



Vendor Onboarding and Compliance

Office of Contracting & Procurement

Topics

- Onboarding Vendors
- Compliance and Thresholds
- Inactive Vendors
- Preferred Vendors
- Question & Answer

Definitions

- Vendor
 - *Any person or business receiving payment from Rowan University (purchase order, Non-PO, P-Card).*

- End-user
 - *Rowan University employee soliciting the services of a vendor and/or processing the request.*

ONBOARDING VENDORS

Vendor Types

- Product/Service
 - Traditional purchase via Purchase Order or P-Card. May require a contract.
- Grant Participant/ Stipend
 - Typically students
- Honorarium
 - One-time gratuitous gifts
- Reimbursement
 - Employee, student, faculty candidate, etc.

All vendors need a Banner ID, regardless of payment type.

What to collect from vendor

Signed and dated
W8/W9

+

Signed and dated
Vendor Intake Packet

Or

**Honorarium Request
Form**

Product/Services

1. End-user collects documentation from vendor.
2. End-user submits request through Vendor Portal.
3. OC&P reviews request and collects appropriate compliance.
4. OC&P builds vendor in Banner.
5. End-user begins requisition process.

Grant Participants*/Stipends

1. End-user collects documentation from vendor.
 - W9
2. End-user submits request via
 - Vendor Portal (small requests)
 - vendors@rowan.edu (large requests)
3. OC&P builds vendor in Banner.
4. End-user submits Non-PO Request, Grant Backup, IC Checklist, and IC Determination to Accounts Payable.

*This is separate from the gift card process for research participants. Please visit the AP website for more information.

Honoraria

- An honorarium is a one-time gift for a special, non-recurring activity or event for which a fee is not legally or traditionally required.
- There is no contract, the fee is not set or negotiated by the recipient, and the honorarium may not be paid to a third party (corporation, business, or partnership).

Honoraria, cont.

1. End-user collects documentation from vendor
2. End-user submits through the Vendor Portal.
 - Include supporting documentation.
3. OC&P reviews, approves/denies honorarium, builds vendor in Banner.
4. OC&P sends Banner ID along with signed Honorarium Request Form to end-user.
5. End-user submits Non-PO request and approved Honorarium Request Form to Accounts Payable.

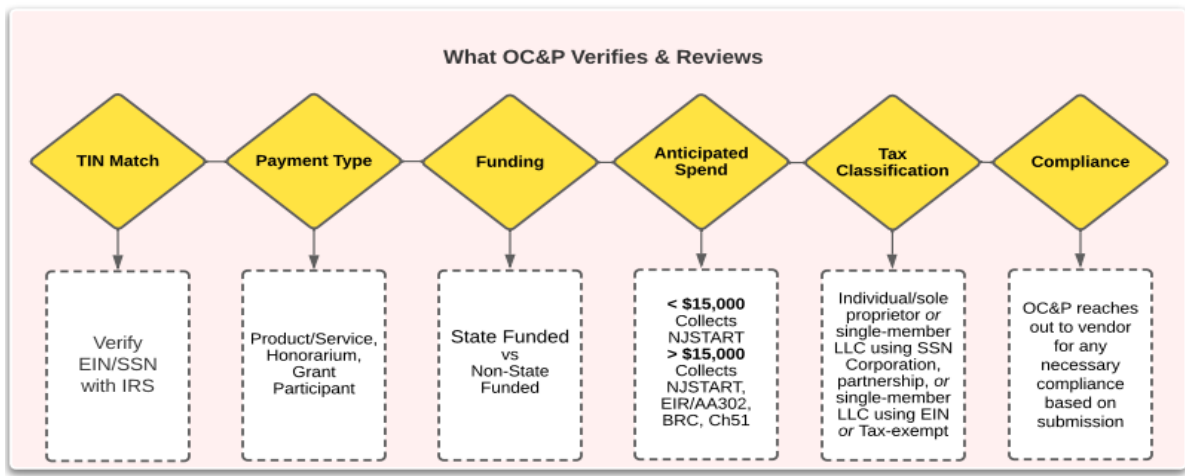
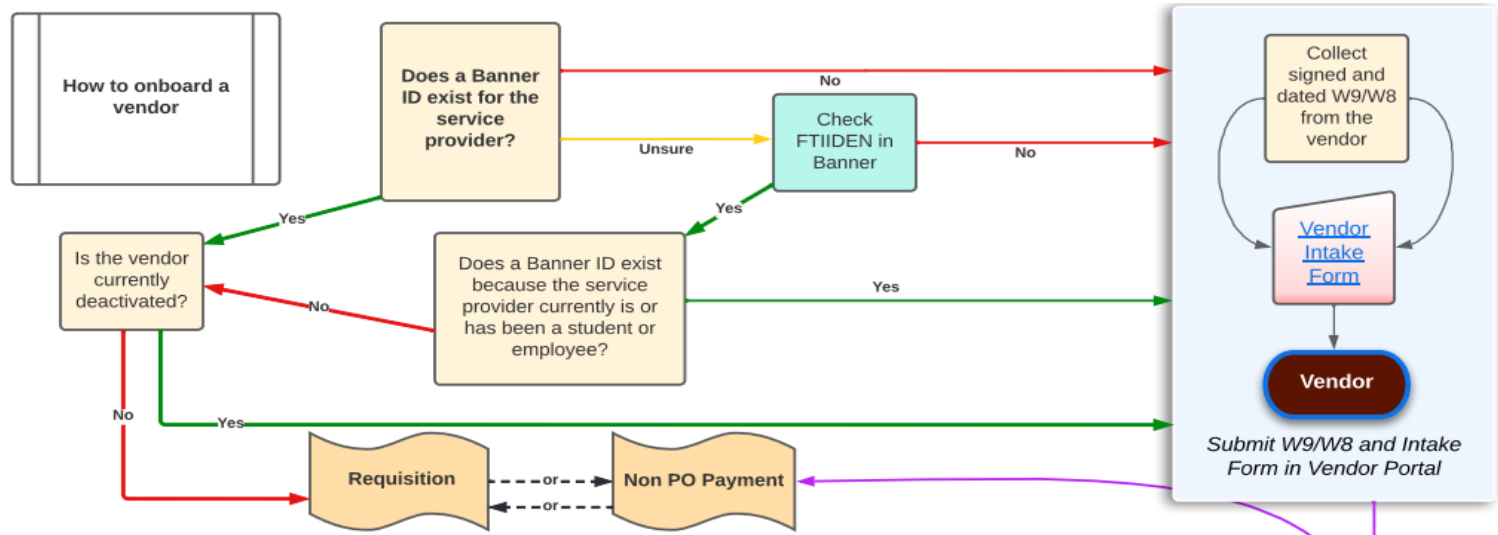
Reimbursements

