HOW TO CREATE A REQUISITION FOR A QUICK ORDER IN RIAS

Quick Order – The University authorizes departments to make purchases up to $5,000 for most goods and services through the use of a Quick Order, which does not require the review of University Procurement Services and must be sent directly to the supplier by the department. Refer to Section V. B. of the Purchasing Policy which requires departments to use a Regular Purchase Order for certain types of purchases even though they are $5,000 or less.

1. Log in using your NetID and password

2. Select “P2P and Financials” tab
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3. Select “Home Page (RU Internet Procurement)”

4. Select “Non-Catalog Request”

5. Select a Supplier (For best results enter % sign (Oracle’s wildcard) or part of the supplier’s name followed by % sign). If the supplier’s name is not already in the database, complete and submit a New Supplier Form found in the Forms Repository.

6. Item Type - You can choose one of these item types on a non-catalog request

   Goods billed by Quantity: An indication of whether you are requesting goods billed by quantity (10 books at 25 USD each), services billed by quantity (10 hours of service at 100 USD an hour)

   Goods billed by Amount: Select goods or services billed by amount (5,000 USD of service), if multiple invoices will be received against the Purchase Order
7. **Item Description**: Enter a complete description of the goods or services you are requesting in "Item Description". The description should include size, model number, and any other pertinent information.

8. **Category**: Preparer is to select the appropriate category for the item being purchased. 
   Note: The entire list can be viewed by entering % sign and then click "Flashlight".

9. **Quantity**: Enter quantity being purchased.

10. **Unit of Measure**: Select the appropriate "Unit of Measure" using "Flashlight".

11. **Unit Price**: Enter the "Unit Price" 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.

12. Select the category which best describes the equipment/service being purchased by clicking the "Quick Select" icon to the left of the name.

13. If all the information is correct, click "Add to Cart". You will see the requisition line added to your Shopping Cart.

14. Click "View Cart and Checkout"
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15. **Shopping Cart** - Check the "Quick Order/Check Request" box.
16. Click "Checkout" to continue.

17. **Requisition Description**: You can edit this field if you want. The information in the requisition description field carries over from your item description and will show on your homepage under “My Requisitions” to help you identify what the requisition is for.

18. **Need-By Date**: Defaults 21 days from the requisition creation date. You can change this date but the set up must follow the below example. (DD-MM-YYYY)

19. **Requester**: By default, the Preparer of the requisition is also the Requester. The Requester’s name and department address will print on the purchase order.

20. **Delivery-To Location**: The Preparer’s department address. The defaulted information is pulled from your Address Directory Update found at [http://uhr.rutgers.edu/staff](http://uhr.rutgers.edu/staff). Please update your email address in HCM system.
   
   **NOTE**: If you require your product to be delivered to a different location, you can change the location here.

21. **Charge Account**: Click the string of “0’s” to reflect your department funds source. Found Source is available from your business manager/department head.
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22. Click the string of "0"s

23. Select the icon at the end of the string of 0's.

24. Enter appropriate department "Fund Source"

25. Enter appropriate “Organization” ID Number

26. Enter appropriate “Natural Account"

27. Select “Search” button

28. Select “Radio” button and then click “Select” button
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29. Click “Return” button

30. Click “Return” again
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31. Select “Add Attachments” button

32. Enter name of attachment (example: quote, sole source)

33. Click the down arrow and select “To Buyer”

34. Select the radio button for file and click “Browse”. Select the appropriate attachment from your electronic file.

35. If done, click “Apply” and it will bring you to the screen on the next page. To add another attachment click the “Add Attachment” button and follow steps 31 thru 35.
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36. You will see a confirmation message that your attachment was added. Select “Return” and then click “Next”.

Review and Submit Requisition

37. To view all the requisition line details, select “Show” in the details column below and the line information will appear and the link will change to “Hide”.

38. When finished select “Submit” to send the requisition to your Approver(s).
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Confirmation Screen

A requisition number has been assigned. The requisition will be routed to your Approver for review and approval. If you want to notify your approver, click the approver’s name, and their email address will come up. Select “Continue Shopping” to return to the RU Internet Procurement Home Page.

Requisition Status:

In Process - The status of the requisition will indicate “In Process” until an action is taken by an authorized approver in the requisition hierarchy.

Approved – Requisition has been approved by an authorized approver in the requisition hierarchy.

Canceled – Requisition has been canceled by the Preparer.

Rejected – Requisition has been rejected by a Reviewer or Approver.

Incomplete – Requisition has not been submitted for approval.

Note: If Janet Green’s name appears – DO NOT remove it from the approval process.