

Internal Purchase Order Supplier Set-Up Form and Instructions

Instructions

1. Download the New Supplier Internal Purchase Order Set-up form from the [University Procurement Services website](#).



Tip: All vendors will have 33 Knightsbridge Road as the default address in the system. This will not affect your setup process.

2. Complete all fields on page 1 of the form.
3. On page 2 of the form, enter any fields you would like to have on your new IPO form.
4. Send to the appropriate approvers to sign and date the form.



Tip: If you would like the field to be required, write “yes” in the required column.

5. Email the completed form to Janet Green at janetgr@finance.rutgers.edu.
6. University Procurement Services will notify you when the item is set-up in RU Marketplace, and will give you the item number to tell your customers.

Internal Supplier Setup Document - ALL ITEMS BELOW ARE REQUIRED

Supplier Name	IPO:									
Supplier Site (15 character limit)										
General Ledger Account To Credit	Unit	Div	Org	Location	Type	Bus	Natural	Contract	Project	Task
Default Buyer(s)										
Default Buyer(s) Email Address										
Items Description										
<p>Approvals: _____ Date: _____</p> <p>_____ Date: _____</p> <p>_____ Date: _____</p>										

