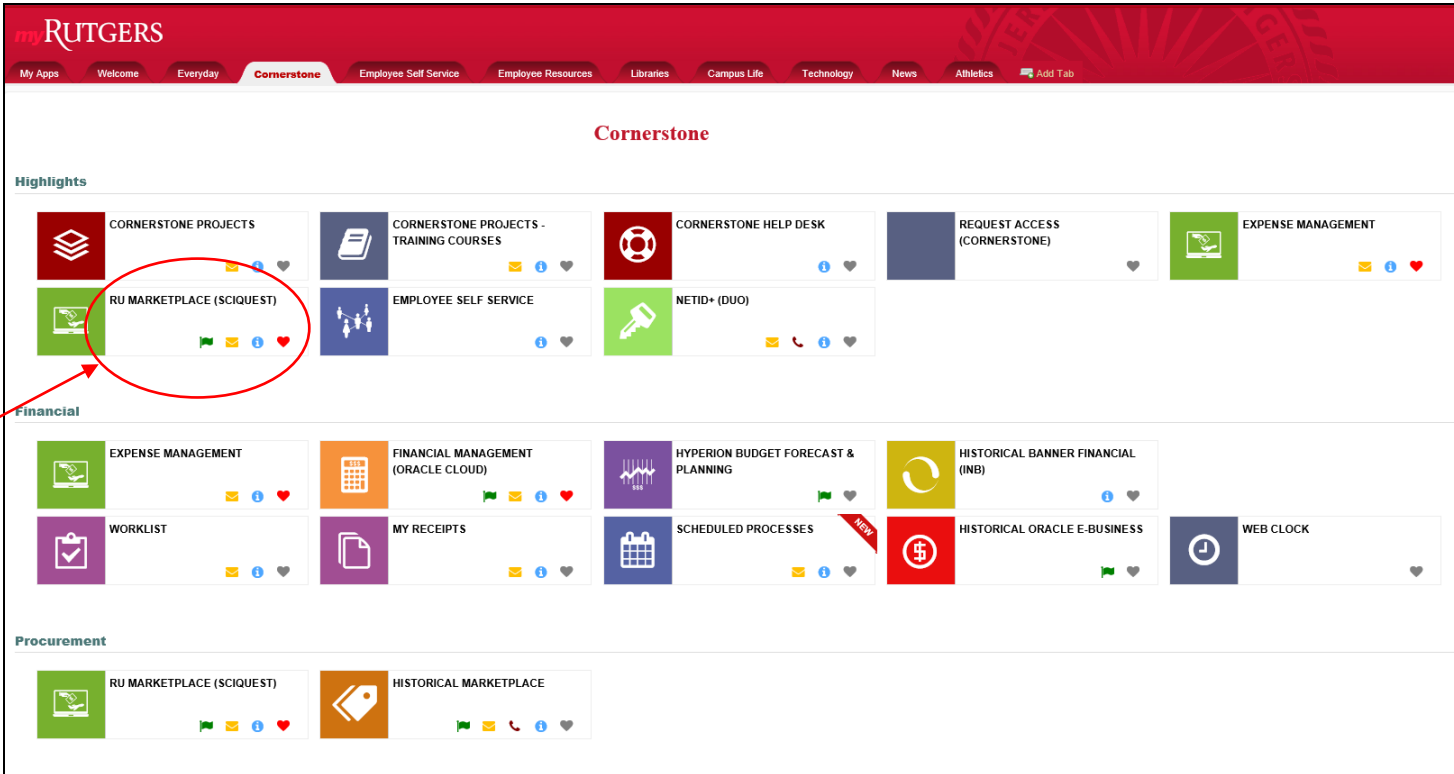




Non-PO Upload Request Form Instructions

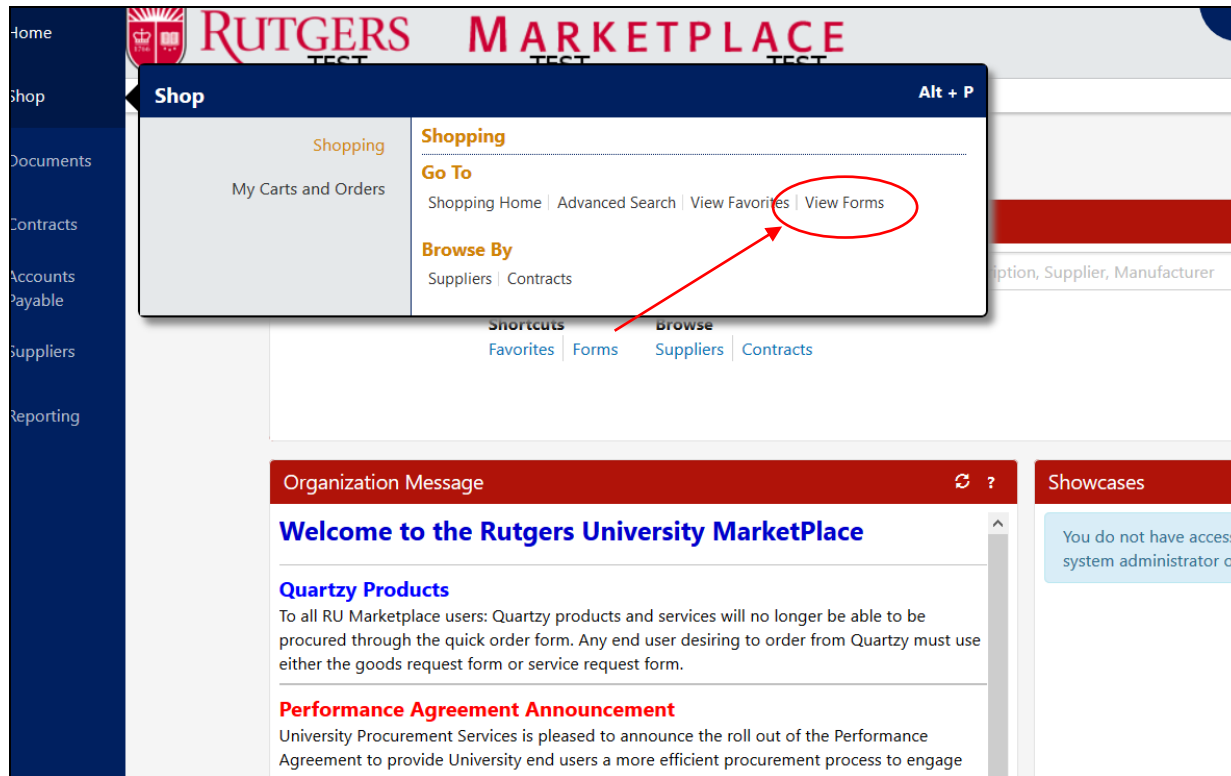
This RU Marketplace form has been configured to provide departments/units a way to track non-PO upload requests, including non-qualifying scholarships, TA/GA awards, patient refunds, non-employee refunds, petty cash, and human subject payments/direct disbursements. Units must follow the instructions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



The screenshot shows the Rutgers Cornerstone dashboard. The top navigation bar includes 'My Apps', 'Welcome', 'Everyday', 'Cornerstone', 'Employee Self Service', 'Employee Resources', 'Libraries', 'Campus Life', 'Technology', 'News', 'Athletics', and 'Add Tab'. The main content area is titled 'Cornerstone' and is divided into three sections: 'Highlights', 'Financial', and 'Procurement'. In the 'Highlights' section, the 'RU MARKETPLACE (SCIQUEST)' tile is circled in red, and a red arrow points to it from the left. Other tiles in 'Highlights' include 'CORNERSTONE PROJECTS', 'CORNERSTONE PROJECTS - TRAINING COURSES', 'CORNERSTONE HELP DESK', 'REQUEST ACCESS (CORNERSTONE)', 'EXPENSE MANAGEMENT', 'EMPLOYEE SELF SERVICE', and 'NETID+ (DUO)'. The 'Financial' section contains tiles for 'EXPENSE MANAGEMENT', 'FINANCIAL MANAGEMENT (ORACLE CLOUD)', 'HYPERION BUDGET FORECAST & PLANNING', 'HISTORICAL BANNER FINANCIAL (INB)', 'WORKLIST', 'MY RECEIPTS', 'SCHEDULED PROCESSES', 'HISTORICAL ORACLE E-BUSINESS', and 'WEB CLOCK'. The 'Procurement' section includes 'RU MARKETPLACE (SCIQUEST)' and 'HISTORICAL MARKETPLACE'.



