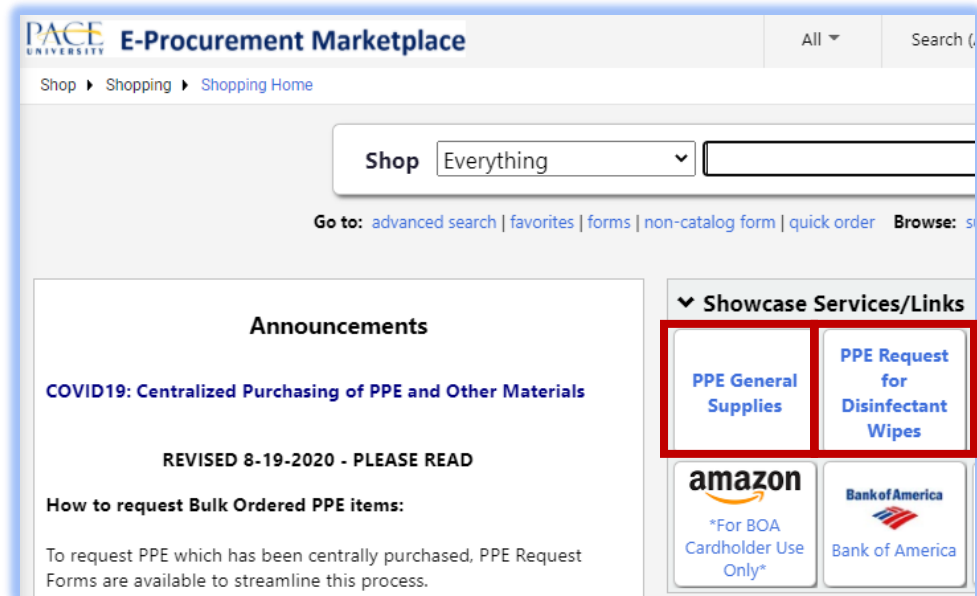


# Submitting PPE Requests

**1** To begin, login to **E-Procurement**. On the homepage there are links to two separate PPE request forms:

**PPE General Supplies:** Use this form to submit requests for General supplies such as masks, gowns or infrared thermometers.

**PPE Request for Disinfectant Wipes:** Use this form to submit request for a new disinfectant wipe dispenser and refills.



**2** Click on the form you would like to use and follow the below steps:

1. Read carefully through the Instructions section.
2. **PLEASE NOTE:** Separate requests are required for each delivery location. Only one request can be entered per delivery location.
3. Click the **Next** button to move through each section of the form.

**PPE Request (Mail/Security)** **Instructions** Request Actions History ?

Form Number: 2813871  
Purpose: Generic Request  
Status: Incomplete

**Instructions**

Form Name - Vendor Na... ✓  
Questions ✓  
Requestor Information ✓  
PPE Supplies ✓  
Review and Submit  
Form Approvals

**INSTRUCTIONS for requesting PPE Product centrally purchased and provided by the University**

1. Use this form to request disposable face coverings, face shields, nitrile gloves, gowns (one size fits all) and infrared thermometers. There is no cost to your department/division.
2. Separate requests are required for alternate delivery locations. (one delivery location per request form)
3. Complete each section of this form. Unit of Measures are noted for each item to assist when entering quantities. Place a request for your immediate need.
4. Please allow 36 - 48 hours for delivery.
5. Complete each section of the form by clicking the next button.

**Next >**

**3** No action is required on the **"Form Name-Vendor Name"** section. Click the **Next** button.

**4** No action is required on the **"Questions"** section. Click the **Next** button.

- 5 Respond to all questions in the “**Questions-Requestor Information**” section. The form will not allow you to proceed without all responses provided. Then click on the **Next** button.

The screenshot shows the 'Questions - Requestor Information' section of a 'PPE Request (Mail/Security)' form. The left sidebar shows the 'Requestor Information' section is active. The main content area includes instructions to click on the 'Requestor Information' link, a 'Requestor Date' field with a calendar icon, and a 'Requestor's Last Name' field. At the bottom right, the 'Next >' button is highlighted with a red box.

- 6 Select the quantities of each item you would like to order in the “**Questions-PPE Supplies**” section. Then click on the **Next** button.

The screenshot shows the 'Questions - PPE Supplies' section of the same form. The left sidebar shows the 'PPE Supplies' section is active. The main content area includes instructions to specify quantities, and three items with dropdown menus: 'Disposable Face Covering (50 per box)' set to '1 box', 'Face Shields (each)', and 'Gloves (100 per box)- Medium'. At the bottom right, the 'Next >' button is highlighted with a red box.

Please only check off the **Urgent** box if you need this request earlier than the normal 36-48 hour delivery window.

If this is an urgent request please check the following box.

Urgent

- 7 On the “**Review and Submit**” section click on the **Submit** button to complete your Request.

\*\*\***PLEASE NOTE:** Both forms follow the same process. **PPE General Supplies** request are sent to Security and Mail Services for fulfillment. **PPE Request for Disinfectant Wipes** requests are sent to Facilities for fulfillment.\*\*\*