



## PURCHASING & MARKETPLACE INFORMATION

### RESPONSIBILITY OF THE EMPLOYEE

*Individuals making purchases on behalf of the University must:*

- Be knowledgeable of and comply with the university's Procurement & Payment Policy and the University Procurement Services Procedures Manual
- Ensure that all purchases made with university funds are appropriate, reasonable, and directly related to the goals and mission of the university
- Use the appropriate procurement system and mechanism for all purchases of goods and services
- Understand and uphold the university's obligations under any procurement contract or purchase order

### PURCHASING PROCESS OVERVIEW

- All purchases must be completed and approved through RU Marketplace prior to goods or services being ordered
- Departments shall first seek goods or services from an internal supplier and second from a university-contracted supplier
- If neither internal suppliers nor university-contracted suppliers can provide the goods or services, the unit shall use one of the following sourcing methods:
  - Under \$10,000 - Quote
    - Department must obtain a quote from a supplier
  - Between \$10,000-\$150,000 – Informal Bid
    - Department must complete an Informal Bid Intake Form and obtain quotes/proposals from multiple prospective suppliers, OR
    - Complete a Waiver of Bid Request Form
  - \$150,000 & Over – Formal Bid
    - Department must complete a RFX Intake Form. University Procurement Services, working in consultation with the requesting department, shall conduct a sealed bid or competitive proposal process, OR
    - Complete a Waiver of Bid Request Form

### KEY FACTORS TO CONSIDER

*Requirements vary depending on the individual order details. Before processing an order in Marketplace, consider these key factors to help determine the appropriate forms, information, and process required for your purchase:*

- Dollar Amount  
*Eg: under \$10K, between \$10-\$150K, \$150K+*
- Purchase Category  
*Eg: office supplies, furniture, equipment, professional services*
- Supplier Sourcing  
*Eg: internal supplier, contracted supplier, non-contracted supplier*

### TYPES OF PURCHASES

- Check Request
  - Some goods and services payments can be made by Check Request instead of Purchase Order
  - A check request is an official request to Accounts Payable to process and issue payment to a supplier for these select goods or services
  - Refer to Check Request Matrix to view allowable use cases
  - Document(s) must be provided to support the check request and explain all charges
  - Cannot be modified (increase/decrease amount)

- Please note that, although a Check Request is not considered to be a PO, the Marketplace system assigns a PO# to it
- Access in Marketplace by going to Forms → Check Request
- Internal Purchase Order (IPO)
  - Goods and services can be procured from other internal RU units within Marketplace (Eg. Dining Services, OIT)
  - Contact the unit directly to determine the required type of requisition and information to be included
  - IPO's must be completed using the recovery Account code (7XXXXXX) indicated on the unit's IPO form
  - Click on the IPO Form in Marketplace to view a list of active internal suppliers
  - May be modified (increase/decrease PO amount)
  - Access in Marketplace by going to Forms → Internal Purchase Orders → Select form for appropriate RU Unit
- Punch-out Orders
  - Supplier catalogs reflect university contract pricing
  - View online "punch-out" catalogs for certain contracted suppliers and order goods right in the system (Eg. Office Depot, GovConnection)
  - Shop the suppliers online catalog by adding items to a cart and then checkout
  - Items from punch-out cart will be transferred back into Marketplace where you may finish placing your order
  - Once approvals are complete, Marketplace generates a punchout order directly to the supplier
  - Cannot be modified (increase/decrease PO amount)
  - Access punch-out suppliers in Marketplace on the Home page
- Quick Order
  - PO for goods under \$10,000 that does not require the review of Procurement Services
  - Order is sent directly to the supplier after unit approvals are complete
  - Cannot be used for:
    - Services purchase
    - Blanket orders
    - Multiple smaller orders placed in order to bypass the \$10,000 threshold
    - Restricted items (Eg. furniture, software, cloud-based purchases, leases, refer to Procurement Services website for complete list)
  - Cannot be modified (increase/decrease PO amount)
  - Access in Marketplace by going to Forms → Quick Orders
  - Note: Be sure to itemize line items to avoid invoice matching issues
- Goods Request
  - PO for quantity-based goods purchase of \$10,000+ or not allowed on a Quick Order
  - Requires the review of Procurement Services
  - Cannot be used for a blanket orders
  - May be modified (increase/decrease PO amount)
  - Access in Marketplace by going to Forms → Goods Request
  - Note: Be sure to itemize line items to avoid invoice matching issues
- Service Request
  - PO for service-based purchases
  - Requires the review of Procurement Services
  - Can also be used for blanket orders
  - Use Service Request whenever there is a separate supplier contract which requires signature (include unsigned contract as an attachment, signing authority is with Procurement Services, not units)
  - May be modified (increase/decrease PO amount)
  - Access in Marketplace by going to Forms → Service Request
  - Note: Be sure to itemize line items to avoid invoice matching issues

