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Internet Procurement Application User Manual

This manual has been prepared for users of the RIAS Internet Procurement application. The Internet Procurement application is the end-user component in the RIAS Procure-to-Pay Process. The application is used to create Quick, Regular and certain Internal purchase requisitions as well as check requests.

This manual will help users:

- Understand the University's Procure-to-Pay Process
- Understand how to log on and log off from the Internet Procurement application
- Understand the following Internet Procurement roles:
    - Requisition Approver
    - Requisition Preparer
    - Requisition Receiver
    - Requisition Requester
    - Requisition Reviewer
- Understand how to create a requisition online with catalog and/or non-catalog items
- Understand how to research requisition and purchase order information online
- Understand Approver Actions: Approve, Reject, Forward, Approve and Forward and Edit
- Understand the process to change purchase orders and commitments
- Understand how to enter receipts, returns and corrections against purchase orders
- Understand how Travel and Business Expense Reports (TABERs) and travel advances will be handled in Phase I of the RIAS Project
- Know where to go for assistance if necessary

When you use the Internet Procurement application, please remember that all purchases of goods and services must be in accordance with the policies and procedures contained in the University Regulations and Procedures Manual, the Faculty and Staff Buying Guide and the Standards for University Operations Handbook.

For additional purchasing related information, see the web site for University Procurement Services at: http://www.rci.rutgers.edu/~procure

New forms are available on the RIAS web site at http://rias.rutgers.edu/formsrequirements.html in both Adobe Acrobat and MSWord "fill-in" formats.

This manual is subject to revision, the most current version is available on the RIAS web site at: http://www.rias.rutgers.edu

Requisition and Purchase Order Overview

Requisition vs. Purchase Order?

- A **Requisition** is an internal electronic request for goods and services that is assigned a system-generated number during the requisition creation process. Requisition commitments will be displayed in OFIS as **R-XXXXXX** the following day upon submission.

- A **Purchase Order** is a legally binding document to a supplier for goods and services that provides the supplier with terms and conditions for goods to be received or services to be rendered. Purchase Orders are assigned a system-generated number upon approval. Purchase Order commitments will be displayed in OFIS as **P-XXXXXX** the following day upon approval.

Requisition Approval Hierarchy Key Concepts

- A Requisition Approval Hierarchy is a structure that defines the default automatic routing of requisitions from a Preparer to an Approver.

- All authorized individuals (e.g. Approver, Preparer, Requester, Reviewer, Receiver) must be specifically defined in the Requisition Approval Hierarchy.

- There are two levels of approval defined in the hierarchy. Level one is an optional level for approval authority for requisitions from $0 to $10,000 that an organization may have defined. Level two is for approval authority for requisitions from $0 to a department’s total budget.

- All Level two Approvers have been assigned one backup. Level two Approvers will serve as the Level 1 backup.

- An Approver will have the authority to approve all requisitions within an organization based upon the dollar limits defined in the level they are assigned to, regardless of funding source.

- One approval is required on each requisition.

- By default, all Approvers are Preparers. If an Approver creates his/her own requisition, it will be automatically routed to the next authorized Approver in the hierarchy. All Level two Approvers must manually change the default Approver to a “peer” Approver for approval. A listing of all authorized Approvers is available as a link in Internet Procurement.

- If an Approver has an expected absence (e.g. vacation), the Approver is expected to re-assign his/her requisitions to automatically route to a backup Approver for the specified time.

- If an Approver has an unexpected absence (e.g. sick) who has not re-assigned his/her requisitions, the Preparer will be sent a notification if the Approver has not taken an action after 3 days.

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Basic Expectations for Approvers

Approval authority for requisitions should reside with regularly appointed employees (Type 1) whose job descriptions are formally designated as a business manager, accountant, an equivalent title or who have supervisory authority. These individuals typically have independent fiscal authority and are charged with administrative and financial functions that include budget approval and in many cases budget development. They are accountable for determining the appropriateness of expenditures, for monitoring and reporting of funds availability, and other related duties consistent with the following basic expectations that describe the role of Approvers:

- Appreciation and acceptance of the responsibility and accountability implicit in an Approver role;

- Working knowledge of basic accounting and budgeting concepts as well as familiarity with the University's accounting and budgeting systems and structures;

- Working knowledge of the purchasing guidelines issued by University Procurement & Contracting as well as familiarity with basic business concepts such as those defined in the Standards for University Operations Handbook;

- Willingness and ability to access, interpret and apply the policies and procedures contained in University Regulations and Procedures Manual;

- Willingness and ability to access, interpret and apply the regulations and procedures of externally sponsored programs;

- Willingness and ability to access and interpret budget, expenditure and commitment information through reports or online applications;

- Willingness and ability to exercise professional judgment and due diligence when determining if an expenditure is reasonable, appropriate and necessary (refer to separate statement on professional judgment and due diligence);

- Willingness and ability to assert the proper application of the University's policies and procedures;

- Willingness and ability to ensure expenditures remain within program or project budgets;

- Willingness to attend training programs designed for the use of the RIAS applications and other professional development activities sponsored by the University;

- Willingness and ability to learn and use desktop computing tools including web browsers, email, I-Procurement and word processing applications as well as maintain respect for system security measures and the confidentiality of certain types of information.

Units or departments, which do not have a position meeting these requirements, will establish a requisition hierarchy that routes purchase requisitions to the appropriate position with approval authority in their organization.

Professional Judgment and Due Diligence – Approver Role

The Approver is expected to exercise professional judgment and due diligence when determining if an expenditure is reasonable, appropriate and necessary.

Professional judgment means that the individual will make a determination based on the application of knowledge and understanding of facts and circumstances.

Due diligence means that the individual has the authority and responsibility to pursue knowledge, facts or both in order to make an informed decision. Due diligence may require consultation with superiors or other informed parties such as a principal investigator, the Office of Research and Sponsored Programs, the Division of Grant and Contract Accounting, University Procurement & Contracting, the Office of the University Controller and the Office of the University Counsel.

Reasonable means that cost of the goods or services is not excessive.

Appropriate means that the expenditure is consistent with objectives of the program, project or task. Appropriate also means that the expenditure is allowable under the terms and conditions of the underlying funding source and/or policies established by the University.

Necessary means that the expenditure is required to achieve the expected goals or outcomes of the program, project or task.

For example, it may be appropriate and necessary for an academic department to conduct a luncheon meeting to interview prospective faculty candidates because that is the only time during the day that all members of the search committee could be scheduled to attend. The cost of the luncheon, however, might be considered unreasonable if the cost were to exceed more than $25 per person.

Basic Expectations for Preparers

The authority to prepare requisitions should be assigned to regularly appointed employees (Type 1 and 6) employees who are capable of performing at a level that will meet the following basic expectations:

- Willingness and ability to learn and use desktop computing tools including web browsers, email, and word processing applications as well as maintain respect for system security measures and the confidentiality of certain types of information;

- Willingness to attend training programs designed for the use of the RIAS applications and other professional development activities sponsored by the University;

- Willingness and ability to complete basic Oracle navigation and I-Procurement training;

- Working knowledge of University Procurement & Contracting policies and procedures;

- Willingness and ability to prepare requisitions in an accurate and complete manner. Preparers will be required to enter account numbers and organization identification numbers on requisitions before they can be submitted for approval. Preparers are also expected to document the reason for the request in the Notes to Approver section of the requisition as well as the name of the requestor, if not entered directly into the Requestor field.

- Willingness and ability to acknowledge the receipt of goods and services when assigned the default Requestor/Receiver role, and to initiate the return of goods or services if defective.

Student employees (Type 5) will not be granted authority to prepare requisitions or given access to the RIAS I-Procurement application. Also, casual employees (Type 4, 7 and 8) will not be granted authority to prepare requisitions unless the unit can document a compelling need that would justify the special set up and maintenance activities associated with the assignment.

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Paper forms being replaced by the RIAS Procure-to-Pay Process

- 9 Part Requisition ("R" and "B")
- 9 Part Requisition for Plant Funds ("C")
- Quick Orders ("Q")
- Check Requests (Billheads)
- Internal Purchase Orders ("I" or "D") for purchases from:
    1. New Brunswick Computer Support Services - Rutgers Computer Store
    2. New Brunswick Computer Support Services – Rutgers Computer Repair
    3. New Brunswick Computer Support Services – Rutgers Computer Software
    4. Facilities Maintenance (Newark and Camden Campuses)
    5. Mail and Document Services
    6. Material Services
    7. Rutgers College – Student Center Space Reservations
    8. Administrative Computing Services-SecurID Card
    9. New Brunswick Dining Services – Catering
    10. Knight Express
- Invoice Certification Form for purchases over $1,000 except for:
    1. New Blanket Orders
    2. Subcontracts (Sponsored Programs)
    3. Consulting, Professional Services and other Fixed Price Agreements
    4. Paper Purchase Orders converted into RIAS

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The Procure-to-Pay Process

Overview

Purchasing Authority: University Procurement & Contracting has been given the authority to conduct and conclude negotiations for the purchase or lease of all supplies, equipment, and services to fulfill the requirements of the University. The department is responsible for procuring all goods and services fairly and competitively, and on an equitable basis, without undue delay, in accordance with the University's procurement policies. The authority for purchasing is delegated by the Board of Governors through the President to the Senior Vice President and Treasurer, who in turn, has assigned purchasing responsibility to the Executive Director of University Procurement Services, to the Director of University Procurement & Contracting and to the purchasing staff.

Operational Functions:

A. To purchase, rent, or lease all goods and services that are required by university departments

B. To maintain good relations with suppliers and procure all goods and services fairly and competitively, and on an equitable basis, without undue delay

C. To comply with all policies and laws pertaining to the procurement of all supplies, equipment and services

The Procure-to-Pay Process:

Step 1 Requisition Preparer creates requisition electronically

Step 2 Requisition Preparer electronically submits requisition to the Requisition Approver

Step 3 Requisition commitment is reflected on the Online Financial Information System (OFIS) the following day

Step 4 Requisition Approver receives requisition electronically, reviews and takes the appropriate action (Approve, Reject, Forward, Approve and Forward or Edit)

Step 5 Once requisition is approved;

Quick Orders - A purchase order is created in Adobe Acrobat and emailed to the Requisition Preparer to print, fax or mail to supplier

Rutgers Exchange and Internal Suppliers - A purchase order is automatically generated and sent to the supplier

Oracle Exchange and Non-Catalog - Upon review and approval by buyer, a purchase order will be automatically generated and sent to the supplier.

Step 6 Requisition commitment reversed and purchase order commitment reflected on OFIS the following day

Step 7 Supplier ships goods or performs service

Step 8 Requisition Receiver acknowledges receipt (for purchases over $1,000)

Step 9 Supplier sends invoice to Disbursement Control

Step 10 Disbursement Control submits payment to the supplier

University Information Protection and Security

- To access RIAS, you must have a Rutgers Net ID (RCI, Crab, or Andromeda). If you don't have a NetID, go to http://netid.rutgers.edu/ and create one.

- Select a good password and refrain from sharing your password. You are accountable for transactions submitted under your password. In selecting a good password you should use a combination of upper and lower case letters, numbers, and special characters. It is recommended that you change your password before "Go Live." Do not save your password to your Internet browser.

- Be aware of Social Engineering and attempts by unauthorized personnel to gain system access by impersonating bona fide employees.

- If you don't already have McAfee anti-virus software installed on your personal computer, download it from this website http://mssg.rutgers.edu/license/McAfee and install it.

- Password-protect or disable windows file sharing on your desktop

- Use caution when opening unexpected email attachments and downloading files from the Internet. Do not send sensitive data

- When you are logged onto RIAS, do not leave your PC unattended. Either engage a password protected screen saver or log out when your workstation will be unattended

- Protect the confidentiality of University Information and review the agreement at http://www.rutgers.edu/agreement

- Whenever personnel depart the university, terminate their access privileges on a timely basis using the form located at http://www.rci.rutgers.edu/~rias/formsrequirements.html

- Perform at least a weekly backup of your critical documents stored on your personal computer.

- Become familiar with university and departmental computing policies (http://www.rucs.rutgers.edu/policies.html)

  For more information, see http://www.rusecure.rutgers.edu/rias.html

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Logging on to RIAS Procure-to-Pay Applications

Scope

This procedure covers logging on to Internet Procurement's Home Page.

1. Open web-browser and type in: **http://www.riasapps.rutgers.edu**

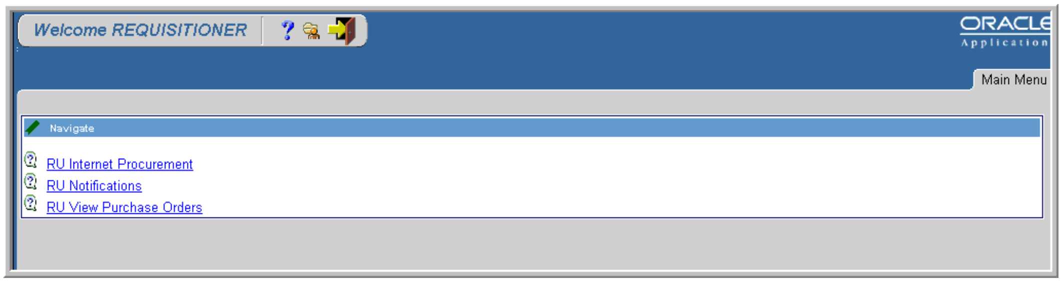
2. Enter your NetID (RCI, Crab or Andromeda) user name and password

   Note: For procedures on establishing a University ID network (NetID), see http://netid.rutgers.edu

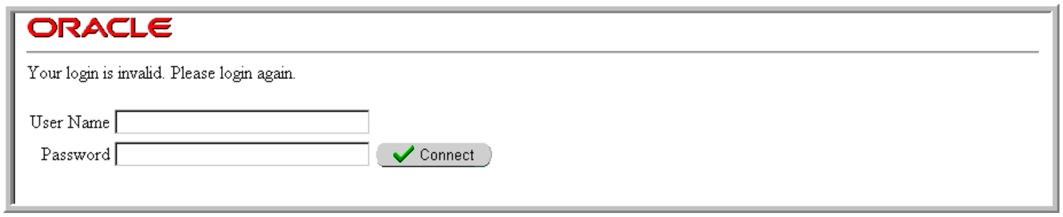
Note: A user name is a unique identifier for each person who uses RIAS. The password field does not display the characters that are typed in order to protect the confidentiality of the password. Users must keep passwords confidential to prevent unauthorized users from gaining access to the system.

Many browsers provide you the ability to locally store your password in the browser cache. Please do not select this option, because if your computer is compromised your password may be compromised also.

3. Click **Connect.** The RIAS Applications Homepage shown below will be displayed.



Note: If you attempt to login when the system is unavailable or if you enter an incorrect password, you will the see the below message.



If you need assistance logging in, please contact a RUCS Help Desk.

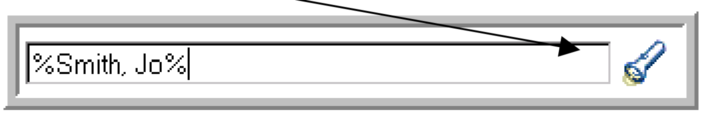
RUCS Help Desks: NetID, Web Browser, Login and Password Questions	732-445-4357 (New Brunswick) 856-225-6274 (Camden) 973-353-5083 (Newark)

4. Click **RU Internet Procurement** link

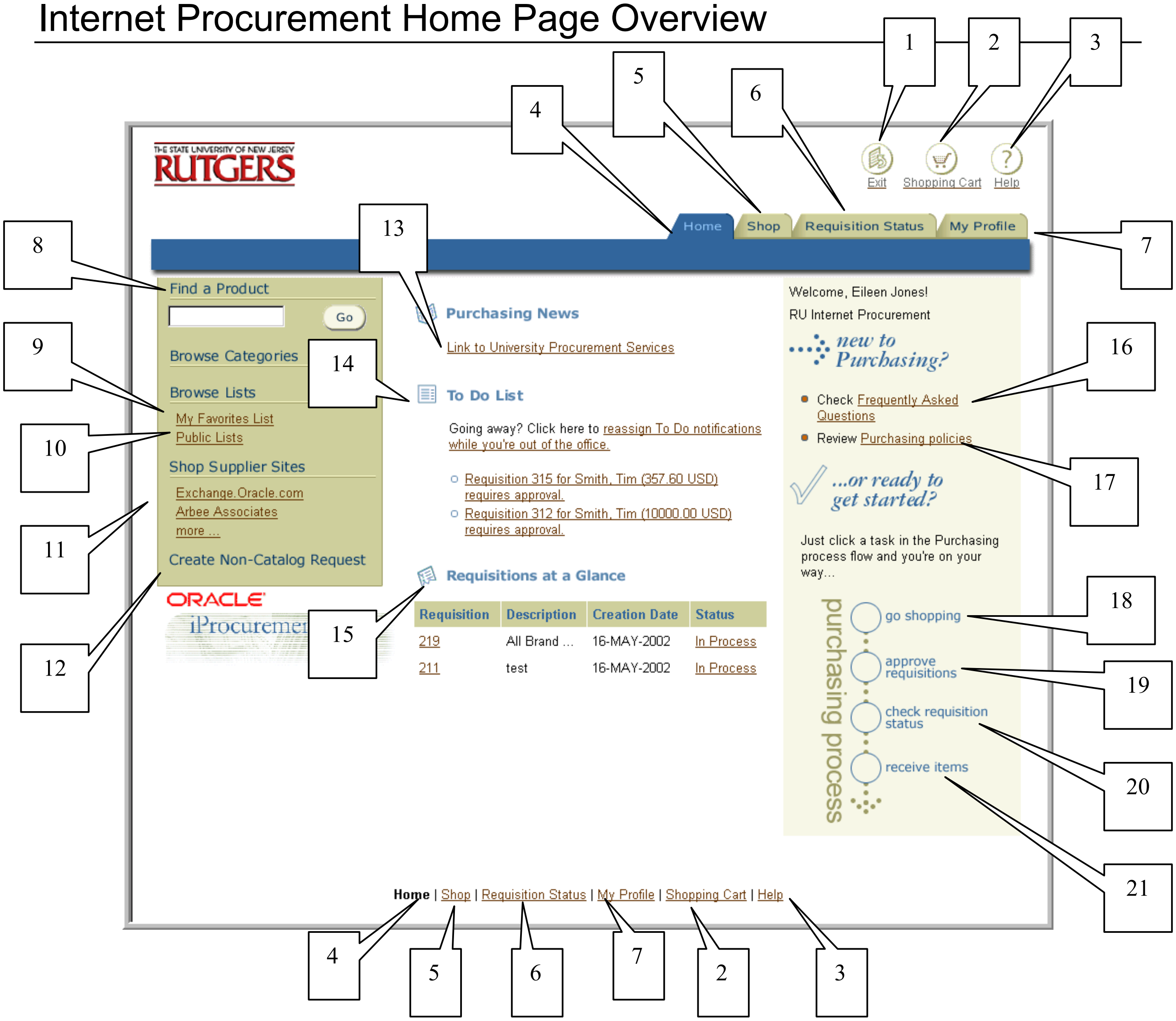
5. Click **Home Page** link to open the Internet Procurement Homepage

Internet Procurement Navigation

- Use scroll bars on right and bottom of screen
- Use the “Tab” key to proceed through requisition form fields
- Use the “Continue,” “Proceed,” “OK,” or similar buttons to progress through the requisition data entry process
- Underlined words represent links
- An asterisk (*) denotes a required field
- Flashlight icon denotes a List of Values (LOV) field
- The percent symbol (%) serves as a wildcard to search for data in fields denoted by the flashlight icon



Internet Procurement Home Page Overview



1. **Exit** – Use this link to close your RIAS session and return to the RIAS Applications screen. All unsaved shopping carts will be lost if you click on this link

2. **Shopping Cart** – Use this link to retrieve saved shopping carts or return to the "in-process" cart

3. **Help** – Use this link to access help documentation

4. **Home** – Use this tab to return to the Internet Procurement Home Page

5. **Shop** – Use this tab to begin the creation of a requisition

6. **Requisition Status** – Use this tab to view the status and manage all of your requisitions, review and respond to notifications, enter receipts and retrieve all requisitions requiring your approval

7. **My Profile** – Use this tab to set default delivery information and default charge accounts

8. **Find a Product** – Use this free-form field to search for a catalog item from an internal Rutgers supplier and begin the creation of a requisition

9. **My Favorites List** – Use this link to view the items you saved as "Favorites" and begin the creation of a requisition

10. **Public Lists** – (Future Use) - Use this link to retrieve items provided by University Procurement Services and begin the creation of a requisition

11. **Shop Supplier Sites** – Use this link to search for a catalog item from an Oracle or Rutgers Exchange supplier and begin the creation of a requisition

    Rutgers Exchange Suppliers will be reflected as specific links to their own web sites. Use these links to search for a catalog item from the supplier's web site and obtain negotiated prices for Rutgers

12. **Create Non-Catalog Request** – Use this link to begin the creation of a requisition to obtain items not available through the Rutgers or Oracle Exchanges, or internal supplier lists

13. **Purchasing News** reflects news updates provided by the University Procurement Services and provides a link to its web site

14. **To Do List** reflects open notifications requiring your attention and will be used to reassign notifications while you are out of the office for a length of time (e.g. vacation days)

15. **Requisitions at a Glance** reflects a partial listing of the most recent requisitions you have created and their status. The most recent requisition will be listed first

16. **Frequently Asked Questions** – Use this link to search frequently asked questions

17. **Purchasing Policies** – Use this link to search University Procurement & Contracting policies

18. **Go Shopping** – Use this link to begin the creation of any requisition (catalog or non-catalog)

19. **Approve Requisitions**- Use this link to view and approve requisitions; and review and respond to notifications

20. **Check Requisition Status**- Use this link to view and manage your requisitions, review and respond to notifications, and retrieve all requisitions requiring your approval

21. **Receive Items** – Use this link to view and acknowledge receipts, view and manage your requisitions, review and respond to notifications, and retrieve all requisitions requiring your approval

RIAS Procure-to-Pay Process Help Resources

Purchasing Help Desk: Internet Procurement Navigation & Application Questions, and Other Purchasing Process Questions	732-932-8888 (New Brunswick) 856-225-6915 (Camden) 973-353-1931 (Newark)
RUCS Help Desks: NetID, Web Browser, Login and Password Questions	732-445-4357 (New Brunswick) 856-225-6274 (Camden) 973-353-5083 (Newark)
Accounting Help Desk: Invoice Processing, TABER Processing, OFIS Access, Account Associations to Organizations and Other Accounting Questions	732-445-1111 (All Campuses)
Administrative Computing Help Desk: SecurID Account Questions	732-445-4638 (All Campuses)
RIAS Project Web Site: General Information and FAQ RIAS Procedures & Forms RIAS Sandbox (Practice Applications) Hardware and Software Requirements Help Resources List of Approvers by Organization List of Accounts by Organization Number	http://rias.rutgers.edu
University Procurement Services Web Site: Purchasing Information Helpful Reference Links	http://procure.rutgers.edu
Office of the University Controller Web Site: OFIS Manual and Access Forms	http://www.rci.rutgers.edu/~univcont
University Human Resources Web Sites: RIAS Training Courses List of Organization Identification Numbers	http://uhr.rutgers.edu/profdev http://uhr.rutgers.edu/rias

Agreement for Accessing University Information	http://www.rutgers.edu/agreement
Standards for University Operations Handbook	http://www.rutgers.edu/oldqueens.standards.html

Requisition Fields Printed on Purchase Order

Only the following fields will be seen by the supplier:

- Item Description
- Unit of Measure
- Quantity
- Unit Price and Total
- Supplier Name and Address
- Need by Date
- Requester Name
- Deliver-to-Location
- Notes to Supplier

Note: All other fields not mentioned above would be used for internal purposes only

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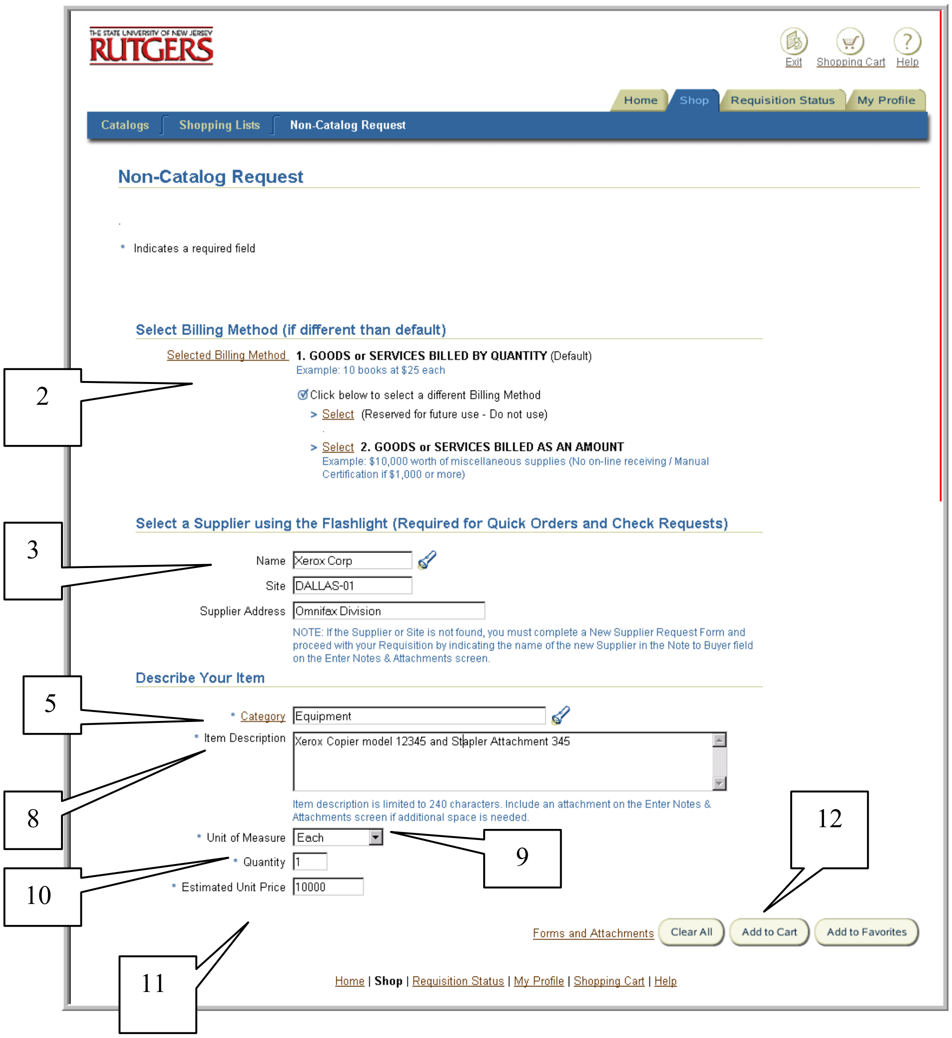
Step 1 – Non-Catalog

Scope

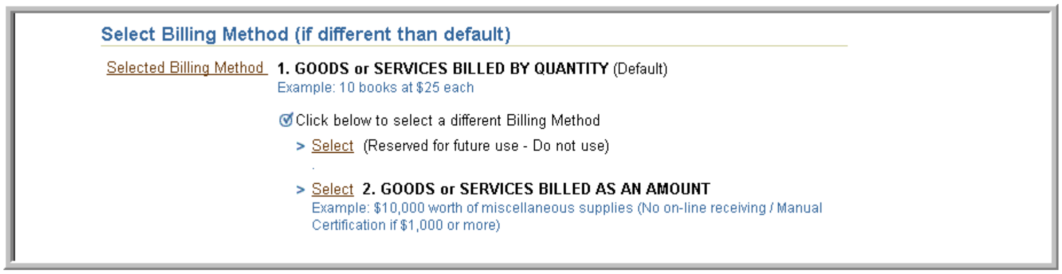
This procedure covers the first step in creating a requisition when preparing a non-catalog request. A non-catalog request is used to purchase goods and services not available in an online catalog or Exchange.

Non-catalog requisitions will require review by a Procurement and Contracting Buyer to negotiate price, terms, and delivery methods unless it is a Quick Order.

1. Click **Create Non-Catalog Request** link.

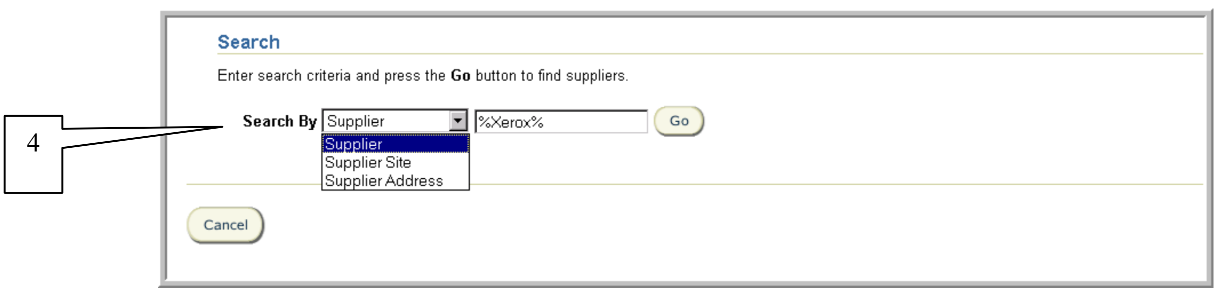


2. Select the appropriate **Billing Method**. The default method will be *Goods or Services Billed by Quantity*. To change to *Goods or Services Billed as an Amount*, click on **Select** link to left of the method's description.



3. If you wish to suggest a supplier, enter search criteria using the % wildcard (e.g. %Xerox%) in the **Supplier Name** field, then click on flashlight icon.

   Note: A valid supplier and site must be selected if you are preparing a check request or Quick Order request.

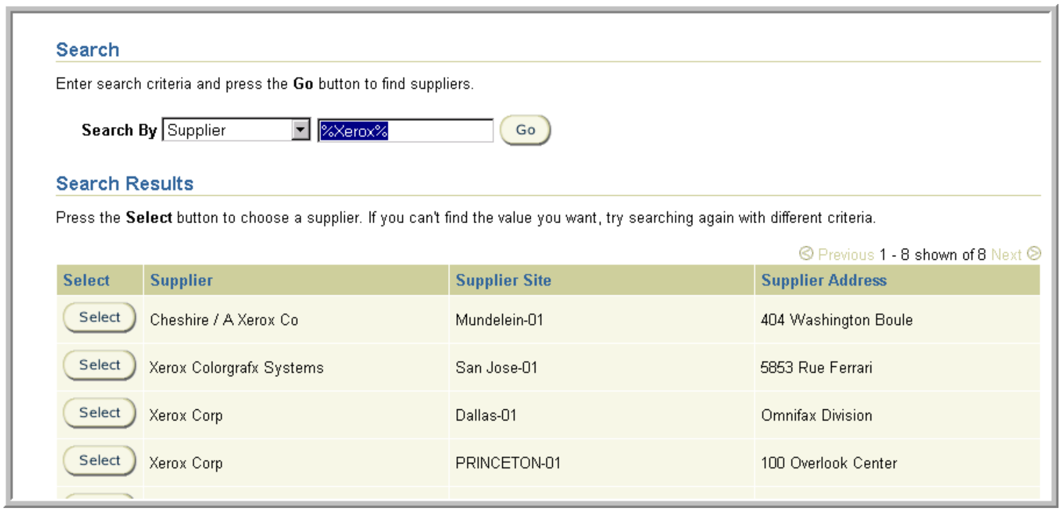


4. Select **Search By** criteria (either **Supplier, Supplier Site,** or **Supplier Address**), then click **Go**.

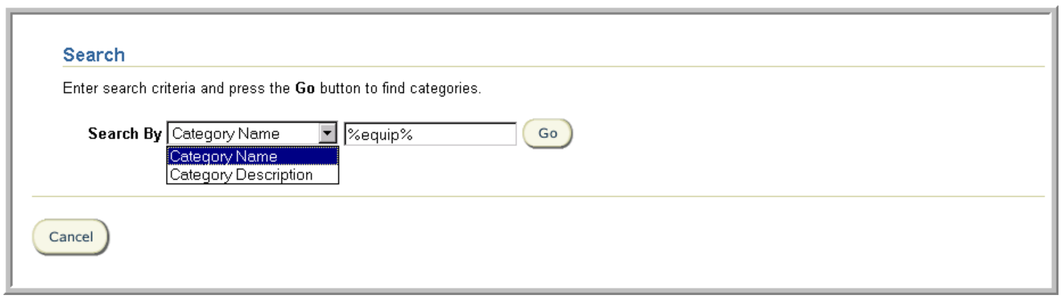
   Hint: If you are preparing a check request for a petty cash reimbursement, select *supplier site*, then search by the petty cash custodian's full name.

   If you see your supplier and site listed**,** click **Select** to the left of the appropriate supplier/site. This will return you to the Non-Catalog Request screen. Notice that the supplier site and address fields are automatically populated.

   If you do not see your supplier and site, and have verified your search criteria, refer to the Requesting New/Update Suppliers and Sites procedure.



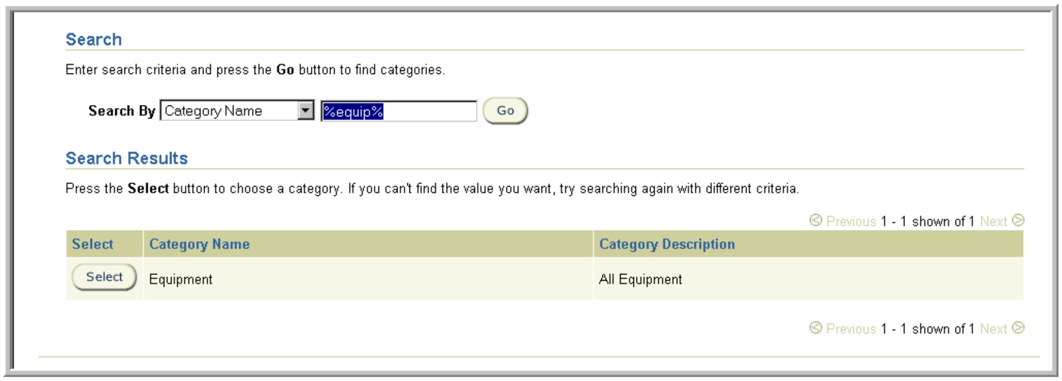
5. Enter search criteria using the % wildcard in **Category**, then click **Go.**



6. Select **Search By** criteria (either **Category Name** or **Category Description**) then click **Go**.

7. Click **Select** to the left of the appropriate category classification for your purchase. This will return you to the Non-Catalog Request screen.

   Note: For requisitions with multiple lines, do not combine a Check Request category with any other type of category on the same requisition.



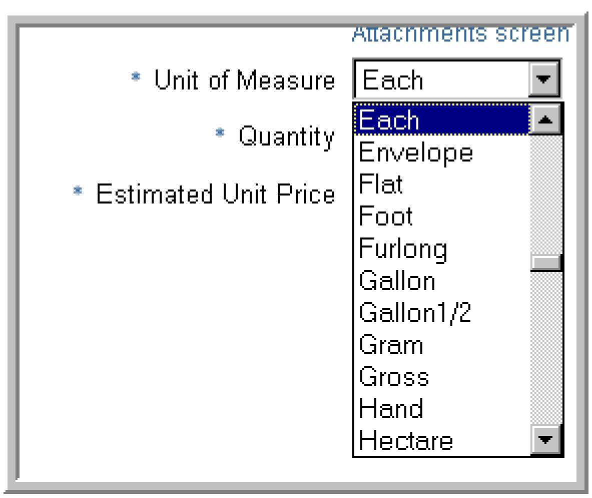
8. Enter a <u>complete</u> description of the goods or services you are requesting in **Item Description**. The description should include size, model number and any other pertinent information.

   Note: This field is limited to 240 characters. If additional space is needed, include an attachment on <u>Step 4 – Enter Notes and Attachments.</u>

   If you need to indicate that payment for this purchase must be made in a foreign currency, enter all the relevant information before entering the details of the item description in this field.

   If you need to indicate that fixed, recurring payments must be made to the supplier (e.g. lease payments), enter all the necessary information for the payments in this field complete with the recurring payment amount and due dates for each payment.

9. Select the appropriate **Unit of Measure** using the drop down list if your billing method is *Goods or Services by Quantity*. The value *Each* will be the default value.



10. Enter **Quantity** per Unit of Measure if your billing method is *Goods or Services by Quantity.*

11. Enter the **Estimated Unit Price/Estimated Amount** using the decimal point if cents will be indicated. For example, $500.25 should be typed in as 500.25 You do not need to type in the decimal point, if there are no cents. So, an amount for $500 can simply be keyed in as 500. Do not include any other punctuation such as dollar signs ($) or commas in this field.

    If you wish to denote a discounted unit price for an item, enter the net estimated unit price in this field, then indicate all the details in a **Note to Buyer** in Step 4 – Entering Notes and Attachments.

12. Select **Add to Cart** to add the item information into your Shopping Cart. Select the **Clear All** button to clear all the information displayed and begin again. Select **Add to Favorites** button if you wish to add this item to your Favorites list. If you select **Add to Favorites**, refer to My Favorites procedure.

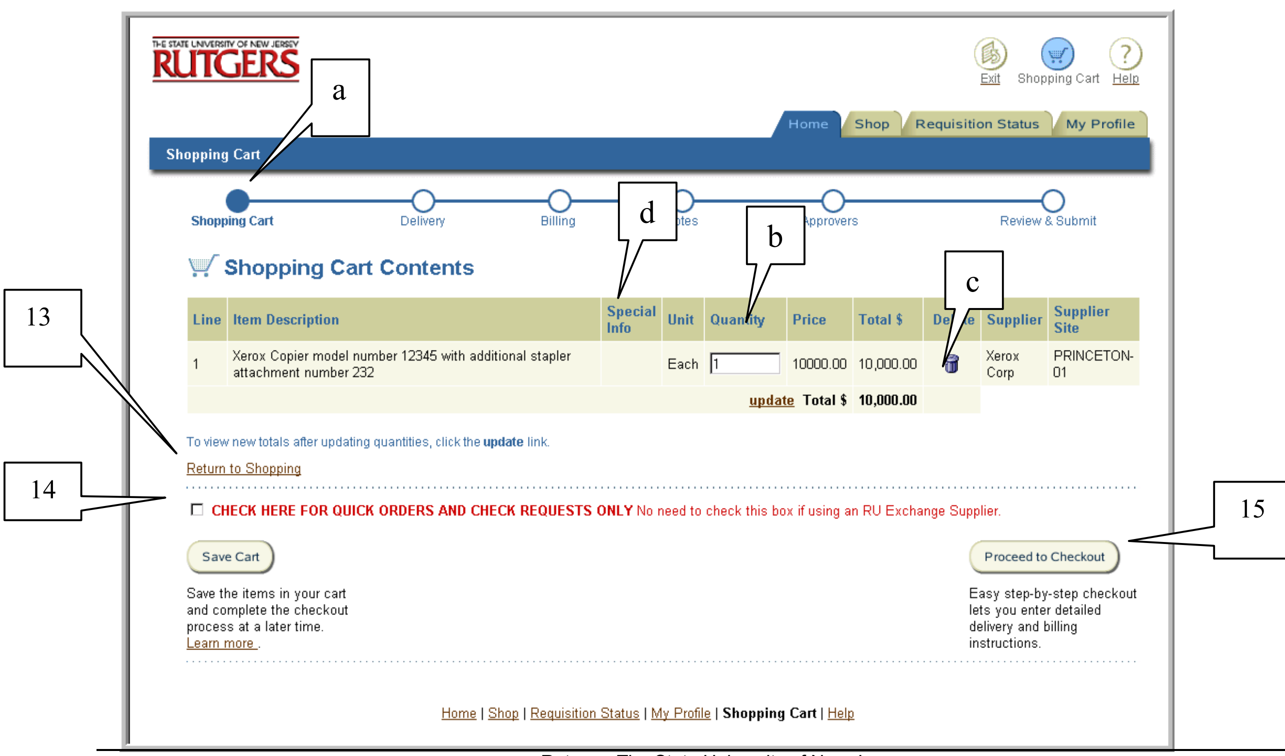
    Based upon the category you selected in step 7, after you selected **Add to Cart**, a Special Item Information screen may be displayed. If so, enter the appropriate information requested on this screen then select the **Done** button. This will take you to the Shopping Cart Contents screen.

    On the Shopping Cart Contents screen, several features are introduced.

a. Requisition Step Indicator shows you the step you currently are in and the overall requisition creation process

b. **Quantity** field allows you to update the quantity of your item on this screen. Select the **Update** link to view the updated totals

c. Select the Garbage Can Icon to delete a requisition line from your cart



d. If displayed, select the link under Special Information on a line to view or update special item information for your item.

13. If you wish to add another item to your requisition from the supplier you indicated in step 4 or include shipping and handling charges, select **Return to Shopping** link and repeat steps 8 through 12. If you wish to add an item from a different supplier, complete this requisition and create a new requisition for the other supplier. Only one supplier should be referenced on a requisition. Otherwise continue to step 14.

    Note: If you select **Return to Shopping**, you will return to the Non-Catalog Request screen. Erase the information displayed in **Item Description** and enter the new item description for your next item. This does not delete the previous item description that you added to your shopping cart. Continue to modify if necessary, values displayed in **Unit of Measure**, **Quantity** and **Estimated Unit Price/Estimated Amount**. Once completed, select **Add to Cart**.

14. If the requisition is either a Check Request or Quick Order, select the checkbox next to **Check Here for Quick Orders and Check Requests Only** ***No need to check this box if using a RU Exchange Supplier.***

15. Select **Proceed to Checkout.**

    Note: To save the items in your cart and complete the requisition at a later time, select **Save Cart** button. If you selected **Save Cart**, refer to Shopping Cart Management procedure.

16. Continue to Step 2 – Enter Delivery Information.

Step 1 - Rutgers Exchange

Scope

This procedure covers the first step of the requisition creation process when requesting from a Rutgers Exchange supplier.

A Rutgers Exchange supplier is an external supplier who has agreed to offer discount pricing to Rutgers and whose goods can be accessed directly through a web link through Internet Procurement. Requisitions created using a Rutgers Exchange supplier will not require the review of a Purchasing Buyer regardless of the total purchase. Once the requisition has been approved, your request will be automatically sent to the supplier.

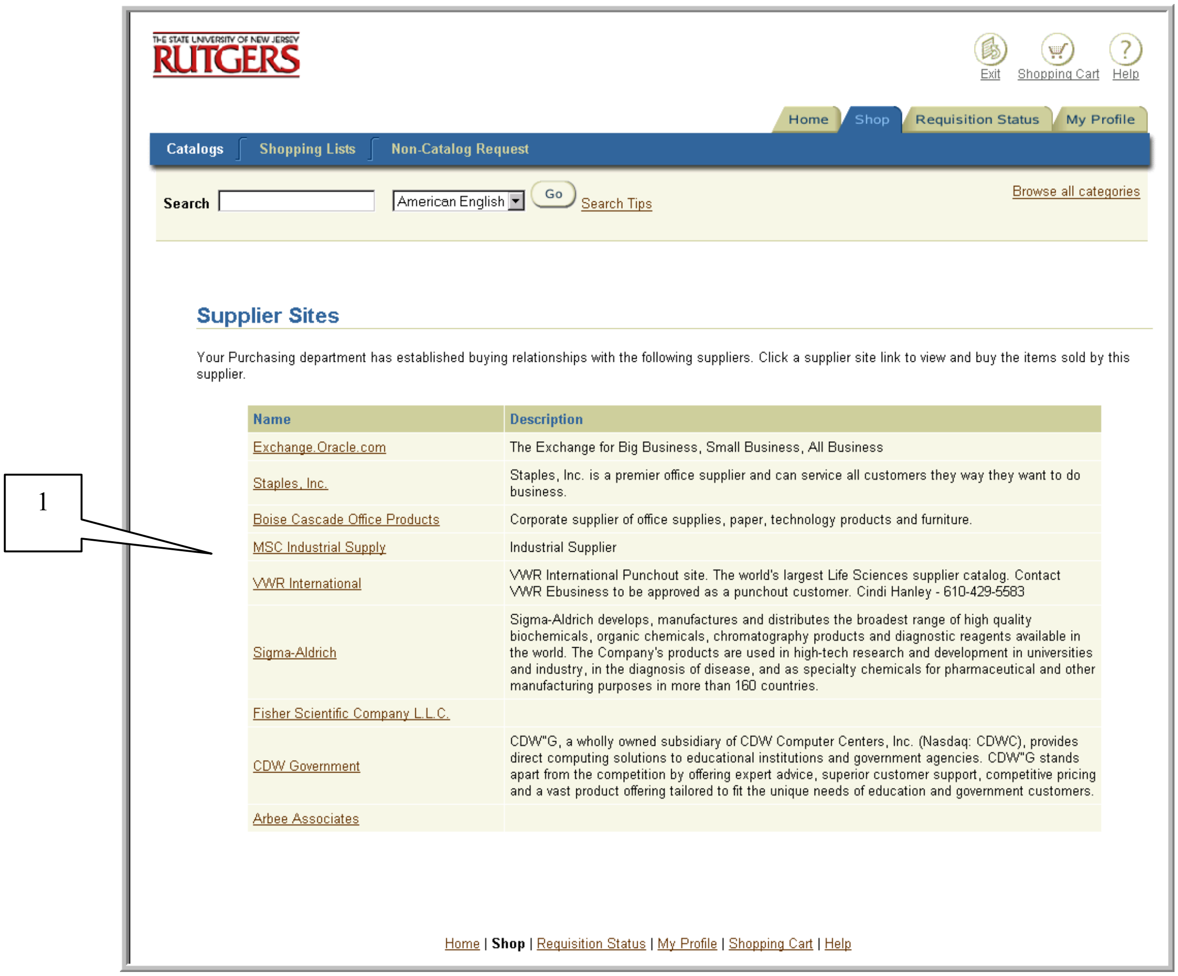
The following suppliers will participate as a Rutgers Exchange supplier:

1. Arbee Associates
2. Boise Cascade Office Products
3. CDW Government
4. Fisher Scientific
5. MSC Industrial Supply
6. Sigma-Aldrich
7. Staples
8. VWR Scientific

The most current listing of Rutgers Exchange suppliers is available on the RIAS web site at: http://www.rias.rutgers.edu.

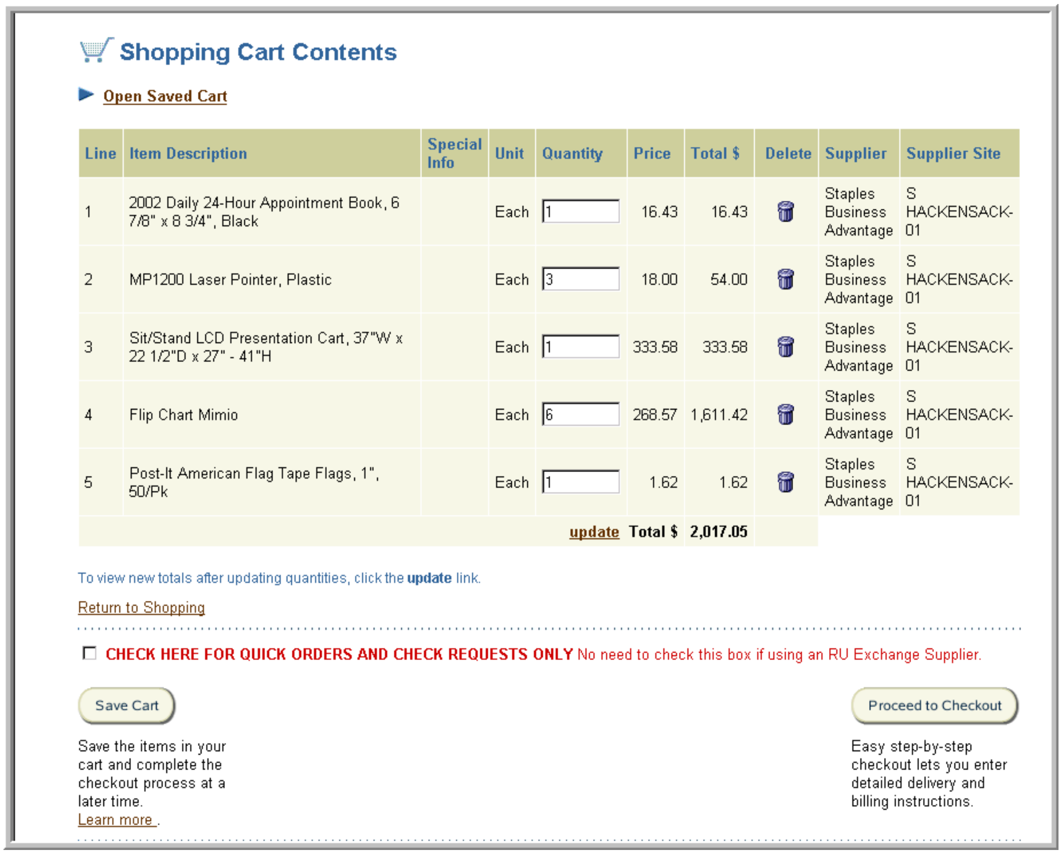
1. Select the **More** link under **Shop Supplier Sites.** Click on the specific supplier link you wish to use. This will take you directly to the supplier's web site.

   Note: Rutgers discount pricing will be reflected if you select the supplier's web site displayed in Internet Procurement.



2. Follow the supplier's instructions on how to go shopping on their web site. Once you have completed your shopping, proceed to "check out" of the supplier's web site. Upon check out, you will be returned to Internet Procurement to the Shopping Cart Contents screen with your selected items displayed.

   Note: You are encouraged to save your frequently purchased items on the specific vendor's "favorites" list before checking out of their web site.



Shopping Cart Contents

Open Saved Cart

Line	Item Description	Special Info	Unit	Quantity	Price	Total $	Delete	Supplier	Supplier Site
1	2002 Daily 24-Hour Appointment Book, 6 7/8" x 8 3/4", Black		Each	1	16.43	16.43		Staples Business Advantage	S HACKENSACK-01
2	MP1200 Laser Pointer, Plastic		Each	3	18.00	54.00		Staples Business Advantage	S HACKENSACK-01
3	Sit/Stand LCD Presentation Cart, 37"W x 22 1/2"D x 27" - 41"H		Each	1	333.58	333.58		Staples Business Advantage	S HACKENSACK-01
4	Flip Chart Mimio		Each	6	268.57	1,611.42		Staples Business Advantage	S HACKENSACK-01
5	Post-It American Flag Tape Flags, 1", 50/Pk		Each	1	1.62	1.62		Staples Business Advantage	S HACKENSACK-01
					update Total $	2,017.05			

To view new totals after updating quantities, click the **update** link.

Return to Shopping

CHECK HERE FOR QUICK ORDERS AND CHECK REQUESTS ONLY No need to check this box if using an RU Exchange Supplier.

Save Cart

Save the items in your cart and complete the checkout process at a later time.
Learn more .

Proceed to Checkout

Easy step-by-step checkout lets you enter detailed delivery and billing instructions.

3. Continue to Step 2 – Enter Delivery Information.

   Note: If you wish to add additional items from the RU Exchange supplier you just checked out of before you continue to next step, select **Save Cart** and follow the Shopping Cart Management procedure. Return to the Internet Procurement home page, and repeat the above steps. Once you return to the Internet Procurement Shopping Cart Contents screen, follow the steps to combine shopping carts in the Shopping Cart Management procedure.

   Note: Do not add a non-Rutgers Exchange good/service item to this requisition since only lines selected using the Rutgers Exchange will be automatically sent to the supplier once approved.

Published Date: June 28, 2002

Step 1 – Rutgers Internal Suppliers

Scope

This procedure covers the first step of the requisition creation process when doing a catalog request for a Rutgers internal supplier in Internet Procurement.

Each internal supplier in RIAS will be assigned a unique contract number that will be displayed. Once the requisition is approved, you will be assigned a unique release number against the Contract Number. This will be displayed with a dash, then a number following the contract number which is your unique internal purchase order number.

For all Rutgers Internal Suppliers not reflected in RIAS, continue to use the paper-based Internal Purchase Order.

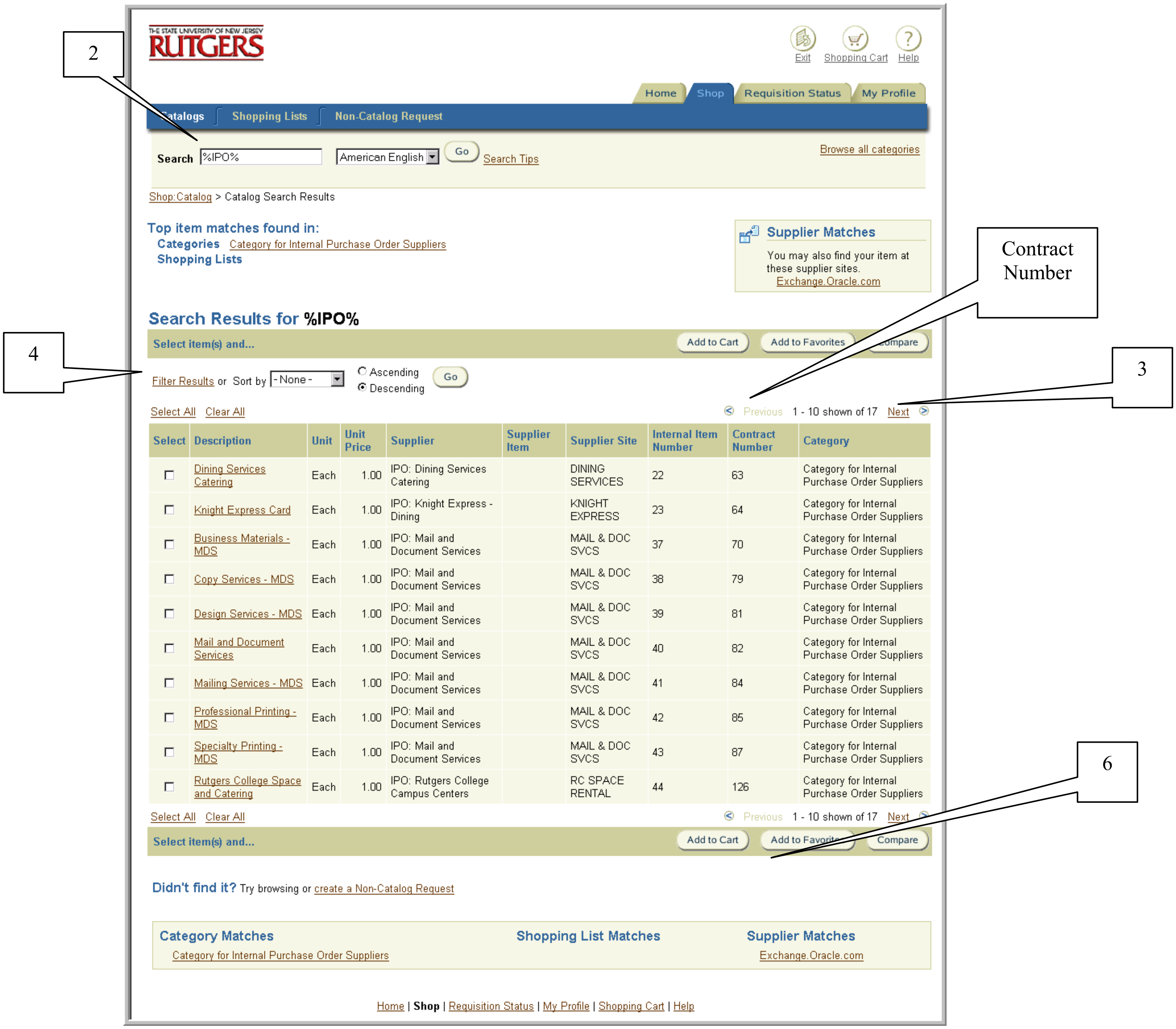
The internal suppliers available in RIAS are:

1. New Brunswick Computer Support Services - Rutgers Computer Store
2. New Brunswick Computer Support Services – Rutgers Computer Repair
3. New Brunswick Computer Support Services – Rutgers Computer Software
4. Facilities Maintenance (Newark and Camden Campuses)
5. Mail and Document Services
6. Material Services
7. Rutgers College – Student Center Space Reservations
8. Administrative Computing Services-SecurID Card
9. New Brunswick Dining Services – Catering
10. Knight Express

The most current listing of Rutgers internal suppliers reflected in RIAS is available on the RIAS web site at http://www.rias.rutgers.edu

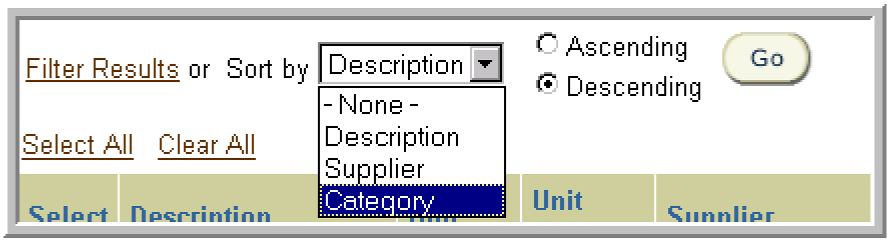
1. Contact the internal supplier for an estimated quote and/or reference number. This can be accomplished either by phone, email or by using their web site.
2. Enter search criteria in **Find a Product** on your Internet Procurement homepage (or **Search** if you have selected another shopping link) using the % wildcard. Select **Go**.

Note: For a complete listing of all internal suppliers, enter **%IPO%.**



3. Review the listing of matched items. To view additional items, select the **Next** link on the bottom or top right of your screen, if displayed. To review previous items, select the **Previous** link.

