



Submitting a Purchase Request in PPL@Home

California SDP | Quick Guide

1. From PPL@Home, click the **'Purchase Request' tab**.
2. Click the purple '+Add Create Purchase Request' button.
3. You will now fill out all the details of the purchase request you are making:
 - Check the box under Participant Address if you need the item shipped to a different address than what shows on the screen.
 - Any fields marked with a red asterisk '*' are required. You should complete as many fields as possible to process your purchase request quickly.
 - Select the Service Code and Service Description by clicking each drop down menu.
4. Scrolling down, you can now enter the details of the item you are requesting:
 - Item description
 - URL
 - Quantity
 - Price per item
 - Uploads (optional)

This will calculate the total price for that item.

5. You can add an additional line for this purchase request by clicking the purple '+Add new entry' button.
6. Review your purchase request. If it is correct, click the purple 'Save' button at the bottom right of the menu.
7. If successful, you will see a pop up that says the purchase request was submitted successfully. Your purchase request will show as a new line in the Purchase Requests accordion menu.

Call or email your Support Broker or Enrollment Specialist if you have any questions.