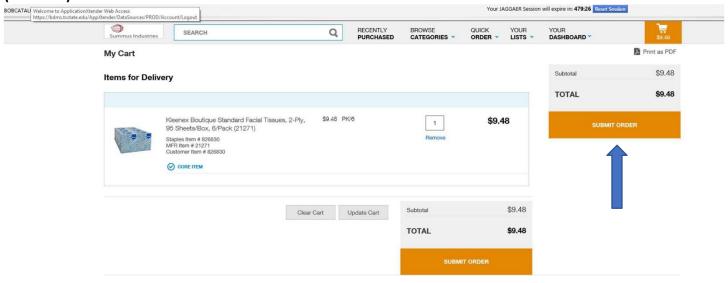
Temporary Changes on all Requisitions.

If you are purchasing supplies in The MarketPlace, <u>do not</u> add other supplies in the shopping cart that are not part of the COVID-19 purchase.

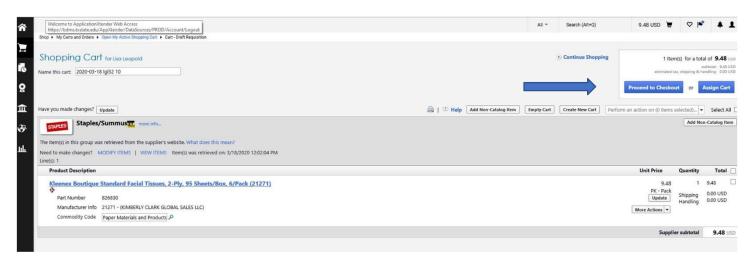
EXAMPLE OF THE MARKETPLACE PURCHASE PROCESS FOR ALL REQUISITIONS:

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



Proceed to check out (As Usual)

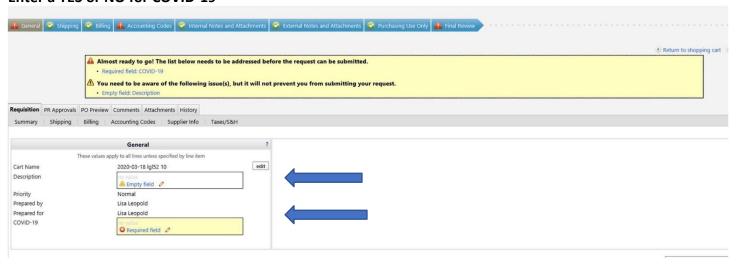
Once you proceed to check out, the system will have a new required field for entry - NEXT STEP.



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

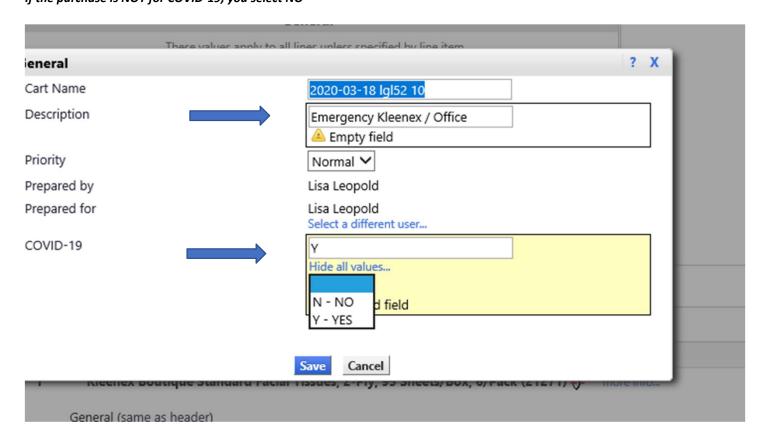
Enter a brief DESCRIPTION: Emergency Safety Masks (example)

Enter a YES or NO for COVID-19



Larger View:

You must select the Empty Field and Select <u>YES OR NO</u> and then SAVE. If the purchase is NOT for COVID-19, you select NO



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.

