

How to Order Personal Protective Equipment (PPE) Products

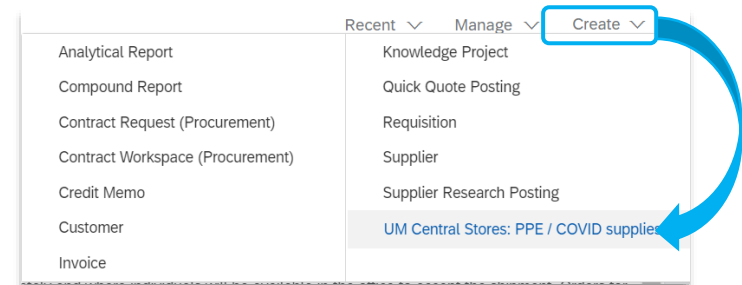
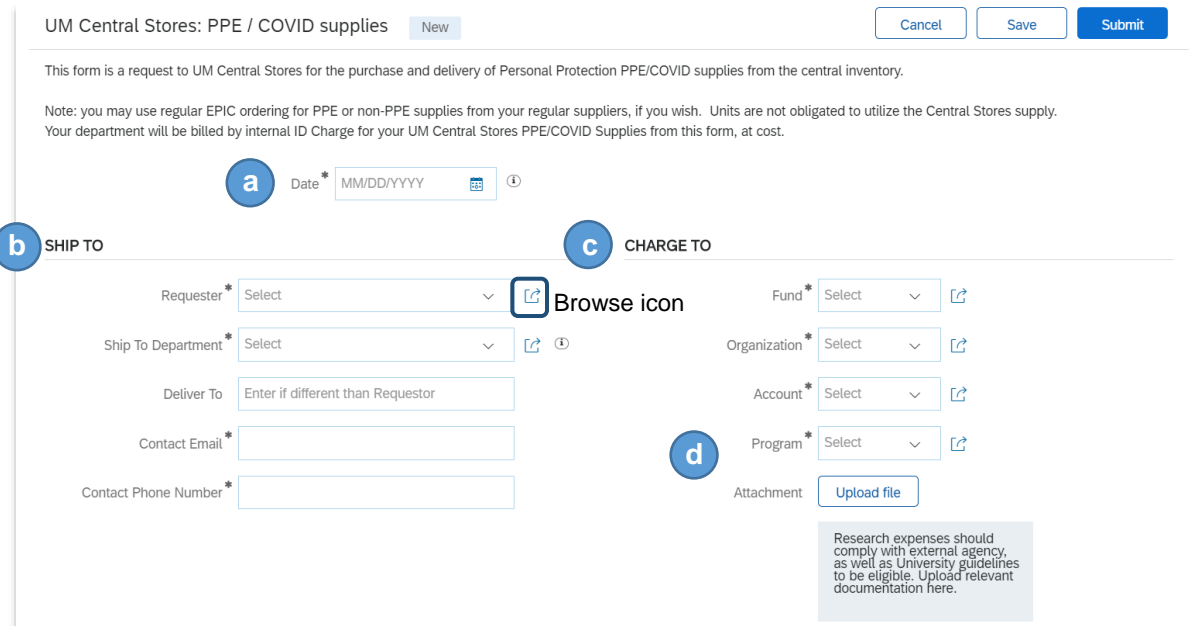
Requests to purchase personal protective equipment (PPE) can be processed in EPIC through the UM Central Stores Order Form. The UM Central Procurement Initiative assists Faculties and Units obtain standard PPE supplies as we continue our safe and gradual return to campus.

This program provides the opportunity for the University to realize significant savings for these hard to find supplies and share those savings across all Faculties and Units.

Once the request is fully approved and fulfilled, an interdepartmental charge will be issued.

The following guide details the step-by-step instructions for this process:

1. From the EPIC Home Dashboard, click **Create** and select **UM Central Stores: PPE / COVID supplies**.
2. The form will open. The following fields must be filled:
 - a. **Date** – Select the date of the request.
 - b. **Ship to:**
 - i. **Requester** – Type your name then select it from the drop down or click the browse icon beside the field to open a window to search.
 - ii. **Ship to Department** – Type your department name then select it from the drop down or click the browse icon to search in a window.
 - iii. **Deliver to** – This is an optional field. If the order should be delivered to someone besides the requester, enter their name here.
 - iv. **Contact Email** – Enter the email address of the individual that will receive the order.
 - v. **Contact Phone Number** – Enter the phone number of the individual that will receive the order.

c. **Charge To: Fund, Organization, Account and Program**
 Type your FOAP in the corresponding fields to select it from the drop down or click the browse icon beside the field to search for the chart of account element. **(Note: FOP validation does not occur in forms. If you enter an invalid Fund-Org-Program combination, the Aurora Finance Customer Service desk will receive a notification and contact you to make corrections.)**

d. **Attachment** – Attachments will only be required in cases where approval must be obtained from the Principal Investigator of a Research Fund; this could simply be an email of their approval.
 To add an attachment, click **Upload File** to browse for a file then select it to attach to the request.

e. **Items Requested** – Enter the quantity of items you wish to order in the fields provided.