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



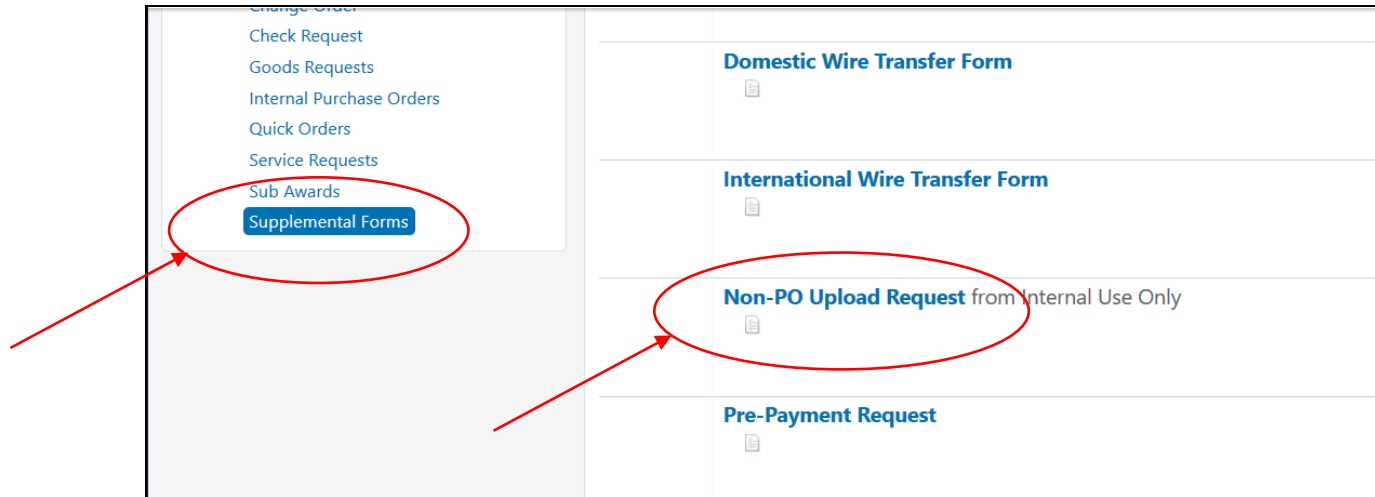
The screenshot shows the Rutgers Marketplace interface. A dark blue sidebar on the left contains navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, and Reporting. The main content area features a 'Shop' dropdown menu with the following options:

- Shopping
- My Carts and Orders
- Go To**
 - Shopping Home
 - Advanced Search
 - View Favorites
 - View Forms** (circled in red with a red arrow pointing to it)
- Browse By**
 - Suppliers
 - Contracts

Below the menu, there are sections for 'Organization Message' (Welcome to the Rutgers University MarketPlace), 'Quartz Products' (with a notice about procurement changes), and 'Performance Agreement Announcement'. A 'Showcases' section on the right displays a message: 'You do not have access system administrator or'.



2. Go to **Supplemental Forms**, then **Non-PO Upload Request**.



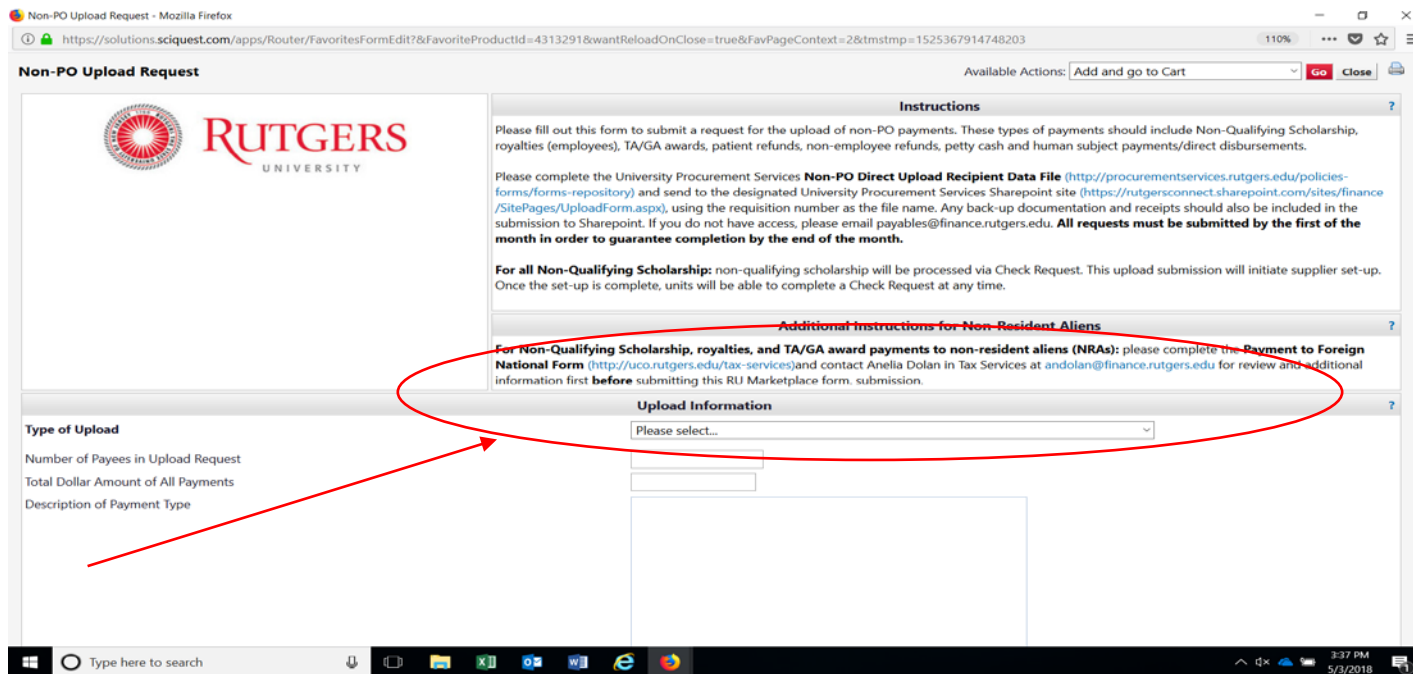
3. Be familiarized with the definitions of each upload type and the documentation needed. Please refer to the Non-PO Transaction Matrix within [Accounts Payable of the University Procurement Services](#) website for detail.

