

Reference

Guide

COVID-19 Purchases

In This Guide

✓ Assigning Requisitions as COVID-19 Purchases

This guide demonstrates how to assign a requisition as a COVID-19 purchase. Some supply and equipment purchases should be coded as COVID-19 if the purchase is a direct result of COVID-19. Two specific codes will be utilized to differentiate between "Non-Research" and "Research Specific" purchases. The code assignments will be as follows:

Non-Research Purchases—COV_19 Research Specific Purchases—COV_R

Procedure

Orders + Search + Search Documents + Summary - 2922620 - Draft Requisition				All - Search (All	+Q) Q	85.04 USD 🖉	0	* 1
Croses + Search + Search Documents + Summary - 2422120 - Uter Hequisition			_					
Ceneral S Final Review					Submit Requisitio	n -		
					Assign Cart			
			100			Return to shopping	cart 🕑 Conti	Inue Shopping
All done! The required information has been serviced information has been serviced information has been serviced in the service of the ser	een completed and this request is ready to I	be submitted.						
Once you have reviewed the details, you	may continue by clicking the Submit Kequa	room betten at the top of the page.						
	sue(s), but it will not prevent you from subm	sitting your request.						
Empty field: EMERGENCY COVID-19 FIELD								
Requisition PR Approvals PO Preview Comments Mission Mission								
Summary Shipping Billing Accounting Codes Supplier Info	Shipping & Handling Charges							a 1
Hide header							Hide val-	fue descriptions
General	7	Shipping	7		Billing			7
Cart Name 2020-03-18 regtest 10	edit Ship To Test Requester		edit	Bill To Accounts Payable				edit
Description Prepared by Test Requester	Rm: 623			433 Bolivar St				
Prepared for Test Requester	Purchasing 433 Bolivar St			New Orleans, LA 70112 United States				
Home Department 1673200	NEW ORLEANS, LA 70112	2						
PeopleSoft Support Org	United States			Billing Information				edit
to hoc Reviewer				SSC Customer #				(
EMERGENCY COVID-19 FIELD			View/edit by line item.					
🙈 Empty field 🥔				Credit Card Info				edit
				No credit card has been assigned.				
					manage your ca	erds		
							View/edit	

1. Within the "General" section of the BUY-U Requisition an editable field is available.

The field is named **"EMERGENCY COVID-19 FIELD"**. A reminder warning will appear in the Requisition warning section if the field is not populated. The field **IS NOT REQUIRED** in order to submit the Requisition.

Scheral Sinal Review					Submit Requisition				
General Final Review	Inal Review			Assign Cart					
	All done! The required information has been completed and the second	his request is ready to be submitted.			General	Return to shopping cart Continue Shopping			
	Once you have reviewed the details, you may continue by clici	king General		? X		2020-03-18 reqtest 10			
	A You need to be aware of the following issue(s), but it will not p	cart Name	2020-03-18 regtest 10		Description				
	Empty field: EMERGENCY COVID-19 FIELD	Description			Prepared by	Test Requester			
Requisition PR Approvals P	O Preview Comments Attachments History	Prepared by	Test Requester		Prepared for	Test Requester			
	Billing Accounting Codes Supplier Info Shipping & Handling Cha	arges Prepared for	Test Requester Select a different user		Home Department	Select a different user 1673200			
Hide header Home Department			1673200			Select from profile values			
Cart Name Description	2020-03-18 regtest 10	ip est I Rm: (Select from profile values Select from profile values		Ad hoc Approver	Select from profile values Select from all values			
Prepared by Prepared for Home Department	Test Requester 1673200	Purch 433 I NEW Ad hoc Reviewer	Select from all values		Ad hoc Reviewer	Select from all values			
Ad hoc Approver Ad hoc Reviewer EMERGENCY COVID-19 FIELD	no value no value	Unite EMERGENCY COVID-19 FIELD	COV_19 0 characters remaining expand clear ▲ Empty field		EMERGENCY COVID-19 FIELD	COV_R 1 characters remaining expand clear Compty field			

2. Click on the "**EDIT**" box in the top right corner of the "**General**" section and populate the text box with the appropriate COVID-19 code for this purchase if applicable and **CLICK SAVE.** Submit the Requisition normally.

NOTE: ALL PURCHASE ORDERS WILL BE STOPPED IN PURCHASE ORDER WORKFLOW FOR MANUAL REVIEW



