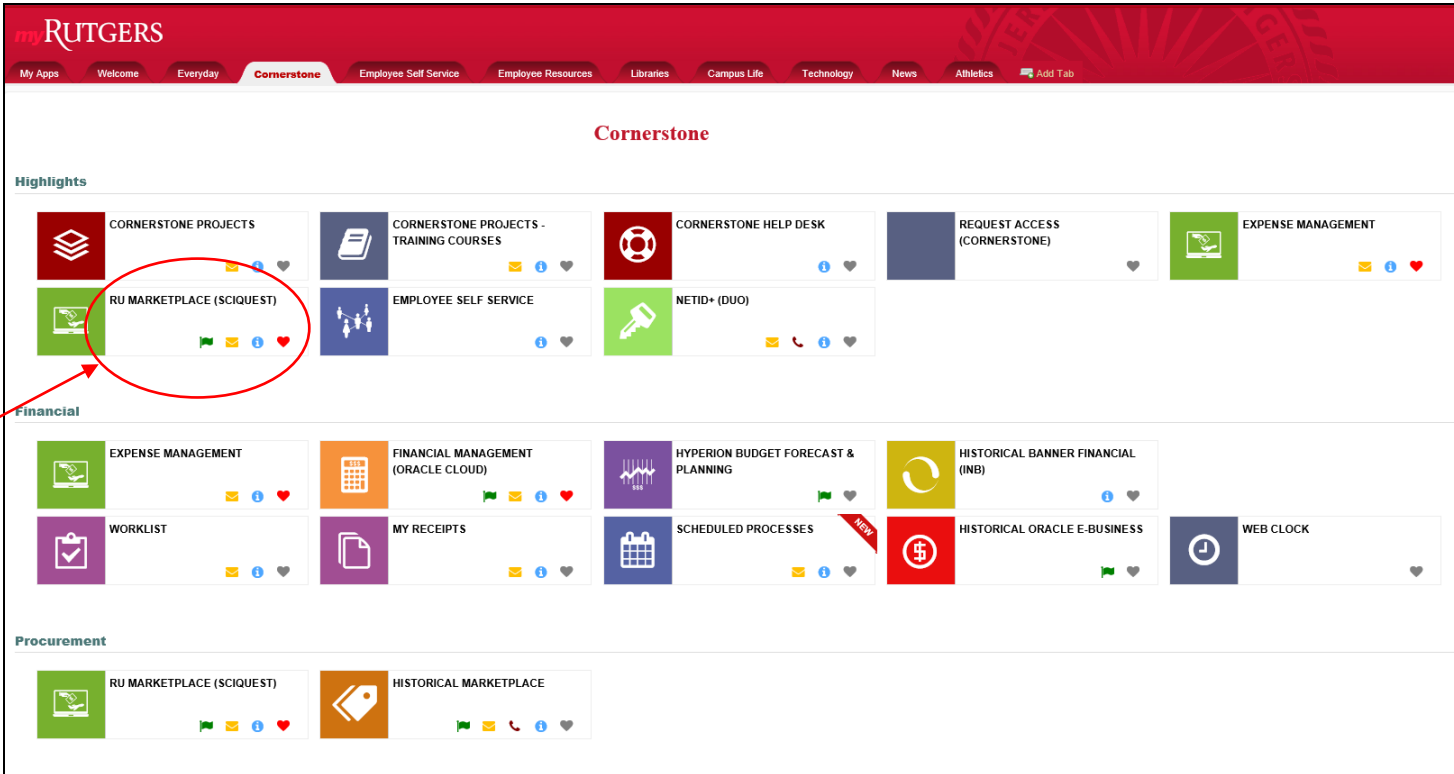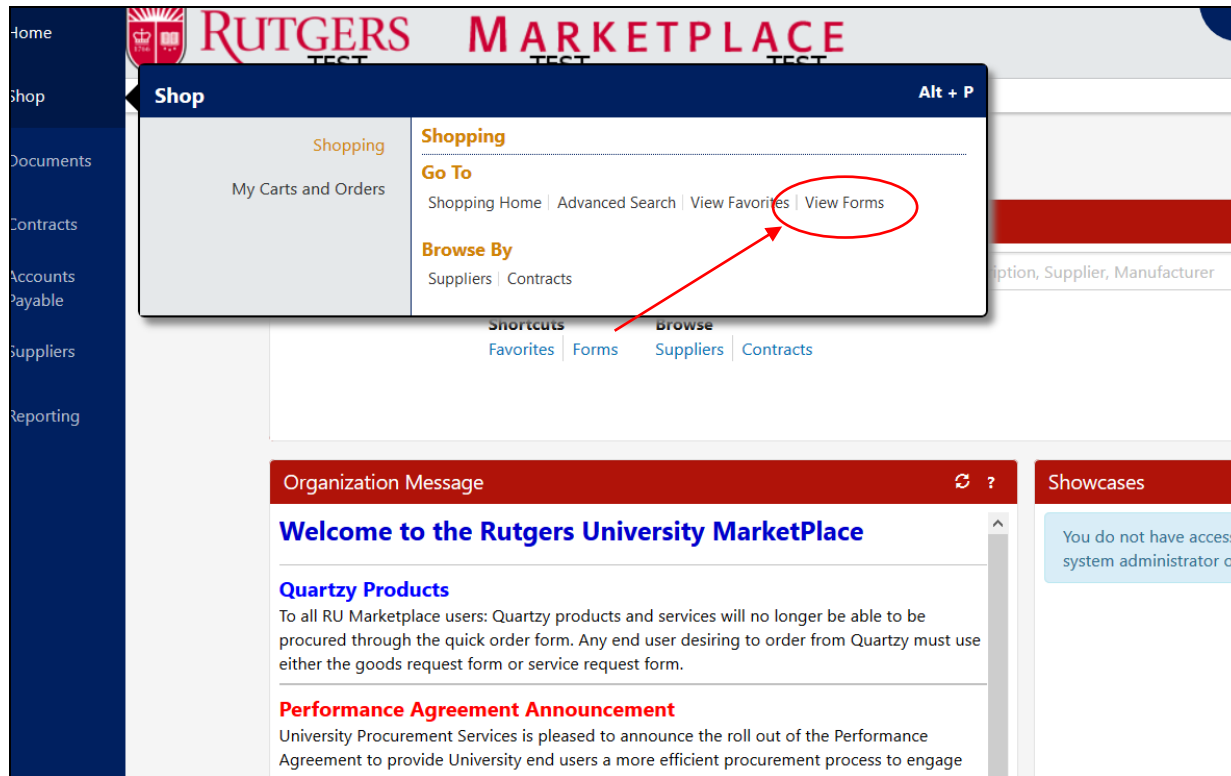# Non-PO Upload Request Form Instructions

This RU Marketplace form has been configured to provide departments/units a way to track non-PO upload requests, including non-qualifying scholarships, TA/GA awards, patient refunds, non-employee refunds, petty cash, and human subject payments/direct disbursements.   