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.



Non-PO Upload Request

Instructions

Please fill out this form to submit a request for the upload of non-PO payments. These types of payments should include Non-Qualifying Scholarship, royalties (employees), TA/GA awards, patient refunds, non-employee refunds, petty cash and human subject payments/direct disbursements.

Please complete the University Procurement Services **Non-PO Direct Upload Recipient Data File** (<http://procurementservices.rutgers.edu/policies-forms/forms-repository>) and send to the designated University Procurement Services Sharepoint site (<https://rutgersconnect.sharepoint.com/sites/finance/SitePages/UploadForm.aspx>), using the requisition number as the file name. Any back-up documentation and receipts should also be included in the submission to Sharepoint. If you do not have access, please email payables@finance.rutgers.edu. **All requests must be submitted by the first of the month in order to guarantee completion by the end of the month.**

For all Non-Qualifying Scholarship: non-qualifying scholarship will be processed via Check Request. This upload submission will initiate supplier set-up. Once the set-up is complete, units will be able to complete a Check Request at any time.

Additional Instructions for Non-Resident Aliens

For Non-Qualifying Scholarship, royalties, and TA/GA award payments to non-resident aliens (NRAs): please complete the **Payment to Foreign National Form** (<http://uco.rutgers.edu/tax-services>) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first **before** submitting this RU Marketplace form. submission.

Upload Information

Type of Upload: Please select...

Number of Payees in Upload Request

Total Dollar Amount of All Payments

Description of Payment Type

6. Finish completing the form, including **Type of Upload**, **Total Dollar Amount of All Payments**, and **Description of Payment**.



For stipend, royalties, and TA/GA award payments to non-resident aliens (NRAs): please complete the **Payment to Foreign National Form** (<http://uco.rutgers.edu/tax-services>) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first **before** submitting this form with the upload submission.

