

SHOPPING CART INSTRUCTIONS

1. Login to FAMIS (<https://www.famis.wm.edu>)
2. Click on “Shopping Cart” icon 
3. Click “Create New Cart” link in upper right corner
4. The Cart Name will be your building
5. The Request ID is **271419**
6. Click OK

<u>Cart # ▼</u>	<u>Request ID</u>	<u>Description</u>
2598	271419	Facilities Bg

7. Click on “Cart #” 
8. See COVID 19 inventory below for the part number. Available to authorized users only.
9. Enter the part number in Material ID and press enter
10. Enter quantity needed
11. Click “Add”
12. For additional material repeat steps 8-11
13. When all material has been entered, click on “Check Out” in upper right corner
14. In “Delivery Instructions” box, enter building, room number and name of person to leave the material with.
15. Click OK

COVID - 19 SUPPLY LIST		
Material ID	Description	Unit of Issue
930-0043	CLOTH FACE MASKS	Each
930-0100	SANITIZING WIPES	Tub
930-0300	RETURN TO SCHOOL KITS (2 MASKS, WIPES) <small>Limited</small>	Each

**GLOVES WILL NO LONGER BE PROVIDED BY THE WAREHOUSE.
IF GLOVES ARE NEEDED, PLEASE PROCURE DIRECTLY FROM
THE VENDOR.**