4. If you wish to filter or sort your results, select **Filter Results** or **Sort by** criteria (**Description, Supplier** or **Category**) using the drop-down box. Select either ascending or descending by clicking on the radial button. Click **Go**.

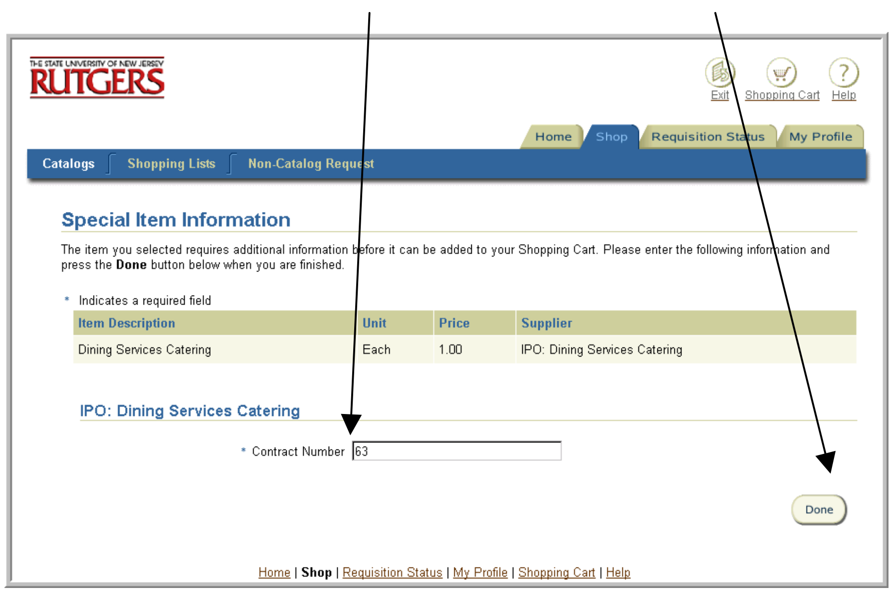


5. Click **Select** check box to the left of the item you wish to add to your requisition.

   Note: If your item is not displayed, check and/or modify your search criteria and repeat the above steps.

6. Click **Add to Cart** to add the item information into your shopping cart. Select **Add to Favorites** if you wish to add this item to your Favorites list. If you select **Add to Favorites**, refer to My Favorites procedure.

7. Enter the reference number you were provided with when you contacted the internal supplier and other required information displayed in the Special Information screen. Click **Done**.



8. Change the **quantity** of 1 displayed to the total estimated dollar amount of your purchase. Select the **update** link to view the updated total. Select **Proceed to Checkout**.

9. Continue to Step 2 – Enter Delivery Information.

Step 1 – Oracle Exchange

Scope

This procedure covers the first step of the requisition creation process when doing a catalog request using Oracle Exchange.

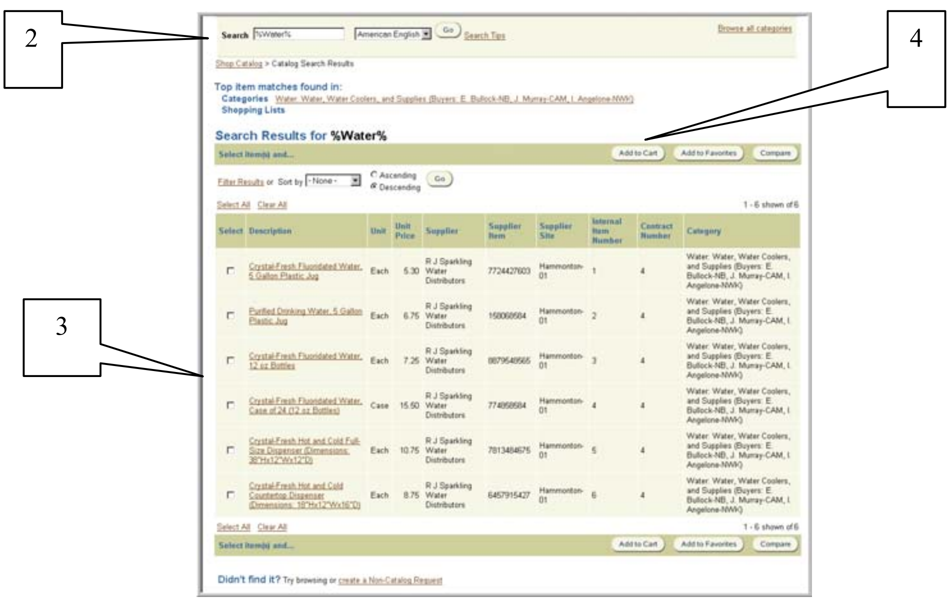
Suppliers on Oracle Exchange will <u>not</u> reflect Rutgers discount pricing. Only Rutgers Exchange suppliers specifically listed under the heading **Shop Supplier Sites** will reflect Rutgers discount pricing.

<u>Caution:</u> Some RU Exchange suppliers may also be found on Oracle Exchange. Requisitions created using Oracle Exchange will require the review of a Procurement & Contracting Buyer unless it is a Quick Order.

1. Select the **More** link under **Shop Supplier Sites**. Click on **Exchange.Oracle.com**.

2. Enter search criteria in **Search** field using the % wildcard. You may search either by supplier name, item number or description. Select **Go**.

   <u>Note</u>: You must enter at least one character with the % wildcard to execute a search.



   Review the listing of matched items. To view additional items, select the **Next** link on the bottom or top right of your screen, if displayed. To review previous items, select the **Previous** link. Items denoted with a blue dot that **Indicates Negotiated Prices** does <u>not</u> reflect Rutgers discount pricing.

If you wish to filter or sort your results, select **Filter Results** link or **Sort by** criteria (Description, Supplier or Category) using the drop-down box. Click **Go**.

3. If your item is reflected, click **Select** check box to the left of each item you wish to add to your requisition.

   If your item is not displayed, check and/or modify your search criteria and repeat the above steps. If your item is still not reflected, you may wish to create a non-catalog request. Refer to Step 1 – Non- Catalog procedure for details.

   Hint. Click **Select All** link if you wish to select all items. Click **Clear All** link if you wish to deselect all items.

4. Click **Add to Cart** to add the item information into your shopping cart. Select the **Add to Favorites** if you wish to add this item to your Oracle Exchange Favorites list. Select **Compare** if you wish to compare the items you selected. Select **Check Availability** if you wish to confirm the availability of the items you selected.

5. Select **Done Shopping**.

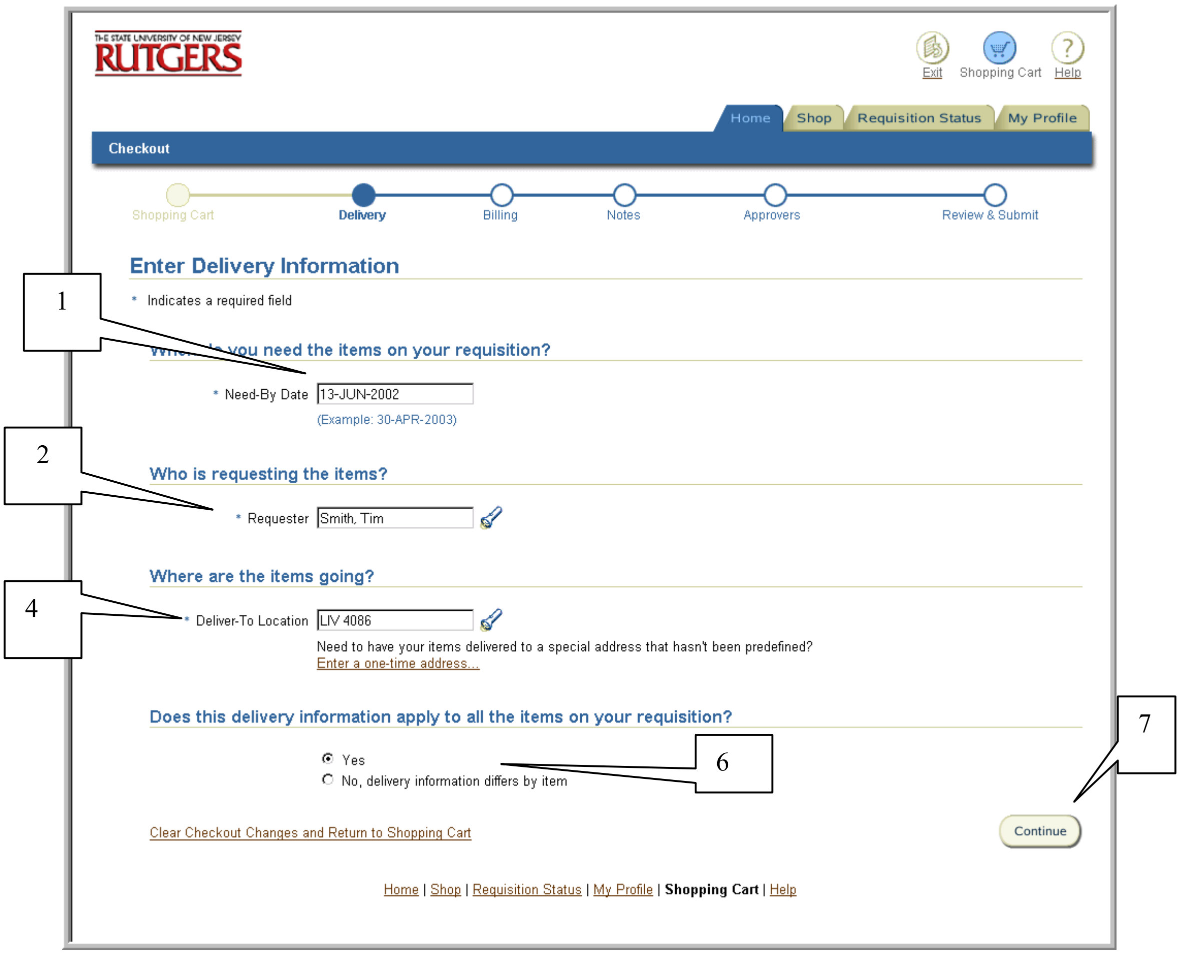
6. Continue to Step 2 – Enter Delivery Information.

Step 2 – Entering Delivery Information

Scope

This procedure covers the second step of the requisition creation process.

The delivery values for **Requester Name** and **Deliver-to Location** that are defined in My Profile will be the default information displayed. All default values displayed can be changed.



1. Verify the **Need-By-Date** is accurate. The default will be 21 days from the current date. If not, enter the new, future **Need-By-Date** using the following format: DD-MON-YYYY. (e.g. 01-JUL-2002).

   Note: If a saved Shopping Cart is being used, the screen will appear in a different format than example displayed.

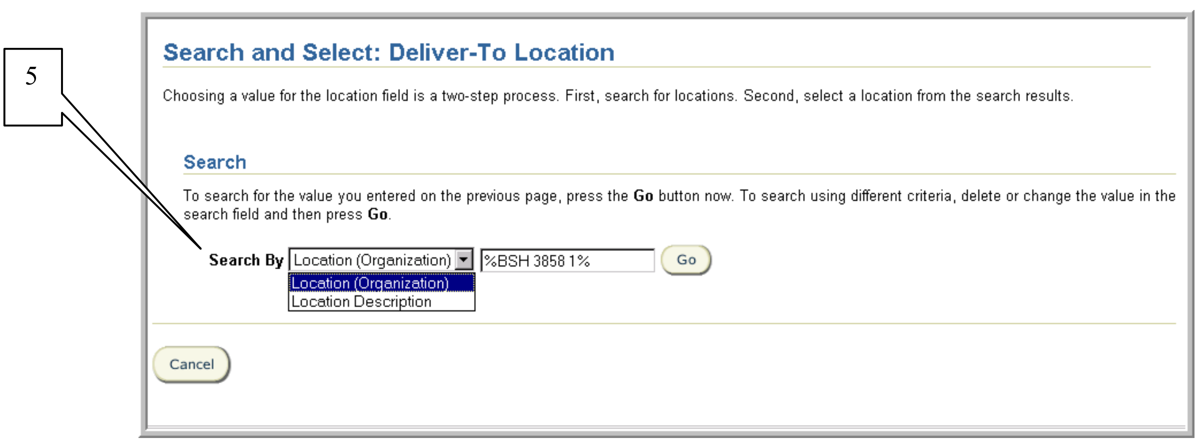
2. Verify the **Requester** field reflects the name of the individual who will be receiving the goods or services being ordered. The default will be the Requisition Preparer's name unless otherwise defined in My Profile. See related procedure entitled Editing Default Information in My Profile.

   To change the Requester named, enter search criteria using the % wildcard (e.g. %Smith%) in the **Requester** field, then click flashlight icon. Click **Go**.

3. Click **Select** to the left of the individual you wish to indicate as Requester.

4. Verify the **Deliver-to-Location** reflects the code for the address you wish the goods or services to be delivered to. The default will be the Requester's location.

   To select another location, enter search criteria using the % wildcard in **Deliver-to-Location**, then click on flashlight icon.



5. Select **Search By** criteria: **Location (Organization)** or **Location Description.** Choose **Location (Organization)** if you wish to search using the naming convention below. Choose **Location Description** if you wish to search using a building's name. Click **Go**. If your location is reflected, click **Select** to the left of the location you wish to indicate on your requisition.

Note: The naming convention of **Location (Organization)** is:

a. 3 digit campus code

b. 4 digit building number

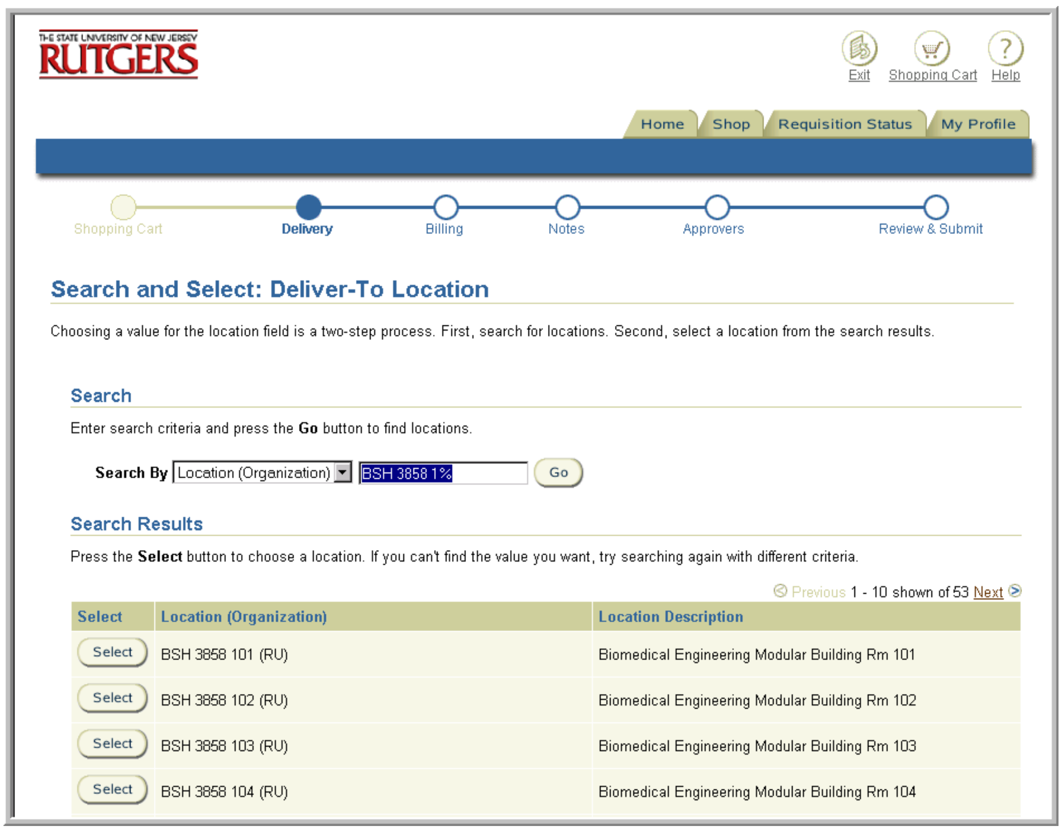
c. 5 digit room number

d. 1 digit wing number (if applicable)

This location will be translated by the system into a postal address that will appear on the approved purchase order.

Requisitions for radioactive materials and radiation producing equipment must reflect a **Deliver-To Location** of Rutgers Environmental Health and Safety. Select **Location (Organization)** and choose the location of **LIV 4127** in the above step.

Requisitions for incoming shipments of equipment and supplies for departments not equipped to handle such shipments should reflect a **Deliver-To Location** of University Material Services. Select **Location (Organization)** and choose the location of **LIV 4128** in the above step.



If your location is not reflected, check and/or modify your search criteria and repeat the above step. Department names are not displayed. If your location is still not reflected, you may wish to use the browser's back button, and select the **Enter a one-time address** link. Manually type in the street address, then click **OK.**

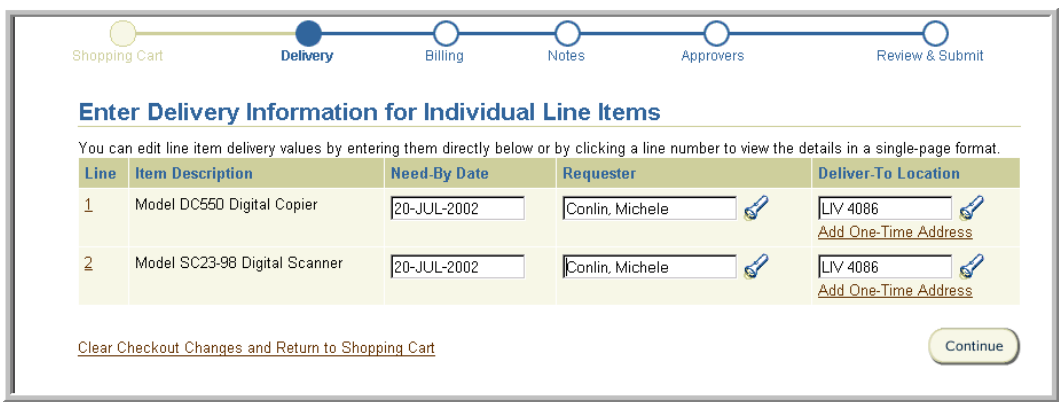
To enter a **one-time address**, enter the postal address in the following format:

- Line 1 - Name of Location
- Line 2 – Name of Department and/or Contact (if necessary)
- Line 3 – Complete Street Address
- Line 4 – City, State, Zip

6. Verify whether the delivery information applies to all the items on your requisition by clicking on the appropriate radial button **Yes** or **No.**

   Note: If you wish to denote different delivery information by item, ensure that you have the items listed on your requisition on separate lines.

   If you selected **No**, once you selected **Continue**, the *Enter Delivery Information for Individual Line Items* screen is displayed. Modify the Deliver-To-Location on each applicable requisition line as described in step 4 above.



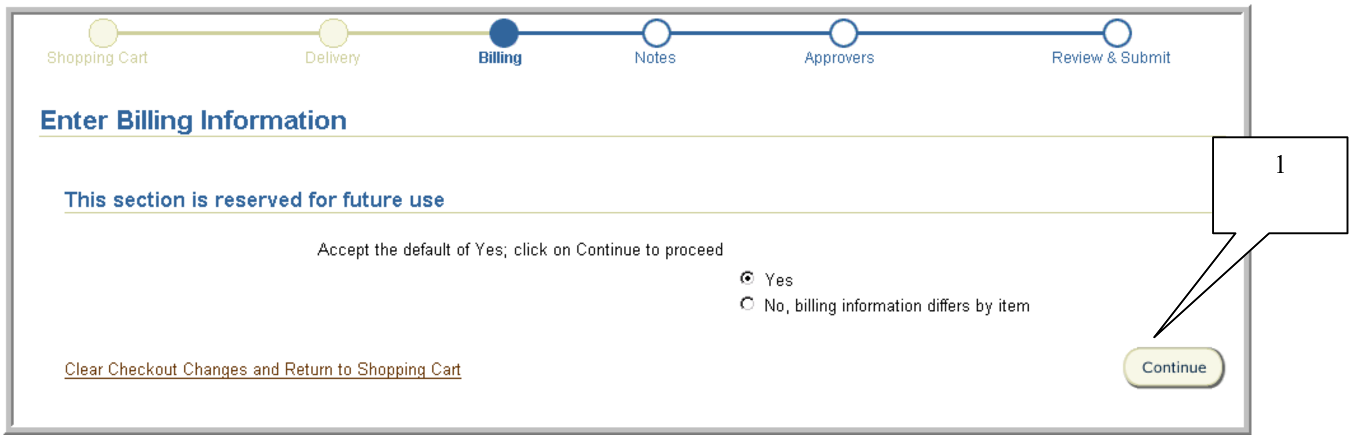
7. Click **Continue**.
8. Proceed to Step 3 – Enter Billing Information.

Step 3 – Enter Billing Information

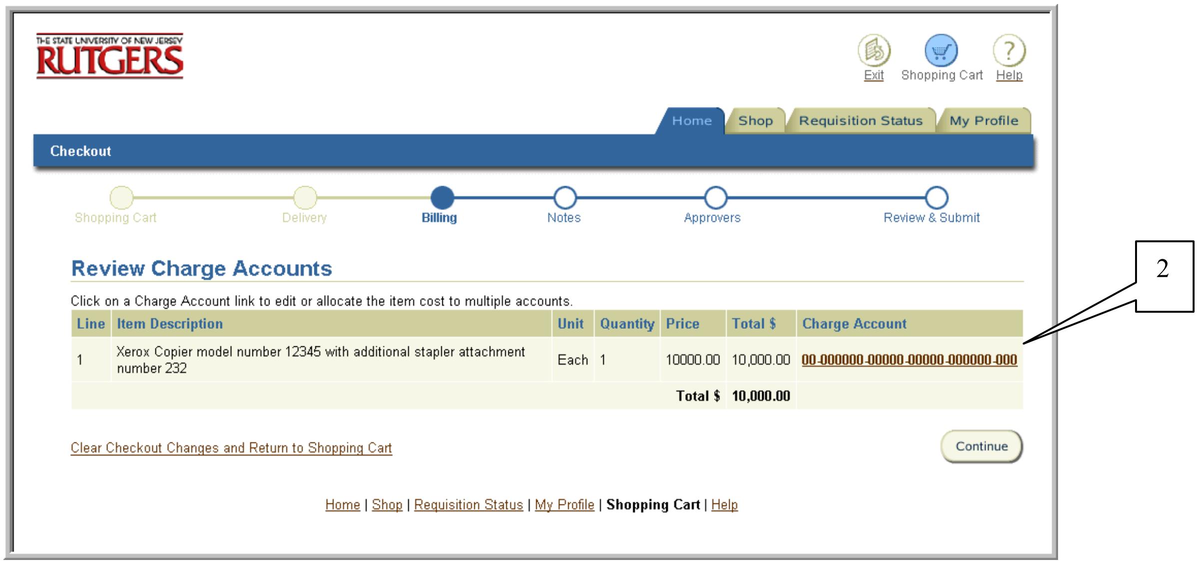
Scope

This procedure covers the third step of the requisition creation process.

All segments of the charge account will default to “0” which must be altered to reflect your actual charging instructions. If you do not select the Charge Account link displayed to change the default “0” values, upon submission, your requisition will be automatically routed to University Procurement & Contracting who will return the requisition back to you to modify.



1. The above screen will appear when you first come to this step. The sections displayed on this page are for future use. Proceed to the next screen by selecting **Continue**.



2. Select **Charge Account** link displayed as **<u>00-000000-00000-00000-000000-000</u>** for the first item on the requisition.

   There are only 3 required fields to be completed in Phase I. They are:

   1) **Fund Source (Account)** –> 6 Digit Value = Legacy Account Number

   2) **Organization** –> 5 Digit Value = New Organizational ID

   3) **Natural Account** –> 5 Digit Value = Legacy Sub/Object Code + 0 (Zero) at the end

   Two optional fields entitled **Dept Activity 1** and **Dept Activity 2** have been provided for your use.

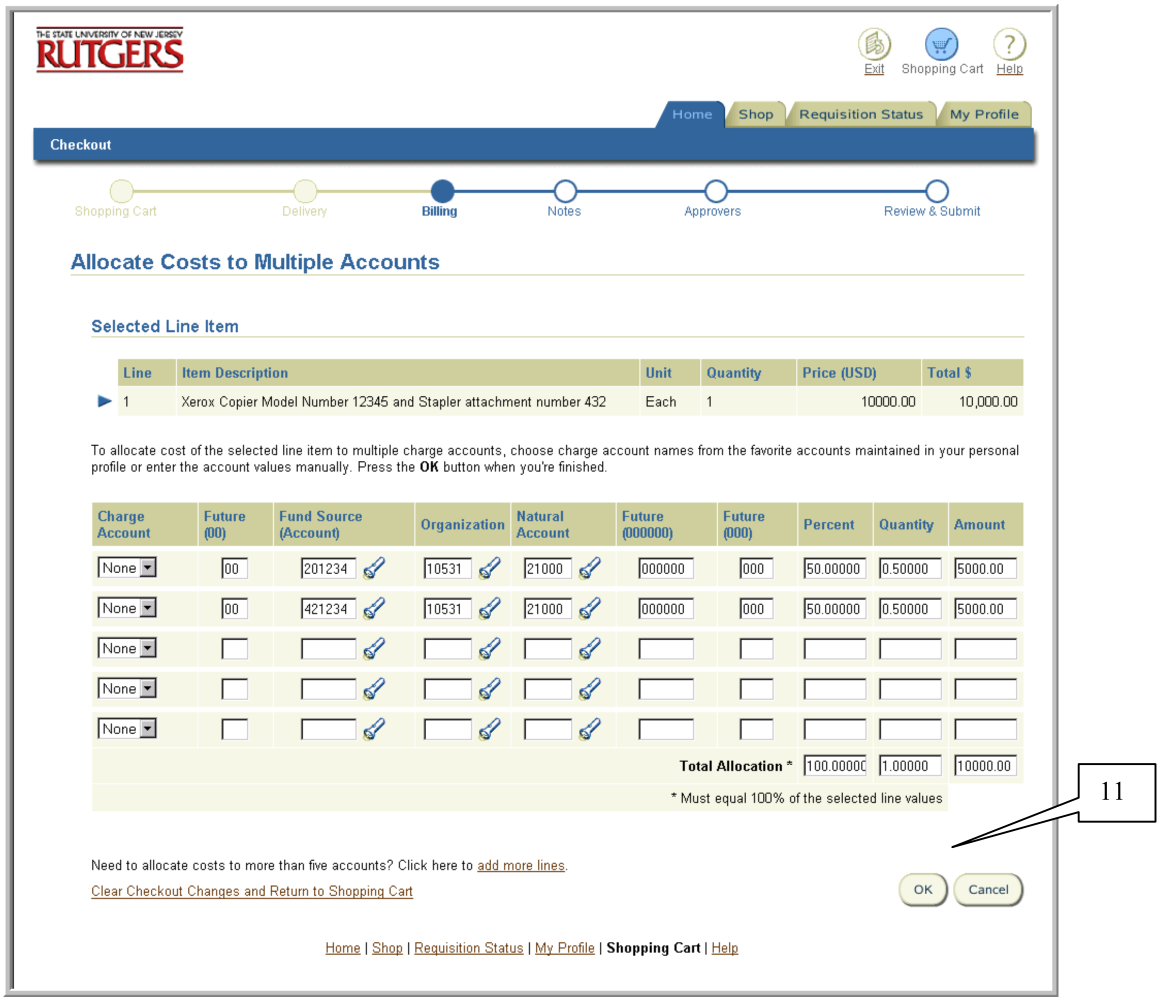
   <u>Note</u>: There are two charge account rules the system will validate. If you enter an invalid combination when entering your billing instructions, you will receive an error. The account rules are:

   Rule 1 – A valid natural account must be entered with a fund source

   Rule 2 – The correct assigned organizational id must be entered with a fund source

   For more information on charge account rules, see the RIAS web site at http://www.rias.rutgers.edu

3. If you will be charging multiple accounts for the first item, click **select multiple charge accounts**.



4. If you plan to use an account that you pre-defined in *My Profile (*See Editing Default Information in My Profile procedure), select the appropriate account in the drop down under **Charge Account** and continue to Step 8. Otherwise continue to Step 5.

5. Enter the 6-digit account number you wish to charge for your first item in **Fund Source (Account).**

6. Enter the 5-digit organization identification number that corresponds to the fund source you indicated in Step 5 in **Organization.**

7. Enter the 5-digit object/subcode that denotes the proper classification of your purchase in **Natural Account.**

8. If you have chosen select multiple charge accounts link, enter the percentage, quantity or amount you wish to charge for each account. Once you have allocated 100% of your purchase, select **OK**.

Note: When you select the **multiple charge accounts** link, you are provided with three different methods of distributing the charge *(Percent, Quantity or Amount*). You only need to select one method, then select the Tab key. The system will automatically re-calculate the remaining fields. To allocate costs to more than five accounts, select the **add more lines** link.

9. Optionally, enter free-form text in **Dept Activity 1** and/or **Dept Activity 2.**

10. If you wish to apply this same account information to all requisition lines listed, select **Check Here to Apply this Account to all Requisition Lines**. If not, select **OK** and repeat steps 4 through 9 for each requisition line.

11. Select **OK**. This will return you to the Review Charge Account screen to verify the charge account information is correct. If you have allocated costs to multiple accounts, it will display *Multiple* under Charge Account.

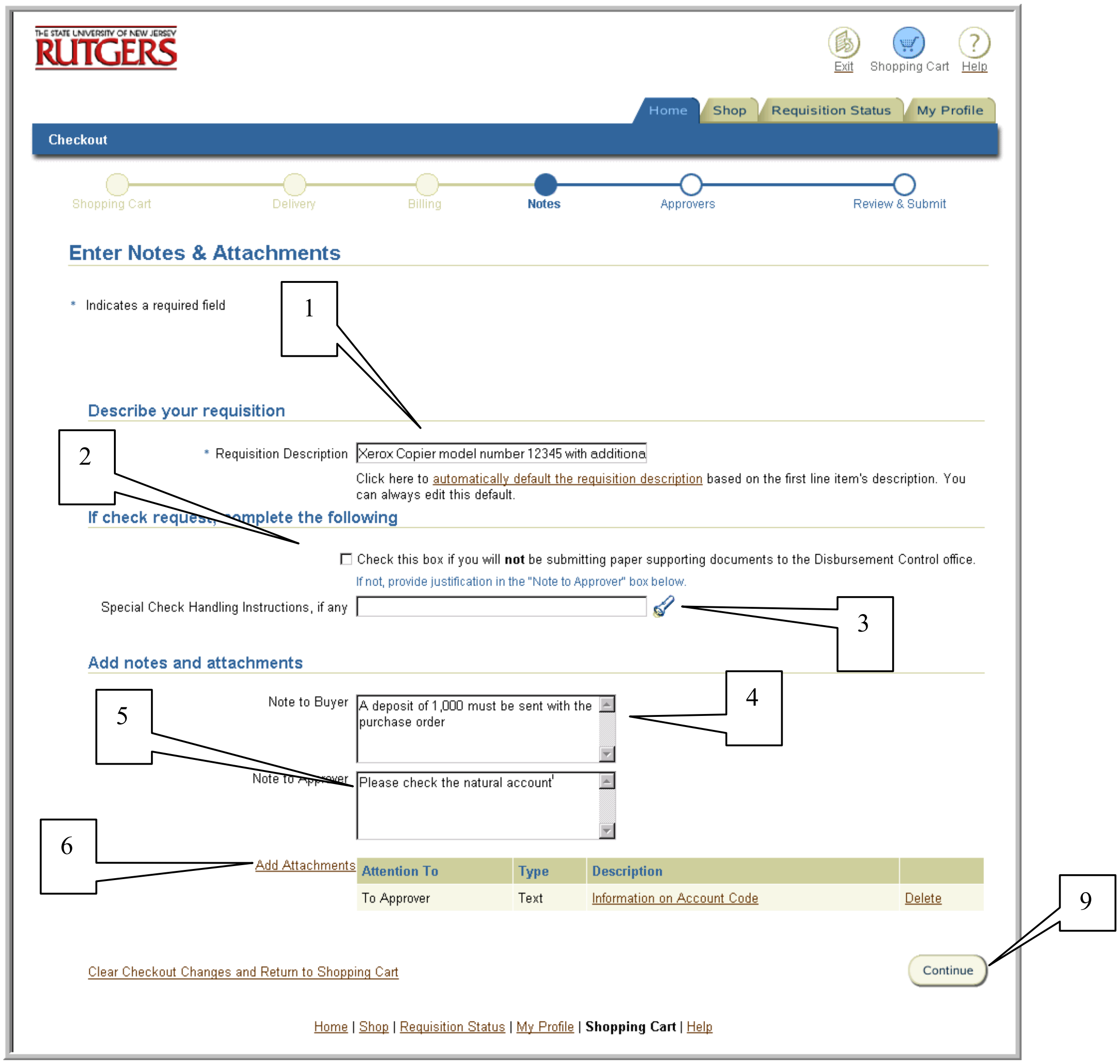
12. Select **Continue**.

13. Continue to <u>Step 4 – Enter Notes and Attachments.</u>

Step 4 – Enter Notes and Attachments

Scope

This procedure covers the fourth step of the requisition preparation process.



1. Enter a description in the **Requisition Description** field or accept the description of the first line item by selecting the **automatically default the requisition description** link. This description will be reflected under your **Requisitions at a Glance** on your Internet Procurement homepage.

Hint: You may use this field to indicate the reason of the request and/or the requester's name if you chose not to indicate it in the **Requester** field in the previous steps.

2. If the requisition is a check request and you will not be submitting supporting documents to Disbursement Control, click on check box next to **Check this box if you will not be submitting paper supporting documents to the Disbursement Control Office**.

3. If the requisition is a check request and you wish to indicate special check handling instructions, indicate the % wildcard in **Special Check Handling Instructions**, select flashlight icon, then **Go**. Click **Select** to the left of the instruction you wish to indicate.

4. Optionally, you may enter any notes you wish to indicate to the Buyer/Disbursement Control in **Note to Buyer**. This field may contain up to 240 characters.

   For example, you may indicate that paper supporting documentation such as a quote is being forwarded in campus mail, or if a deposit must be included with the purchase order.

5. Enter any notes you wish to indicate to the Approver/Reviewer in **Note to Approver**. This field may contain up to 240 characters.

   For example, you may indicate that paper-supporting documentation such as petty cash receipts is being forwarded in campus mail.

6. To add an attachment to the requisition, such as a completed form, select **Add Attachments** continue with step 7. Otherwise, select **Continue** and refer to step 10.

7. **To add an attachment**

   a) Indicate the **Attention to** by using the drop down arrow. Do not use Miscellaneous or To Receiver.

      Note: When you select **Attention to: Supplier**, your attachment will print on the approved purchase order.

   b) Enter a **Description** of the attachment. This will appear as the name of the attachment's link.

   c) Select one **Attachment type** by selecting either File or Text. Do not use URL.

8. If you selected **File**, and selected the **Browse…** button, it will open all the files you have access to on your desktop. Select the file you wish to attach, then double-click on the specific file name. The file name should now be displayed in the field next to **File** in Internet Procurement. Ensure that the file you selected conforms to one of the following standards:

   1. **Microsoft Word**

   2. **Microsoft Excel**

   3. **Microsoft Visio**

4. **Adobe Acrobat**

Note: Confirm that the extension of the file you attached indicates one of the following after the file name - .**xls** (Excel), .**doc** (Word), **.pdf** (Adobe Acrobat) or **.vsd** (Visio). If not, please assign the appropriate extension to the file name if not already displayed.

If you selected **Text,** enter your free-form text.

d) Select **OK**.

9. If you wish to add another attachment, repeat steps 6 through 8. Once completed, select **Continue.**

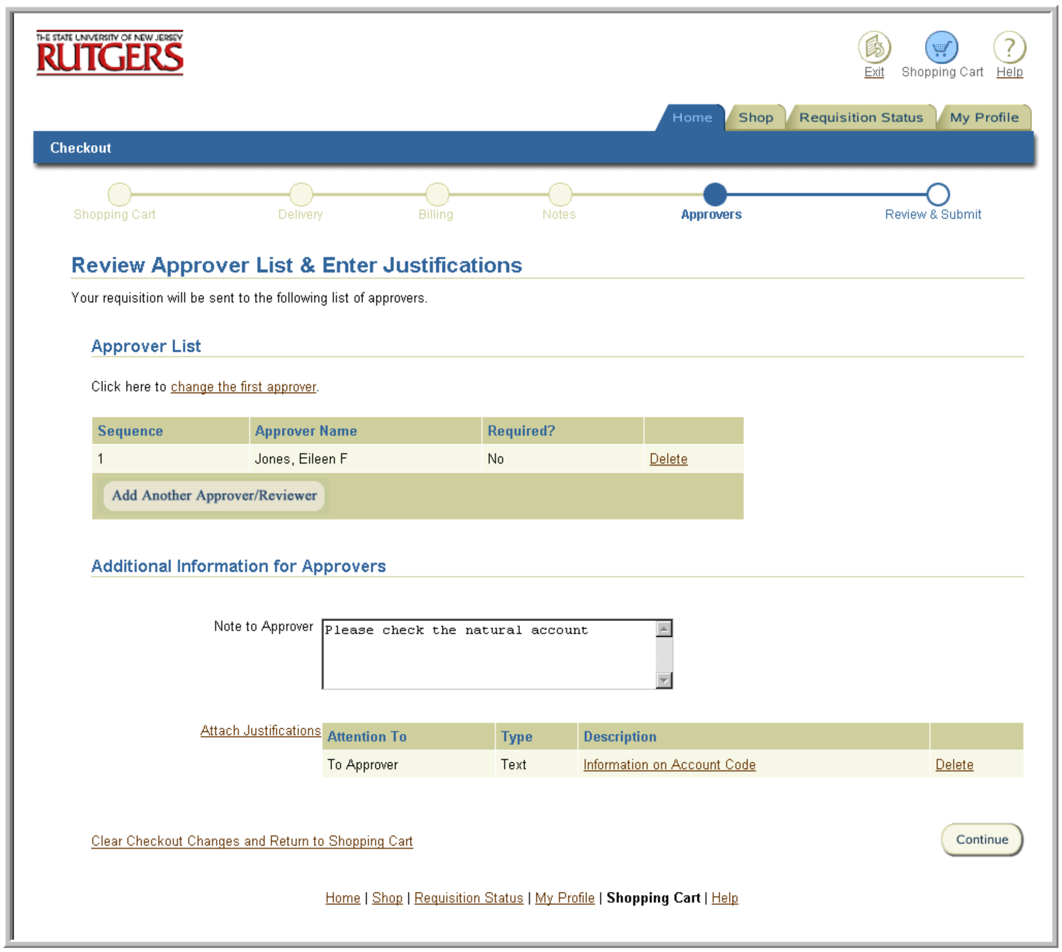
10. Continue with Step 5 – Review Approver List

Step 5 – Review Approver List

Scope

This procedure covers the fifth step of the requisition preparation process.

The Approver List displays your default Approver defined in the requisition approval hierarchy who has the authority to approve the requisition based upon the organizational value(s) indicated in Step 3 and the total dollar amount of the requisition automatically.



1. Determine whether additional Approvers and/or Reviewers are necessary.

   <u>A Preparer would add additional Approvers if:</u>

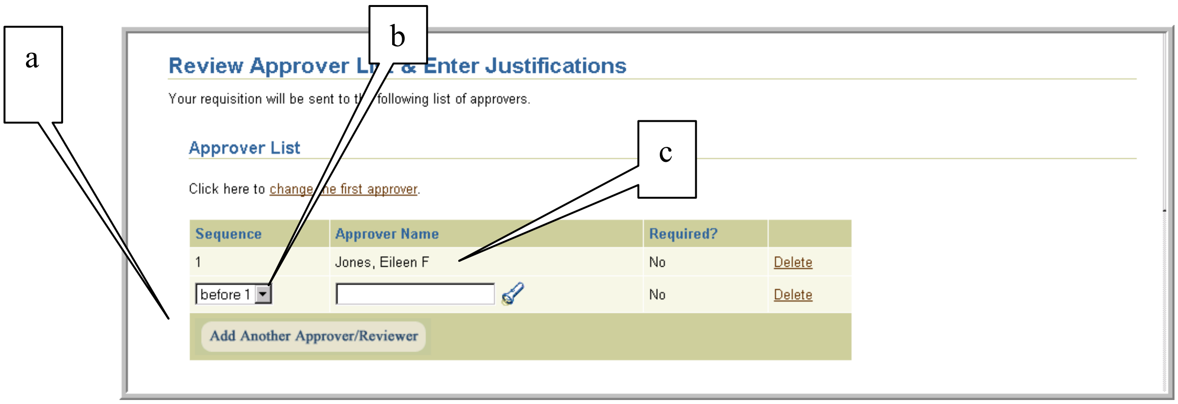
   - The requisition is charged to another organization's account.
   - A level 2 Approver is preparing the requisition

A Preparer would add additional Reviewers if:

- In special circumstances, departmental guidelines recommend additional review.

A Preparer would select the **change the first approver** link if:

- The default Approver is away, if known.



To add a Reviewer/Approver:

a) Select **Add Another Approver/Reviewer**.

b) Select **Sequence** using the drop down menu.

Note: **Before χ (Where χ is the required Approver)** will send the requisition to the Approver/Reviewer indicated on that line prior to the requisition being approved.

After χ (Where χ is the required Approver) will send the requisition to the Approver/Reviewer indicated on that line after the requisition has been pre-approved* .

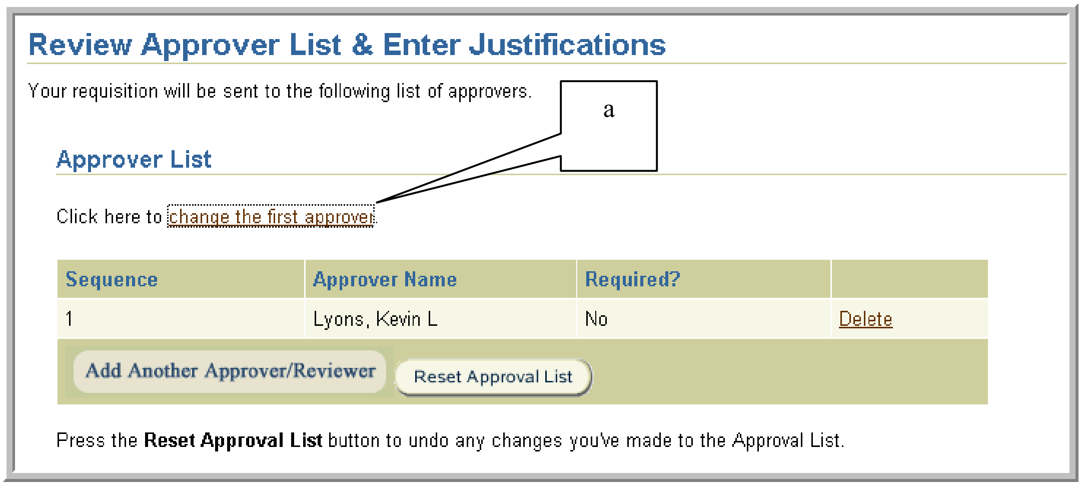
* A pre-approved status will be reflected on a requisition if an authorized approver has approved the requisition and has forwarded the requisition to an additional individual.

c) Enter search criteria using the % wildcard (e.g. %Smith%) in **Approver Name**, click flashlight icon, then **Go**.

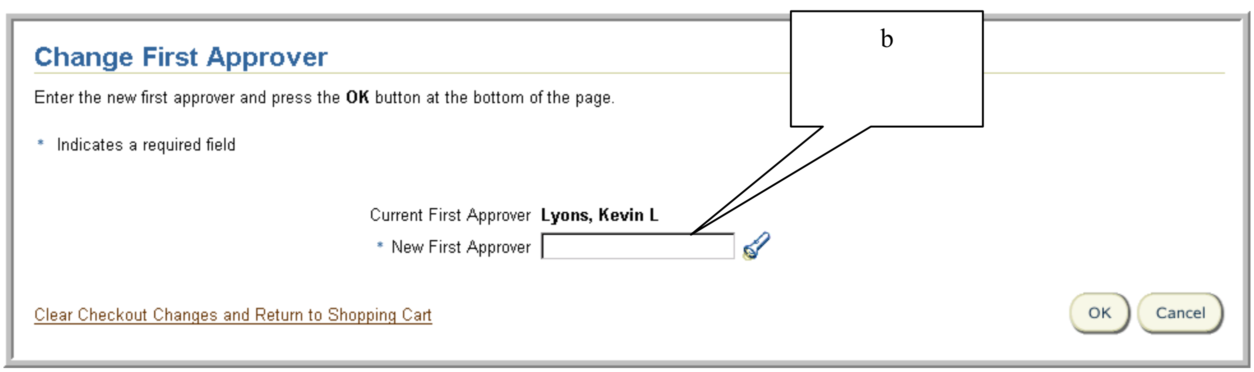
d) Click **Select** to the left of the individual you wish to add.

To Change the First Approver:

a) Select **change the first approver**.

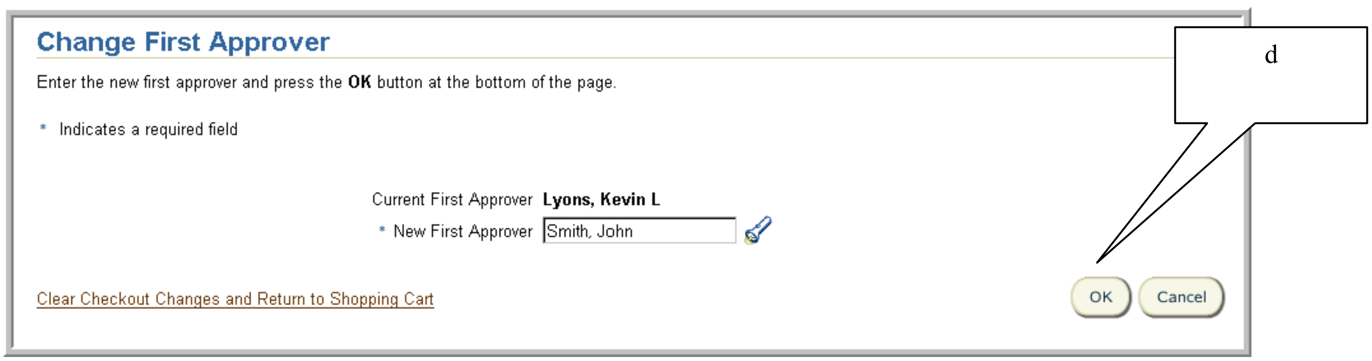


b) Enter search criteria using the % wildcard (e.g. %Jones%) in **New First Approver**, click on flashlight icon, then **Go**.



c) Click on **Select** to the left of the individual you wish to indicate.

d) Select **OK**.



e) Continue with Step 6 – Review and Submit for Approval

Step 6 - Review and Submit for Approval

Scope

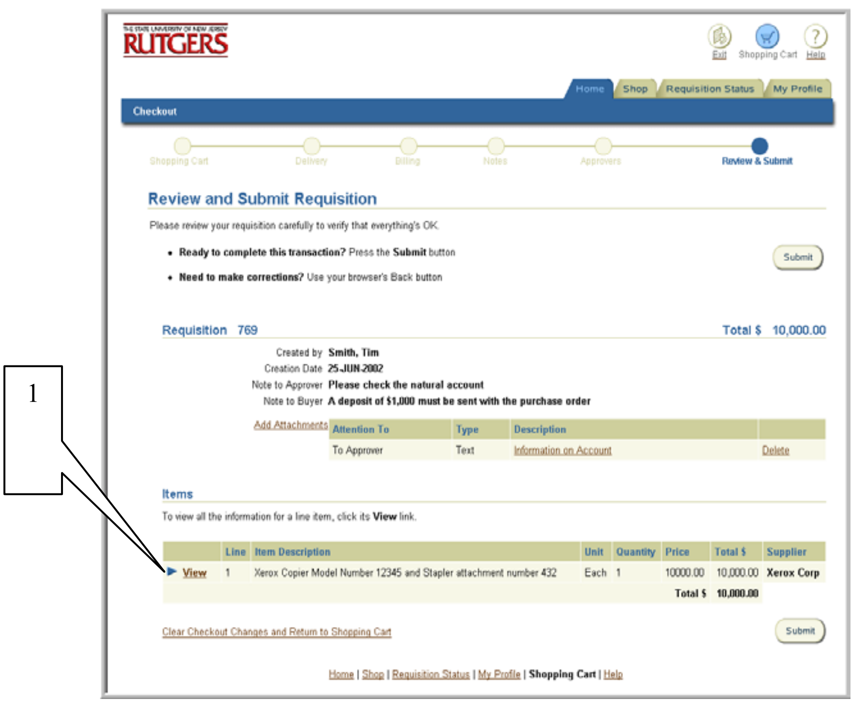
This procedure covers the sixth and final step of the requisition creation process.

At this step, you will be assigned a requisition number. A listing of the recent requisitions you prepared will appear in chronological order, with the most recent one listed first under **Requisitions at a Glance** on your Internet Procurement Home Page.

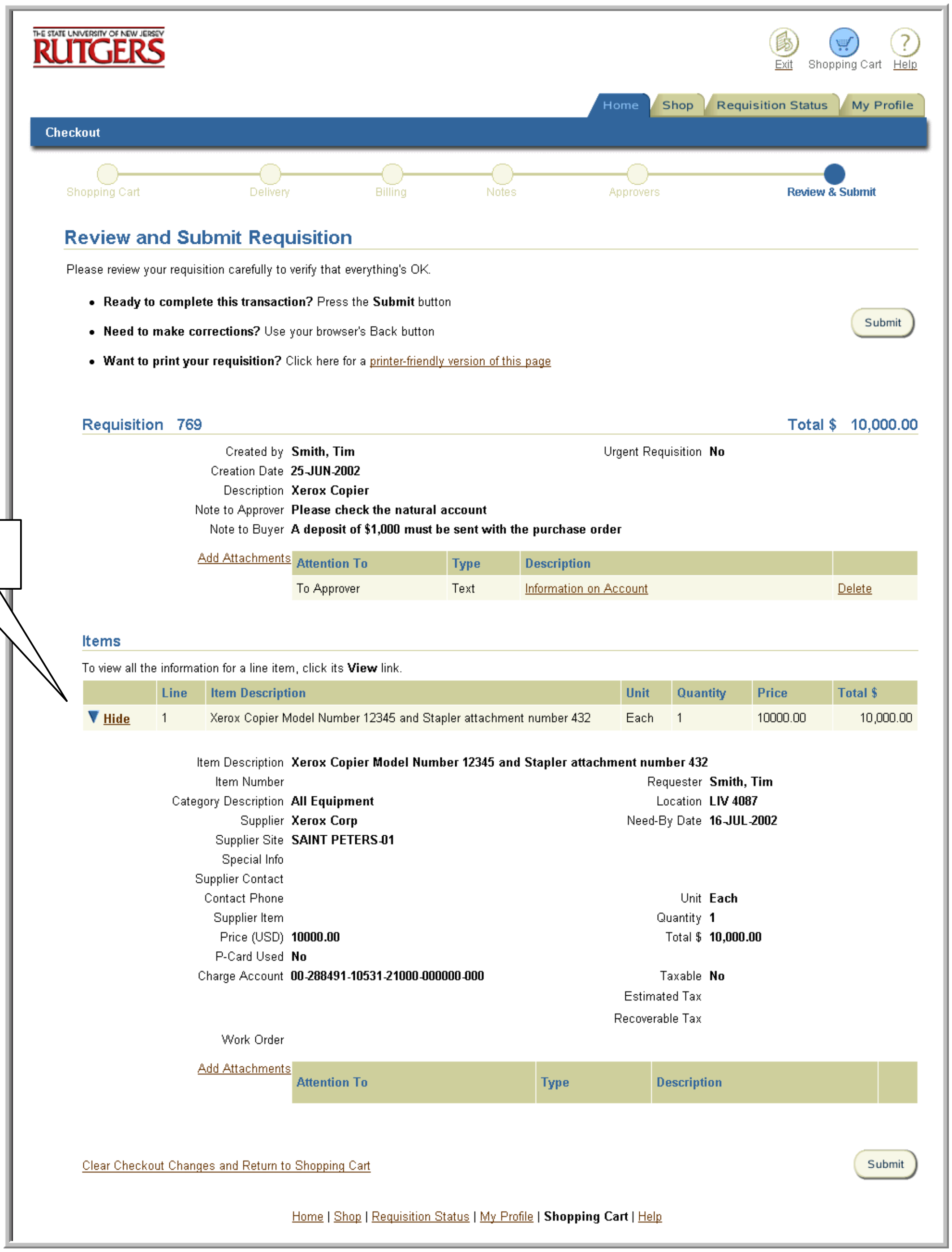
Note: Requisition commitments will be reflected in the Online Financial Information System (OFIS) the following day of requisition submission. Once a requisition has become a purchase order, a purchase order number will be assigned.

Important – The purchase order number will not be the same number as the requisition number.

These purchase order commitments will be reflected in the OFIS System and its corresponding requisition commitment reversed the following day once it has been approved.



1. Review your requisition carefully to verify that all the information is accurate. Select **View** for more details on each line.



THE STATE UNIVERSITY OF NEW JERSEY RUTGERS

Exit Shopping Cart Help

Home | Shop | Requisition Status | My Profile

Checkout

Shopping Cart — Delivery — Billing — Notes — Approvers — Review & Submit

Review and Submit Requisition

Please review your requisition carefully to verify that everything's OK.

- **Ready to complete this transaction?** Press the **Submit** button
- **Need to make corrections?** Use your browser's Back button
- **Want to print your requisition?** Click here for a printer-friendly version of this page

Submit

Requisition 769 **Total $ 10,000.00**

Created by	**Smith, Tim**	Urgent Requisition	**No**
Creation Date	**25-JUN-2002**		
Description	**Xerox Copier**		
Note to Approver	**Please check the natural account**		
Note to Buyer	**A deposit of $1,000 must be sent with the purchase order**		

Add Attachments

Attention To	Type	Description	
To Approver	Text	Information on Account	Delete

Items

To view all the information for a line item, click its **View** link.

	Line	Item Description	Unit	Quantity	Price	Total $
Hide	1	Xerox Copier Model Number 12345 and Stapler attachment number 432	Each	1	10000.00	10,000.00

Item Description	**Xerox Copier Model Number 12345 and Stapler attachment number 432**		
Item Number		Requester	**Smith, Tim**
Category Description	**All Equipment**	Location	**LIV 4087**
Supplier	**Xerox Corp**	Need-By Date	**16-JUL-2002**
Supplier Site	**SAINT PETERS-01**		
Special Info			
Supplier Contact			
Contact Phone		Unit	**Each**
Supplier Item		Quantity	**1**
Price (USD)	**10000.00**	Total $	**10,000.00**
P-Card Used	**No**		
Charge Account	**00-288491-10531-21000-000000-000**	Taxable	**No**
		Estimated Tax	
		Recoverable Tax	
Work Order			

Add Attachments

Attention To	Type	Description	

Clear Checkout Changes and Return to Shopping Cart

Submit

Home | Shop | Requisition Status | My Profile | **Shopping Cart** | Help

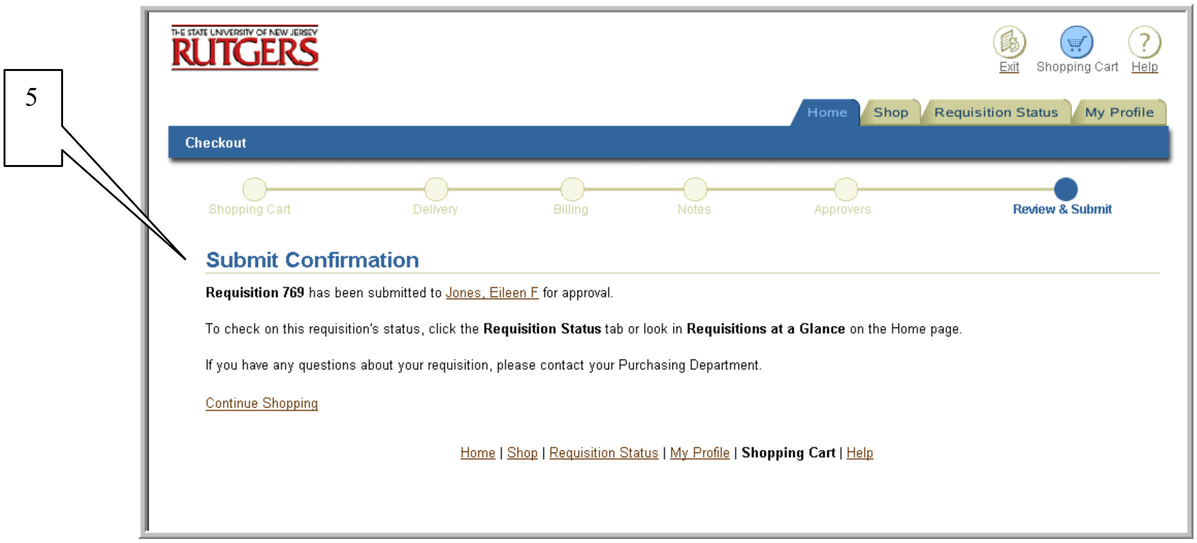
2

2 To return to the previous summary page, select **Hide**.

3. If you wish to make any changes, use your browser's back button to the screen you wish to make the modification on, enter the changes, then select the appropriate button (OK or Continue) on each step to return to the Review and Submit Requisition screen.

