



# Submitting a Purchase Request in PPL@Home

Walk-Me Guide | California SDP



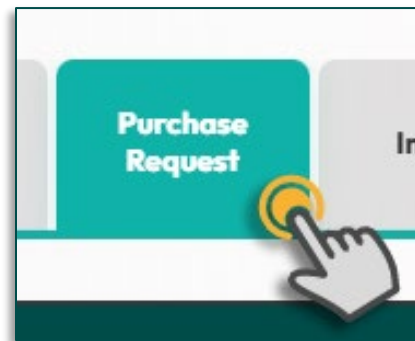
If you need PPL to purchase something related to your care, you can request this easily through PPL@Home.

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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** at the top right of the menu.



A screenshot of the "Purchase Request Summary" page. At the top right, a purple button labeled "+ Create Purchase Request" is highlighted with a hand cursor icon. Below the button are filter fields for "Status" and "Vendor", and a "Search" button. A table titled "Purchase Requests" is visible below, with columns for Vendor, Service, Status, Total Amount, Order Number, Tracking Number, Updated Date, and Actions. A row shows a request from Amazon for "368: Lenses and Frames" with a status of "Submitted" and a total amount of "\$99.00". A "View" button is next to this row. A teal arrow points from the close-up image above to the "+ Create Purchase Request" button.

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.

### 💡 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"/>

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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**.

The screenshot shows a form with a purple '+ Add new entry' button at the top left. Below it is a table with the following columns: Item Description \*, URL \*, Quantity \*, Price per item \*, Total Price, and Actions. The table contains one row with the following data: Lenses, www.sample.com/samplele, 1, \$ 100.00, \$100.00, and a trash icon. Below the table, the text 'Item Total Amount: \$100.00' is displayed. Underneath the table is an 'Attachments' section with a purple 'Upload' button and a note: 'Allowable file types: txt, pdf, doc, docx, xls, xlsx, csv, png, jpg, jpeg.' At the bottom right of the form are two purple buttons: 'Save' and 'Close'.

Item Description *	URL *	Quantity *	Price per item *	Total Price	Actions
Lenses	www.sample.com/samplele	1	\$ 100.00	\$100.00	

Item Total Amount: \$100.00

Attachments

Upload

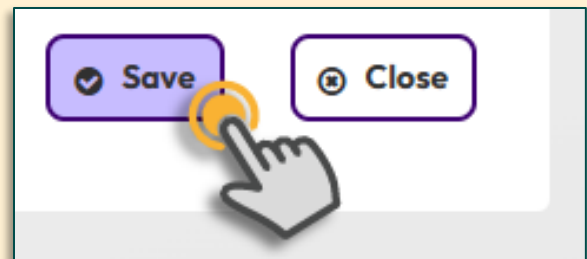
Allowable file types: txt, pdf, doc, docx, xls, xlsx, csv, png, jpg, jpeg.

Save Close

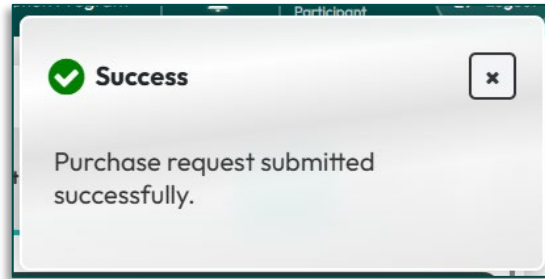
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Review your purchase request.

If it is correct, click the **purple 'Save' button** at the bottom right of the menu.



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.



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YOUR CARE  
YOUR PEOPLE