

# Procure to Pay

## How to Shop Internal Suppliers in the RIAS

1. Go to the “RU Internal Suppliers” Search area in your I-Procurement Home Page. (**DO NOT SELECT NON-CATALOG REQUEST**)
2. Type in a key word from the description (item), internal item number or the supplier of the internal supplier site. (Best results can be received by entering the Internal Item Number or if only a part of the description or supplier followed by the % sign is entered. A list of all the IPO Suppliers and their internal item numbers are posted on the RIAS website: <http://rias.rutgers.edu/IPOSuppliers.html>)

Using the IPO Internal Item Number here will provide more precise results.

ORACLE iProcurement

RU Internal and Exchange Suppliers | Categories | Shopping Lists | Non-Catalog Request

Search RU Internal Suppliers Go

Welcome, Creighton Pfeifer! RU Internet Procurement

**Shop RU Internal, Exchange and Contract Blanket Agreement Suppliers**

<a href="#">RU Internal Suppliers</a>	<a href="#">Airgas Inc.</a>	<a href="#">Arbee Associates (Women Owned)</a>
<a href="#">CDW Government</a>	<a href="#">Fisher Scientific Company L.L.C.</a>	<a href="#">MSC Industrial Supply</a>
<a href="#">OfficeMax</a>	<a href="#">Paper Mart Inc.</a>	<a href="#">Sigma-Aldrich</a>
<a href="#">Spectrum Chemical and Laboratory Products, Inc. (Woman Owned)</a>	<a href="#">Staples</a>	<a href="#">Strategic Business Products (Minority Owned)</a>
<a href="#">VWR International</a>	<a href="#">WB Mason - Computer Peripherals &amp; Supplies, Office Supplies &amp; Equipment</a>	<a href="#">Exchange.Oracle.com</a>

**Shopping Cart**  
Your cart is empty.

**Purchasing News**  
✓ Check frequently asked questions  
✓ Link to Purchasing

3. Select the item, enter Quantity (quoted amount received) and click “Add to Cart”.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

RU Internal and Exchange Suppliers | Categories | Shopping Lists | Non-Catalog Request

Search Internal Purchase Orders 1120 Go Shop Other Stores

Shop: RU Internal and Exchange Suppliers >

**Search Results Summary**

Search Results Summary from All Local Content: 1120

[View all results from All Local Content](#)

[Computing Support Services - Camden Campus](#)

Category: Do Not Use with Non-Catalog Request - For Designated Internal Suppliers Only Supplier: IPO: OIT-Camden Computing Services Supplier Site: OIT-CCS CAMDEN

Supplier Item: Internal Item Number: 1120

Price: 1 USD Unit: Each

Quantity 1 Add to Cart Add to Favorites Add to Compare

**Shopping Cart**  
Your cart is empty.

**Compare Items**  
No items selected.

4. Enter any required information (items marked with an asterisk \*) and click on Continue.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

RU Internal and Exchange Suppliers | Categories | Shopping Lists | Non-Catalog Request

**Special Information**

\* Indicates required field

**Selected Line**

Your selection requires special information.

Description	Unit	Quantity	Price	Amount (USD)	Supplier
Computing Support Services - Camden Campus	Each	1	1 USD	1.00	IPO: OIT-Camden Computing Services

IPO: OIT-CCS CAMDEN

To Obtain Pricing for:

Contact:

\* Department Name:

\* Department Contact:

\* Contact Phone Number:

\* Contact Email:

\* Service to be Provided:

\* Quote/Invoice Number:

Enter Quoted Amount in Quantity Area:

Continue

5. At the next screen you will see the item added in the shopping cart area under “Recently Added Lines”. Click on “View Cart Checkout” to continue.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

RU Internal and Exchange Suppliers | Categories | Shopping Lists | Non-Catalog Request

Search Internal Purchase Orders:  Go

Shop Other Stores

**Search Results Summary from All Local Content: 1120**

[View all results from All Local Content](#)

[Computing Support Services - Camden Campus](#)

Category: Do Not Use with Non-Catalog Request - For Designated Internal Suppliers Only

Supplier: IPO: OIT-Camden Computing Services

Supplier Site: OIT-CCS CAMDEN

Supplier Item: Internal Item Number: 1120

Price: 1 USD Unit: Each

Quantity:  Add to Cart

Add to Favorites Add to Compare

**Shopping Cart**

Your cart contains 1 line.

**Recently Added Lines**

Computing Su... 1 Each

[View Cart and Checkout](#)

**Compare Items**

No items selected.

6. At the Shopping Cart Contents page, quantity can added if not done in step 3 or it can be changed. **REMEMBER DO NOT CHECK THE QUICK ORDER BOX.** Click on “Checkout” to continue to complete the requisition process.

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Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

**Shopping Cart**

[Save](#) [Checkout](#)

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Delete
1	Computing Support Services - Camden Campus	IPO: OIT-CCS CAMDEN	Each	1	1 USD	1.00	IPO: OIT-Camden Computing Services	OIT-CCS CAMDEN	
						<b>Total</b>	<b>1.00</b>		

CHECK HERE FOR QUICK ORDERS (\$5000 limit) AND CHECK REQUESTS ONLY. DO NOT check this box if using an RU Exchange Supplier or if entering an Internal Purchase Order number will be assigned after completing checkout.

[Return to Shopping](#) **DO NOT CHECK THIS BOX** [Save](#) [Checkout](#)

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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