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 receipts 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 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).