Units must follow the instructions below to ensure that requests are submitted and the process is followed correctly.   Access **RU Marketplace** from Cornerstone via my.rutgers.edu.

1. Open the site in RU Marketplace, and go to **Shop**, then **View Forms**:

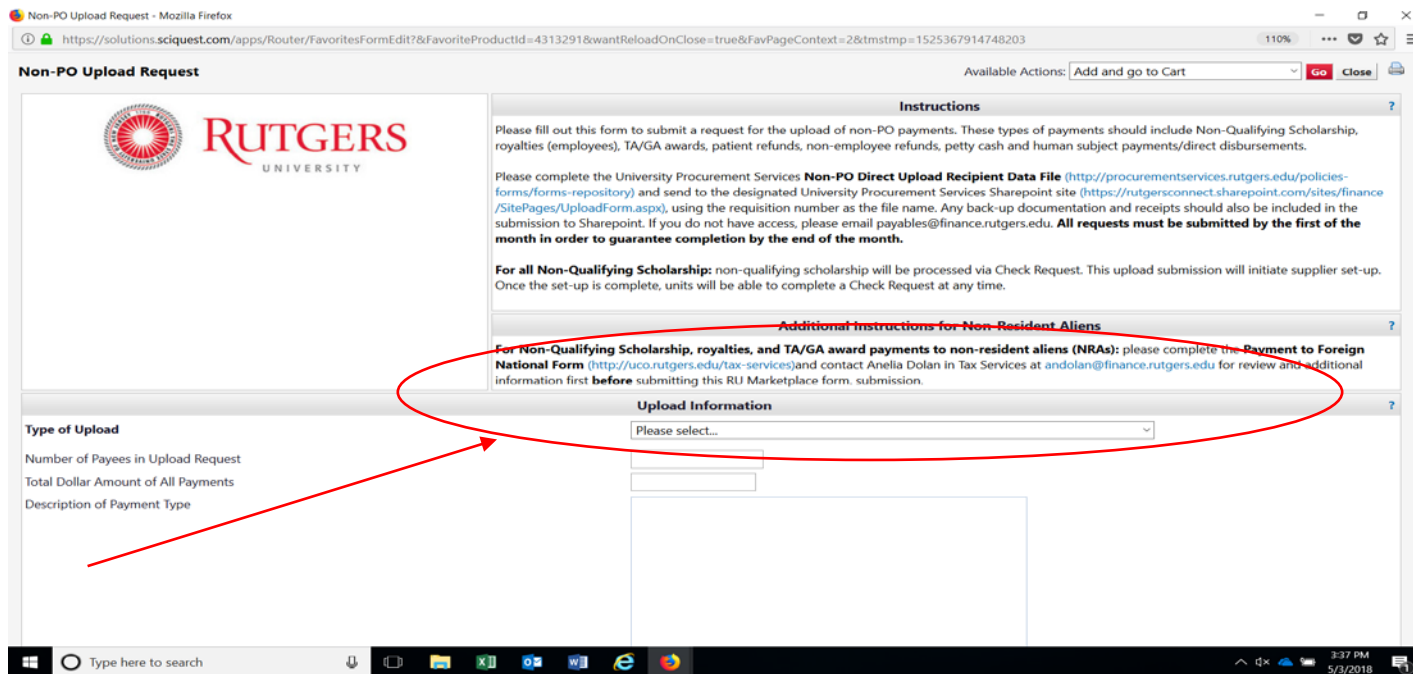2. Go to **Supplemental Forms**, then **Non-PO Upload Request**.
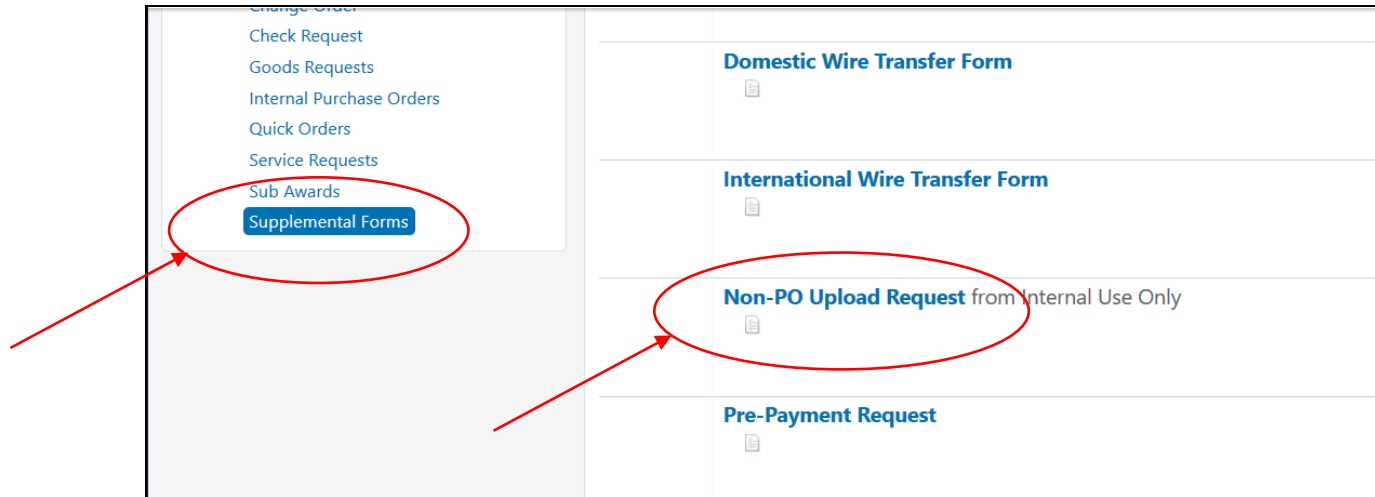
3. Be familiarized with the definitions of each upload type and the documentation needed.   Please refer to the Non-PO Transaction Matrix within Accounts Payable of the University Procurement Services website for detail.

