How to order COVID-19 materials and supplies from the Facilities Management warehouse:

Note: Please limit your order to a one month (maximum) supply of items.

Start at the FM General Services webpage under COVID-19 Materials & Supplies.

1. Go to Item #3, “Place your order”.
2. The link automatically filters warehouse items that are COVID-related and available to you.
3. Click on a Part Code to place an item in your shopping cart. Note quantity available (Avail).

4. Enter the desired quantity (don’t exceed available quantities), then “Add to Cart”.

5. Continue shopping as needed then we recommend you “View Your Cart” before checking out.
6. Optional: You can adjust the quantity (Qty) or Remove the item using the Remove checkbox, then pick “Update Cart”.
7. Click “Check Out” when you are finished shopping.

8. Go through the checkout process, fill out the Final Checkout form and click “Submit”.

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6. Optional: You can adjust the quantity (Qty) or Remove the item using the Remove checkbox, then pick “Update Cart”.
7. Click “Check Out” when you are finished shopping.

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8. Go through the checkout process, fill out the Final Checkout form and click “Submit”.
9. Print the Order Summary for your records.

Material Request Number # 18637

<table>
<thead>
<tr>
<th>Part Code</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12352-CS</td>
<td>PPE, Gloves Nitrile Small Disposable 100/box (COVID-19)</td>
<td>12.1764</td>
<td>1.00</td>
<td>EA</td>
</tr>
</tbody>
</table>

Total Parts 1 $12.1764

10. Note: if you find yourself on the page below, you have left the COVID shopping area and need to return to it. Enter the word COVID in the field at the bottom and click “Continue”. 

Inventory Query

Select Part Type:
- Custom Parts

- OR -
Enter Part Code or SKU Code (i.e. ABC-001)

- OR -
Enter Part Description (i.e. fitting)

continue