Upload Information

Type of Upload

Number of Payees in Upload Request

Total Dollar Amount of All Payments

Description of Payment Type

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

Tracking Information

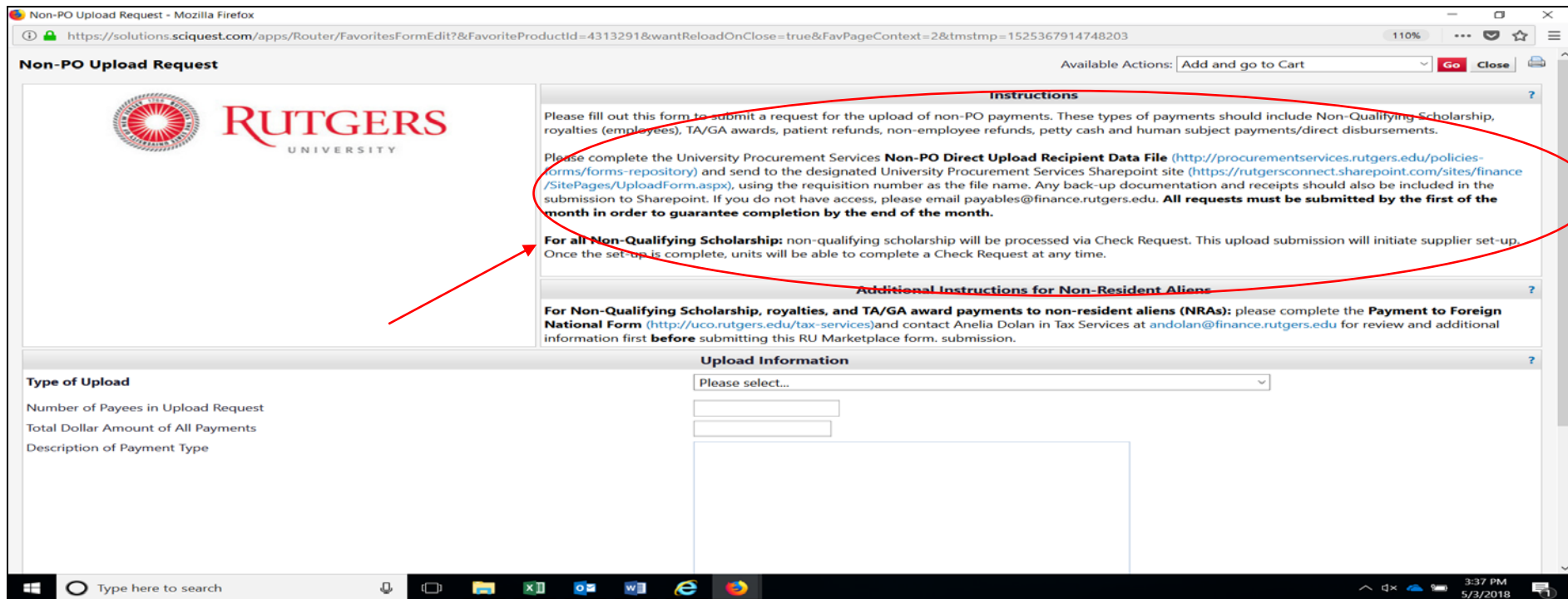
University Procurement Services Status Tracking

For Internal Use Only



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, **using the Non-PO Upload requisition number as the file name**. 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.



Non-PO Upload Request

Available Actions: Add and go to Cart **Go** **Close**

Instructions

Please fill out this form to submit a request for the upload of non-PO payments. These types of payments should include Non-Qualifying Scholarship, royalties (employees), TA/GA awards, patient refunds, non-employee refunds, petty cash and human subject payments/direct disbursements.

Please complete the University Procurement Services **Non-PO Direct Upload Recipient Data File** (<http://procurementservices.rutgers.edu/policies-forms/forms-repository>) and send to the designated University Procurement Services Sharepoint site (<https://rutgersconnect.sharepoint.com/sites/finance/SitePages/UploadForm.aspx>), using the requisition number as the file name. Any back-up documentation and receipts should also be included in the submission to Sharepoint. If you do not have access, please email payables@finance.rutgers.edu. **All requests must be submitted by the first of the month in order to guarantee completion by the end of the month.**

For all Non-Qualifying Scholarship: non-qualifying scholarship will be processed via Check Request. This upload submission will initiate supplier set-up. Once the set-up is complete, units will be able to complete a Check Request at any time.

Additional Instructions for Non-Resident Aliens

For Non-Qualifying Scholarship, royalties, and TA/GA award payments to non-resident aliens (NRAs): please complete the **Payment to Foreign National Form** (<http://uco.rutgers.edu/tax-services>) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first **before** submitting this RU Marketplace form, submission.

Upload Information

Type of Upload: Please select...

