

Mandatory Stand-Up Talk

April 3, 2020

COVID-19 supplies — purchasing updates **Centralized support expanded for catalog ordering and local purchasing**

The Postal Service is working diligently through multiple supply chain channels to purchase and deliver COVID-19 supplies and services to employees.

These include large leveraged purchases with delivery into central stock in Topeka for Material Distribution Center (MDC) catalog ordering in eBuyPlus.

Supply Management has temporarily removed internal catalog quantity limitations and streamlined the acquisition of these vital supplies. The following options represent customary and alternative ways you may now use to acquire these critical supplies:

- You can use your SmartPay Purchase Card to buy these supplies if you identify an eBuyPlus catalog or local source with available inventory. This is limited to \$10,000 per transaction. If your per-transaction limit on your Purchase Card is below \$10,000 and you need a temporary limit increase, email: purchasingsupport@usps.gov, or chat with Purchase Card Specialists by going to the Supply Management page on Blue, and clicking on the “How Do I Buy My Stuff?” button.
- If you have identified quantities of COVID-19 supplies (hand sanitizer, disinfecting wipes, alcohol, surface cleaners, etc.) that exceed \$10,000 per transaction, email purchasingsupport@usps.gov. You will be put in contact with the appropriate Supply Management Commodity Team that will immediately assess your proposed buy and may non-competitively fast-track its acquisition.
- The Postal Service may accept locally donated COVID-19 supplies like hand sanitizer, but employees may not solicit donated supplies.
- The Voyager card may be used to purchase COVID-19 supplies at vendors who currently accept Voyager (e.g., gas stations, repair shops, convenience stores).
- The Travel card has been modified to add additional supplier category codes to allow card holders the ability to purchase COVID-19 supplies at retail locations.

- If you need to reimburse employees for COVID-19 supplies they provided, use PS Form 2551, Non-Goods and Non-Services — Payment Authorization. It can be found by going to the Accounting home page on Blue and selecting the e-IWS Online Forms Toolkit. On the Toolkit page, scroll down to the PS Form 2551 Job Aid and follow the instructions to obtain the required eAccess permissions.
- To check on the latest COVID-19 supplies available, go to the COVID-19 page on Blue, select the Supplies tab, and then click “[Sanitation Supplies Availability](#)” for a spreadsheet. You can also call 1-800-332-0317.
- *As a reminder, hand sanitizer bottles should be refilled; not discarded.*

Thank you for your dedication, and stay safe.

#