

3. How to Use the Procurement System

Overview: The Procurement System allows you to request technology-related equipment or software.

Steps:

1. Navigate to the "Procurement" tab in the Help Desk portal.
2. Select the type of procurement request:
 - Hardware (e.g., laptops, monitors).
 - Software (e.g., licenses, applications).
3. Fill out the procurement request form with the following details:
 - **Item Name:** Specify the product or service.
 - **Quantity:** Enter the number of units needed.
 - **Justification:** Provide a brief explanation for the request.
4. Click "Submit Request."
5. You will receive an email notification once your request is reviewed.

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