   It is the unit's responsibility to know:

   - **if recipients are employees (student employees, faculty, staff)**
   - **the recipients' residency status: U.S. Citizen, resident, non-resident alien**
   - **the address of recipients (an IRS requirement)**
   - **the Social Security number of recipients (an IRS requirement, only for taxable income)**

4. Each submission request should be of the same definition classification.   For example, one submission is the royalty non-resident alien list, another submission is the royalty employee submission, etc.

5. **For all non-resident aliens**, units must complete the [Payment to Foreign National Form](#) and contact Anelia Dolan (Tax Department) at [andolan@finance.rutgers.edu](#) for review and additional information first *before* submitting the Non-PO Upload Request RU Marketplace form.   This form is also available in the [Non-PO Direct Upload Recipient Data File](#) packet on the Forms page of the University Procurement Services website.

6. Finish completing the form, including **Type of Upload**, **Total Dollar Amount of All Payments**, and **Description of Payment**.
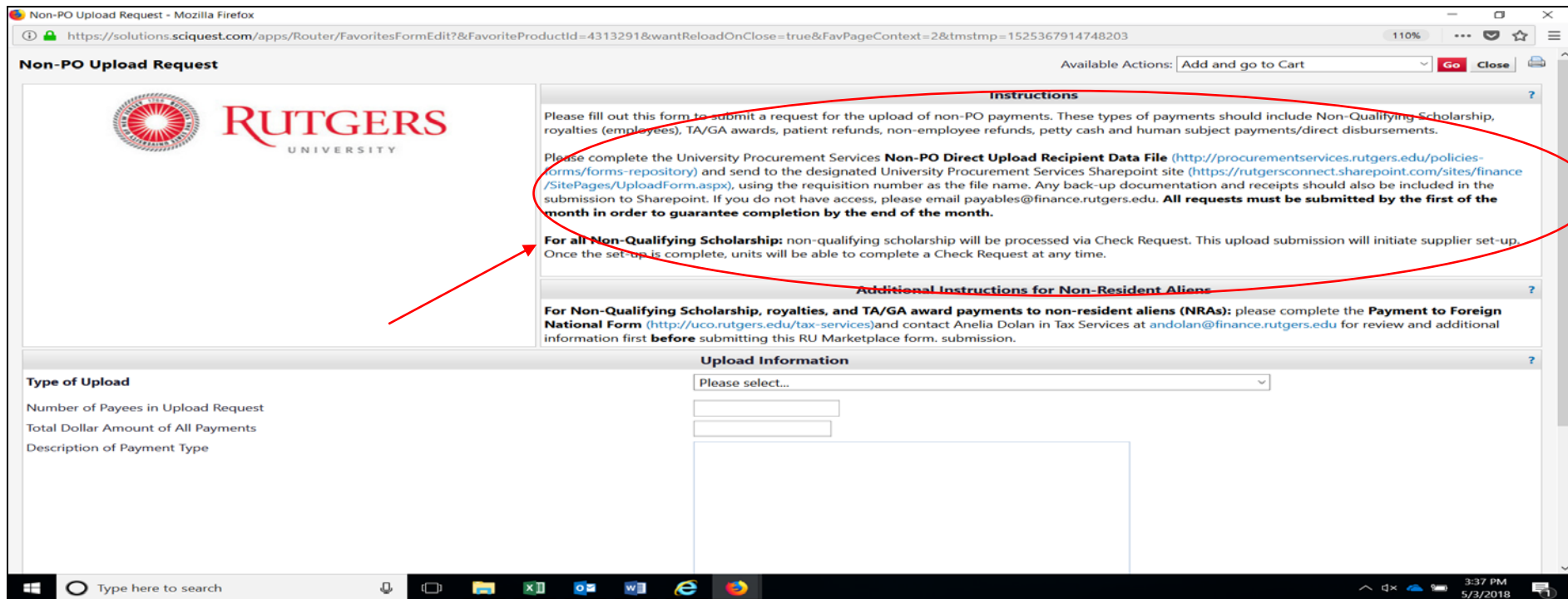
7. All accompanying documentation must be submitted to **Sharepoint** only.   Submissions must include a completed **Non-PO Direct Upload Recipient Data File** found within the **Forms** section of the University Procurement Services website and sent to the designated University Procurement Services **Sharepoint** site, <mark>using the Non-PO Upload requisition number as the file name</mark>.   Any back-up documentation, including the **Payment to Foreign National form** (if applicable) and receipts should also be included here. All files should be submitted to **Sharepoint** (not the form or the requisition), due to the sensitive nature of the files.

