



## RIAS PROCURE-TO-PAY NOTICE

December 12, 2005  
December 19, 2005 - Reminder

### **REMINDER NOTIFICATION**

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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### **System Availability Notification for the Holiday Break**

The RIAS application will be unavailable during the holiday break. The system will be shutdown from December 23rd at 7:00 PM and will be available again on January 3rd at 7:00 AM. Procedures for emergency ordering can be found in the Purchasing Guidelines available at [http://procure.rutgers.edu/fs\\_guide.html](http://procure.rutgers.edu/fs_guide.html)

**\*\*Please note that ALL central administrative applications will be unavailable from 6:00 AM on Dec 27th through - 8:00 AM on Dec 30th due to Data Center maintenance activity.\*\***

### **Delivery of goods during the Holiday Break**

If your office is closed for business from December 24, 2005 through January 2, 2006, the following message should be added as a "note to supplier" to your Quick Purchase Order:

**"Rutgers, The State University of NJ will be closed December 24, 2005 through January 2, 2006. No deliveries will be accepted during this time unless prior arrangements have been made".**

This message may be added in the Item Description or as an attachment. Instructions on how to add an attachment are outlined in the Internet Procurement Manual on page 52 and 55. The Internet Procurement Manual is available at <http://rias.rutgers.edu/ipmanual.pdf>.

We wish you a safe and happy holiday season!