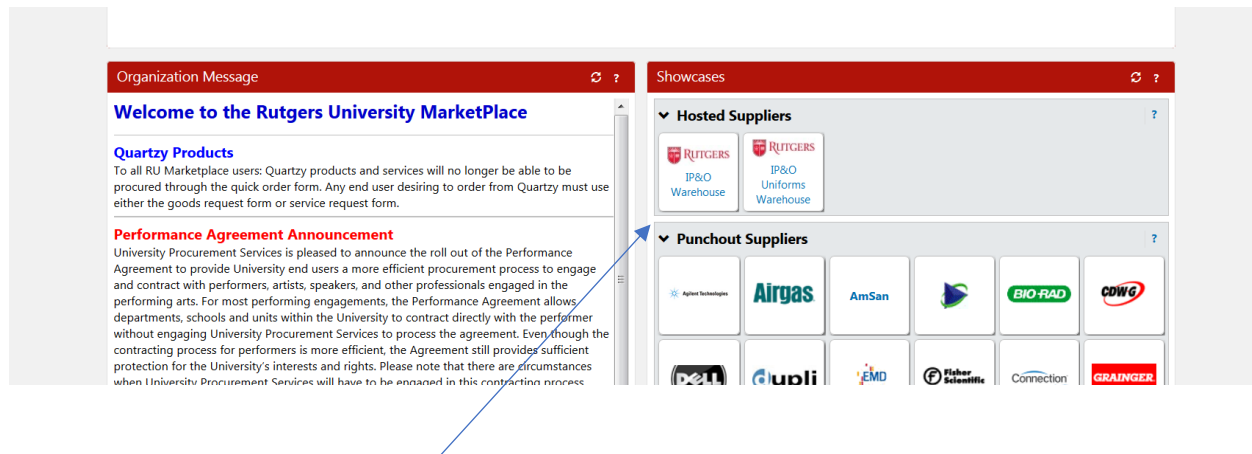


## Internal Orders for Inventory items supplied by the IP&O Warehouses

IP&O Warehouses have worked with the RU MarketPlace team to create a process to support ordering Employee Uniforms and Supply Central items using the requisitioning process in RU MarketPlace. Two hosted Catalogs will be loaded and maintained in RU MarketPlace which when ordered from will trigger Internal Transfer Orders from the Warehouse while still maintaining the approval controls. The Warehouse team will release / pick / and deliver to fulfill these orders.

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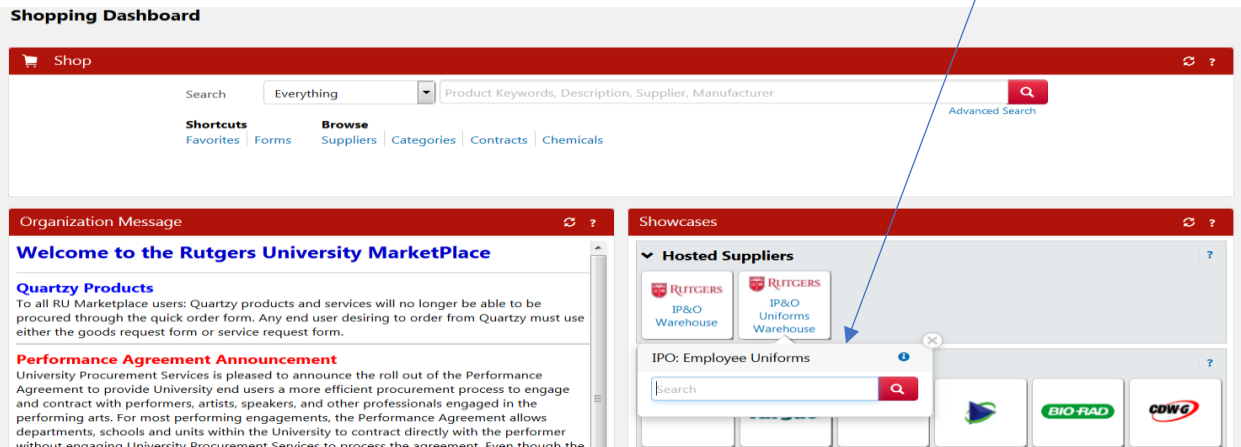
Log into RU MarketPlace – users will Log In via the existing Single Sign On process and begin on the Home Page for shoppers



