

# PPE Order Form Instructions

Log into GW iBuy+ EXPENSE.

Select the **Requests** menu tab, then click **New Request**.

From the **Type of Request** drop-down menu, select **Materials Management Stores Request**.

Complete all fields marked with a red bar. HINT: In the field entitled “Request Name” be sure to name the order with recognizable information such as “PPE Order Chemistry 7/15/2020”. You will need this information when searching for your Requests later.

**Request** Cancel Save Print / Email Delete Request Submit Request **Status:** Not Submitted

**Request Name:**

Request Header | Expenses | Approval Flow | Audit Trail

Type of Request: \*Materials Management Stores Request | Name of Requestor: Ginter, Donna | Request Name: PPE Demo Report

Delivery Contact Name: Suzy Q | Contact E-mail: ppeorderer@gwu.edu | Contact Phone #: 4-4444 | GW Delivery Address: 950 New Hampshire Ave | Building Name & Room Number: SPH 102

Grant Indicator: (GL) Non-Grant | Banner Index or PTA#: (870021) PUBLIC HEALTH ADMIN

Notes/Comment: Please Call me if some of the items are unavailable. Thanks - Suzy

Click the **Save** button, which takes you to the Expense Details page.

Manage Requests New Request Process Requests Quick Search

# Request 3C9H

Attachments Print / Email Cancel Request

Status: Sent Ba

Request Name: PPE Demo Report

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete «

<input type="checkbox"/>	Date	Expense Type	Amount	Requested

TOTAL AMOUNT **\$0.00** | TOTAL REQUESTED **\$0.00**

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- Supplies
  - 54111-OFFICE SUPPLIES
  - 54121-LABORATORY SUPPLIES
  - 54141-INSTRUCTIONAL SUPPLIES

Note that your request now has a unique identifier, in this case **Request 3C9H**

Click on the **one of the available** expense types and complete the required fields with a red bar.

# Request 3C9H

Attachments Print / Email Cancel Request

Status: Sent Back

Request Name: PPE Demo Report

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
08/01/2020	54111-OFFICE SUPPLIES	\$0.00	\$0.00

Expense Type: 54111-OFFICE SUPPLIES Date Needed: 08/01/2020

Line Item Amount Request: 0.00 USD


Item Description: Gloves - Nitrile (large) Quantity: 5

UOM: Box Comment:

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save

Click the **Save** button, then click the box on the left of your request line. Be sure to add any special instructions related to that item in the comment area.

SAP Concur  Requests Travel Expense Invoice Approvals Reporting App Center Locate Administration Profile

Manage Requests New Request Process Requests Quick Search

# Request 3C9H

Attachments Print / Email Delete Request Sub

Status: Not

Request Name: PPE Demo Report

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/> 08/01/2020	54111-OFFICE SUPPLIES	\$0.00	\$0.00
<input type="checkbox"/> 08/01/2020	54111-OFFICE SUPPLIES	\$0.00	\$0.00
<input type="checkbox"/> 07/01/2020	54111-OFFICE SUPPLIES	\$0.00	\$0.00
<input type="checkbox"/> 08/01/2020	54121-LABORATORY SUPP...	\$0.00	\$0.00

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Expense Type: 54111-OFFICE SUPPLIES Date Needed: 08/01/2020

Line Item Amount Request: 0.00 USD

Item Description: Gloves - Nitrile (large) Quantity: 10

UOM: Box Comment:

Save

Add more lines by clicking on the “+ New Expense” red button and repeating the same process by selecting the expense type for the next item. When you have finished ordering items, click “Save”.

NOTE: No pricing is provided for items and it is expected that the Order will have a \$0.00 value. This does not encumber funds, rather it only places an order.

Next, click the **Approval Flow** tab. Click in the **Manager Approval** field to show a drop-down of search options.

