

What's New with...

Quick Orders

What is changing?

How a quick order is delivered to a supplier.

What do I need to know?

- Quick orders are initiated through an RU Marketplace form
 - After approvals are completed, the system generates a purchase order
 - RU Marketplace delivers the purchase order based on the distribution method established as part of the supplier profile (e.g., via email or via fax)
 - The purchase order is not sent to the requesting department, and the requesting department does not send the purchase order to the supplier

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).

