

UPDATED DIRECTIONS (as of 8/9/22)

We are currently experiencing backend issues within Marketplace for IPOs (856) for lodging only. Until that issue is resolved, please follow the amended directions below. If you use 856, you will receive an error message and your IPO will be cancelled.

- To prepare a requisition in Marketplace.
 - Scroll to (page 15) find our supplier name: **IPO: Univ. Inn & Conference Center -Events (857)**.
 - **Account value will now be 74110 instead of 74116, formerly used.**
 - Product Description: Enter your own detail
 - Amount: Total amount of reservation
 - Commodity Code: Search for hotel
- Additional Information (located towards bottom of form)
 - Reservation # (enter our hotel reservation #)
 - Start Date: Enter Check In Date
 - Res Made by: Who is responsible for making hotel reservation
 - Additional Information: Guest Name
- The University Inn Lodging IPO # **857 has been assigned the recovery account 74110**. This account is the 5 digit "natural account" at the end of your department's GL chart string, e.g. XXX XXXX XXXX 0001 100 XXXX **74110**. For a project string, this number would be the "**Expenditure Type**." Once the purchase order has been approved, please email the release number to rutgersinn@docs.rutgers.edu