



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)

Important: An employee must be added to their unit's employee roster by their Authorized Purchaser before an order can be placed.

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 been notified that you are eligible 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 if you received an email notification
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 Authorized Purchaser* for 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

** If you don't know who your Authorized Purchaser is, reach out to your supervisor.*

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