Purchase Orders

- Generally, you will utilize purchase orders to purchase products and services for your department.
- A written authorization from a buyer to a supplier to deliver specified goods or services. Each purchase order has a unique number to allow for tracking.
- Types of Purchase Orders include:
  - **Purchase Order** – Generally used to purchase most goods and services over $5,001 (consulting agreements are over $1,000).
  - **Quick Order** – Type of purchase order that can be used for most goods and services purchases of $5,000 or less.
    - Departments **cannot** split a single purchase totaling $5,001 or more into a series of smaller individual purchases for the purpose of circumventing the policy.
    - Quick Orders **cannot** be supplemented.
    - A single line item can over by 25% at the time of payment and Invoice Processing will pay the invoice.
    - For list of items that cannot be purchased on quick order, click the icon.
  - **Blanket Order** – Used when the department can define a specified set of goods or services and the supplier can provide a firm and fixed price for a set period of time.
    - Must include a price list.
    - Departments need to provide list of individuals who are authorized to place orders directly with the suppliers.
    - For a blanket order, Invoice Processing will only pay $100 over its original price.
  - **Internal Purchase Orders** – An internal purchase order is used to procure goods and services from an internal University service unit (e.g., Dining Services, Facilities Maintenance Services, Continuing Studies Conference, and Material Services).
• **Exchange Order** – Type of purchase order that is used within the Rutgers exchange marketplace with a preferred contract supplier. The exchange purchase order is sent directly to the supplier after the appropriate department approvals are received.
  - Examples of exchange vendors:

<table>
<thead>
<tr>
<th>Shop RU Internal, Exchange and Contract Blanket Agreement Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU Internal Suppliers</td>
</tr>
</tbody>
</table>
  | Dell | Duk
  | Miller’s Rental | MSC Industrial Supply | Fisher Scientific Company L L C |
  | Sigma-Aldrich | VWR International | Office Max. Inc |
  | | | Exchange Oracle.com |

• **Check Request** – A check request is generated through RIAS by a University department and is an official request to University accounting to process and issue payment to a supplier. It is used to initiate payment for goods or services that do not require a University purchase order (i.e. Conference registration fees, subscriptions, prepayment and deposit for hotel rooms, postage).
  - Click the icon for more examples of items that should be purchased on a check request (not all inclusive).
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:

**Step 2:** Select “Non-Catalog Request.”

Please Note: This is only an example.
Step 3: Enter in supplier information as needed and click “add to cart” when all information is filled in:

Note: You should use any available unit of measure under the flashlight:

Please Note: This is only an example
Step 4: Select appropriate category for expense charged

- You may use "\%" to display listing of all available category options:

Please Note: This is only an example
**Step 5:** Review the entered information, change quantity if needed below:

![Oracle iProcurement screenshot]

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Special Info</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount (USD)</th>
<th>Supplier</th>
<th>Supplier Site</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RNA Sequencing</td>
<td>Each</td>
<td></td>
<td>10</td>
<td>10 USD</td>
<td>100.00</td>
<td>Life Technologies Corp</td>
<td>GRAND ISLAND-01</td>
<td></td>
</tr>
</tbody>
</table>

Total: 100.00

- CHECK HERE FOR QUICK ORDERS ($5000 limit) AND CHECK REQUESTS ONLY. DO NOT check this box if using an RU Exchange Supplier or if entering an IPO or if supplementing an existing PO.
- TIP Purchase Order number will be assigned after completing checkout.

**Step 6:** Click “Checkout” when done.

Please Note: This is only an example
Step 7: Edit the charge account by selecting the “Charge Account” link below:

Note: Add valid Rutgers business justification above:
Step 8: Edit the charge account by selecting the “Charge Account” link above.
  • Additionally, if you would like to split charges, click the “Split” icon above.

Please Note: This is only an example
Fund source structure breakdown (See slide on fund source explanations)

- 00-XXXXX-YYYYY-ZZZZZ-000000-0
- “X” denotes the funding source
- “Y” denotes the organization code
- “Z” denotes the natural account
- Ensure fund source and department activity 1 (project) are active and appropriate for type of expense

**Step 9:** Populate the “RU Accounting Flexfield” and “Department Activity 1 and 2”, see detail above:
Step 10: Check with your supervisor to determine the appropriate approver. Add a note to approver and buyer as appropriate. Note that your FINAL approver will be your business office accountant:

Step 11: Add supporting documentation above.

Please Note: This is only an example
Step 12: Review requisition detail below and click “Submit.”

Please Note: This is only an example