4. To submit the requisition for approval, select **Submit**.

5. Upon submission, you will receive a Confirmation indicating where the requisition has been sent for approval.



6. If you need to forward paper supporting documentation, select **Home** tab to return to the Internet Procurement homepage. Under **Requisitions at a Glance**, click on the appropriate requisition number link. This will open the **View Requisitions Details** screen. Print this screen. Attach the paper documentation to the screen shot and manually forward both to the authorized Approver.

Entering Check Requests

Scope

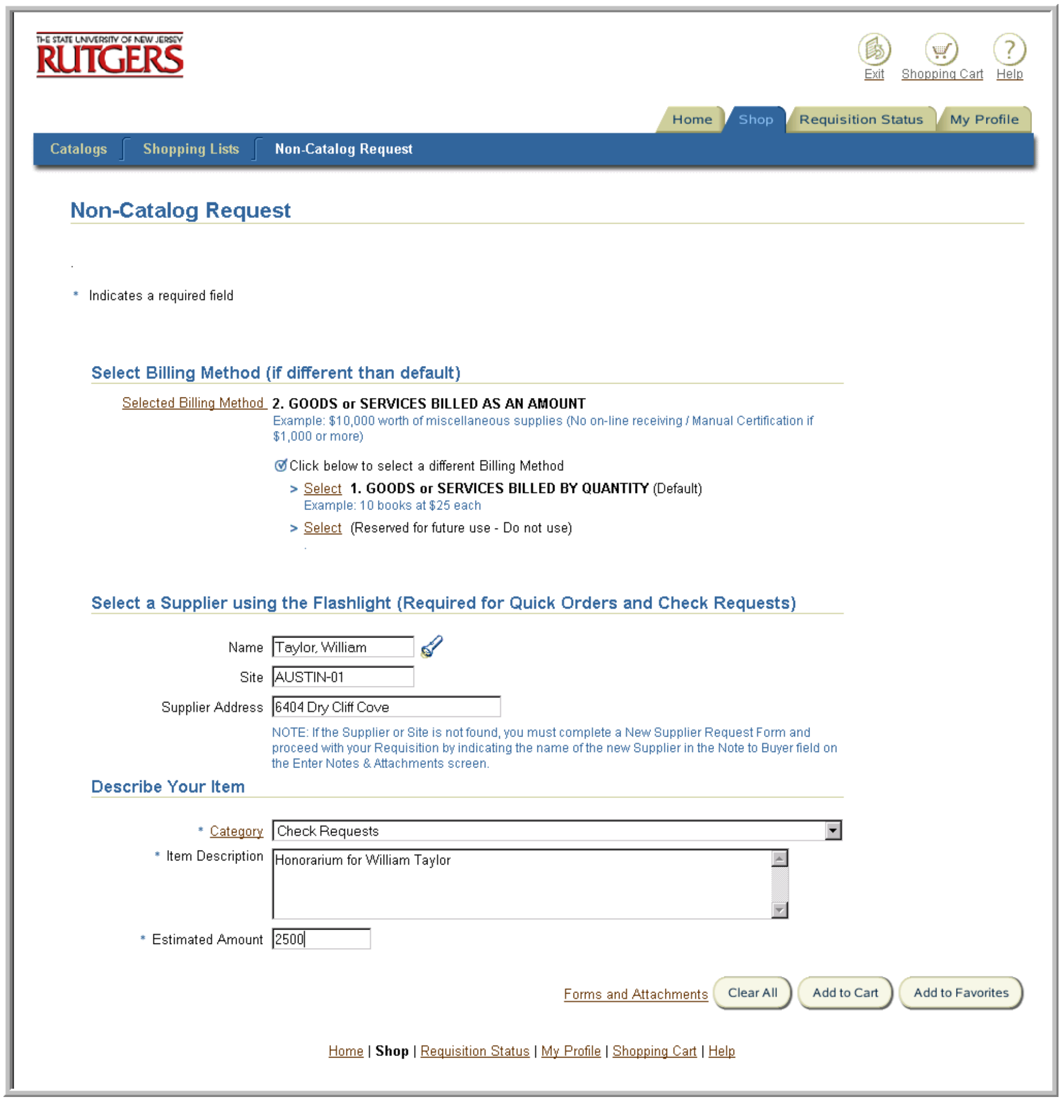
This procedure covers the creation of a check request (previously referred to as a billhead or request for payment).

Generally, the University procures and pays for goods or services through the use of a purchase order. Occasionally, there are circumstances under which a payment is required, but for which the issuance of a purchase order is either inappropriate or unnecessary. The following types of payments may be made using a properly completed check request:

1. Petty Cash Reimbursements (Refer to University Regulations and Procedures Manual (UR&PM) Book 6, Section 6.1.7)
2. Certain Payments to Individuals (Refer to UR&PM Book 6, Section 6.1.4)
3. Certain Statutory or Regulatory Obligations (e.g. payroll taxes, property taxes, etc.)
4. Conference Registration Fees
5. Office Subscriptions (e.g. Chronicle of Higher Education, Wall Street Journal, etc.)
6. Membership Fees
7. Postage

The information requested on the check request is necessary to properly support the payment and, when applicable, capture information required by the Internal Revenue Service. Check requests should include a written explanation and/or the submission of documentation supporting the requested expenditure of University funds.

A check request is not be used to request employee travel advances. See Requesting Travel Advance procedure.



1. Follow Step 1 – Non-Catalog procedure.

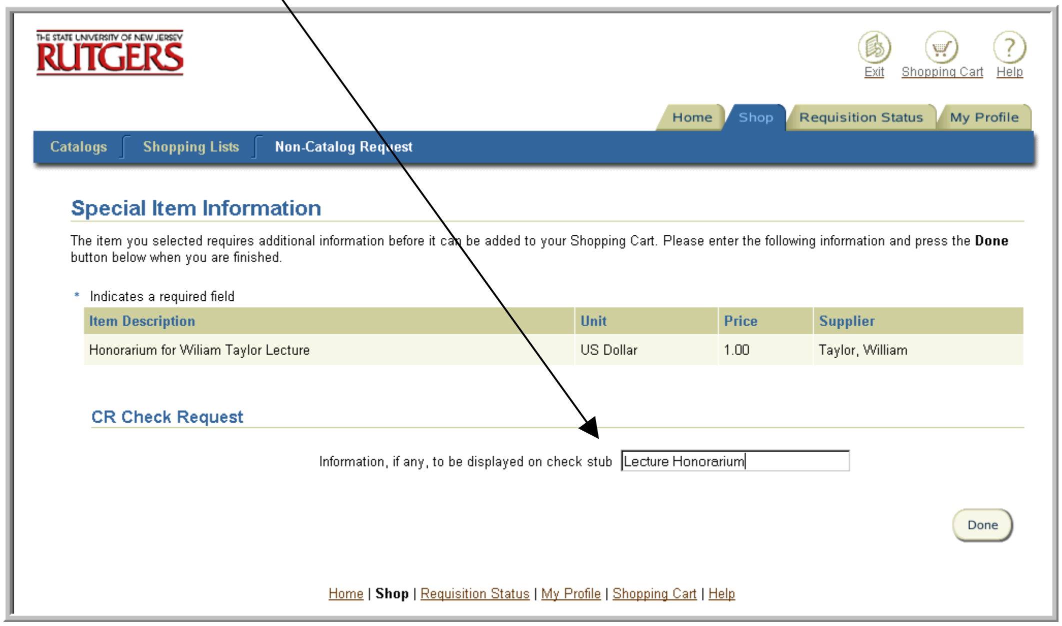
2. Confirm that the following are true:

   - You have selected **Billing Method** *GOODS or SERVICES BILLED AS AN AMOUNT*
   - You have chosen a valid supplier name and site
   - You have chosen a "Check Request" category

   Note: The **Category** *Check Request: Non-Resident Alien* must be selected if you are requesting payment to a Non-Resident Alien.

3. If any of the above criteria is not met, use the browser's back button, to make the required modifications.

Enter the appropriate information once you receive the Special Item Information screen, then select **Done.**

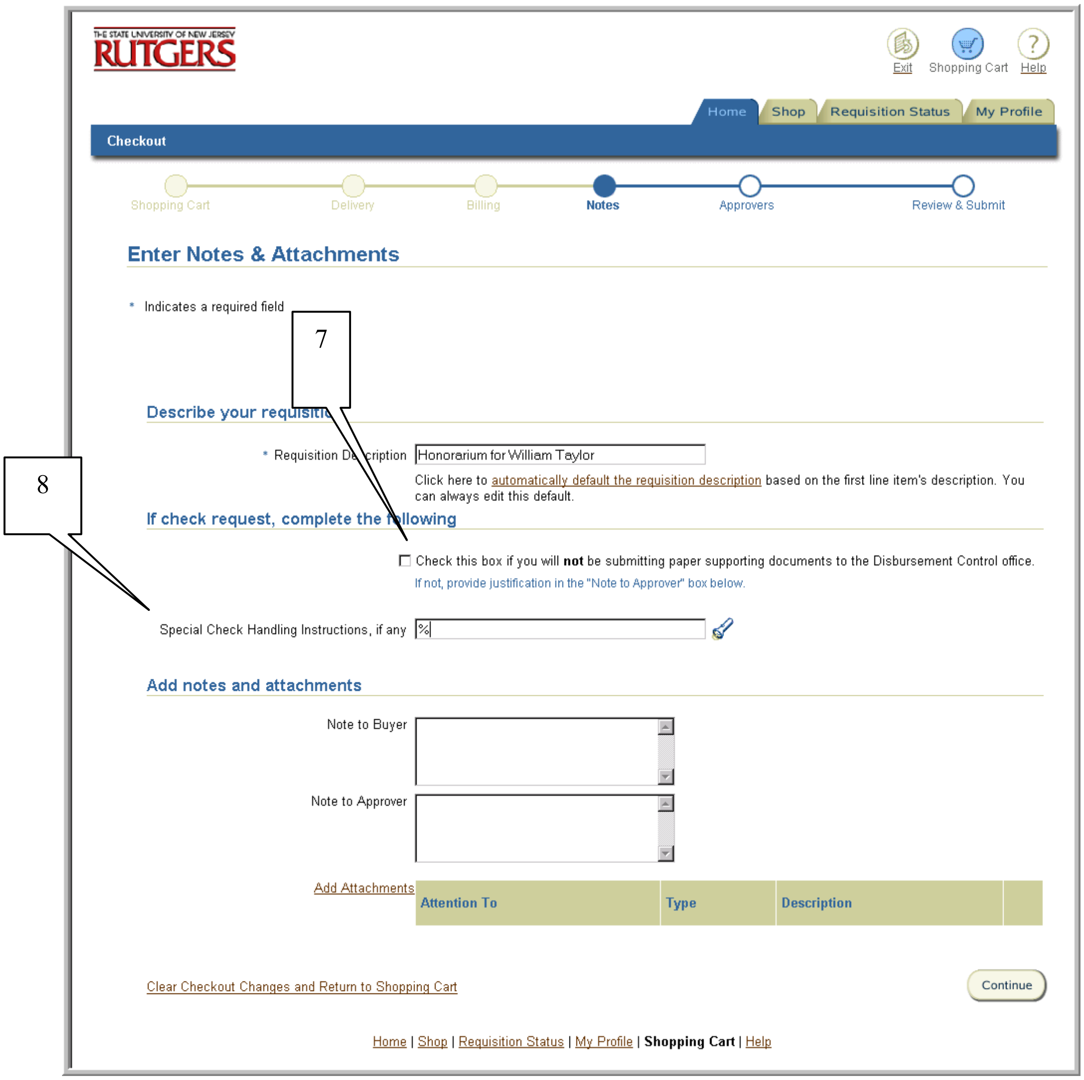


4. On the Shopping Cart Contents screen, select the checkbox to the left of **Check Here for Quick Order and Check Request Only No need to check this box if using RU Exchange Supplier**.

5. Select **Proceed to Checkout**.

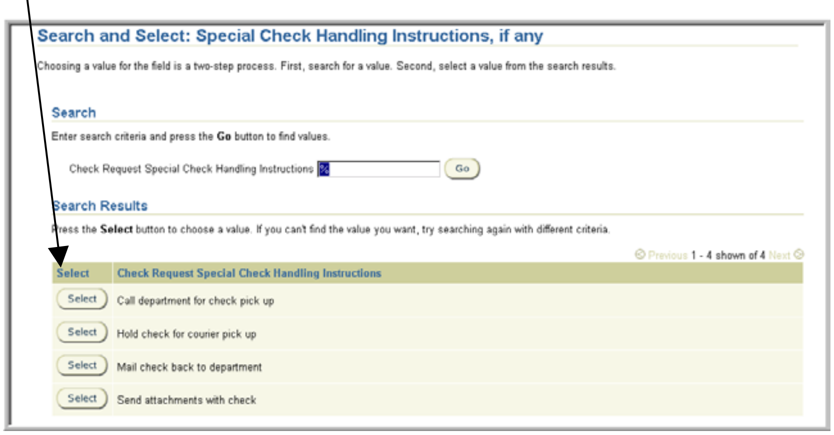
6. Follow Steps 2 through 3-Enter Delivery Information and Enter Billing Information

7. In Step 4 – Enter Notes and Attachments**,** if you will not be submitting paper supporting documents to the Disbursement Control office (e.g. for prepaid postage for a postage meter), select the checkbox directly under the **If check request, complete the following** heading. Enter an appropriate justification in a **Note to Approver**.



8. If you wish to indicate any special check handling instructions, enter the % in **Special Check Handling Instructions, if any**, select the flashlight icon, then click **Go.**

9. Click **Select** to the left of the appropriate instruction. This will return you to the Enter Notes and Attachments screen.



10. Complete <u>Steps 5 and 6 – Review Approver List and Review and Submit for Approval</u>.

11. If documentation is available to support the expenditure (e.g. conference registration form, membership dues notice or petty cash receipts), the documentation must be delivered or mailed to the designated Approver for review. The documentation must be attached to a screen print of the "**View Requisition Details**" screen for the check request. The screen shot contains the requisition number that will be used by the Approver and Disbursement Control to locate and match the document with the associated requisition in the system.

    If for some rare and unusual reason, the original or underlying documentation can not be attached to the check request, documentation held at departmental locations must be retained for a period of ten (10) years and may be subject to examination by University officials and internal and external auditors.

12. If approved, the supporting documentation and the attached screen shot must be forwarded to Disbursement Control, where it will be matched with the check request to release payment and filed for retention.

Published Date: June 28, 2002

Entering Quick Purchase Orders

Scope

This procedure covers the creation of a quick purchase order. A quick purchase order is used for purchases to external suppliers that do not exceed $1,000 with a single transaction and a single invoice.

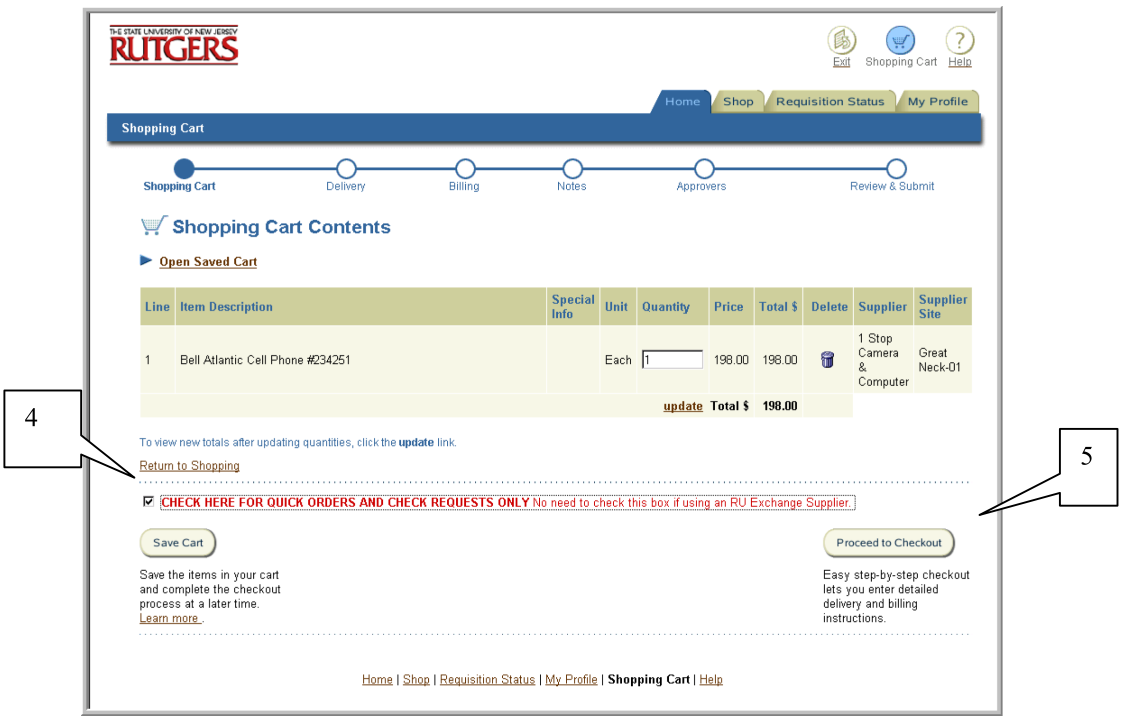
Quick purchase orders do not require a Buyer's review. As a reminder, quick purchase orders have the following restrictions and cannot be used to purchase:

1. Alterations or Repairs to Buildings
2. Blanket Orders
3. Building Graphics/Interior and Exterior – Other than University Standard
4. Carpet/Window Treatment
5. Consulting Services
6. Equipment Requiring Utilities Hook-Up
7. Equipment Supplier or Services from Non-Contract Supplier
8. Furniture – Other than University Standard
9. Hazardous Waste Disposal
10. Importation of Equipment
11. Cylinder Gas Purchases/Demurrage Charges
12. Inspection of Service of Fire Suppression Systems
13. Leases
14. Plaques and Monuments (Buildings)
15. Radioactive Materials

1. Follow the appropriate Step 1 – Non-Catalog or Step 1 Oracle Exchange procedure to begin creation of the requisition.
2. Confirm that the following are true:

- The total of your requisition is $1,000 or less
- You have chosen a valid supplier name and site
- You have not included items from any of the restricted categories listed above

3. If any of the above criteria is not met, use the browser's back button, if necessary and make the required modifications.
4. On the Shopping Cart Contents screen, click on checkbox to the left of **Check Here for Quick Order and Check Requests Only No need to check this box if using a RU Exchange Supplier.**
5. Click **Proceed to Checkout**.
6. Follow Steps 2 through 6 for creating a requisition.



7. Once your requisition has been approved, the Requisition Preparer will be emailed the Quick Purchase Order as an Adobe Acrobat attachment. This attachment is the final Quick Purchase Order containing the standard Rutgers terms and conditions.
8. Upon receipt of your approved Quick Purchase Order, choose <u>one</u> of the following:

- Print Quick Purchase Order attachment to your local printer and mail/deliver to supplier
- Print Quick Purchase Order attachment to your local printer and fax to supplier
- Email Quick Purchase Order attachment to the supplier if they will accept email

Preparing an Internal Purchase Order for a Supplier not Reflected in RIAS

Scope

This procedure covers how to prepare the paper-based internal purchase order for an Internal Rutgers supplier not reflected in RIAS.

The most current listing of Rutgers internal suppliers in RIAS is available on the RIAS web site at http://www.rias.rutgers.edu

1. Obtain a paper-based internal purchase order through Material Services.
2. Prepare in typewritten form:
    1. Fill in department, address, and name of person requesting goods or services
    2. Indicate, by using check mark, if this is an internal blanket (D) or internal (I)
    3. Indicate date of request
    4. Indicate department account to be charged, including object code
    5. Indicate department/fund title (the name of the account to be charged)
    6. Insert total dollar amount of order
    7. Include the name and address of internal supply department
    8. A complete description of materials or services required, including item amounts, quantities, and total dollar value of the order must be included
    9. The internal order must be signed by an authorized individual
    10. Note the user department's phone extension
3. Retain copy 1 (originator's copy), forward copy 2 (university supplier department copy) direct to the department supplying the goods or services, forward copy 3 (business office copy) to your business manager, and send copy 4 (disbursement control copy) to Administrative Services Building, Busch Campus.

Requesting a Payment to be enclosed with a Purchase Order

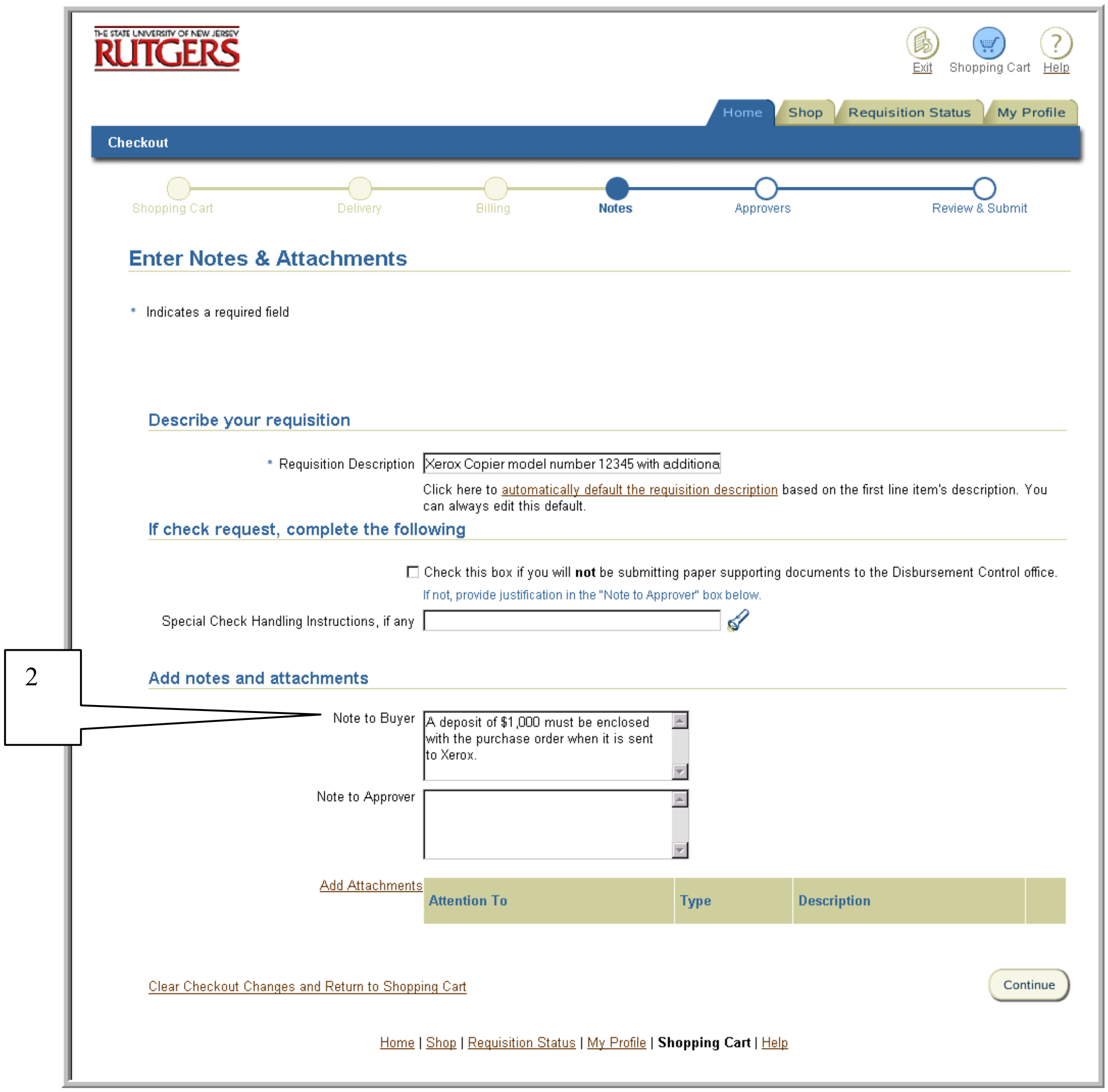
Scope

This procedure covers requesting a payment to accompany a purchase order when required by the supplier.

1. Follow Steps 1 through 3 of creating a Non-Catalog procedure

   Note: Do not indicate the requisition as a Quick Order.

2. In Step 4 – Enter Notes and Attachments, indicate in a **Note to Buyer** that a payment must accompany the purchase order, enter the amount of payment required and any other required information needed.



3. Continue with Steps 5 and 6 of creating a requisition

   Note: Once the requisition is approved, the responsible buyer in UP&C will take the appropriate steps to have both the check and purchase order sent to the supplier. The payment that will be paid against the purchase order will be reflected in OFIS.

Creating Emergency Requisitions

Scope

This procedure covers how to make a placement of an emergency order with a supplier.

The university defines emergencies as life safety hazards, keeping vital equipment operative, or preventing the deterioration of an experiment. In those instances where there is a need to place an emergency order with a supplier directly, listed below are two methods, one for working hours (8:30 a.m. – 4:30 p.m. Monday through Friday) and one for non-working hours.

Emergency Purchase Orders and Assistance during Working Hours

Orders for $1,000 or less

1. Create a Quick Order requisition in Internet Procurement. See Entering Quick Purchase Orders procedure for details.

2. Once your requisition has been approved, the Requisition Preparer will be emailed the Quick Purchase Order as an Adobe Acrobat attachment. This attachment is the final Quick Purchase order containing the standard Rutgers terms and conditions.

3. Upon receipt of your approved Quick Purchase Order, choose one of the following:

   - Print Quick Purchase Order attachment to your local printer and mail/deliver to supplier
   - Print Quick Purchase Order attachment to your local printer and fax to supplier
   - Email Quick Purchase Order attachment to the supplier if they will accept email.

Orders for more than $1,000

4. Create a non-catalog requisition in Internet Procurement. See Step 1-Non-Catalog for creating a requisition procedure for details. In Step 4 – Enter Notes and Attachments, indicate in a **Note to Buyer**, that the order is an emergency with an explanation.

5. Contact your authorized approver to advise them to review the emergency requisition.

6. Upon approval, the approver contacts the responsible buyer in UP&C to provide him/her the requisition number for the emergency order.

7. The responsible buyer will then create an emergency purchase order as a priority the same day and send the purchase order to the supplier.

   Note: Alternatively, you may wish to call the order in to the supplier and utilize a previously established blanket purchase order when applicable.

Emergency Purchase Orders and Assistance during Non-Working Hours

If a situation such as a life safely hazard, keeping vital equipment operative, or preventing the deterioration of an experiment occurs after normal working house, departments may immediately make the necessary purchase(s) directly with the supplier (by phone or by pickup at the store). The University Procurement and Contracting department is to be contacted the next workday with the details (See steps 4 through 7 above). Because purchase order numbers are not generally available after normal work hours, individuals will place verbal orders with suppliers and advise that a purchase order is forth coming. Follow-up procedures are the same as those outlined above. In case of an emergency, always contact directly the appropriate service department (Facilities, Police, Emergency Services, Housing, Dining Services, REHS or Transportation) to expedite the timely resolution of your problem.

Creating Requisitions with Charge Accounts from Different Organizations

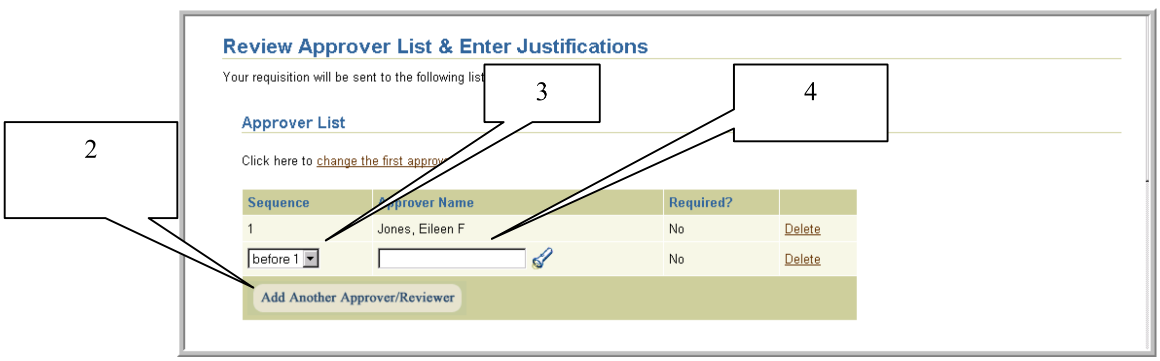
Scope

This procedure covers how to prepare a requisition when the charge account(s) that will be indicated in the billing information will reference different organizations.

The Approver List displayed during the fifth step of the requisition creation process will display the Approver defined in the requisition approval hierarchy who has the authority to approve the requisition based upon all organizational values(s) indicated in the billing instructions and the total dollar amount of the requisition automatically. The default Approver who may be displayed is a University Procurement and Contracting individual (e.g. Kevin Lyons). The following steps must be adhered, to ensure the authorized Approvers of each organization have reviewed the requisition.

1. Follow the appropriate Steps 1 through 4 of creating of a requisition.

2. During <u>Step 5 – Review Approver List</u>, select **Add Another Approver/Reviewer**.



3. Select **Sequence** of *Before χ* **(Where χ is the default Approver)**.

4. Enter search criteria using the % wildcard (e.g. %Smith%) in the **Approver Name** field for the first appropriate authorized approver for the organization indicated in your billing instructions, click the flashlight icon, then **Go**.

   Note: A listing of all authorized Approvers for each organization and their approval limits can be found as a link in Internet Procurement or the RIAS web site at http://www.rias.rutgers.edu. Level 1 approval represents approval authority up to $10,000 and Level 2 represents approval authority up to the departmental budget.

5. Click **Select** to the left of the individual you wish to add.

6. Repeat steps 2 through 5 for the Approver for each different organization you indicated in the billing instructions.

7. Follow the <u>Step 6 – Review and Submit</u> procedure to complete your requisition.

Creating Requisitions as a Level Two Approver

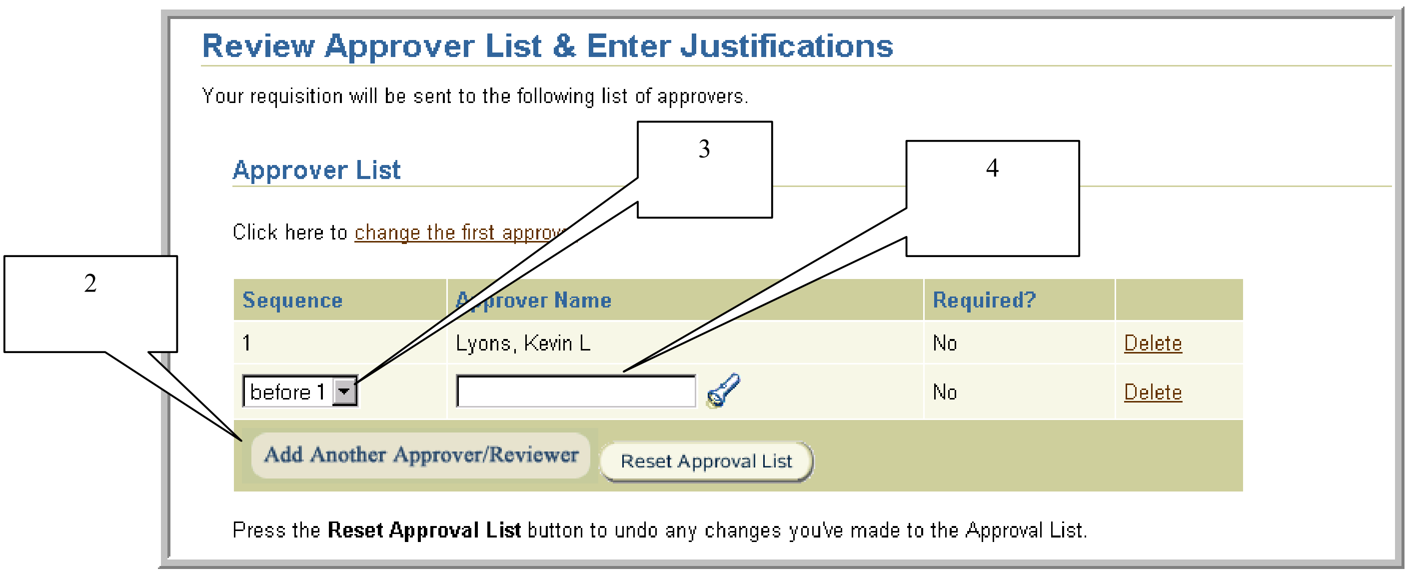
Scope

This procedure covers how to prepare a requisition as a Level Two Approver.

The Approver List displayed during the fifth step of the requisition creation process will display the Approver defined in the requisition approval hierarchy who has the authority to approve the requisition based upon all organizational values(s) indicated in the billing instructions and the total dollar amount of the requisition automatically. As a Level two Approver, the default Approver displayed will always be a University Procurement and Contracting individual (e.g. Kevin Lyons). The following steps must be adhered, to ensure the authorized Approvers of each organization have reviewed the requisition.

1. Follow the appropriate Steps 1 through 4 of creating of a requisition.

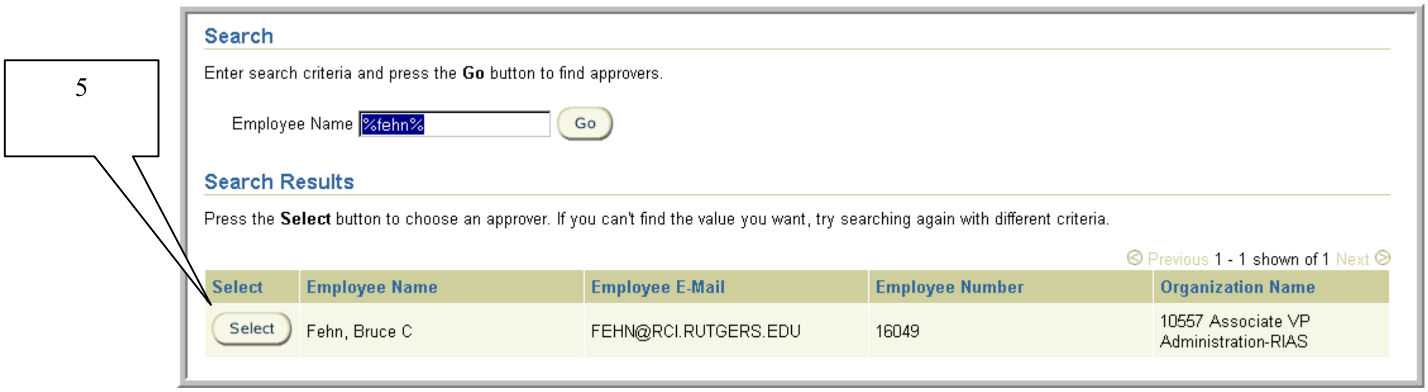
2. During Step 5 – Review Approver List, select **Add Another Approver/Reviewer**.



3. Select **Sequence** of *Before* χ **(Where χ is the default Approver)**.

4. Enter search criteria using the % wildcard (e.g. %Smith%) in the **Approver Name** field for the first appropriate authorized approver for the organization indicated in your billing instructions, click the flashlight icon, then **Go**.

   Note: A listing of all authorized Approvers for each organization and their approval limits can be found as a link in Internet Procurement or the RIAS web site at http://www.rias.rutgers.edu. Level 1 approval represents approval authority up to $10,000 and Level 2 represents approval authority up to the departmental budget.



5. Click **Select** to the left of the individual you wish to add.

6. Repeat steps 2 through 5 for the Approver for each different organization you indicated in the billing instructions.

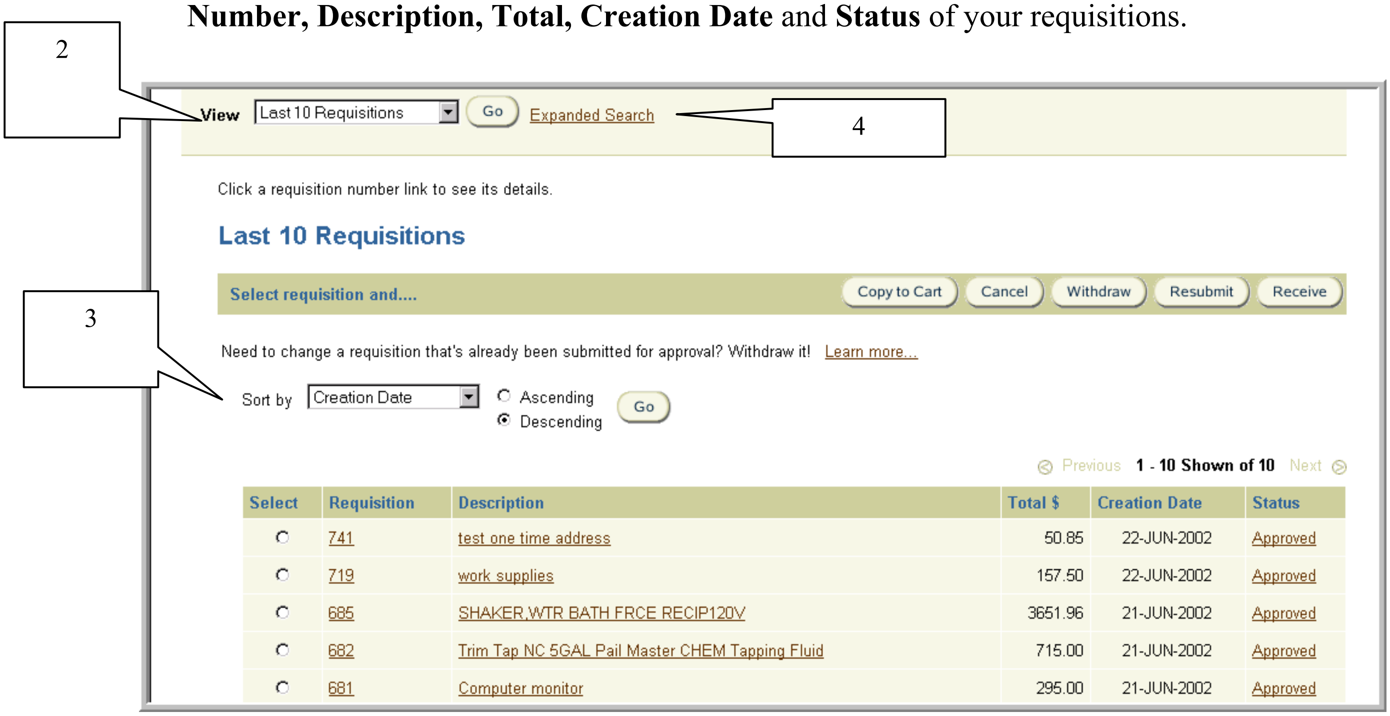
7. Follow the <u>Step 6 – Review and Submit</u> procedure to complete your requisition.

Requisition Status Inquiry

Scope

This procedure covers some of the common ways of gathering information about your requisition and purchase orders.

1. Select the **Requisition Status** tab. Notice this screen provides you with the **Requisition Number, Description, Total, Creation Date** and **Status** of your requisitions.



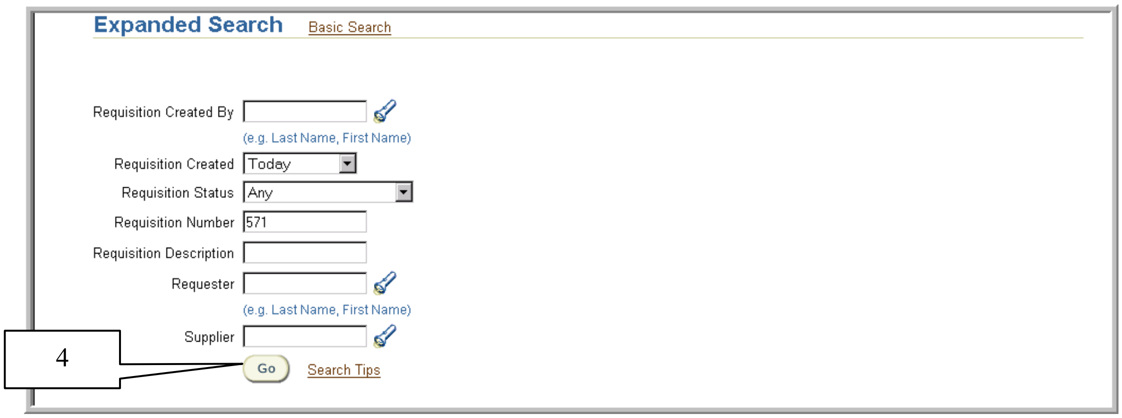
<u>Requisition Status Descriptions include the following:</u>

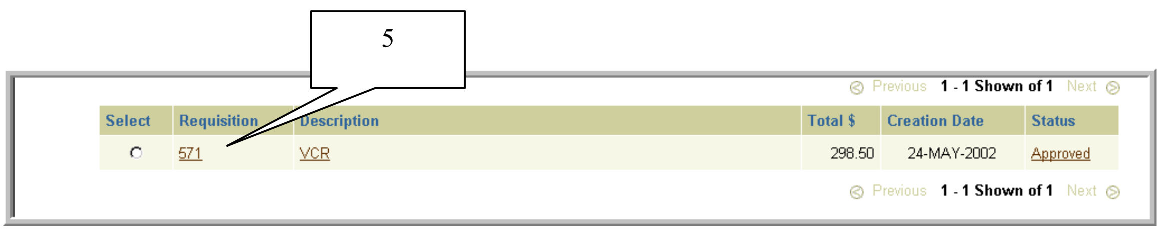
In Process	Requisitions that are in the queue of the next person in the requisition approval hierarchy
Approved	Requisitions that have been approved by an authorized Approver in the requisition approval hierarchy
Cancelled	Requisitions that have been cancelled by the Preparer.
Pre-Approved	Requisitions that have been approved by an authorized Approver in the requisition approval hierarchy and have been forwarded to another individual.
Rejected	Requisitions that have been rejected by a Reviewer or Approver

2. Select your search criteria using the drop down next to **View** and select **Go**, or choose **Expanded Search** link.

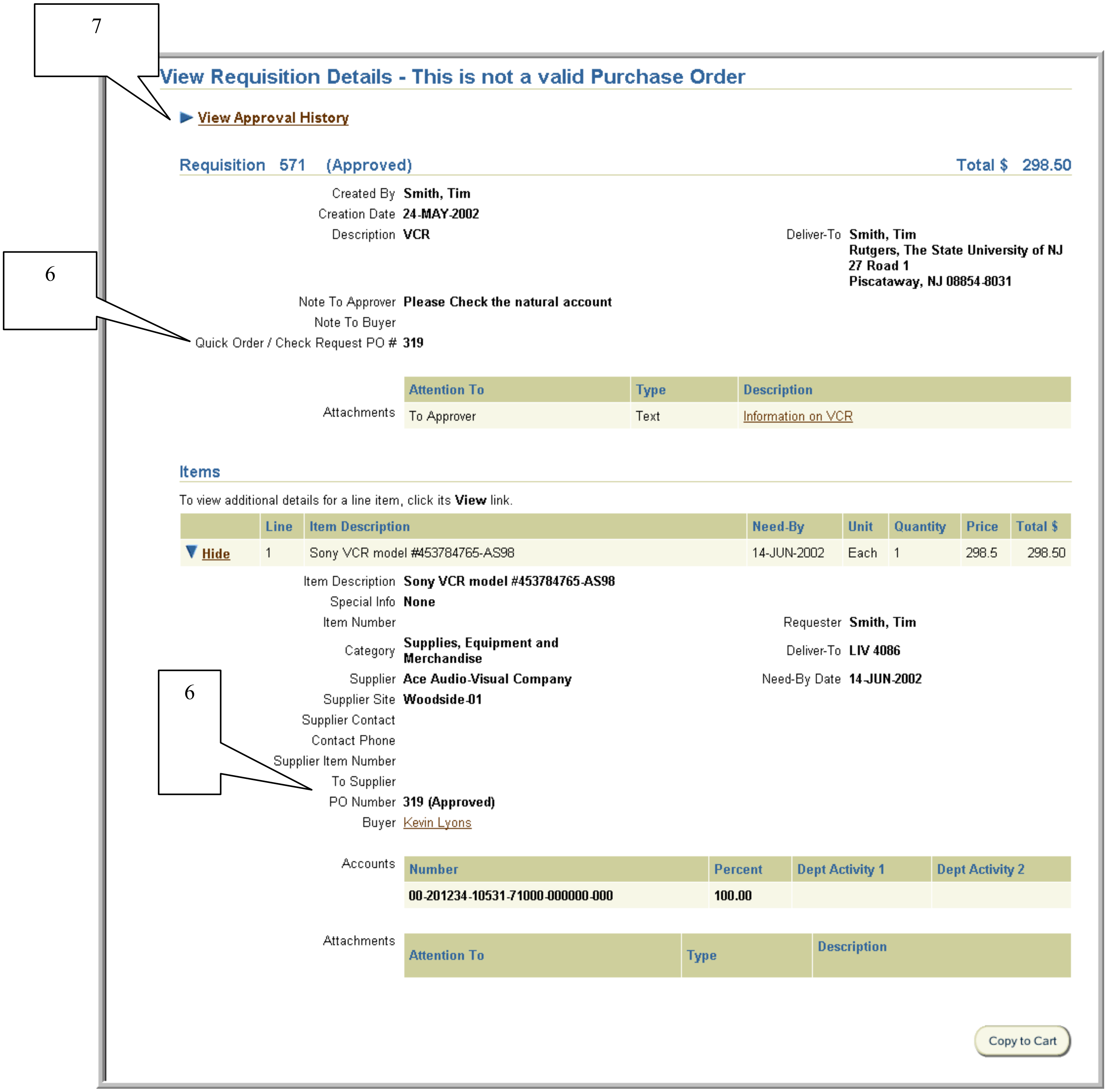
3. If you wish to sort your search results, select your criteria using the drop down next to **Sort by**, select the **Ascending** or **Descending** radial button, then **Go**.

4. If you selected **Expanded Search**, enter your search criteria, then select **Go**. Remember to select from the list of values for fields denoted with a flashlight icon. Scroll down page to view your search results.





5. To view requisition details, select either the link displayed under **Requisition** or **Description.** The **View Requisition Details** screen appears. To view additional information such as the billing information, select the **View** link.



6. If approved, the purchase order number will be reflected next to **PO Number** found at the line item level of the **View Requisition Details** screen with the **Status** *Approved* following the number.

   Note: If the requisition is a Quick Order or Check Request, a **PO Number** will be reflected next the **Quick Order/Check Request #** before it has may be approved. Once it has been approved, the Quick Order will be emailed back to the Preparer as an Adobe Acrobat document for issuance to the supplier.

7. To view the approval history and who has the requisition in their queue, select the link **View Approval History** link. Use your browser's back button to return to the **View Requisition Details** screen.

Requisition Status: Requisitions > Requisition Details > View Approval History

Approval History for Requisition 571

Sequence	Approver		Action	Action Date	Notes
1	Smith, Tim	✔	Submitted	24-MAY-2002	Please Check the natural account
2	Smith, Tim	✔	Reserved	24-MAY-2002	
3	Smith, Tim	✔	Forwarded	24-MAY-2002	
4	Jones, Eileen F	✔	Approved	24-MAY-2002	Please Check the natural account

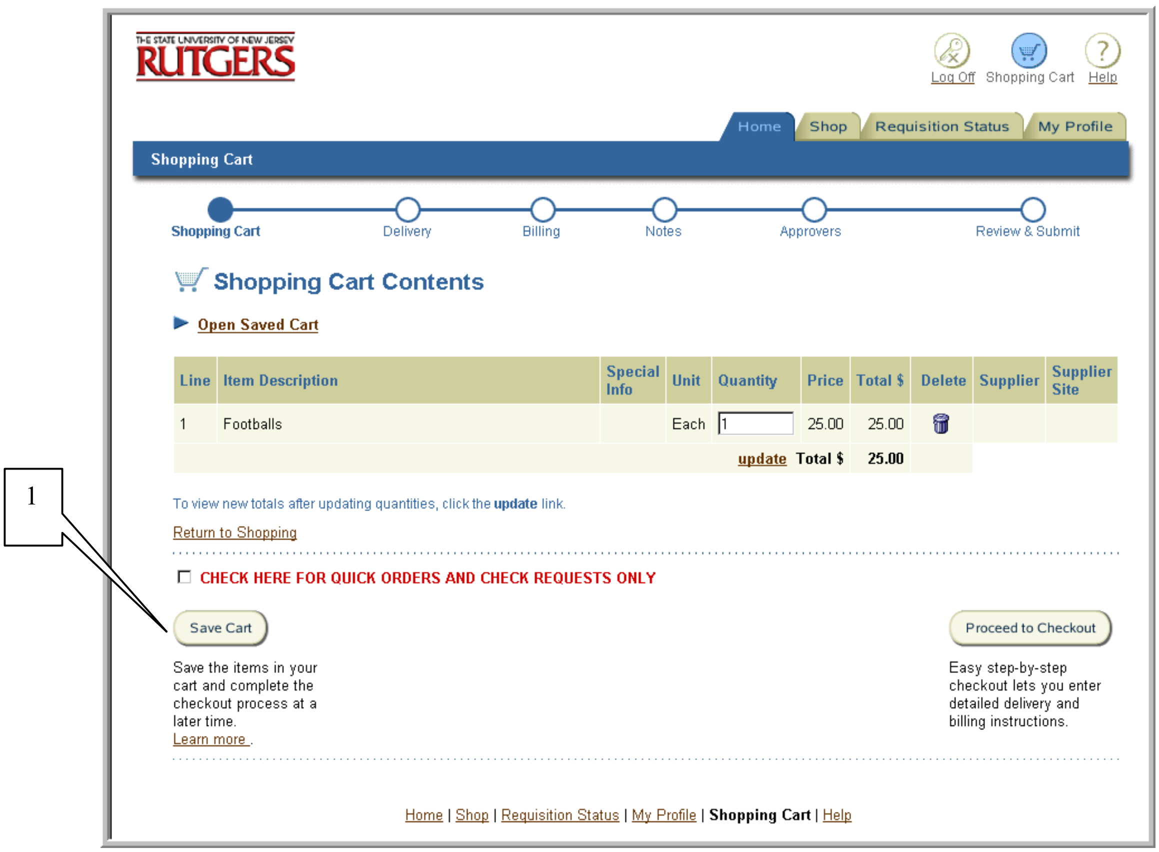
Shopping Cart Management

Scope

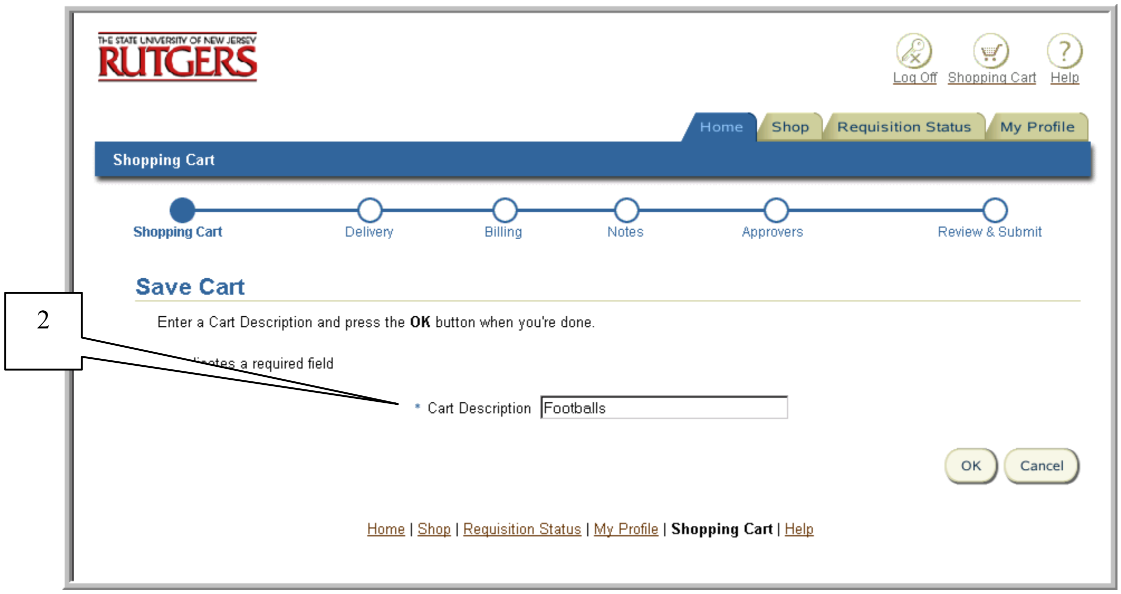
This procedure covers how to save, reopen, delete, combine, and replace shopping carts. A shopping cart is a container for all the items you have selected in the current session. You may save a shopping cart and return to it later. Saved shopping carts are considered Requisitions in progress and your shopping cart number will be the same as your requisition number.

To Save a Shopping Cart

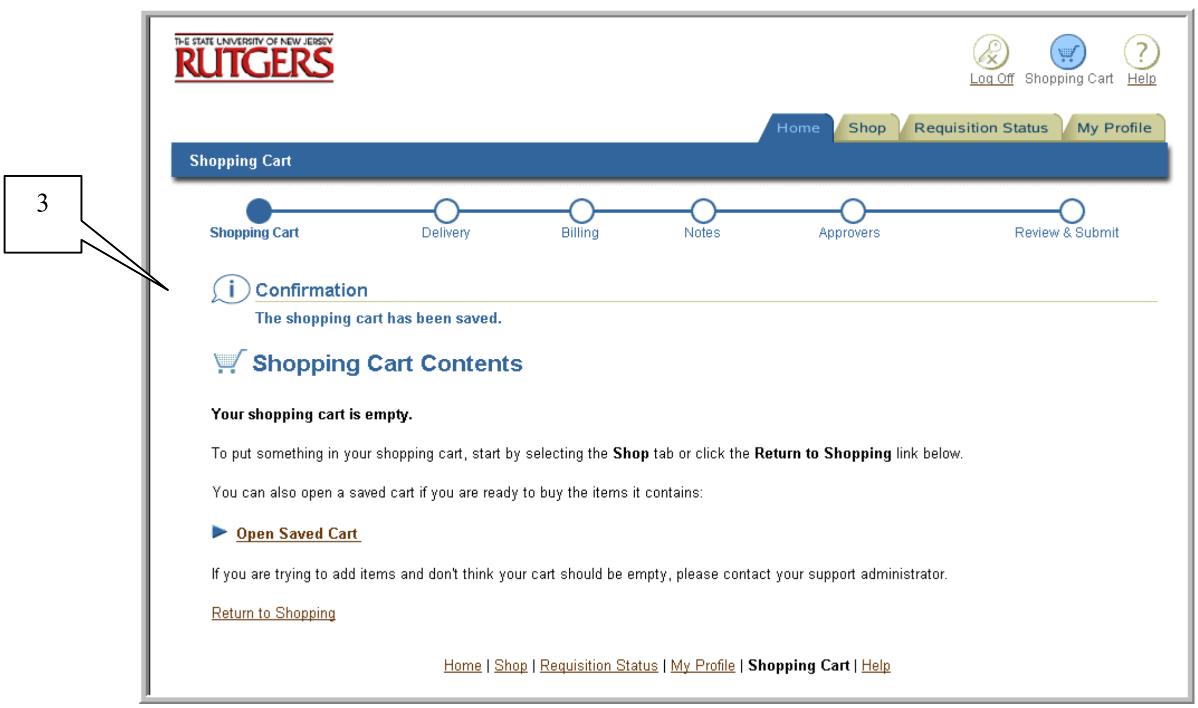
1. Click **Save Cart** found on the Shopping Cart Contents page when preparing a requisition.