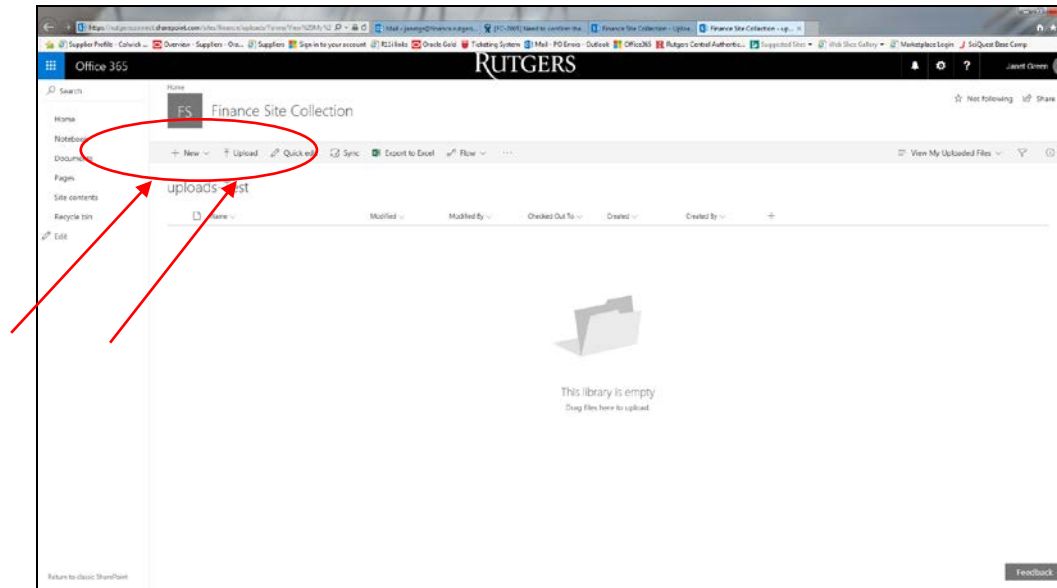
Number of Payees in Upload Request:

Total Dollar Amount of All Payments:

Description of Payment Type:



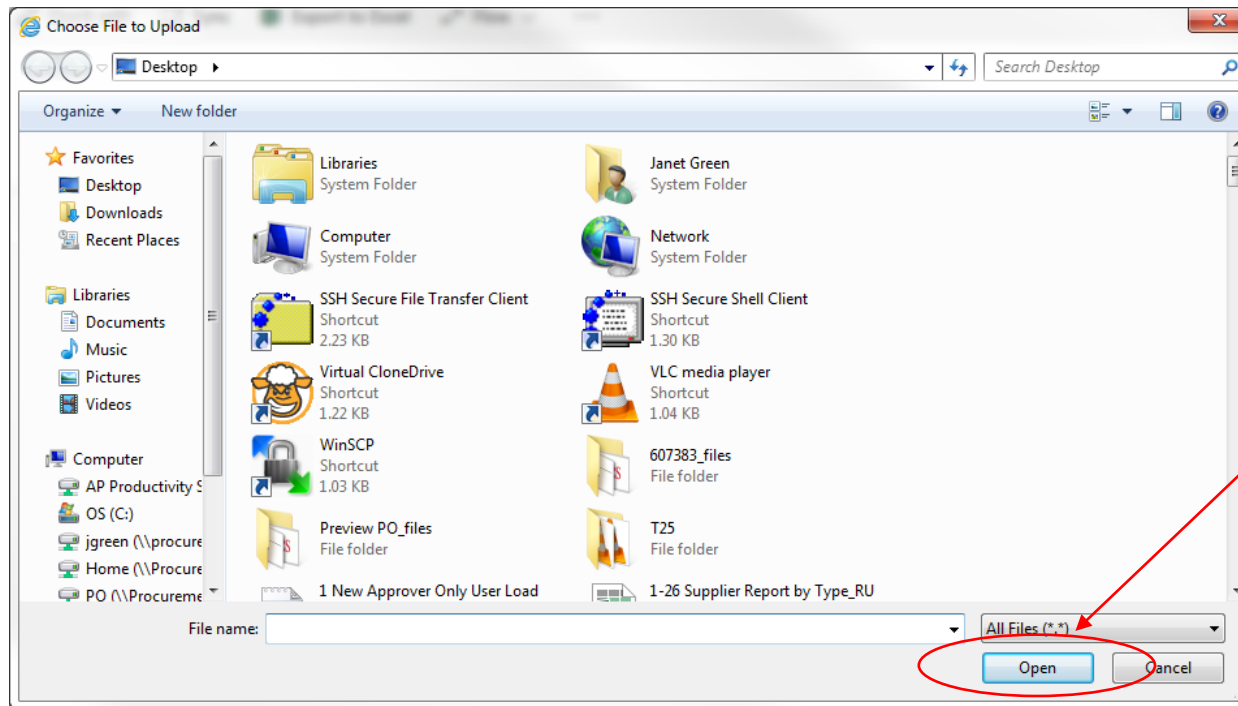
8. Once logged into **Sharepoint**, click on **Upload**.



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**.

