



# Submitting a Purchase Request in PPL@Home for Associations

Walk-Me Guide | California SDP



If you need PPL to purchase something related to your participant's care, you can request this easily through PPL@Home. To manage your participant, your enrollment must be in Paperwork Complete status for the **'Manage Participant' button** to show.

1

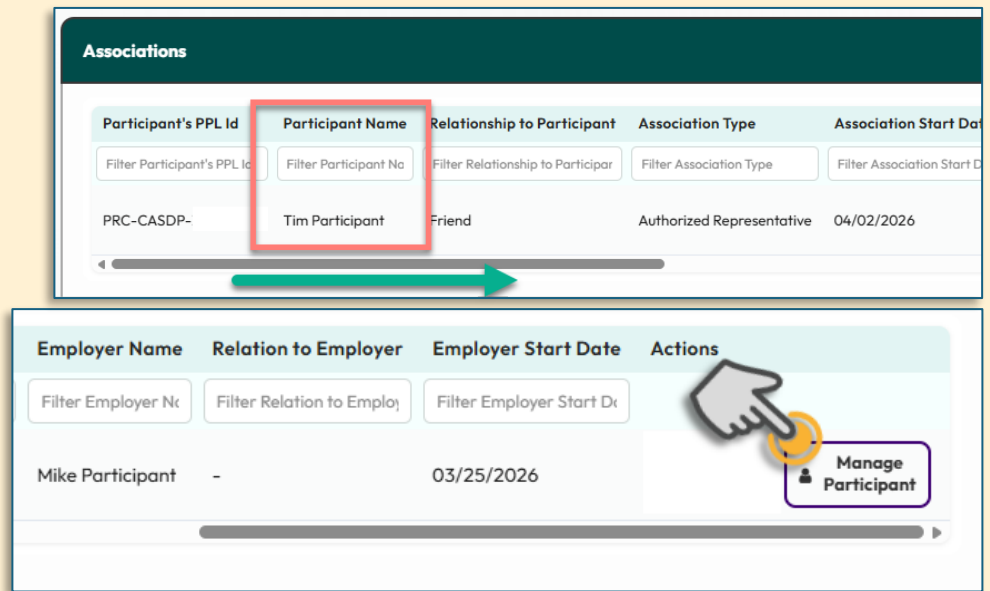
After logging into PPL@Home, click on the **'Associated Participants' tab**.



2

Under the **'Associations accordion menu'**, locate the participant you would like to perform tasks for.

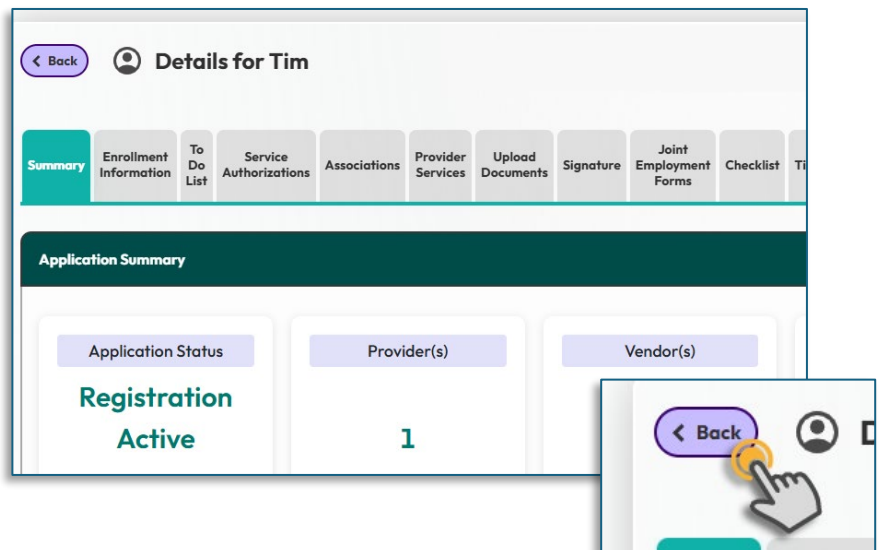
Scroll to the right of their information line and select the **'Manage Participant' button**.



3

You will now be presented with the Participant's PPL@Home view where you can perform actions the same as the Participant would.

To return to your own profile, select the **purple 'Back' button** on the top left of the window.



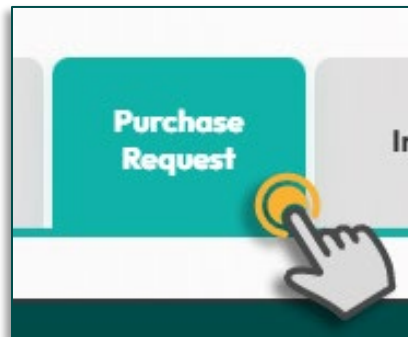
Once you are on the participant's profile, you can proceed to submit a purchase request the same way a participant would.

1

From PPL@Home, click the **'Purchase Request'** tab.