2. Enter a description in the **Cart Description** field, then select **OK**.

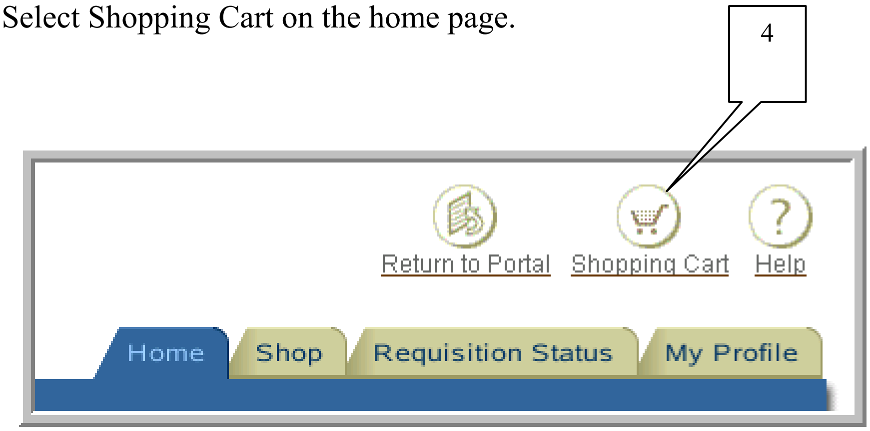


3. You will receive a confirmation that your **shopping cart** has been saved.



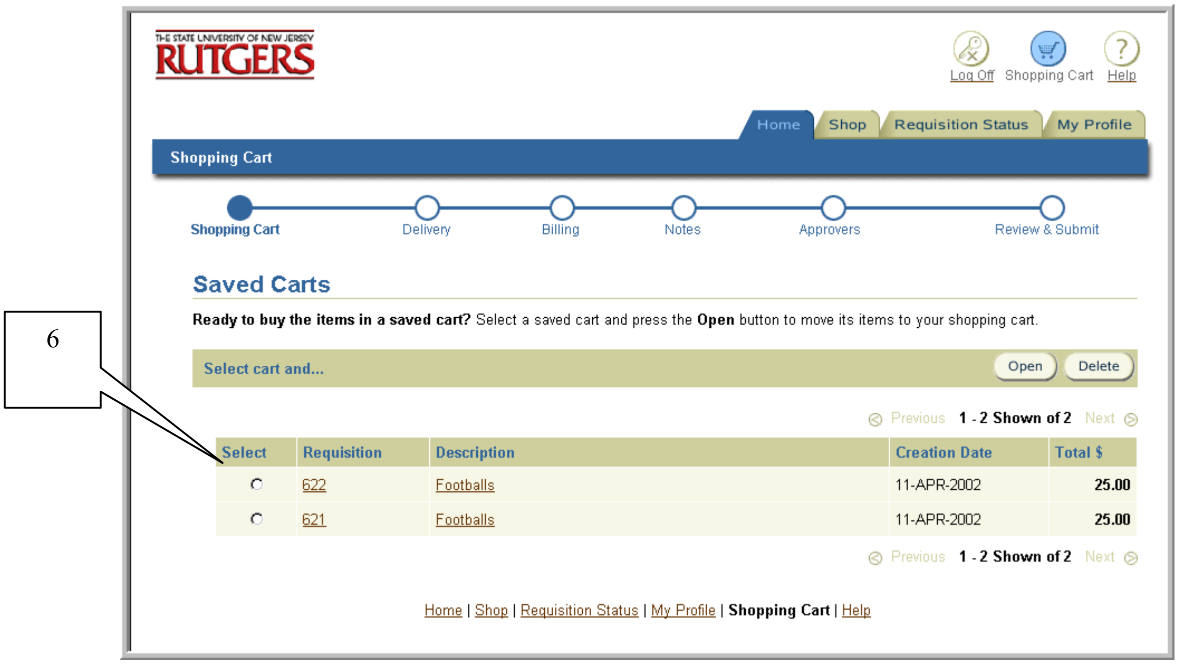
To Delete a Shopping Cart

4. Select Shopping Cart on the home page.



5. Select **Open Saved Cart**.

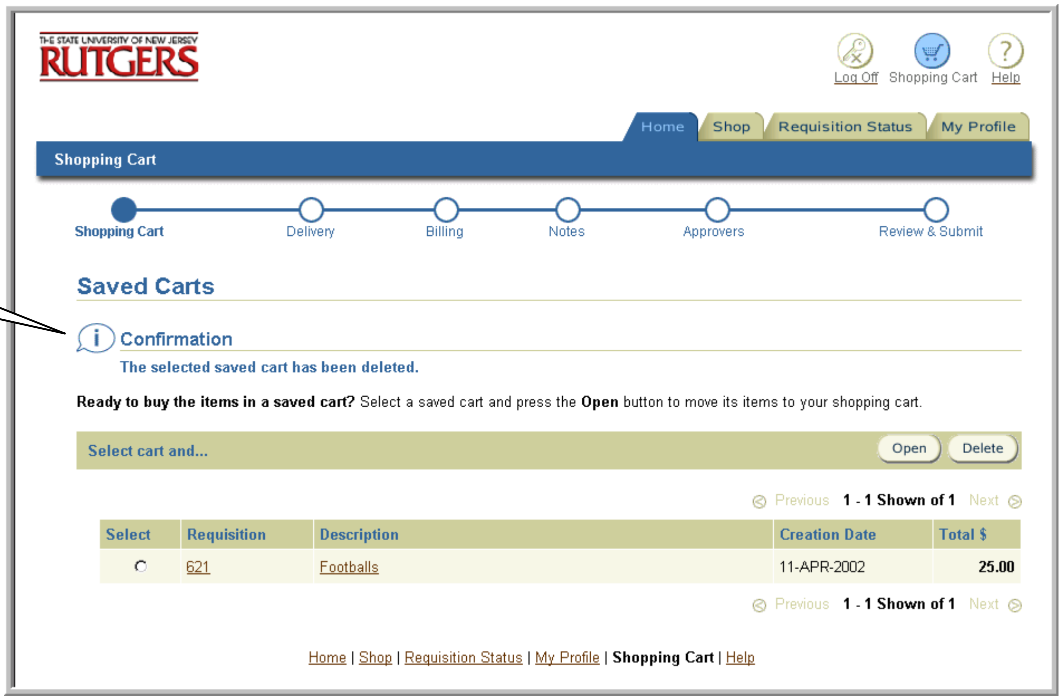
6. Select the cart you would like to delete by clicking on the radial button to the left of the requisition number and cart description. Click **Delete**.



Note**:** You may only delete one shopping cart at a time.

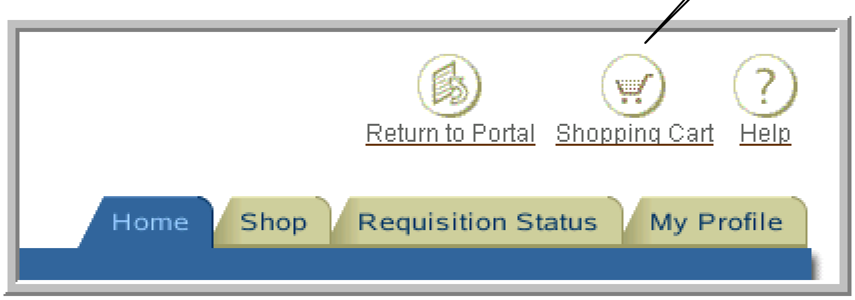
7. You will receive a warning message "**Once this saved cart is deleted, it cannot be undone**." If you wish to continue, select **Yes**.

8. If yes was selected, you will receive a confirmation message **"The selected saved cart has been deleted."**

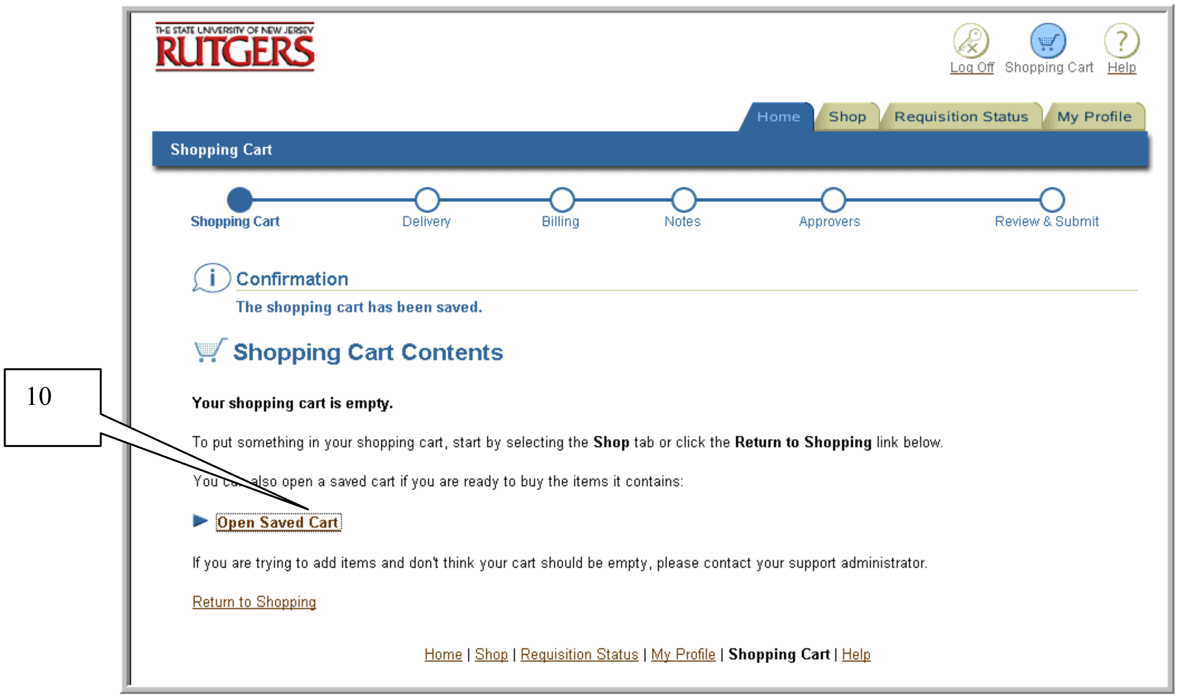


To Access a Saved Shopping Cart

9. Select **Shopping Cart** on the home page.

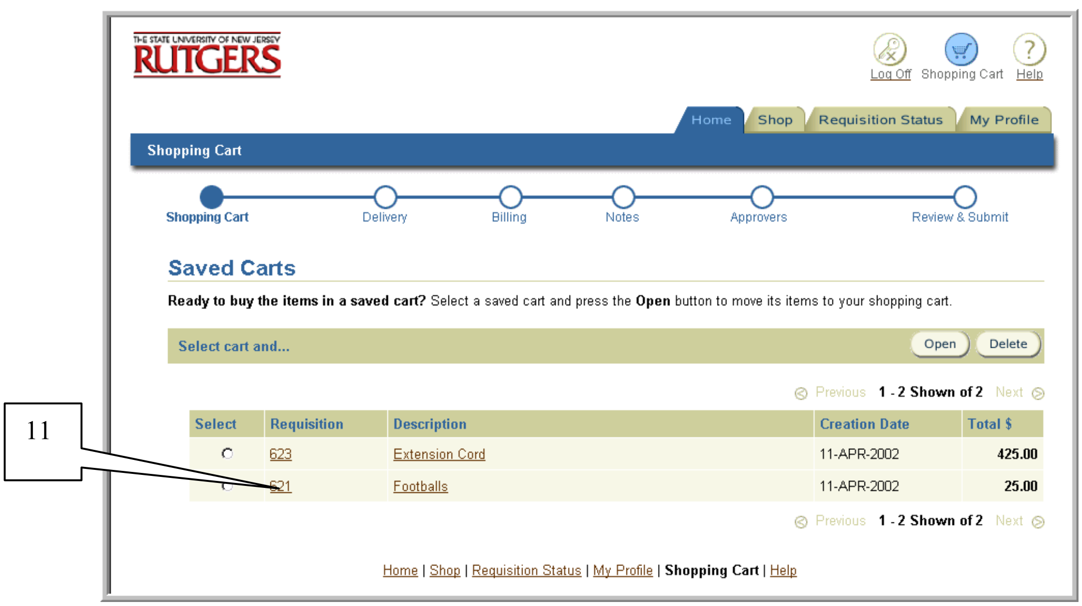


10. Select **Open Saved Cart**.



11. Select the cart you would like to open by clicking on the radial button to the left of the requisition number and cart description. Click **Open**.

Note: You may only open one shopping cart at a time.



12. On the Shopping Cart Contents screen, click **Return to Shopping** to continue shopping or you may click on **Proceed to Checkout** to complete the requisition.

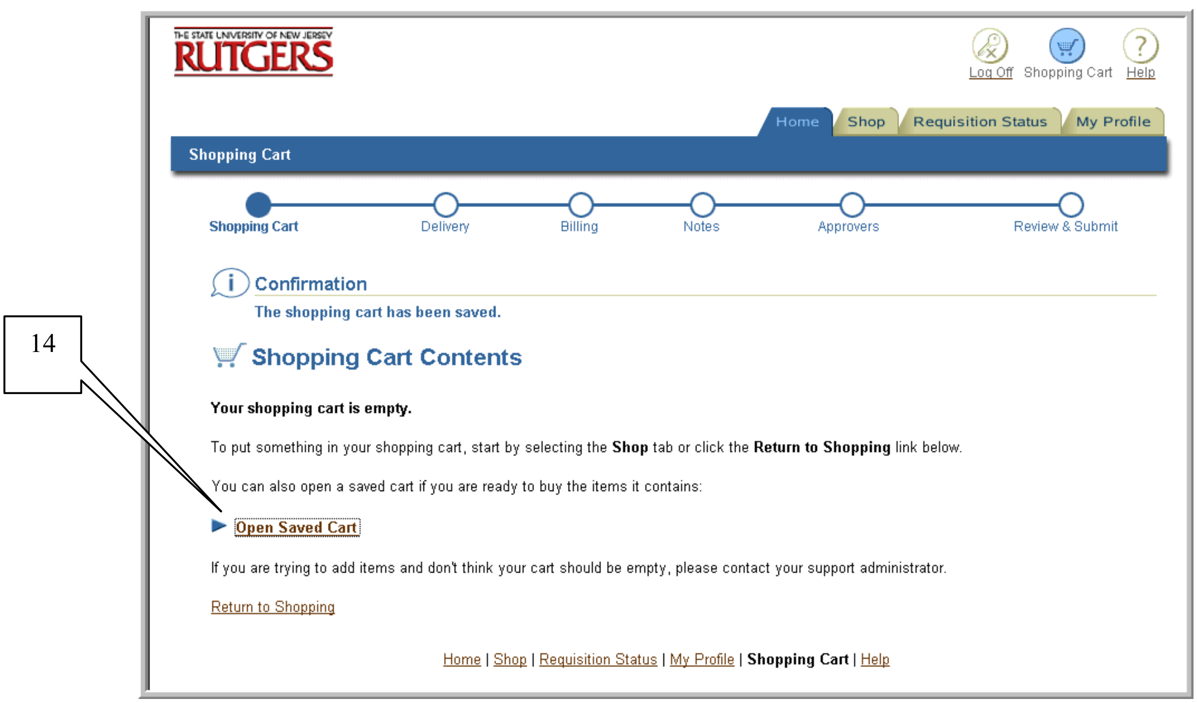
Note: If your shopping cart has been saved for a long period of time, remember to verify that your need-by date is still accurate.

If your shopping cart has been saved for a long period of time, the price of your items may no longer be accurate. Verify the pricing information before proceeding to checkout.

<u>To combine or replace a shopping cart</u>

13. Select **Shopping Cart** on the homepage.

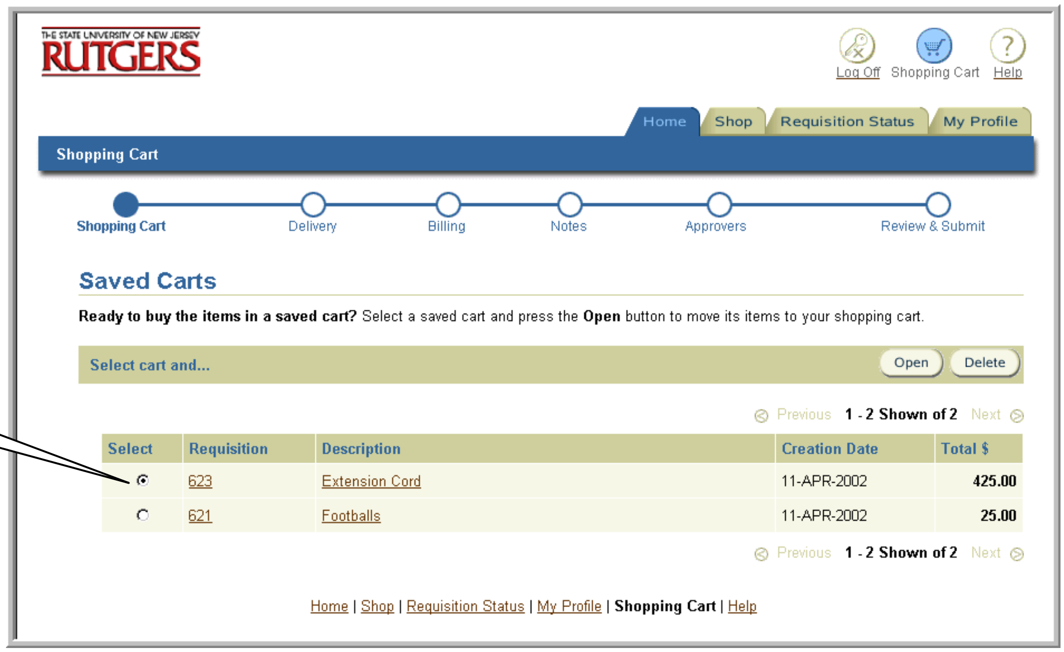
14. Select **Open Saved Cart**.



15. Select the cart you would like to open by clicking on the radial button to the left of the requisition number and cart description. Click **Open**.

    Note: You may only open one shopping cart at a time.

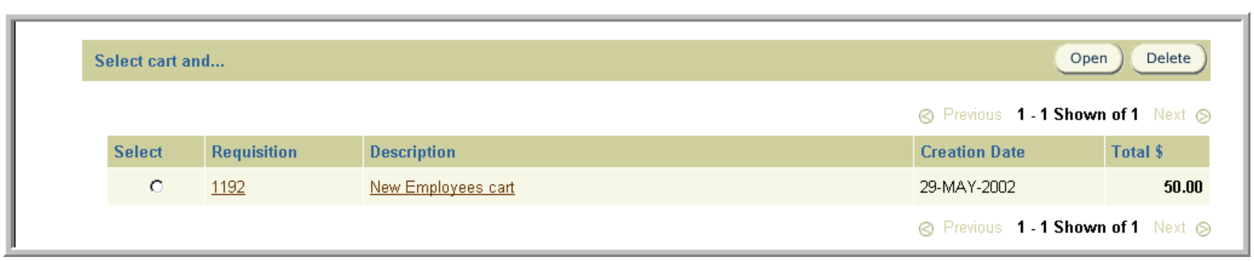
15



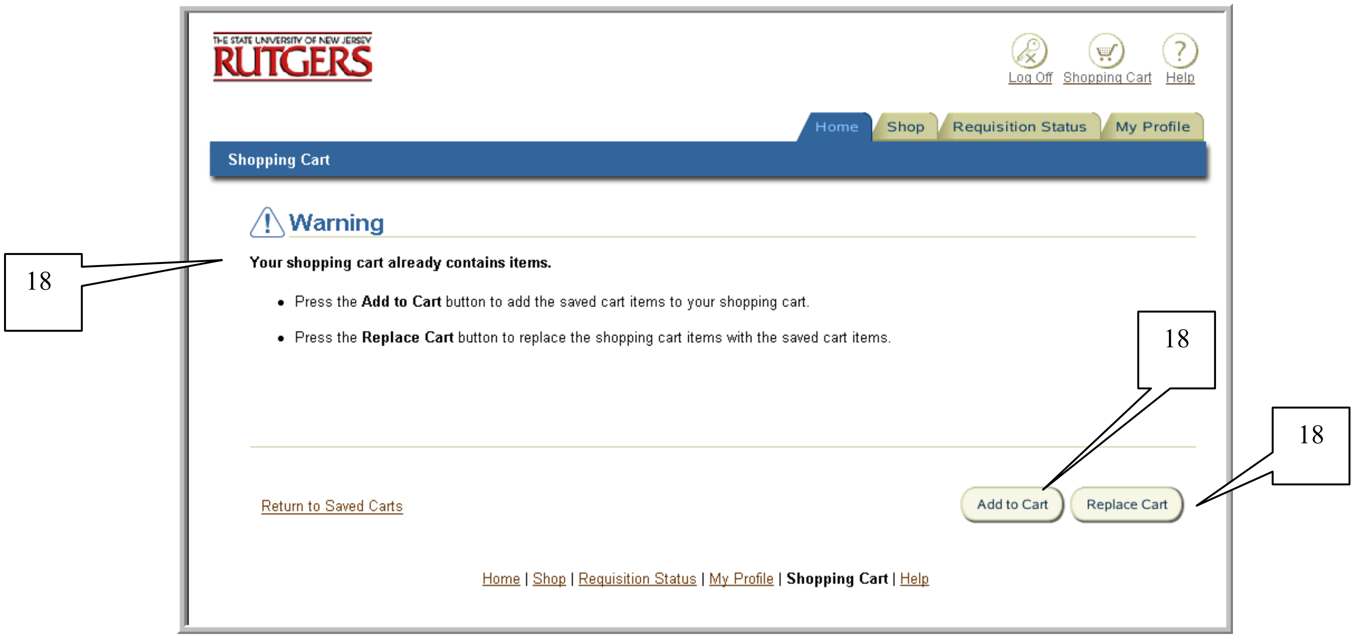
16. On the **Shopping Cart Contents** screen, select **Open Saved Cart**.

17. Select the cart you would like to combine by clicking on the radial button to the left of the requisition number and cart description. Click **Open**.

<u>Note:</u> You may only open one shopping cart at a time.



18. You will receive the following warning message "**Your shopping cart already contains items.**"



If you wish to add the saved cart items to your shopping cart, select **Add to Cart**.

If you wish to replace the shopping cart items with the saved cart items, select **Replace Cart**.

19. You will be returned to the **Shopping Cart Contents** screen. If you wish to add more items to your shopping cart, select **Return to Shopping** or click **Proceed to Checkout** to complete the requisition.

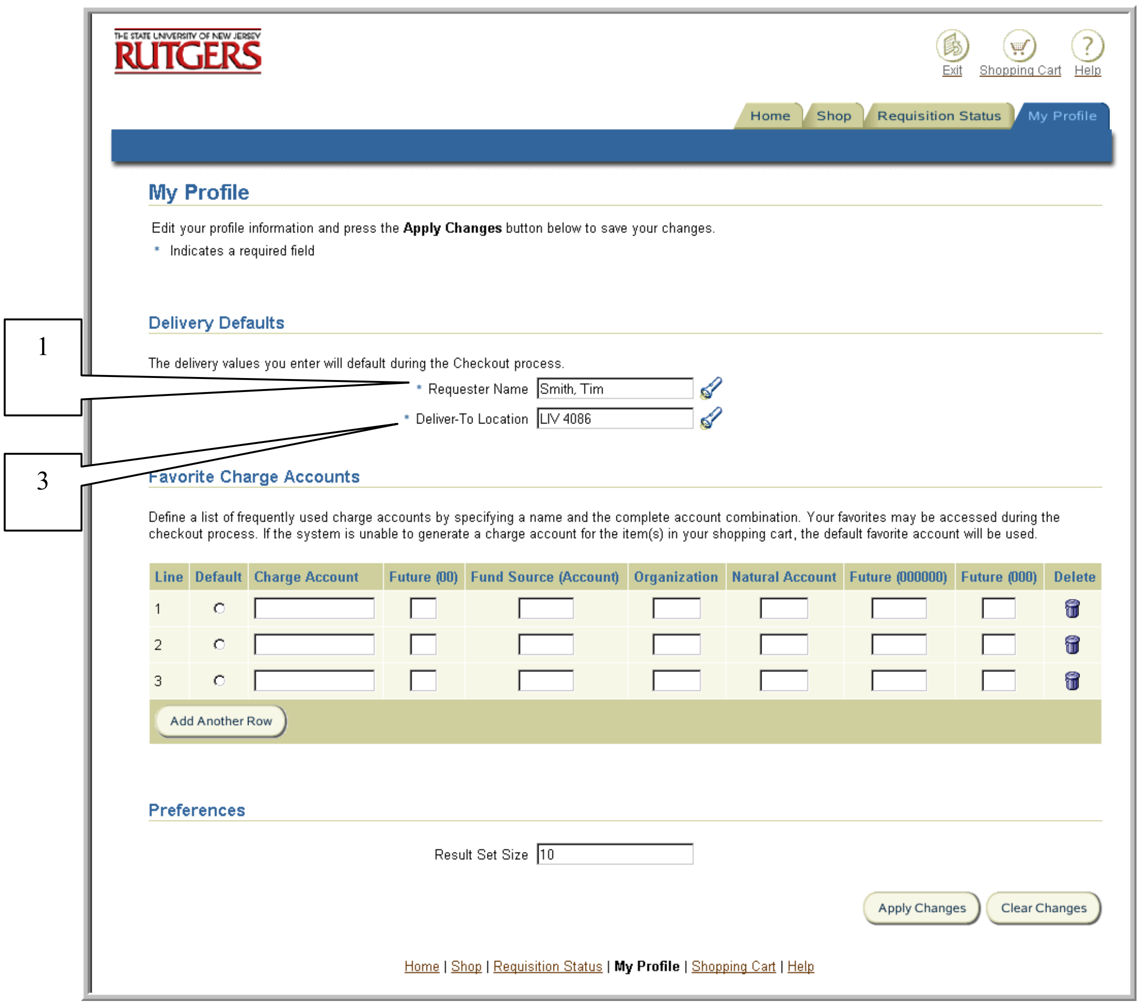
Note: If your shopping cart has been saved for a long period of time, remember to verity that your need-by date is still accurate.

If your shopping cart has been saved for a long period of time, the price of your items may no longer be accurate. Verify the pricing information before proceeding to checkout.

Editing Default Information in My Profile

Scope

This procedure covers editing your default profile information in Internet Procurement.



My Profile contains two sections: **Delivery Defaults** and **Favorite Charge Accounts.**

<u>To change delivery defaults</u>

1. Enter your search criteria using the wildcard (%) in **Requester Name,** then select flashlight icon. Select **Go.**

2. Click on **Select** to the left of the **Requester** you wish to use as your default.

3. If you changed the **Requester** in the step above, the **Deliver-to-Location** will change to reflect the **Requester's** location. To change to another location, enter search criteria in **Deliver-to-Location** using the wildcard (%), then select flashlight icon. Select **Go.**

4. Click on **Select** to the left of the **Deliver-to-Location** you wish to use as your default.

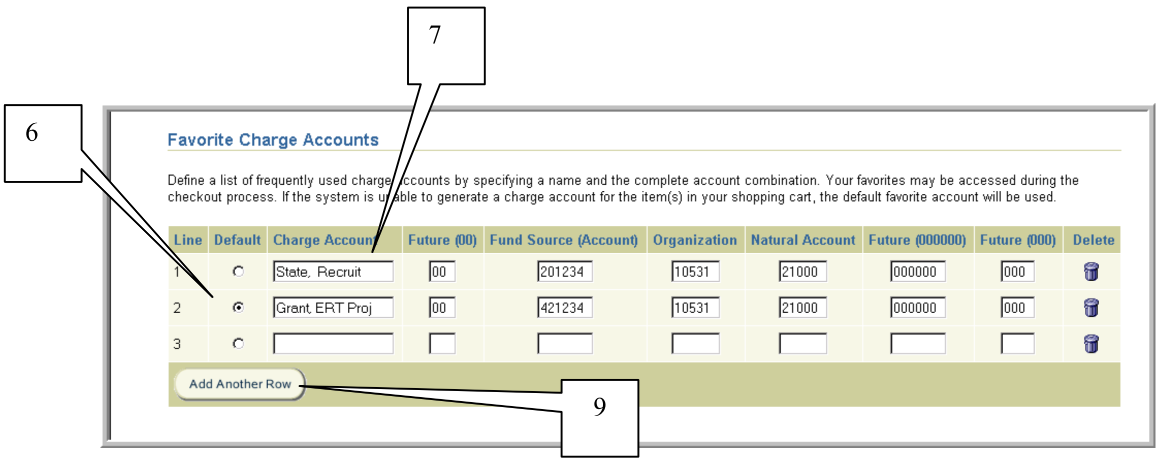
5. If you wish to enter favorite charge accounts, continue to step 6. Otherwise, select **Apply Changes**.

<u>To enter favorite charge accounts</u>

6. Designate a charge account as your default by clicking on **Default** radial button next to the line number.

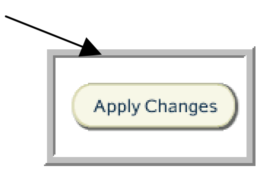
7. Create a brief description for your charge account in **Charge Account.**

8. Enter the appropriate values in **Fund Source**, **Organization** and **Natural Account.** Remember to enter the appropriate number of zeros in all the future segments.



9. Click **Add Another Row** for additional rows to add more charge accounts. To delete a favorite charge account, select garbage can icon on the line you wish to delete.

10. Select **Apply Changes**.



My Favorites

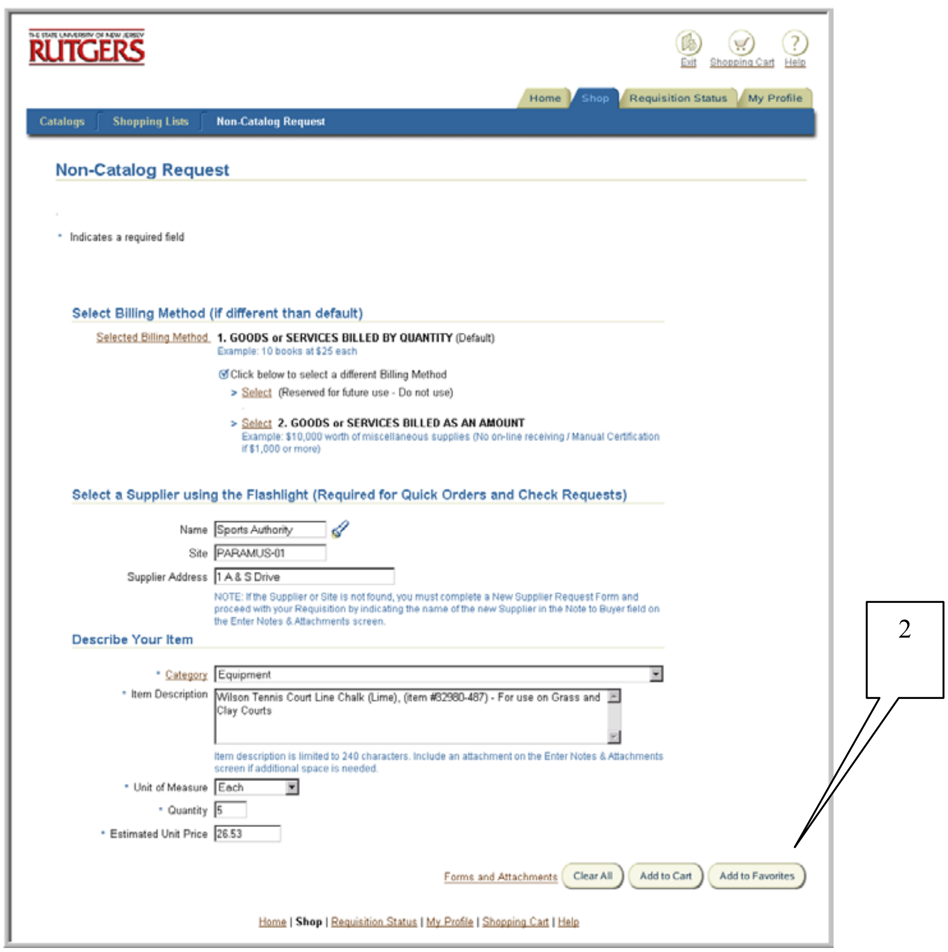
Scope

This procedure covers creating, retrieving and deleting items in My Favorites List. My Favorites is a personalized shortcut you define to frequently requested items in Internet Procurement.

Non-catalog, internal and Oracle Exchange supplier items can be saved to My Favorites.

<u>To create when using Non-Catalog</u>

1. Click **Create Non-Catalog Request**. Complete the first step in creating a requisition when preparing a non-catalog request. <u>See Step 1 – Non-Catalog</u> procedure for further details.



2. Click **Add to Favorites**. This will take you to the Items in My Favorites List screen.

3. To sort your items, select criteria in **Sort by** using the drop down, select the appropriate radial button next to **Ascending** or **Descending**, then click **Go**.

4. To select a favorite item(s) to your shopping cart, click the individual **Select** box(es) to the left of each item description(s). The **Select All** link can also be used if you wish to select all items in your Favorites list. A check mark will denote the specific items you have chosen. To de-select items, click on the **Select** box to the left of the item description or use the **Clear All** link to remove all items marked. The checkmarks will be removed.

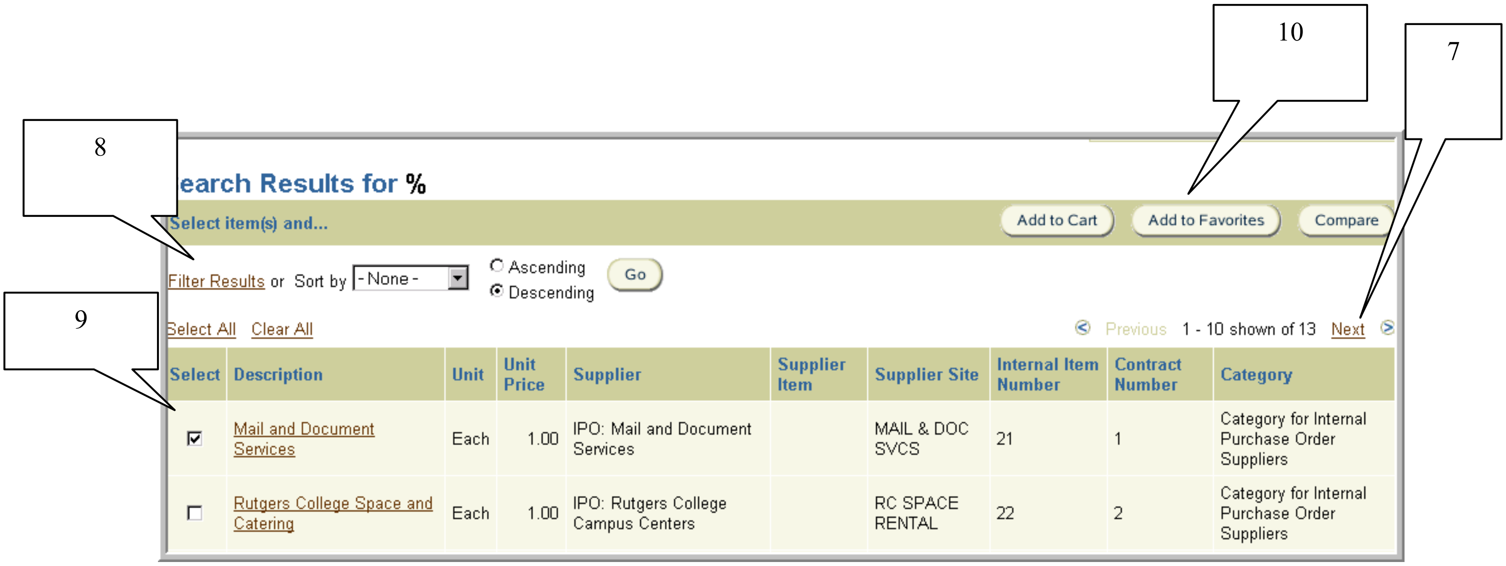
   Note: Internal and Oracle Exchange supplier item descriptions will be underlined. If you click on the description of these items, the item detail will be displayed. Non-Catalog item descriptions will not be underlined.

5. Click **Add to Cart** to continue the requisition process.

<u>To create when using Internal Supplier</u>

6. Enter search criteria in **Find a Product** on your Internet Procurement homepage (or **Search** if you have selected another shopping link) using the % wildcard. Select **Go**.

7. Review the listing of matched items. To view additional items, select the **Next** link on the bottom or top right of your screen, if displayed. To review previous items, select the **Previous** link.



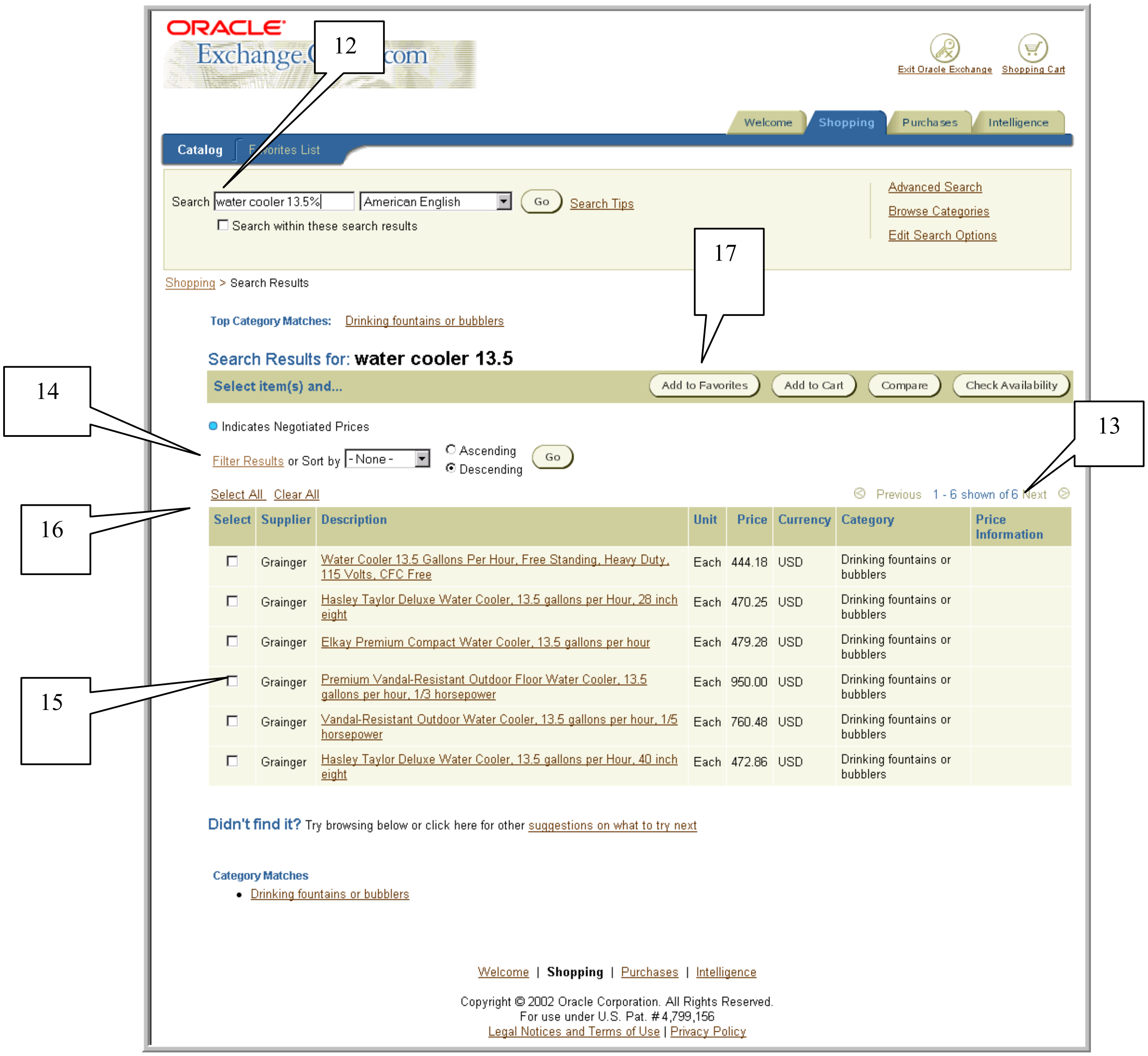
8. If you wish to filter or sort your results, select **Filter Results** or **Sort by** criteria using the drop-down. Select either the **Ascending** or **Descending** radial button. Click **Go.**

9. Click the **Select** check box to the left of the item you wish to add to your requisition.

10. Select **Add to Favorites**. See step 3 through 5 to continue the requisition creation process.

To create when using Oracle Exchange Supplier

11. Select the **More** link under **Shop Supplier Sites**. Click on **Exchange.Oracle.com**



12. Enter search criteria in **Search** field using the % wildcard. You may search either by supplier name, item number or description. Select **Go.**

Note: You must enter at least one character with the % wildcard to execute a search.

13. Review the listing of matched items. To view additional items, select the **Next** link on the bottom or top right of your screen, if displayed. To review previous items, select the **Previous** link. Items denoted with a blue dot that **Indicates Negotiated Prices** does <u>not</u> reflect Rutgers discount pricing.

14. If you wish to filter or sort your results, select **Filter Results** link or **Sort by** criteria (Description, Supplier or Category) using the drop-down box. Click **Go**.

15. If your item is reflected, click **Select** check box to the left of <u>each</u> item you wish to add to your requisition.

16. If your item is not displayed, check and/or modify your search criteria and repeat the above steps. If your item is still not reflected, you may wish to create a non-catalog request. Refer to <u>Step 1 – Non- Catalog</u> procedure for details.

    <u>Hint.</u> Click **Select All** link if you wish to select all items. Click **Clear All** link if you wish to deselect all items.

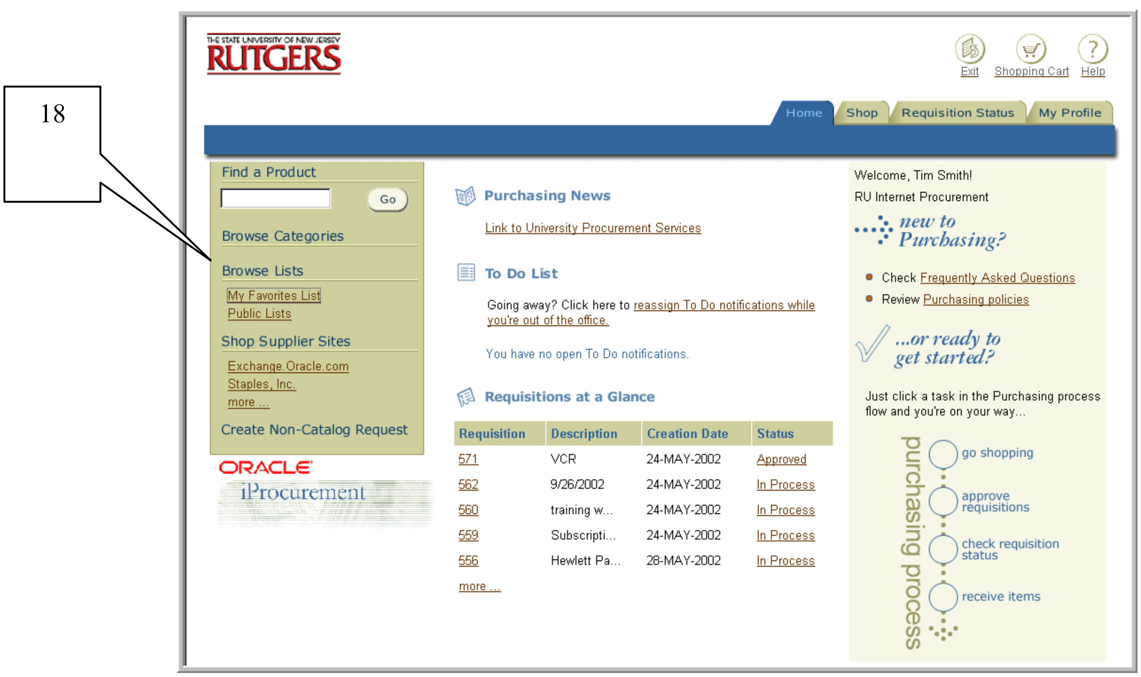
17. Select the **Add to Favorites**. See steps 3 through 5 to continue the requisition creation process.

<u>To Retrieve</u>

18. Select **My Favorites List** on the Internet Procurement Home Page.

19. To sort your items, select criteria in **Sort by** using the drop down, select the appropriate radial button next to **Ascending** or **Descending**, then click **Go**.

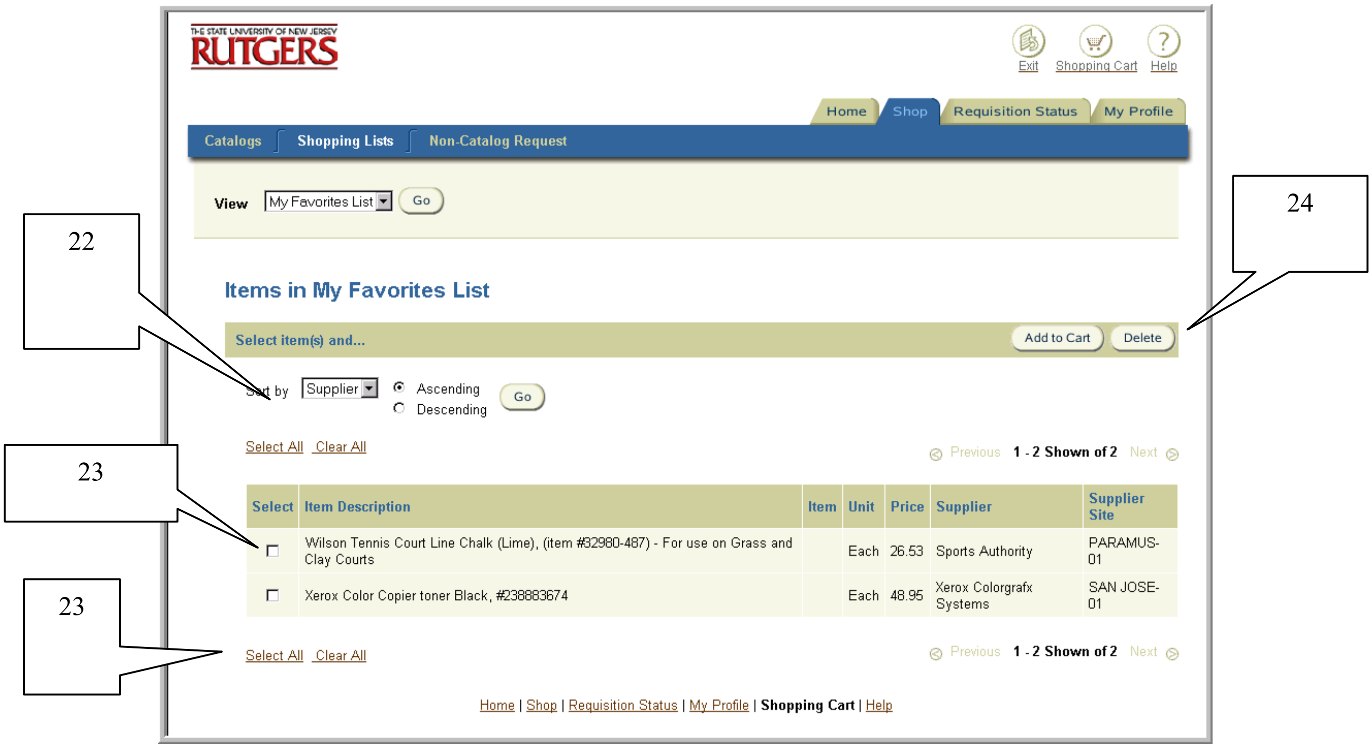
20. To add items to your shopping cart, see steps 4 and 5 to continue the requisition creation process.



To Delete

21. Select **My Favorites List** on the Internet Procurement Home Page.

22. To sort your items, select criteria in **Sort by** using the drop down, select the appropriate radial button next to **Ascending** or **Descending**, then click **Go**.



23. To delete favorite item(s) from your shopping cart, click the individual **Select** box(es) to the left of each item description(s). The **Select All** link can also be used if you wish to select all items in your Favorites list. A check mark will denote the specific items you have chosen. To de-select items, click on the specific individual **Select** box to the left of the item description or use the **Clear All** link to remove all items marked. The checkmarks will be removed.

24. Select **Delete**.

Requesting New/Update Suppliers and Sites

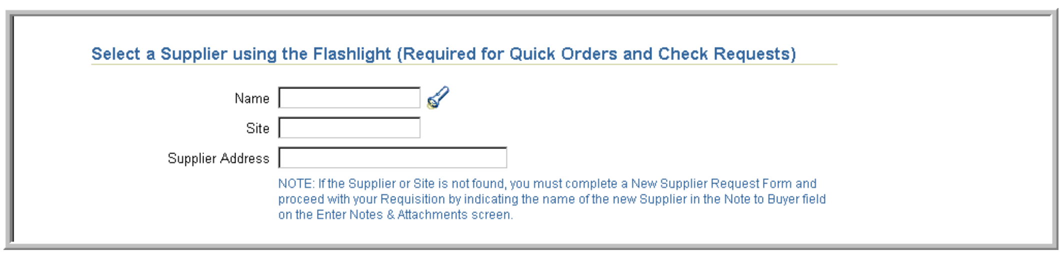
Scope

This procedure covers how to request new suppliers and/or new locations (sites) for an existing supplier.

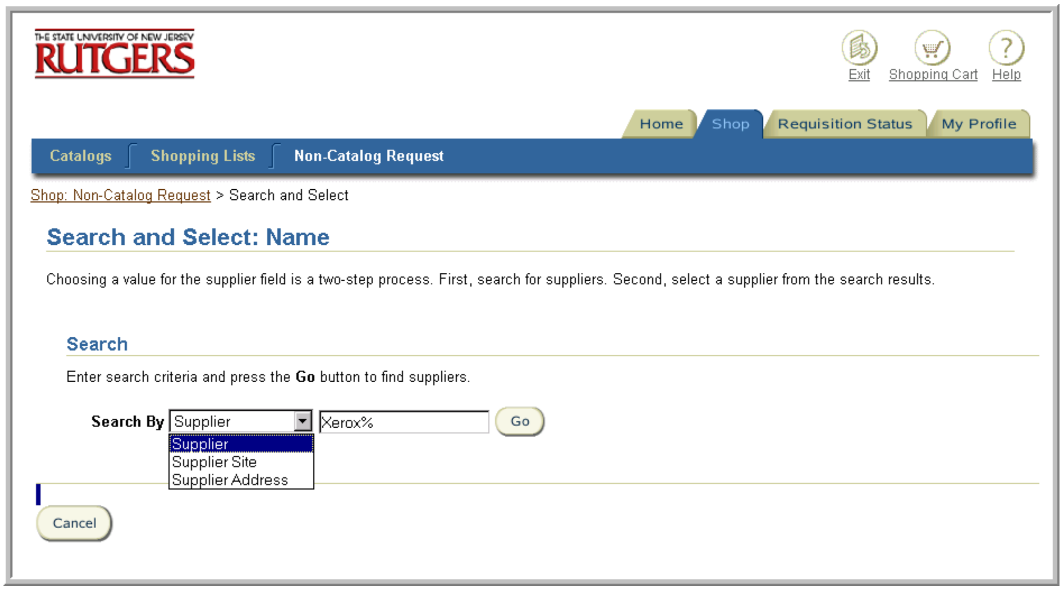
To prepare either a check request or Quick Order, a valid supplier and site must be reflected on the requisition request. If the supplier/site is not reflected, the Requisition Preparer is responsible for completing a New/Change Supplier Request Form and submitting it to the appropriate office to be established before the Check Request or Quick Order is prepared.

If you are preparing a non-catalog request that is not a Check Request or a Quick Order and would like to suggest a supplier, you are not required to submit this request in advance of preparing your request. See Step 8 for further details.

1. Confirm that your supplier/site is not reflected in RIAS by first selecting the Non-Catalog Request link from Internet Procurement homepage.



2. Enter search criteria using the % wildcard in the **Name** field, then click flashlight icon.



3. You will be brought to the **Search and Select: Name** page. Select from the drop down list the criteria you wish to search by then click **Go**.

    - Supplier
    - Supplier Site
    - Supplier Address

4. If the supplier/site is not found and you have verified your search criteria, refer to the RIAS forms page on the RIAS web site at http://www.rias.rutgers.edu and select the New/Change Supplier Request Form. Copy the new form to your desktop using the **Save As** function.

5. Select **Cancel**, then **Clear All** to cancel the request in Internet Procurement.

6. Complete the New/Change Supplier Request Form that has been saved to your desktop.

    - If the new supplier/site is required for a Quick Order, email the completed form to University Procurement & Contracting at **procure@rci.rutgers.edu.**
    - If the new supplier/site is required for a check request, email the completed form to Disbursement Control at **payables@rci.rutgers.edu**.

    The person submitting the request will be notified when the supplier/site has been established.

    Note: For check requests and Quick Orders, this step must be completed before you prepare your request.

7. Upon notification that your supplier/site has been established, follow the appropriate steps on how to create a requisition.

8. If you are preparing a non-catalog request that is <u>not</u> a check request or a Quick Order and would like to suggest a supplier/site that is not reflected in RIAS, follow the steps below:

   a) Refer to the RIAS forms page on the RIAS web site at http://www.rias.rutgers.edu and select the New/Change Supplier Request Form. Copy the new form to your desktop using the **Save As** function. Complete the New/Change Supplier Request Form that has been saved to your desktop.

   b) Prepare and submit your non-catalog request with the following conditions:

      - The **Supplier Name/Site/Address** fields should be left blank.

      - Indicate in **Note to Buyer** that you are suggesting a supplier/site for this requisition and the new/change supplier request form is attached to the requisition.

        1. Select **Add Attachments** on <u>Step 4-Enter Notes and Attachments</u>

        2. Select **To Buyer** in **The Attention to** field

        3. Enter *New/Change Supplier Request* in **Description**

        4. Select **File** as your **Attachment Type**

        5. Attach your completed New/Change Supplier Form using the **Browse…** button

   Upon receipt, the buyer will have the recommended supplier/site established prior to converting your requisition into a purchase order.

Published Date: June 28, 2002

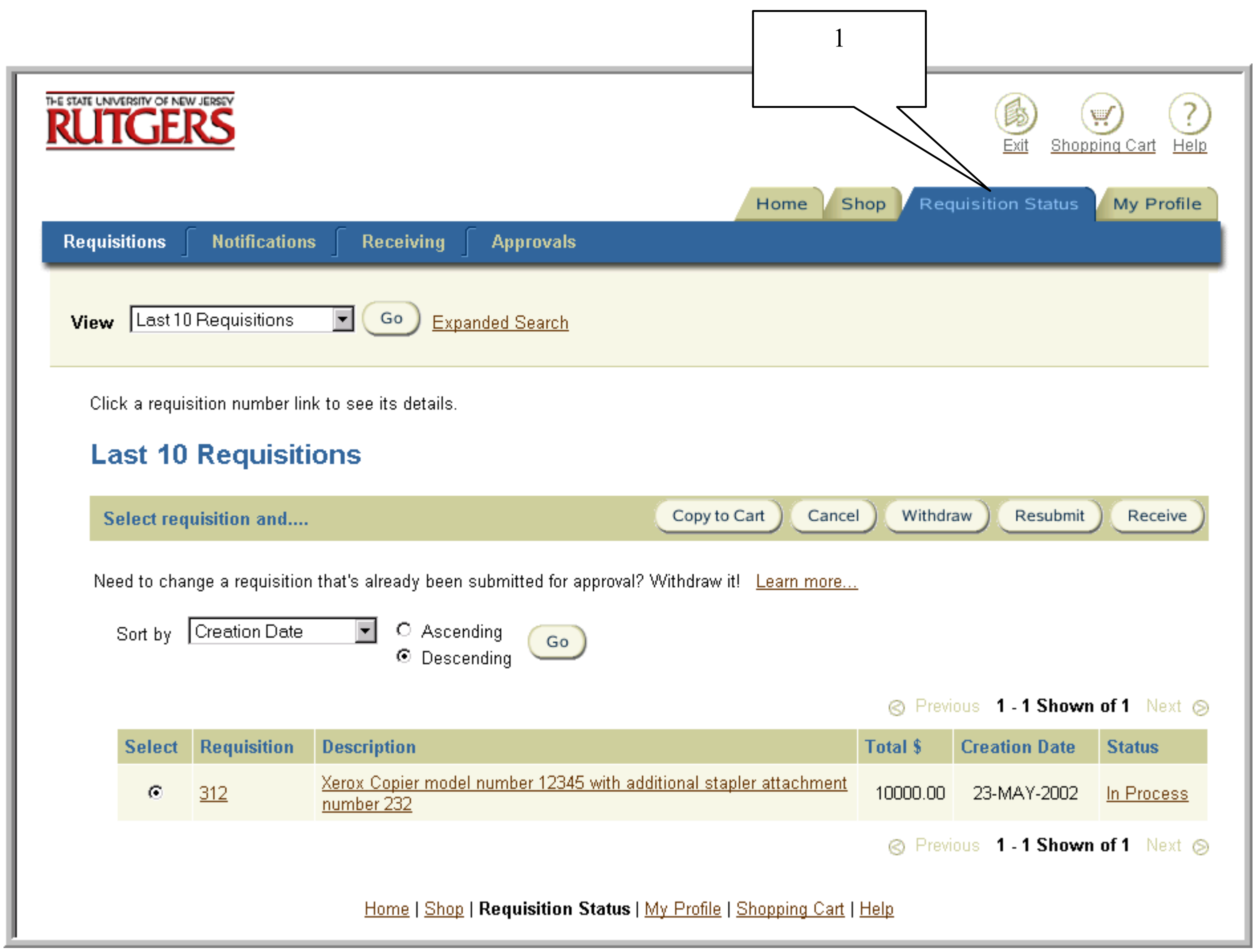
Requisition – Withdrawal, Cancel and Resubmit

Scope

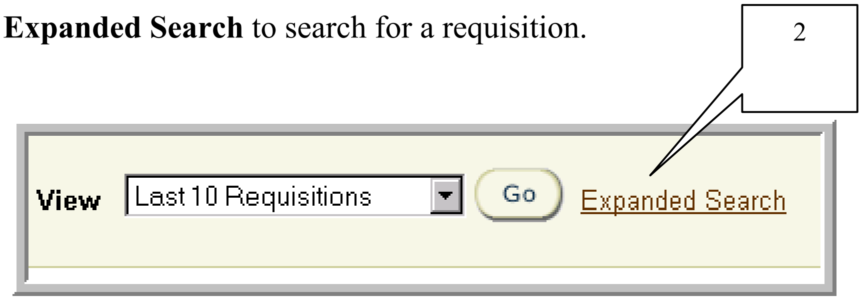
This procedure covers the withdrawal, cancel and resubmit process for a previously submitted requisition.

The withdrawal feature enables you to retrieve a requisition from its approval process, make changes if necessary and resubmit for approval. The cancel feature enables you to liquidate a requisition commitment on OFIS. The resubmit feature enables you to submit a requisition that had been previously rejected or returned.

