



What's New with...

Approval Routing

What is changing?

How we route a purchasing requisition for approval.

What do I need to know?

- All purchasing requisitions are initiated through catalogues and forms in RU Marketplace.
- The requisitioner needs to include the correct chart of accounts combination in the requisition.
- The preparer does not forward the requisition to a specific approver.
 - If the chart of accounts combination is a general ledger string, then the unit-division-organization (UDO) determines the approver based on a pre-determined hierarchy.
 - If the chart of accounts combination is a project string, then the Project ID determines the approver based on a pre-determined hierarchy.

How do I access the system?

You can access all Cornerstone systems through the **myRutgersportal** (<https://my.rutgers.edu>). Log in with your NetID and password. Click the **Cornerstone tab**. Open the **RU Marketplace (SciQuest) app**.

What training and support is available?

All [Procurement training courses](https://rutgers.instructure.com/courses/561) are available online at Rutgers University Canvas (<https://rutgers.instructure.com/courses/561>). Use your NetID and password to log in.

Who can I contact for help?

Procurement Help Desk

Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern

Phone: (848) 932-4375

Email: procurement_helpcenter@finance.rutgers.edu

Helpful resources and frequently asked questions are available on the Cornerstone website (cornerstone.rutgers.edu).

