

USING FORMS IN MICROSOFT WORD and EXCEL

1) Find the appropriate form you wish to open

Form Name	Form Number	Description	Can Be Attached to Requisition? (Yes/No)	Microsoft Word	Adobe Acrobat
Check Cancel/Reissue/Stop Payment Request	CA106	Used to either cancel a check or stop payment on a check.	No	Click Here	Click Here
Automobile Purchase Request	PO	Used to trade an existing or purchase a new vehicle.	Yes	Click Here	Click Here
Cellular Phone Request	PO	Used to order cellular phone service and/or equipment.	Yes	Click Here	Click Here
Employee Travel Advance Request Form	CA107	Used when a travel advance is being requested by a University employee.	No	Click Here	Click Here

2) Click on the Microsoft Word version 3) Fill out all fields (e.g. checkboxes, free-form fields) as indicated in the instructions/purpose of the form.



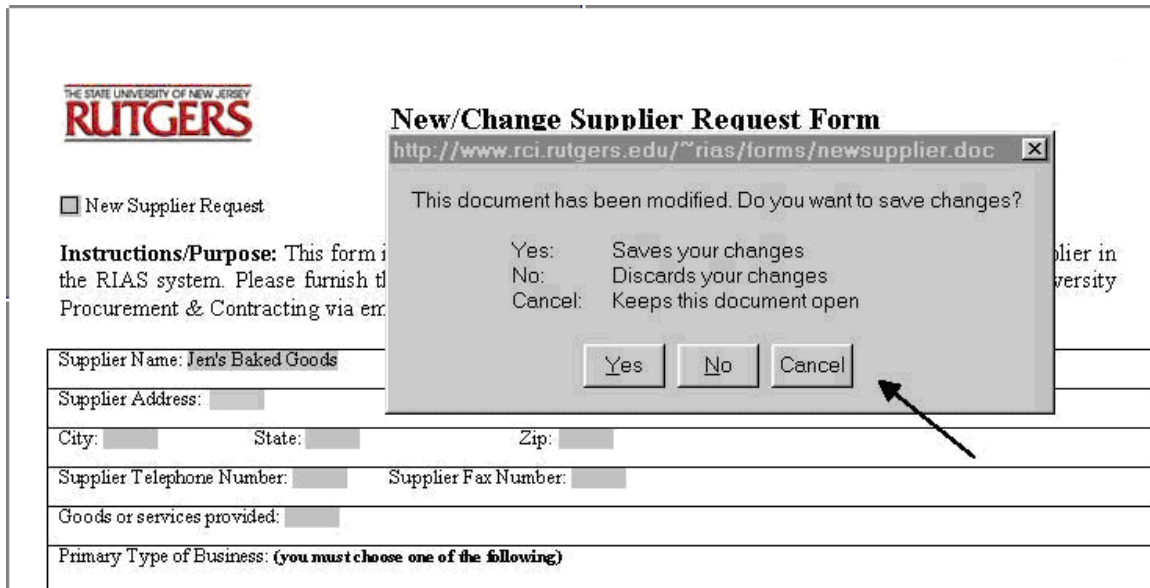
New/Change Supplier Request Form

New Supplier Request
 Change to Existing Supplier Request

Instructions/Purpose: This form is used to add a new supplier or change information on an existing supplier in the RIAS system. Please furnish the information requested. Completed form must be forwarded to University Procurement & Contracting via email to procure@rci.rutgers.edu.

Supplier Name: <input type="text"/>	Federal ID or Social Security Number: <input type="text"/>
Supplier Address: <input type="text"/>	
City: <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>
Supplier Telephone Number: <input type="text"/>	Supplier Fax Number: <input type="text"/>
Goods or services provided: <input type="text"/>	
Primary Type of Business: (you must choose one of the following) <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership/LLP/LLC <input type="checkbox"/> Foreign Individual <input type="checkbox"/> Foreign Corporation/Partnership <input type="checkbox"/> Other <input type="text"/>	
Check all that apply: <input type="checkbox"/> New Jersey State Incorporated <input type="checkbox"/> Minority Owned <input type="checkbox"/> Women Owned <input type="checkbox"/> Small Business Enterprise <input type="checkbox"/> 8A <input type="checkbox"/> Hubzone <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran	
Type of Sale: <input type="checkbox"/> Product Only <input type="checkbox"/> Service Only <input type="checkbox"/> Product and Service <input type="checkbox"/> Other	

4) If you click on the back browser in error, the message below will appear. If you want to save the document, click Yes and you will be asked to name the file. If you click No, all information input will be discarded. If you click Cancel, you will return to the form.



