

# 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.

- 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.

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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.

**PPE Request (Mail/Security)** Questions - Requestor Information 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

★ Response Is Required

**Instructions**  
Please click on "Requestor Information" link to proceed.

**Requestor Information**  
Requestor Date: ★  
   
mm/dd/yyyy  
Requestor's Last Name: ★

< Previous Save Progress Next >

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

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Purpose Generic Request  
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Instructions  
Form Name - Vendor Na... ☒  
Questions ☒  
Requestor Information ☒  
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**Instructions**  
Please specify the quantity needed for each item below:

**PPE Supplies**  
Disposable Face Covering (50 per box):  
  
Face Shields (each):  
  
Gloves (100 per box)- Medium:

< Previous Save Progress Next >

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

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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.\*\*\*