Units should contact Procurement Help Desk at procure@finance.rutgers.edu for first-time **Sharepoint** access.
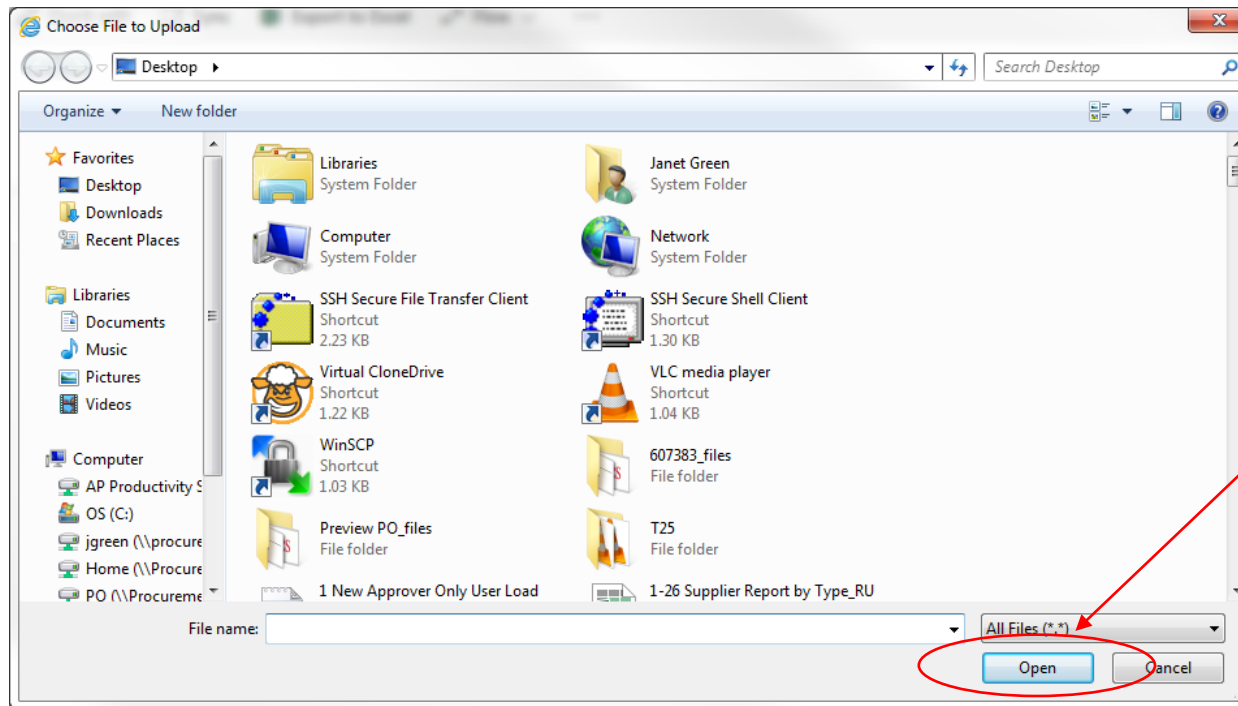
8. Once logged into **Sharepoint**, click on **Upload**.
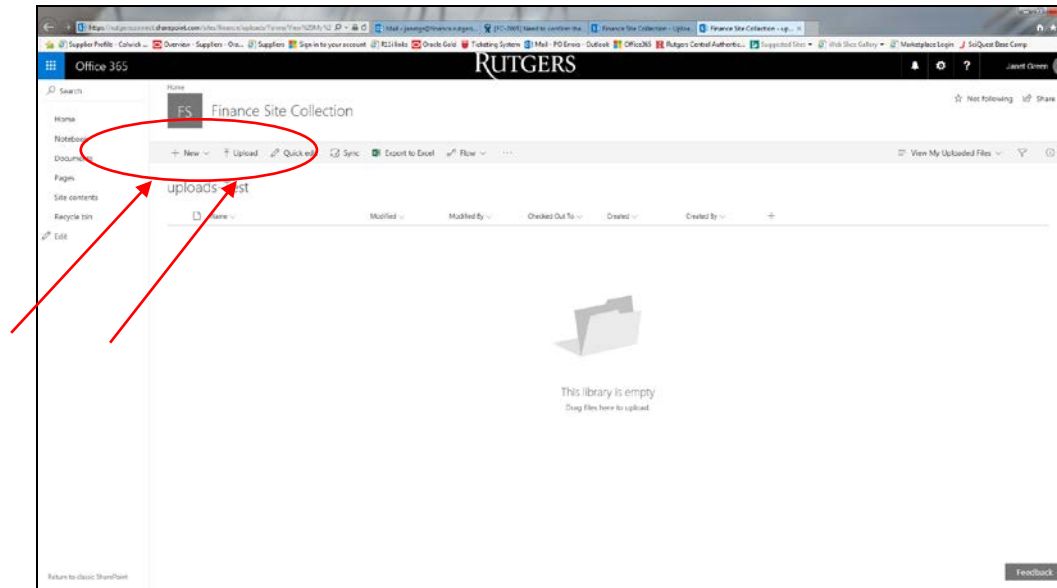
8a) Click on the **New** option to create a folder.   The folder should have the requisition number in the name.

8b) Once the folder is created, choose a file to upload by browsing the location where files are stored on the computer, selecting the needed file, and clicking **Open**.