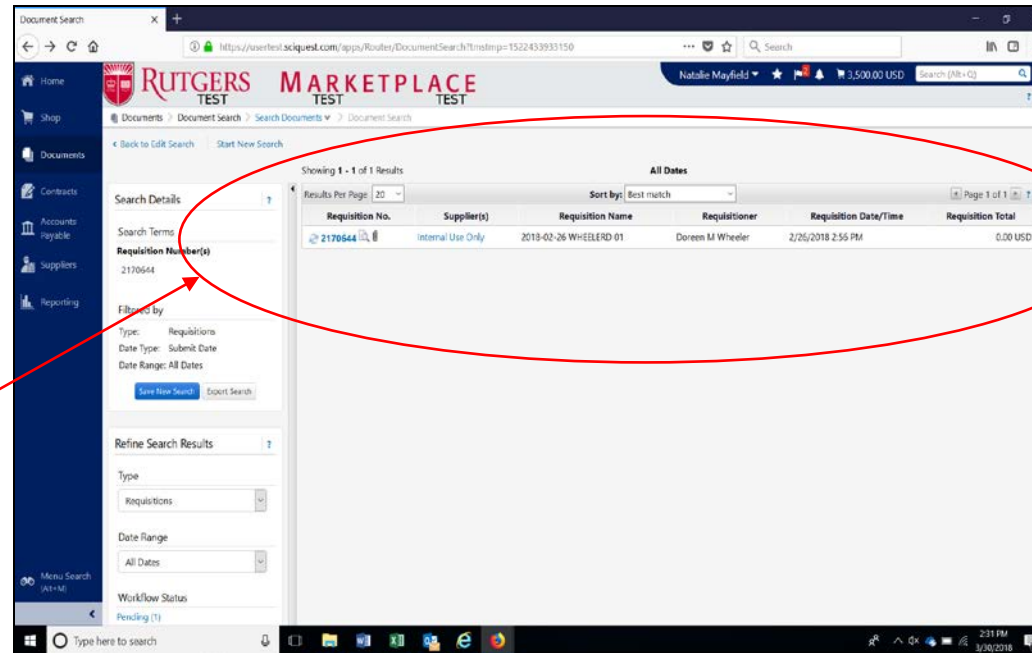


9. Track the status periodically. **University Procurement Services' goal is to complete supplier set-up and payment issuance within 20 business days after submission by the unit, provided that the documentation submitted is accurate.**

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.

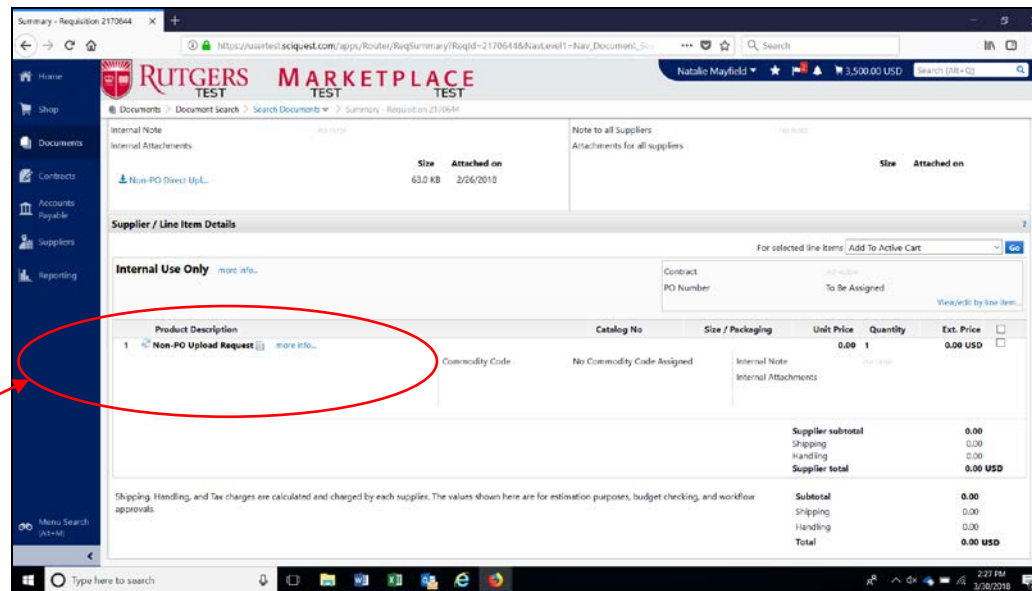


9a) To track status, go to **Documents** within RU Marketplace, then **Search Documents**, inputting the requisition number. Click on the requisition number.





9b) Once in the requisition, scroll to the bottom of the page, under **Product Description**. Click on the **Non-PO Upload Request Form**.



