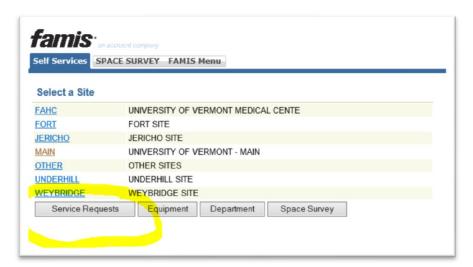
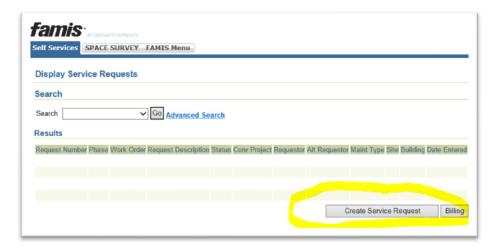
Requesting Covid19 Safety and Cleaning Supplies through FAMIS Self Services Portal

7/23/2020 Rev.

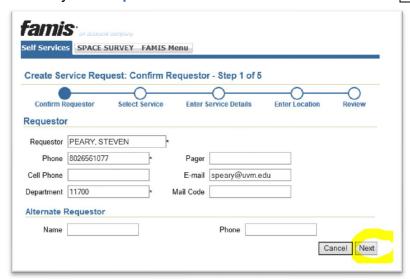
- In any web browser, navigate to FAMIS Self Services and login with your NetId and password. www.uvm.edu/famis
- 2) Click on **Service Requests** button



3) Click on Create Service Request button



4) Confirm your Requestor information is correct and click **Next** button.



5) Under Available Services, click the <u>COVID-19 SERVICES (ONLY USED BY SAFETY COORDINATOR/OFFICER)</u> link.



 Then, click on <u>PPE AND SUPPLIES</u> link and then click on <u>REQUEST PPE AND SUPPLIES</u> link.



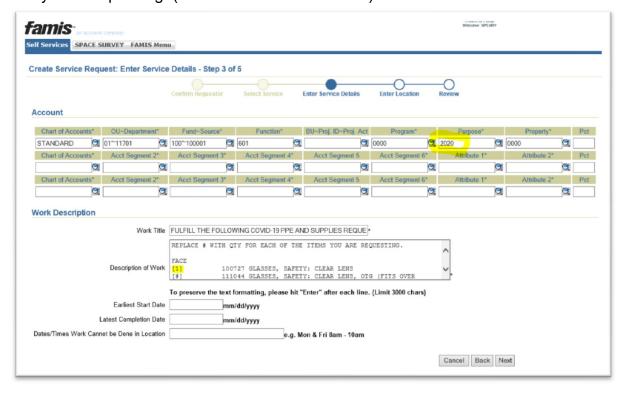


7) The Account and Work Description screen contains a validated chart of Accounts and a pre-typed listing of supplies in the Description of Work text box.

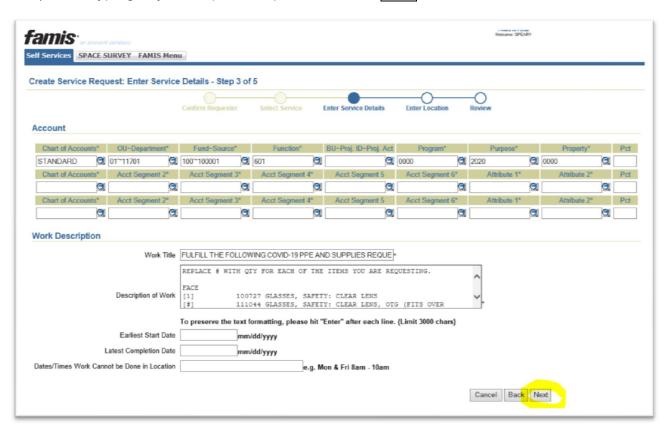
In the Account segments boxes, construct your chart string, be sure to use 2020 in the purpose code to ensure this is tracked as a COVID-19 related expense.

