

Completing a Purchase Order

1. Open Cornerstone and at the Rutgers Marketplace page select “Shop” from the menu on left.
2. From the Shop dropdown select “Services” and either 520 or “ipo mail” and click Go
3. Select IPO: Mail Services (1st entry on list)
4. On next page complete the following items:
 - a. Product Description- Describe service requested and department name and location (if necessary)
 - b. Total Cost- Total value of the Purchase Order
 - c. Commodity Code- Select “No Commodity Code Assigned” from drop down
 - d. Item Description- Repeat information from Product Description field
 - e. Estimate- Enter “N/A”
5. Then click “Go” next to add and go to Cart
6. Proceed to Checkout

*Begin using new Purchase Order Number as your Account Number on your Metering Request Forms as soon as you receive your copy of the new Purchase Order

*New Metering Forms can be requested in pdf for from either Mail Services in New Brunswick or Newark

*Completed Metering Forms must accompany all mail to be processed by Mail Services.

*Complete requested information within this mailing and return promptly to Mail Services.