EH&S Form: Environmental Health & Safety

1. On the ShopBlue homepage, in the “Special Requests” section, select the EH&S form request.

2. Once you read the request form instructions select “Next” to continue.

3. In the Supplier box, type in the supplier you are looking for. You will not need to do anything with the Relationship and the Zip Code fields. Then select “Search”.

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Revised 8/14/18   UB Procurement Services
4. Select the fulfillment Center you wish to have your purchase billed to. *Note: fulfillment centers with a “030” prefix are for RF accounts; fulfillment centers with a “S” or “MAINCHECK” prefix is for state accounts only.* Please pick accordingly. Once you have selected a fulfillment center please click next.

5. In the “Form Fields” section, you will need to select an EH&S Category that applies to the request
6. In the “Internal Notes & Attachments” section, you may attach any quotes, emails for approval, information on how to process, etc.

**Internal Notes & Attachments**

Please include any internal notes or comments that will help in processing your request

Type your special message here

1,970 characters remaining

Please attach any internal documentation that will be needed to process your request

*No File Attached*

[Upload]

7. In the “Item Details” sections, complete the fields prompted. Enter in the unit price, quantity, product description and catalog number.

**Item Details**

Enter the EH&S Item

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>1500.00</th>
<th>USD</th>
<th>Quantity</th>
<th>1,000</th>
<th>Total</th>
<th>0.00 USD</th>
</tr>
</thead>
</table>

**Product Description**

\[ASM VS SCU with two Single 8MM (1 each side of the roadway), Banner proximity\]

078 characters remaining

**Catalog No.**

123456

**Commodity Code**

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8. You will then need to click “Edit” next to Commodity Code to fill in the correct code for the request. In the search box you can type in the commodity code name, number or description to find the right choice. When finished, select search. Click “Select” on the appropriate commodity code.

![Commodity Codes](image-url)
9. At the very bottom you can attach any files that should be sent to the supplier for special instructions or notice.

10. At the bottom of the page, select “Next” when completed. You will be brought to the “Review and Submit” If there are two green checkmarks next to the Supplier and Form Fields you can select “Complete Form” and “Add to new cart” to continue.

11. You would then proceed as you would with any other Requisition