Purchase to Pay
In ProConnect

Rowan University

Requisition to Check Process

- End-user creates requisition
- Procurement converts requisition to PO & end-user orders the goods and/or services
- Vendor fills the order
- For regular orders, end-user receives the items and completes receiving in ProConnect
- Invoices are sent to invoices@rowan.edu
- AP reviews and processes the payment
- For standing orders, end-user needs to approve invoice once product/service is complete

Requisition (REQ#) to a Purchase Order (PO#)

Must have an approved PO # prior to placing an order
- To be in compliance with OCP policies, avoid Confirming Orders
  - Confirming Orders = a purchase with a vendor prior to the conversion of a requisition to a purchase order

Creating your Requisition in ProConnect
- Attach all required documentation
  - Include any quotes, forms, and other procurement approvals
  - Any questions, please email proconnectsupport@rowan.edu

Submit a Change Order Request
- Used to increase or decrease your purchase order
  - Performed as a Change Order Request, under the PO in ProConnect

Submit a Contract Request in ProConnect
- Used when a request has a contract associated with it
- Used when utilizing an independent contractor
  - Change performed in the Contract Portal in ProConnect

Examples of Preferred Vendors = purchase should be made directly through OCP & not with personal funds

- Amazon, Office Depot, Barnes & Noble, Home Depot, Lowes
- Visit OCP's website for full list

Vendor Portal in ProConnect
- Used to set up vendors to do business with Rowan as well as reactivating or making adjustments for current vendors in our system
  - If the vendor is not currently active in ProConnect, contact OCP for inquiries

Payment Methods for Purchasing Goods & Services

- Requisition/Purchase Order (most preferred method)
- University P-Card -> visit OCP website for application
- Non-PO Payment Request (least preferred method)
  - Must abide by Non-PO Category List
  - Not permissible for services
- Wires
  - Only applicable for foreign vendors without a U.S. bank account
  - Approved PO # is still required before payment can be processed
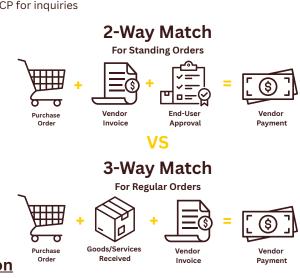
Invoice Processing

- Due to audit compliance, vendors must send their invoice with an approved PO# directly to AP at invoices@rowan.edu
  - Department can be copied on the email
  - Proforma, statements, quotes & order confirmations are NOT acceptable
- Invoices are paid on a Net 30 basis unless otherwise stated on the contract
  - Net 30 signifies that vendors will receive their payment on or within 30 days of the invoice date
- **For regular orders**: electronic receiving in ProConnect needs to be completed once the product has been delivered or the service has been provided. This includes all invoices for punchout vendors
- **For standing orders:** invoices need to be approved in ProConnect once the product has been delivered or the service has been provided

2-Way Match
For Standing Orders

Purchase Order + Vendor Invoice + End-User Approval = Vendor Payment

VS

3-Way Match
For Regular Orders

Purchase Order + Goods/Services Received + Vendor Invoice = Vendor Payment

Contact Information

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Invoices, Non-POs, Vendor Direct Deposit Setup

Feel free to contact us to schedule 1:1 training