## **OTHER MARKETPLACE FORMS**

*Change Order Forms:*

- PO Line Modification Form
  - Used to increase/decrease the dollar amount of an existing PO
  - Can only be completed for open PO's processed with one of the following forms: IPO, Goods Request, Service Request
  - Orders processed with the following forms cannot be modified: Check Request, Quick Order, Punch-Out Order
  - For service related modifications, a service amendment/supplemental statement of work may be required
  - Access in Marketplace by going to Forms → Change Order → PO Line Modification
- PO Line Close/Cancel Form
  - Used to cancel or close out an open PO
  - Verify that all outstanding invoice have been paid prior to processing
  - Requestors should review open PO's on a monthly basis and close out as needed
  - Access in Marketplace by going to Forms → Change Order → PO Line Close/Cancel

*Supplemental Forms:*

- Non-PO Upload
  - A transaction process used for certain payments to individuals such as:
    - Non-qualifying scholarships/stipend
    - Royalties (employees)
    - Teaching Assistant/Graduate Assistant Awards (TA/GA)
    - Patient refunds
    - Non-employee refunds
    - Petty cash
    - Human subject payments/direct disbursements (IRB# must be included and reconciliation is required, please contact SON Finance dept prior to processing)
  - Must attach the Non-PO Direct Upload Recipient Data File
  - Allows for submission of payment requests for multiple individuals at once
  - Allows units to track the status of the request
  - Access in Marketplace by going to Forms → Supplemental Forms → Non-PO Upload
- Pre-Payment Request
  - Pre-payments are payments that a supplier may need before the goods or services are delivered, such as a deposit to start work on a project
  - Pre-payments have immediate payment terms
  - A Pre-Payment request can be initiated by following these steps:
    - Requestor processes PO in Marketplace
    - After PO is approved and assigned PO#, Requestor completes the Pre-Payment Request Form
    - Requisition containing the Pre-Payment Request will be routed to A/P for review and processing
  - Access in Marketplace by going to Forms → Supplemental Forms → Non-PO Upload
- Wire Transfer Request
  - A wire transfer is an electronic payment for an invoice where funds are sent to the supplier's bank account
  - Used as a payment mechanism for a previously approved PO
  - Usually used for paying international suppliers in foreign currency
  - A Wire Transfer request can be initiated by following these steps:
    - Requestor processes PO in Marketplace
    - After PO is approved and assigned PO#, Requestor completes the Domestic or International Wire Transfer Form
    - Must include attachment from supplier indicating their banking details
    - Requisition containing the Wire Transfer Form will be routed to A/P and University Treasury for review and processing
  - Access in Marketplace by going to Forms → Supplemental Forms → Domestic Wire Transfer Form or International Wire Transfer Form

## **PURCHASING/SUPPLEMENTAL FORMS**

*Additional forms which may be required as an attachment when processing a Requisition, depending on purchase category, dollar amount, and supplier sourcing. Located on the Procurement Services website (unless otherwise indicated). Commonly used forms include...*