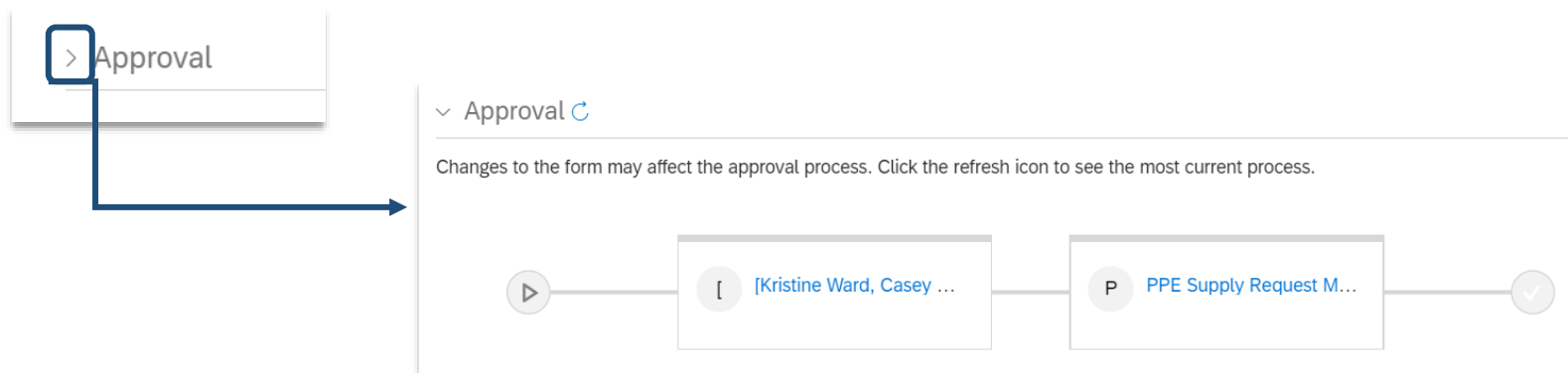
Note: Prices listed in the form are at cost, no extra charges will be applied. The total amount for each line and your full order will be displayed after you enter the desired quantities.

The screenshot shows a form titled "PPE Gloves" with a list of items. Each item has a description, a unit price, and an "Enter quantity" field with an information icon (i) to its right. A callout box highlights the information icon for item 420, stating: "For further description of an item, hover over the 'i' beside the quantity field." The items listed are:

- 401: Nitrile Exam Gloves (S) 1 bx @ \$16.74 ea
- 405: Nitrile Exam Gloves (M) 1 bx @ \$16.74 ea
- 410: Nitrile Exam Gloves (L) 1 bx @ \$16.74 ea
- 415: Nitrile Exam Gloves (XL) 1 bx @ \$22.83 ea
- 420: Neoprene Exam Gloves (S) 1 bx @ \$18.47 ea
- 425: Neoprene Exam Gloves (M) 1 bx @ \$18.47 ea
- 430: Neoprene Exam Gloves (L) 1 bx @ \$18.47 ea
- 435: Neoprene Exam Gloves (XL) 1 bx @ \$18.47 ea

At the bottom, there is a "Total Order Value" field showing 0.

3. Click **Submit** to enter your request into the approval process. You can view the approval flow by clicking the arrow beside **Approval**. The approval flow can be seen once the common required fields are filled in (FOP, ship to etc.). Every request will first go to the Financial Authority on your FOP to approve the expense and then to the PPE Supply Request manager group who will prepare the items and have them delivered to you!



Once the request is submitted, the option to include comments will be available at the bottom of the page. Click the arrow beside **Comments** to expand the section then type your comments in the field provided and click **Add**.

Submitted requests that are not approved can be Withdrawn for editing or to delete.



If your Financial Authority has already approved the request then the PPE Manager group has your order and could be filling it – contact Central Stores before withdrawing.