Famis: a accord corpusy Self Services SPACE SURVEY FAMIS Menu					Wetcone: SPEARY				
Create Service Reque			5			-0			
Account		Confirm Requestor	Select Service	Enter Service Details	Enter Location	Review			
Chart of Accounts*	Acct Segment 2*	Acct Segment 3*	Acct Segment 4*	Acct Segment 5		Attribute 1*	Attribute 2*	Pct	
<u>G</u>	g g	<u> </u>	(3)		9	<u></u>	<u></u>		
Chart of Accounts*	Acct Segment 2*	Acct Segment 3*	Acct Segment 4*	Acct Segment 5	Acct Segment 6*	Attribute 1*	Attribute 2*	Pct	
Chart of Accounts*	Acct Segment 2*	Acct Segment 3*	Acct Segment 4*	Acct Segment 5	Acct Segment 6*	Attribute 1*	Attribute 2*	Pct	
Chart of Accounts	Acct Segment 2	Acct Segment 5	Acct Segment 4	Acci Segment 5	Acct Segment 6	Attribute 1	Attribute 2	PCI	
Work Description Work Title FULFILL THE FOLLOWING COVID-19 PPE AND SUPPLIES REQUE REFLACE # WITH GTY FOR EACH OF THE ITEMS YOU ARE REQUESTING. FACE Description of Work [#] 100727 GLASSES, SAFETY: CLEAR LENS									
		To preserve the text fo		Y: CLEAR LENS, OTG					
	Earliest Start Date	mm/dd/yyyy							
Lat	test Completion Date	mm/dd/yyyy							
Dates/Times Work Cannot	be Done in Location	e.g. Mon & Fri 8am - 10am							
						Cancel Back Ne	ext		

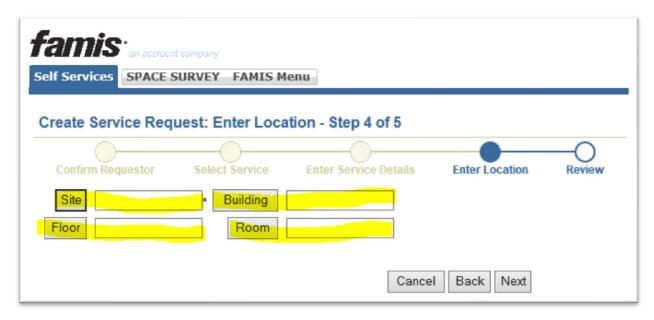
In the Work Description text box, replace the # symbol with the number (quantity) of each item you're requesting. (Leave the date fields blank).



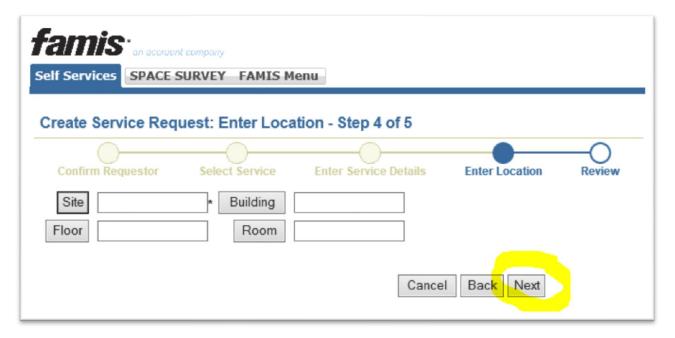
8) After typing in your requested quantities, click **Next** button



9) Indicate where you want the supplies delivered by clicking on and drilling down through **Site** then **Building** then **Floor** then **Room**.



10) Click the **Next** button



11) Review your submission details and click Finish to submit your request.



- 12) The system will assign an **SR** number and submittal date. **You are done.**
- 13) If you wish to create another Service Request (for supplies or for maintenance) then click **Go Back to Service Requests** to return to main menu.

