

Temporary Changes on all Requisitions.

If you are purchasing supplies in The Marketplace, do not add other supplies in the shopping cart that are not part of the COVID-19 purchase.

EXAMPLE OF THE MARKETPLACE PURCHASE PROCESS FOR ALL REQUISITIONS:

Enter Marketplace Requisition and select items for your shopping cart and when finished **SUBMIT ORDER (As Usual)**

The screenshot shows the 'My Cart' page. At the top, there is a navigation bar with 'Summus Industries', a search bar, and links for 'RECENTLY PURCHASED', 'BROWSE CATEGORIES', 'QUICK ORDER', 'YOUR LISTS', and 'YOUR DASHBOARD'. A shopping cart icon shows a total of \$9.48. Below the navigation, the 'Items for Delivery' section contains one item: 'Kleenex Boutique Standard Facial Tissues, 2-Ply, 95 Sheets/Box, 6/Pack (21271)'. The item details include 'Staples Item # 826830', 'MFR Item # 21271', and 'Customer Item # 826830'. A quantity of 1 is selected, and the price is \$9.48. A 'Remove' link is next to the quantity. To the right of the item list, a summary box shows 'Subtotal \$9.48' and 'TOTAL \$9.48', with a large orange 'SUBMIT ORDER' button below it. A blue arrow points to this button. At the bottom of the item list, there are 'Clear Cart' and 'Update Cart' buttons, and another summary box with 'Subtotal \$9.48', 'TOTAL \$9.48', and a 'SUBMIT ORDER' button.

Proceed to check out (As Usual)

Once you proceed to check out, the system will have a new required field for entry – **NEXT STEP.**

The screenshot shows the 'Shopping Cart for Lisa Leopold' page. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', and a shopping cart icon showing a total of 9.48 USD. Below the navigation, the 'Shopping Cart' section shows '1 Item(s) for a total of 9.48 USD'. A blue arrow points to the 'Proceed to Checkout' button. Below the button, there is a 'Next Step' field for entry. The 'Product Description' section shows 'Kleenex Boutique Standard Facial Tissues, 2-Ply, 95 Sheets/Box, 6/Pack (21271)'. The item details include 'Part Number 826830', 'Manufacturer Info 21271 - (KIMBERLY CLARK GLOBAL SALES LLC)', and 'Commodity Code Paper Materials and Products'. A table shows the item details:

Product Description	Unit Price	Quantity	Total
Kleenex Boutique Standard Facial Tissues, 2-Ply, 95 Sheets/Box, 6/Pack (21271)	9.48	1	9.48
PK - Pack			
Shipping			0.00 USD
Handling			0.00 USD

At the bottom right, there is a 'Supplier subtotal 9.48 USD'.

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

Enter a brief DESCRIPTION: Emergency Safety Masks (example)

Enter a YES or NO for COVID-19

The screenshot shows a requisition form with a yellow warning box at the top. The warning box contains the following text: "Almost ready to go! The list below needs to be addressed before the request can be submitted." followed by "Required field: COVID-19" and "You need to be aware of the following issue(s), but it will not prevent you from submitting your request." followed by "Empty field: Description". Below the warning box, the form has tabs for "Requisition", "PR Approvals", "PO Preview", "Comments", "Attachments", and "History". Under "Requisition", there are sub-tabs for "Summary", "Shipping", "Billing", "Accounting Codes", "Supplier Info", and "Taxes/S&H". The "General" tab is active, showing fields for "Cart Name" (2020-03-18 lgl52 10), "Description" (Empty field), "Priority" (Normal), "Prepared by" (Lisa Leopold), "Prepared for" (Lisa Leopold), and "COVID-19" (Required field). Two blue arrows point to the "Description" and "COVID-19" fields.

Larger View:

You must select the Empty Field and Select **YES OR NO** and then **SAVE**.

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

The larger view shows the "General" tab of the requisition form. The "Cart Name" field contains "2020-03-18 lgl52 10". The "Description" field contains "Emergency Kleenex / Office" and has a yellow warning box with "Empty field". The "Priority" field is a dropdown menu set to "Normal". The "Prepared by" field contains "Lisa Leopold" and the "Prepared for" field contains "Lisa Leopold" with a link "Select a different user...". The "COVID-19" field contains "Y" and has a yellow warning box with "Empty field". A dropdown menu is open for the "COVID-19" field, showing "N - NO" and "Y - YES". At the bottom of the form, there are "Save" and "Cancel" buttons. The text "General (same as header)" is visible at the bottom of the page.

Once this entry is made, you process & complete the requisition by adding your other required fields (As Usual)

The requisition header will be like the example below.

Orders > Search > Requisitions > General - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Purchasing Use Only


You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: [Shipping](#). Go straight to the end: [Final Review](#).


Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H

General ?

These values apply to all lines unless specified by line item

Cart Name	2020-03-18 Igl52 10	<input type="button" value="edit"/>
Description	Emergency Kleenex / Office	
Priority	Normal	
Prepared by	Lisa Leopold	
Prepared for	Lisa Leopold	
COVID-19	Y	
	YES	

Staples/Summus  [more info...](#)