Purpose: This procedure instructs the user on how to request supplies through iServiceDesk.

TMA iServiceDesk location – [http://tma.apps.uwec.edu](http://tma.apps.uwec.edu)

1. Under the Site Menu, Supply Store, select Catalog Search.
2. Enter the Part Code or SKU Code if you know it. Otherwise, enter a description (i.e. tissue) and get a list from which you can choose the appropriate material.

3. If you don’t get the desired results, use the browser back arrow to return to the previous screen. Try a different keyword OR press the space bar once and then press Enter to see the full catalog.

4. Click on the desired Part Code of your results listing. You will get a “Warehouse Locations for Part” screen. All requests should be made from the Supply Store Warehouse, indicated by the –SUP extension. This will frequently be the only warehouse choice provided, as in below:
5. Next, click on the **SKU Code** and you are taken to a summary screen showing your item:

![SKU # 1007558-SUP - Toilet Tissue, 1-Ply Jumbo Roll, 6/Case, Tork TJ1212A](image)

- **Part Code:** 1007558-SUP
- **Description:** Toilet Tissue, 1-Ply Jumbo Roll, 6/Case, Tork
- **Warehouse:** SUP
- **Qty Avail:** 42
- **Bin Number:** SS Floor
- **Unit Cost:** $27.6980
- **Order Quantity:** 1

*Price and availability are subject to change without notification.*

Part information is provided in real time and is assumed to be true. Please contact Facilities Management at 715-636-3411 for more information.

6. Update your quantity and if the information is correct, click **Add To Cart**. If it is not correct, you can use the browser back arrow to return to the previous page or you can go back to the **Catalog Search** and start over.

7. After adding to the cart, you will see the screen below. Here you can View Your Cart; continue Searching for Parts; or Checkout.
8. When you click **View Your Cart** - you can update quantities, remove items or go back to searching for additional items.

9. Click **Update Cart** to get back to the previous screen that gives the **Checkout** option OR click on **Checkout** under the Site Menu.

10. Select your building from the drop down list and click the arrow button to proceed.
11. You will then be presented with the Final Checkout screen:

12. Enter the name, phone number and email address of the Employee who is requesting the supplies. Do NOT enter a student’s name, since the system will not recognize the name for delivery purposes.

13. Enter the Building abbreviation and Room number to which the order should be delivered.

14. Choose the Department making the request, from the dropdown listing.

15. Enter the appropriate billing Account number and **BE SURE TO ADD THE -3100 EXTENSION** because this is required for billing.

16. If you have used the system before, this information may be filled in or saved by your browser, so check it carefully to insure that it has the correct account number! Some departments have multiple accounts to which purchases may be charged. Be certain that you are making material requests using the correct account.

17. If you have any specific/additional delivery instructions, please put them in the Comments box.
18. After you click **Submit**, the material request goes immediately to the Supply Store where your order will be filled.

**Note** that your **Material Request** has been assigned a number. You may wish to record this number for future reference. The number would be needed if you later wish to do a query of your request.
19. To query your request, please select “Material Request” from the Search by Number dropdown and enter your 5 digit “Material Request Number” and click the arrow.

If you have any questions or problems with this system, please contact Lori Debee at 836-3742.