**HOW TO CREATE A REQUISITION FOR A REGULAR PURCHASE ORDER IN RIAS**

**Regular Purchase Order** – A purchase order **must be issued prior** to the goods being shipped or services being rendered and is initiated by a department with a requisition and processed by University Procurement Services. Purchase Orders are used for items prohibited on a Quick Order, items not available through the Exchange or with an Internal Supplier. A regular purchase order can be under $5000.

1. Log in using your NetID and password

2. Select “P2P and Financials” tab
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), or goods or services billed by amount (5,000 USD of service).

**Goods billed by Amount:** Select goods or services billed by amount if multiple invoices will be received against the Purchase Order (Example: Lease Payments)
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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** - **DO NOT** check the “Quick Order/Check Request” box.
16. Click “Checkout” to continue.

17. **Requisition Description**: The information in the requisition description field carries over from your item description and will show on your homepage under “My Requisitions”. You can edit this field.
18. **Need-By Date** defaults 21 days out. This date can be changed but you must follow the exact way the date is set up.
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 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.

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

29. Click “Return” button
30. Select “Add Attachments” button

31. Enter name of attachment (example: quote, sole source)
32. Click the down arrow and select “To Buyer”
33. Select the radio button for file and click “Browse”. Select the appropriate attachment from your electronic file.
34. 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 30 thru 34.
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35. You will see a confirmation message that your attachment was added. Select “Return” and then click “Next”

Review and Submit Requisition

36. 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”.

37. 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.

Returned – Approved requisition has been returned to the preparer from a Buyer in Procurement Services.

Note: A buyer in Procurement Services will process the requisition as long as all the proper documentation is attached. It is the buyer’s responsible to forward the purchase order to the supplier and the preparer will receive a confirmation copy of the purchase order in their email.