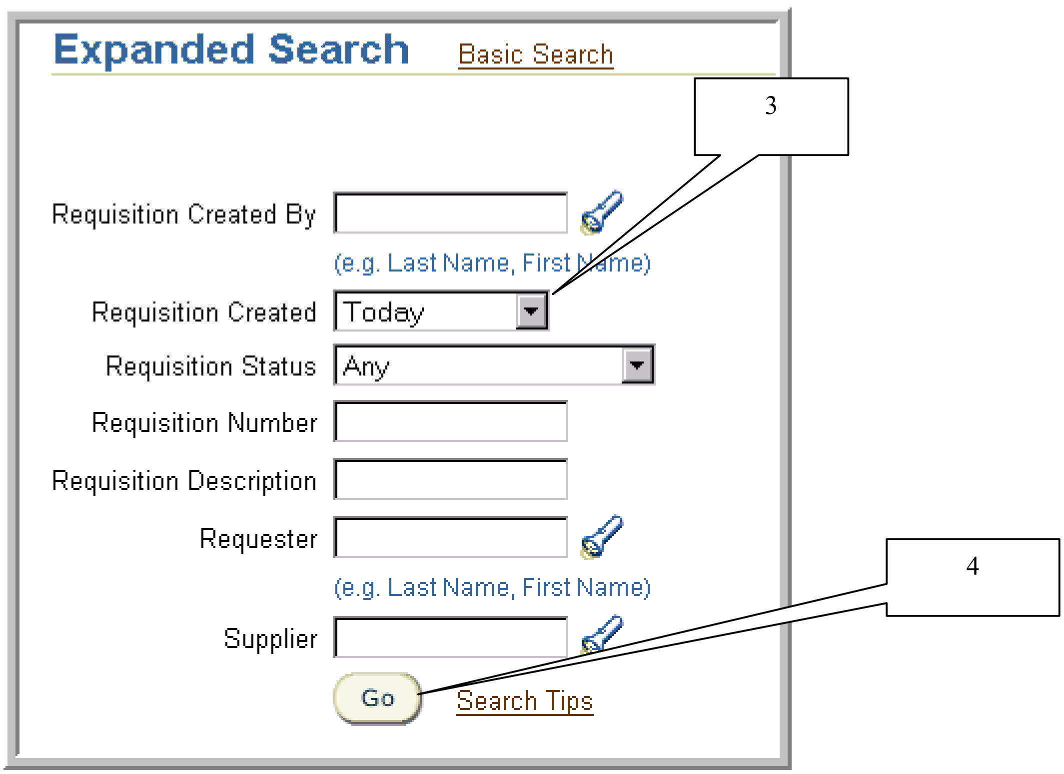
1. Click **Check Requisition Status.**



2. Select **Expanded Search** to search for a requisition.



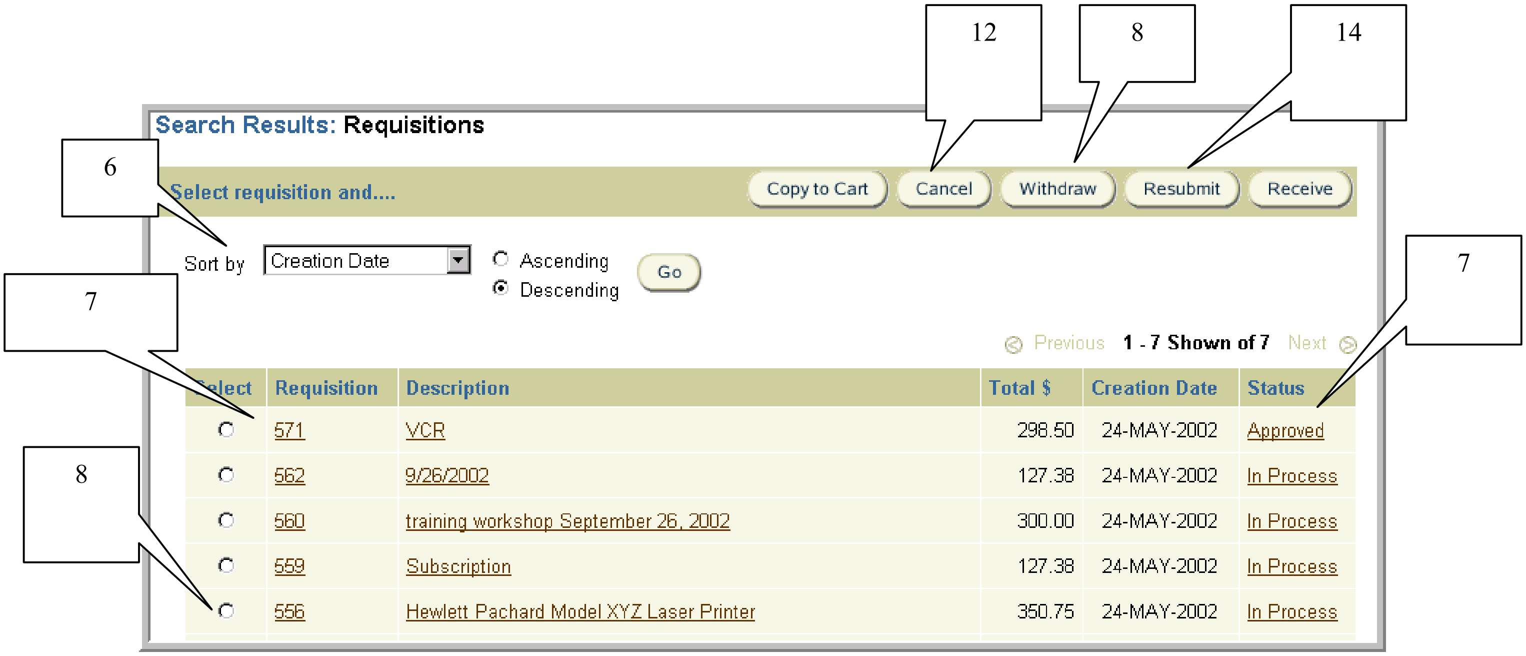
3. **Requisition Created** will default to *Today*. Use the drop down to select the appropriate timeframe.



4. Enter additional search criteria in any of the remaining fields displayed, then select **Go.**

   Remember to use the wildcard (%) when searching for values in list of values for fields denoted with a flashlight icon.

5. Scroll down page. The requisitions that meet your search criteria will be displayed.



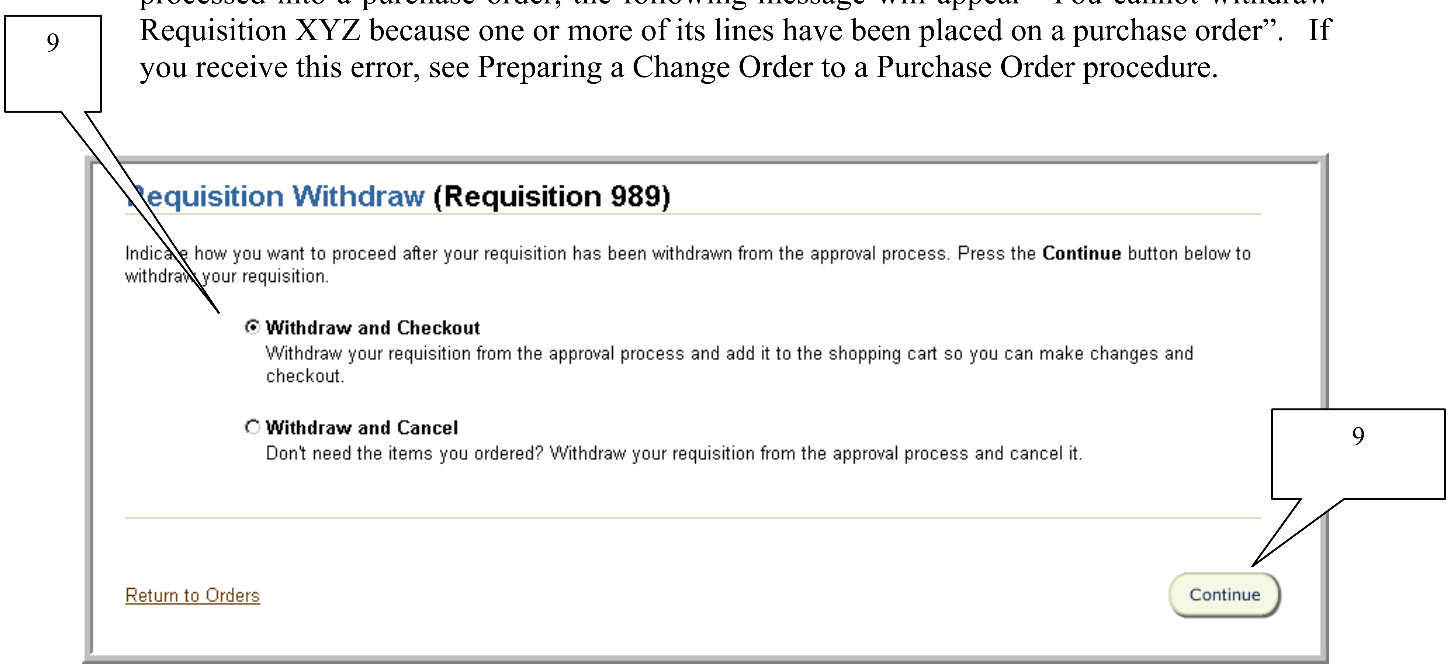
6. To sort your search results, select **Creation Date, Requisition Number** or **Status** using the drop down. Click on the **Ascending** or **Descending** radial button, then select **Go.**

7. To view requisition details, click on the link displayed under **Requisition** or **Description**. To view the approval history of the requisition, click **Status**.

<u>To withdraw a requisition</u>

8. Select the radial button to the left of the requisition number you wish to withdraw, then select **Withdraw**

   <u>Note</u>: You may only withdraw one requisition at a time. If the requisition has been processed into a purchase order, the following message will appear "You cannot withdraw Requisition XYZ because one or more of its lines have been placed on a purchase order". If you receive this error, see Preparing a Change Order to a Purchase Order procedure.



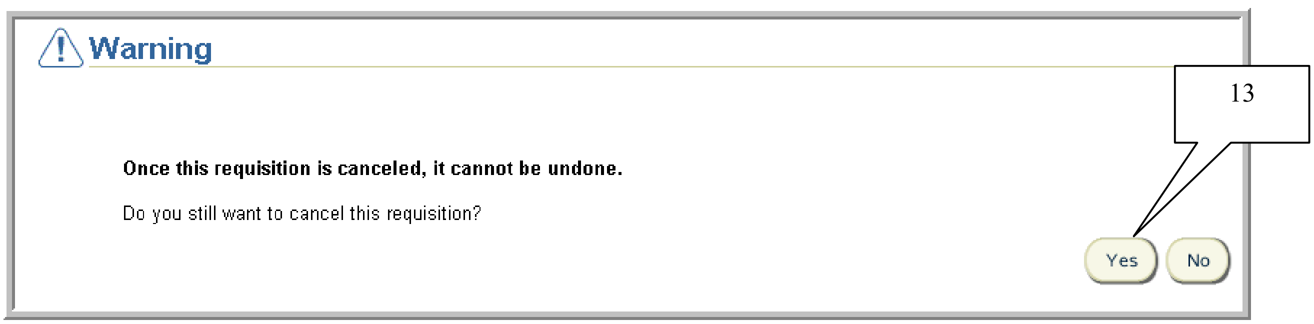
9. Select the radial button to the left of **Withdraw and Checkout** if you wish to retrieve and modify a requisition. Select the radial button to the left of **Withdraw and Cancel** to retrieve and cancel a requisition. Select **Continue.**

10. If **Withdraw and Checkout** was selected, proceed through each of the requisition steps, modifying any information required. Once **Submit** has been chosen on the last step, the requisition will be re-sent to the Approver.

11. If **Withdraw and Cancel** was selected, a confirmation that the selected requisition has been canceled will be displayed. The status of the requisition will change to **Cancelled**.

<u>To cancel a requisition</u>

12. Select the radial button to the left of the requisition number, then select **Cancel**. The below warning message will appear.



13. If you wish to continue, select **Yes.** Otherwise, select **No.** If **Yes** is selected, the below confirmation will be received. The status of the requisition will change to **Cancelled**.

To resubmit a requisition

14. Select the radial button to the left of a requisition number that has the status **Rejected** or **Returned,** then select **Resubmit**. Proceed through each of the requisition steps, modifying any information required. Once **Submit** has been chosen on the last step, the requisition will be re-sent to the Approver.

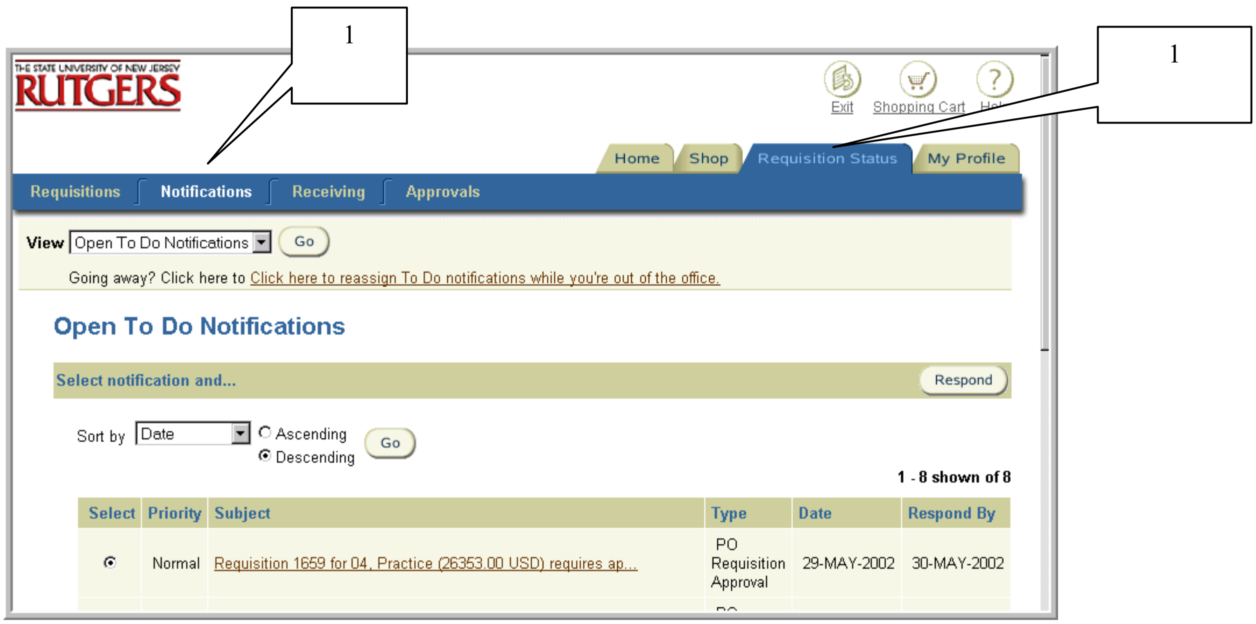
Published Date: June 28, 2002

Managing FYI Notifications

Scope

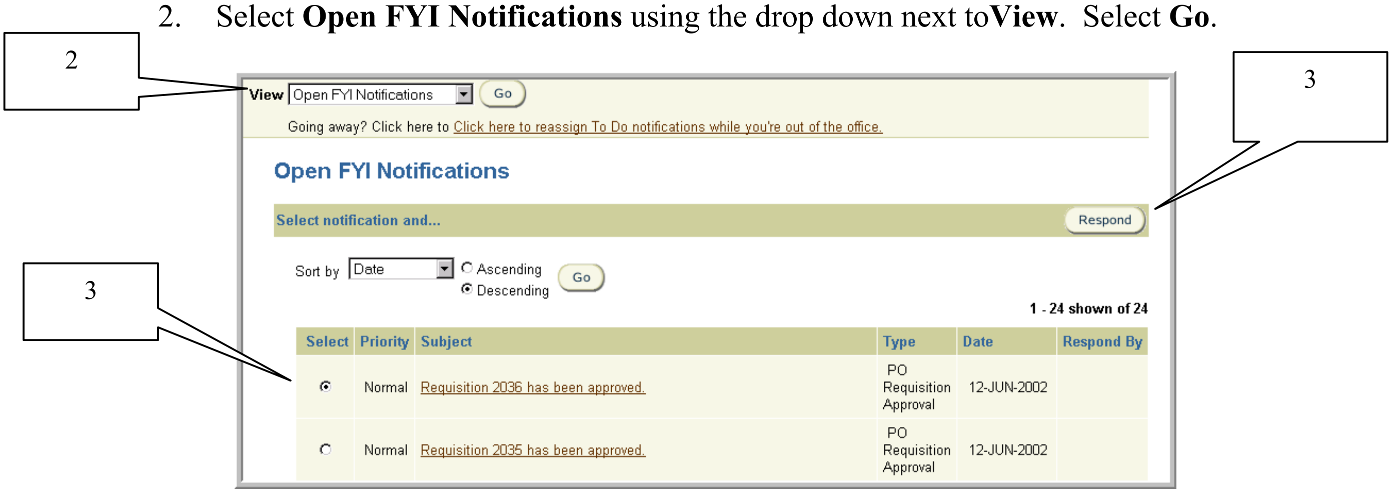
This procedure covers managing FYI notifications.

RIAS creates two types of notifications – “FYI” and “To Do”. “FYI” notifications are for informational purposes and do not require action, other than closing. “To Do” notifications require action on the part of the recipient.



1. Select **Requisition Status** tab. Click on **Notifications** to view all open notifications.

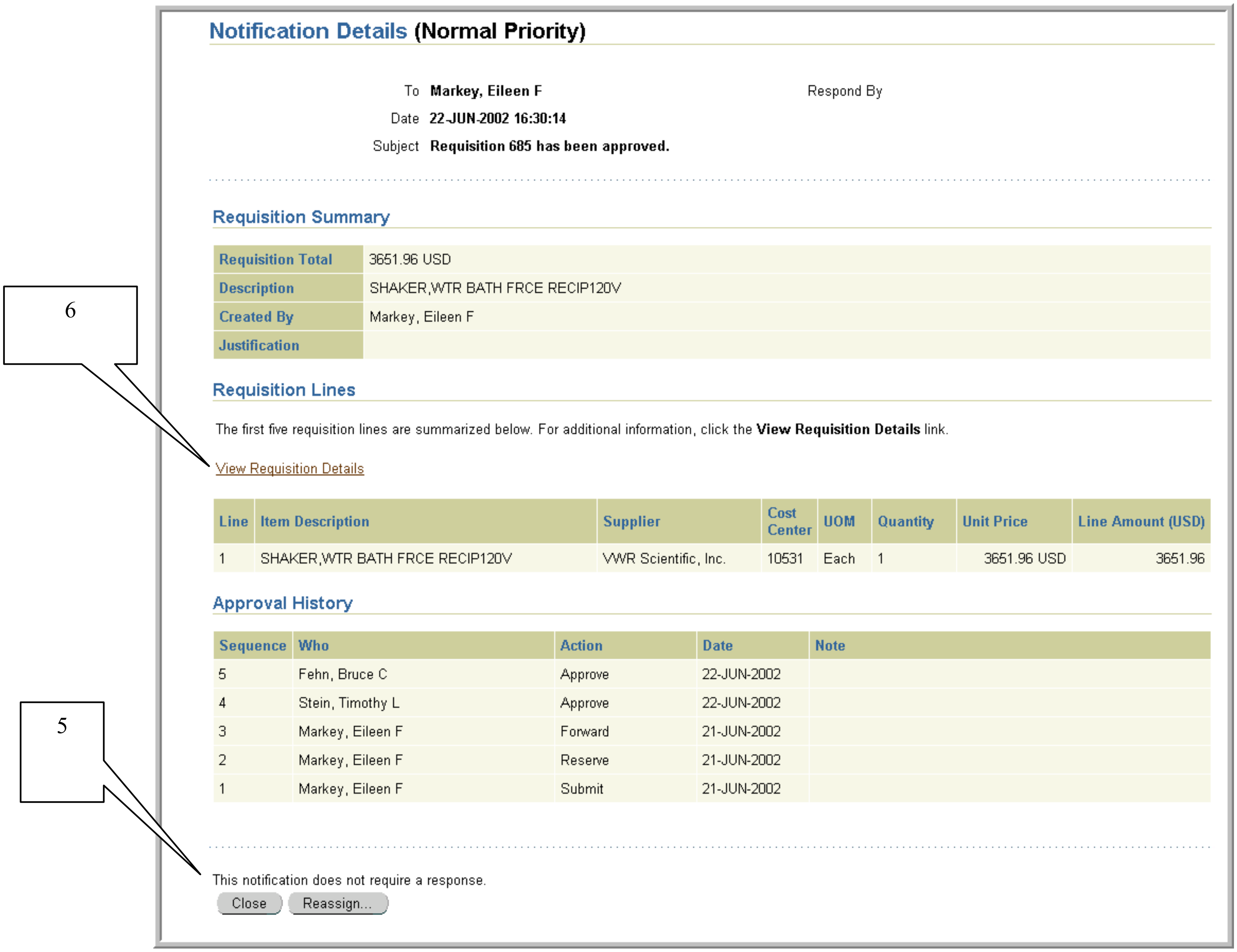
2. Select **Open FYI Notifications** using the drop down next to**View**. Select **Go**.



3. Select the notification that you wish to view by clicking on the radial button under **Select.** Select **Respond**.

   Note: You may sort your notifications by using criteria defined in the **Sort by** drop down list (e.g. **Type, Subject, Date,** etc.). **Priority** is a feature of the system that is not used at Rutgers.

4. The Notifications Details window for the notification you selected will appear.



Notification Details (Normal Priority)

To **Markey, Eileen F** Respond By

Date **22-JUN-2002 16:30:14**

Subject **Requisition 685 has been approved.**

Requisition Summary

Requisition Total	3651.96 USD
Description	SHAKER,WTR BATH FRCE RECIP120V
Created By	Markey, Eileen F
Justification	

Requisition Lines

The first five requisition lines are summarized below. For additional information, click the **View Requisition Details** link.

View Requisition Details

Line	Item Description	Supplier	Cost Center	UOM	Quantity	Unit Price	Line Amount (USD)
1	SHAKER,WTR BATH FRCE RECIP120V	VWR Scientific, Inc.	10531	Each	1	3651.96 USD	3651.96

Approval History

Sequence	Who	Action	Date	Note
5	Fehn, Bruce C	Approve	22-JUN-2002	
4	Stein, Timothy L	Approve	22-JUN-2002	
3	Markey, Eileen F	Forward	21-JUN-2002	
2	Markey, Eileen F	Reserve	21-JUN-2002	
1	Markey, Eileen F	Submit	21-JUN-2002	

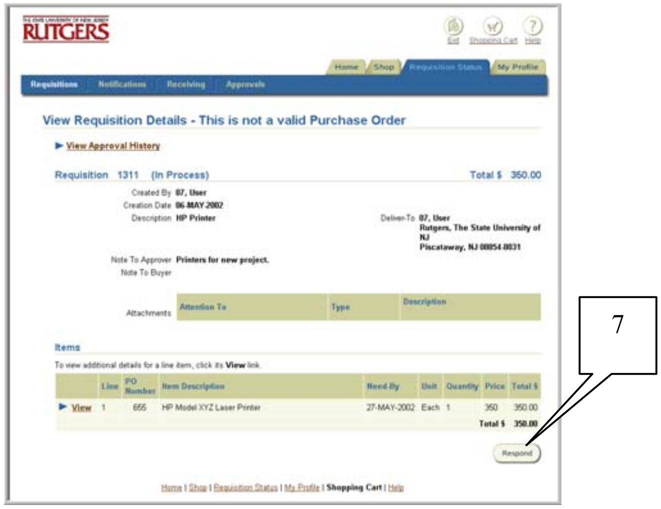
This notification does not require a response.

Close Reassign...

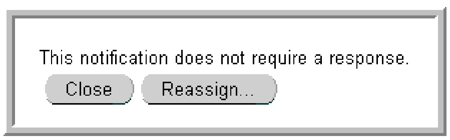
5. Confirm that the message line indicates that the notification does not require a response. If you wish to view the details of a notification concerning a requisition, continue to step 6. Otherwise, continue to step 8.

6. To view the details of a requisition, click on the **View Requisition Details** link. The View Requisition Details form will appear. Review the information displayed. To obtain more details on the requisition, select the **View** link displayed to the left of each line.

7. When you are finished with your review, select **Respond.**

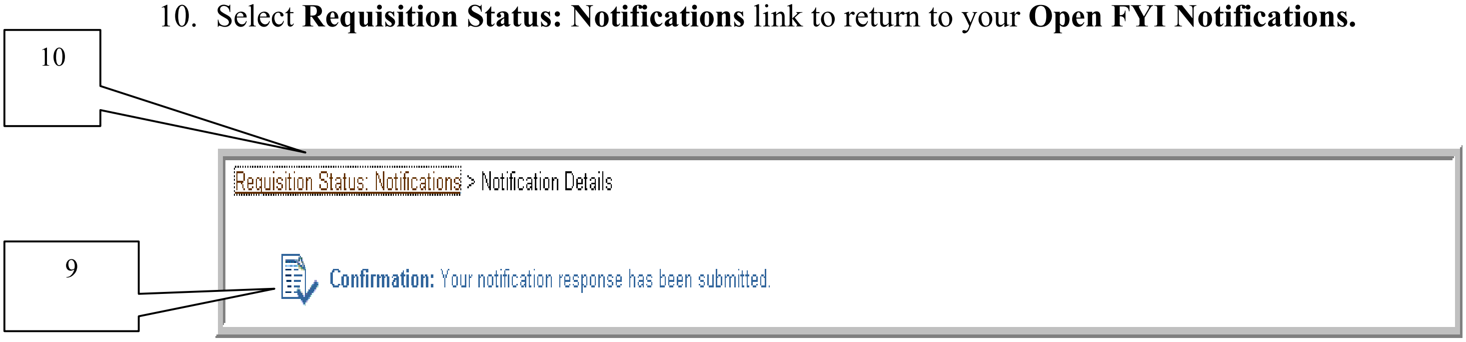


8. Select **Close**. **Do not use the Reassign button.**



9. Once you select **Close,** the notification you selected is no longer included in your listing of notifications (worklist). You will receive a confirmation that your notification response has been submitted.

10. Select **Requisition Status: Notifications** link to return to your **Open FYI Notifications.**

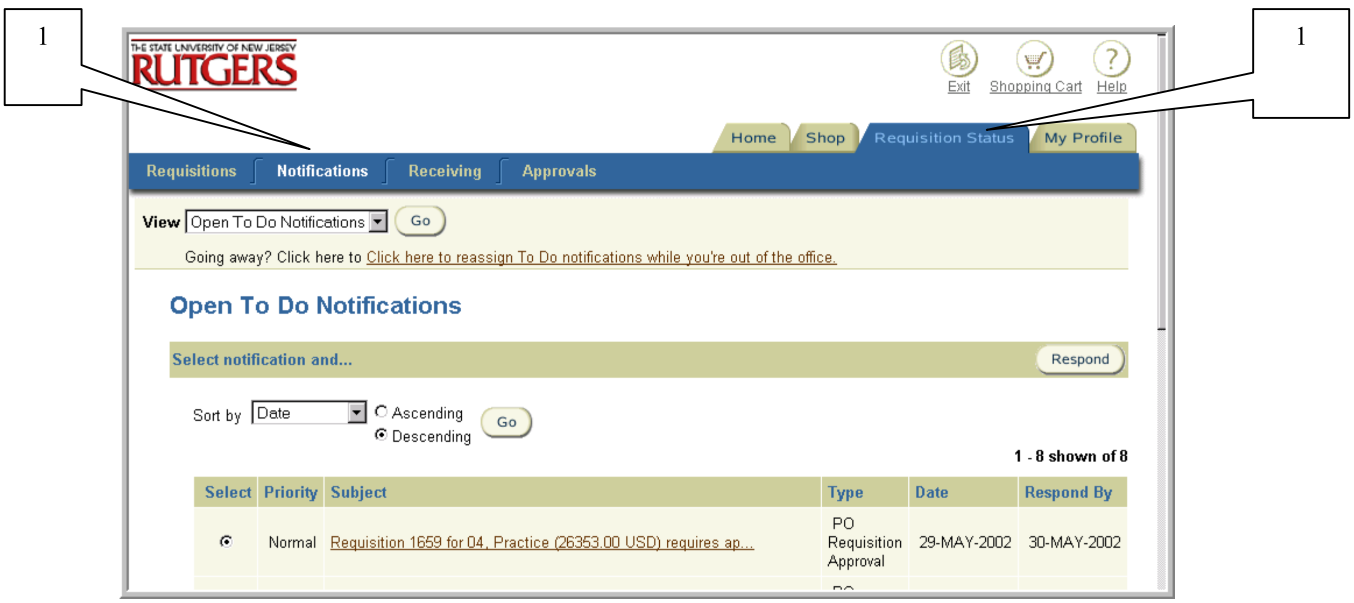


Managing To Do Notifications as a Reviewer

Scope

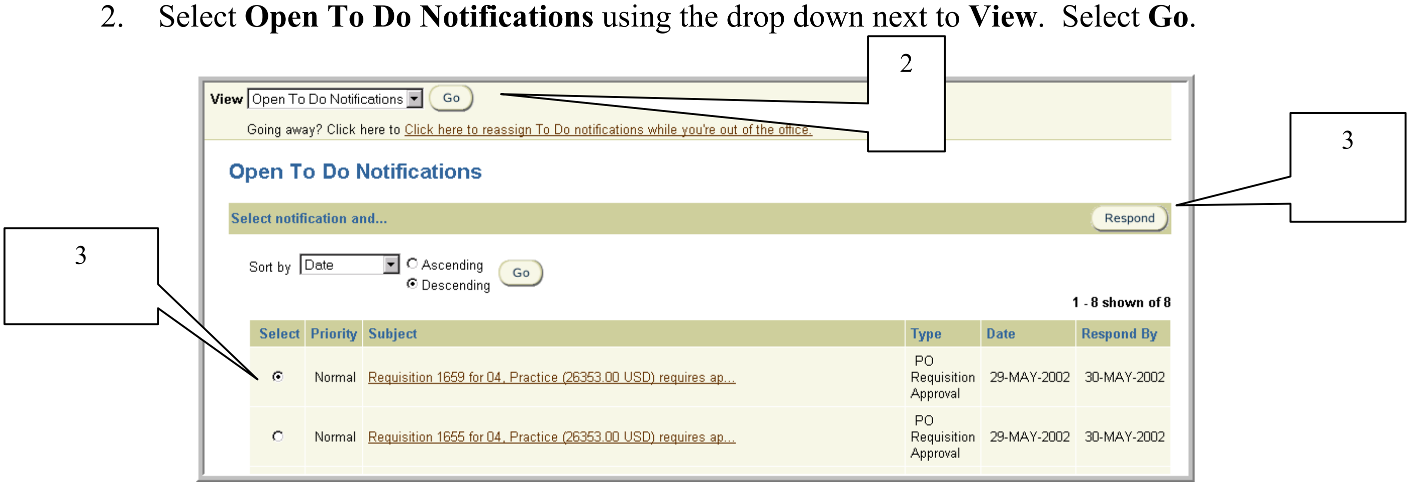
This procedure covers managing To Do notifications as a Reviewer. A Reviewer is an individual outside the Preparer's direct requisition approval hierarchy to whom a requisition has been forwarded for review. A Reviewer does not have final approval authority for that requisition.

RIAS creates two types of notifications – "FYI" and "To Do". "FYI" notifications are for informational purposes and do not require action, other than closing. "To Do" notifications require action on the part of the recipient.



1. Select **Requisition Status** tab. Click on **Notifications** to view all open notifications.

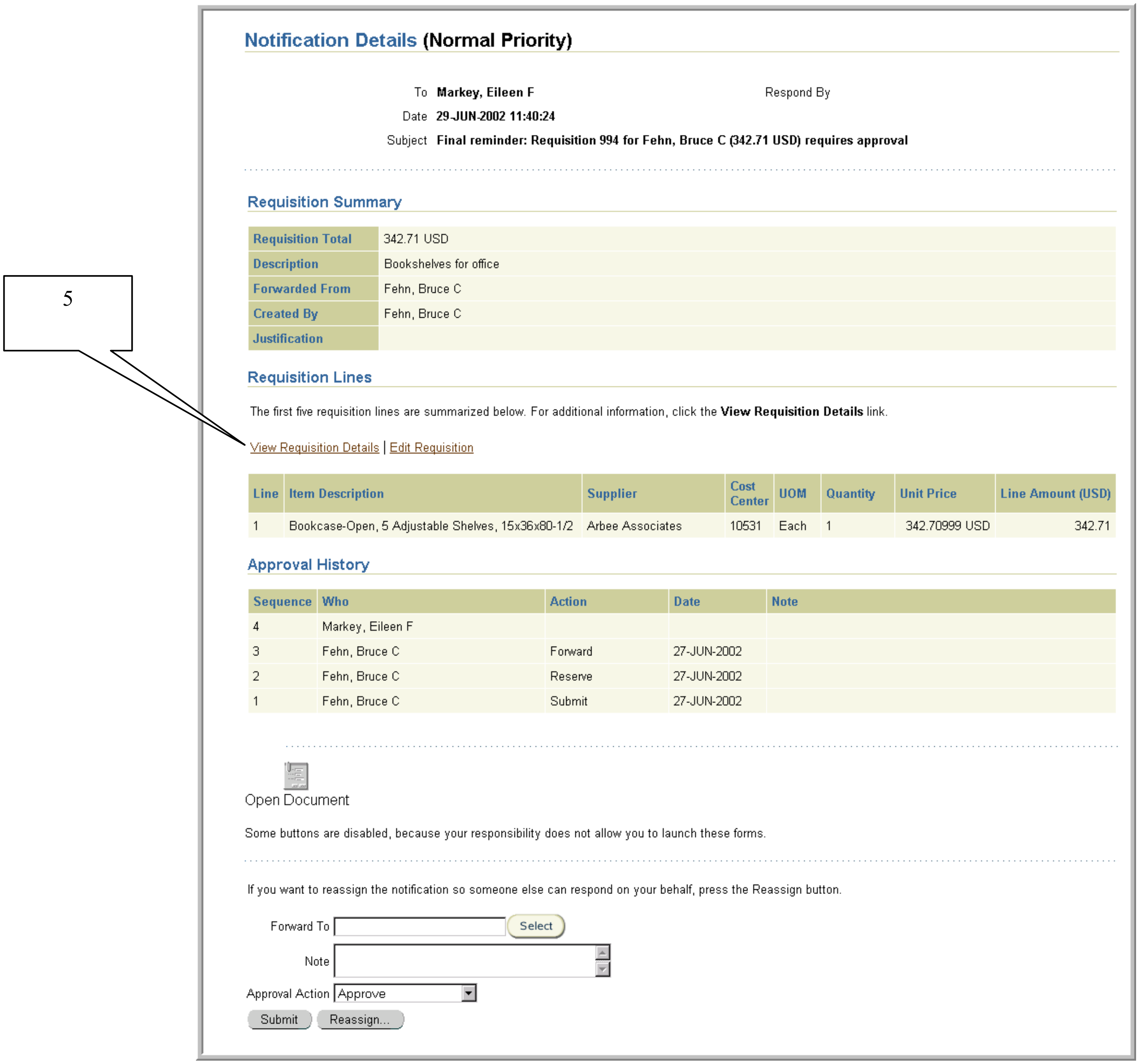
2. Select **Open To Do Notifications** using the drop down next to **View**. Select **Go**.



3. Select the notification that you wish to view by clicking on the radial button under **Select.** Select **Respond**.

   Note: You may sort your notifications by using criteria defined in the **Sort by** drop down (e.g. **Type, Subject, Date,** etc.). **Priority** is a feature of the system that is not used at Rutgers.

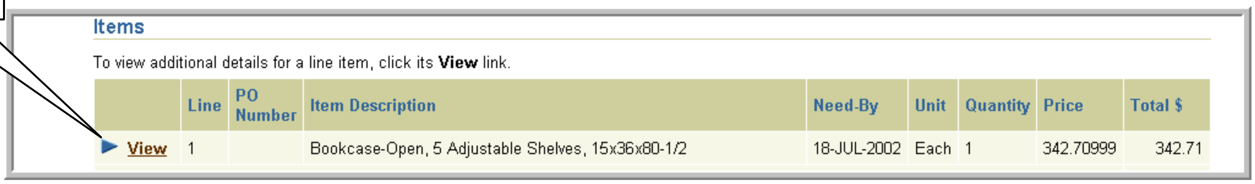
4. The Notifications Details window for the notification you selected will appear. The Notifications Details window provides you with pertinent information about the requisition including requisition creation information, approval history and requisition summary and lines.



5. To view the details of a requisition, click **View Requisition Details** link.

6. The View Requisition Details screen will appear. Review the information displayed. To obtain more details such as the charging instructions, select the **View** link displayed to the left of each requisition line.

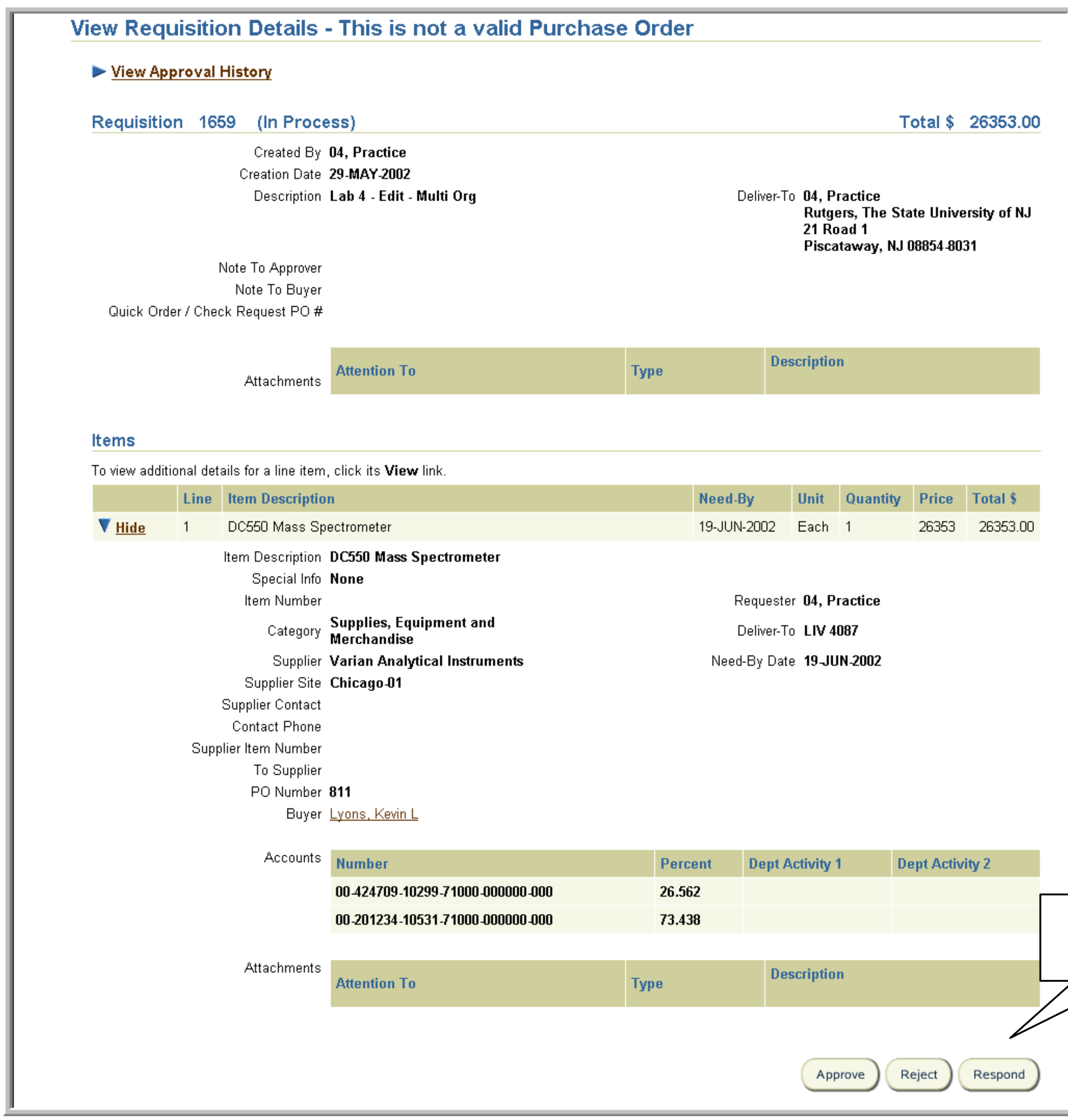
6



Items

To view additional details for a line item, click its **View** link.

	Line	PO Number	Item Description	Need-By	Unit	Quantity	Price	Total $
View	1		Bookcase-Open, 5 Adjustable Shelves, 15x36x80-1/2	18-JUL-2002	Each	1	342.70999	342.71



View Requisition Details - This is not a valid Purchase Order

View Approval History

Requisition 1659 (In Process) Total $ 26353.00

Created By **04, Practice**
Creation Date **29-MAY-2002**
Description **Lab 4 - Edit - Multi Org**
Deliver-To **04, Practice Rutgers, The State University of NJ 21 Road 1 Piscataway, NJ 08854-8031**
Note To Approver
Note To Buyer
Quick Order / Check Request PO #

Attachments

Attention To	Type	Description

Items

To view additional details for a line item, click its **View** link.

	Line	Item Description	Need-By	Unit	Quantity	Price	Total $
Hide	1	DC550 Mass Spectrometer	19-JUN-2002	Each	1	26353	26353.00

Item Description **DC550 Mass Spectrometer**
Special Info **None**
Item Number
Requester **04, Practice**
Category **Supplies, Equipment and Merchandise**
Deliver-To **LIV 4087**
Supplier **Varian Analytical Instruments**
Need-By Date **19-JUN-2002**
Supplier Site **Chicago-01**
Supplier Contact
Contact Phone
Supplier Item Number
To Supplier
PO Number **811**
Buyer Lyons, Kevin L

Accounts

Number	Percent	Dept Activity 1	Dept Activity 2
00-424709-10299-71000-000000-000	26.562		
00-201234-10531-71000-000000-000	73.438		

Attachments

Attention To	Type	Description

Approve Reject Respond

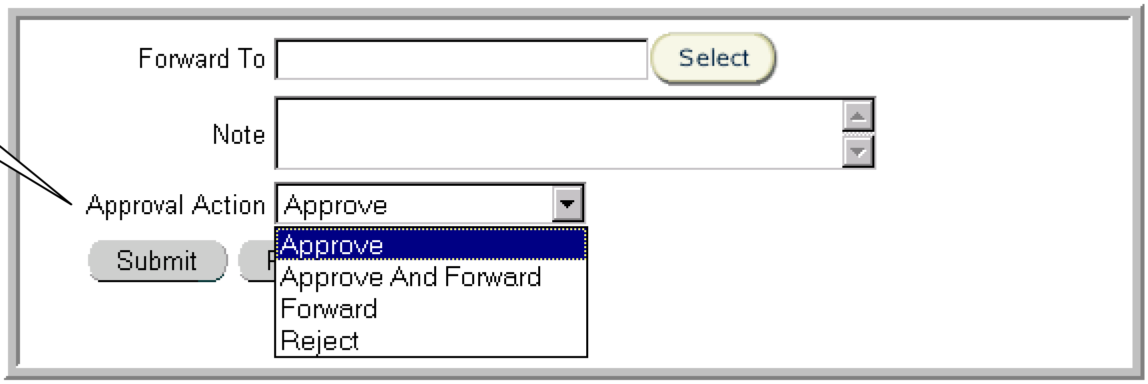
7

7. When you are finished with your review, select **Respond.** This will return you to the Notifications Details screen.

   Note: If you select **Approve** or **Reject**, you will not be given the opportunity to write notes. Instead, you will just receive a confirmation that the requisition has been approved or rejected.

8. Scroll down page and select an Approver action. Optionally, you may enter comments in the **Note** field. **<u>Do not use the Reassign button.</u>**

8



   As a Reviewer, the status of the requisition remains as **In Process** regardless of which action taken unless it has been rejected. If rejected, the requisition status would change to **Rejected** and be returned to the Preparer.

   Reviewers are encouraged to <u>only</u> use **Approve** or **Reject** actions. If a Reviewer rejects a requisition, it is recommended that he or she enter a note explaining why the requisition has been rejected.

9. Once you have selected an action, click **Submit** to process.

10. Once you select an action**,** the notification you selected is no longer included in your listing of notifications (worklist). You will receive a confirmation that your notification response has been submitted.

11

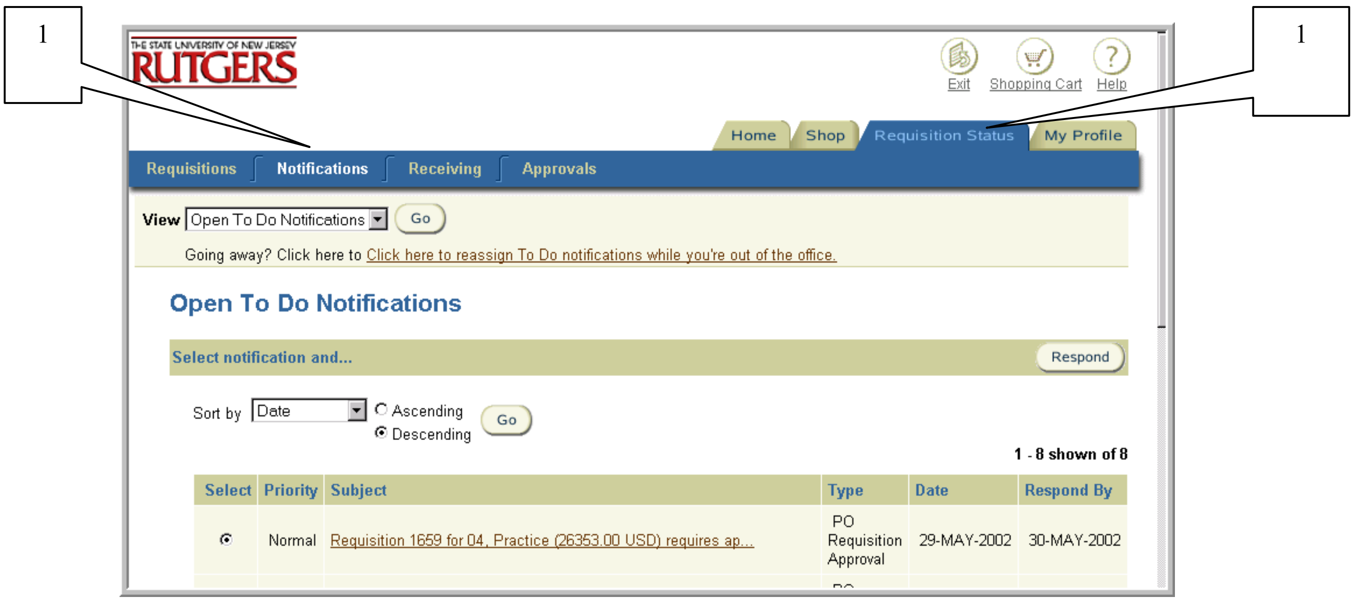
11. Select **Requisition Status: Notifications** link to return to your **Open To Do Notifications.**

Approving Requisitions as an Approver

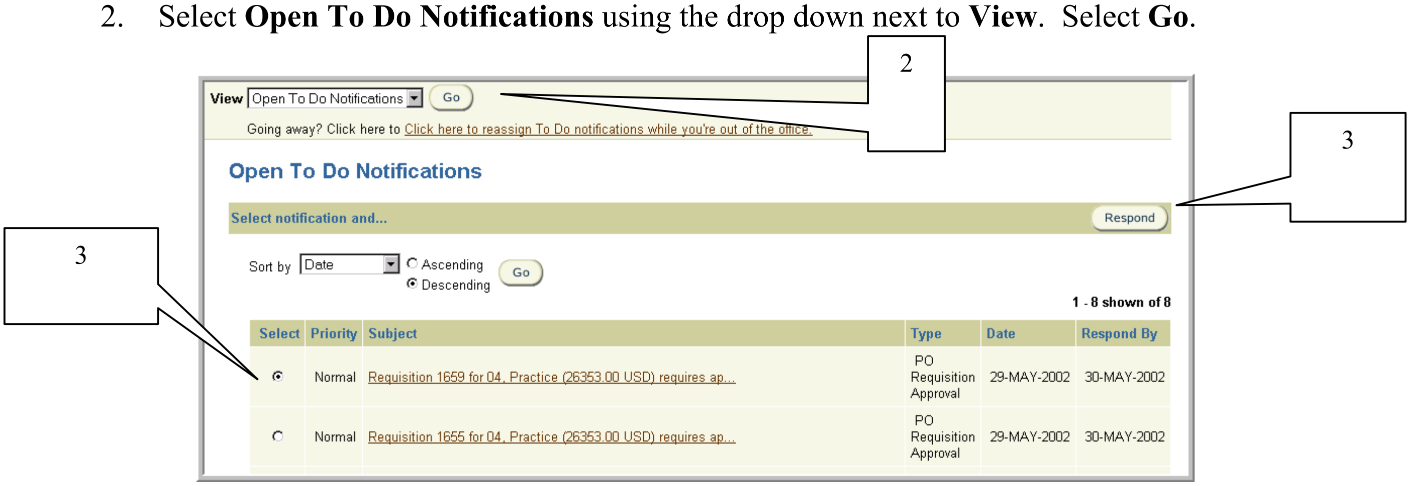
Scope

This procedure covers how to approve a requisition as an Approver.

RIAS creates two types of notifications – “FYI” and “To Do”. “FYI” notifications are for informational purposes and do not require action, other than closing. “To Do” notifications require action on the part of the recipient.



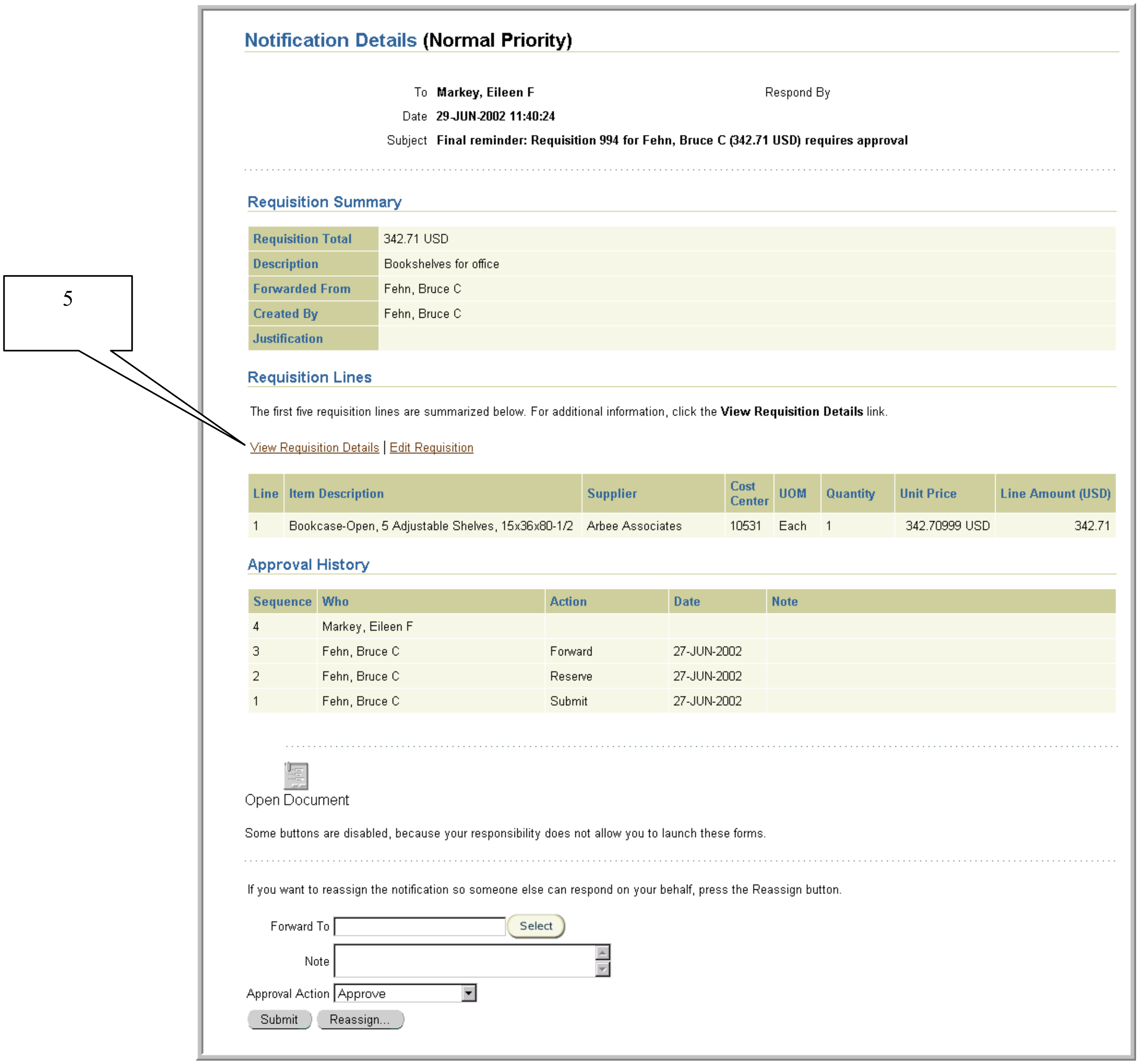
1. Select **Requisition Status** tab. Click on **Notifications** to view all open notifications.
2. Select **Open To Do Notifications** using the drop down next to **View**. Select **Go**.



3. Select the notification that you wish to view by clicking on the radial button under **Select.** Select **Respond**.

   Note: You may sort your notifications by using criteria defined in the **Sort by** drop down (e.g. **Type, Subject, Date,** etc.). **Priority** is a feature of the system that is not used at Rutgers.

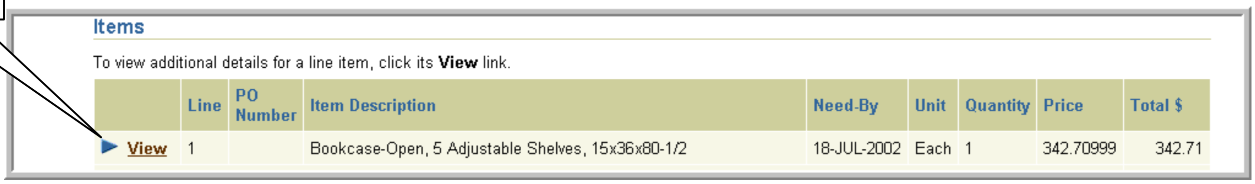
4. The Notifications Details window for the notification you selected will appear. The Notifications Details window provides you with pertinent information about the requisition including requisition creation information, approval history and requisition summary and lines.



5. To view the details of a requisition, click **View Requisition Details** link.

6. The View Requisition Details screen will appear. Review the information displayed. To obtain more details such as the charging instructions, select the **View** link displayed to the left of each requisition line.

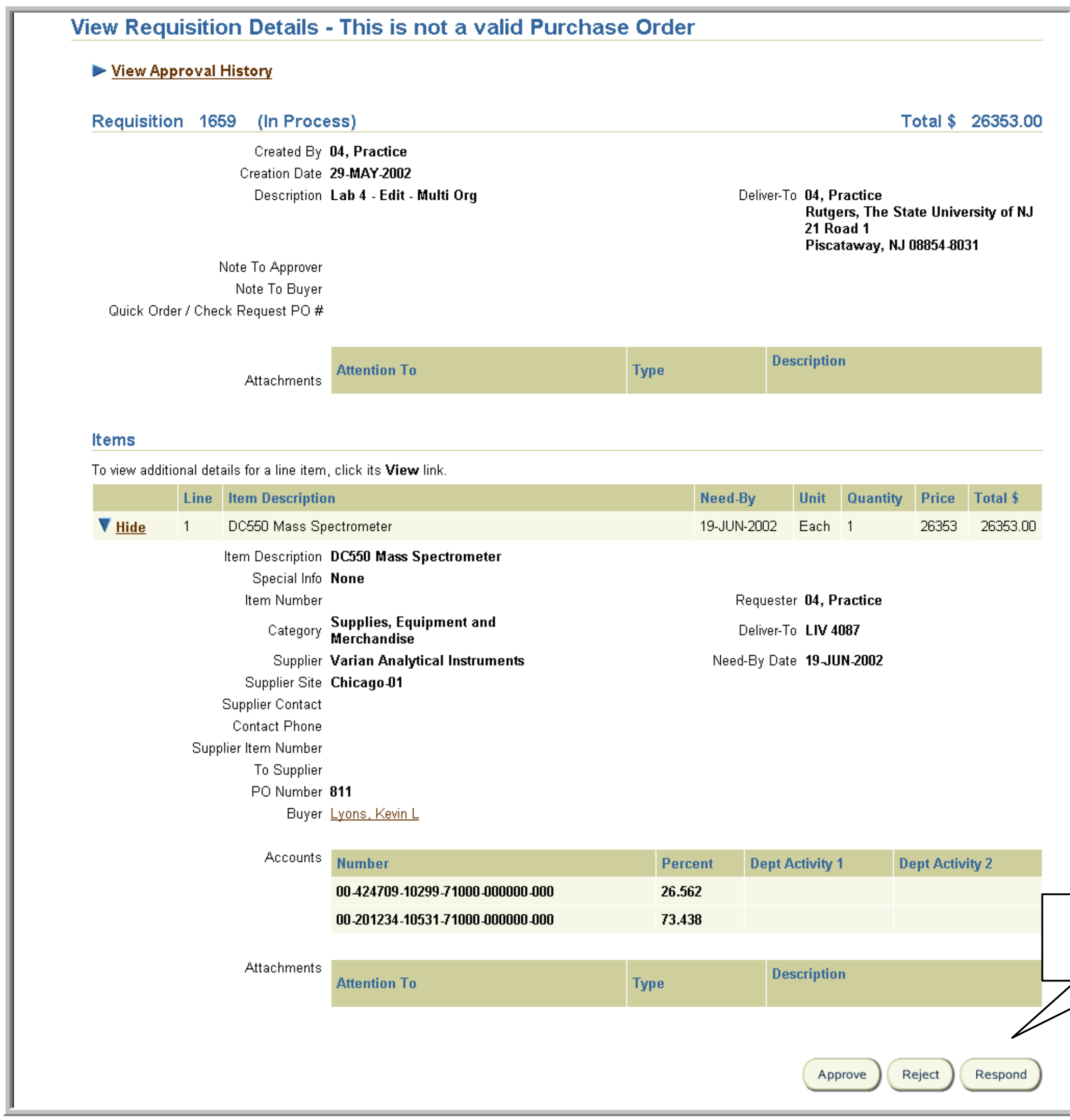
6



Items

To view additional details for a line item, click its **View** link.