- Informal Bid Intake Form
  - Required when purchasing good or services with a value between \$10,000-\$150,000 via informal bid process
- RFX Intake Form
  - Required when purchasing goods or services with a value of \$150,000 or greater via formal bid process
- Waiver of Bid Request Form
  - Required as justification when purchasing goods or services with a value of \$10,000 and greater without a formal or informal bid (when item can only be purchased from one supplier [sole-source])
- Independent Contractor or Employee Determination (ICED) Form
  - Required to determine whether a service provider is an independent contractor
  - Form must be completed by the supplier
  - Refer to the Professional/Business Services Matrix to determine if required
- Statement of Work Form
  - Required to outline the details of a service engagement
  - Refer to the Professional/Business Services Matrix to determine if required
- Supplemental Statement of Work Form
  - Required to outline the changes to an existing Statement of Work
- Non-PO Direct Upload Recipient Data File
  - Required for payments made for non-qualifying scholarships (stipends), royalty (employee), TA/GA awards, patient refunds, petty cash, and human subject payments (to PI's)
  - For human subject related payments, please contact the SON Finance dept prior to processing
- Questionnaire for the Management of Funds Direct Disbursement Form
  - Required to initiate a request for human subject payments, such as gift cards for PI to distribute
  - Human Subject Payment - Compensation for time and efforts in participation in clinical trial/research study
- Entertainment Prior Approval Form
  - Required as justification for all food/beverage purchases
  - Located on the Finance page of the SON website
- Supplier Contract
  - In some cases a supplier may request for the university to sign a separate contract
  - If the contract contains all required details regarding the service engagement, a SOW Form may not be necessary
  - The contract will require review by Procurement Services
  - Submit the order using a Service Request and include the unsigned contract as an attachment
  - The unit should NOT sign the contract unless otherwise instructed to do so by Procurement Services

## **SPECIAL CONSIDERATIONS**

- Some commodities require special processes and additional documentation
- Examples of purchase categories with special considerations include:
  - Advertising
  - Ordering from Amazon
  - Professional & Business Services
  - Facilities
  - IT Good or Services
  - Research & Scientific Goods and Services
  - Vehicles, Leasing or Purchasing
- View additional details on the Procurement Service website by selecting Purchasing → Non-Contracted Suppliers
- Contact the appropriate Purchasing Category Manager with any questions

## **ADD/MODIFY SUPPLIERS**

- Add New Supplier
  - Units must send an invitation from PaymentWorks to the new vendor
  - Suppliers must submit their vendor information and required documents in PaymentWorks in order to be added as a supplier in Marketplace (cannot be completed by unit)
  - The request will be reviewed by Procurement Services who will work directly with supplier if additional information is required
  - The unit and vendor can track the status in PaymentWorks
  - After the request is approved, the supplier will be available for use in Marketplace
- Modify Existing Supplier
  - Existing suppliers can be modified by the unit in Marketplace by completing the Supplier Maintenance Form
  - Newer suppliers who were added through PaymentWorks must update their own information in PaymentWorks
  - Supplier's W9 form required as an attachment

## **APPROVALS**

- After a Requisition is submitted in Marketplace, it is automatically routed for approvals based on GL/Project String, dollar amount, and purchase type
- Written approval from the Supervisor/Org Officer must be included as an attachment (Eg. signed quote, email, memo), unless he/she approves in the Marketplace system
- The Finance department approves all SON orders in the Marketplace system
- Approval from additional departments, such as Accounts Payable, Purchasing, etc., may also be required depending on the type of purchase and dollar amount
- To view approval status, open the Requisition and click on the PR Approvals tab

## **RETURNED/REJECTED REQUESTS**

- Requisitions can be returned/rejected by the system or by an approver
- System rejections typically occur within 1-2 minutes after the Requisition was submitted and will not include a comment
- Open the Requisition and review the GL/Project String to ensure accuracy and the History tab notes which may indicate the reason why it was returned
- Requisitions returned/rejected by an approver should have a comment indicating why it is being returned
- Either copy your rejected requisition to a new cart or start a brand new cart from scratch to make the necessary adjustments and re-submit your order

