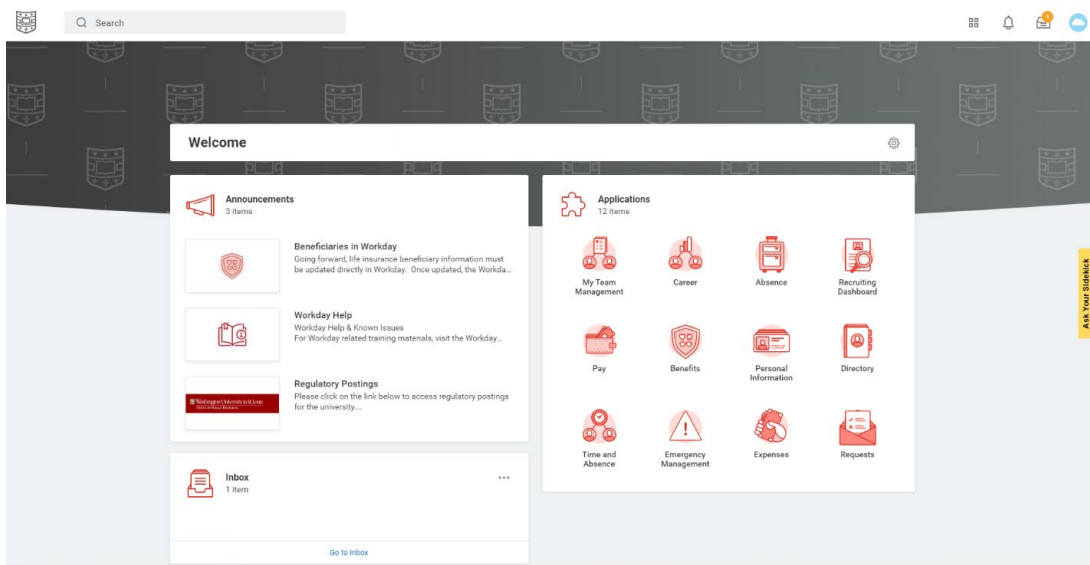
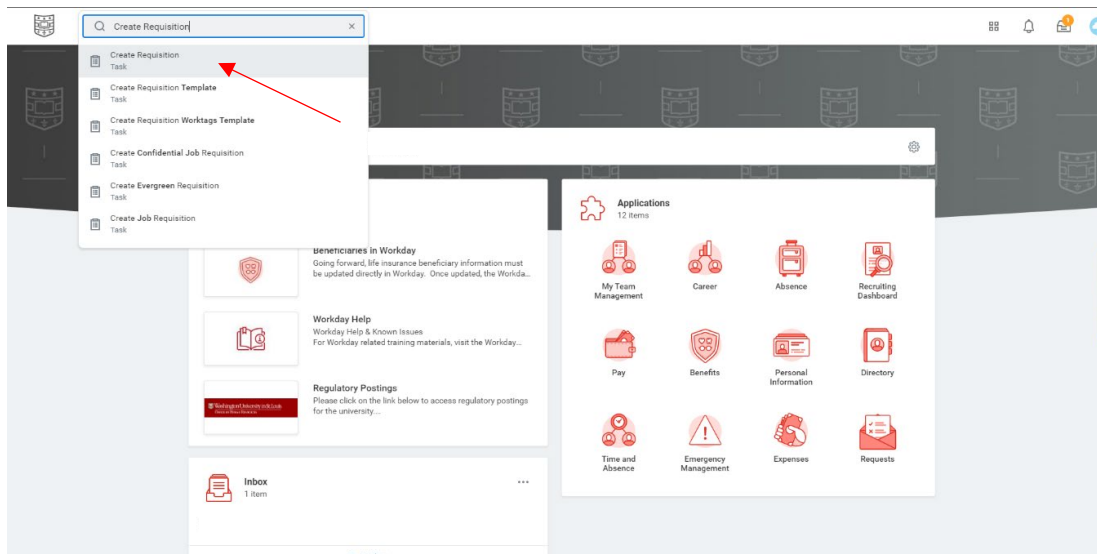


# How to Order Emergency Preparedness Kits

## 1. Log-in to [Workday](#)



## 2. Search 'Create Requisition' in search bar and select



3. Enter and/or confirm company, requester, currency, requisition type (line item purchase order), delivery address and shipping address.

Company

Requester

Currency

Requisition Type

Deliver-To

Ship-To

Grant

Gift

Project

Non-Carryforward

Cost Center

Region

FFR Owner

Assignee

Location

OK Cancel

ASK YOUR SIBSMBL

4. Select 'Connect to Supplier Website'

Company Requester Currency USD Requisition Type Line Item Purchase Order

**Instructions**

Enter "Principal Investigator" as the requester for RAM.

Before you process your requisition, please refer to the University Procurement Policy [here](#). If you have questions or need additional assistance, please submit a ticket with the helpdesk. Quick reference guides can be found here to assist with your request.