	Line	PO Number	Item Description	Need-By	Unit	Quantity	Price	Total $
View	1		Bookcase-Open, 5 Adjustable Shelves, 15x36x80-1/2	18-JUL-2002	Each	1	342.70999	342.71



View Requisition Details - This is not a valid Purchase Order

View Approval History

Requisition 1659 (In Process) Total $ 26353.00

Created By **04, Practice**
Creation Date **29-MAY-2002**
Description **Lab 4 - Edit - Multi Org**
Deliver-To **04, Practice**
Rutgers, The State University of NJ
21 Road 1
Piscataway, NJ 08854-8031
Note To Approver
Note To Buyer
Quick Order / Check Request PO #
Attachments

Attention To	Type	Description

Items

To view additional details for a line item, click its **View** link.

	Line	Item Description	Need-By	Unit	Quantity	Price	Total $
Hide	1	DC550 Mass Spectrometer	19-JUN-2002	Each	1	26353	26353.00

Item Description **DC550 Mass Spectrometer**
Special Info **None**
Item Number
Requester **04, Practice**
Category **Supplies, Equipment and Merchandise**
Deliver-To **LIV 4087**
Supplier **Varian Analytical Instruments**
Need-By Date **19-JUN-2002**
Supplier Site **Chicago-01**
Supplier Contact
Contact Phone
Supplier Item Number
To Supplier
PO Number **811**
Buyer Lyons, Kevin L
Accounts

Number	Percent	Dept Activity 1	Dept Activity 2
00-424709-10299-71000-000000-000	26.562		
00-201234-10531-71000-000000-000	73.438		

Attachments

Attention To	Type	Description

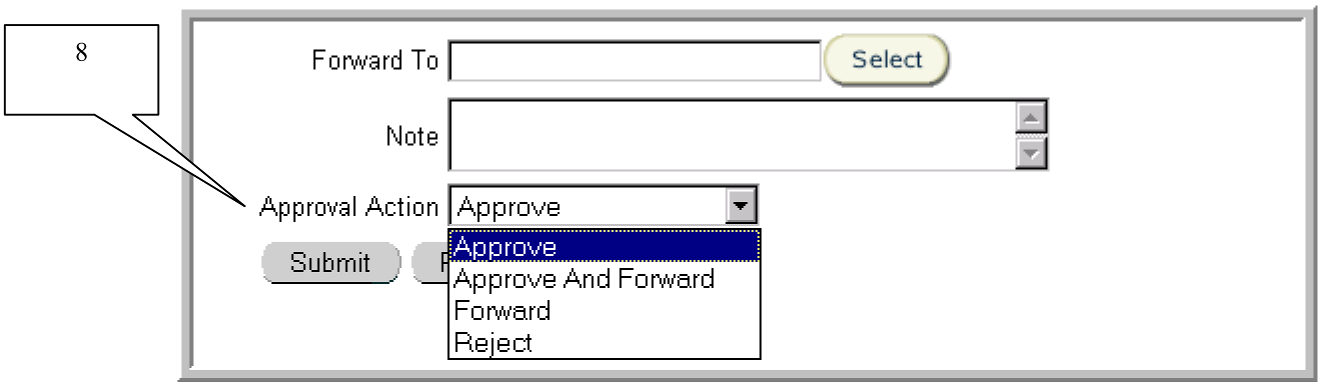
Approve Reject Respond

7

7. When you are finished with your review, select **Respond.** This will return you to the Notifications Details screen.

   Note: If you select **Approve** or **Reject**, you will not be given the opportunity to write notes. Instead, you will just receive a confirmation that the requisition has been approved or rejected.

8. Scroll down page and select an **Approver Action**. Optionally, you may enter comments in the **Note** field. **<u>Do not use the Reassign button.</u>**



Action Taken	Upon Submission - Result of Action
Approve	Requisition status becomes **Approved** – Requisition eligible to become a purchase order.
Approve and Forward <u>with</u> An individual's name indicated in the **Forward To** field.	Requisition status becomes **Pre-Approved**. The individual that the requisition was forwarded to may perform any of the Approver Actions. If the individual edits the requisition, the requisition will return to the appropriate authorized Approver for approval.

Do <u>not</u> select the Approval Action of **Approve** and indicate an individual's name in the **Forward To** field since the requisition status will become **Approved** and the **Forward To** individual is ignored by the system.

<u>Important:</u> Approvers are responsible for ensuring that the following conditions are met (UR&PM Book 6, Section 6.1.2):

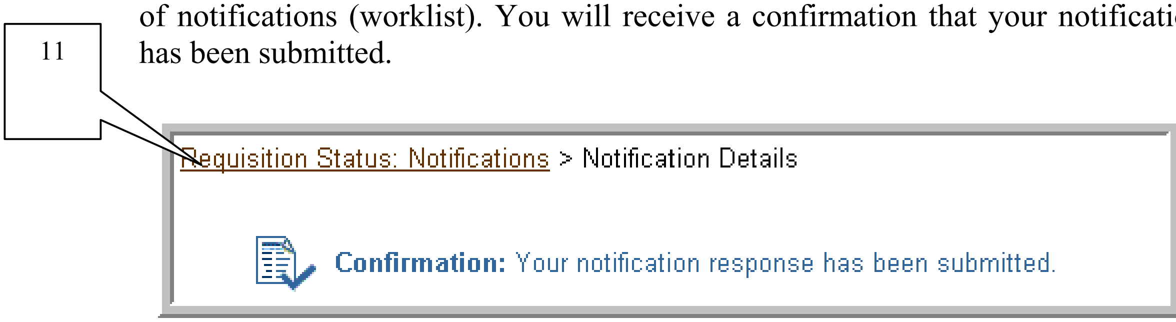
a) The requisition is reasonable, appropriate and necessary in order to achieve the goals or outcomes of the particular University program, project or task. An Approver is expected to exercise professional judgment and due diligence when determining if an expenditure is reasonable, appropriate and necessary.

b) The account(s) charged have sufficient funds available to cover the requisition during the budget period or project period.

For further details, refer to Basic Expectations of Approvers in this manual.

9. Once you have selected an action, click **Submit** to process.

10. Once you select an action**,** the notification you selected is no longer included in your listing of notifications (worklist). You will receive a confirmation that your notification response has been submitted.



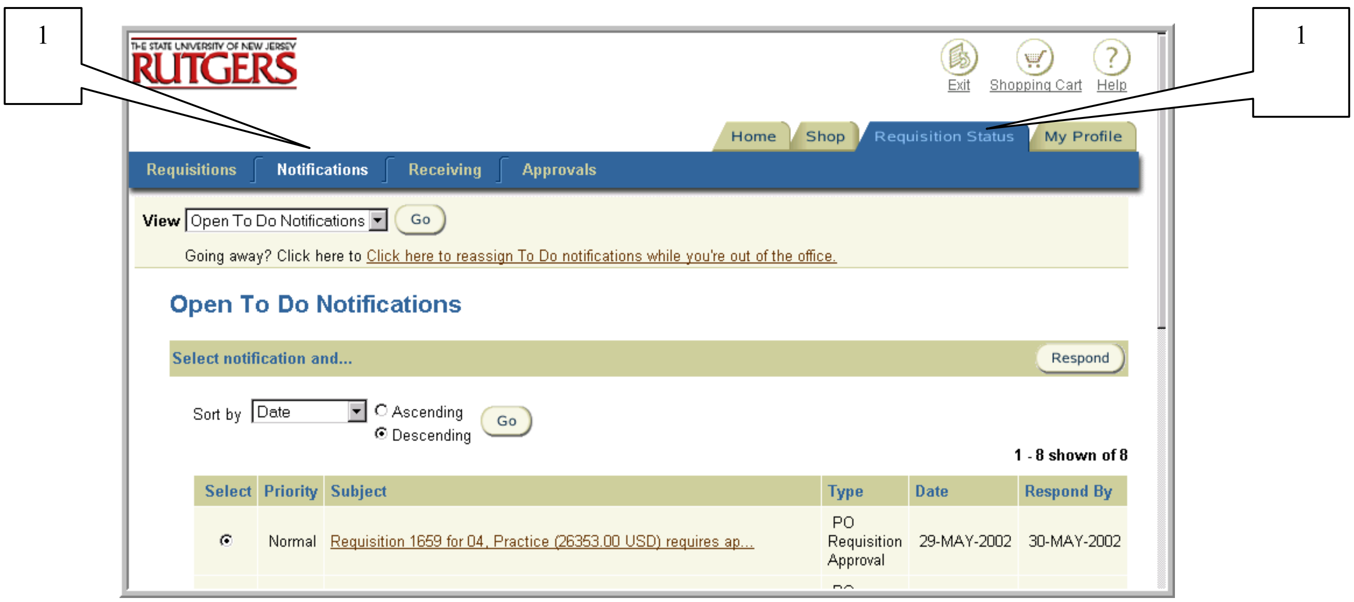
11. Select **Requisition Status: Notifications** link to return to your **Open To Do Notifications.**

Rejecting Requisitions

Scope

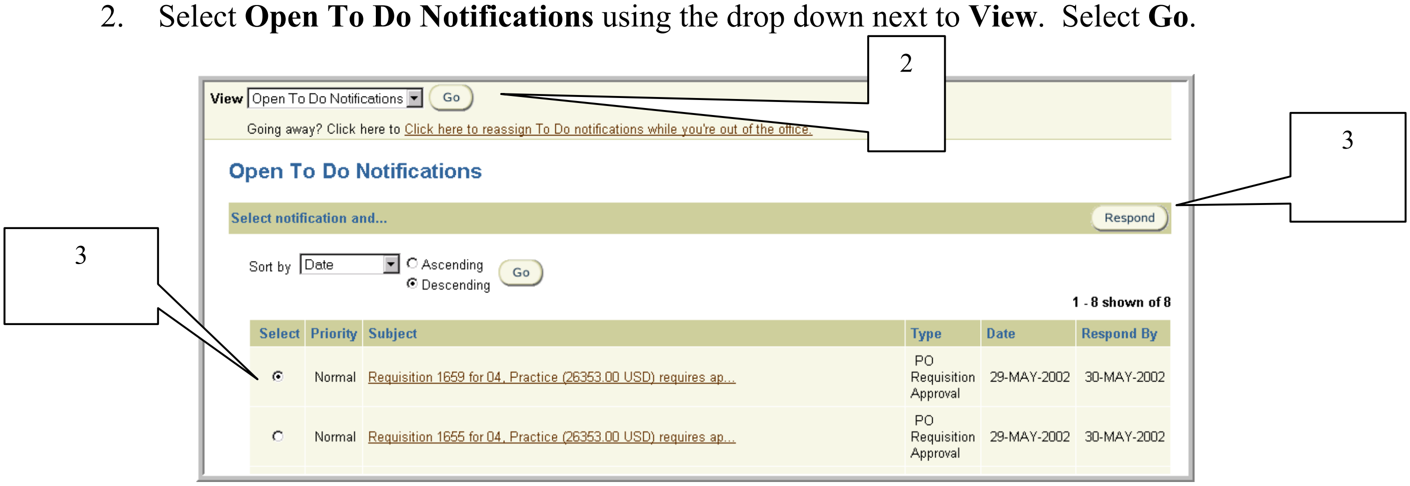
This procedure covers how to reject a requisition.

RIAS creates two types of notifications – “FYI” and “To Do”. “FYI” notifications are for informational purposes and do not require action, other than closing. “To Do” notifications require action on the part of the recipient.



1. Select **Requisition Status** tab. Click on **Notifications** to view all open notifications.

2. Select **Open To Do Notifications** using the drop down next to **View**. Select **Go**.

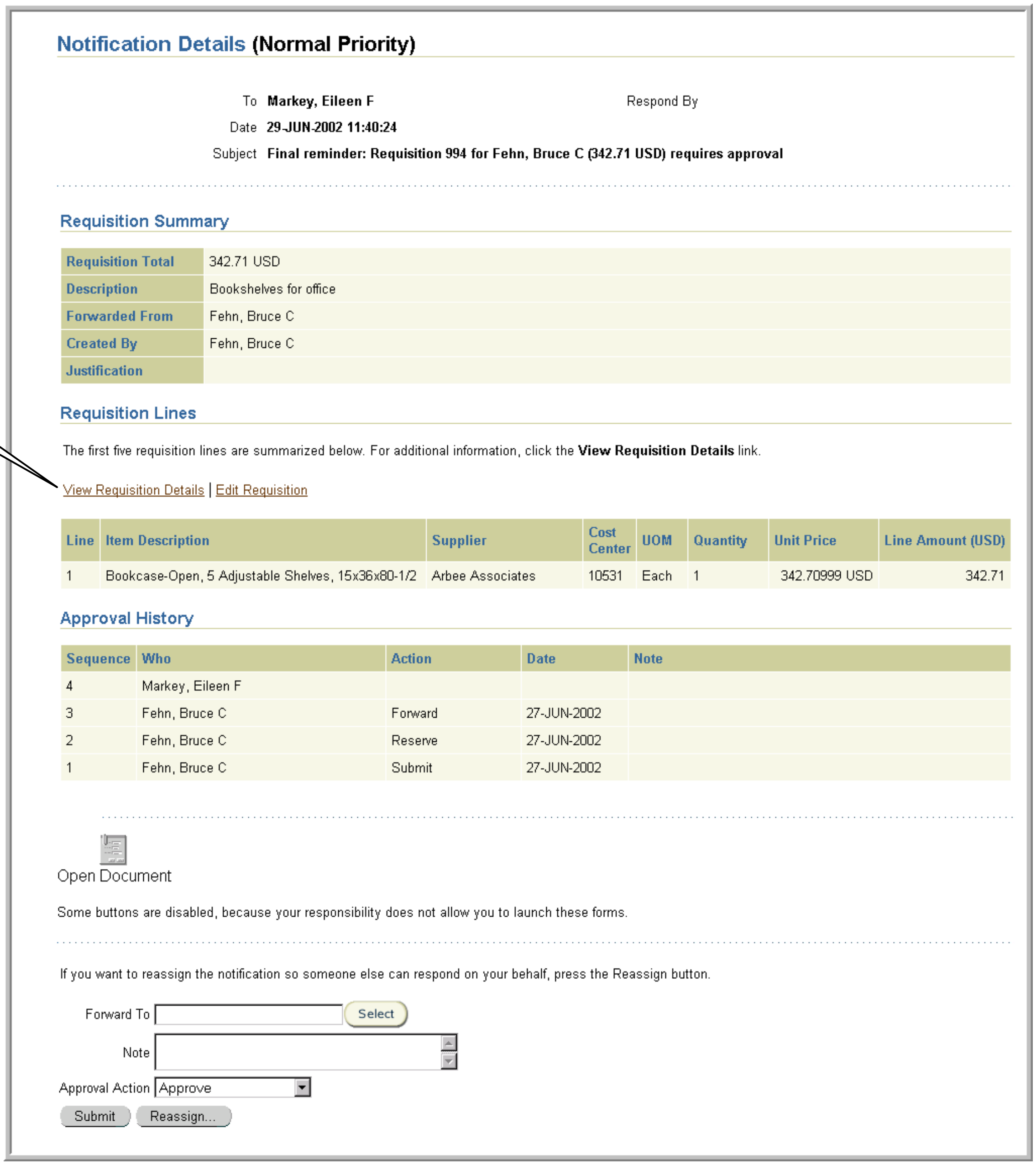


3. Select the notification that you wish to view by clicking on the radial button under **Select.** Select **Respond**.

   Note: You may sort your notifications by using criteria defined in the **Sort by** drop down (e.g. **Type, Subject, Date,** etc.). **Priority** is a feature of the system that is not used at Rutgers.

4. The Notifications Details window for the notification you selected will appear. The Notifications Details window provides you with pertinent information about the requisition including requisition creation information, approval history and requisition summary and lines.

5



Notification Details (Normal Priority)

To **Markey, Eileen F** Respond By

Date **29-JUN-2002 11:40:24**

Subject **Final reminder: Requisition 994 for Fehn, Bruce C (342.71 USD) requires approval**

Requisition Summary

Requisition Total	342.71 USD
Description	Bookshelves for office
Forwarded From	Fehn, Bruce C
Created By	Fehn, Bruce C
Justification	

Requisition Lines

The first five requisition lines are summarized below. For additional information, click the **View Requisition Details** link.

View Requisition Details | Edit Requisition

Line	Item Description	Supplier	Cost Center	UOM	Quantity	Unit Price	Line Amount (USD)
1	Bookcase-Open, 5 Adjustable Shelves, 15x36x80-1/2	Arbee Associates	10531	Each	1	342.70999 USD	342.71

Approval History

Sequence	Who	Action	Date	Note
4	Markey, Eileen F			
3	Fehn, Bruce C	Forward	27-JUN-2002	
2	Fehn, Bruce C	Reserve	27-JUN-2002	
1	Fehn, Bruce C	Submit	27-JUN-2002	

Open Document

Some buttons are disabled, because your responsibility does not allow you to launch these forms.

If you want to reassign the notification so someone else can respond on your behalf, press the Reassign button.

Forward To [ ] Select

Note

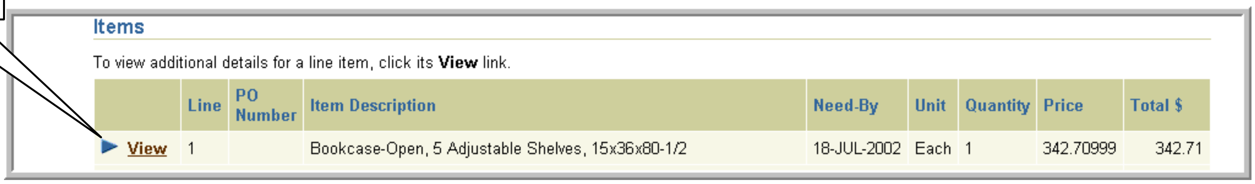
Approval Action Approve

Submit Reassign...

5. To view the details of a requisition, click **View Requisition Details** link.

6. The View Requisition Details screen will appear. Review the information displayed. To obtain more details such as the charging instructions, select the **View** link displayed to the left of each requisition line.

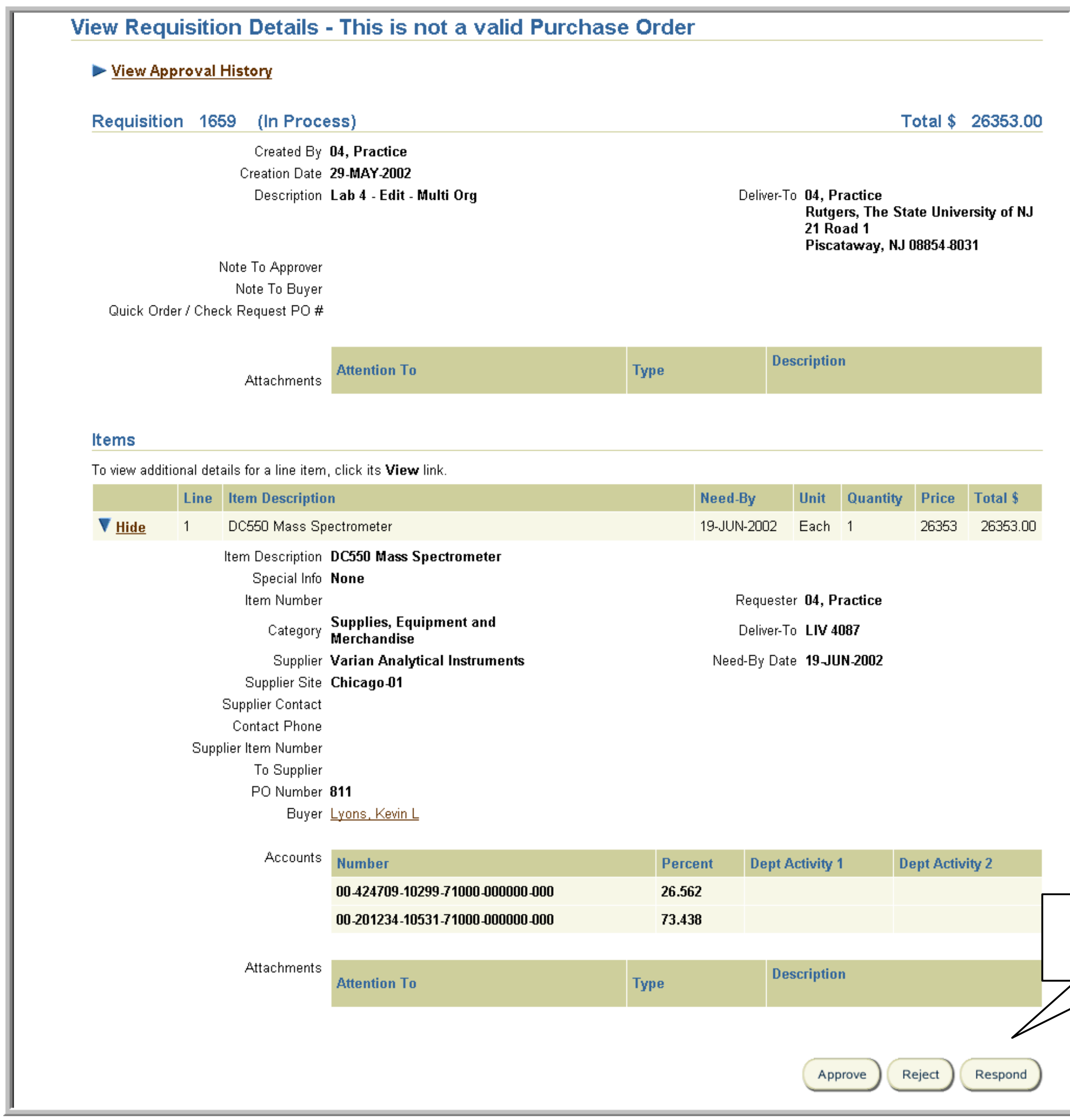
6



Items

To view additional details for a line item, click its **View** link.

	Line	PO Number	Item Description	Need-By	Unit	Quantity	Price	Total $
View	1		Bookcase-Open, 5 Adjustable Shelves, 15x36x80-1/2	18-JUL-2002	Each	1	342.70999	342.71



View Requisition Details - This is not a valid Purchase Order

View Approval History

Requisition 1659 (In Process) — Total $ 26353.00

Created By **04, Practice**
Creation Date **29-MAY-2002**
Description **Lab 4 - Edit - Multi Org**
Deliver-To **04, Practice**
Rutgers, The State University of NJ
21 Road 1
Piscataway, NJ 08854-8031
Note To Approver
Note To Buyer
Quick Order / Check Request PO #

Attachments

Attention To	Type	Description

Items

To view additional details for a line item, click its **View** link.

	Line	Item Description	Need-By	Unit	Quantity	Price	Total $
Hide	1	DC550 Mass Spectrometer	19-JUN-2002	Each	1	26353	26353.00

Item Description **DC550 Mass Spectrometer**
Special Info **None**
Item Number
Requester **04, Practice**
Category **Supplies, Equipment and Merchandise**
Deliver-To **LIV 4087**
Supplier **Varian Analytical Instruments**
Need-By Date **19-JUN-2002**
Supplier Site **Chicago-01**
Supplier Contact
Contact Phone
Supplier Item Number
To Supplier
PO Number **811**
Buyer Lyons, Kevin L

Accounts

Number	Percent	Dept Activity 1	Dept Activity 2
00-424709-10299-71000-000000-000	26.562		
00-201234-10531-71000-000000-000	73.438		

Attachments

Attention To	Type	Description

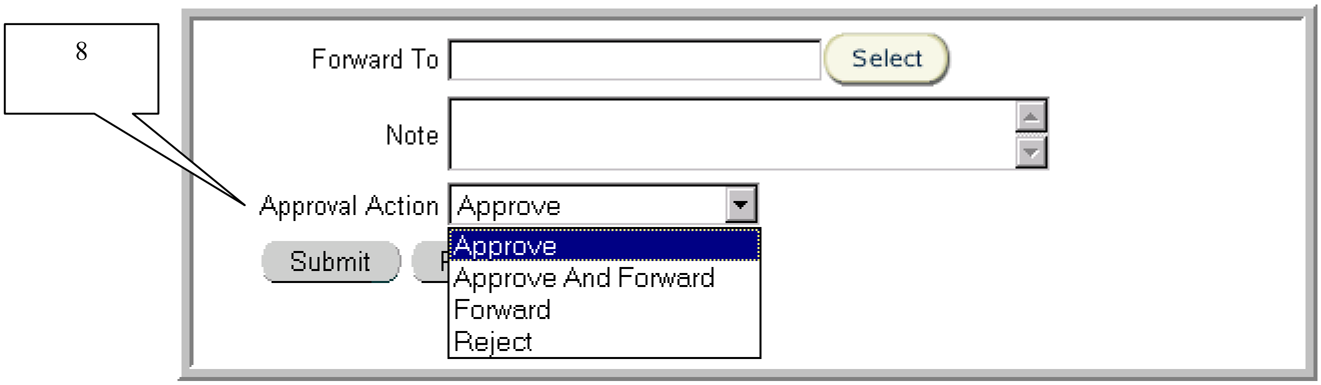
Approve Reject Respond

7

7. When you are finished with your review, select **Respond.** This will return you to the Notifications Details screen.

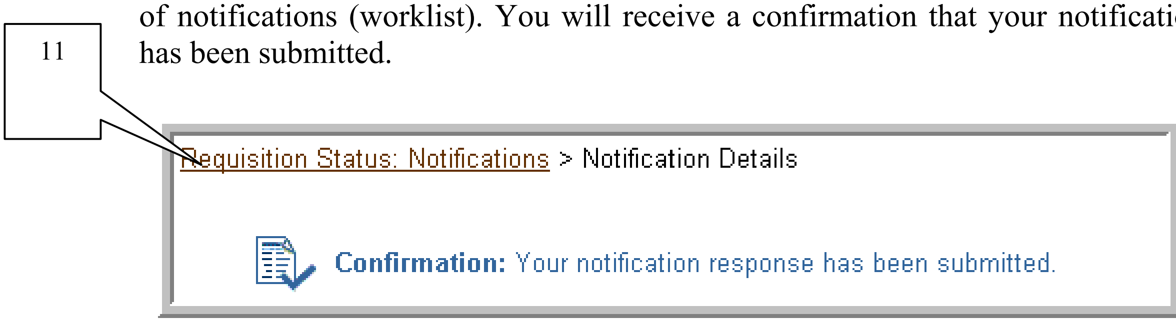
   Note: If you select **Approve** or **Reject**, you will not be given the opportunity to write notes. Instead, you will just receive a confirmation that the requisition has been approved or rejected.

8. Scroll down page and select *Reject* as your **Approver Action**. Enter comments in the **Note** field explaining the reason for rejection of the requisition. **<u>Do not use the Reassign button.</u>**



9. Once you have selected an action, click **Submit** to return the requisition back to the Preparer.

10. Once you select an action, the notification you selected is no longer included in your listing of notifications (worklist). You will receive a confirmation that your notification response has been submitted.



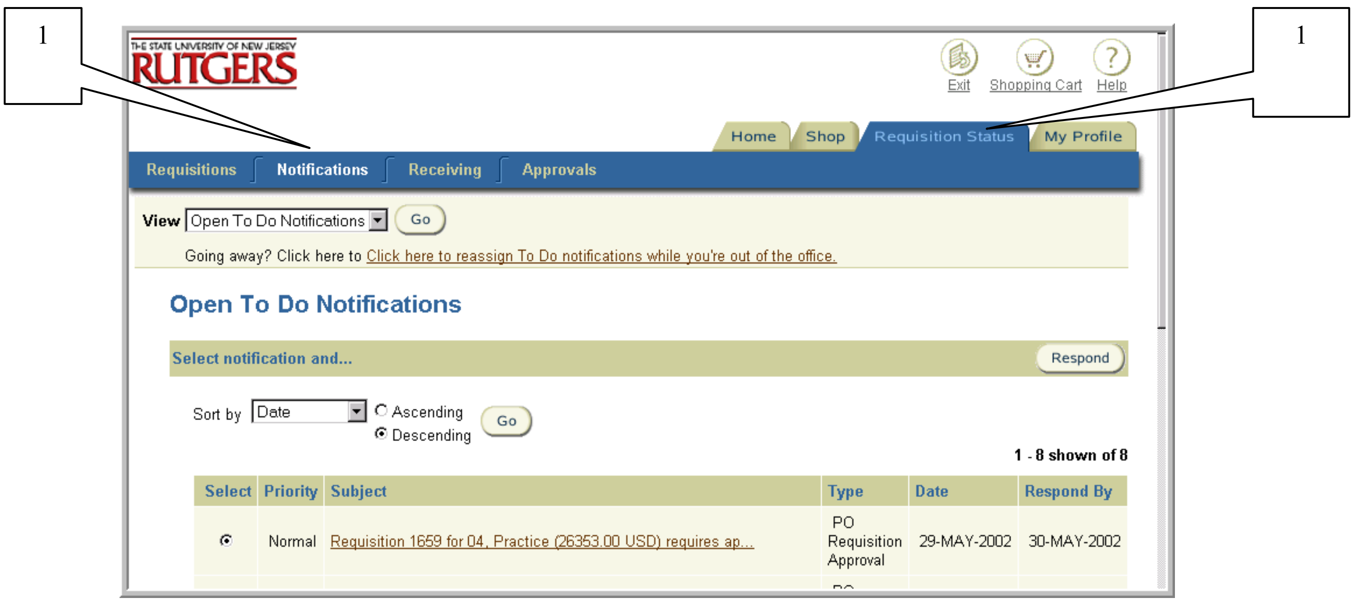
11. Select **Requisition Status: Notifications** link to return to your **Open To Do Notifications.**

Forwarding Requisitions as an Approver

Scope

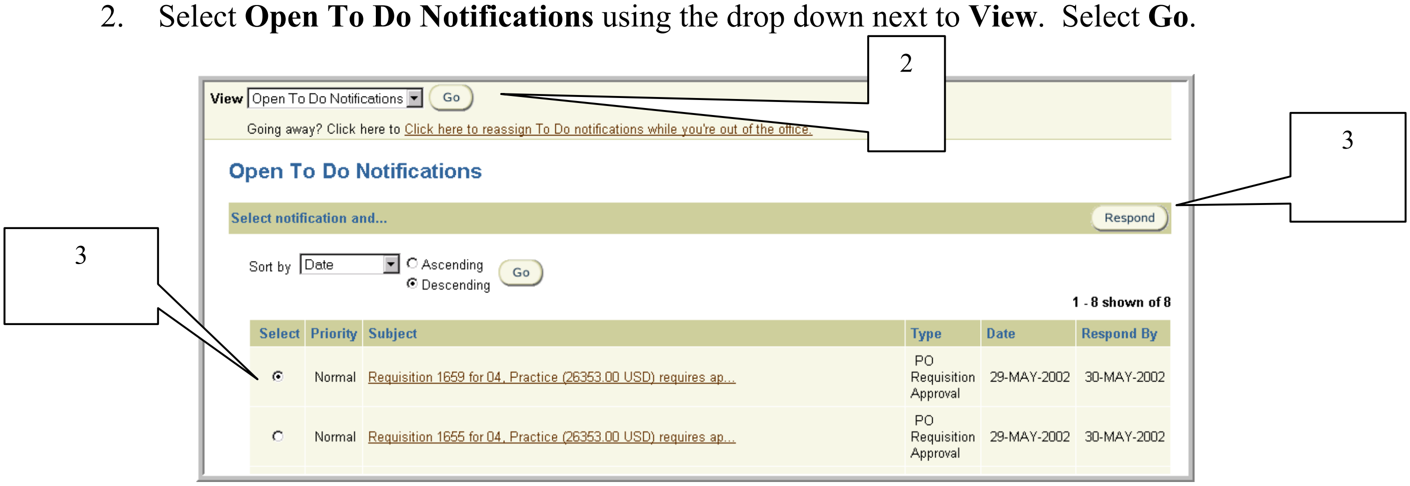
This procedure covers how to forward a requisition as an Approver.

RIAS creates two types of notifications – "FYI" and "To Do". "FYI" notifications are for informational purposes and do not require action, other than closing. "To Do" notifications require action on the part of the recipient.



1. Select **Requisition Status** tab. Click on **Notifications** to view all open notifications.

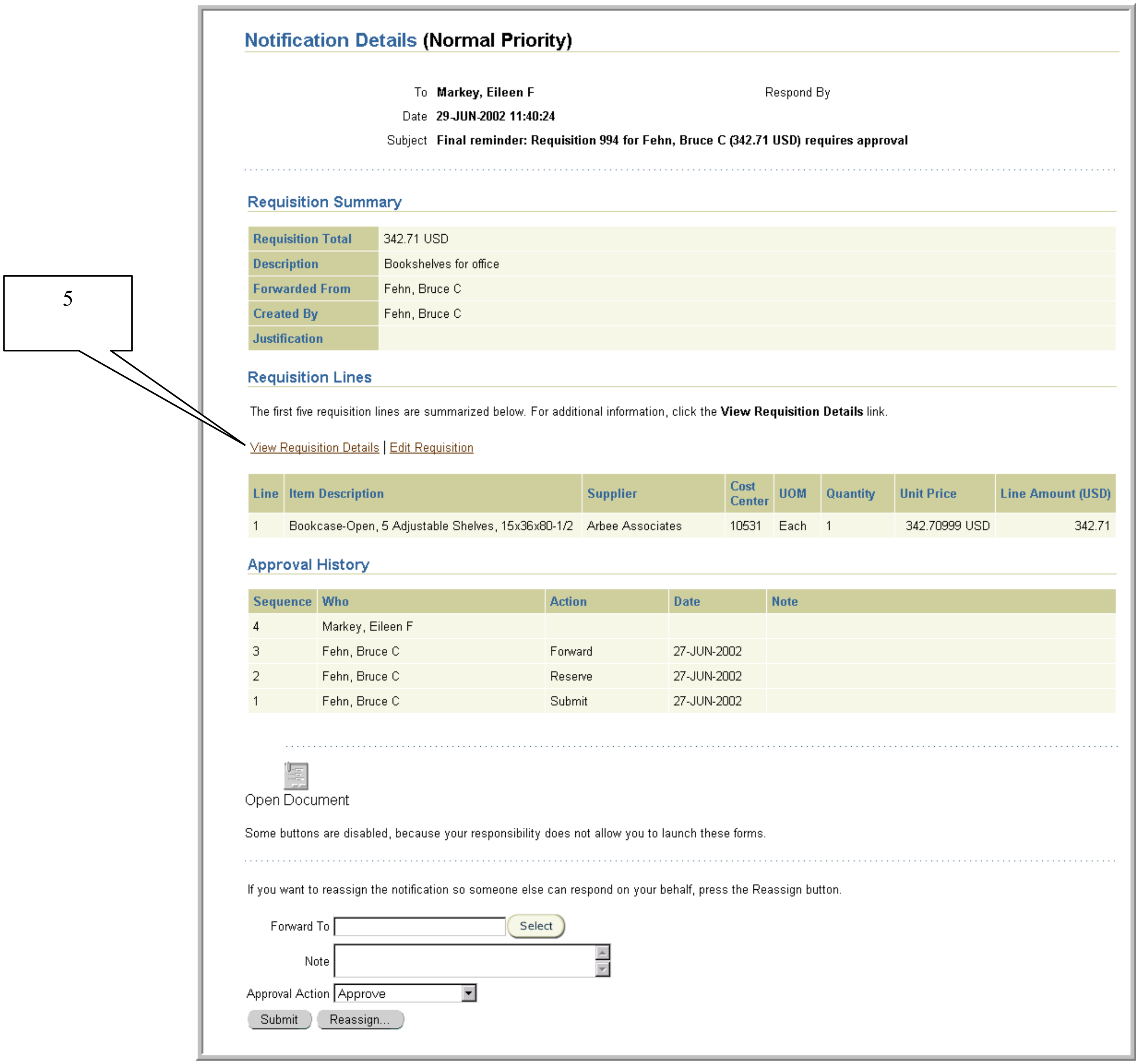
2. Select **Open To Do Notifications** using the drop down next to **View**. Select **Go**.



3. Select the notification that you wish to view by clicking on the radial button under **Select.** Select **Respond**.

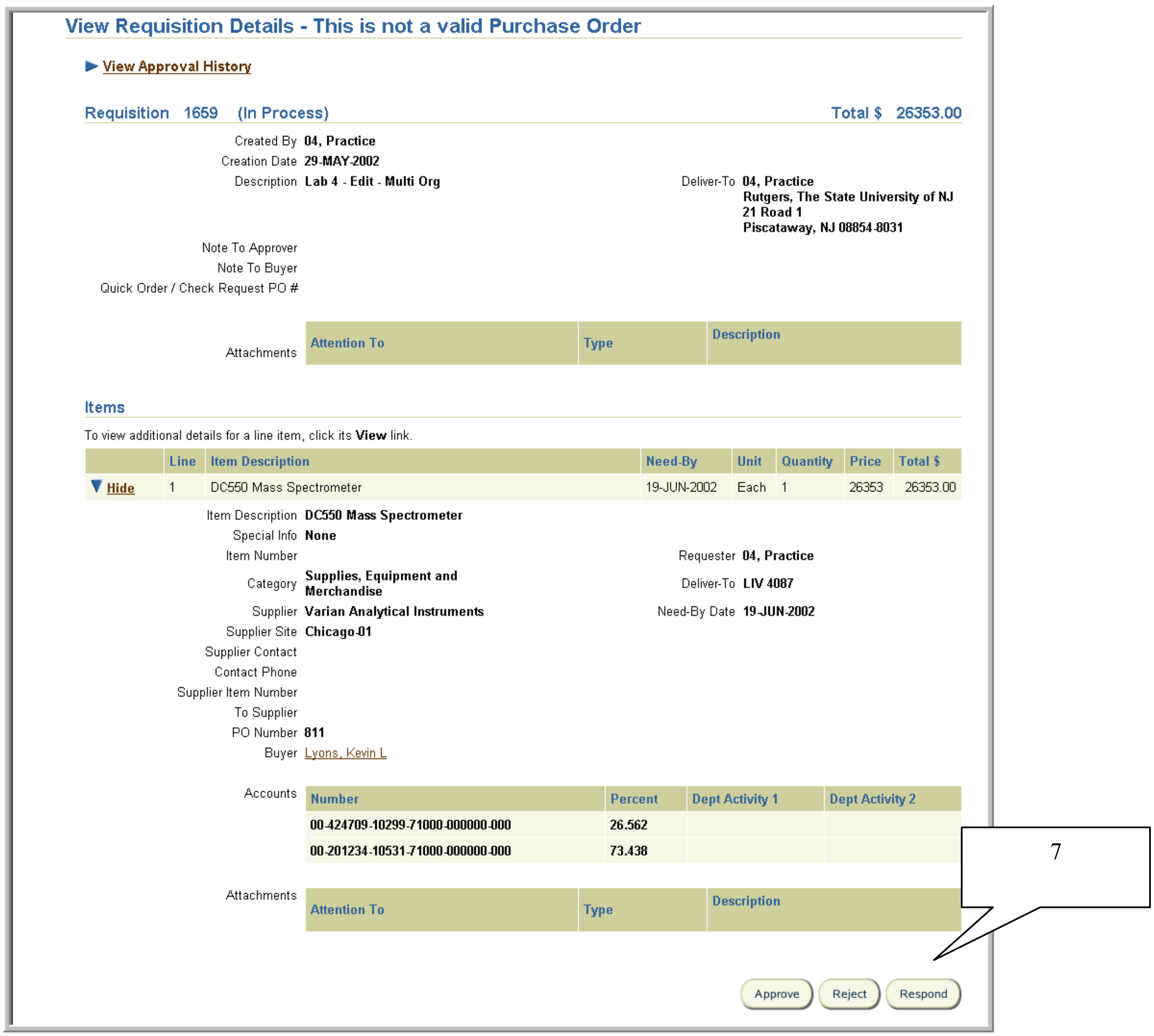
   Note: You may sort your notifications by using criteria defined in the **Sort by** drop down (e.g. **Type, Subject, Date,** etc.). **Priority** is a feature of the system that is not used at Rutgers.

4. The Notifications Details window for the notification you selected will appear. The Notifications Details window provides you with pertinent information about the requisition including requisition creation information, approval history and requisition summary and lines.



5. To view the details of a requisition, click **View Requisition Details** link.

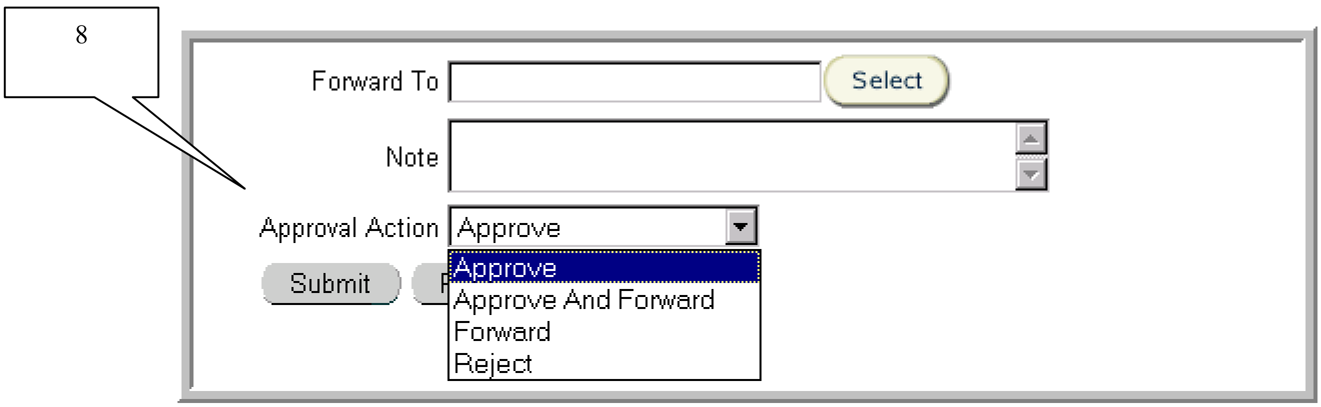
6. The View Requisition Details screen will appear. Review the information displayed. To obtain more details such as the charging instructions, select the **View** link displayed to the left of each requisition line.



7. When you are finished with your review, select **Respond.** This will return you to the Notifications Details screen.

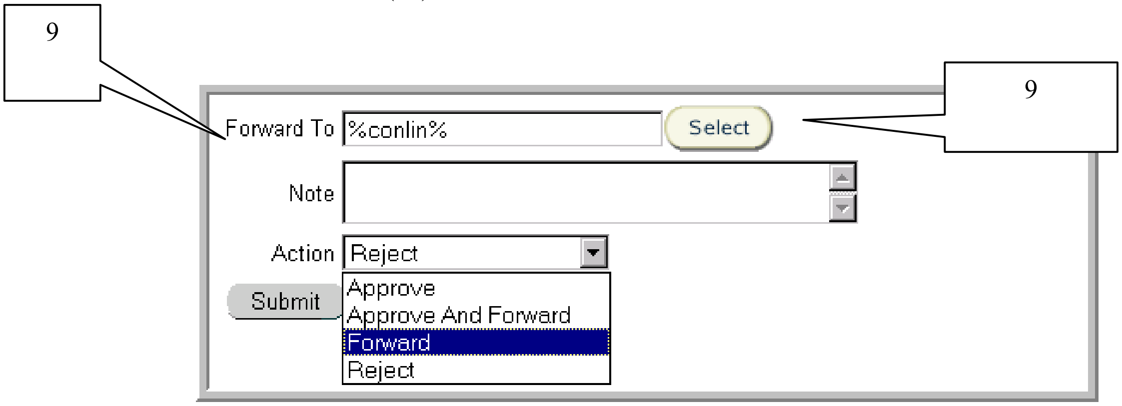
   Note: If you select **Approve** or **Reject**, you will not be given the opportunity to write notes. Instead, you will just receive a confirmation that the requisition has been approved or rejected.

8. Scroll down page and select *Forward* as your **Approver Action**. Enter comments in the **Note** field explaining why the requisition is being forwarded to them and request that the requisition be returned back to you after his/her review. **<u>Do not use the Reassign button.</u>**

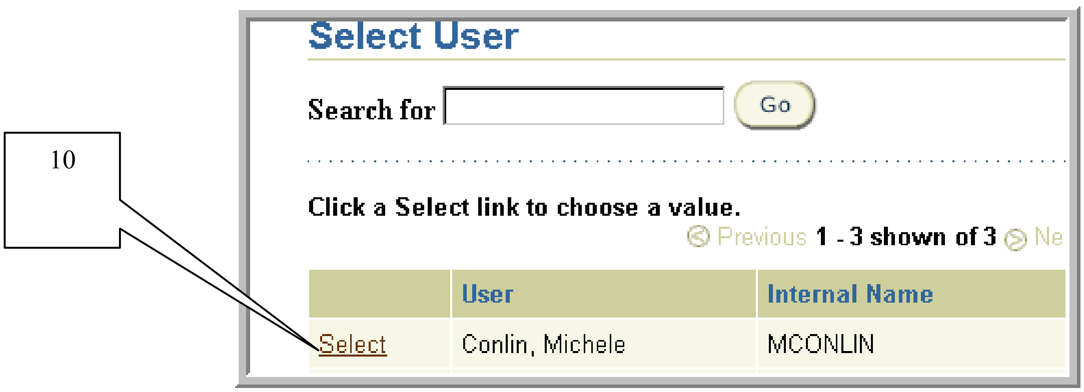


Action Taken	Upon Submission - Result of Action
Forward <u>with</u> An individual's name indicated in the **Forward To** field who has the appropriate authority to approve in the requisition approval hierarchy.	Requisition status becomes **In Process** – Once the individual that the requisition was forwarded selects **Approve**, the status will then become **Approved.**
Forward <u>with</u> An individual's name indicated in the **Forward To** field who does <u>not</u> have the appropriate authority to approve in the requisition approval hierarchy. It is recommended that a note be added to return the requisition back to you after his/her review.	Requisition status become **Forwarded** – Once the individual that the requisition was forwarded selects **Approve**, the status will become **In Process**. <u>Caution</u>: If the individual named in **Forward To** does <u>not</u> return the requisition back to you, the requisition will continue up the requisition approval hierarchy until another authorized Approver is found.

9. Enter the name of the individual you wish to forward the requisition to using the list of values and wildcard (%) in the **Forward To** field, then click on **Select**.

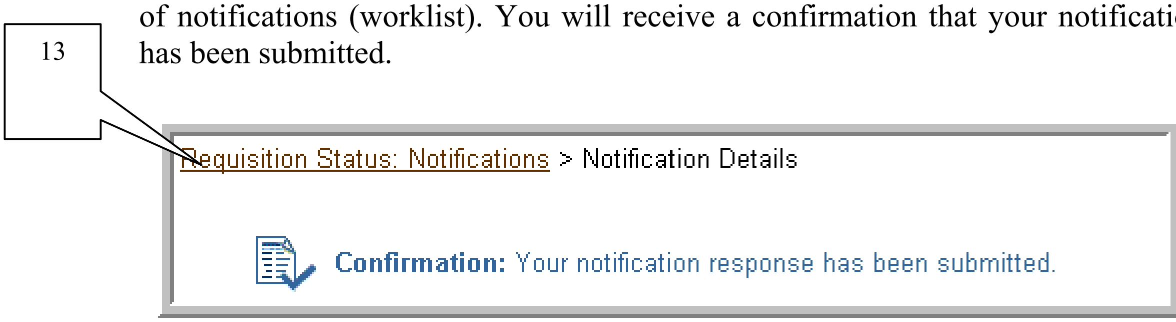


10. Click on the **Select** link to the left of the **User** name.



11. Once you have selected an action, click **Submit** to forward the requisition to the individual that you indicated

12. Once you select an action**,** the notification you selected is no longer included in your listing of notifications (worklist). You will receive a confirmation that your notification response has been submitted.



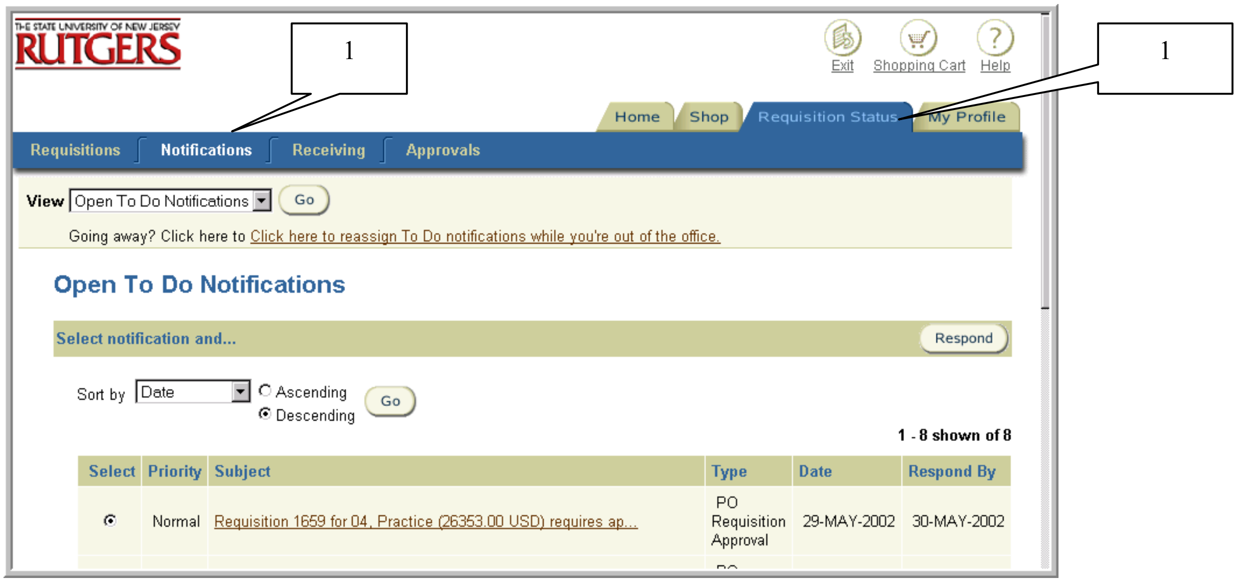
13. Select **Requisition Status: Notifications** link to return to your **Open To Do Notifications.**

Published Date: June 28, 2002

Editing a Requisition Received as a Notification

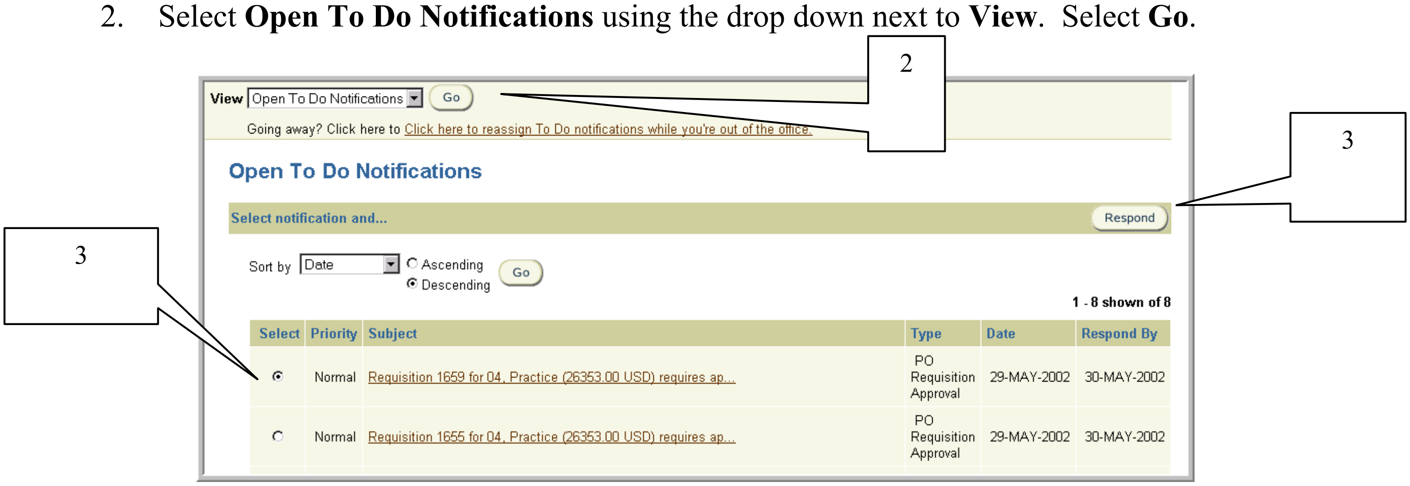
Scope

This procedure covers how to edit a requisition that you received as a notification.



1. Select **Requisition Status** tab. Click on **Notifications** to view all open notifications.

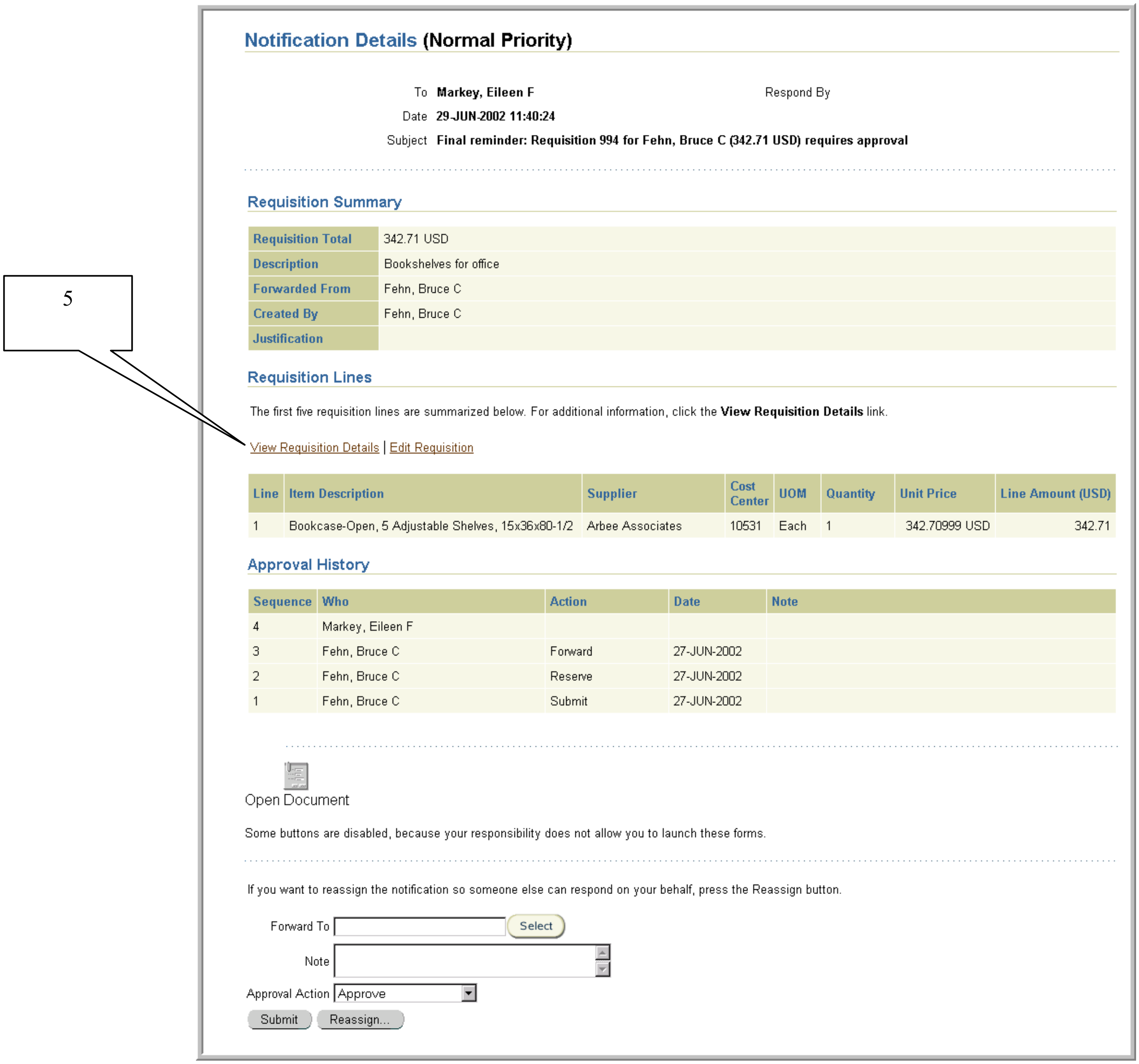
2. Select **Open To Do Notifications** using the drop down next to **View**. Select **Go**.



3. Select the notification that you wish to view by clicking on the radial button under **Select.** Select **Respond**.

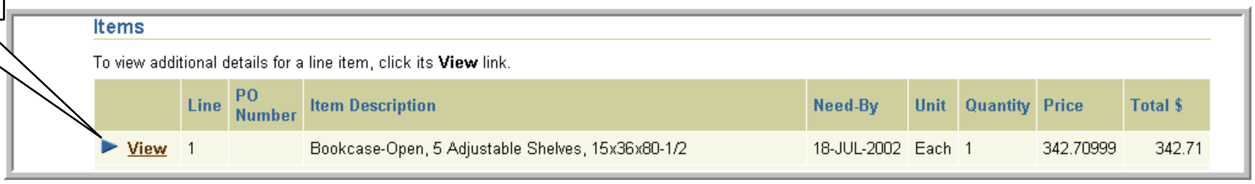
Note: You may sort your notifications by using criteria defined in the **Sort by** drop down (e.g. **Type, Subject, Date,** etc.). **Priority** is a feature of the system that is not used at Rutgers.

