Slip-Resistant Standard Footwear Order Process

Overview
This document provides guidance on the process for placing a standard footwear order.

Who Can Order
Eligible employees can order shoes every 6 months. Standard footwear can be ordered by the following authorized purchasers:

- Primary Authorized Purchaser
- Additional Authorized Purchaser
- Local EHS Liaison(s)
- UCOP EHS Administrator(s)
- Individual Employees (if their unit allows self-purchasing)

Instructions for Ordering
Authorized Purchasers & EHS Personnel

Using the Order/Track Page
1. From the Slip-Resistant homepage, select **Order/Track**
2. Select **Tracker** in the top menu, then **Group Trackables**
3. Search by unit name or number
4. Select **SR Max** or **Shoes for Crews*** in the top right corner
5. Select **Standard** to be redirected to the appropriate supplier site in a new browser window
6. Place footwear orders on the supplier sites using current procedures

*To view options from the other supplier, repeat steps 1-4.

Using the Status Page
1. From the Slip-Resistant homepage, select **Status**
2. Search by unit name or number
3. Select the “Order Shoes” icon 🔄 under the “Actions” header
4. Select **SR Max** or **Shoes for Crews*** in the top right corner
5. Select **Standard** to be redirected to the appropriate supplier site in a new browser window
6. Place footwear orders on the supplier sites using current procedures
*To view options from the other supplier, repeat steps 1-4.

Individual Employees

If you've received an email prompting you to order your shoes, follow the instructions below:

1. Log in to Slip-Resistant at https://app.riskandsafety.com/slipresistant OR use the link provided in the email you received
2. From the Slip-Resistant homepage, select Order/Track
3. Select the Order dropdown menu to the far right (If you don’t see “Order”, contact your supervisor for assistance in purchasing)
4. Select SR Max or Shoes for Crews* to be redirected to the appropriate supplier site in a new browser window
5. Place footwear orders on the supplier sites using current procedures

*To view options from the other supplier prior to placing an order, repeat steps 1-4.