


### 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).

Items Not  
Allowed on a Quick

- **Exchange Order** –Type of purchase order that is used within the Rutgers exchange market place 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:

**Shop RU Internal, Exchange and Contract Blanket Agreement Suppliers**

[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](#)

[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).



When to use  
Check Request

**To access the procurement screen log on to [rias.rutgers.edu](http://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 left is the 'ORACLE iProcurement' logo. On the right side of the top navigation bar, there are links for 'Shopping Cart', 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a secondary navigation bar contains 'Shop', 'Requisitions', and 'Receiving' tabs, with 'Shop' highlighted in a red box. A third navigation bar below that contains 'RU Internal and Exchange Suppliers', 'Categories', 'Shopping Lists', and 'Non-Catalog Request', with 'Non-Catalog Request' highlighted in a red box. Below the navigation bars is a search area with a dropdown menu set to 'RU Internal Suppliers' and a 'Go' button. The main content area features a welcome message: 'Welcome, Mushenski, Michael Richard! RU Internet Procurement'. Below this is a section titled 'Shop RU Internal, Exchange and Contract Blanket Agreement Suppliers' with a grid of supplier links including '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 yellow boxes: 'Shopping Cart' with the message 'Your cart is empty.' and 'Purchasing News' with a link to 'Check frequently asked questions'.

**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:

The screenshot displays the ORACLE iProcurement interface for a 'Non-Catalog Request'. The form is divided into two main sections. The left section contains supplier information fields: 'Supplier Name', 'Site', 'Contact Name', and 'Phone'. The right section contains item details: 'Item Type' (Goods billed by quantity), 'Item Description', 'Category', 'Quantity', 'Unit of Measure', and 'Unit Price'. A flashlight icon is positioned over the 'Unit of Measure' field. Buttons for 'Clear All', 'Add to Cart', and 'Add to Favorites' are located at the top and bottom of the form. A 'Shopping Cart' box on the right indicates 'Your cart is empty.'

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

**Step 4:** Select appropriate category for expense charged

- You may use “%” to display listing of all available category options:

**Search and Select: Category** Cancel Select

**Search**  
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name ▾

**Results**

Previous 1-10 Next 10

Select	Quick Select	Name ▲	Description
<input type="radio"/>		ARRA	Use for American Recovery and Reinvestment Act (ARRA) purchases only
<input type="radio"/>		Animals	Animals (Note: Add Lab Animal Services as a Requisition Reviewer)
<input type="radio"/>		Athletic/Rec Supp, Equip & Srvc	Athletic/Rec Supp, Equip & Srvc
<input type="radio"/>		Audio Visual Supp, Equip & Srvc	Audio Visual Supp, Equip & Srvc
<input type="radio"/>		Books/Publications	Books/Publications
<input type="radio"/>		Capital Construction	Capital Construction
<input type="radio"/>		Catering	Catering
<input type="radio"/>		Check Request:Non Resident Alien	Check Request: Non Resident Alien (Supporting Documents may be required) Do not use for compensation payment to employees for services rendered.
<input type="radio"/>		Check Request:Not Elsewhere Defined	Check Request: Not Elsewhere Defined. Do not use for compensation payment to employees for services rendered.
<input type="radio"/>		Check Request:Professional Services	Check Request: Professional Services - Do not use for compensation payment to employees for services rendered.

Previous 1-10 Next 10

Cancel Select

Please Note: This is only an example

**Step 5:** Review the entered information, change quantity if needed below:

ORACLE iProcurement [Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Shop](#) [Requisitions](#) [Receiving](#)

### Shopping Cart

[Save](#) [Checkout](#)

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Delete
1	RNA Sequencing		Each	<input type="text" value="10"/>	10 USD	100.00	Life Technologies Corp	GRAND ISLAND-01	
						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.

[Return to Shopping](#) [Save](#) [Checkout](#)

[Shop](#) | [Requisitions](#) | [Receiving](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

**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:

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

+ Indicates required field

Cancel Save Submit Edit Lines Step 1 of 3 Next

+ Requisition Description Add Rutgers business justification here

NOTE: Please remember to change the default requisition description

Special Check Handling?

