

LOG INTO MARKETPLACE, GO TO FORMS, THEN GOODS REQUEST (DO NOT PROCESS RADIOACTIVE MATERIAL ORDERS AS QUICK ORDERS)

VIEW FORM

SEARCH FOR SUPPLIER (E.G. – PERKIN ELMER)

IN PRODUCT DESCRIPTION:

THIS IS WHERE YOU TYPE IN THE CATALOG #, ISOTOPE (E.G. – P-32, H-3, C-14, ETC), AND QUANTITY (E.G. – 250 uCi, 500 uCi)


FILL OUT OTHER LINE ITEMS AS NEEDED (UNIT COST, COMMODITY CODES, ETC)

UNDER HEALTH & SAFETY:

CLICK RADIOACTIVE (See red arrow below)

Goods Request Available Actions: Add and go to Cart

Instructions



POLICY & GUIDELINES

- *\$10,000 to \$149,999.99 Requires Informal Bid and 2 Quotes
- *\$150,000+ Requires a Formal Bid or Waiver of Bid
- *Any Dollar Amount for Allowed Commodity Codes
- [Link to Policy Library](#)
- *Quantity-Based Purchases and Invoices
- [Create a Goods Order](#)
- *Restricted Items are purchased via this form
- [Restricted Items](#)
- *No Blanket Orders
- *No IT Software Orders
- *No Professional Service Orders

DISCRETIONARY SPENDING

- *Is this purchase Necessary, Appropriate, and Reasonable?
- [Link to Discretionary Spending Website](#)

COMMODITY CODES

- *Link for Commodity Code List
- [Commodity Code List](#)
- *Document's Password is password
- *Job Aid for Commodity Codes
- [Commodity Code Search](#)

Goods Request Information

Enter Supplier

or [Supplier Search](#)

Product Description

254 characters remaining [expand](#) | [clear](#)

Catalog No./SKU/Product No.

Unit Cost

Please enter the number of items being ordered in the Quantity field below


Total Dollar Amount/Quantity

Packaging (UOM)

Commodity Code

Health and Safety

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green



Procurement Authority

Internal Attachments are attachments that are needed for the Requisition to be approved, but **will not be** sent to the Supplier. **Examples:** Waiver, ICED

Internal Attachments

	Size	Date
<input type="button" value="Add Attachments"/>		

Request Waiver of Bid Requirement?

If Yes, Total Amount of Waiver Request

Waiver Period Start

Waiver Period End

Contract and Additional Information

Contract

External Attachments are attachments that are needed, and **will be** sent to the Supplier. **Examples:** SOW, Quote, Proposal

External Attachments

	Size	Date
<input type="button" value="Add Attachments"/>		

Internal Notes for Procurement

FILL OUT THE OTHER LINE ITEMS AS YOU NORMALLY WOULD (Unit cost, commodity code, etc)

ADD TO CART

PROCESS NORMALLY AS ANY OTHER ORDER

PROCEED TO CHECKOUT

ON NEXT SCREEN, UNDER SHIPPING, HIT "EDIT"

THEN - CHOOSE DIFFERENT ADDRESS "CLICK HERE" (see red arrow below)

Shipping

These values apply to all lines unless specified by line item

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

To choose a different address, [click here](#)

Cancel

TYPE IN "REHS" AND SELECT FROM ORG ADDRESSES

CHOOSE ONE OF THE ADDRESSES WITH 74 STREET 1603 (Either Org code 4886 or 4887) AND CLICK "SELECT"

Ship To

? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

select from your addresses

[select from org addresses](#)

Address Details

Contact Name *

Susan O'Brien

Room *

Address Line 1

Rutgers Environmental Health & Safety (REHS)

Address Line 2

74 Street 1603

City

Piscataway

State

NJ

Zip Code

08854-8037

Country

United States

Save this address for future use

Save

Cancel



UNDER CONTACT NAME, ADD THE PI'S NAME AND BUILDING AND ROOM #

CLICK "SAVE"

CONTINUE AS A NORMAL PO

IN THE FINAL REVIEW CONFIRM THE SHIPPING ADDRESS IS CORRECT AND THAT THE PI'S NAME AND BUILDING/ROOM # IS CORRECT

SUBMIT REQUEST