

PPE Supply Portal

Quick Reference Guide

Updated: August 4, 2022

To order, visit the **PPE Supply Portal (PSP)** <https://www.ppesupply.ontario.ca/>

What you need to know

- **PPE Supply Portal (PSP)** is the online destination for ordering Personal Protective Equipment (PPE)
- For more information on how to use the PSP, please log in using the instructions below and visit the [Need Help?](#) page to view the **User Guide**.

New

PSP Changes

We are improving the PSP to create a better user experience!

1

Edit Order

Users now have two opportunities to edit their order before it has been approved!

- Go to Order History
- Select the Edit Order button

Edit Order

2

Special Notes Field (Optional)

Use this field to include essential requirements related to each product in your order (180 characters maximum).

3

Delivery Instructions Field

Use this field to provide clear instructions that the delivery personnel will need to deliver the products (180 characters maximum).

This information will be saved and automatically pre-populated in your next order

4

Valid Postal Code

A valid Ontario postal code with the format A1A1A1 is required to proceed with your order

How to Order

Ordering is as easy as 1-2-3

1

Go to [ppesupply.ontario.ca](https://www.ppesupply.ontario.ca/) and log in

2

Find products using:

- **Search** or,
- by selecting a category from the **Browse Products** menu.

3

Click **Add to Cart** (review your order and click **Continue to Checkout**)

Note: Only products available to your organization can be added to your cart.

Need to Order More Product?

Use the **Re-Order** button to place an order to a shipping location used previously.

- Go to **Order History**
- Click on the blue **"Re-Order"** button
- You can modify the order to change quantities.



Re-Order

PPE Supply Portal

Quick Reference Guide

Updated: August 4, 2022

To order, visit the **PPE Supply Portal (PSP)** <https://www.ppesupply.ontario.ca/>

Logging in for the First Time

- Go to [ppesupply.ontario.ca](https://www.ppesupply.ontario.ca/) and click on **Forgot Password**
- Enter the email address used to enroll you in the PSP and click **Send Email**
- You will receive a password reset email
- Follow the link in the email to create your password
- Click on **Sign In** to log in with your new password

Forgot Password?

Send Email

Sign In

Delivery Instructions

Use the delivery instructions field to provide clear instructions that delivery personnel will need to deliver your products.

For example:

- Deliver weekdays 9am to 5pm. Use back door entrance off Elgin St. Ring doorbell.

Quantities

Most products must be ordered in individual units called "eaches". Enter the desired quantity in "eaches" of the product you wish to order.

For example:

- If you wish to order 500 pairs of gloves, enter the quantity "1000" gloves
- If you wish to order 1000 bottles of soap, enter the quantity "1000" bottles

Please note, some products are shipped in set quantities. Enter the desired quantity in "eaches" and your order will be rounded up to the closest number available per box.

Questions about PPE?

If you have any questions or concerns about your delivery or ordering PPE, please contact your MPBSD Point of Contact at SCO.Supplies@Ontario.ca.

Technical Issues?



Help Desk

8am to 5pm ET
7 days/week
(excluding
statutory
holidays)

Local 416-246-7172;
Toll Free 1-888-444-9102
ppesupplyportalhelp@ontario.ca