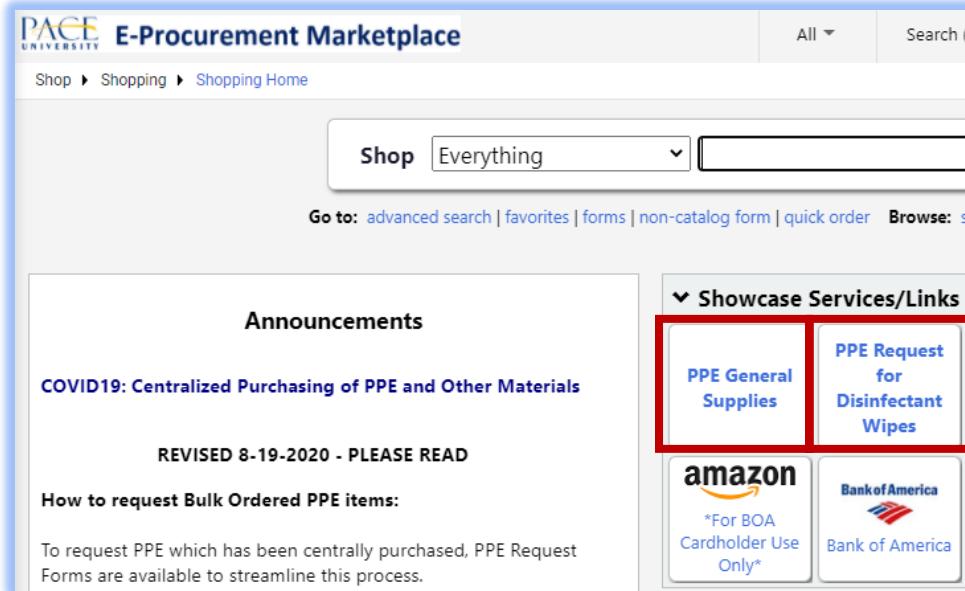


Submitting PPE Requests

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.

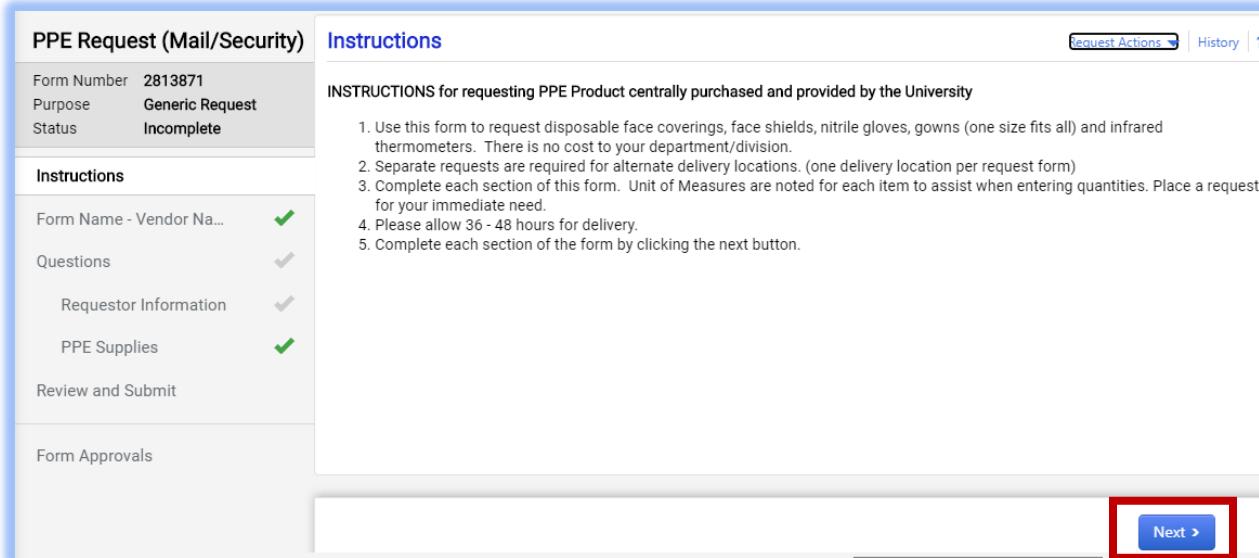
PPE Request for Disinfectant Wipes: Use this form to submit request for a new disinfectant wipe dispenser and refills.



The screenshot shows the E-Procurement Marketplace homepage. At the top, there's a search bar and a navigation menu with links like 'advanced search', 'favorites', 'forms', 'non-catalog form', 'quick order', and 'Browse'. Below the menu, there's a section for 'Announcements' with a link to 'COVID19: Centralized Purchasing of PPE and Other Materials'. A note says 'REVISED 8-19-2020 - PLEASE READ'. Under 'How to request Bulk Ordered PPE items:', it says 'To request PPE which has been centrally purchased, PPE Request Forms are available to streamline this process.' To the right, there's a 'Showcase Services/Links' section with four boxes: 'PPE General Supplies' (highlighted with a red box), 'PPE Request for Disinfectant Wipes', 'amazon' (with a note: '*For BOA Cardholder Use Only*'), and 'Bank of America'.

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.



The screenshot shows the 'PPE Request (Mail/Security)' form. On the left, there's a sidebar with sections: 'Instructions' (which is expanded), 'Form Name - Vendor Na...', 'Questions', 'Requestor Information', 'PPE Supplies', 'Review and Submit', and 'Form Approvals'. The 'Instructions' section contains the following text:
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.
At the bottom right of the form, there's a blue 'Next >' button, which is highlighted with a red box.

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.

PPE Request (Mail/Security)

Form Number	2813871
Purpose	Generic Request
Status	Incomplete

Instructions

Form Name - Vendor Na... ✓

Questions ✓

Requestor Information ✓

PPE Supplies ✓

Review and Submit

Form Approvals

Questions - Requestor Information

Requestor Date: *

Requestor's Last Name: *

Request Actions | History | ?

★ Response Is Required

◀ Previous Save Progress Next >

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

PPE Request (Mail/Security)

Form Number	2813871
Purpose	Generic Request
Status	Incomplete

Instructions

Form Name - Vendor Na... ✓

Questions ✓

Requestor Information ✓

PPE Supplies ✓

Review and Submit

Form Approvals

Questions - PPE Supplies

Disposable Face Covering (50 per box):

1 box

Face Shields (each):

Gloves (100 per box)- Medium:

Request Actions | History | ?

◀ 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

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 fulfilment. **PPE Request for Disinfectant Wipes** requests are sent to Facilities for fulfillment.***