Requesting Covid19 Safety and Cleaning Supplies through FAMIS Self Services Portal
7/23/2020 Rev.

1) 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 **COVID-19 SERVICES (ONLY USED BY SAFETY COORDINATOR/OFFICER)** link.

6) Then, click on **PPE AND SUPPLIES** link and then click on **REQUEST PPE AND SUPPLIES** 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.

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.