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 Uploads section within Accounts, Payable of the University Procurement Services website for definitions. For non-qualifying scholarships of quantity of 15 or less, please request a new supplier set-up. Then, once the set-up is complete, you may prepare a check request.

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 (non-qualifying scholarships (formerly stipends), royalties, and TA/GA awards), 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**. Select "Go", creating the requisition. Supporting documentation should NOT be added to this requisition. All documentation should be dropped in SharePoint. When this requisition is complete, it will have a $0 balance, as there is no encumbrance.
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.
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, a quantity of 15 or less are processed as Check Requests. After supplier set-up is complete, units can then issue a Check Request at any time thereafter. If there are more than 15 scholarships, they will be processed through the non-PO upload.

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.