

## RIAS PROCURE-TO-PAY NOTICE

February 2, 2004

The attached memorandum contains important and useful information to users of the RIAS "Procure-to-Pay" system. Please read and retain this memorandum for future reference.

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### Quick Order/Check Request Checkbox

Ever wondered when you should click the quick order/check request checkbox? Clicking the box affects the path your purchase requisition will take on its way to becoming a purchase order based upon "rules" built into the RIAS system. If the rules are not followed, then the requisition will automatically be forwarded to the Purchasing department. Below is information that will guide you on when you should and should not click the checkbox.

#### **When should I use the Quick Order/Check Request Checkbox?**

There are only two reasons to use this checkbox:

- To create a Check Request
- To create a Quick Order (\$5000 and under)

#### **What are the rules for a Quick Order and Check Request?**

##### **Quick Order:**

- There is a valid supplier name and site on the requisition
- The total requisition amount is \$5,000 or less
- The requisitioned items are not restricted (e.g., hazardous materials)
- The Quick Order/Check Request box is checked

##### **Check Request:**

- There is a valid supplier name and site on the requisition
- One of the "Check Request" categories is selected for every item on the requisition
- The Quick Order/Check Request box is checked

#### **When should I NOT use the checkbox?**

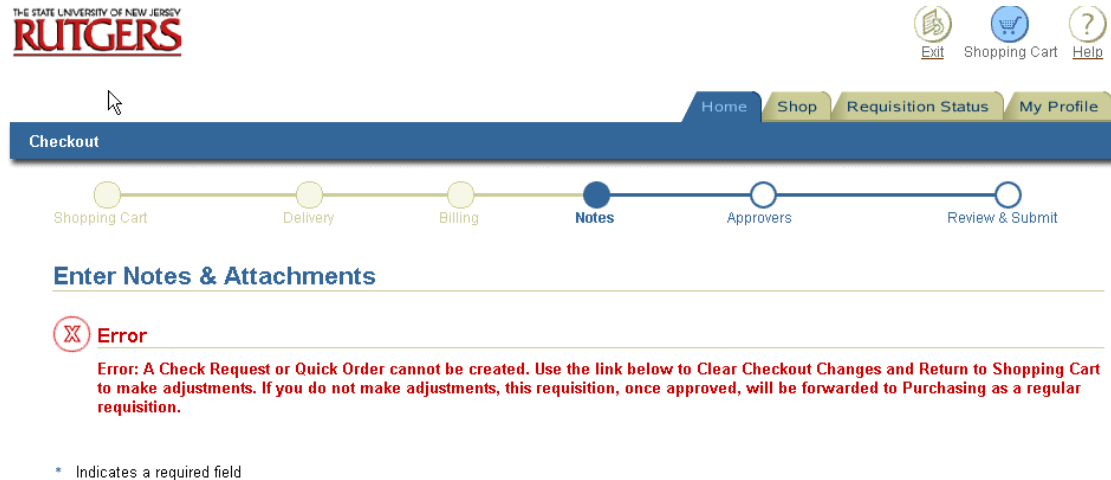
Do not use the Quick Order/Check Request checkbox if **any** of the following are true:

- 1) You are preparing a purchase requisition for:
  - An Internal Supplier (an IPO category)
  - An RU Exchange Supplier
- 2) You are preparing a purchase requisition on a restricted category
- 3) You are preparing a purchase requisition to supplement an existing PO
- 4) You are preparing a purchase requisition and the amount is over \$5,000

5) You are preparing a purchase requisition where the assistance of the Purchasing Department is required

### What happens if I use the checkbox incorrectly?

If you check the Quick Order/Check Request checkbox in error, the following message will appear:



You will then need to use the “clear checkout changes and return to shopping” link to return to the shopping cart and be sure to either check or uncheck the box as appropriate.

### What happens if I click the box in error and bypass the error message?

The requisition will be forwarded to the Purchasing Department. Here are some scenarios that may occur:

#### Internal Supplier

The requisition will create into a regular purchase order (e.g. 123456) instead of a release number (e.g., 5-3567). The internal department will not be made aware of the request. The internal department cannot use the automated charge back feature. You will need to cancel the purchase requisition done in error via a Change Order Request Form and submit a new requisition to the internal supplier.

#### Purchase Requisitions over \$5,000

The RIAS system will automatically send the purchase requisition to purchasing. It will then be assigned to the appropriate buyer handling that commodity.

#### Purchase Requisitions with Restricted Categories

The RIAS system will automatically send the purchase requisition to purchasing. It will then be assigned to the appropriate buyer handling that commodity.

#### Purchase Requisition where Purchasing Department Assistance is Needed

If the order is \$5,000 or less, it will be created as a Quick Purchase Order and will not go to the Purchasing Department. The Quick Order will be sent via email to the Preparer.