

**Where can end users go to find a vendor's information and if they're in good standing?**

Email [vendors@rowan.edu](mailto:vendors@rowan.edu)

**What can an end user do in advance to ensure a vendor is onboarded in a timely manner?**

Make sure all appropriate documents are collected, signed, and dated before submitting through the Vendor Portal. Enter your submission as early as possible.

**Is there a location where an end user can determine why a vendor has been terminated or has a hold?** Not at this time. Please email [vendors@rowan.edu](mailto:vendors@rowan.edu)

**Can an end user search for a vendor using a tax ID, address or phone number?**

End-users can search by vendor name only (see slides for instructions). OC&P can search by name and tax ID only.

**Is there a location where an end user can determine the approved spend for a vendor for fiscal year (the approved spend being based on the information and documentation the vendor has provided during setup)?**

Not at this time. Please email [vendors@rowan.edu](mailto:vendors@rowan.edu)

**When/How often must a vendor provide updated information (W-9, NJBRC, NJSTART)?**

- W-9 does not expire. We will request a current version after three (3) years.
- W-8 is valid for three (3) years
- BRC registered after 2018 does not expire, however, it may be revoked for various reasons. BRC registered before 2018 requires an additional step for full compliance.
- EIR/AA302 is valid for 3 or 7 years, depending on the size of the company.
- Chapter 51 is valid for 2 years.
- NJSTART does not expire.
- **A change in company tax ID will require all new compliance.**

**McMaster-Carr has limitations. Can you explain their situation?**

McMaster-Carr has refused to complete the NJ Chapter 51 Certification, which is required when spending exceeds \$17,500 in a fiscal year. Because of this, we need to keep the account on hold to track spending internally.

Please email [vendors@rowan.edu](mailto:vendors@rowan.edu) before submitting a requisition to request a hold lift.

VWR may be able to source your McMaster-Carr items for a reasonable upcharge. Please reach out to Alicia Gannon in the OC&P for help.

**Is there or will there be a location where we are able to find the diverse vendors that are in good standing with Rowan University?**

Yes, this is coming to the OC&P website in the near future. A mailer will be sent.

**What guidelines are in place if Gourmet Dining does not communicate the status of Dining Waivers in a timely manner, causing a delay/cancellation in catering at events/programs?**

[Darren Nicoletto](#), Director of Catering & Special Events, asks you to follow the process outlined below:

**Step 1:** *Prior* to requesting the use of an outside food and/or beverage vendor on the Rowan campuses you must **consult with GD to review the requested items.**

**Step 2:** Once reviewed, GD will contact you to discuss any custom requests they are able to provide and/or direct you to submit a food waiver approval to use an outside vendor. *Food service waivers require a minimum two weeks for processing after the initial consult.*

**If you fail to follow Step 1, it will cause a delay with your request.** For further information, please visit the webpage [here](#).

**Can the vendor intake packets be provided in Spanish?**

Great suggestion! We are working on this 😊

**On rare occasions there are times that we need a PO last minute due to weather / cancelations / prospective students coming to campus. If the vendor is an approved vendor and the spend is under all thresholds how should we proceed as we cannot be reimbursed for out of pocket expenses any longer?**

OC&P recommends using a University P-Card for any emergency purchases. Please contact Nicole Johnson for a P-Card application.

**How do we gain access to the FTIIDEN Banner page if we don't have it?**

Please send a request for access to [finsecurity@rowan.edu](mailto:finsecurity@rowan.edu)

**How does the Grant Participants/Stipends process work with the Gift Card Process? Are they separate and both required?**

The gift card/ClinCard process is primarily for research participants and is separate from grant participants/stipends. Please visit the Gift Card [website](#) for more information on the gift card process.

**Will you send these slides to workshop attendees?**

Yes. Slides will also be available on the OC&P website.

**Do all new vendor providing products/service have to register with NJ Start?**

All vendors with an EIN must register with NJSTART. Non-profit/tax-exempt organizations and individuals do not need to register.

**Vendors do not want to register for NJ Start as it says it's only encouraged not required on the NJ start website, how should we proceed?**

This is a Rowan process, not a NJ State requirement.

So do all vendors need to be registered with NJ START? Or only over a certain threshold? What is the threshold?

All vendors with an EIN must register with NJSTART, regardless of spend. Non-profit/tax-exempt organizations and individuals using an SSN do not need to register.

Is there a way to search for vendors based on products/services offered (e.g. if we need a vendor who provides transcription services, mobile poster displays, etc)

Yes, please use FPIVPRD to search by commodity code. Keep in mind, this list is based on end users coding requisitions.

As you can see with the below sample, CD094-000 Lab Supplies, there are 68 results.

While this screen may not provide every vendor in our system, it will give you a place to start your search.

Vendor Type: ALL ALL VENDOR TYPES Commodity: CD094-000 LABORATORY SUPPLIES

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Vendor Type: ALL ALL VENDOR TYPES Commodity: CD094-000 LABORATORY SUPPLIES

\*VENDOR PRODUCTS QUERY

Vendor	Description	Unit of Measure	Unit Price	Agreement
916308820	Linde Gas & Equipment Inc.	EA	16.4900	
910001618	Fisher Scientific Co LLC	LOT	16.7400	
916307054	Amazon com Services Inc	EA	16.9900	
916012922	Project Lead The Way	EA	17.0000	
910002026	Grainger	N/A	17.4000	
915010424	Allied Electronics Inc	EA	18.0900	
916055972	Spectra Services Inc	EA	18.5000	
910001746	Cole-Parmer Instrument Company LLC	PAK	18.6800	
915012205	Global Equipment Company	EA	19.1600	
915013230	Forestry Suppliers	EA	19.2400	

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