

To access the procurement screen log on to rias.rutgers.edu:

- From the RIAS home page click on “P2P and Financial” tab
- Click on “RIAS Home Page”
- Click on “RU Internet Procurement.”

Step 1: Go to RIAS Internet Procurement website, “Shop tab”, see below:

The screenshot displays the Oracle iProcurement interface. At the top right, navigation links include 'Shopping Cart', 'Home', 'Logout', 'Preferences', and 'Help'. Below these, a tabbed menu shows 'Shop' (highlighted with a red box), 'Requisitions', and 'Receiving'. The main content area features a search bar with 'RU Internal Suppliers' selected in a dropdown menu and an empty search input field (highlighted with a red box). A 'Go' button is positioned to the right of the search input. Below the search bar, a welcome message reads 'Welcome, Mushenski, Michael Richard! RU Internet Procurement'. The main heading is 'Shop RU Internal, Exchange and Contract Blanket Agreement Suppliers'. A grid of supplier links is visible, including 'RU Internal Suppliers', 'Dell', 'Miller's Rental', 'Sigma-Aldrich', 'Airgas Inc.', 'Dupli', 'MSC Industrial Supply', 'VWR International', 'CDW Government', 'Fisher Scientific Company L.L.C.', 'Office Max, Inc.', and 'Exchange.Oracle.com'. On the right side, there are two informational boxes: 'Shopping Cart' (stating 'Your cart is empty.') and 'Purchasing News' (with a link to 'Check frequently asked questions').

Step 2: Populate RU internal supplier number.

Step 3: Enter “%” to view multiple internal suppliers. To view all internal suppliers, click “View all results from All Local Content.”

The screenshot displays the Oracle iProcurement interface. At the top, there are navigation links for Shopping Cart, Home, Logout, Preferences, and Help. Below this is a blue navigation bar with links for RU Internal and Exchange Suppliers, Categories, Shopping Lists, and Non-Catalog Request. A search bar for 'Search RU Internal Suppliers' contains the character '%', with a 'Go' button next to it. Below the search bar, there is a link for 'Shop: RU Internal and Exchange Suppliers >'. The main content area shows 'Search Results Summary' with a sub-header 'Search Results Summary from All Local Content: 843'. A red box highlights the link 'View all results from All Local Content'. Below this, a product listing for 'Emergency Services Training - NB' is shown. The listing includes details such as Category, Supplier (IPO: Public Safety-ES NB), Supplier Site (PB SFTY TRAIN), Supplier Item, Internal Item Number (843), Price (1 USD), and Unit (Each). A red box highlights the 'Add to Cart' button. To the right of the main content area, there are two sidebars: 'Shopping Cart' (Your cart is empty.) and 'Compare Items' (No items selected.).

Step 4: Locate desired IPO supplier and click “Add to Cart.”

Note: The proceeding steps will vary depending on the type of internal purchase order requested. Please contact the selling/receiving department for assistance when populating the remaining sections.

In addition, if you are the recipient of an internal purchase order, ensure that you acknowledge receipt of the incoming order. This will ensure that the transaction is completed in a timely manner.