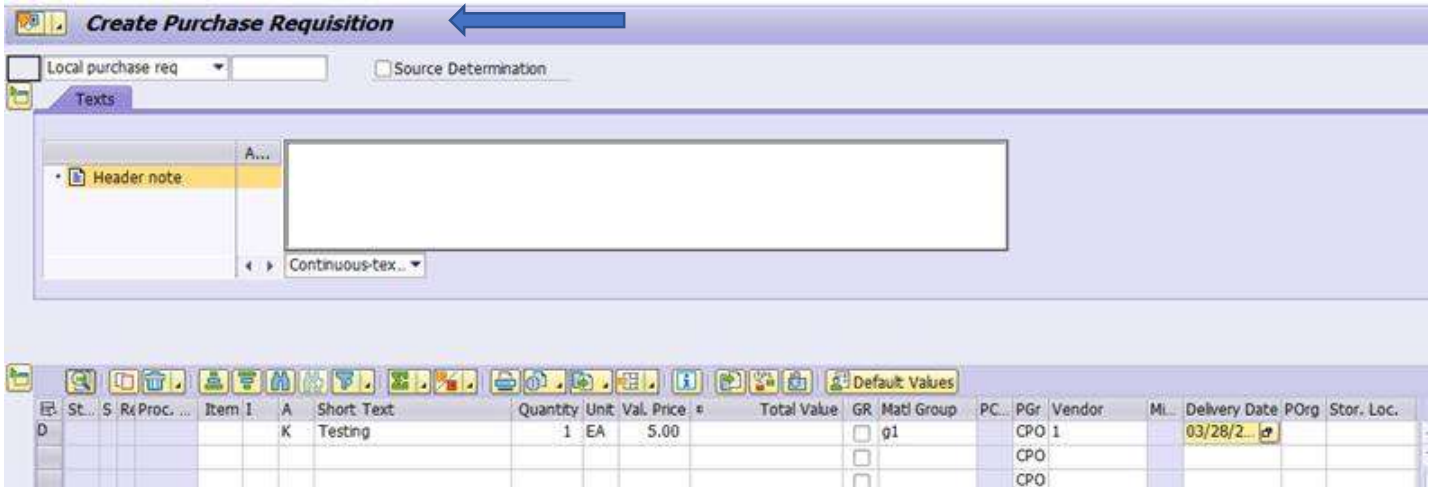


Temporary Changes on all Requisitions.

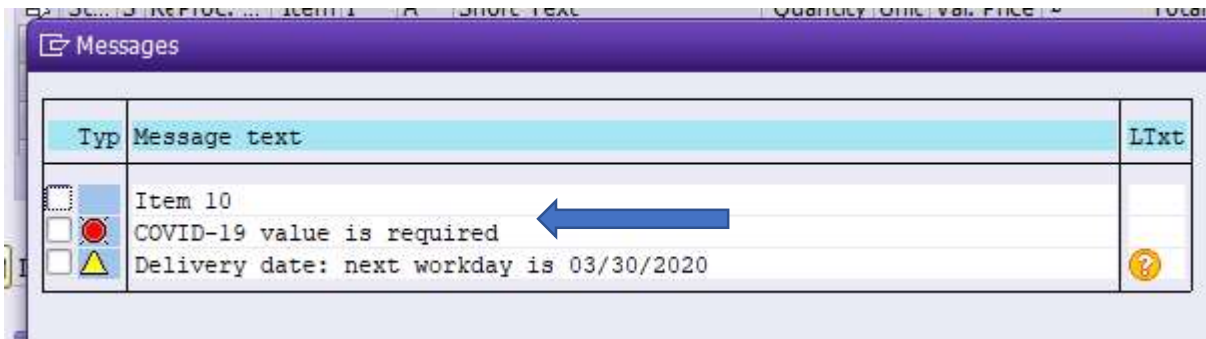
If you are purchasing supplies or services in SAP for COVID-19, do not add other items in the requisition that are not part of that COVID-19 purchase.

