

What's New with...

Receiving

What is changing?

When a receipt is required, and how it is created.

What do I need to know?

- A receipt is required when purchasing any capitalized asset.
- A receipt is recommended for all purchases because it helps departments balance monthly books and invoice matching.
- Create a receipt from the purchase order document in RU Marketplace.

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).