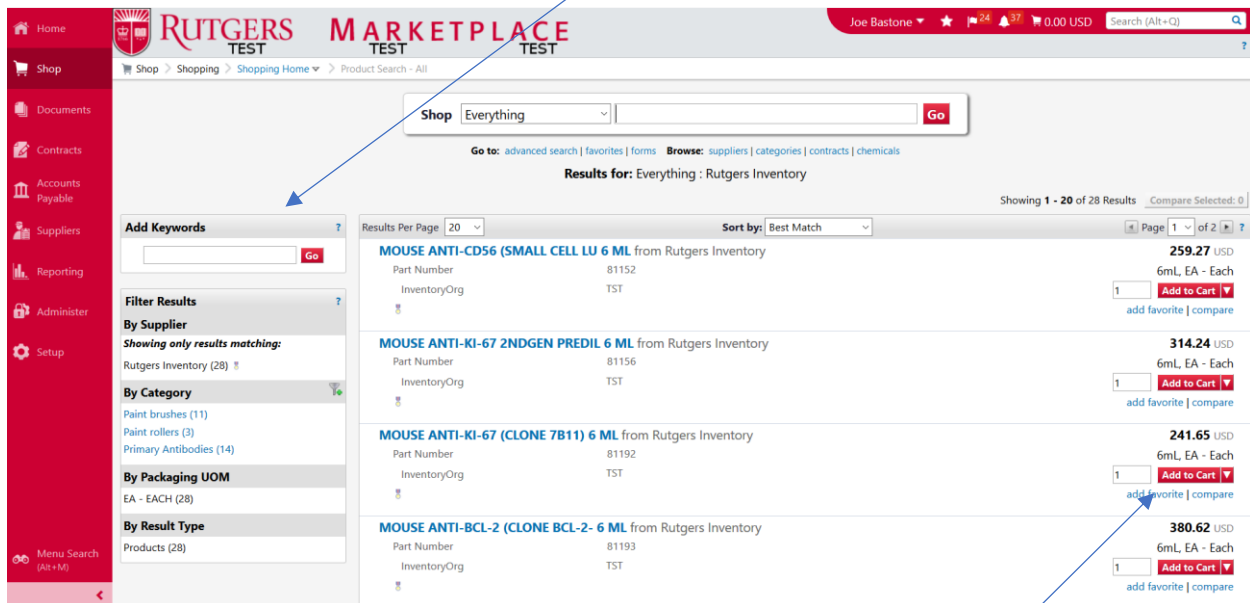
Two shopping banners will be available for the IP&O items

- 1- IP&O Warehouse
- 2- IP&O Uniforms Warehouse

Click on the appropriate banner and select the flashlight to view the entire catalog. If you know the part# you can enter that and then search to bring up your item only.



Use filters and keywords to find your items



Add you items to your cart and checkout like any other RU MarketPlace order

The screenshot shows the Rutgers Marketplace search results page. The top navigation bar includes the Rutgers logo and 'MARKETPLACE' text. A search bar at the top right shows the user 'Joe Bastone' and a total value of '3,111.24 USD'. A 'My Cart' pop-up is visible, showing 'MOUSE ANTI-CD56 (SMALL CELL...)' with a quantity of 12 and a price of 3,111.24 USD. The main content area displays search results for 'MOUSE ANTI-CD56 (SMALL CELL LU 6 ML)' from Rutgers Inventory, with a price of 259.27 USD. Other results include 'MOUSE ANTI-KI-67 2NDGEN PREDIL 6 ML' (314.24 USD), 'MOUSE ANTI-KI-67 (CLONE 7B11) 6 ML' (241.65 USD), and 'MOUSE ANTI-BCL-2 (CLONE BCL-2- 6 ML)' (380.62 USD). A left sidebar contains filters for 'By Supplier', 'By Category', and 'By Packaging UOM'. A bottom navigation bar shows 'Showing 1 - 20 of 28 Results'.

## Confirm accounting codes

The screenshot shows the 'Confirm accounting codes' step of a requisition process in Rutgers Marketplace. The top navigation bar shows the user 'Joe Bastone' and a total value of '108.90 USD'. A progress bar at the top indicates the current step is 'Accounting Codes', with other steps like 'General', 'Shipping', 'Billing', and 'Final Review' also visible. A yellow confirmation box contains the following text: 'PLEASE CONFIRM YOU HAVE FULLY COMPLETED EITHER THE GL OR PROJECT STRING FOR ALL REQUISITION LINE ITEMS', 'PLEASE ENTER ONLY A GL STRING OR PROJECT STRING FOR EACH LINE OF YOUR REQUISITION', 'All done! The required information has been completed and this request is ready to be submitted.', and 'Once you have reviewed the details, you may continue by clicking the button at the top of the page.' Below the confirmation box, the 'Requisition' details are displayed, including 'Summary', 'Shipping', 'Billing', and 'General' tabs. The 'General' tab shows details such as 'Cart Name: 2018-09-26 jbastone 01', 'Prepared by: Joe Bastone', 'Requestor Name: BASTONE', and 'Requestor e-mail: ME407@finance.rutgers.edu'. The 'Shipping' tab shows 'Ship To' information: 'Contact Name: Joe Bastone', 'Room Suite: #423', 'RBHS UNIV HEIGHTS', '30 Bergen St', 'Newark, NJ 07103', 'United States'. The 'Billing' tab shows 'Bill To' information: 'Accounts Payable', 'PO Box 2686', 'New Brunswick, NJ 08903', 'United States'. A bottom navigation bar shows 'Powered by JAGGAER | Privacy Policy'.

**\*\*\* IMPORTANT \*\*\***

Per the controller's office – **ALL** Internal Purchase Orders **MUST USE** an account or expenditure type value between 70000 – 79999.

The system has built in controls that will **auto reject** your order with no error message in the history tab if you do not meet account / expenditure type value requirement.

If your requisition is returned by the system PLEASE check the account / expenditure type condition before contacting the Help Desk.

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**Ordering when your department has an existing blanket order with IP&O**

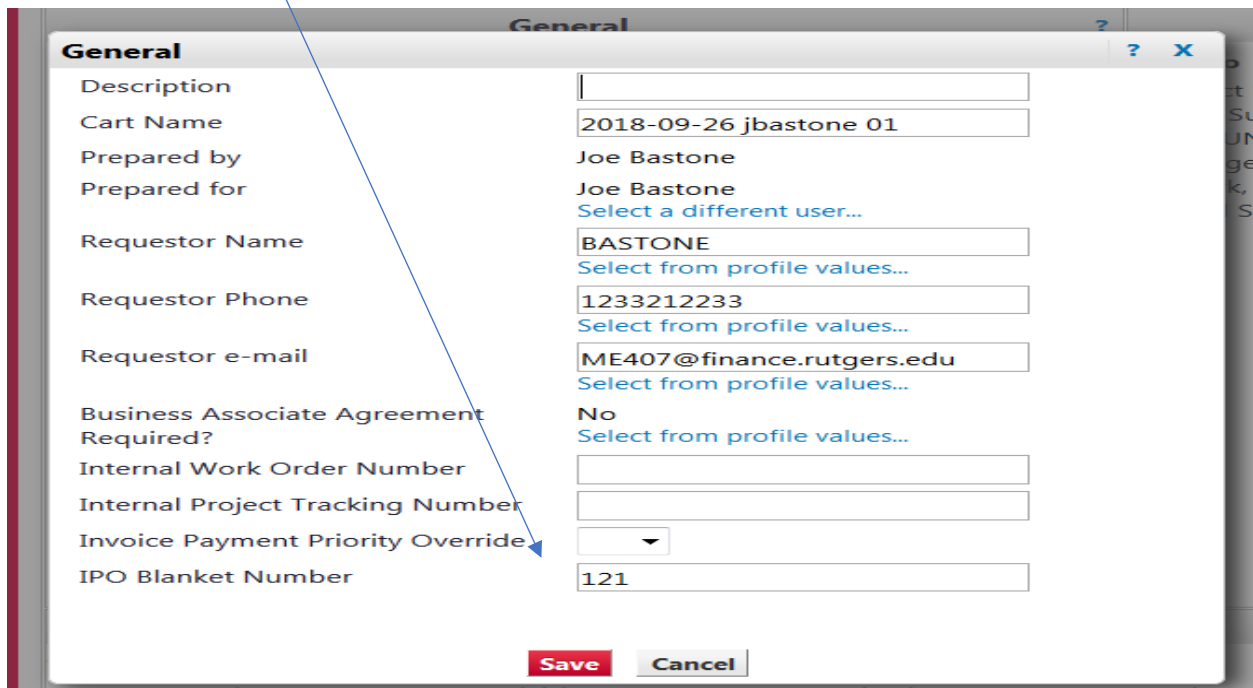
Some departments establish a blanket order with the inventory warehouse. If you are releasing inventory orders to be charged against an existing IP&O Blanket Agreement, you must reference that number on the requisition during the checkout process.

Click on the edit button

The screenshot shows a web-based requisition system interface. At the top, there are tabs for 'Requisition', 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. Below these are sub-tabs for 'Summary', 'Shipping', 'Billing', 'Accounting Codes', 'Supplier Info', and 'Taxes/S'. The main content area is titled 'General' and contains a list of fields and their values. A blue arrow points to an 'edit' button located to the right of the 'PO Clauses' field.

General		?
Description	<i>no value</i>	<input type="button" value="edit"/>
Cart Name	2018-09-26 jbastone 01	<b>Ship To</b> Contact I Room Su RBHS UN 30 Berge Newark, I United St
Prepared by	Joe Bastone	
Prepared for	Joe Bastone	
Requestor Name	BASTONE	
Requestor Phone	1233212233	
Requestor e-mail	ME407@finance.rutgers.edu	
PO Clauses	<i>no clause</i>	
Business Associate Agreement Required?	No	
Internal Work Order Number	<i>no value</i>	
Internal Project Tracking Number	<i>no value</i>	
Invoice Payment Priority Override	<i>no value</i>	
IPO Blanket Number	121	

Enter your IPO Blanket Number in the field -click Save and continue the checkout process



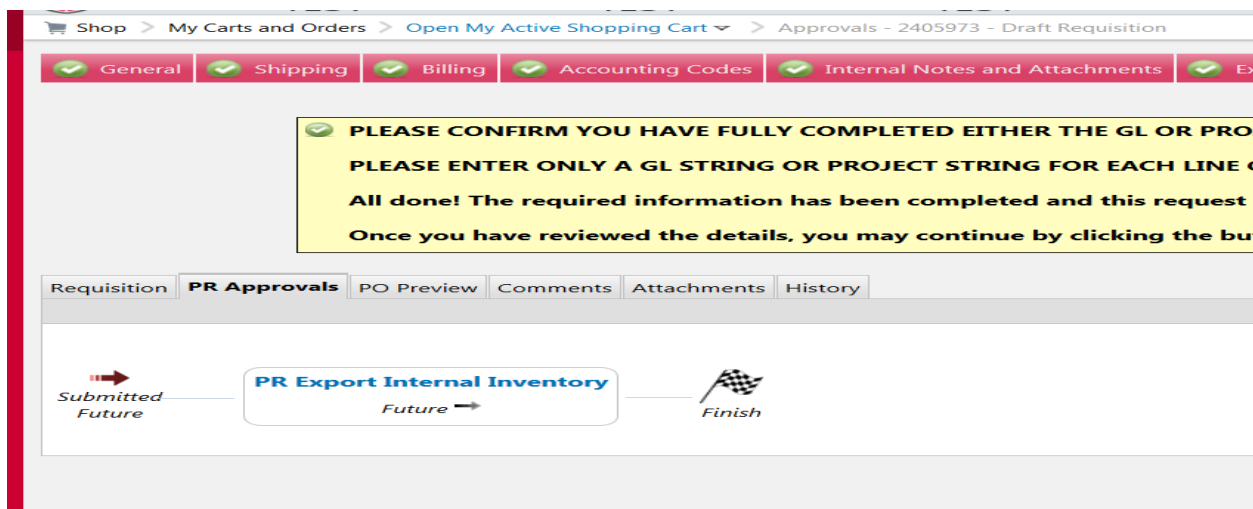
The screenshot shows a 'General' form window with the following fields and values:

Field	Value
Description	
Cart Name	2018-09-26 jbastone 01
Prepared by	Joe Bastone
Prepared for	Joe Bastone <a href="#">Select a different user...</a>
Requestor Name	BASTONE <a href="#">Select from profile values...</a>
Requestor Phone	1233212233 <a href="#">Select from profile values...</a>
Requestor e-mail	ME407@finance.rutgers.edu <a href="#">Select from profile values...</a>
Business Associate Agreement Required?	No <a href="#">Select from profile values...</a>
Internal Work Order Number	
Internal Project Tracking Number	
Invoice Payment Priority Override	
IPO Blanket Number	121

Buttons: Save, Cancel

Because the department has previously completed the purchasing authority and department approval to create the blanket order – the system will only create the internal transfer order and send it to the warehouse for fulfillment and the blanket order number will be invoiced as it is today for the IPO process. No new purchase order will be created and no new approval will be required.

The WF will only show the export of the internal inventory order.



The screenshot shows a web application interface with the following elements:

- Navigation: Shop > My Carts and Orders > Open My Active Shopping Cart > Approvals - 2405973 - Draft Requisition
- Progress Indicators: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, Ex
- Confirmation Message: PLEASE CONFIRM YOU HAVE FULLY COMPLETED EITHER THE GL OR PRO. PLEASE ENTER ONLY A GL STRING OR PROJECT STRING FOR EACH LINE. All done! The required information has been completed and this request. Once you have reviewed the details, you may continue by clicking the bu
- Workflow Diagram: Submitted Future → PR Export Internal Inventory Future → Finish

All questions or issues for inventory orders- e.g. availability, delivery, pricing, training

Contact:

**Uniforms:**

[uniforms@ipo.rutgers.edu](mailto:uniforms@ipo.rutgers.edu)

848-445-6767

**Warehouse Main:**

[warehouse-support@ipo.rutgers.edu](mailto:warehouse-support@ipo.rutgers.edu)

848-445-2315

**Supply Center:**

732-235-4147

For questions or issues for RU MarketPlace – e.g. approvals, access, non-inventory training

Contact : [procure@finance.rutgers.edu](mailto:procure@finance.rutgers.edu) / Phone : +1 848-932-4375