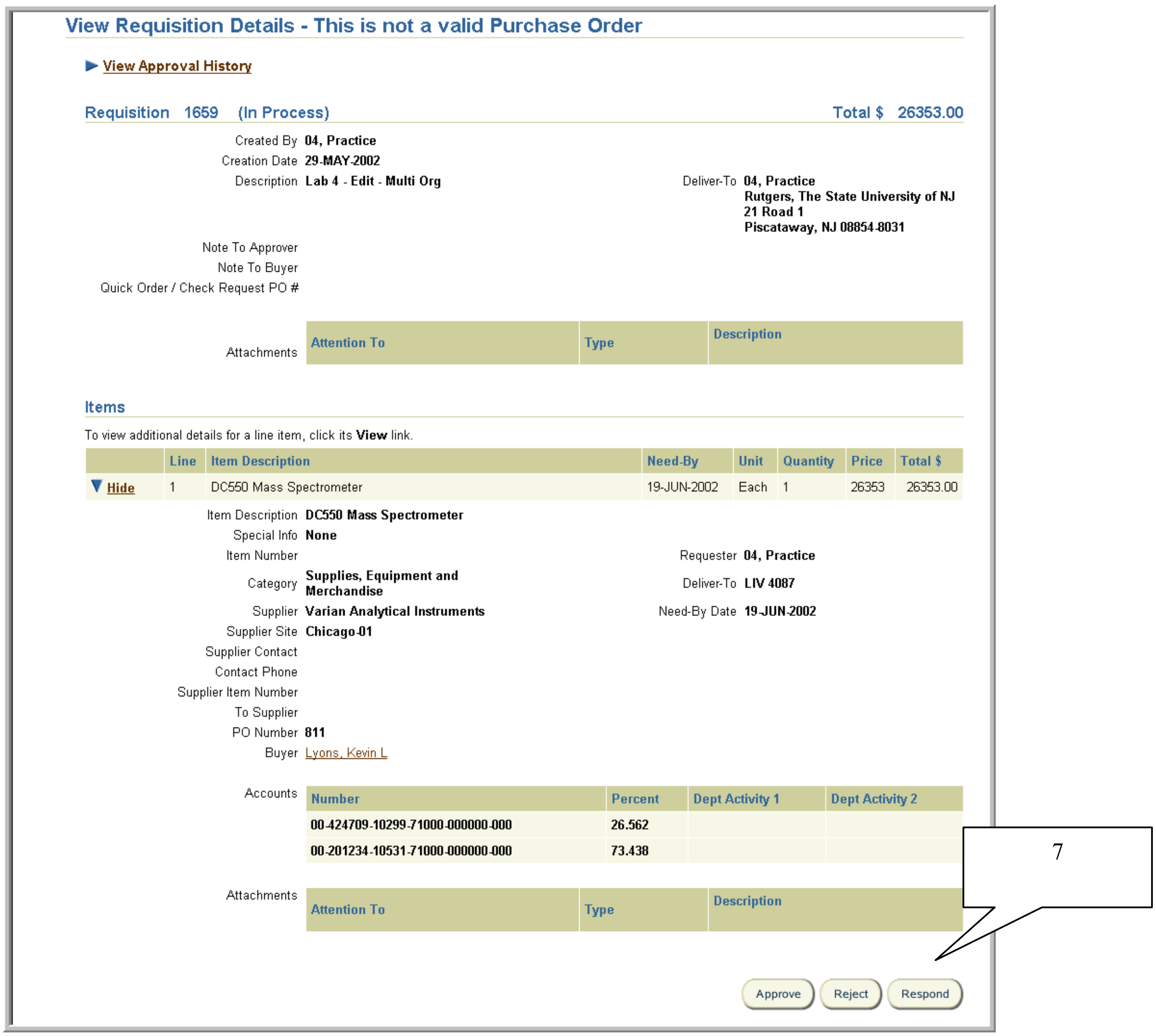
4. The Notifications Details window for the notification you selected will appear. The Notifications Details window provides you with pertinent information about the requisition including requisition creation information, approval history and requisition summary and lines.



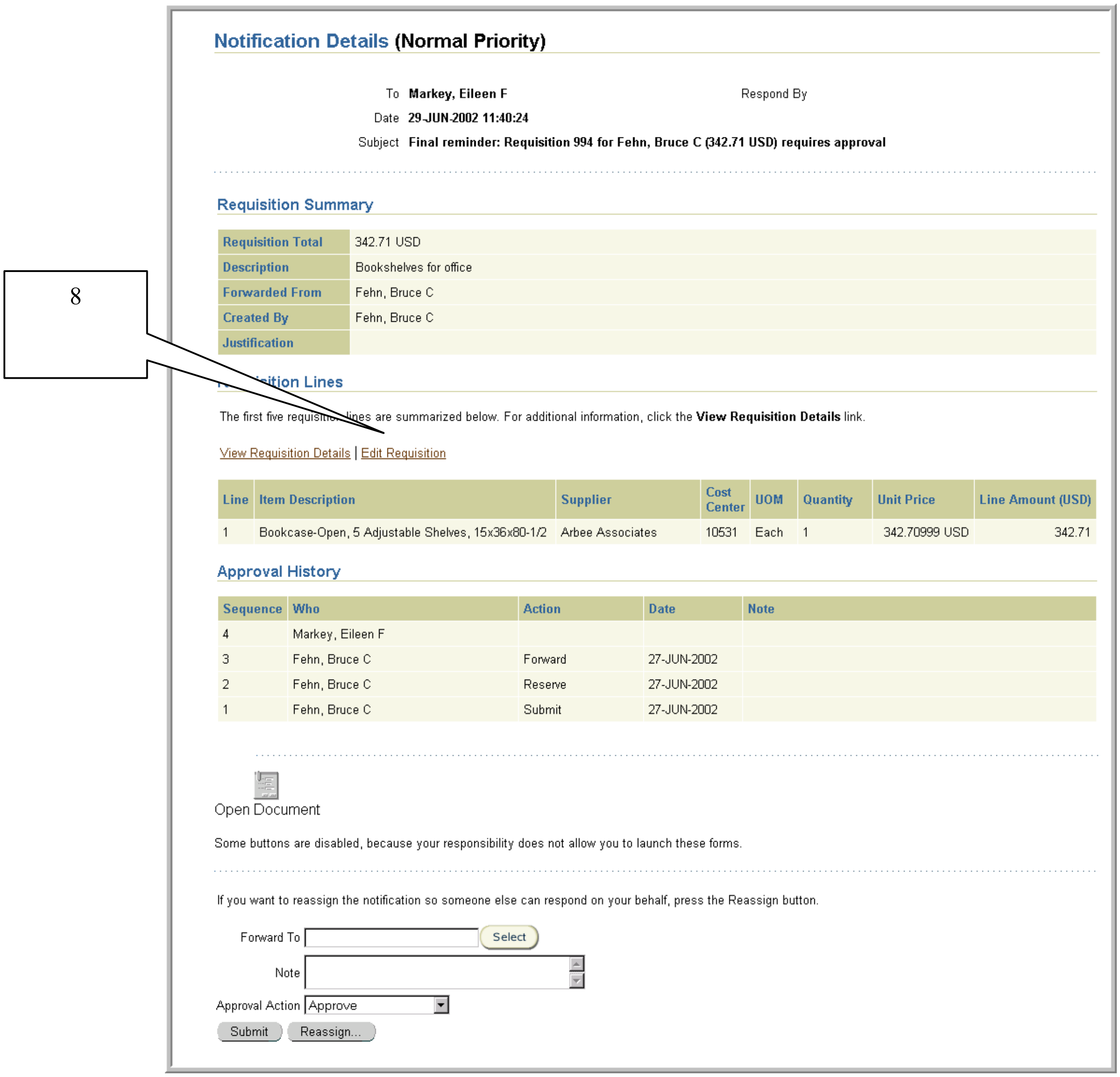
5. To view the details of a requisition, click **View Requisition Details** link.

6. The View Requisition Details screen will appear. Review the information displayed. To obtain more details such as the charging instructions, select the **View** link displayed to the left of each requisition line.





7. When you are finished with your review, select **Respond.** This will return you to the Notifications Details screen.



Notification Details (Normal Priority)

To **Markey, Eileen F** Respond By
Date **29-JUN-2002 11:40:24**
Subject **Final reminder: Requisition 994 for Fehn, Bruce C (342.71 USD) requires approval**

Requisition Summary

Requisition Total	342.71 USD
Description	Bookshelves for office
Forwarded From	Fehn, Bruce C
Created By	Fehn, Bruce C
Justification	

Requisition Lines

The first five requisition lines are summarized below. For additional information, click the **View Requisition Details** link.

View Requisition Details | Edit Requisition

Line	Item Description	Supplier	Cost Center	UOM	Quantity	Unit Price	Line Amount (USD)
1	Bookcase-Open, 5 Adjustable Shelves, 15x36x80-1/2	Arbee Associates	10531	Each	1	342.70999 USD	342.71

Approval History

Sequence	Who	Action	Date	Note
4	Markey, Eileen F			
3	Fehn, Bruce C	Forward	27-JUN-2002	
2	Fehn, Bruce C	Reserve	27-JUN-2002	
1	Fehn, Bruce C	Submit	27-JUN-2002	

Open Document

Some buttons are disabled, because your responsibility does not allow you to launch these forms.

If you want to reassign the notification so someone else can respond on your behalf, press the Reassign button.

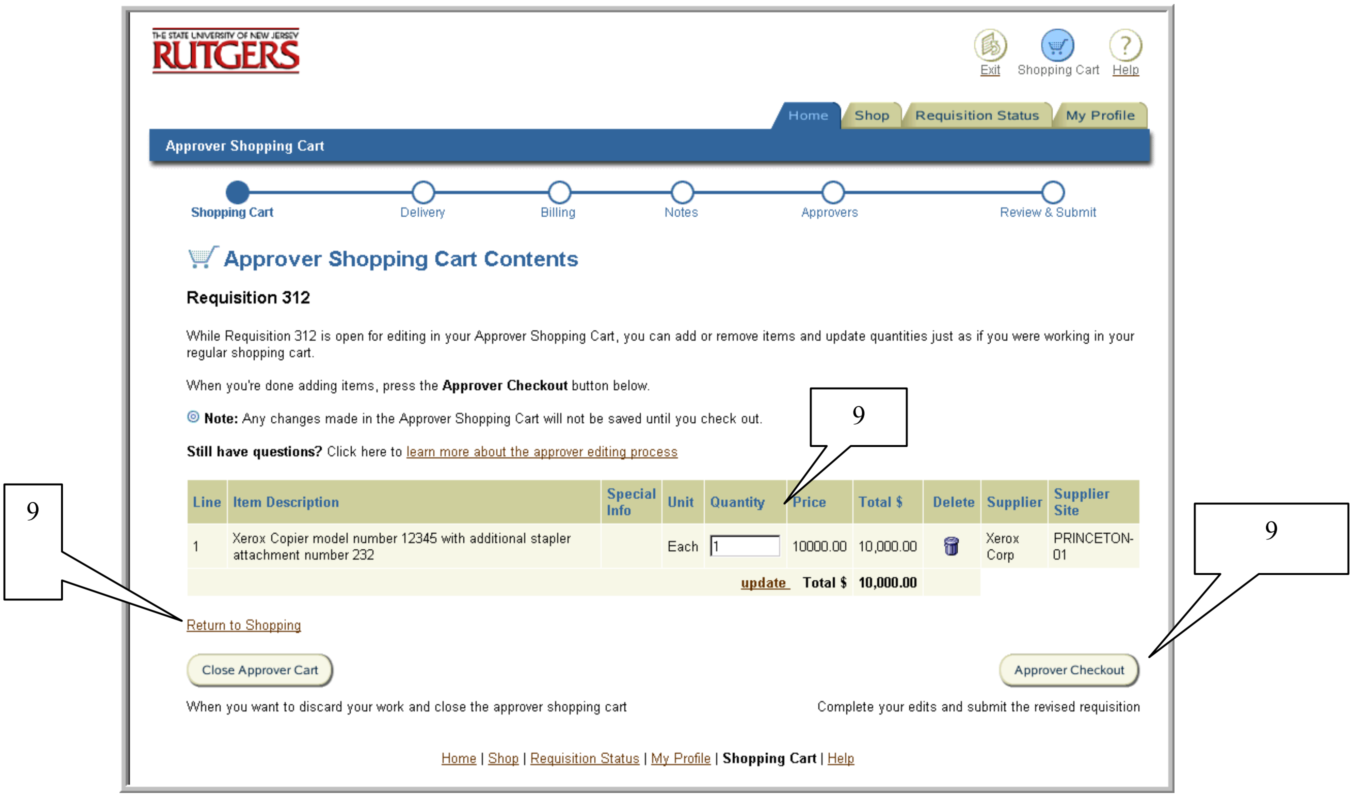
Forward To [ ] Select

Note

Approval Action Approve

Submit Reassign...

8. Select **Edit Requisition** link. The Approver Shopping Cart Contents form appears.

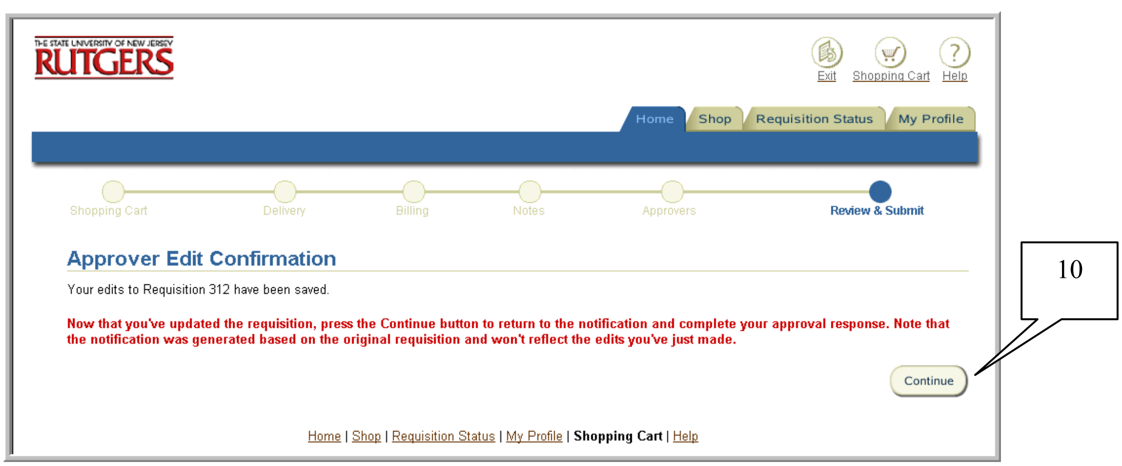


9. To add items, click on **Return to Shopping** link. To change a quantity, enter your revised quantity in the **Quantity** field.

   Select **Approver Checkout.** This will take you through each of the steps for creating a requisition. Indicate your changes in the appropriate fields, using the buttons on the bottom of each screen to progress through the requisition data entry process.

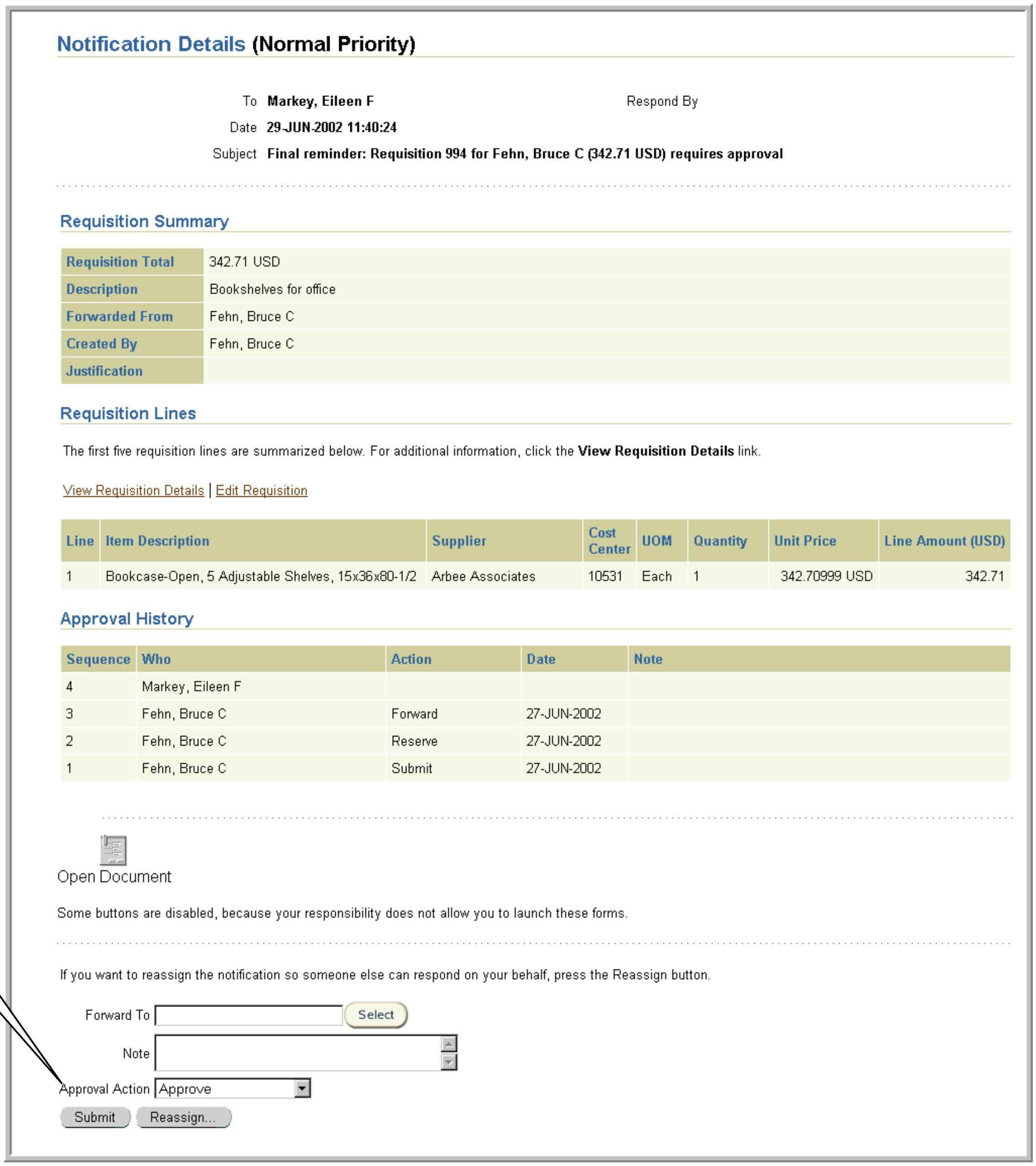
   For more details on creating a requisition, see the **Requisitions** section.

10. After selecting **Submit** on Step 6 - Review and Submit of creating a requisition, the Approver Edit Confirmation will be displayed. Select **Continue.** You will be returned to the Notifications Detail form.



11. Scroll down page and select an **Approval Action**. See Managing To Do Notifications as a Reviewer or Approving Requisitions as an Approver procedures for further details.

11



Notification Details (Normal Priority)

To **Markey, Eileen F** Respond By

Date **29-JUN-2002 11:40:24**

Subject **Final reminder: Requisition 994 for Fehn, Bruce C (342.71 USD) requires approval**

Requisition Summary

Requisition Total	342.71 USD
Description	Bookshelves for office
Forwarded From	Fehn, Bruce C
Created By	Fehn, Bruce C
Justification	

Requisition Lines

The first five requisition lines are summarized below. For additional information, click the **View Requisition Details** link.

View Requisition Details | Edit Requisition

Line	Item Description	Supplier	Cost Center	UOM	Quantity	Unit Price	Line Amount (USD)
1	Bookcase-Open, 5 Adjustable Shelves, 15x36x80-1/2	Arbee Associates	10531	Each	1	342.70999 USD	342.71

Approval History

Sequence	Who	Action	Date	Note
4	Markey, Eileen F			
3	Fehn, Bruce C	Forward	27-JUN-2002	
2	Fehn, Bruce C	Reserve	27-JUN-2002	
1	Fehn, Bruce C	Submit	27-JUN-2002	

Open Document

Some buttons are disabled, because your responsibility does not allow you to launch these forms.

If you want to reassign the notification so someone else can respond on your behalf, press the Reassign button.

Forward To Select

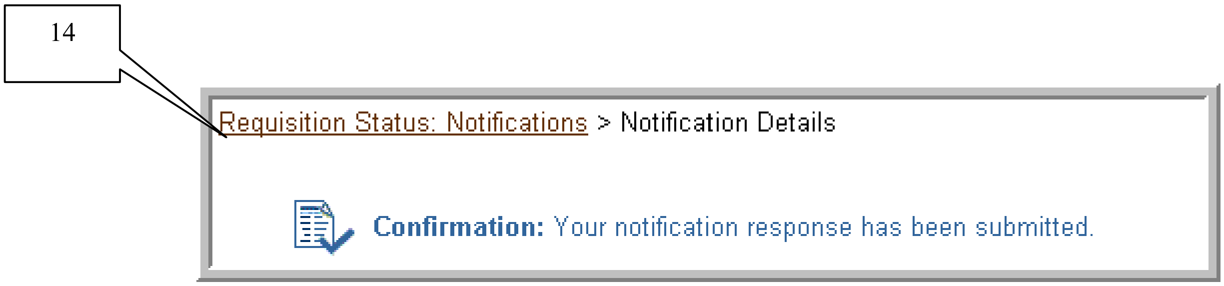
Note

Approval Action Approve

Submit Reassign...

12. Once you have selected an action, click **Submit**.

13. Once you select an action**,** the notification you selected is no longer included in your listing of notifications (worklist). You will receive a confirmation that your notification response has been submitted.



14. Select **Requisition Status: Notifications** link to return to your **Open To Do Notifications.**

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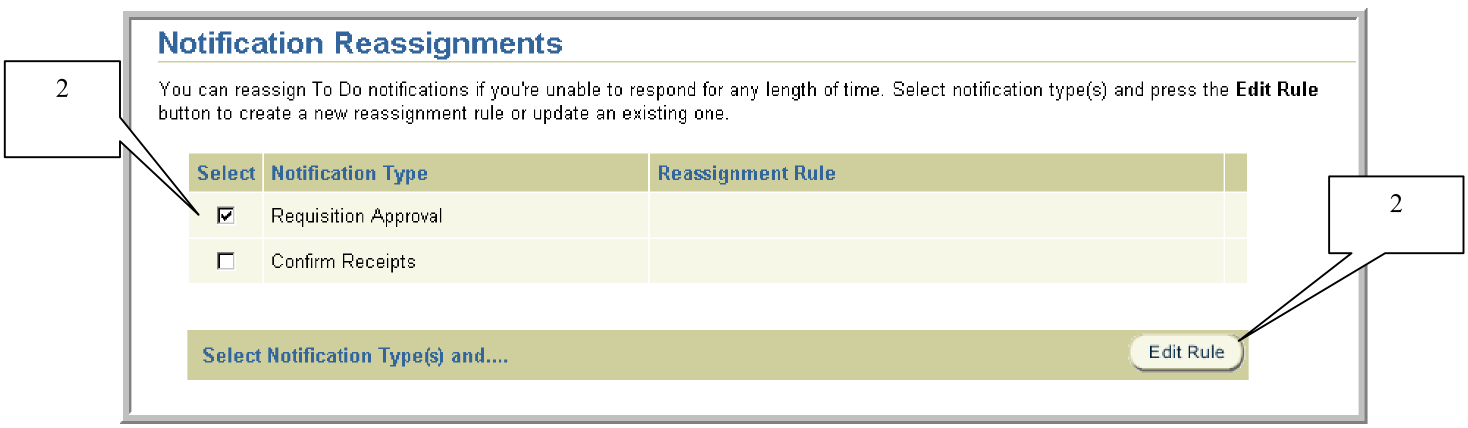
Reassigning Notifications

Scope

This procedure covers how to reassign To Do notifications if you are unable to respond for a length of time.

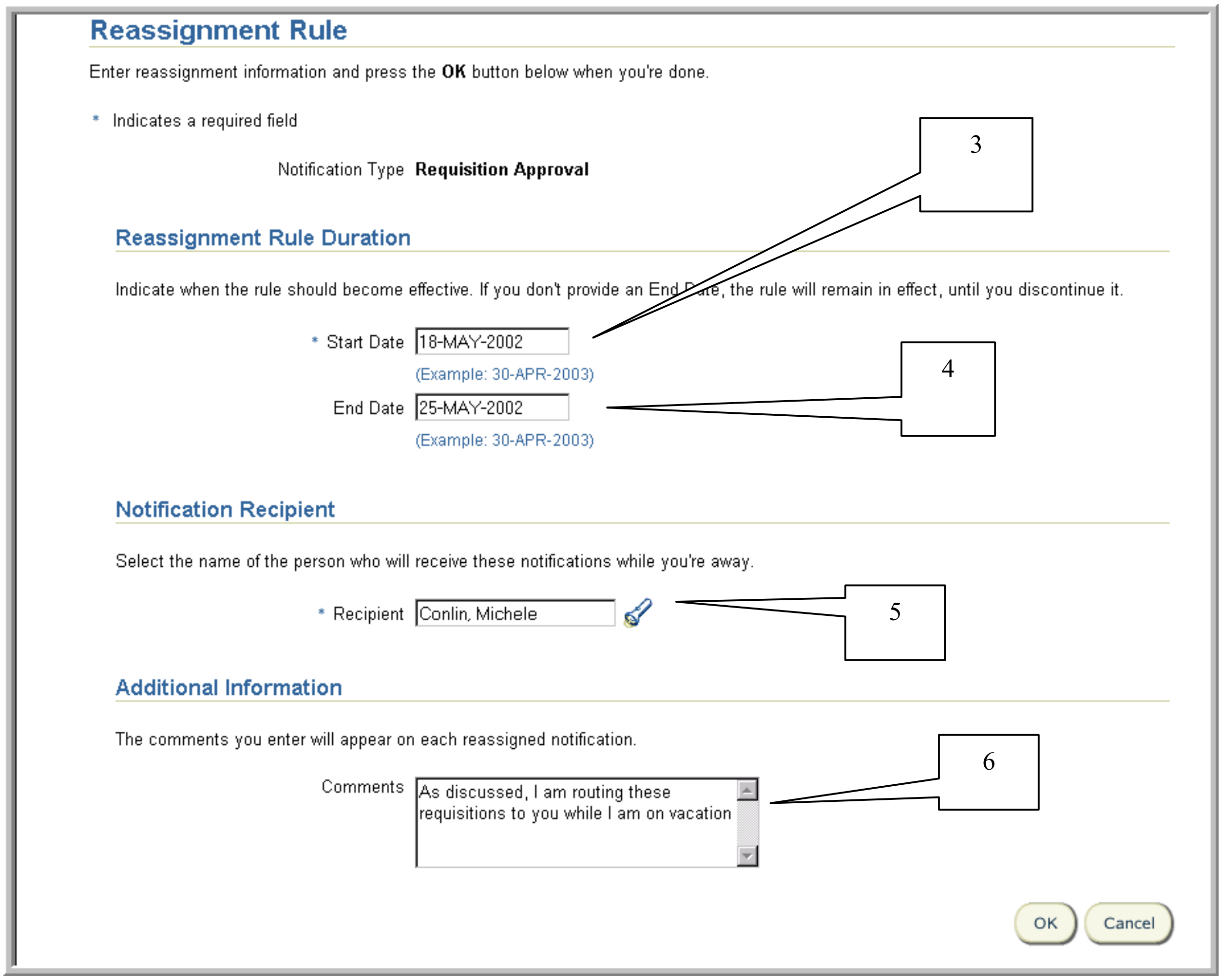
1. Select **Reassign To Do Notification while you're out of the office** link under your To Do List on the Internet Procurement home page.

2. Select the checkbox to the left of **Requisition Approval and/or Confirm Receipts** as the notification type, then select **Edit Rule**.



3. Enter a future **Start Date** the re-assignment rule should become effective in the format DD-MMM-YYYY.

4. Enter the **End Date** the re-assignment ends in the format DD-MMM-YYYY.

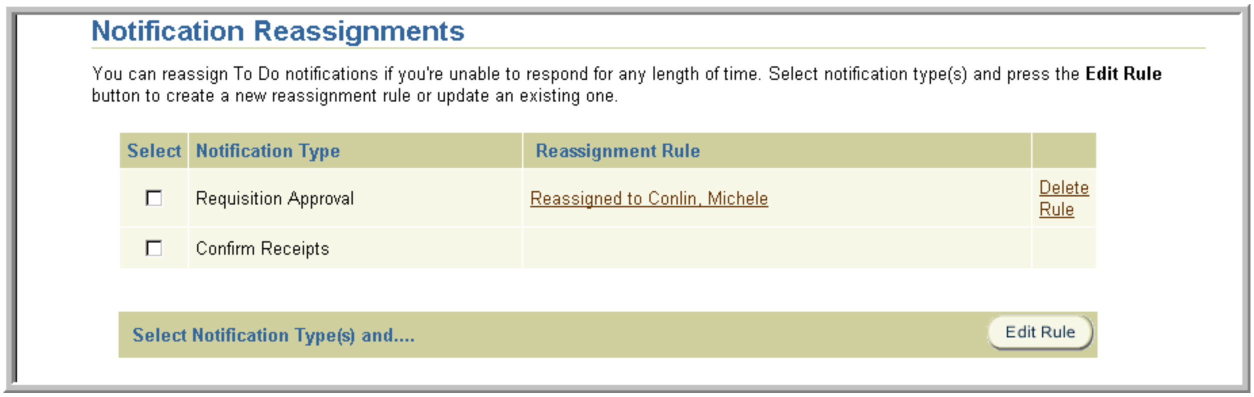


5. Select the name of your backup by entering search criteria using the % wildcard, then select the flashlight icon in **Recipient**. Select **Go**.

   Click on the **Select** button to the left of employee name who will be receiving the notifications.

6. Optionally, enter any remarks you wish to appear on each reassigned notification in the **Comments** field. These comments will be displayed on each notification the recipient you indicated in step 5 receives.

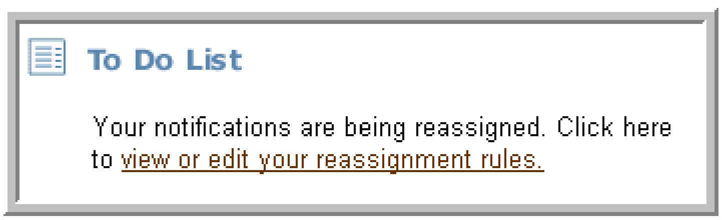
7. Select **OK.**



8. To review the reassignment rule, click on the link **entitled** ***Reassigned to Name of Recipient.***

   To delete the rule, click on the **Delete Rule** link.

9. Once you have entered a reassignment rule, your To Do List will be displayed as follows:



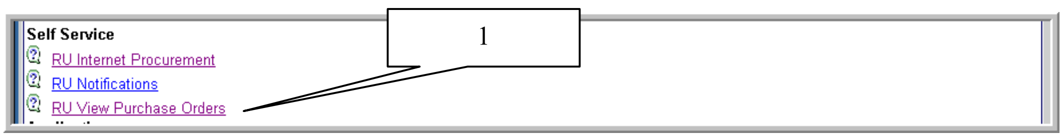
Viewing Purchase Order Information Online

Scope

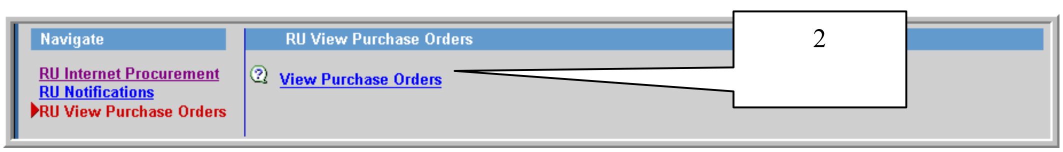
This procedure covers how to view purchase order information online.

A requisition becomes a purchase order once the terms of the transaction have been approved by an authorized Buyer in UP&C or an agent with buying authority. University departments have buying authority limited to Quick Orders.

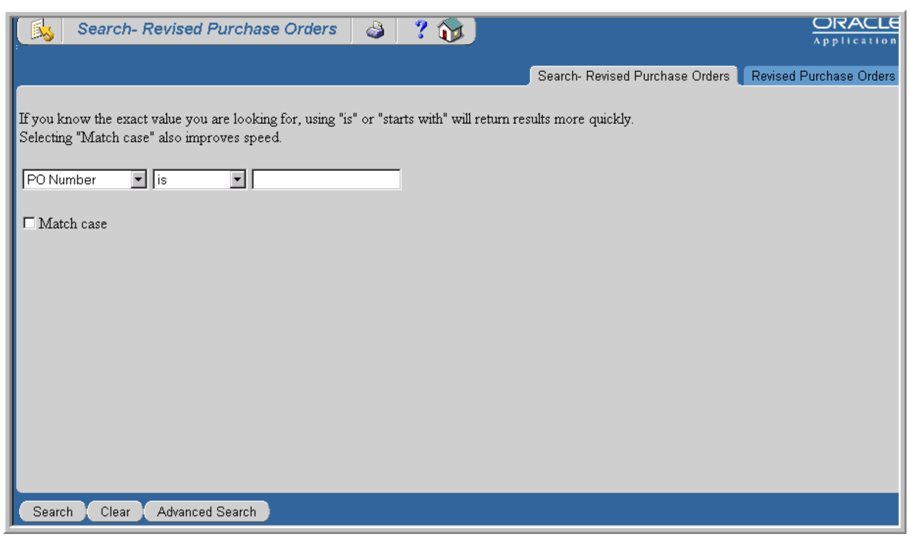
In addition to having purchase order information available online, Requisition Preparers will receive acknowledgement copies of external purchase orders via email in an Adobe Acrobat document format. The acknowledgement copies will be provided for both the regular and blanket purchase orders issued by UP&C each day. The copies will be distributed in an overnight process, and will be available to Preparers the next business day.



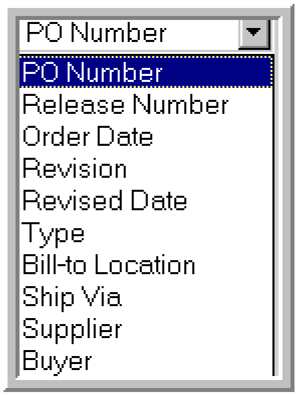
1. Select **RU View Purchase Orders** from the RIAS applications home page.

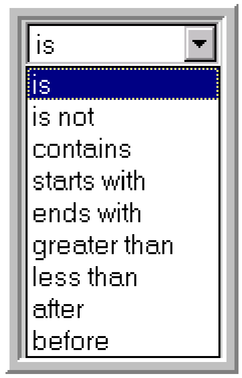


2. Select **View Purchase Orders**



3. Select your search criteria using the drop down arrows. If you know the exact value you are looking for, using "is" or "starts with" will return results more quickly.





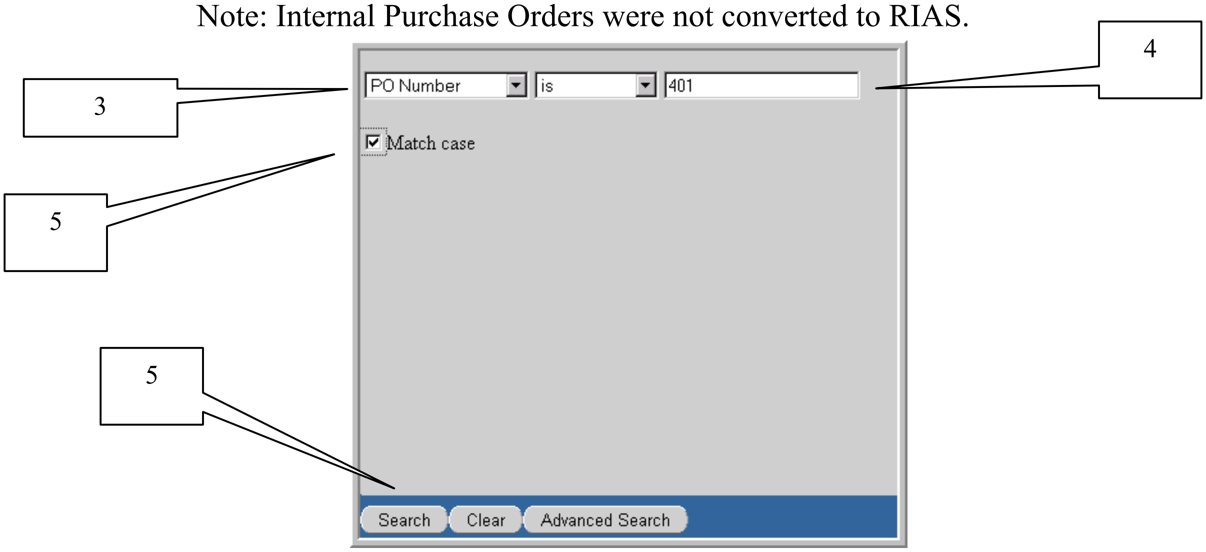
4. Enter the value you wish to search in the blank field. To view purchase orders established in RIAS, select **PO Number**, **is**, then enter the purchase order number as displayed below.

   Note: To view a purchase order that was converted to RIAS, enter the purchase order form identification letter as shown below, then the complete purchase order number. For example to view an external blanket order 500776, select **PO Number**, "**is**", then **B500776.** All converted purchase orders will indicate **UPC Conversion** as the **Ship-to Location**, **the Item Description** as **FY02 Conversion** and the total dollar amount converted. Purchase order line detail will not be displayed.

   Regular Requisitions (R and B)   Quick Orders (Q)

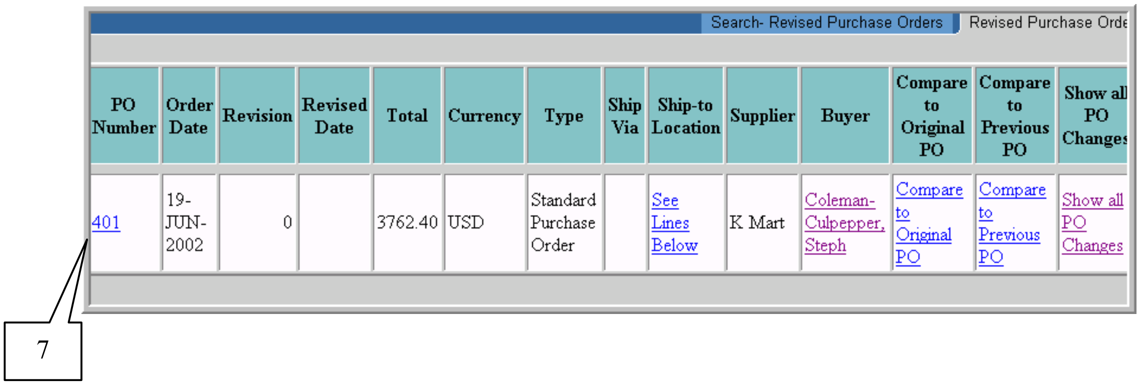
   Plant Fund Requisitions (C)   Request for Consulting/IPSP Form (P)

   Note: Internal Purchase Orders were not converted to RIAS.



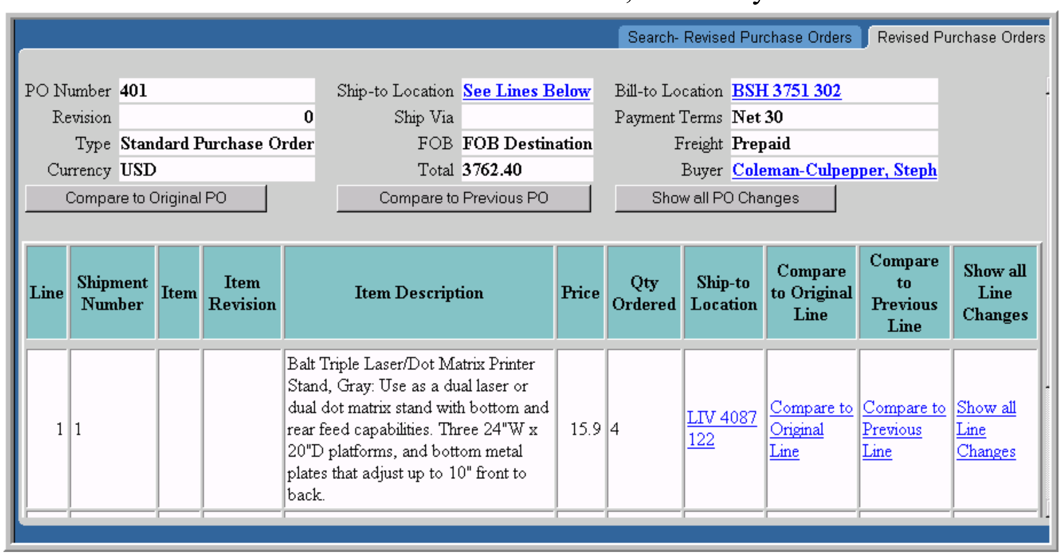
5. Click on checkbox to the left of **Match case**, then click the **Search** button to invoke the query.

6. The following information, such as the order date, revision, total amount, supplier and buyer's name is displayed.



7. Select the link displayed under **PO Number**. Additional information can also be found if you select any of the links under **Ship-to Location, Buyer, Compare to Original PO, Compare to Previous PO** or **Show all PO Changes.**

8. To view additional information on each line, select any of the links or buttons displayed.



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Preparing a Change Order to a Purchase Order

Scope

This procedure covers how to prepare a change order to a purchase order.

A purchase order is a contract between Rutgers University and a supplier. When changes are made that affect the contract, certain procedures must be followed depending on the type of change required. A change order is a mechanism that should be used for changes that affect the supplier. Shipping and Delivery Costs are considered part of the contract and do not generally require a change order, even when they exceed the original purchase order amount.

For changes in unit price of an item, decrease the quantity, delete an item or cancel a purchase order:

1. Complete the Change Order Request (COR) form that is available on the web at http://rias.rutgers.edu/formsrequirements.html. The form is available in both Adobe Acrobat and MSWord "fill-in" formats.

2. Email the completed COR to the authorized Approver(s) of the Organization(s) to which the original purchase order was charged.

3. The Approver indicates his or her approval of the change in the body of the email and forwards the email to the appropriate Buyer in UP&C for processing of the change order request.

   Hint: You may obtain the name of the responsible buyer by using **RU View Purchase Orders.** See Viewing Purchase Orders On-line procedure for further details.

For increase in quantity or amount changes:

4. Prepare a new requisition indicating in a **Note to Buyer** if you wish have the requisition combined with an existing purchase order and which purchase order number you wish to have it combined with (e.g. blanket supplements or additional items).

Published Date: June 28, 2002

Preparing a Change/Close Commitment Form

Scope

This procedure covers how to prepare a change/close commitment form to close a paper-based internal purchase order to an internal supplier that is not reflected in RIAS. For all other changes, see Preparing a Change Order to a Purchase Order procedure.

The most current listing of Rutgers internal suppliers that are reflected on RIAS is available on the RIAS web site at http://www.rias.rutgers.edu.

1. Obtain a copy of the paper-based Change/Close Commitment Form from Disbursement Control.

2. Complete the form and deliver directly to Disbursement Control for input.

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Entering Receipts

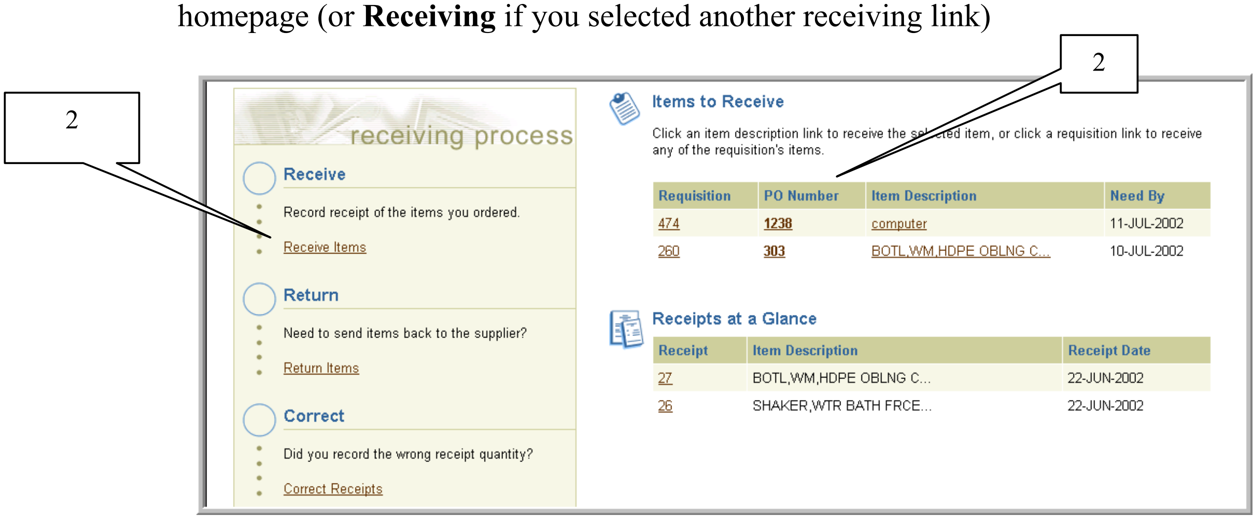
Scope

This procedure covers how to receive items online. In order to ensure that the University is paying for only those goods or services properly ordered and authorized, received and accepted, Disbursement Control is required to match invoice information with underlying purchase order information. University policy requires a receipt for all purchase orders of $1,000 or greater before payment can be made to the supplier. Purchase order lines of $1,000 or greater will appear in the Requester's receiving queue entitled **Items to Receive** until all the items have been received.

Purchase orders of $1,000 or greater for the below purchases will be acknowledged with a paper invoice certification form:

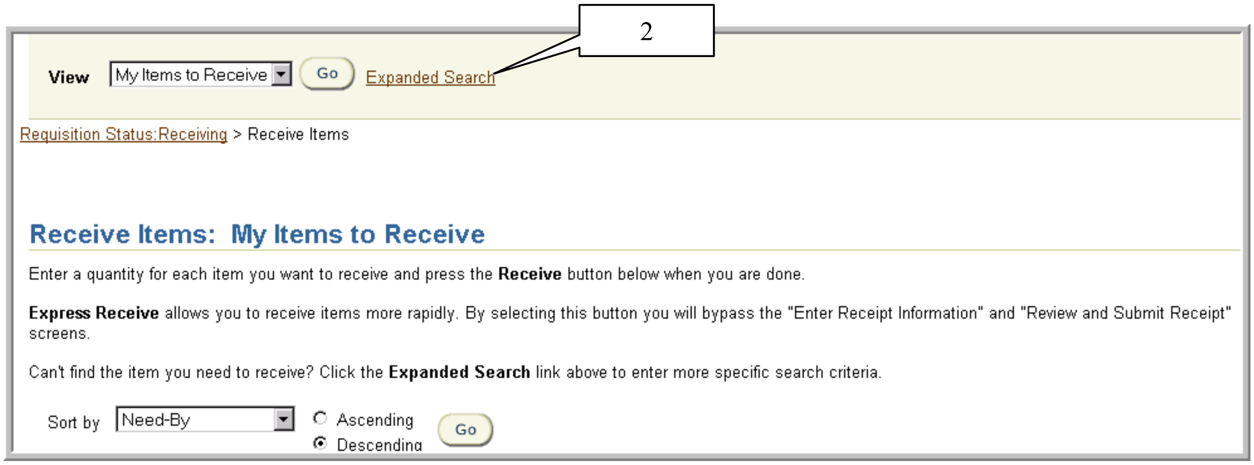
1. New Blanket Orders
2. Subcontracts (Sponsored Programs)
3. Consulting, Professional Services and other Fixed Price Agreements
4. Paper Purchase Orders converted into RIAS

1. After you verified the number of items received with the description and quantities on the purchase order and packing slip, select **Receive Items** from the Internet Procurement homepage (or **Receiving** if you selected another receiving link)

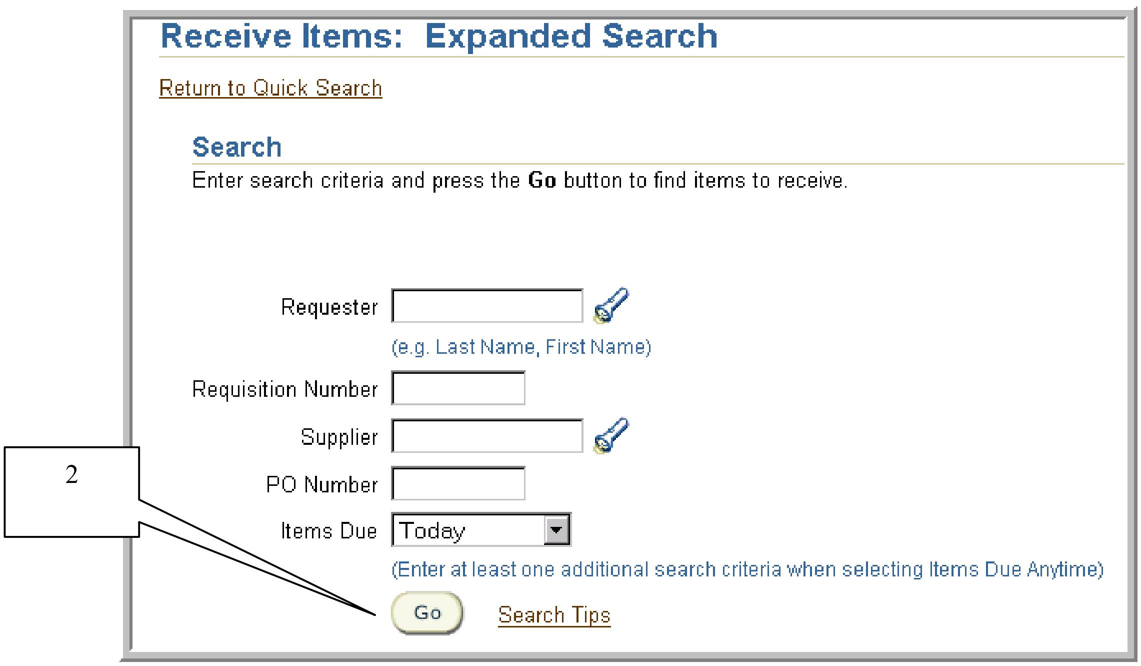


2. Select the link displayed under **Requisition, PO Number** or **Item Description** that you wish to acknowledge receipt under **Items to Receive**.

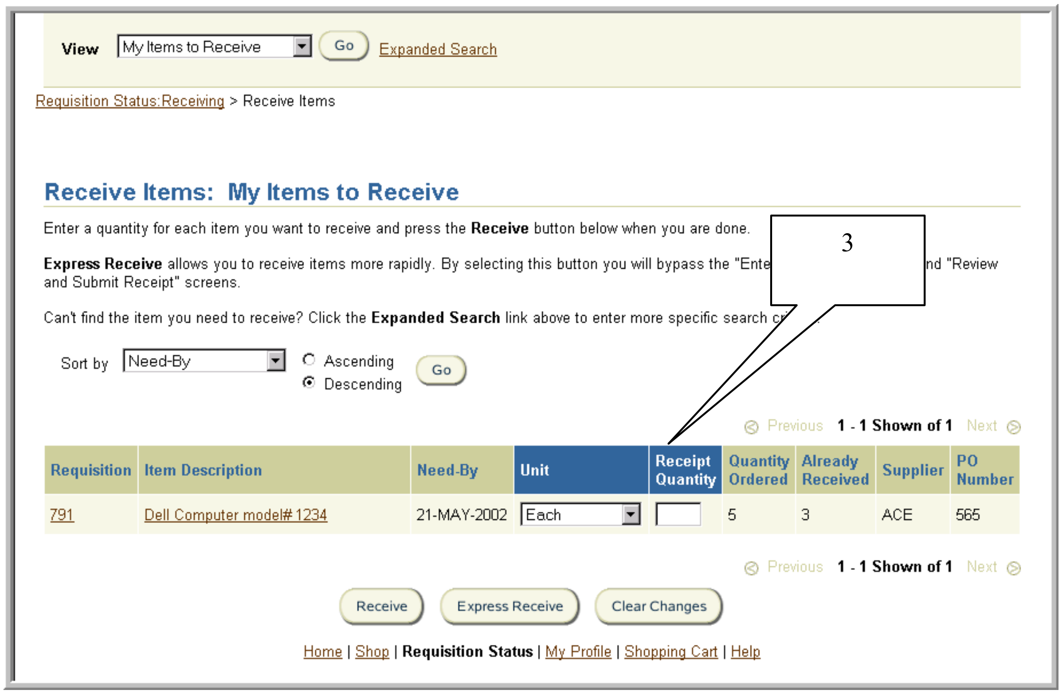
Alternatively, you may select **Receive Items** link, then click on **Expanded Search.**



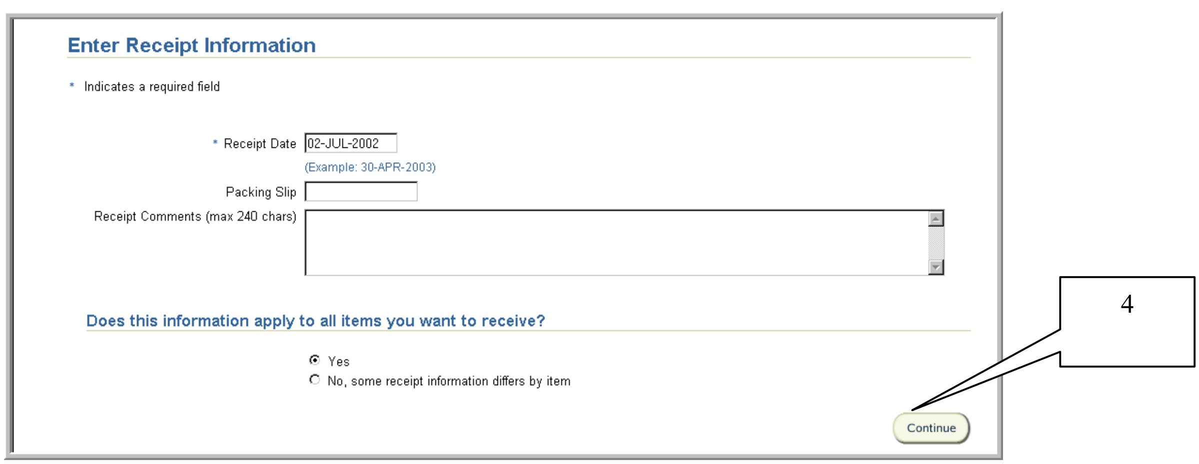
If you selected **Expanded Search**, enter your search criteria, then select **Go**. Remember to use the wildcard (%) with fields denoted with a flashlight icon.



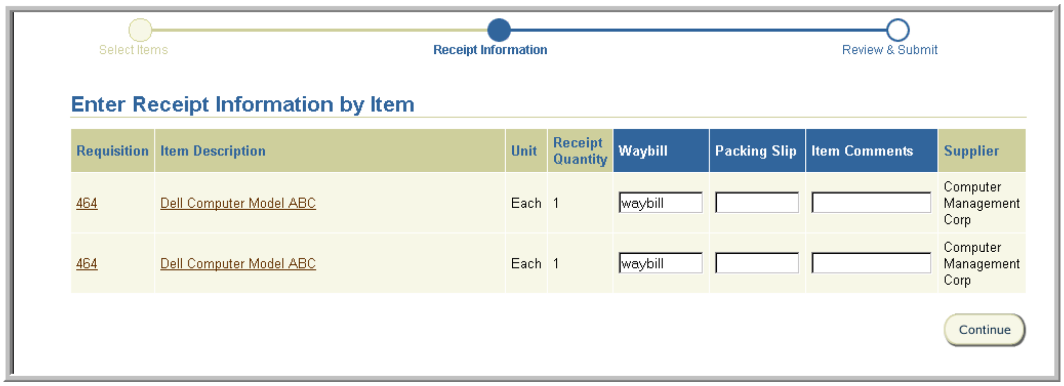
3. Enter the total number of items received in the **Receipt Quantity** field, then select **Receive**.



4. The **Receipt Date** will default to the current date. Enter **Packing Slip** information and/or **Receipt Comments**, then select **Continue.**

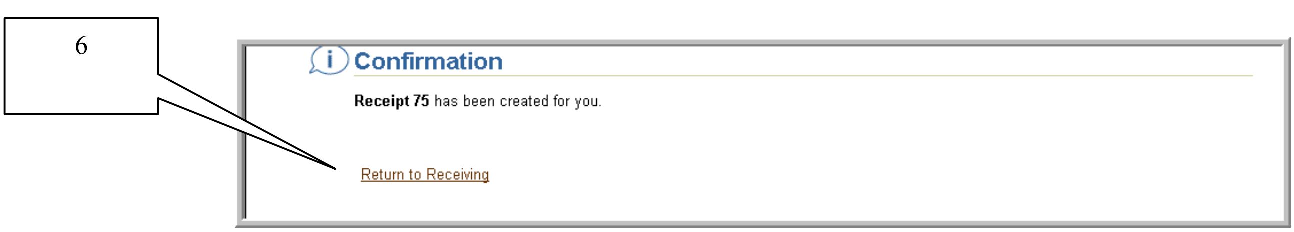


Note: If you selected a purchase order in step 2 that has multiple lines to receive, you will see displayed **Does this information apply to all items you want to receive?** It will default to **Yes**. To change, select the radial button to the left of **No, some receipt information differs by item**. If **No** is selected, the below screen will be displayed. Enter the **Packing Slip** and **Item Comments** for each line, then select **Continue.**



5. Review the receipt details, then select **Submit.** To correct, use the browser's back button to make your change and select **Continue** until you reach the Review and Submit Receipt screen.