9. Track the status periodically. **University Procurement Services' goal is to complete supplier set-up and payment issuance within 20 business days after submission by the unit, provided that the documentation submitted is accurate.**

In the case of non-qualifying scholarships, these are processed as Check Requests. After supplier set-up is complete, units can then issue a Check Request at any time thereafter.
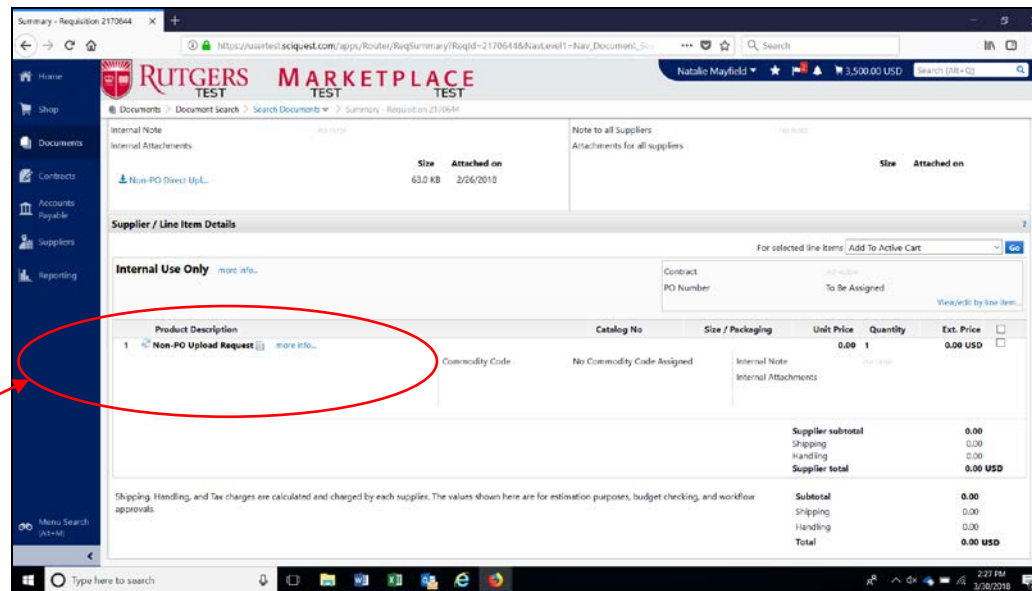
9a) To track status, go to **Documents** within RU Marketplace, then **Search Documents**, inputting the requisition number.   Click on the requisition number.