- Banner ID exists:
 - Submit Non-PO request and supporting documentation to Accounts Payable
- Banner ID does not exist:
 - Submit through Vendor Portal

Rowan University and New Jersey State Compliance

- NJSTART Registration
- NJ Business Registration Certificate (BRC)
- Employee Information Report (EIR/AA302)
- Chapter 51 Certification

Work Flow



Banner ID created and sent to requestor for use

Search for a Vendor

- Preferred vendors are listed on the OC&P website.
- [FTIIDEN](#) in Banner Admin
- [Code Lookup](#) in Banner SS
- Email vendors@rowan.edu
- Coming soon- Supplier Diversity & Inclusion Program vendor list

Vendor Maintenance

- Address changes, contact updates, etc.
 - vendors@rowan.edu
- Tax ID changes
 - We will need to create a new Banner ID
 - Collect W9 and Intake Packet, submit through Vendor Portal
 - Do not use existing Banner ID.

INACTIVE VENDORS

Terminated Vendors

- Change in tax ID
- Deemed ineligible by State
- Close of business
- Negative relationship with Rowan
- Vendors automatically terminate after 3 years of inactivity
 - Treated as new vendors
 - Changes in thresholds, compliance requirements, T&Cs, vendor information, etc.

Reactivation Requests

1. Collect documentation from vendor
 - W9
 - Intake Packet
2. Enter in Vendor Portal
 - Include terminated Banner ID
3. Once Banner ID has been reactivated, submit your requisition ASAP to avoid re-termination.

Vendors on Hold

- Pending new Banner ID
- Compliance not on file
- OC&P tracks spend internally

- Do not complete your requisition.
- Email vendors@rowan.edu to inquire. We will review and instruct you how to move forward.

PREFERRED VENDORS

Preferred Vendors

- Vendors awarded through public bid, cooperative agreement, or State contract.
- Procurement is typically in place.
- Listed on OC&P website. Start here!

Preferred Vendors, cont.

- Must
 - ODP Business Solutions (Office Depot)
 - Gourmet Dining
 - Barnes & Noble
 - Ink/Toner
- Recommend
 - Scientific equipment and supplies
 - Amazon

Amazon

- Amazon is a preferred vendor. You can use the portal to order *almost anything!*
 - Restricted items
 - Textbooks
 - Office Supplies
 - Ink/Toner
- Forward approvals (IRT, furniture, etc.) to mori@rowan.edu. Include IRT REQ or RITM # in comments at checkout.
- If your order is rejected, the reason will be the automated email from Amazon.
- Transactions will post mid-month following the day the item *ships*.
Example:
 - Place order September 29
 - Order ships October 1
 - Transaction will post around November 15

Contacting the Vendor Department

- General inquiries and vendor account updates
 - vendors@rowan.edu
- Vendor build follow-ups
 - Use email thread with vendor
- [Vendor Portal](#)
- Office of Contracting & Procurement [Website](#)