Delivery

+ Need-By Date 25-Apr-2013 00:00:00  
(example: 20-Mar-2013 19:45:00)

+ Requester Mushenski, Michael Rich

+ Deliver-To Location CCC 6006 109  
Enter one-time address

Billing

Charge Account 00-000000-00000-000000-000

GL Date 04-Apr-2013

Cancel Save Submit Edit Lines Step 1 of 3 Next

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences

Copyright (c) 2006, Oracle. All rights reserved.

**Note:** Add valid Rutgers business justification above:

Please Note: This is only an example

ORACLE<sup>®</sup> iProcurement [Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#)

[Shop](#) [Requisitions](#) [Receiving](#)

Requisition Information Approvers Review & Submit

**Requisition Information: Edit Lines**  
\* Indicates required field [Return](#)

[Delivery](#) [Accounts](#) [Attachments](#)

Select Lines: [Update](#) [Copy](#) [Delete](#)

Select All | Select None

Select Line	Item Description	Charge Account	GL Date	Split
<input type="checkbox"/> 1	RNA Sequencing	00-000000-00000-00000-000000-000	04-Apr-2013	

TIP Click on a Split icon to allocate costs to multiple accounts.

[Delivery](#) [Accounts](#) [Attachments](#)

[Return](#)

**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.



### Fund source structure breakdown (See slide on fund source explanations)

- 00-XXXXXX-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

ORACLE iProcurement [Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#)

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

**Requisition Information: Split Cost Allocation** Return

\* Indicates required field

**Selected Line**

Line	Item Description	Unit	Price
1	RNA Sequencing	Each	10 USD

Charge Accounts

Line	RU Accounting Flexfield	GL Date	Percent	Quantity	Amount (USD)	Department Activity 1	Department Activity 2	Delete
1	00-000000-000000-000000-0	04-Apr-2013	100	10	100.00			
			<b>Total</b>	100	100.00			

Charge Accounts

TIP Total allocation must equal 100% of the selected line values.  
 Apply this Cost Allocation information to all applicable requisition lines

**Step 9:** Populate the “RU Accounting Flexfield” and “Department Activity 1 and 2”, see detail above:

Please Note: This is only an example

**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:**

ORACLE iProcurement [Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Shop Requisitions Receiving

Requisition Information **Approvers** Review & Submit

**Checkout: Review Approver List**  
Your requisition will be sent to the following list of approvers. [Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

[Change First Approver](#)

Approver Name	Delete
Green, Janet S	

[Add Approver](#)

Note To Approver

Note To Buyer

If you have selected "Services" as your category and an independent contractor will provide the service, please complete and attach the REQUEST FOR CONSULTING OR INDEPENDENT PERSONAL SERVICES CHECKLIST form (RCIPS) located on the RIAS Forms Repository.

**Attachments**

[Add Attachments](#)

File Name	Type	Description	Update	Delete
No results found.				

[Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

[Shop](#) | [Requisitions](#) | [Receiving](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

**Step 11:** Add supporting documentation above.

Please Note: This is only an example

**Step 12:** Review requisition detail below and click "Submit."

**ORACLE iProcurement** [Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Shop](#) [Requisitions](#) [Receiving](#)

○ Requisition Information   
 ○ Approvers   
 ● Review & Submit

---

**Checkout: Review and Submit Requisition**

 
   
   
 Step 3 of 3  

**Requisition 1867135: Total 100.00 USD**

Created By: Mushenski, Michael Richard Creation Date: 04-Apr-2013 14:08:45 Description: RNA Sequencing Note To Approver:	Approval Total: 100.00 Quick Order / Check Request PO #
---	--

**Requisition Attachments**

File Name	Type	Description	Update	Delete
No results found.				

**Lines**

Details	Line	Item Description	Cost Center	Unit	Quantity	Price(USD)	Amount (USD)	Category	Supplier
<a href="#">▶ Show</a>	1	RNA Sequencing	00000	Each	10	10 USD	100.00	Supplies: Not Elsewhere Defined	Life Technologies Corp
<b>Total</b>							<b>100.00</b>		

 
   
   
 Step 3 of 3  

[Shop](#) | [Requisitions](#) | [Receiving](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

Please Note: This is only an example