**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.

**Related Articles:**

* Frequently Asked Questions about Procurement
* Common Issues with Procurement Requests