

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

MATERIAL SERVICES
76 Warehouse Road • Building 4128
Piscataway New Jersey 08854-8039 • 732/445-2255

TO: All RIAS Preparers and Approvers
FROM: Material Services
DATE: February 17, 2005
SUBJECT: RIAS PROCURE-TO-PAY UPDATE

This memorandum contains important and useful information to users of the RIAS “Procure-to-Pay” system. Please read and retain this memorandum for future reference.

Material Services is improving the arrangement of services offered to university departments. In the RIAS system, there will be several new options available for ordering services provided by Material Services.

Here are the steps:

STEP 1: Go to the “Find a Product” area in I-Procurement



STEP 2: Type Material%

NOTE: By typing Material%, the system will only return those lines where the word “Material” appears.

STEP 3: Select an item by putting a check in the box to the left of the item and click “Add to Cart”

<input type="checkbox"/>	Intercampus Moving Only	Each	1.00	IPO: Material Svcs Moving		MTL SVCS MOVING
<input type="checkbox"/>	Cash Transmittal Forms (25 per pack)	Pack	8.75	IPO: Material Svcs Forms		MTL SVCS FORMS
<input type="checkbox"/>	Employee Time Records (25 per pad)	Pad	1.39	IPO: Material Svcs Forms		MTL SVCS FORMS
<input type="checkbox"/>	Internal Purchase Orders (25 per pack)	Pack	4.00	IPO: Material Svcs Forms		MTL SVCS FORMS
<input type="checkbox"/>	Moving Boxes (12x12x24)	Each	1.90	IPO: Material Svcs Forms		MTL SVCS FORMS
<input type="checkbox"/>	Travel Order Forms (25 per pack)	Pack	9.00	IPO: Material Svcs Forms		MTL SVCS FORMS
<input type="checkbox"/>	U Charge Forms (25 per pack)	Pack	5.60	IPO: Material Svcs Forms		MTL SVCS FORMS
<input type="checkbox"/>	Furniture Installation/Surplus Pickup/Storage Only	Each	1.00	IPO: Material Svcs Furniture/Surplus		MS FURN-SURPLUS

STEP 4. Complete your requisition (e.g., deliver-to information, account distribution, approver list)

We are dedicated to providing excellent customer service to the university community for the services we provide. Please watch our website at <http://www.material.rutgers.edu> for other announcements.

As always, we appreciate your feed back on our operations and services. Please email Material Services at leiher@rci.rutgers.edu with any concerns, questions, or suggestions on how Material Services can assist your department.