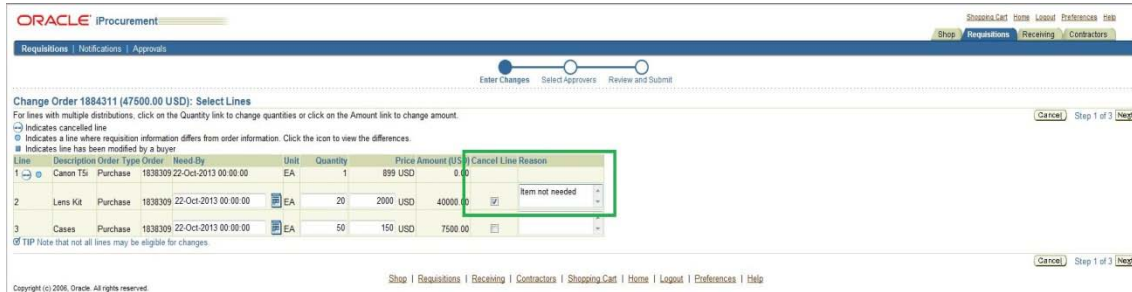


University Procurement Services would like to announce that on Feb 12th, Requester Change Order functionality will be put into RIAS Production Environment. Requester Change Order function will allow preparers to take action of their own original requisitions for the following:

- Cancel a Line: A line should be cancelled when you no longer need the goods or services. If you received a partial quantity – **do not cancel the line. You must reduce the quantity.**
- Reduce Quantity: Reducing quantity should be used when you ordered XX and are only receiving YY and the quantity needs to be reduced.

When submitting a Requester Change Order through RIAS, there is a mandatory “Reason” field that must have one of the following explanations entered for the action you are taking.



If an explanation is not entered, the request will be returned to you asking to provide one:

Cancel a Line:

- Item not needed.
- Item not available.
- Incorrect item ordered.

Reduce Quantity:

- Incorrect quantity ordered.
- Quantity ordered cannot be fulfilled by vendor.
- Returned XX. No replacement.
- XX not needed – only YY needed.

NOTE: Step by Step procedures can be downloaded from <https://procure.rutgers.edu/rias-user-guides>.

Preparers will receive a notification within RIAS that their request has been completed or “rejected”.

Requisition Lines

Indicates new value
Indicates previously cancelled line

Line	Description	Supplier	Cost Center	Order Type	Order	Need By	Unit	Quantity	Price (USD)	Amount Cancel (USD) Line	Overall Status
1	Replacement RAIDZONE openNAS disk drive 160Gb RAIDZONE Drive on EasyGlide Slider	Consensys Corp	10255	Purchase	333692 00 00 00	17-Oct-2003	Each	2	599	1198.00 599.00	Rejected

If you receive a “rejected” notification, preparers department must submit a completed Change Order Request form to the appropriate Approvers, who will need to indicate approval and then forward to Procurement Department via email (procure@rci.rutgers.edu) or fax (732-932-4390).

As of February 12, 2014, Change Order Request forms for requisitions will only be accepted for the orders whose preparers are no longer in the department or at the University.

Training will be offered: Thurs 2/6/14 from 9-9:30 and from 10-10:30, Mon 2/10/14 from 10-10:30 and from 1-1:30, Tues 2/11/14 from 10-10:30 and 2-2:30. Please register online at <https://uhrapps.rutgers.edu/profdev/script/login.asp>, click on Internet Procurement Category. Workshops will be offered in late March, separate announcement will be made with dates and locations.