The screenshot shows a web browser window displaying a form titled "New/Change Supplier Request Form" from Rutgers University. The form includes a checkbox for "New Supplier Request" and a section for "Instructions/Purpose". Below this, there are several input fields: "Supplier Name: Jen's Baked Goods", "Supplier Address:", "City:", "State:", "Zip:", "Supplier Telephone Number:", "Supplier Fax Number:", "Goods or services provided:", and "Primary Type of Business: (you must choose one of the following)". A modal dialog box is overlaid on the form, asking "This document has been modified. Do you want to save changes?". The dialog box has three buttons: "Yes", "No", and "Cancel". An arrow points to the "Cancel" button. The dialog box also lists the actions for each button: "Yes: Saves your changes", "No: Discards your changes", and "Cancel: Keeps this document open".

5) To save the file, click File and then Save As. Save the file to your computer.



USING FORMS IN ADOBE ACROBAT (PDF)

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Employee Travel Advance Request Form	CA107	Used when a travel advance is being requested by a University employee.	No	Click Here	Click Here

2) Type in the information requested in the instructions/purpose

Instructions/Purpose: This form should be completed for an invoice that requires manual certification. Complete this form, obtain appropriate signature and forward to Disbursement Control, ASB, Room 302, 65 Davidson Road, Piscataway, NJ 08854, Busch Campus.

Preparer's Name: Department:

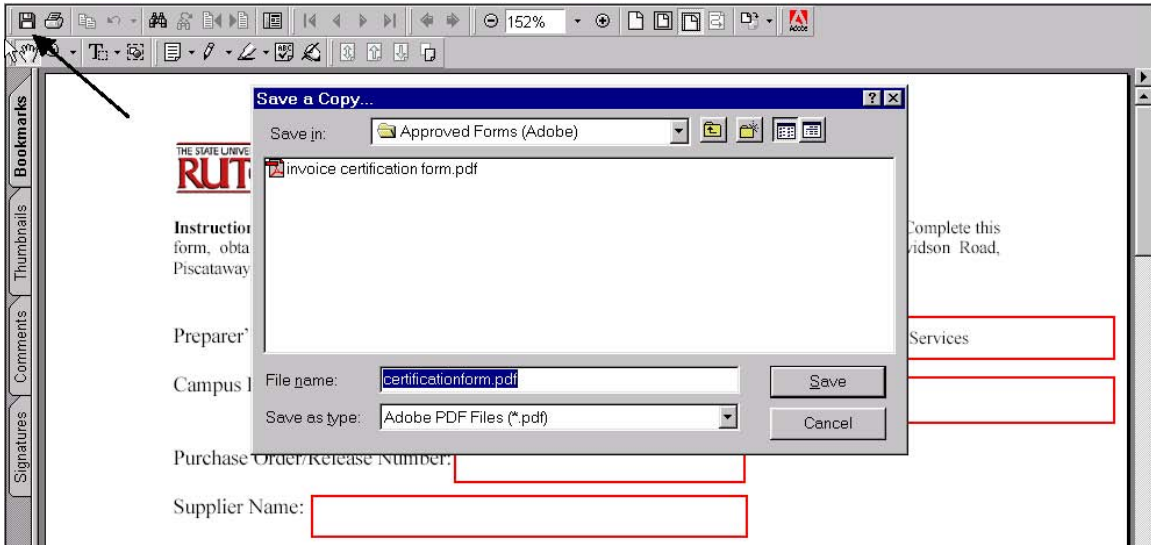
Campus Phone Number: Email Address:

Purchase Order/Release Number:

Supplier Name:

Invoice Number: Invoice Date: Invoice Amount:

3) Click on the Save icon within the Adobe window as indicated below



4) Name the file and click Save NOTE: If you click the back browser button your work will not be saved