

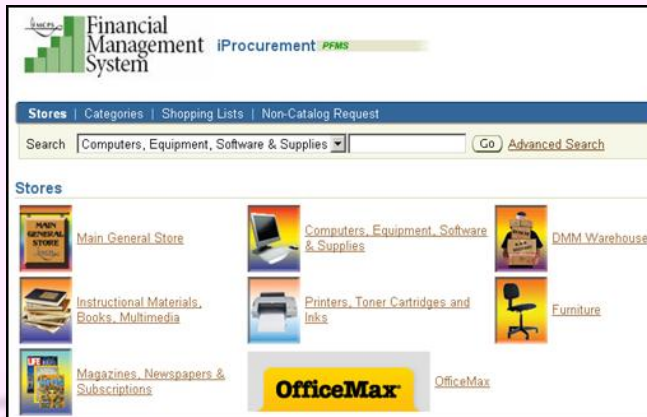
Using FMS to Request Auto Delivery Items:

The Auto Delivery Program allows you to schedule the delivery of specific items to your school throughout the school year on a pre-arranged date. Create your Auto Delivery order in FMS at the DMM Warehouse store.

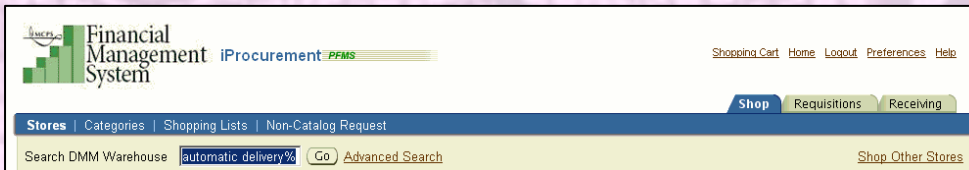
Step 1 Login to FMS

Step 2 Click on the Internet Procurement responsibility link

Step 3 Click on the DMM Warehouse store



Step 4 Type Automatic Delivery% in the search field and click GO



Step 5 Set the Quantity field for each item you'd like to order



Step 6 Click Add to Cart for each item you're ordering

Step 7 Once all items have been added to your Shopping Cart, proceed to view the Shopping Cart and then to Checkout