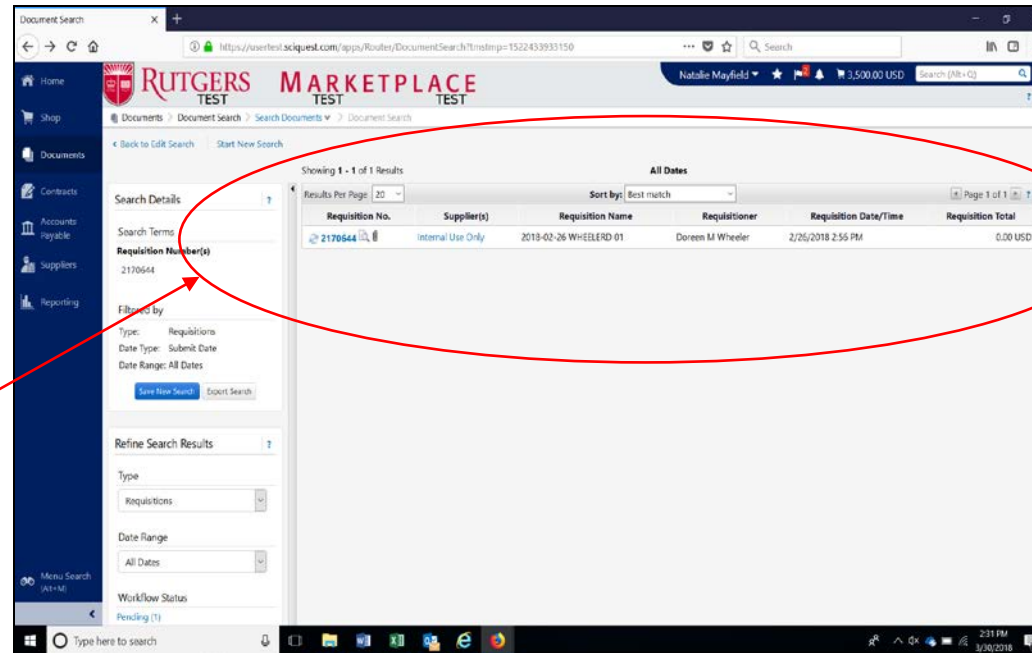
9b) Once in the requisition, scroll to the bottom of the page, under **Product Description**.   Click on the **Non-PO Upload Request Form**.
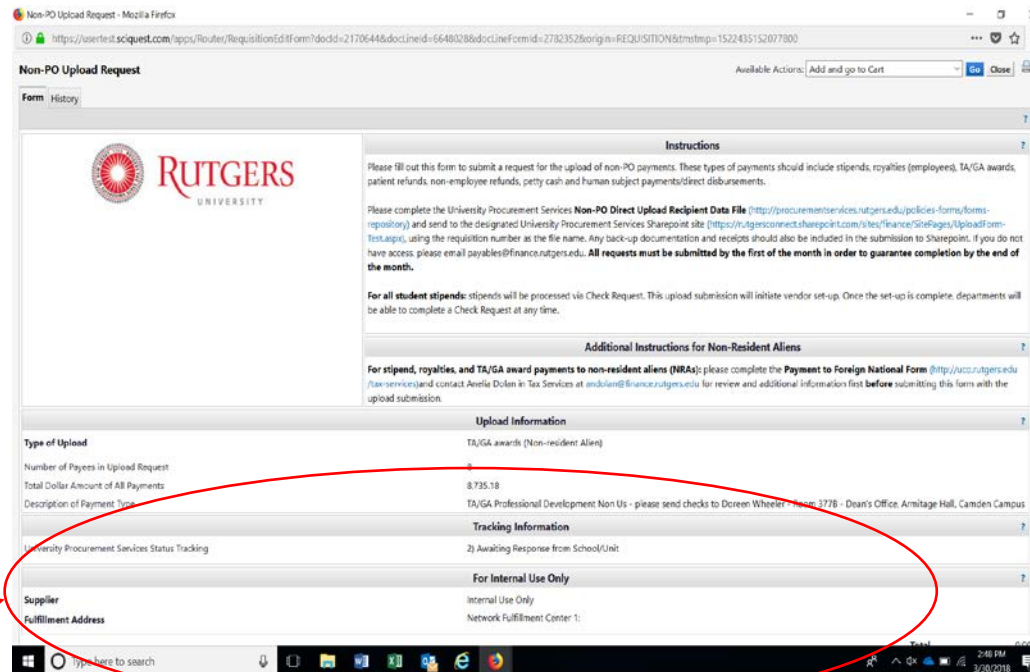
9c) See the latest tracking information at the bottom of the page within the form, under **Tracking Information**. **Emails will also be sent regarding tracking status changes, if RU Marketplace accounts have been set up to receive emails.**