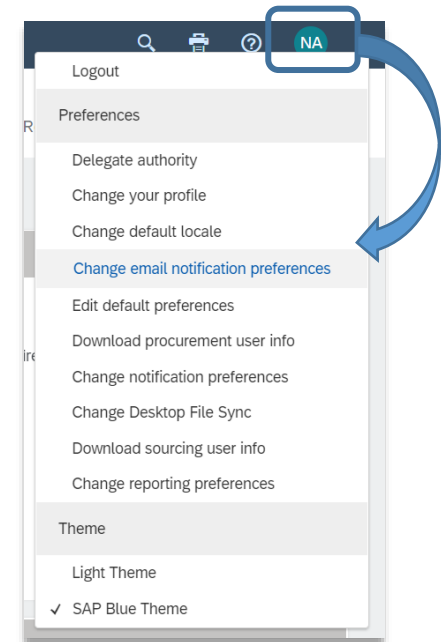
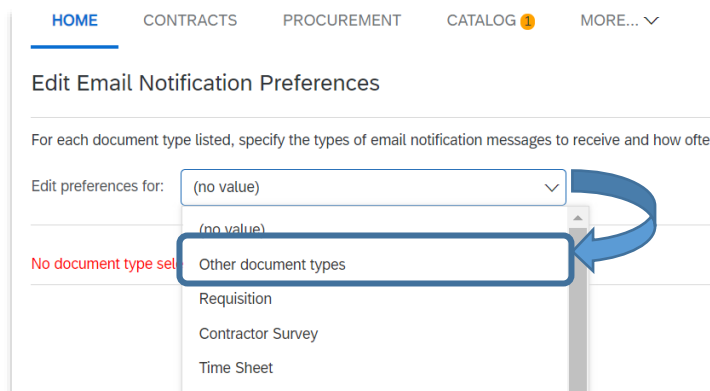
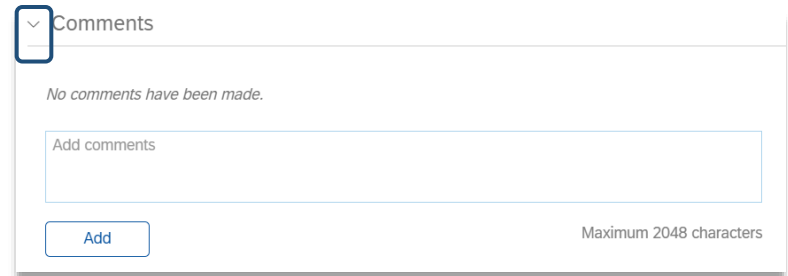
Requests cannot be canceled, if there is a problem with your order contact Central Stores.

Click **Exit** to return to the Home Dashboard. Your request will be accessible through the **My Documents** box in EPIC.

Email Notification Preferences for Forms

As an approver email notifications will arrive in your Inbox or you can review requests that require your approval in EPIC. You can update your email notification preferences by following these steps:

1. In EPIC, click on **your initial** at the top right corner of the page and select **Change email notification preferences**.
2. The page to Edit Email Notification Preferences will open. Click the field beside **Edit preferences for** and select **Other document types** from the drop down.



3. The options available for Notification Method and Frequency will display. You can adjust these preferences to best suit your needs.

For Notification Method as an approver and watcher, you have the ability to choose one of these options:

- **Send individual emails** to send an email each time a request requires your action.
- **Send consolidated emails** to send one email a day with a list of requests that require your attention. **Note:** *This selection requires you to log into EPIC to approve or deny the requests.*

For Notification Frequency, you can choose to receive a notification each time your document is approved and when it is fully approved. As an approver and a watcher, you can choose email notifications to **Send once**, **Send repeatedly** or **Never send**. (**Note:** *If you choose for email notifications to Never send, you will be required to log into EPIC to review requests.*)

4. Once you have adjusted your preferences, click **Save** to finalize.

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive

Edit preferences for: Other document types

Notification Method

When I am an approver: Send individual emails ⓘ

When I am a watcher: Send individual emails ⓘ

Notification Frequency

Send email each time my document is approved: ⓘ

Send email when my document is fully approved: ⓘ

When I need to approve a document: Send once ⓘ

When my approval is overdue: Send once ⓘ

When I am a watcher: Send once ⓘ

Searches for this type of document are available just like other transactions in EPIC.

From the EPIC Home Dashboard, you can select the document type **UM Central Stores: PPE / COVID supplies** and enter the ID number of the request to search.

HOME CONTRACTS PROCUREMENT CATALOG ⓘ MORE... ▾

UM Central Stores: PPE / COVID supplies ▾ Title ID ▾ 🔍