## **INVOICING**

- After goods or services have been provided, the supplier must submit an invoice to the RU Accounts Payable department via email: [accountspayable@finance.rutgers.edu](mailto:accountspayable@finance.rutgers.edu)
- Invoices are matched with the approved PO and processed for payment
- Payment terms are generally Net 45 Days (payment is issued 45 days after the invoice date)
- The invoice must indicate the following or it will not be processed:
  - Valid PO#
  - Supplier name as shown on PO
  - Supplier "Remit To" address
  - Unique invoice number
  - Invoice date that is the same or later than PO date
  - Line detail to enable PO line matching
  - Billed to Rutgers, The State University of New Jersey
  - Must be one of the following file types: PDF, DOC/DOCX, TIF/TIFF, or JPEG/JPG
- Invoices attached to PO's will NOT be processed
- Invoices under \$5,000 do not require approval from the Requestor, payment will be processed automatically (recommended to still review the invoice for accuracy)
- Invoices of \$5,000+ require approval from the Requestor in Marketplace, payment will only be processed once approved

- It is the responsibility of the Requestor to follow up on their Requisitions to ensure they are matched and paid successfully
- On occasion, A/P may contact the Requestor via comment with a question/issue regarding an invoice. Please review the comment and respond and/or take action in a timely manner to avoid further delay in payment.
- If a PO has been “unmatched” for some time and the goods/services were already received, please contact the vendor to request an invoice and submit to A/P
- Invoice status can be viewed in Marketplace by opening the PO and clicking the Invoice tab:
  - In Process – An invoice with “In Process” status is ready for an invoice processor to initiate the payment process once it’s routed to the appropriate queues
  - Payable – An invoice with “Payable” status has been completely processed through invoicing and is in queue for payment to be issued per terms
  - Paid – An invoice with “Paid” status has been paid per terms and payment information is available
  - Canceled – An invoice with “Canceled” status has been cancelled by University Procurement Services for reasons such as finding duplicate invoices
- Tolerance rules for invoice overages (invoice amount higher than PO amount):
  - Up to \$100 Over PO Amount – This is within tolerance and will be processed without question.
  - Between \$100-\$1,000 Over PO Amount – This is considered outside of tolerance and will trigger an exception. A/P will contact unit to request authorization to pay overage. Authorization can be provided via Marketplace comment.
  - \$1,000+ Over PO Amount – This is considered outside of tolerance and will route to exception queues. A/P will contact unit to request PO modification (to increase existing PO amount) or new PO in order to pay for the invoice.

## HELPFUL RESOURCES & TRAINING

- University Procurement Services Procedures Manual
  - Compilation of detailed purchasing processes and procedures
  - Procurement Services website → Resources → Procedures Manual
- Check Request Matrix
  - Reference document used to determine whether goods or services are eligible for processing via Check Request
  - Procurement Services website → Resources → Forms
- Professional/Business Services Matrix
  - Reference document used to determine which service engagements require ICED and Statement of Work in support of PO request
  - Procurement Services website → Resources → Forms
- RU Tax Exempt Status Letter
  - Letter indicating the tax exempt status of RU which can be provided to suppliers
  - Procurement Services website → Resources → Forms
- RU Procurement Terms & Conditions
  - The set of terms and condition that govern procurement transactions
  - Applies to every PO processed by the university
  - Procurement Services website → Resources → Forms
- Contract Search
  - Search by supplier name or purchase category to view contract information
  - Procurement Services website → Find Products & Services
- Cornerstone
  - Register for in person training courses
  - <https://hrservices.rutgers.edu/CornerstoneTraining/>
- Canvas
  - View online tutorials and job aids
  - Login using Net ID & password
  - For access issues, contact the Canvas Help Desk: [help@canvas.rutgers.edu](mailto:help@canvas.rutgers.edu) 877-361-1134
  - <https://canvas.rutgers.edu/>
- SON Website – Finance Page

- Links to frequently used forms and job aids
- <https://nursing.rutgers.edu/finance-department/>

*For questions or assistance with Purchasing or Marketplace please contact:*

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