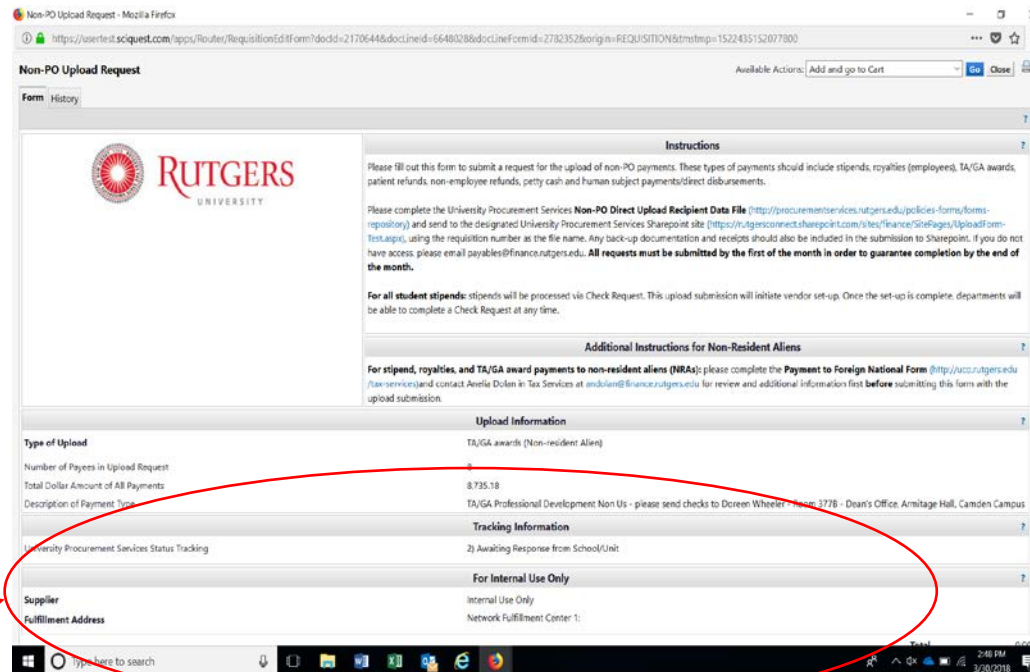
The screenshot shows the Rutgers Marketplace interface for a requisition. The 'Product Description' section contains a table with one row:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Non-PO Upload Request	No Commodity Code Assigned		0.00	1	0.00 USD

Below the table, there are summary rows for 'Supplier subtotal', 'Shipping', 'Handling', and 'Supplier total', all showing 0.00 USD. At the bottom, there are rows for 'Subtotal', 'Shipping', 'Handling', and 'Total', also showing 0.00 USD. A red circle highlights the 'Non-PO Upload Request' link in the first row of the table, and a red arrow points from the left towards this circle.



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.**



Non-PO Upload Request

Instructions

Please fill out this form to submit a request for the upload of non-PO payments. These types of payments should include stipends, royalties (employees), TA/GA awards, patient refunds, non-employee refunds, petty cash and human subject payments/direct disbursements.

Please complete the University Procurement Services **Non-PO Direct Upload Recipient Data File** (<http://procurementservices.rutgers.edu/policies-forms/forms-repository>) and send to the designated University Procurement Services Sharepoint site (<https://rutgersconnect.sharepoint.com/sites/finance/SitePages/UploadForm-Test.aspx>), using the requisition number as the file name. Any back-up documentation and receipts should also be included in the submission to Sharepoint. If you do not have access, please email payables@finance.rutgers.edu. **All requests must be submitted by the first of the month in order to guarantee completion by the end of the month.**

For all student stipends: stipends will be processed via Check Request. This upload submission will initiate vendor set-up. Once the set-up is complete, departments will be able to complete a Check Request at any time.

Additional Instructions for Non-Resident Aliens

For stipend, royalties, and TA/GA award payments to non-resident aliens (NRAs): please complete the **Payment to Foreign National Form** (<http://ucsc.rutgers.edu/tax-services>) and contact Anella Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first before submitting this form with the upload submission.

Upload Information	
Type of Upload	TA/GA awards (Non-resident Alien)
Number of Payees in Upload Request	
Total Dollar Amount of All Payments	8,735.18
Description of Payment Type	TA/GA Professional Development Non Us - please send checks to Doreen Wheeler - Room 377B - Dean's Office, Armitage Hall, Camden Campus
Tracking Information	
University Procurement Services Status Tracking	2) Awaiting Response from School/Unit
For Internal Use Only	
Supplier	Internal Use Only
Fulfillment Address	Network Fulfillment Center 1: