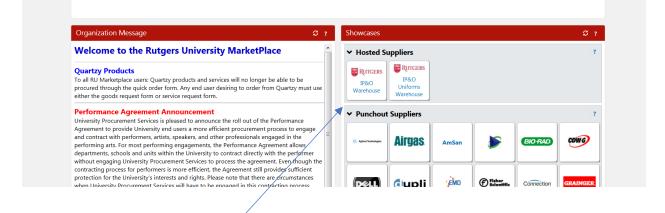
Internal Orders for Inventory items supplied by the IP&O Warehouses

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.

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. /

Shopping Dashbo	ard		
📜 Shop			Ø ?
	Search Everything Product Keywords, Description	n, Supplier, Manufacturer	Advanced Search
	Browse Browse Favorites Forms Suppliers Categories Contracts Chemicals	/	Advanced search
Organization Messag	e 🗸 ?	Showcases	Ø ?
Welcome to the	Rutgers University MarketPlace	✓ Hosted Suppliers	?
procured through the quie	rs: Quartzy products and services will no longer be able to be :k order form. Any end user desiring to order from Quartzy must use orm or service request form.	RUTGERS IP&O Warehouse	•
University Procurement Se Agreement to provide Uni and contract with perform performing arts. For most departments, schools and	ment Announcement invices is pleased to announce the roll out of the Performance versity end users a more efficient procurement process to engage ers, artists, speakers, and other professionals engaged in the performing engagements, the Performance Agreement allows units within the University to contract directly with the performer the Procument Services to process the automath	IPO: Employee Uniforms	PEROFRAD

Use filters and keywords to find your items

👚 Home	RUTGERS	N		C E	Joe Bastone 🔻 🔺	▶ 24 ▲ 37 🕅 0.00 USD Search (Alt+Q) Q
📜 Shop	Fight Shop Shopping Shopping Home					
Documents			Shop Everything	~	Go	
📝 Contracts			Go to: advance	ed search favorites forms Browse: suppliers categories o	ontracts chemicals	<i>,</i>
Accounts				Results for: Everything : Rutgers Inventory		
Payable	×					Showing 1 - 20 of 28 Results Compare Selected: 0
Suppliers	Add Keywords	7	Results Per Page 20 ~	Sort by: Best Matc	h ~	■ Page 1 ~ of 2 ▶ ?
		Go	MOUSE ANTI-CD56 (SMAL	L CELL LU 6 ML from Rutgers Inventory		259.27 USD
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	Paint rollers (3) Primary Antibodies (14)		Part Number	E 7B11) 6 ML from Rutgers Inventory 81192		241.65 USD
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Menu Search (Alt+M)			InventoryOrg	TST		1 Add to Cart V
<			8			add favorite compare

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

😭 Home	RUTGERS	MARI	KETPLA	CE		Joe Bastone 🔻 🔺 🏴 🖄 🌲 3,111.24 US	D Search (Alt+Q) Q
📜 Shop	TEST Shop > Shopping > Shopping Home			ST		My Cart	2018-02-16 jbastone 04
U Documents			Shop Everything	~		MOUSE ANTI-CD56 (SMALL CEL. Quantity: 12 Price: 3,111.24 USD	Herring cure
Contracts			Go to: advanc		rowse: suppliers categories con		3,111.24 USD
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<			ventoryOrg	TST			1 Add to Cart

Confirm accounting codes

🗘 Most Visited 😻	Getting Started								
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Documents	😨 General 🕝 Shi	pping 🧟 Billing 🗟 Accounting Codes	🔮 Intern	al Notes and Attachments	External Notes and Attachments	📀 Fina	I Review		Submit Requisition
📝 Contracts		PLEASE CONFIRM YOU HAVE FU		ETED EITHER THE GL OR P	ROJECT STRING FOR ALL REQ	UISITION	Go to Express Checkout	Return to shopping cart	Continue Shopping
Accounts Payable	PLEASE ENTER ONLY A GL STRING OR PROJECT STRING FOR EACH LINE OF YOUR REQUISITION								
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Reporting	Requisition DR Appr	vals PO Preview Comments Attachment	r History						
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Menu Search (Alt+M)	Description Cart Name Prepared by Prepared for Requestor Phone Requestor e-mail PO Clauses motivaries Business Associate Ag Required?	no value 2018-09-26 jbastone 01 Joe Bastone BASTONE 1233212233 ME407@finance.rutgers.edu edit cla	edit USes_	Ship To Contact Name Joe Bastone Room Suite #423 R8HS UNIV HEIGHTS 30 Bergen St Newark, NJ 07103 United States	View/edit I	edit	Bill To Accounts Payable PO Box 2686 New Brunswick, NJ 08903 United States		edit.
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			- 1 -					Powere	d 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.

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

Requisition	PR Approvals	PO Preview	Comments	Attachn	nents Histo	ory		
Summary	Shipping	Billing	Accounting	Codes	Supplier	Info	Taxes/S	
		Gene	ral			?		
Description		no valu	e			edit	Ship To	
Cart Name		2018-0	9-26 jbastone	01			Contact I Room Su	
Prepared by		Joe Bas	tone				RBHS UN	
Prepared for		Joe Bas	tone				30 Berge	
Requestor N	ame	BASTO	BASTONE					
Requestor P	hone	123321	1233212233					
Requestor e	-mail	ME407	ME407@finance.rutgers.edu					
PO Clauses				edit	t clauses			
no clause								
Business Ass Required?	ociate Agreeme	ent No						
Internal Wor	k Order Numbe	r no valu	е					
Internal Project Tracking Number		no valu	no value					
Invoice Payn Override	nent Priority	no valu	е					
IPO Blanket	Number	121						
							JI	

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

Ger	neral	?		
General		1	?)	ĸ
Description				
Cart Name	2018-09-26 jbastone 01			
Prepared by	Joe Bastone			
Prepared for	Joe Bastone Select a different user			
Requestor Name	BASTONE Select from profile values			
Requestor Phone	1233212233 Select from profile values			
Requestor e-mail	ME407@finance.rutgers.edu Select from profile values			
Business Associate Agreement Required?	No Select from profile values			
Internal Work Order Number				
Internal Project Tracking Number				
Invoice Payment Priority Override	▼			
IPO Blanket Number	121			
S	ave 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.

📜 Shop > My Carts a	nd Orders > Open My Active Shopping Cart 🗸 > Approvals - 2405973 - Draft Requisition
🧭 General S	hipping 📀 Billing 📀 Accounting Codes 📀 Internal Notes and Attachments 📀 Ex
	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 bur
	Chice you have reviewed the details, you may continue by chicking the bu
Requisition PR App	PO Preview Comments Attachments History
Submitted Future	R Export Internal Inventory Future

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

Contact:

Uniforms: uniforms@ipo.rutgers.edu 848-445-6767

Warehouse Main: 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 / Phone : +1 848-932-4375