Manager Approval:

  
  
Last Name  
First Name  
Email Address  
Login ID  
Employee ID

SAP Concur

Requests

Travel

Expense

Invoice

Approvals

Reporting

App Center

Locate

Administration

Manage Requests

New Request

Process Requests

Quick Search

# Request 3C9H

Save Workflow

Attachments

Print / Email

Cancel Request

Status: Sent E

Request Name: PPE Demo Report

Request Header

Expenses

Approval Flow

Audit Trail

Manager Approval:

  
  
Last Name  
First Name  
Email Address  
Login ID  
Employee ID

# Request 3C9H

Save Workflow Attachments Print / Email Cancel Request

Status: Sent Ba

Request Name: PPE Demo Report

Request Header Expenses Approval Flow Audit Trail

Manager Approval:  
 + x

---

Materials Management:  
 + + x

NOTE that you must leave the **Materials Management** field blank. The system will route your request to the team there for order fulfillment. Select the **Save Workflow** button if you want to save the individual named as your default approver.

Click the **Submit Request** button if you want to submit your request at this time.

You will see a brief **Confirm** message and then be returned to your **Active Requests** page.

## Active Requests (1)

Delete Request Copy Request Close/Inactivate Request

View

Request Name  Begins With

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted
<input type="checkbox"/>	PPE Demo Report	3C9H	Submitted & Pending Approval - Shearer, Shelley L.		07/16/2020

Use the **View** drop-down tab to see the status of all of your requests. NOTE: The unique name you gave your Order is now listed under the Request Name. You will be able to search for your PPE or other requests through this naming.


Alternately, you can create PPE order request but delay submission if you are, e.g., awaiting order information. You can still see all of your requests by selecting the **Manage Requests** menu tab. In this example, a request is shown as incomplete by the notation “Not Submitted”.

## Active Requests (2)

Delete Request Copy Request Close/Inactivate Request

View

Request Name  Begins With

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date
<input type="checkbox"/>	PPE Demo Report	3C9H	Submitted & Pending Approval - Shearer, Shelley L.		07/16/2020
<input type="checkbox"/>	 Incomplete Request example	3C9K	Not Submitted		

Comment: Need items ASAP due to student association event tomorrow.

## Additional Information


To **Cancel** a request or **Recall** a request to make corrections, check the box for that request in your Active Request listing and double-click the request line.





Manage Requests New Request Process Requests Quick Search

## Active Requests (1)

Delete Request Copy Request Close/Inactivate Request




View 

Request Name  Begins With 

<input checked="" type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted
<input checked="" type="checkbox"/>	PPE Demo Report	3C9H	Submitted & Pending Approval - Shearer, Shelley L.		07/16/2020

Manage Requests New Request Process Requests Quick Search

## Request 3C9H

Attachments  Print / Email  **Cancel Request**  Recall 




Status: Submitted & Pending Approval

Request Name: PPE Demo Report

Request Header Expense Summary Approval Flow Audit Trail

Previous Comment View all 

Entered By Donna Ginter: Please Call me if some of the items are unavailable . Thanks - Suzy

Type of Request	Name of Requestor	Request Name		
*Materials Management Stores Request 	Ginter, Donna	PPE Demo Report		
Delivery Contact Name	Contact E-mail	Contact Phone #	GW Delivery Address	Building Name & Room Number
Suzy Q	ppeorderer@gwu.edu	4-4444	950 New Hampshire Ave	SPH 102
Grant Indicator	Banner Index or PTA #			
(GL) Non-Grant 	(870021) PUBLIC HEALTH ADMIN 			

Notes/Comment

A pop-up box will appear for confirming your action:

### Cancel Request ✕

#### Comment History

Creation date	Entered By	Comment Text
---------------	------------	--------------

Add a comment to explain why you are cancelling the request. Then click OK to confirm the cancellation.

Comment

### Please Confirm ✕



Are you sure you want to recall this request?

For assistance with this and all things Concur, please email [ibuy@gwu.edu](mailto:ibuy@gwu.edu) or call the iBuy+ Help Desk at 571-553-4477.