

## Duo Key Fob purchasing instructions

To purchase a DUO FOB:

1. Go to the [Wolverine Marketplace](#).

### Purchasing and Travel

WOLVERINE MARKETPLACE

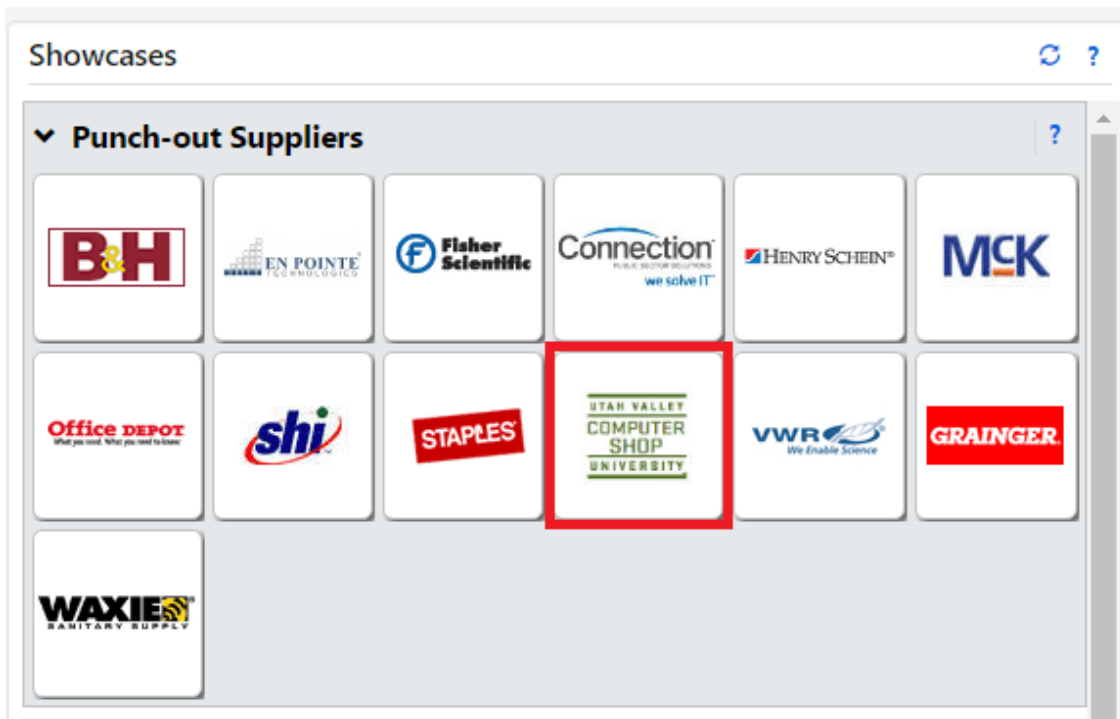


WOLVERINE MARKETPLACE  
UVU'S PROCUREMENT SYSTEM

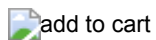


Wolverine Marketplace is the new way to interact with Procurement for UVU. Our goal is to provide you with an easier and more efficient process for purchasing, and the Marketplace allows us to automate our processes even further than before. Wolverine Marketplace replaces Banner for Requisitioning and Purchase Orders. The Marketplace will also allow you to process check requests, contractual services, LPC requests, mileage reimbursements, stores requests, computer shop orders, and violation forms all in one place.

2. Click **Computer Shop** under **Punch-out Suppliers**.

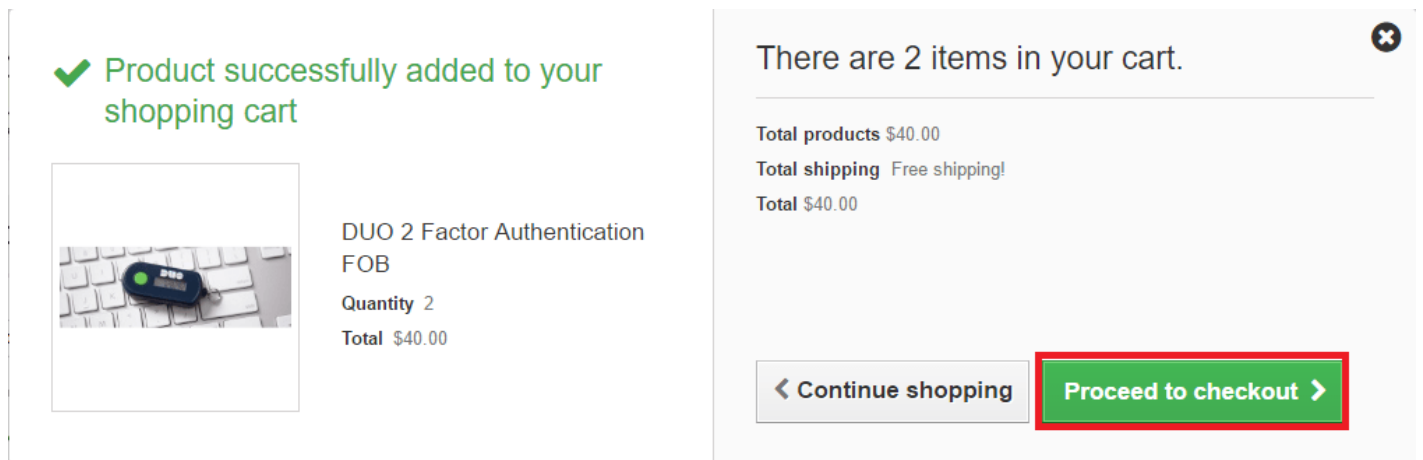


3. Find the **DUO 2 Factor Authentication FOB** under **Accessories** and click **Add to Cart**.




4. Click **Proceed to checkout**

Note: If you need to purchase more than one FOB, change the amount under **quantity**.



5. Then click **Order**.

| Product   | Description                     | Availability | Unit price | Qty            | Total          |
|---|---------------------------------|--------------|------------|----------------|----------------|
|  | DUO 2 Factor Authentication FOB | In Stock     | \$20.00    | 2              | \$40.00        |
|   |                                 |              |            | Total products | \$40.00        |
|   |                                 |              |            | Total shipping | Free shipping! |
|   |                                 |              |            | <b>TOTAL</b>   | <b>\$40.00</b> |

VOUCHERS

**DELIVERY ADDRESS (MY ADDRESS)**

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sso Cxml  
IT Admin Programming  
Ba-001  
801-863-

**INVOICE ADDRESS (MY ADDRESS)**

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sso Cxml  
IT Admin Programming  
Ba-001  
801-863-

6. Once you have returned to the Wolverine Marketplace, continue to checkout as per usual.

Note: Ensure the shipping address is listed as your department's address.

2 Item(s) for a total of **40.00** USD

subtotal: 40.00 USD

estimated tax, shipping & handling: 0.00 USD

or