



RIAS PROCURE-TO-PAY NOTICE

December 14 & 20, 2006

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.

System Availability Notification for the Holiday Break

The RIAS application will be unavailable during the holiday break. The system will be shutdown from December 22nd at 7:00 PM and will be available again on January 2nd at 7:00 AM. Procedures for emergency ordering can be found in the Purchasing Guidelines available at http://purchasing.rutgers.edu/fs_guide.html

Delivery of goods during the Holiday Break

If your office is closed for business from December 23, 2006 through January 1, 2007, 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 23, 2006 through January 1, 2007. 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 54 and 56. The Internet Procurement Manual is available at <http://rias.rutgers.edu/ipmanual.pdf>.

We wish you a safe and happy holiday season!