RU MarketPlace Release Upgrade

November 2016
Topics

• System Availability During the Upgrade

• What’s New in the 16.3 Release?

• System Resources and Support
System Availability During the Upgrade

• Beginning Friday, November 11th at 9:00 PM ET, RU MarketPlace will be unavailable for use during the upgrade.

• The RU MarketPlace is scheduled to resume operation on Sunday, November 13th at 12:00 PM ET.
WHAT’S NEW IN THE 16.3 RELEASE?
Main Navigation Menu Updates

• The RU Marketplace now has a clearer menu structure

• The icons on the left hand menu bar can now be configured to display the name of the function by selecting the icon on the lower right hand side of the menu bar

• Please note, the icons available are dependent on your assigned roles. The screen shot shown is for illustration purposes only

• Please see the screen shots on the following page for an example of how to show/hide additional information about the icons available on the navigation menu
Main Navigation Menu Updates

Welcome to the Rutgers Marketplace

New PSPA Form
University Procurement Services (UPS) announces the PSPA form (10/19/2016) and its availability under Forms Repository on the UPS website. Beginning December 1, 2016, UPS will only accept purchase order requests for new PSPAs. Please update your documents before this date to ensure that you are using the correct PSPA, which will facilitate processing of professional services.

Avoid Duplicate Deliveries - Before Purchase Order
To all RU Marketplace users, all purchases through RU Marketplace shall be made by the suppliers. The RU Marketplace distribution feature will not be used to distribute purchases to suppliers. If you have a procurement policy and receive issuance of the purchase order, it will be distributed to the suppliers according to the policy.
**Floating Search Bar**

- Document searches are now easier to execute with the addition of a floating search bar.
- You are now able to select the Search icon from wherever you are on the page and no longer have to scroll to the top or bottom to execute the search.
- Please see the screen shots on the following page for an example of the new search bar.
Floating Search Bar

[Image of Rutgers Marketplace interface with search bar and search criteria fields]

Go to: simple search | my requisitions | my purchase orders | my invoices | my forms
System Resources and Support

• If you have any questions about the upcoming release, please contact the University Procurement Services Help Desk at:
  – 848-932-4375;
  – Or procurement_helpcenter@finance.rutgers.edu