




## Warehouse on Wheels (WOW) FMS Ordering Steps:

The Warehouse on Wheels (WOW) delivery program was instituted as a means of ordering supplies that are needed **before** the next regular delivery date. Each school may order a **maximum of five** different items **in limited quantities** for each scheduled WOW delivery. WOW orders must be placed online and **authorized by 2PM at least two days** prior to your next scheduled WOW delivery date. Follow these simple steps to place a WOW order through the Financial Management System (FMS).

- Step 1 **Login** to FMS using your Outlook username and password.
- Step 2 Click the **Shop** tab.
- Step 3 Click **Stores** on the blue navigation bar.
- Step 4 Click the **DMM Warehouse** store icon ().
- Step 5 Search for items to add:
  - Enter the Warehouse catalog number of the item needed into the **Search DMM Warehouse** field and click **GO**,
  - Adjust the quantity and click the **Add to Cart** button,
  - Repeat Step 3 until all emergency WOW items (maximum of 5) are in your cart.
- Step 6 Click **View Cart and Checkout** button.
- Step 7 Click **Checkout** button.
- Step 8 Review the '**Checkout: Requisition Information**' Screen:
  - Delete **Requisition Description** text,
  - Rename the WOW order so you can easily identify it later,
  - Verify **Requestor**, (make changes if necessary),
  - **VERY IMPORTANT... Use one of these WOW 'Deliver To' Locations:**  
WOW - <YOUR SCHOOL NAME> - Building Services  
WOW - <YOUR SCHOOL NAME> - Main Office  
To find WOW locations, enter **%WOW-<school name>** in **Search** Field.
  - Verify **Charge Account**,
  - Click **Next** button.
- Step 9 Review '**Approver List**' Screen:
  - If you require additional 'Approvers', you may add the name(s) here,
  - If not, click **Next** button.
- Step 10 Verify '**Review and Submit Requisition**' Screen.
- Step 11 Click **Submit** button.