

### Requisition to Check Process

End-user creates requisition

For standing orders, end-user needs to approve invoice once product/service is complete

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

### 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](mailto: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, ODP/Supra, Barnes & Noble, HD Supply, Lowes
- Visit OCP's website for full list



### 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

### 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

### Invoice Processing

- Due to audit compliance, vendors must send their invoice with an approved PO# directly to AP at [invoices@rowan.edu](mailto: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



VS

### 3-Way Match

For Regular Orders



### Contact Information

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