6. Upon submission, a system generated receipt number will be assigned. To continue, select **Return to Receiving**.



7. The receipt number is displayed under **Receipts at a Glance. Receipts at a Glance** lists your most current receipts. By selecting on the receipt number link shows additional information such as when the item was received and who processed the receipt.

Receipts at a Glance

Receipt	Item Description	Receipt Date
32	computer	06-JUL-2002
27	BOTL,WM,HDPE OBLNG C...	22-JUN-2002
26	SHAKER,WTR BATH FRCE...	22-JUN-2002

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Entering Returns

Scope

This procedure covers how to indicate a return of an item online.

If items previously received on-line are returned, then the Requester must indicate the return of those items without delay in Internet Procurement.

1. After you verified the number of items returned, select **Receive Items** from the Internet Procurement homepage (or **Receiving** if you selected another receiving link)

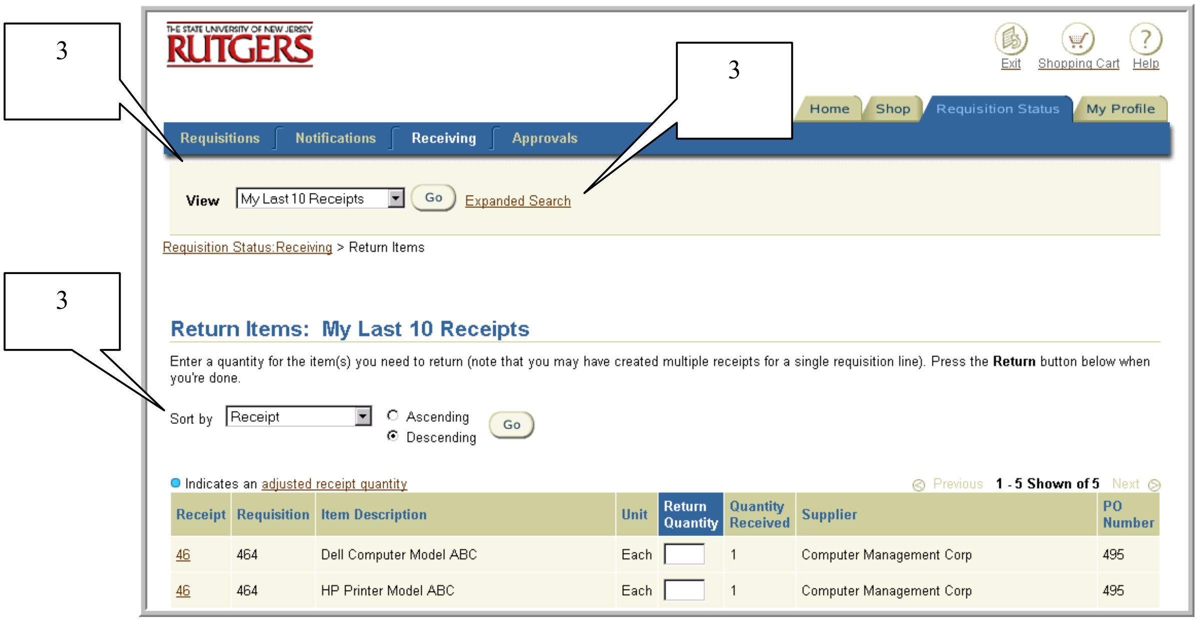
2

2. Select **Return Items** link.

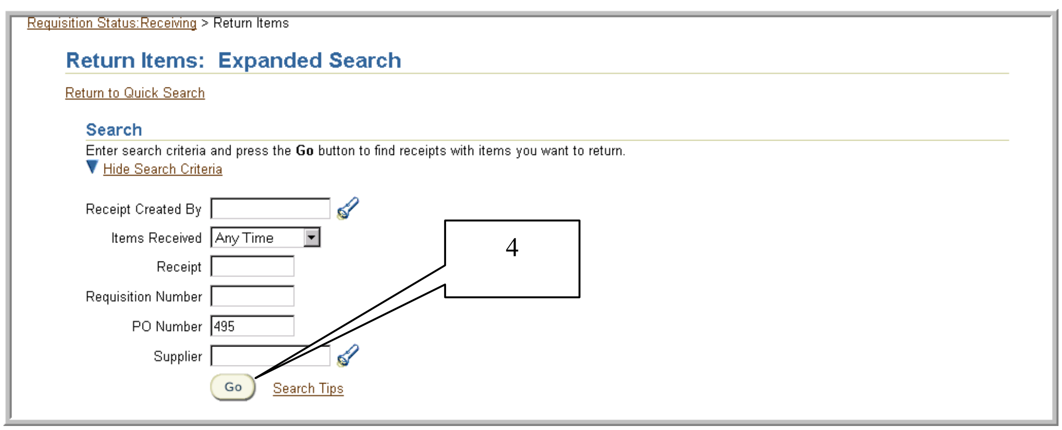
3. Select your search criteria using the drop down box next to **View** and select **Go**, or choose **Expanded Search** link.

   If you wish to sort your search results, select your criteria using the drop down next to **Sort by**, select the **Ascending** or **Descending** radial button, then **Go**.

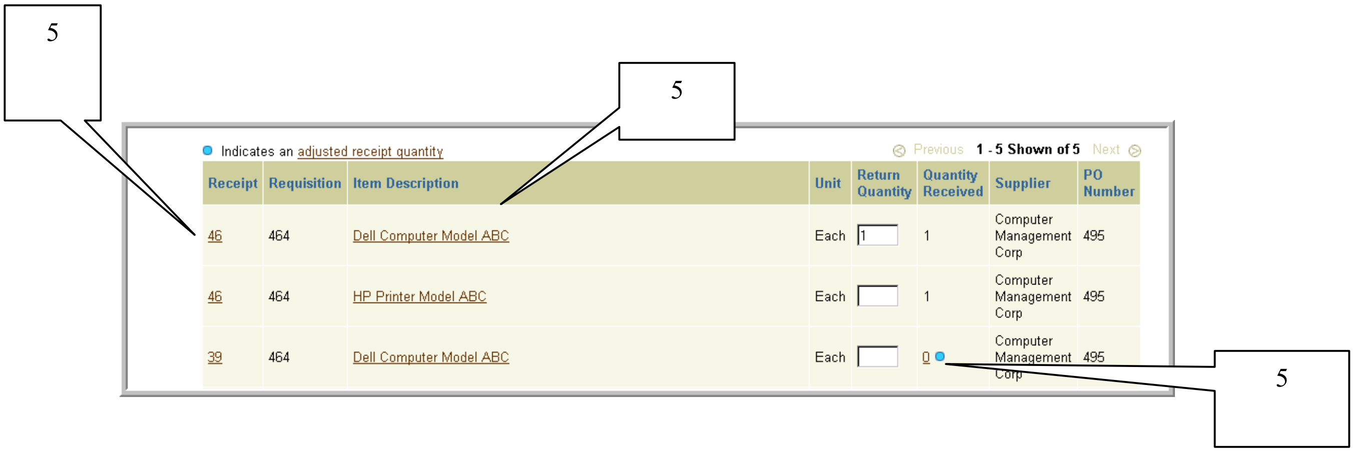
Published Date: June 28, 2002



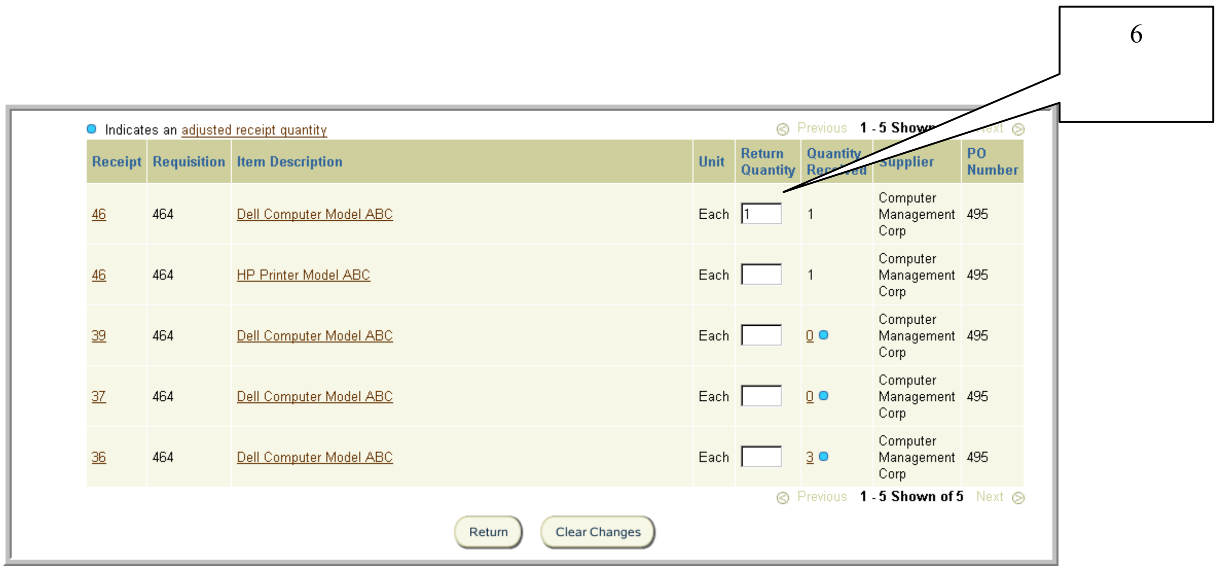
4. If you selected **Expanded Search**, enter your search criteria, then select **Go**. Remember to select from the list of values for fields denoted with a flashlight icon. Scroll down page to view your search results.



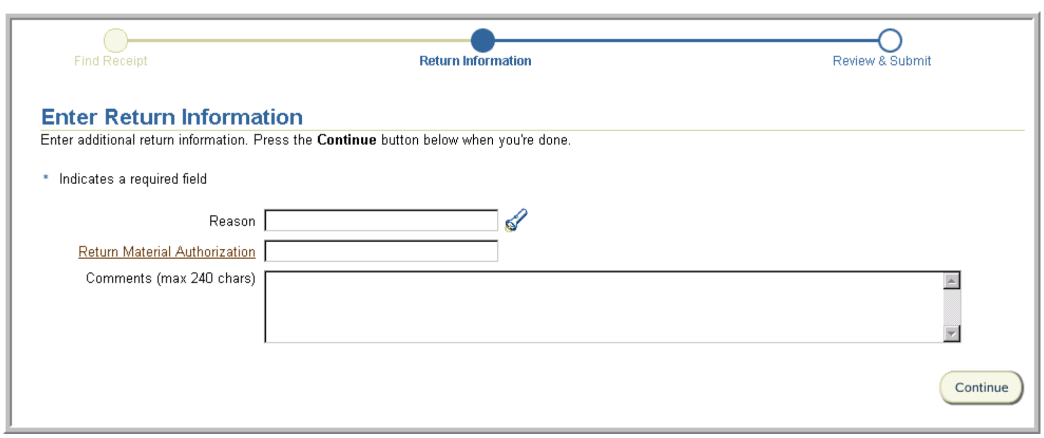
5. To view receipt details, select the link displayed under **Receipt.** To view the requisition details, select the link displayed under **Item Description**. A blue dot in **Quantity Received** if displayed indicates an adjusted receipt quantity. To view details, select the link displayed under **Quantity Received**.



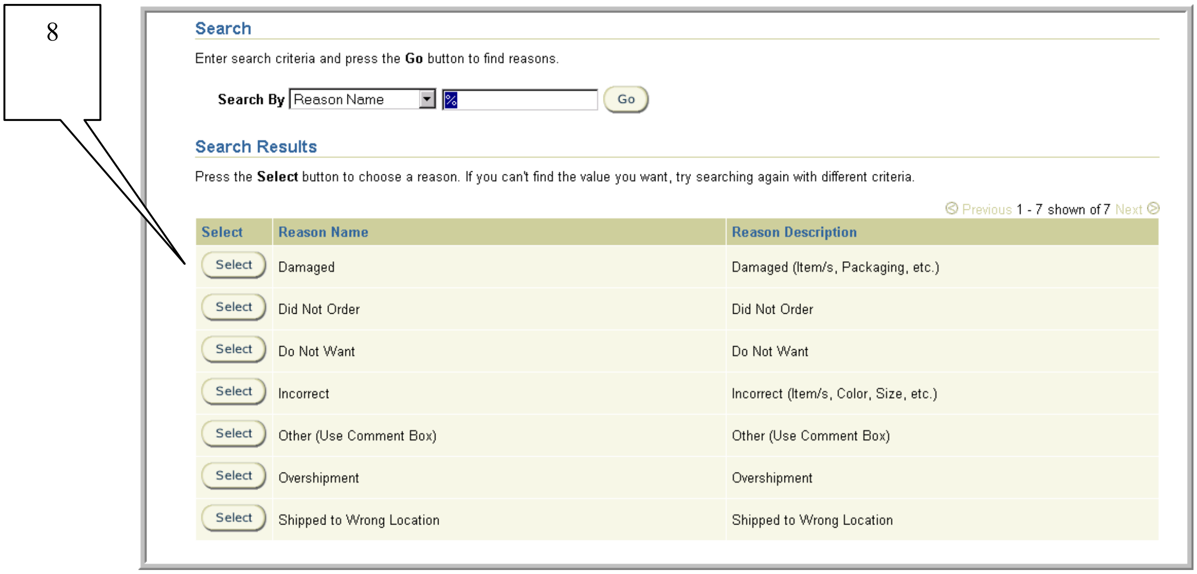
6. Enter the total number of items returned in **Return Quantity**, then select **Return**. This will take you to the Enter Return Information screen. If you wish to clear the quantities entered, select **Clear Changes**.



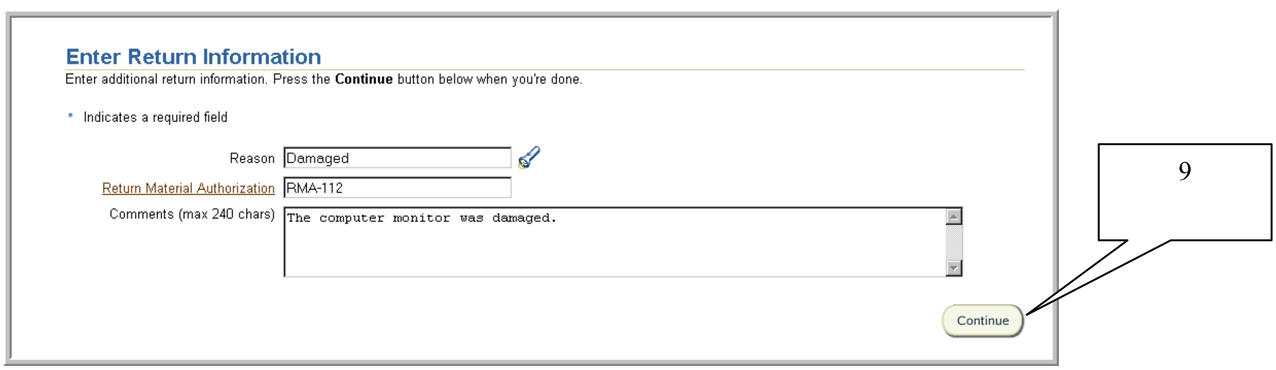
7. Enter **%** in **Reason**, then select the flashlight icon. Select **Go.**



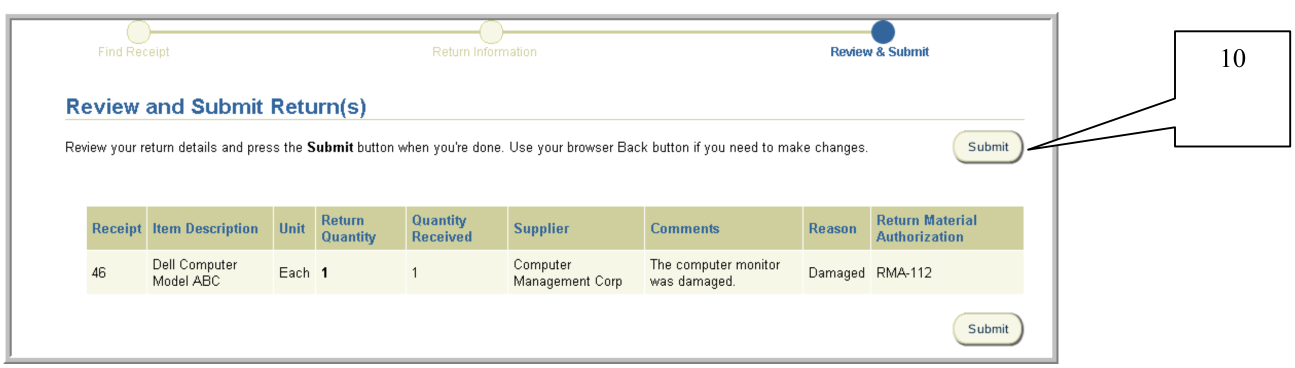
8. Click **Select** to the left of the best explanation as to why the items are being returned.



9. Enter the **Return Material Authorization** number that was provided to you by the supplier, then enter any **Comments** that you wish to indicate on the return. Select **Continue.**



10 Review the return details, then select **Submit.** To make a correction, use the browser's back button, then select **Continue** until you reach the Review and Submit Return(s) screen.



Published Date: June 28, 2002

11. Upon submission, you will receive a confirmation of the return. To continue, select **Return to Receiving**.

12. Contact Disbursement Control to notify them that you entered a return to ensure payment is not released for the returned items.

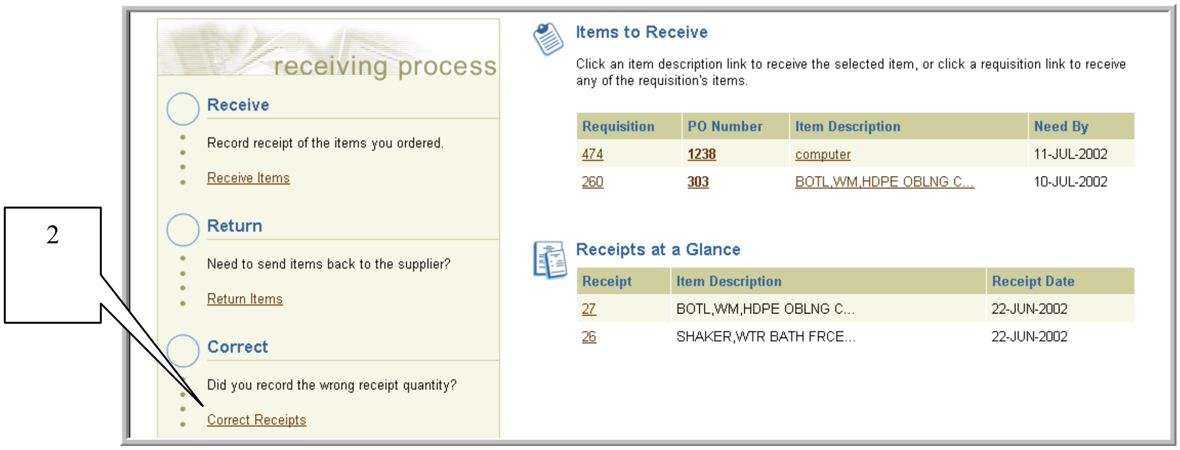
Published Date: June 28, 2002

Entering Receipt Corrections

Scope

This procedure covers how to indicate a receipt correction of an item if you recorded the wrong quantity.

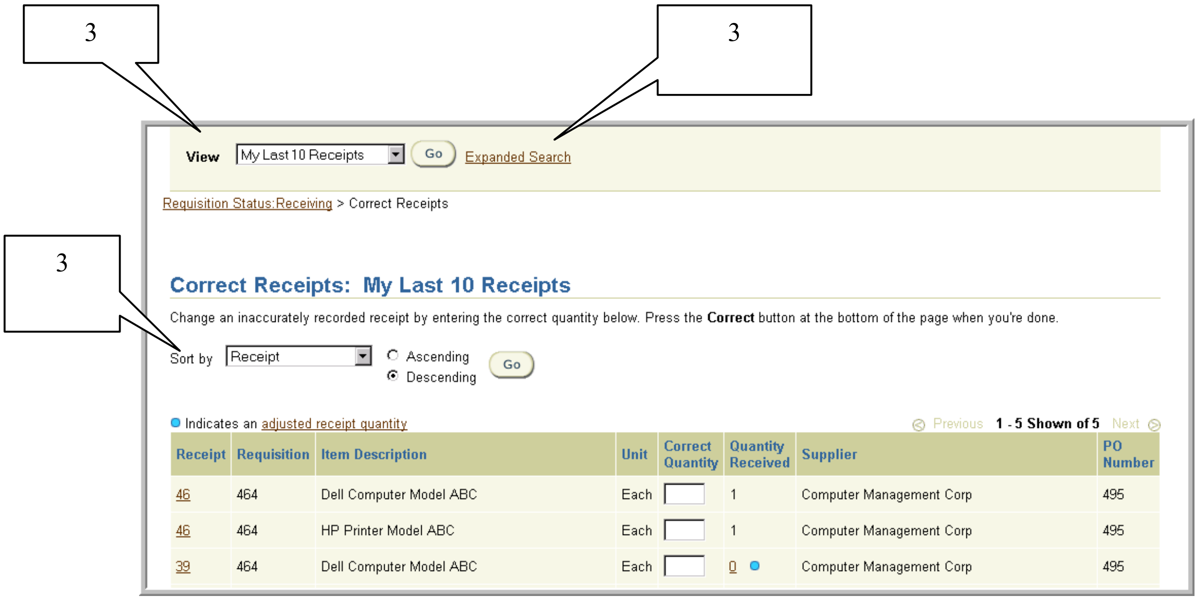
1. Select **Receive Items** from the Internet Procurement homepage (or **Receiving** if you selected another receiving link)



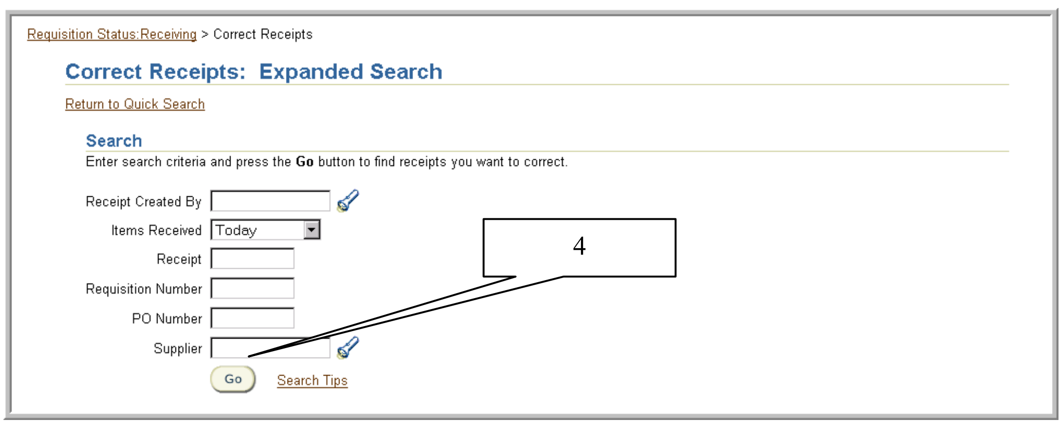
2. Select **Correct Receipts** link.

3. Select your search criteria using the drop down next to **View** and select **Go**, or choose **Expanded Search** link.

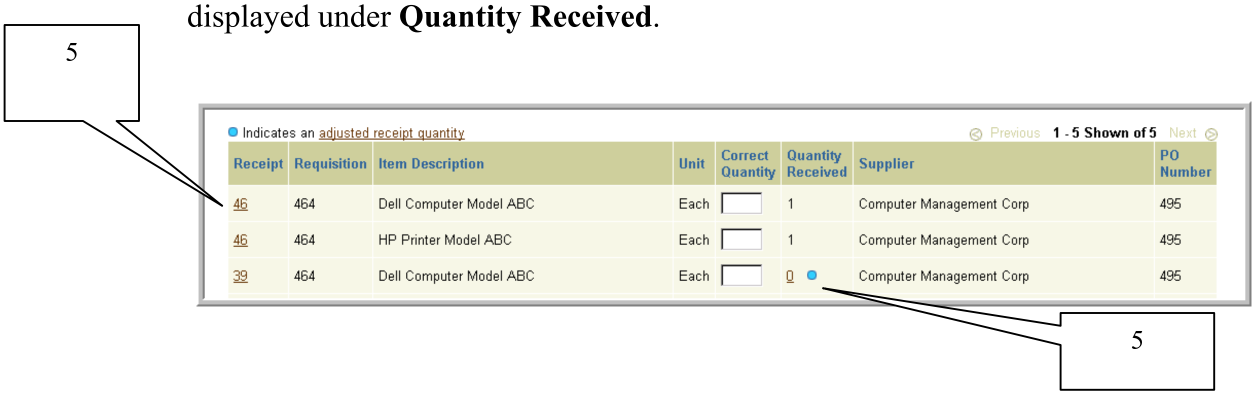
   If you wish to sort your search results, select your criteria using the drop down next to **Sort by**, select the **Ascending** or **Descending** radial button, then **Go**.



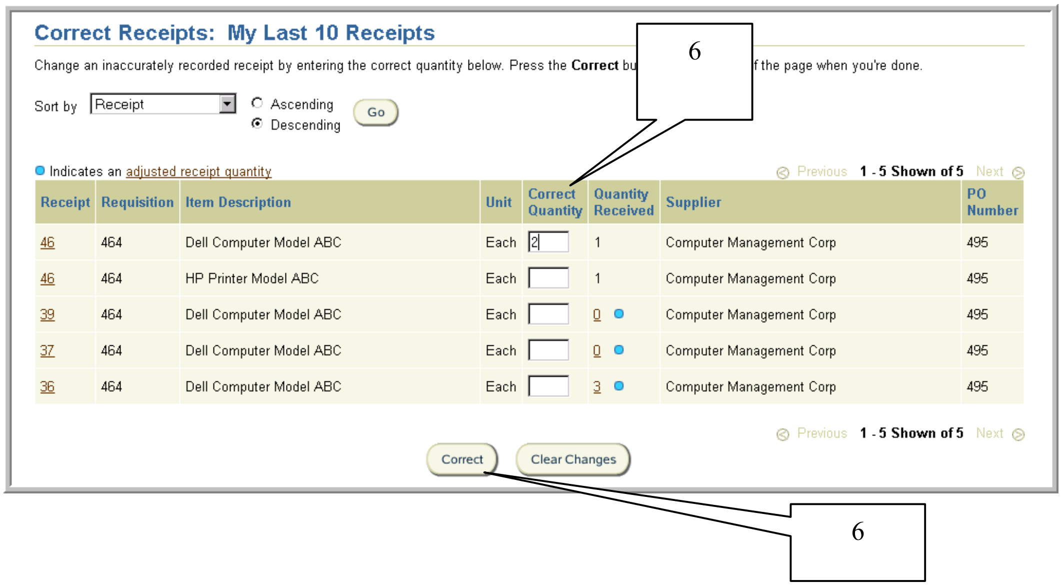
4. If you selected **Expanded Search**, enter your search criteria, then select **Go**. Remember to select from the list of values for fields denoted with a flashlight icon. Scroll down page to view your search results.



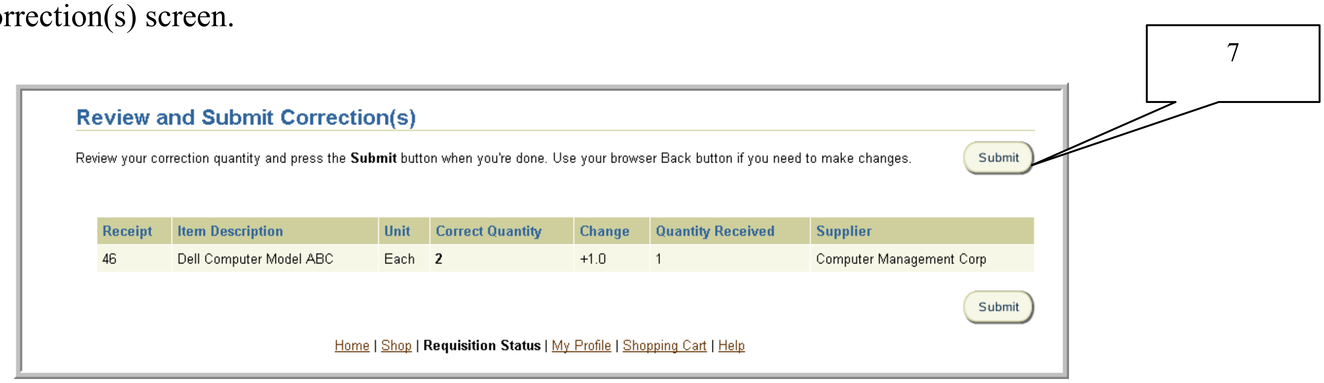
5. To view receipt details, select the link displayed under **Receipt**. A blue dot in **Quantity Received** if displayed indicates an adjusted receipt quantity. To view details, select the link displayed under **Quantity Received**.



6. Enter the corrected quantity in the **Correct Quantity**, then select **Correct**. If you wish to clear the quantities entered, select **Clear Changes**.



7. Review the correction details, then select **Submit.** To make corrections, use your browser's back button, make your corrections, select **Continue** until you reach the Review and Submit Correction(s) screen.



8. Upon submission, you will receive a confirmation of the correction. To continue, select **Return to Receiving**.

9. Contact Disbursement Control to notify them that you entered a correction to ensure payment is not released for the corrected items.

Published Date: June 28, 2002

Viewing Receipts

Scope

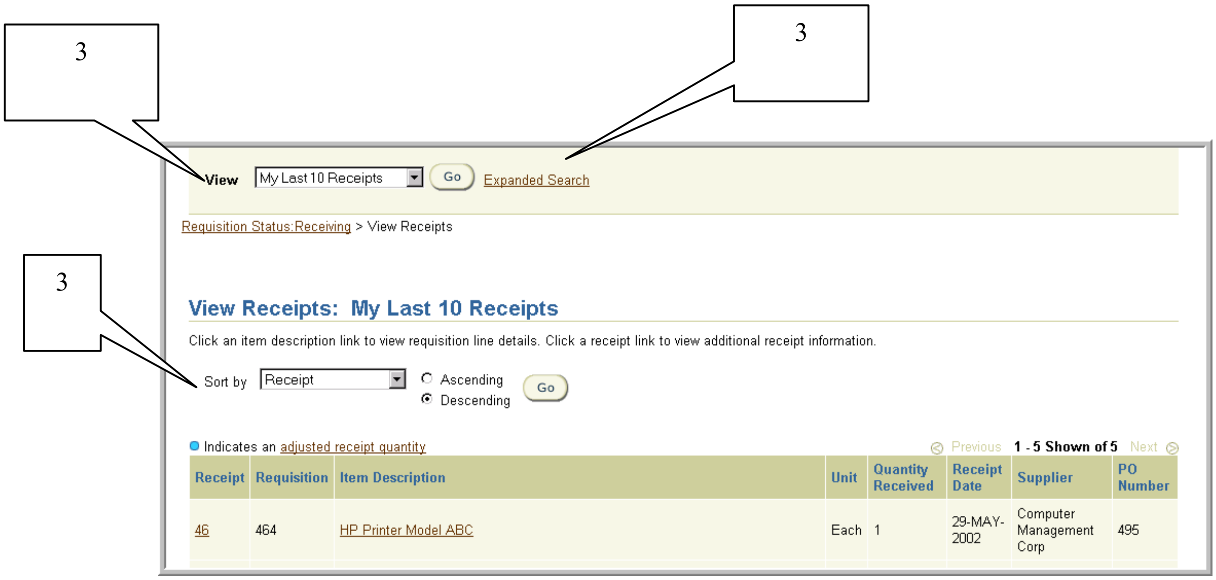
This procedure covers how to view receipts with all associated returns and corrections.

1. Select **Receive Items** from the Internet Procurement homepage (or **Receiving** if you selected another receiving link)

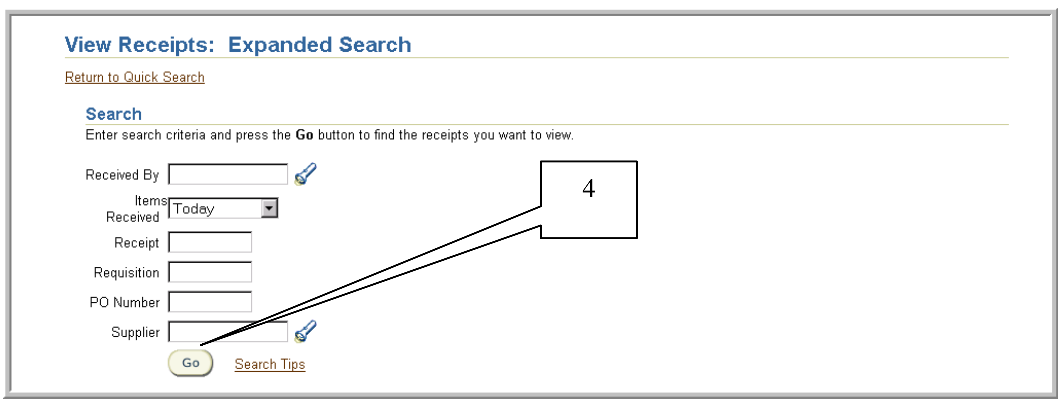
2. Select **View Receipts** link.

3. Select your search criteria using the drop down next to **View** and select **Go**, or choose **Expanded Search** link.

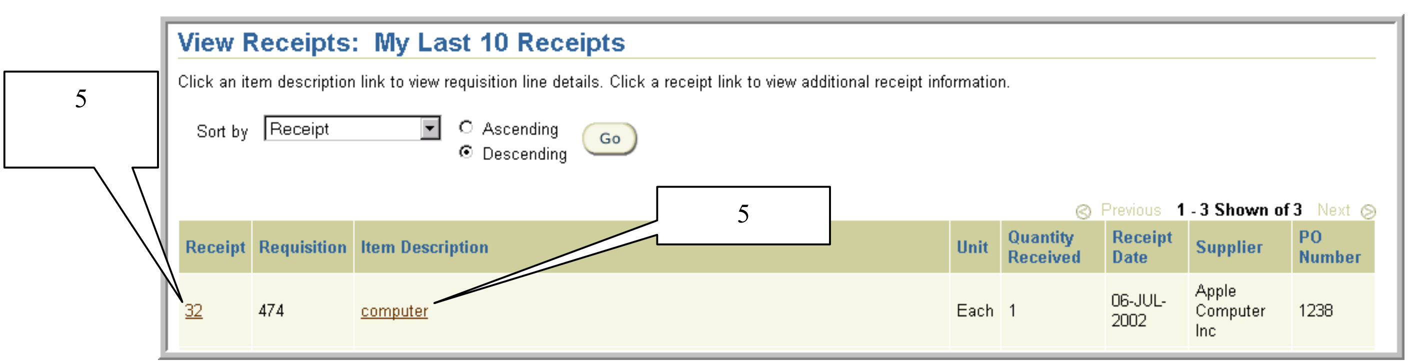
   If you wish to sort your search results, select your criteria using the drop down next to **Sort by**, select the **Ascending** or **Descending** radial button, then **Go**.



4. If you selected **Expanded Search**, enter your search criteria, then select **Go**. Remember to select from the list of values for fields denoted with a flashlight icon. Scroll down page to view your search results.



5. To view receipt details, select the link displayed under **Receipt**. To view the requisition details, select the link displayed under **Item Description**. A blue dot in **Quantity Received** if displayed indicates an adjusted receipt quantity. To view details, select the link displayed under **Quantity Received**.



Preparing Travel and Business Expense Reports

Scope

This procedure covers how to prepare a travel and business expense report (TABER) for an individual's out-of-pocket expenses incurred while traveling on University business or otherwise conducting University business. (See University travel policies in UR&PM, Book 6, Section 6.1.10).

The amount of the reimbursement will depend, of course, on the nature and necessity of the expenditures claimed, as well as the reimbursement guidelines established by the University and the employee's department. As a general rule, however, employees should not personally purchase (and then seek reimbursement for) materials, supplies, services or equipment for the benefit of the University. These items should normally be procured by using University purchase orders.

The TABER can also be used to reimburse non-employees for their out-of-pocket expenses incurred in connection with University business. For non-employees, however, the TABER can only be used in instances where the non-employee is receiving payment exclusively for expense reimbursement. If the non-employee is receiving a fee for services rendered in addition to the expense reimbursement, then both the fee and the expense reimbursement must be combined and paid in accordance with the University's policy governing payments to individuals (UR&PM Book 6, Section 6.1.4).

1. Complete the Travel and Business Expense Report (TABER) form that is available on the RIAS web site at http://rias.rutgers.edu/formsrequirements.html. The form is available in both Adobe Acrobat and MSWord "fill-in" formats. The TABER must contain an explanation of the business reason or purpose for the expenditure.

2. Attach original receipts for all itemized expenses of $25.00 or more.

3. The individual requesting reimbursement must sign the TABER.

   Alternatively, some departments have developed internal forms to report reimbursable expenses. In these instances, the individual must sign the departmental form and attach it to the TABER. If the requester's signature is included on the departmental form, indicate "See Attached Departmental Form" in the employee's signature block of the TABER. When departmental forms are used, the TABER must still contain the name and address of the requester and the complete billing information and amounts to be charged. Other required details of the reimbursement need not be on the TABER if they are on the departmental form.

4. The completed, original TABER and its corresponding receipts are to follow the same approval path as purchase requisitions and check requests except the routing will be a manual process. That is, an individual will need to deliver or mail his or her TABER (along

with receipts to an authorized Approver for the organization to which the reimbursement is being charged.

5. Upon review and approval, the authorized Approver will sign the TABER and deliver or mail the TABER and original receipts to Disbursement Control for payment and retention.

Requesting Travel Advances

Scope

This procedure covers how to prepare a travel advance request for a Rutgers employee.

Travelers may request cash advances for travel when necessary. Generally, advances are to be requested only for meals and incidentals. Advance requests for more than $100 per day of travel must have a justification letter attached to the request. Advance requests are to be received in Disbursement Control no later than two weeks prior to departure. Travel advances will be issued no earlier than two weeks prior to the traveler's departure date.

Travel advances are considered a personal charge to the individual requesting the advance and should be settled by submitting a TABER with appropriate receipts within 10 days of the traveler's return to work. Outstanding travel advances for completed trips must be settled before subsequent advances will be issued. (See University Travel Policies in UR&PM, Book 6, Section 6.1.10 for further details).

The University will no longer accept or process travel advances on check requests; all employee travel advances must be submitted on the Employee Travel Advance Request form (TAF).

1. Complete the Employee Travel Advance Request form that is available on the RIAS web site at http://rias.rutgers.edu/formsrequirements.html. The form is available in both Adobe Acrobat and MSWord "fill-in" formats. The request form must indicate the departmental account to charge the advance with the natural account (subcode) 34900. The form must contain an explanation of the business reason or purpose for the advance.

   Note: The travel advance account 012056-1400 will no longer be used. Once Disbursement Control has processed the travel advance, the advance will now be reflected on your departmental account under the new subcode 34900 in OFIS. Once a Travel and Business Expense Report (TABER) has been completed upon return of the business trip, the advance will be reversed under subcode 34900, and the actual expense reflected under the subcodes referenced on the TABER (e.g. 35000, 35200, 35300).

2. The individual requesting the advance must sign the TAF.

   Alternatively, some departments have developed internal forms to request travel advances. In these instances, the individual must sign the departmental form and attach it to the Employee Travel Advance form. If the requester's signature is included on the departmental form, indicate "See Attached Departmental Form" in the preparer's signature block of the TAF. When department forms are used, the TAF must still contain the name and address of the requester and the complete billing information and amounts to be charged. Other required details of the advance need not be on the TAF if they are on the departmental form.

3. The completed, original TAF is to follow the same approval path as purchase requisitions and check requests except the routing will be a manual process. That is, an individual will need to deliver or mail his or her TAF to an authorized Approver for the organization to which the advance is being charged.

4. Upon review and approval, the authorized Approver will sign the TAF and deliver or mail the TAF to Disbursement Control for payment and retention.

Acronym and Term Definitions

RIAS Term			Definition
ACRONYMS			
AP			Accounts Payable
COA			Chart of Accounts
EUL			End User Layer
FOB			Freight on Board
GL			General Ledger
HRMS			Human Resource Management System
IP			Internet Procurement
IPO			Internal Purchase Order
LOV			List of Values
OFIS			Online Financial Information System
PDF			Portable Document Format
PO			Purchase Order
PUR			Purchasing Application
RIAS			Rutgers Integrated Administrative System
RFI			Request for Information
RFP			Request for Proposal
RFQ			Request for Quotation
UOM			Unit of Measure
UP&C			University Procurement and Contracting
URL			Uniform Resource Location
UR&PM			University Regulations and Procedures Manual
TERMS			
11i			The release of Oracle Software that Rutgers will be implementing
2-Way Matching			The process of verifying that the information contained in the following electronic documents match within accepted tolerance levels: 1. Purchase Order 2. Supplier Invoice
3-Way Matching			The process of verifying that the information contained in the following electronic documents match within accepted tolerance levels: 1. Purchase Order 2. Receipt of Goods or Services 3. Supplier Invoice
4-Way Matching			The process of verifying that the information contained in the

RIAS Term			Definition
			following electronic documents match within accepted tolerance level: 1. Purchase Order 2. Receipt of Goods or Services 3. Supplier Invoice 4. Quality Assurance
%			A wildcard character that represents any number of characters in a search criterion. For example, to reduce a list to only those choices that contain the phrase "supplies", one would type *%supplies%* then select the Flashlight icon or Go button.
Account Segment			One of the Rutgers six (6) sections of the Accounting Flexfield. Each segment is separated from the other segments by a dash. <u>For Phase I – The six segments of the Accounting Flexfield are</u>: Segment 1 – Future Use [2 Digits Value = 00] Segment 2 – Funding Source [6 Digits Value = Legacy Account Number] Segment 3 – Organization [5 Digits Value= New Organizational ID] Segment 4 - Natural Account [5 Digits Value = Legacy Sub/Object Code + 0] Segment 5 – Future Use [6 Digits Value =000000] Segment 6 – Future Use [3 Digits Value = 000]
Accounts Payable			One of the integrated Oracle applications that streamlines the procure-to-pay process and provides complete on-line information on invoices, suppliers and travel payments.
Accounting Flexfield			The code one uses to identify a general ledger account in the Oracle financial applications.
Advance			An amount of money prepaid in anticipation of receipt of goods, services, obligations or expenditures.
Alert			See Notification.
Approver			An individual with the authority to approve an online requisition. Approvers are responsible for ensuring that the following conditions are met: • The requisition is reasonable, appropriate and necessary in order to achieve the expected goals or outcomes of the particular University program, project or task. • The account(s) charged have sufficient funds available to cover the requisition during the budget period or project period.

RIAS Term			Definition
			By default, an approver is a Preparer. The approver must be defined and maintained in the Human Resource module and the Purchasing module.
Approval Group			A set of authorization rules assigned to an individual as an approver. These rules comprise of criteria such as organization and dollar amounts.
Approval Assignment			The assignment of a position authorized to be an approver to an approval group.
Autocreate			A function in Oracle Purchasing that takes completed, approved requisition line(s) and creates a Purchase Order.
Attachment			Additional descriptive information about your requisition forwarded to the approver, buyer, or supplier along with your purchase order. The attachment may take the form of a file (Word, Excel, Visio or Adobe Acrobat), or text.
Base Application			One of the forms-based applications. In Phase I, base applications include General Ledger, Human Resources, Accounts Payable and the Purchasing application.
Billing Method			An indication of whether one is requesting goods billed by quantity, or goods or services billed by amount. One chooses one of these item types on a non-catalog request.
Blanket Purchase Order/Agreement			A type of purchase order that UP&C issues to document a long-term supplier agreement that may include negotiated pricing and terms.
Browser			Software that allows a user to navigate and view graphical content on the Internet. Netscape and Internet Explorer are browsers.
Buyer			An individual who is authorized to create purchase orders with suppliers and negotiates supplier contracts.
Category			A commodity code listing used to group items with similar characteristics, such as equipment.
Catalog request			A request for goods/services where the supplier and pricing are available electronically.
Change Order			A document detailing changes to be made to an approved purchase order. Note: Once a requisition has been released and converted to a purchase order, the Preparer or approver can no longer make changes directly to the requisition.
Check Request			A requisition request to procure selected goods/services. Previously referred to as a Rutgers Billhead or Request for Payment.

RIAS Term			Definition
Chart of Accounts			The account structure used to record transactions and maintain account balances in the General Ledger. For Phase I, the existing Chart of Accounts and the existing account structure will be used.
Commitments			Used synonymously with encumbrances. Commitments comprise of all approved and pending for approval requisitions and purchase orders.
Cross Validation Rules			Rules that are defined in the Oracle General Ledger of valid combinations of segment values that a user can enter. These rules restrict users from entering invalid combinations of account segment values. For Phase I, the cross validations that will be defined: • Funding Sources with the appropriate Organizations • Funding Sources with appropriate Natural Accounts (Sub/Object Codes)
Conversion			The process of bringing data from the existing legacy systems into RIAS for start up purposes.
Deliver-To-Location			An actual physical location where goods or services are to be delivered. By default, this will be the Preparer's location as defined in the Oracle Human Resource module. A Preparer has the option to manually change the deliver-to-location to reflect the location where the goods are to be delivered. The deliver-to-location code will be expanded to reflect an actual street address that is printed on the approved purchase order.
Discoverer			Software developed by Oracle that provides ad-hoc query, reporting and analytical capabilities. It automates the analysis and reporting of data by providing "views" of data within the Oracle database. Rutgers will be using the web-based version that does not require software to be installed on the user desktop.
Direct Routing Method			How the system (workflow) will find the first available position along the requisition approval hierarchy branch that has the appropriate approval authority for that organization.

RIAS Term			Definition
Encumbrance			See Commitments
End User Layer			A component of Discoverer that provides ways to mask the underlying complexity of the database to provide end users with an interface they can easily understand and execute while providing data access security.
Estimated Unit Price			The estimated cost per unit of measure.
Filter			Used when querying data in Internet Procurement, a filter provides a subset of data values based upon your search criteria
Folder			A flexible entry and display window in the base applications that allows one to choose the fields one wants to see and where each fields appears in the window. Typically, data in a folder can be exported to Excel.
Freight Carrier			A commercial company used to transport goods.
Freight Charges			A shipping charge that may be included in the price or added separately on the invoice.
Freight on Board			The point or location where the ownership title of goods is transferred from the seller to the buyer. This indicates that delivery of a shipment will be made on board or into a carrier by the shipper without charge, and is usually followed by a shipping point or destination. For example, FOB destination means title passes when the goods reach their destination point.
Forward			An action one takes to send a document to another employee without attempting to approve it himself/herself.
Functionality			What functions the software is able to perform.
Funding Source			Previously referred to as an Account Number. The source of funding that a transaction is posted to in the General Ledger. In Phase I, the legacy 6 digit account number found on OFIS will continue to be used.
Funds Checking			The process of certifying that sufficient funds are available from the funding source to cover the amount of the transaction.
General Ledger			In Phase I, the General Ledger will be a shell application (only partially implemented) designed to support the I-Procurement, Purchasing and Accounts Payable applications. Data from Oracle General Ledger will be interfaced into the legacy General Ledger (OFIS) on a nightly basis. OFIS will continue to be used for financial reporting purposes.
GL Date			The date used to determine the correct accounting period for transactions.

RIAS Term	Definition
Go Shopping	The first step in preparing a requisition in I-Procurement.
Hold	In Oracle Accounts Payable, a feature that prevents a transaction from occurring or completing until the hold has been released. For example, a hold will be placed on an invoice if the receipt of goods does not match the invoice within the accepted tolerances during the 3-way match process. This hold will prevent a payment of the invoice until the discrepancy is resolved and the hold released.
Human Resource Management System	In Phase I, the Human Resource Management System will be a shell application (only partially implemented) designed to support the I-Procurement, Purchasing and Accounts Payable applications.
I-Procurement or sometimes referred as Internet Procurement	One of the Oracle's self-service applications for ordering goods or services from external and internal sources. I-Procurement uses a web-shopping model that is similar to online shopping sites such as Amazon.com using the common "Shopping Cart" to achieve processing efficiency with easier access to critical information.
Internal Requisition	A request to procure goods or services from an internal Rutgers supplier (another University department).
Interface	The process of feeding data into or out of RIAS from/to existing internal/external systems.
Internal Purchase Order	A purchase order to another University department (an internal supplier) to provide goods or services to another Rutgers department. Internal Purchase Orders do not require the review of a Purchasing Buyer. Examples of internal providers are Facilities, Computer Store, Mail and Document Services, Material Services
Internal Supplier	A Rutgers department.
Item Description	A description of a good or service.
Invoice	A document received by Rutgers from a supplier that lists amounts owed to the supplier for purchased goods or services.
Item	Anything Rutgers buys, sells or handles in business. An item may be tangible such as supplies or intangible such as a service.
Invoice import	A process used to import invoices from external systems into the RIAS Accounts Payable.
List of Values	A feature used while entering data in any of the Oracle applications that increases one's accuracy and productivity. In each of the applications, the system notifies one when a list of acceptable input values is available for a field with a specific icon.

RIAS Term			Definition
			In I-Procurement, a List of Values is depicted as a Flashlight Icon or a Go/Search button. In the base applications a List of Values is depicted as three dots at the end of a data field.
Log On			Used synonymously with Sign On. A NetID username and password that allows one to gain access to RIAS applications. Each sign-on is assigned to one or more responsibilities.
Message Line			A line of a window that displays helpful hints, warning or error messages. In I-Procurement, the message line can be found on the top left of the window. In the base applications a message line can be found on the bottom left of the window.
My Favorites List			A personalized shortcut to frequently requested no-catalog or items in I-Procurement.
Natural Account			Previously referred to as an Object Code/Sub Code. The segment of the accounting flexfield that determines whether the account is an asset, liability, equity, revenue or expense account. In Phase I, the legacy 4 digit object/sub code found on OFIS will continue to be used with an extra “0” at the end.
Notification			An electronic message that is invoked when a specific business condition or rule is met. A notification informs the recipient of 1) a status of a transaction or 2) requests the recipient to take an action such as approval or modification. For example, a notification will be sent to an approver when a requisition requiring approval is received.
Need-by-Date			The date by which one needs an item or service.
Non-Catalog Request			An electronic request to procure goods and/or services that are not available using one of the electronic catalogs – Rutgers or Oracle Exchange.
Note			Additional information or special instructions pertaining to the requisition that one enters to bring to the attention of the approver or buyer.
One-time Delivery location			The manual entry of a non-Rutgers deliver-to-location where goods or services are being delivered to.

RIAS Term			Definition
			An actual physical location where goods are to be delivered. The deliver location will be printed on the approved purchase order.
Online Financial Information System			The legacy system that provides online access to financial accounting, budget and payroll data to authorized users throughout Rutgers University.
Oracle			The name of the supplier (Oracle Corporation) from whom the RIAS application software has been purchased.
Oracle Exchange			External suppliers who participate in Oracle Exchange but do not reflect Rutgers pre-negotiated prices electronically.
Organization			Rutgers operating unit or department for financial accounting and human resource reporting purposes. Employees are assigned to organizations to which they work.
Payment Terms			Rules used to calculate the due date and discount date for payment of a transaction based upon the invoice date.
Pay Site			A supplier site that is designated to receive payments. One cannot enter an invoice for a supplier site that is not defined as a pay site.
Portable Document Format			A file format developed by Adobe Systems. PDF files are snapshots of formatted document files and may contain formatted text, graphics, color, and images that are viewable, navigable, and printable on multiple platforms.
Pre-Approved			Status given to a requisition or purchase order that has been approved by a University delegate with an authorized dollar approval limit. If the document is forwarded from one approver to another for additional review, its status is considered pre-approved.
Preparer			An individual who is authorized to create an online requisition. By default, the Preparer is named as the requestor on requisitions. A Preparer may create his/her own requisitions or create them on behalf of another individual. A Preparer has the option to manually change the requestor named on a requisition. A Preparer must be defined and maintained in the Human Resource module and the Purchasing module.
Preferred Supplier			External suppliers that the University has established a University-wide agreement with that contains pre-negotiated pricing and terms/conditions.

RIAS Term			Definition
Purchase Order			A contract between Rutgers and a supplier for purchasing goods or services. Each purchase order is given a unique number.
Purchase Order Number			The unique number is assigned to the purchase order that the buyer sends to the supplier to fulfill a requisition. In Oracle, the Purchase Order Number will be a different number than the Requisition Number.
Purchasing Site			A supplier site for which one orders goods or services. A supplier must have at least one purchasing site before one can create a purchase order.
Purchase Requisition			See Requisition
Quantity			The number of items needed. For the billing method, Goods or Services billed as Amount, the quantity would be in $1 US Dollar denominations.
Query			A user's request for information.
Quick Purchase Order			A requisition request with an external supplier that does not exceed $1000 and does not involve purchases in the published restricted categories. Quick orders do not require the review of a Buyer in Purchasing, but they do require that the supplier be on the supplier database.
Quotation			A statement of the price, terms and conditions of sale a supplier offers for items. A quotation usually includes a detailed description (specification) of goods or services the supplier offers.
Receiver			An individual who is responsible for the online receipt of goods and services. To record a receipt, a receiver enters the quantity received. By default, the individual named as the requestor on purchase orders will have those items reflected on the "My Items to Receive" screen on his/her I-Procurement Home Page.
Receipt Quantity			The quantity of items received from a supplier.
Request for Quotation			A document used to solicit supplier quotations for goods or services. Typically, a request for quotation is sent to many suppliers to ensure the University receives the best price and terms.
Requester			An individual who has identified a need for a good or service. By default, the requestor is recognized by the system as the receiver. A requestor must be defined and maintained in the Human Resource module and the Purchasing module.

RIAS Term			Definition
Requisition			A request for goods or services. A requisition can include many lines. Each requisition line includes at least a description of the item, the unit of measure, the quantity needed, the price per item and the account number(s) being charged.
Requisition Approval			The act of approving the purchase of the items on a requisition. A requisition must receive the required approvals before a buyer can create a purchase order from the requisition. A requisition is fully approved only when an employee(s) who has enough authority for the organization and the dollar limit approves it.
Requisition Number			The unique number assigned to the requisition that the requester sends to the approver. The Requisition Number will be different from the Purchase Order Number.
Requisition Approval Hierarchy			A structure of positions that defines the automatic routing of requisitions from a Preparer to an approver.
Responsibility			Assigned to each user, a responsibility is a set of data, menus and forms that defines an individual's level of authority to process transactions within the system. Several users share the same responsibility; a single user can have multiple responsibilities.
Requisitioner			See Preparer
Reviewer			An individual outside the Preparer's requisition approval hierarchy to whom a requisition has been forwarded for review. This individual has no direct approval authority for that requisition. Instead he/she will be recorded in the approval history with his/her review comments only. The reviewer can then return the requisition to the sender, or forward to another individual for appropriate action. A reviewer must be defined and maintained in the Human Resource module and the Purchasing module.
RFQ Only Site			A supplier site from which one receive quotations.
Rutgers Exchange			External suppliers who will provide a product in which the pre-negotiated pricing is available electronically. In Phase I, the following are presently designated as Rutgers Exchange suppliers: 1. Arbee Associates 2. Boise Cascade Office Products 3. CDW Government 4. Fisher Scientific 5. MSC Industrial Supply 6. Sigma-Aldrich 7. Staples 8. VWR Scientific

RIAS Term			Definition
Rutgers Integrated Administrative System			A multi-year, multi-phase initiative to improve Rutgers efficiency and effectiveness by replacing outdated administrative systems and related processes.
Self Service Application			Web Browser program that allows users to respond to notifications and enter data such as purchase requisitions and check requests. I-Procurement is a self-service application.
Shopping Cart			A container for all the items selected in the current session of I-Procurement. A shopping cart can be saved and returned to later.
Sign-On			See Log On
State Preferred Supplier			External suppliers that the State of New Jersey has designated.
Submit			To send electronically a document to another individual (Approver or Reviewer).
Supplier			Internal or External Provider of goods or services in return for payment.
Supplier Site			A specific location of a supplier. A supplier may have one or many supplier sites. Examples of sites are Pay site Only, Purchasing Site Only, Pay and Purchasing Site or RFQ Only site.
Supplier Invoices			Payments owned to internal/external suppliers for goods and services
Supplier Item Number			The number the supplier uses to identify the item or service.
Toolbar			A collection of iconic buttons in the base applications that each perform a specific action when one chooses it. Each button replicates a commonly used menu item. Depending on the context of the current field or window, a button can be enabled or disabled. One can display a hint for an enabled toolbar button by holding your mouse steadily over the button.
Tolerance			The acceptable degrees of variances Rutgers define between quantities and item prices for invoices, receipts and purchase orders. If any of the variances between a matched invoice and purchase order exceed the tolerances Rutgers specifies, the system places the applicable invoice on hold.
Uniform Resource Location			Address of a file accessible on the Internet.
Unit of Measure			Defines the amount or size of the material being purchased. For example, a unit of measure includes “Each “or “Box”.
User Approval Actions	.		Actions that an approver can take in I-Procurement. These actions are:

RIAS Term			Definition
			Approve **Approve and Forward** **Forward** **Reject**
Voucher Number			A number used as a record of a business transaction. A voucher number may be used to review invoice information, in which case it serves as a unique reference to a single invoice.
Vendor			See Supplier
Workflow			An Oracle system function used to automate a business process by routing information to an individual according to the business rules defined by Rutgers. For example, workflow will be used to automatically route a requisition from the Preparer to the approver

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