#### **<u>Temporary Changes</u>** on all Requisitions.

If you are purchasing supplies or services in SAP for COVID-19, <u>do not</u> 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)

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

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	Item 10	
	COVID-19 value is required	
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# NEW REQUIRED FIELD UNTIL COVID-19 ENTRY IS NO LONGER REQUIRED. YOU CAN NOT BYPASS THIS FIELD

#### Go to the Customer Data TAB

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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.

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