**Select an Option**

Request Non-Catalog Items

Add a good or service that is not in the catalog

**Connect to Supplier Website**

Request goods and services from Supplier Websites

Add from Templates and Requisitions

Select from Requisition templates and past Requisitions

Select from My Procurement Favorites

Select from my Favorite Items

ASK YOUR SIBSMBL

5. Connect to 'Marketplace'

Company Requester Currency USD Requisition Type Line Item Purchase Order

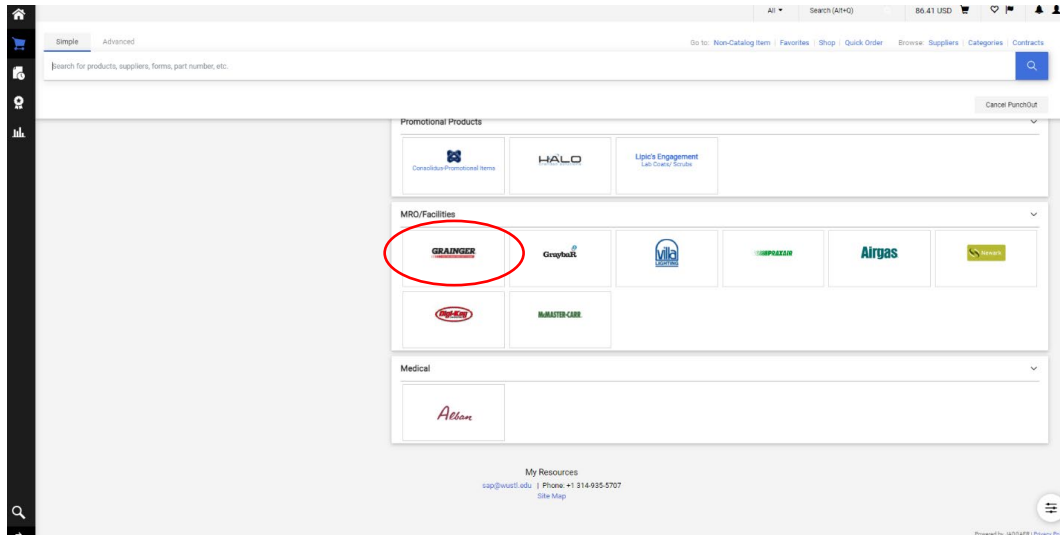
Turn on the new tables view

Supplier Websites 1 item

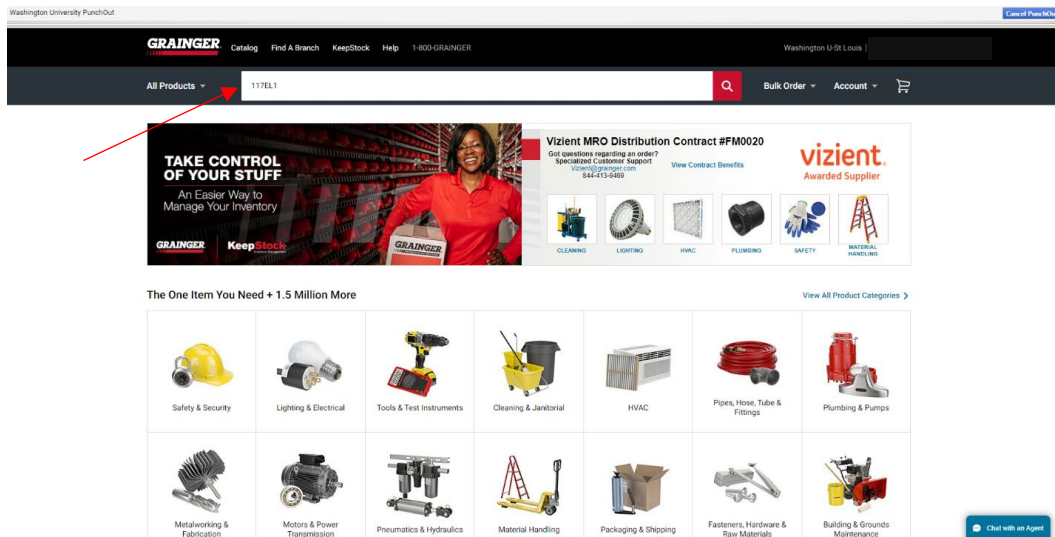
Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Marketplace	Yes			Connect

