



July 1, 2020

COVID Supplies Procurement: New Process for PPE/Disinfecting Supplies

You can now use the new COVID Supplies request process in CU Marketplace to purchase the following hard-to-find Personal Protective Equipment (PPE) and disinfecting supplies:

- Bouffant Caps (limited supply)
- Disinfectant Spray Bottles / Refills
- Face Shields
- Gloves (basic use only)
- Hand Sanitizer (small bottles)
- Safety Glasses
- Shoe Covers (limited supply)

Note:

Some of the above items (bouffant caps, face shields, and shoe covers) are typically only needed for lab or medical environments. If you have questions about the above items, contact the PSC at COVIDsupplies@cu.edu.

To learn how the new request process works in CU Marketplace, see below.

COVID Supplies Request Process: Here's How it Works

Given the coronavirus pandemic, and the global supply chain disruptions affecting purchasing ability for certain PPE/disinfecting items, CU's COVID Supplies request process is different from the process for most requisitions:

- Your request for the above supplies must be submitted through the new COVID Supplies section in CU Marketplace.
- Your requisition cannot include any items other than those listed in the COVID Supplies section.
- Your COVID supply request will be combined with COVID supply requests from other departments into a consolidated shopping cart.
- The PSC will manage the new consolidated cart and submit the requisition into bulk purchase orders to the appropriate suppliers.
- The PSC Purchasing Agent – who is now the Requestor for the consolidated cart – will receive all Marketplace notifications. They'll keep you informed by adding Comments to your original COVID supply request in Marketplace.
- The Purchasing Agent's Comments will address order status, shipping delays, and the necessity for you to do Receiving. (While your original request may have been a small-dollar one, the consolidated cart may well be over \$10,000 – resulting in the need to do receiving for PO invoices to pay.)

We have detailed step-by-step instructions and videos on our Training website; in particular, note: [Requesting COVID Supplies](#), and [Tracking COVID Supply Requests](#).

Points to Consider: When Preparing COVID Supply Requests

The only field you'll update on the new COVID Supplies request form is **Quantity**.

- Given supply chain disruptions, you cannot request specific suppliers, or specific brands, for the items you order.
- The Unit Price listed for the item may not be the final price you pay. The form reflects the higher end of the price range for the product in order to maximize PSC sourcing ability.
- Many items have minimum order quantities – look for this information on the form in the Description for the item.

On the PR Approvals tab of the requisition form: your requisition will show as 'Active' in the *Cart Consolidation* stage until it is fully sourced to one or more purchase orders by the PSC.

Things to Keep in Mind: After Submitting COVID Supply Requests

Lead times for COVID supplies may be substantial -- up to two months or more.

You are the Requestor of the original COVID Supplies request form. However, the Purchasing Agent is the Requestor of the new consolidated cart.

- This means the Purchasing Agent will receive all related Marketplace notifications on the consolidated requisition.
- The Purchasing Agent will communicate with you by adding Comments to your original requisition.
- You can communicate with the Purchasing Agent by replying to the Comments.

Among the notices the Purchasing Agent may send you via Comments is the requirement to do Receiving. Your original requisition may have been under \$10,000 -- but the consolidated cart containing many requisitions may well be over \$10,000. In this case, you'd need to do Receiving on the PO created from your requisition in order for your invoice/s to pay.

Marketplace PPE Terms & Conditions

Upon your first login to Marketplace on June 29 or later, you'll be prompted to accept Terms and Conditions for COVID supplies purchasing.

You'll need to accept these terms – even if you are not planning to purchase or approve such items.

Questions

If you have PPE purchasing questions, or if you experience any difficulty finding items not listed here, contact the PSC at COVIDsupplies@cu.edu.

For campus-specific questions, contact:

- Anschutz: PPEProcurement@cuanschutz.edu
- Boulder: fmdc@colorado.edu
- Colorado Springs: mmeans2@uccs.edu
- Denver: PPEPurchaseRequest@ucdenver.edu