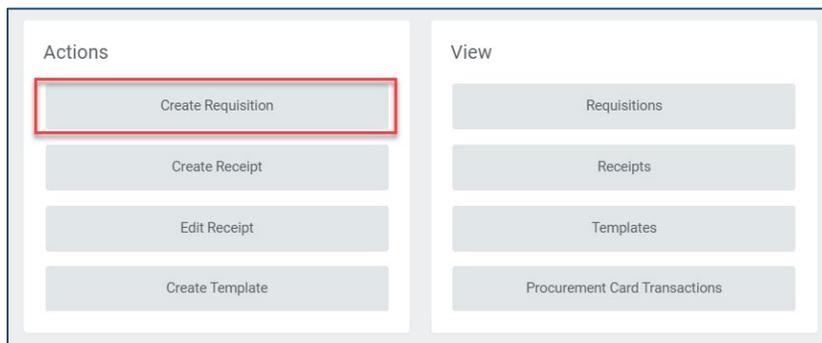
COVID-19 supplies will be available for department ordering via FMS. These orders can be placed by creating a requisition and by searching the ASU Materials Management catalog.

#### 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.

- After the requisition information is provided, click **Search Catalog**.

**Create Requisition**

▼ **Select an Option**

- Search Catalog**  
Request goods from inventory stored at the warehouse.
- Request Non-Catalog Items**  
Request goods or services that are not available in SunRISE nor in inventory at the warehouse.
- Connect to Supplier Website**  
Request goods or services from supplier catalogs through SunRISE.
- Add from Templates and Requisitions**  
Add items to your cart using your requisition templates or previous requisitions.
- Select from My Procurement Favorites**  
Select from my Favorite items

- Within the search field, type **COVID**
- Press **Enter**. All COVID related items available for purchase will display.
- Check the box next to each desired item
- Click **Add to cart**.

Q COVID

> **Saved Searches**

**Current Search** Save

Clear All

▼ **Category Hierarchy**

- Operating (6) >
- ▼ **Category**
- Personal safety and protecti... (6)

> **Supplier**

> **Catalog**

**6 Results**

- PURELL 4 OZ CASE 24**  
COVID-001 - PURELL 4 OZ CASE 24 | \$0.00 | USD | Personal safety and protection
- FACE MASKS - BOX OF 50**  
COVID-002 - FACE MASKS - BOX OF 50 | \$0.00 | USD | Personal safety and protection
- CLEANING PAPER TOWELS**  
COVID-004 - CLEANING PAPER TOWELS | \$0.00 | USD | Personal safety and protection
- Disinfectant Spray**  
COVID-005 - Disinfectant Spray | \$0.00 | USD | Personal safety and protection

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.