EXAMPLE OF THE SAP PURCHASE PROCESS FOR ALL REQUISITONS:

Create an SAP purchase requisition (As Usual)

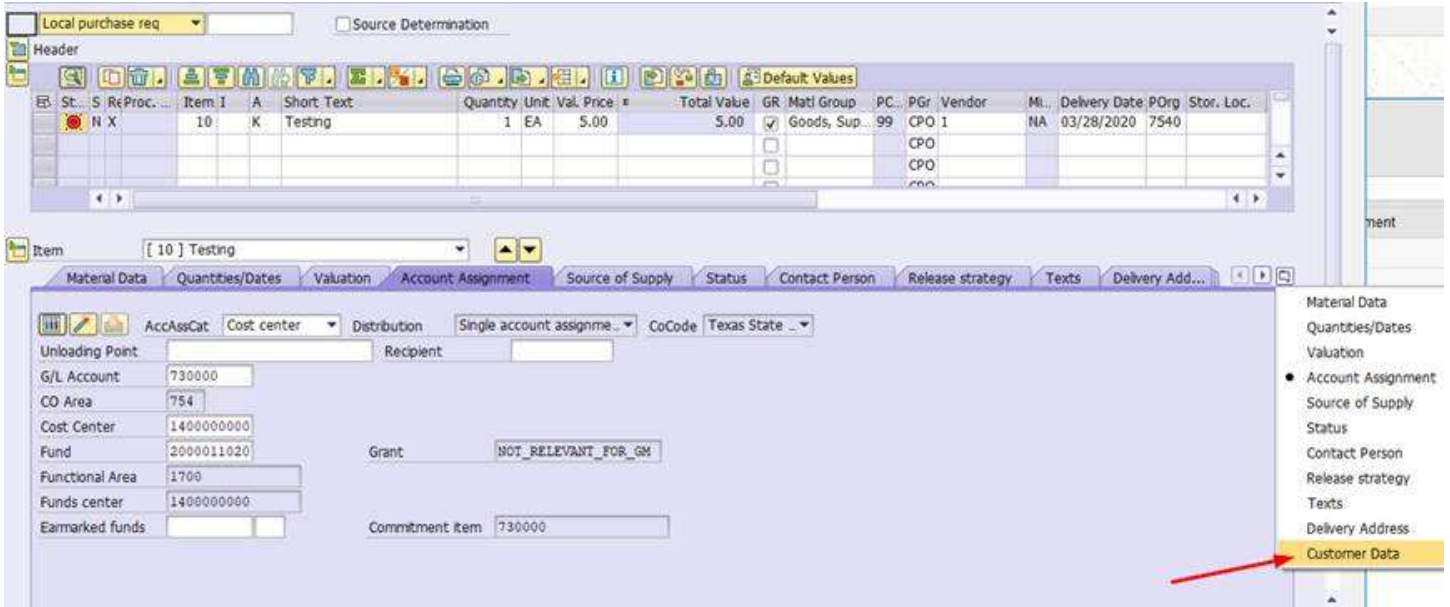


Once you select ENTER, CHECK or SAVE you will now see the following message:



**NEW REQUIRED FIELD UNTIL COVID-19 ENTRY IS NO LONGER REQUIRED.
YOU CAN NOT BYPASS THIS FIELD**

Go to the Customer Data TAB



**You will see in the bottom right COVID-19 – Select YES OR NO
Then complete the requisition (As Usual)**

If the purchase is NOT for COVID-19, you select NO.

Create Purchase Requisition

Local purchase req Source Determination

Header

St...	S	ReProc...	Item I	A	Short Text	Quantity	Unit	Val.	Price	Total Value	GR	Matl Group	PC...	PGr	Vendor	ML...	Delivery Date	POrg	Str
	N	X	10	K	Testing	1	EA		5.00	5.00	<input checked="" type="checkbox"/>	Goods, Sup...	99	CPO	1	NA	03/28/2020	7540	
											<input type="checkbox"/>				CPO				
											<input type="checkbox"/>				CPO				
											<input type="checkbox"/>				CPO				
											<input type="checkbox"/>				CPO				
											<input type="checkbox"/>				CPO				
											<input type="checkbox"/>				CPO				

Item [10] Testing

Valuation | Account Assignment | Source of Supply | Status | Contact Person | Release strategy | Texts | Delivery Address | Customer Data

Minority Ind. (HUB) NA Not a HUB

Doc. Type/PCC Code 99

Contract Num

Work Order

Aim PO Type

Phase

Aim Material Req

Software Questions

Security & ADA

Aim PO COVID-19

Yes

No