ASK YOUR SIBSMBL

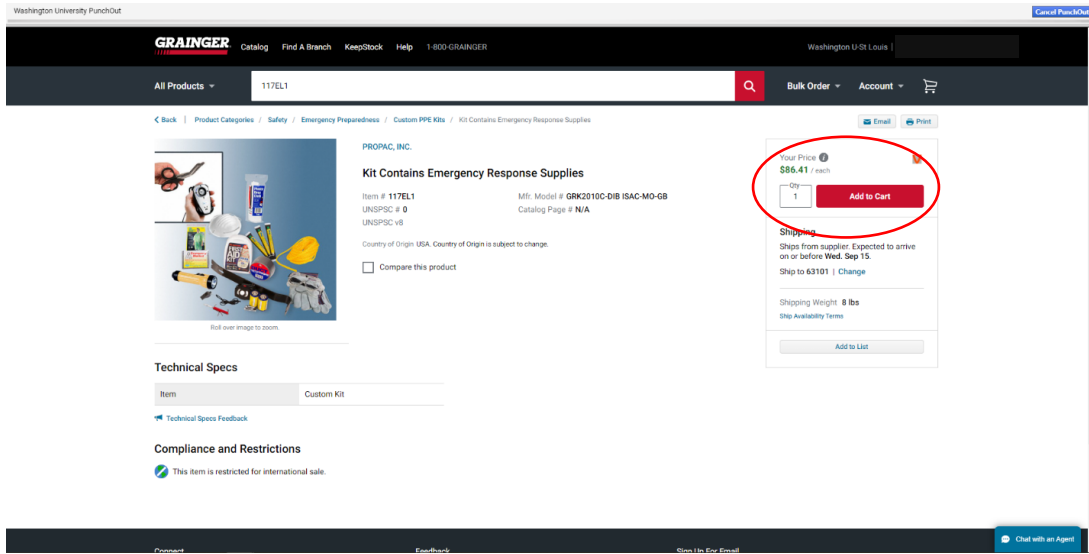
6. In the catalog list, select 'Grainger' under MRO/Facilities



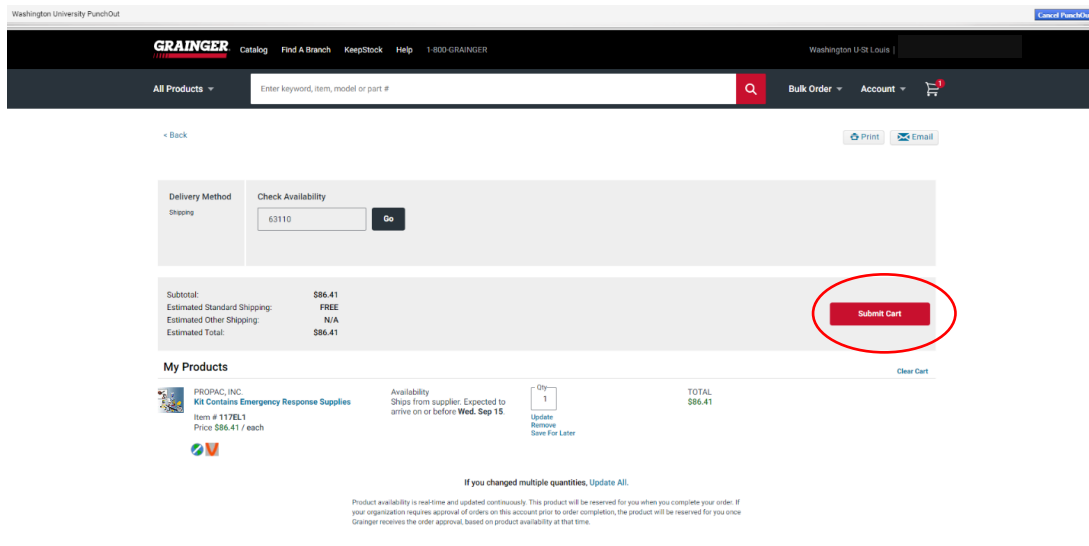
7. Search '117EL1' in the search bar



8. Enter desired number of kits and select 'Add to Cart'



9. Submit cart and hit 'Yes'



## 10. Complete order in Marketplace

The screenshot displays a shopping cart interface with the following elements:

- Header:** "Shopping Cart · Shopping Cart" with a search bar (Search (Alt+Q)), currency (86.41 USD), and navigation buttons (Cancel Pundtout, Proceed To Checkout).
- Search and Filters:** A search bar for products, suppliers, forms, and part numbers. Below it are input fields for "Cart Name" and "Company".
- Item List:** A section titled "1 Item" containing a table with one row:

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 TK57251198T Custom Kit	117EL1	EA	86.41	Qty: 1 EA	86.41
- Supplier Details:** A section for "W.W. Grainger, Inc. - 1 Item - 86.41 USD" with a note: "Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/21/2021 12:25:26 PM".
- Item Details:** A section with fields for:
  - Manufacturer Name: PROPAC, INC. Contract
  - Manufacturer Part Number: GR92010C DIB ISAC MO-GB
  - Supplier Part Auxiliary ID: WW6117EL1
- Summary Panel:** A "Details" panel on the right showing an "Estimate (86.41 USD)" with a breakdown:

Category	Amount
Subtotal	86.41
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>86.41 USD</b>