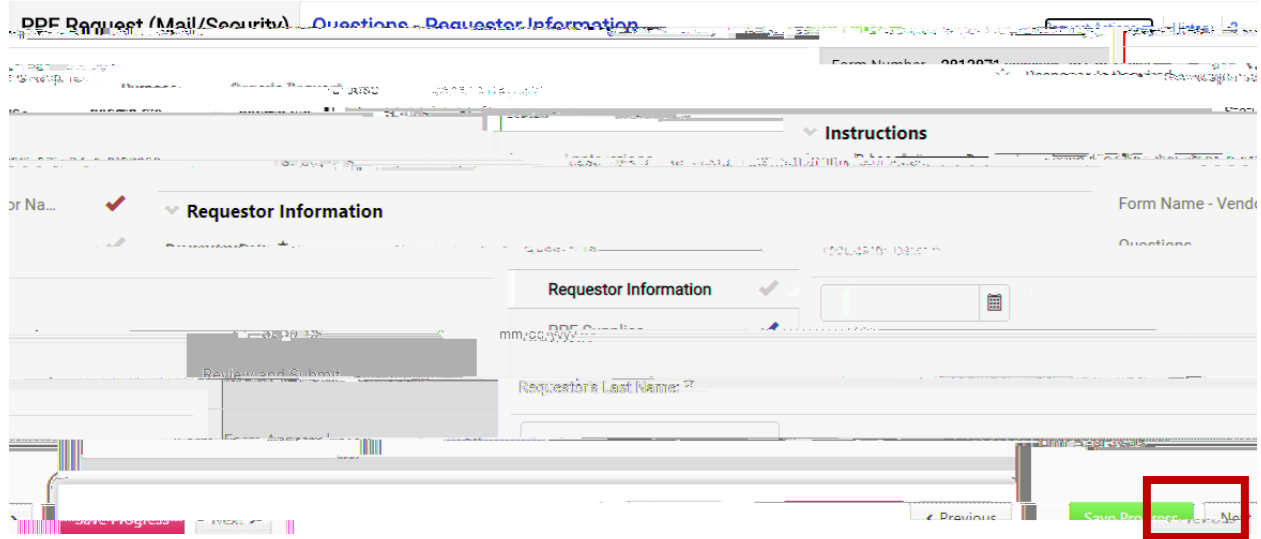


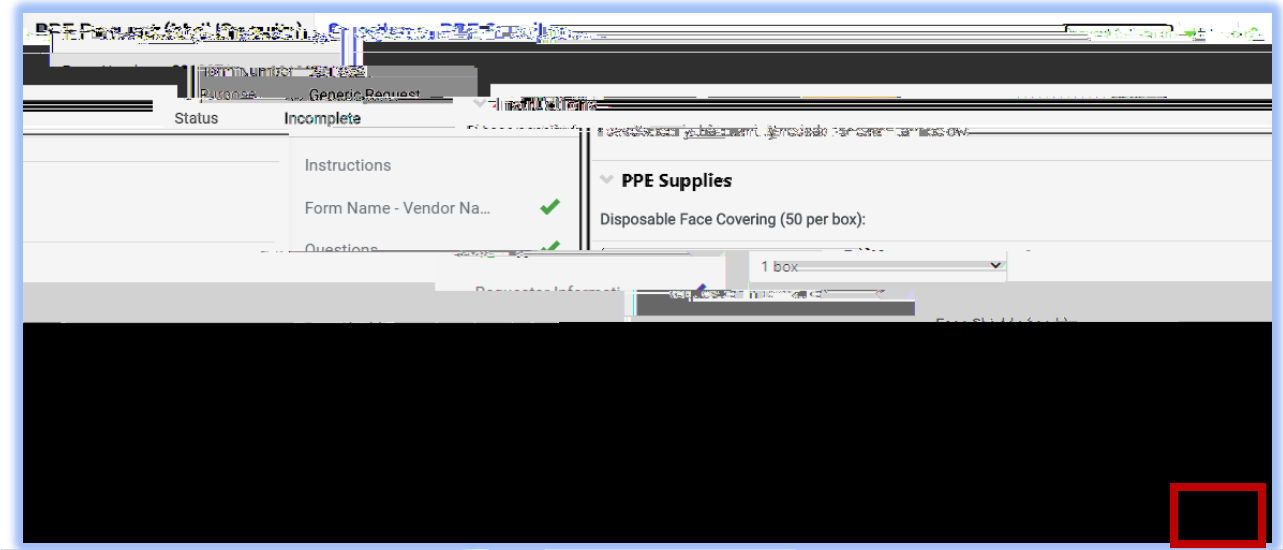
Submitting PPE Requests

To begin, login to **E-Procurement**

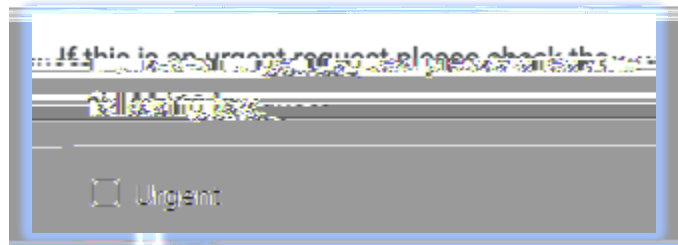
- 5 Respond to all questions in the **Questions-Requestor Information** section. The form will not allow you to proceed without all responses provided. Then click on the **Next** button.



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



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



- 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.