

Procure to Pay

How To Become An IPO Supplier

If your department provides goods or services to the university community, requests to your department will have to go through RIAS. Departments providing services to the university community, and not in RIAS, MUST be added to RIAS to avoid an interruption in payment for services provided.

Please download the forms listed below and follow the instructions for each so that you can be added.

Please contact Creighton Pfeifer at 732-932-4375 ext 2304 or by [email](#) with any questions concerning completion of the forms or how the process works.

[IPO Supplier Setup Document](#) - Complete the second and third page of the setup document. Send completed document to Creighton Pfeifer by fax at 732-932-4426 or by [email](#). Please note Pages 4 to 30 explain the functions of an IPO Buyer and are included in the document for your reference.

[RIAS Access Request Form for Internal Suppliers](#) - This form needs to be completed for the person(s) who will be the default and backup IPO buyers. Complete Sections 1 & 3 of this form and fax the completed signed form to University Human Resources at 732- 932-0046 or send via campus mail to University Human Resources, Administrative Services Building II, Cook Campus, 57 US Highway 1 South.