Under the Purchase Requests menu, you will see any existing Purchase Requests and the status.

To start a new purchase request, click the **purple '+ Create Purchase Request' button**.



A screenshot of the 'Purchase Request Summary' page. At the top right, there is a purple button labeled '+ Create Purchase Request' with a hand cursor icon clicking on it. Below this is a search section with a 'Status' dropdown, a 'Vendor' input field, and a 'Search' button. The main section is titled 'Purchase Requests' and contains a table with columns: Vendor, Service, Status, Total Amount, Order Number, Tracking Number, Updated Date, and Actions. A single row is visible with the following data: Amazon, 368: Lenses and Frames, Submitted, \$99.00, and 04/09/2026. A 'View' button is next to the row. A teal arrow points from the 'Purchase Request' tab in the previous image to the '+ Create Purchase Request' button in this screenshot.

You will now fill out all the details of the purchase request you are making:

- Check the box 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.

### 💡 Add Purchase Request

Participant PPL ID	PRC-CASDP-10016311
Participant Name	Jerry Participant
Participant Address	1315 10th St Sacramento, CA 95814-4905
<input type="checkbox"/> Check this box if you need this shipped to a different address	
Merchant's Name *	<input type="text" value="Merchant's Name"/>
Merchant's Phone Number *	<input type="text" value="Merchant's Phone Number"/>
Contact Name	<input type="text" value="Contact Name"/>
Merchant's Website Address	<input type="text" value="Merchant's Website Address"/>
Special Instructions	<input type="text" value="Special Instructions"/>
Service Code *	<input type="text" value="Select Service Code"/>
Service Description *	<input type="text" value="Select Service Description"/>

### 3

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.

You can add an additional line for this purchase request by clicking the **purple '+Add new entry' button**.

Item Description *	URL *	Quantity *	Price per item *	Total Price	Actions
<input type="text" value="Lenses"/>	<input type="text" value="www.sample.com/sample1"/>	<input type="text" value="1"/>	<input type="text" value="\$ 100.00"/>	\$100.00	

Item Total Amount: \$100.00

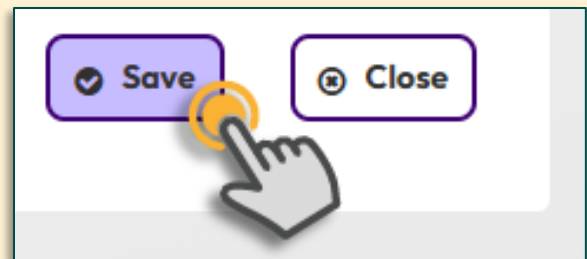
**Attachments**

Allowable file types: txt, pdf, doc, docx, xls, xlsx, csv, png, jpg, jpeg.

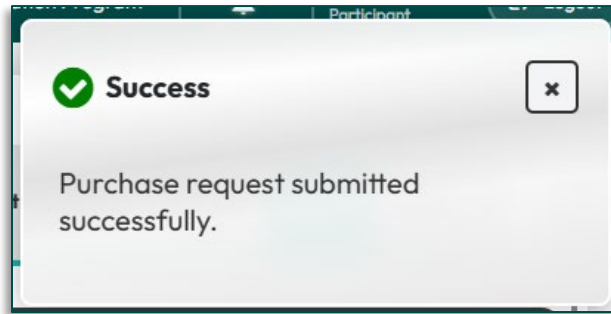
### 4

Review your purchase request.

If it is correct, click the **purple 'Save' button**.



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**. To view the details and status of the purchase request, click the **'View' button** under the **Actions column** of your purchase request.

Vendor	Service	Status	Total Amount	Order Number	Tracking Number	Updated Date	Actions
Filter Vendor	Filter Service	Filter Status	Filter Total An			Filter Updated	
Lense Crafters	333: Participant Goods and Services	Submitted	\$100.00			06/12/2026	<a href="#">View</a>
Amazon	333: Participant Goods and Services	Submitted	\$20.00			06/12/2026	<a href="#">View</a>
Amazon	333: Participant Goods and Services	Submitted	\$100.00			05/27/2026	<a href="#">View</a>

### View Purchase Request

Participant PPL ID: PRC-CASDP-10022370  
 Participant Name: Jerry Participant  
 Participant Address: 1315 10th St., Sacramento CA 95814-4905

Shipping Address: 1315 10th St Sacramento, CA 95814-4905

Merchant's Name: Lense Crafters  
 Merchant's Phone Number: 7165550009  
 Contact Name:

Merchant's Website Address:  
 Special Instructions:

Service Code: 333: Participant Goods and Services  
 Service Description: New Sample Item A

Item Description	URL	Quantity	Price per item	Business Status	Processing Status	Total Price	Actions
Lenses	www.sample.com/samplelenses	1	\$ 100.00	Awaiting Approval	CRM Request Created	\$100.00	<a href="#">View</a> <a href="#">Edit</a>

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



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE