



RowanUniversity

Campus Shopper Guide

Rowan ProConnect

Campus Shopper Overview

How to Shop and Create Carts in Rowan ProConnect

As a Shopper, you will shop for goods or services you need, create a cart with your items, and assign the cart to the correct Requester.

The Shopper has the ability to shop for goods and services in a variety of ways. You can shop for goods using punchout catalogs or non-catalog forms and you can shop for services through the forms as well. Once you have found your items in a catalog or completed a form this will create a shopping cart where a lot of the information populates automatically based off of the items and pre-configured set up of your profile, but you will then enter missing information such as the Shipping address and Accounting Codes. Once you have completed all required information you will assign the cart to a Requisitioner.

This reference guide is intended to illustrate the process of shopping for goods and services and provide commentary.

Best Practices

- Use Punchout Catalogs for pre-approved and negotiated pricing to help save money and streamline the process.
- When using a form for goods or services include as much detail as possible including accurate descriptions, correct supplier names, quantities, any necessary supporting information, etc. as detailed carts help requesters and approvers understand your needs.
- To ensure your order moves quickly through the system assign your carts promptly to the appropriate requester.
- After submitting a Cart, check the status of your Cart from any screen, by clicking on the Shopping icon and browsing to My Carts and Orders > View Carts.
- Add routinely ordered items to a favorites folder for quick re-ordering.
- Add comments and attachments to your draft requisition that will be visible to the Requisitioner once you have assigned the cart.

Note: Based on the selections you make in certain fields, other fields may or may not be visible. If you do not see a field on your request form that is in the below guide that is because the visibility on that field was not triggered, meaning you can continue completing your request.

Quick Reference



Reviewing Your Profile

- Click the user icon in the top right corner and select View My Profile.
- Use the Navigation bar on the left to update your User Profile and Preferences (Name, Time Zone, etc.) or Default User Settings (Account Code Defaults and Default Addresses).



Action Items & Quick Links








- Use the Action Items section on your Dashboard as listed above or use the flag icon located on the top of your screen to view any action items you have in ProConnect.
- Quick links on your dashboard provide easy access to frequently used actions and important sections within ProConnect including:
 - Requesting a Contract or Vendor
 - My Requisitions, Contract Request, Vendor Request
 - Search for Contracts or Vendors







Navigation Bar

- Use the Navigation bar on the left side of the screen to access the different modules (Shop, Orders, Contracts, Accounts Payable, Vendors, Reporting) to view order history, search for contracts or vendors, view invoices, and view reports.

Shopper Dashboard

RowanUniversity

All
Search (Alt+Q)
0.00 USD





Dashboards • Shopper Dashboard

Accounts Payable Dashboard
Shopper Dashboard
Shopping Home

Shop

Simple
Advanced


Go to: Favorites | Forms | Non-Catalog Item | Quick Order
Browse: Vendors | Categories | Contracts


Search for products, vendors, forms, part number, etc.

Showcases


Punchout


amazonbusiness







Connection









odp







Forms

Standing Order Request

Services Form

Change Order Form

SubAward Form

Honorarium Payment Form

Action Items

There are no Action Items to display.

Action Items:

- Items awaiting your action will display here such as unassigned carts, incomplete carts, and incomplete requests.

Quick Links

Request Contract
Request New Vendor
My Requisitions
My Contract Requests
My Vendor Requests
Search Contracts
Search for a Vendor

Quick Links:

- Use the Quick Links to swiftly access key pages used for requests or status on items in process.

My Requisitions

| NUMBER | REQUISITION | REQUISITIONER | DATE | TOTAL |
|---------|------------------------|---------------|-----------|---------------|
| 4132054 | 2024-10-09 sshopper 01 | Sally Shopper | 10/9/2024 | 29,658.47 USD |
| 4125845 | 2024-10-01 sshopper 01 | Sally Shopper | 10/1/2024 | 215.02 USD |

Summary

List

Showing 2 of 2

View All

My Requisitions:

- Any of your Requisitions in Pending, Completed, Rejected, or Withdrawn status you created or that have been assigned to you will populate here.
- Use the List View or Summary view to view a summary of the status of your requisitions

Showcases:
Shop for items or services using:

- Punchout Catalogs
- Forms

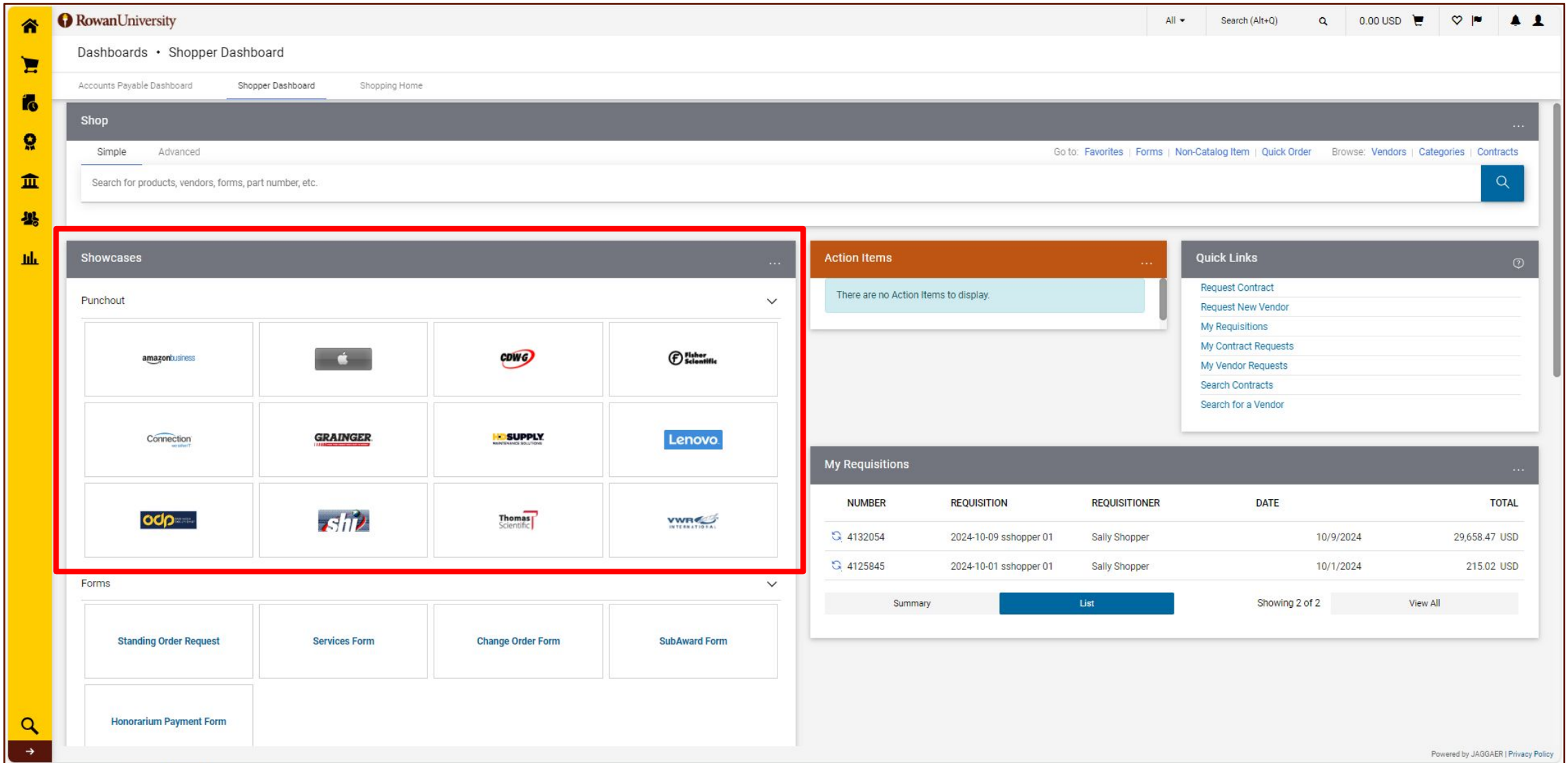
Action Items, Notifications, Profile:

- Access your Profile, any Notifications, or Action Items with the Flag, Bell, and User icons.

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Step by Step

1a. Shopping Punchout Catalog - From the Shopper Dashboard navigate to the *Showcases* section and select your Punchout vendor tile. This will redirect you to the vendor's site.



The screenshot displays the Rowan University Shopper Dashboard. The top navigation bar includes the Rowan University logo, a search bar, and a currency selector set to 0.00 USD. The main content area is divided into several sections:

- Shop Header:** Includes tabs for Simple and Advanced views, and a search bar with the placeholder text "Search for products, vendors, forms, part number, etc."
- Showcases:** A section containing a grid of vendor tiles. A red box highlights this section, specifically the "Punchout" category. The tiles include logos for Amazon Business, Apple, CDWG, Fisher Scientific, Connection, Grainger, Supply, Lenovo, ODP, Shi, Thomas Scientific, and VWR International.
- Action Items:** A section indicating "There are no Action Items to display."
- Quick Links:** A list of links including Request Contract, Request New Vendor, My Requisitions, My Contract Requests, My Vendor Requests, Search Contracts, and Search for a Vendor.
- My Requisitions:** A table showing requisition details.
- Forms:** A section containing links to Standing Order Request, Services Form, Change Order Form, SubAward Form, and Honorarium Payment Form.

The "My Requisitions" table contains the following data:

| NUMBER | REQUISITION | REQUISITIONER | DATE | TOTAL |
|---------|------------------------|---------------|-----------|---------------|
| 4132054 | 2024-10-09 sshopper 01 | Sally Shopper | 10/9/2024 | 29,658.47 USD |
| 4125845 | 2024-10-01 sshopper 01 | Sally Shopper | 10/1/2024 | 215.02 USD |

The bottom of the dashboard shows a footer with the text "Powered by JAGGAER | Privacy Policy".

Step by Step

1a. Shopping Punchout Catalog (Continued) - Search for and add items to the cart. Once all items have been added to the cart select *Submit Cart* to return the cart to ProConnect.

PunchOut

Cancel PunchOut

GRAINGER

Catalog Find A Branch KeepStock Help 1-800-GRAINGER

ROWAN UNIVERSITY TEST | Jess C.

All Products

Enter keyword, item, model or part #

Bulk Order

Account

For Those Out in the Cold

Your top cold-stress questions answered.

Recently Viewed Products

WESTWARD

Socket Wrench Set: 3/8 in Drive Size, 125 Pieces, (25) 12-Point/(26) 6-Point

Item # 6XZ82

Your Price

\$215.02 / each

Qty 1

Add to Cart

Cart

Delivery Method

Ship

Ship Availability

Showing product availability for ZIP Code 08028

Grainger Products

WESTWARD

Socket Wrench Set: 3/8 in Drive Size, 125 Pieces, (25) 12-Point/(26) 6-Point/(6) 8-Point

Item # 6XZ82

Availability

Typically in Stock

Qty 1

Your Price

\$215.02 / each

Remove

Save for Later

Submit Cart

Cart Summary

Subtotal

\$215.02

Estimated Shipping

\$20.53

Estimated Total

\$235.55

Availability, shipping & tax are not final until the order is received from your company.

The One Item You Need + 1.5 Million More

View All Product Categories

Safety & Security

Lighting & Electrical

Tools & Test Instruments

Cleaning & Janitorial

HVAC

Pipes, Hose, Tube & Fittings

Plumbing & Pumps

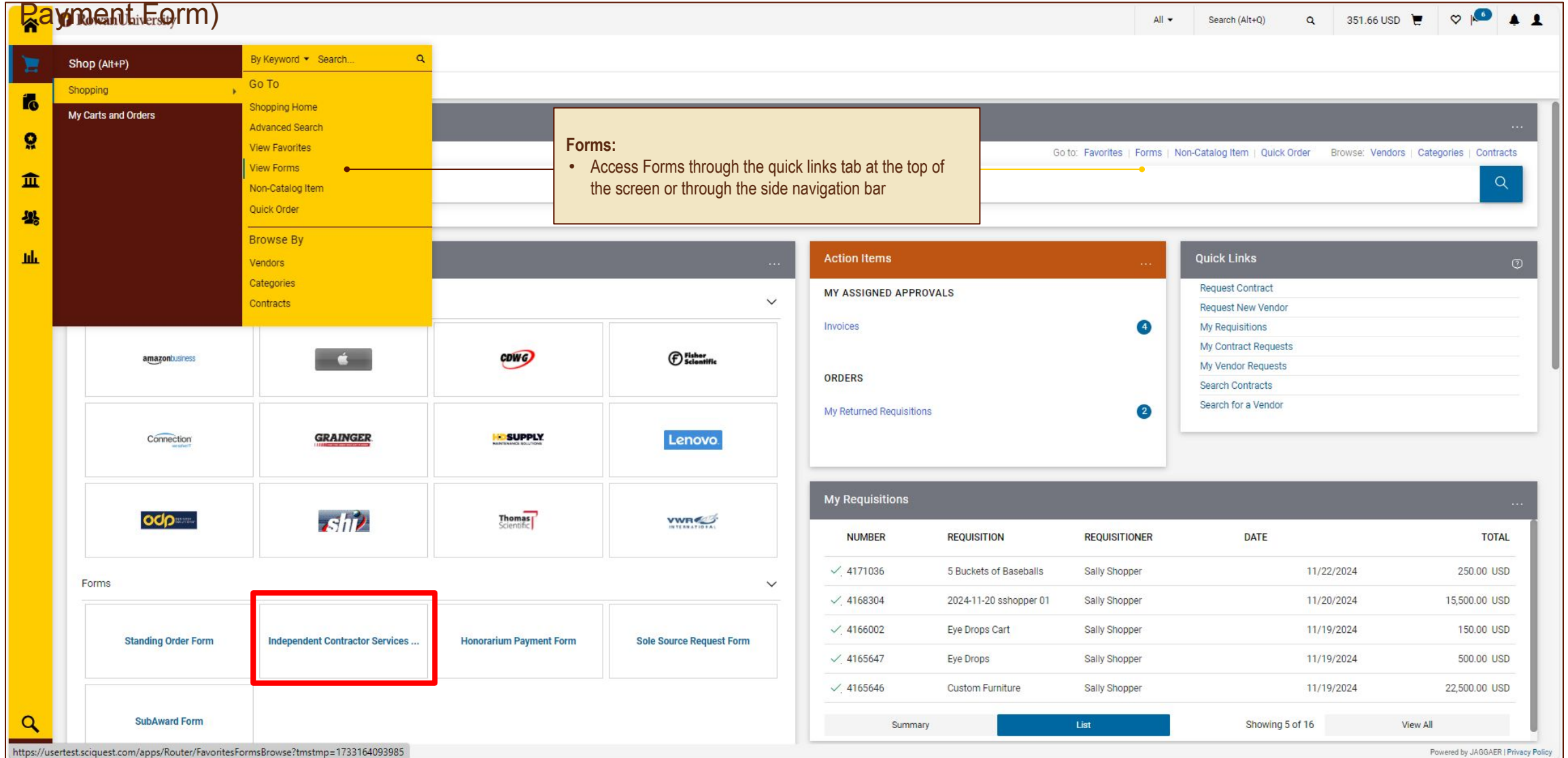
Vendor Sites:

- Every Vendor's site will look slightly different, but operate in a very similar manner.

Step by Step

1b. Shopping via Form - From the Shopper Dashboard navigate to the *Showcases* section and select your Form depending on your need (Standing Order Request, Services Form, Change Order Form, SubAward Form, Honorarium

Payment Form)



The screenshot shows the Rowan University Shopping Dashboard. The left sidebar contains a navigation menu with options like Shop (Alt+P), My Carts and Orders, and a search bar. The main content area displays a grid of vendor logos (amazon business, Apple, CDWG, Fisher Scientific, Connection, GRAINGER, SUPPLY, Lenovo, odp, shi, Thomas Scientific, VWR) and a section titled "Forms" which includes links to Standing Order Form, Independent Contractor Services ..., Honorarium Payment Form, and Sole Source Request Form. The "Independent Contractor Services ..." link is highlighted with a red box. On the right, there are sections for Action Items (MY ASSIGNED APPROVALS, ORDERS), Quick Links (Request Contract, Request New Vendor, My Requisitions, My Contract Requests, My Vendor Requests, Search Contracts, Search for a Vendor), and My Requisitions (a table with columns: NUMBER, REQUISITION, REQUISITIONER, DATE, TOTAL).

Forms:

- Access Forms through the quick links tab at the top of the screen or through the side navigation bar

| NUMBER | REQUISITION | REQUISITIONER | DATE | TOTAL |
|-----------|------------------------|---------------|------------|---------------|
| ✓ 4171036 | 5 Buckets of Baseballs | Sally Shopper | 11/22/2024 | 250.00 USD |
| ✓ 4168304 | 2024-11-20 sshopper 01 | Sally Shopper | 11/20/2024 | 15,500.00 USD |
| ✓ 4166002 | Eye Drops Cart | Sally Shopper | 11/19/2024 | 150.00 USD |
| ✓ 4165647 | Eye Drops | Sally Shopper | 11/19/2024 | 500.00 USD |
| ✓ 4165646 | Custom Furniture | Sally Shopper | 11/19/2024 | 22,500.00 USD |

Summary List Showing 5 of 16 View All

https://usertest.sciquest.com/apps/Router/FavoritesFormsBrowse?tmstmp=1733164093985

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1b. Shopping via Form (Continued) - Each form will have different information to complete, but will be filled out in the same manner by completing all required information and selecting *Add And Go To Cart*.

Home

Shopping Cart

Account

Help

Rowan University

Form

Independent Contractor Services Form

351.66 USD

Close

Add And Go To Cart

Independent Contractor Process

Form Instructions

Please follow the process outlined on the Independent Contractor (IC) website prior to creating a requisition. (https://sites.rowan.edu/hr/independent_contractor/) Once your requisition is approved, a Purchase Order is generated that should be provided to the IC, and the IC must include that PO# on all invoices. The Independent Contractor should send their eventual invoices to invoices@rowan.edu to initiate payment.

Supplier

Supplier Information:

Existing Vendor

Vendor *

Craig Terry

Craig Terry

Fulfillment Address

PO Purchasing 1
5114 Landis Ave
Vineland, NJ 08360

Currency

USD

Distribution Method *

The system will distribute purchase orders using the method(s) indicated below.

Email (HTML Body)

rowanu1923@gmail.com

Contract

Select Contract

Service Information

Service and/or Product Description *

Annual photography services

227 characters remaining expand clear

Estimated Price *

50000

Requested Service Start By Date: *

1/1/2025

mm/dd/yyyy

Requested Service End By Date: *

12/31/2025

mm/dd/yyyy

Commodity Code *

CD468-000

For assistance selecting the correct commodity please click here.

Adding Vendor:

- Search for Vendors by typing and by selecting the Eyeglass icon to expand the search and select a Vendor.

Vendor Search

Quick search

Clear All Filters

Page 1 of 977 1-10 of 9763 Results 10 Per Page

Name

/n Software Inc
PO Purchasing 1: 600 Market Street, Suite 300 Chapel Hill, NC 27516

+

1-On-None LLC
PO Purchasing 1: 10124 Sycamore Hollow Lane Germantown, Maryland 20876 United States

+

100-200 CCC LLC
PO Purchasing 1: C/O Needleman Management 1060 N. Kings Highway,Ste 250 Cherry Hill, NJ 08034

+

1051 Realty Co LLC
PO Purchasing 1: 2515 Franklin Drive Vineland, NJ 08361

+

10x Genomics
PO Purchasing 1: 7068 Koll Center Parkway, Ste 401 Pleasanton, California 94566 United States

+

1105 Media Inc
PO Purchasing 2: 6300 Canoga Avenue Suite 1150 Woodland Hills, California 91367 United States
PO Purchasing 1: DBA Campus Technology 9201 Oakdale Avenue, Suite 101 Chatsworth, California 91311 United States

+

12 Capital Cleaners Inc
PO Purchasing 1: 12 North Academy St. Glassboro, New Jersey 08028 United States
Fulfillment Center 1: 12 North Academy St. Glassboro, New Jersey 08028 United States

+

1318 Brauhau Inc
PO Purchasing 1: DBA Bru Craft & Wurst 1318 Chestnut Street Philadelphia, Pennsylvania 19107 United States
PO Purchasing 2: 987 Oscar St Glassboro, New Jersey 08028 United States

+

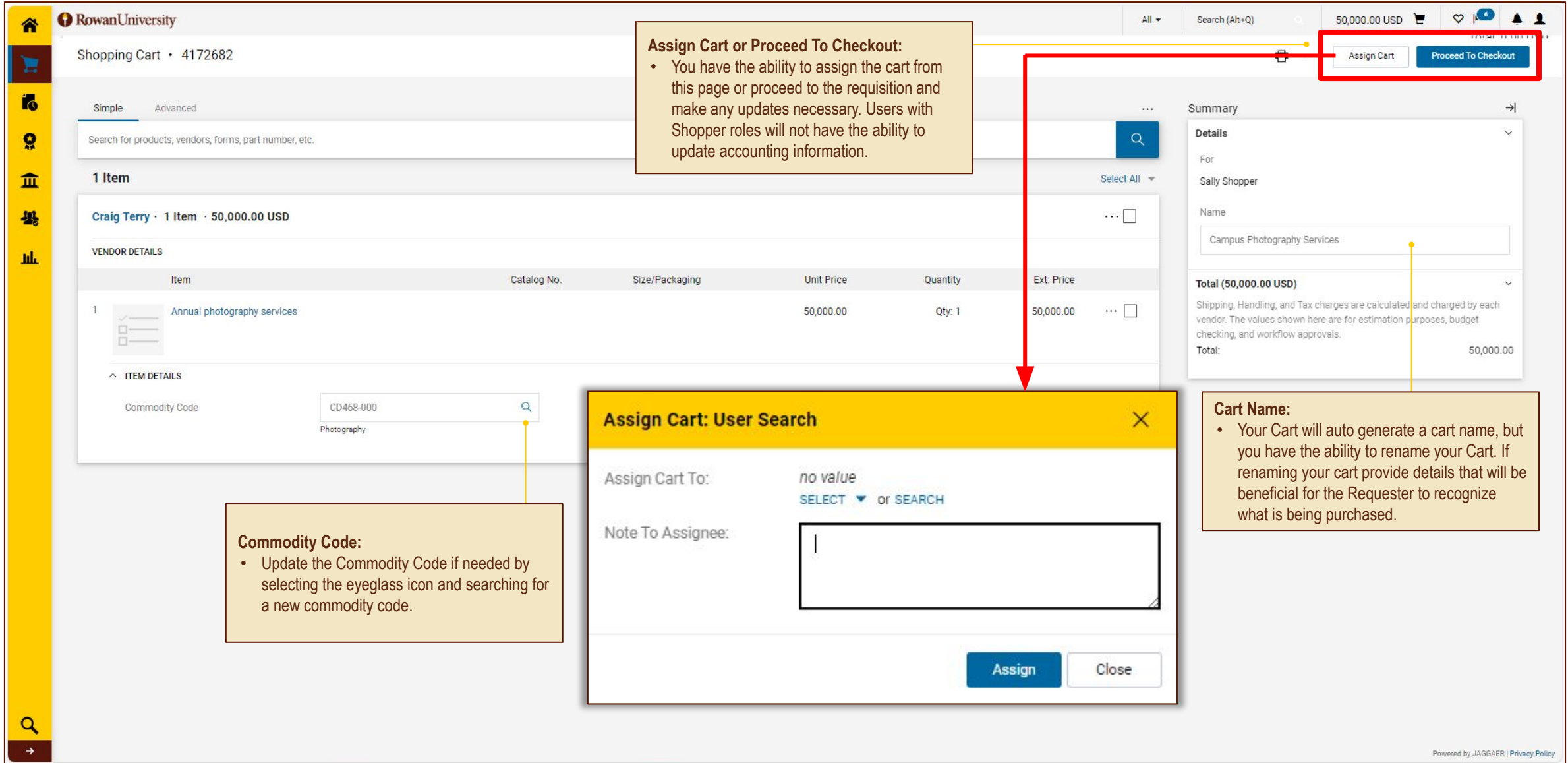
Cancel

Total 0.00 USD

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Step by Step

2. Complete Cart Information - Ensure all items and details are correct. Select *Assign Cart* or *Proceed to Checkout*.



The screenshot shows the Rowan University Shopping Cart interface. The cart contains one item: "Annual photography services" with a total of 50,000.00 USD. The interface includes a search bar, a summary section, and a table of items. Annotations highlight key features and actions:

- Assign Cart or Proceed To Checkout:** A yellow box highlights the "Assign Cart" and "Proceed To Checkout" buttons in the top right corner. A red arrow points from this box to the "Assign Cart: User Search" modal.
- Commodity Code:** A yellow box highlights the "Commodity Code" field in the "ITEM DETAILS" section, which contains the value "CD468-000". A yellow arrow points from this box to the "Assign Cart: User Search" modal.
- Cart Name:** A yellow box highlights the "Cart Name" field in the "Summary" section, which contains the value "Campus Photography Services". A yellow arrow points from this box to the "Assign Cart: User Search" modal.

Assign Cart: User Search

Assign Cart To: no value
SELECT or SEARCH

Note To Assignee:

Assign Close

Commodity Code:

- Update the Commodity Code if needed by selecting the eyeglass icon and searching for a new commodity code.

Cart Name:

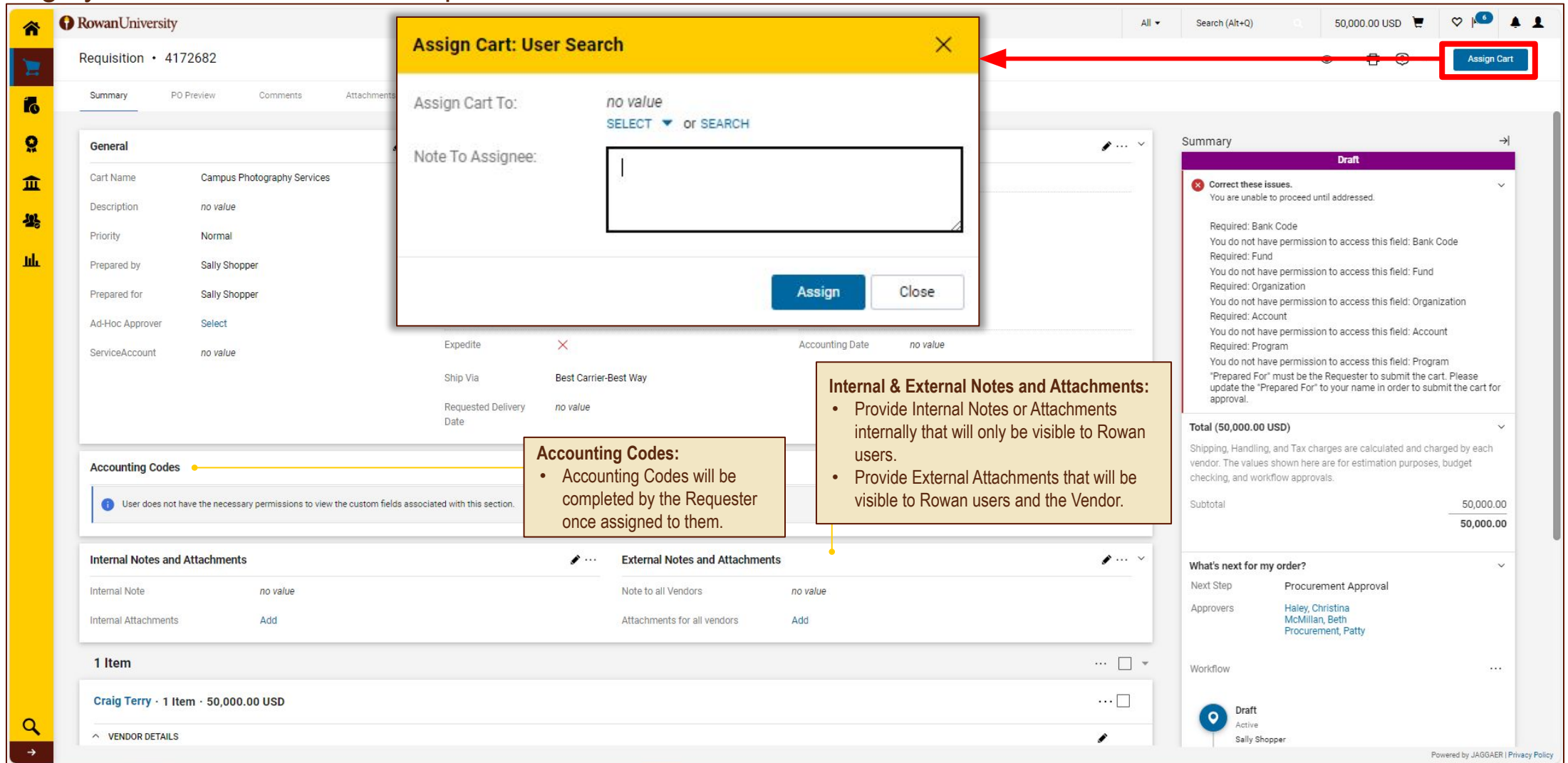
- Your Cart will auto generate a cart name, but you have the ability to rename your Cart. If renaming your cart provide details that will be beneficial for the Requester to recognize what is being purchased.

Assign Cart or Proceed To Checkout:

- You have the ability to assign the cart from this page or proceed to the requisition and make any updates necessary. Users with Shopper roles will not have the ability to update accounting information.

Step by Step

3. Update Requisition Information - Update all required information on the requisition including General, Shipping, Billing, Notes, Attachments and Item information (information will auto populate based on your profile and the item or service details). Assign your cart to the correct Requester.



The screenshot displays the Rowan University requisition system interface. A modal window titled "Assign Cart: User Search" is open, showing fields for "Assign Cart To:" (no value), "Note To Assignee:" (text area), and buttons for "Assign" and "Close". A red arrow points from the "Assign Cart" button in the top right corner of the main interface to the modal.

The main interface shows the requisition details for "Requisition • 4172682". The "General" section includes fields for "Cart Name" (Campus Photography Services), "Description" (no value), "Priority" (Normal), "Prepared by" (Sally Shopper), "Prepared for" (Sally Shopper), "Ad-Hoc Approver" (Select), and "ServiceAccount" (no value). The "Accounting Codes" section shows a message: "User does not have the necessary permissions to view the custom fields associated with this section." The "Internal Notes and Attachments" section shows "Internal Note" (no value) and "Internal Attachments" (Add). The "External Notes and Attachments" section shows "Note to all Vendors" (no value) and "Attachments for all vendors" (Add).

The "Summary" section on the right shows the requisition status as "Draft" and lists several required fields that need to be completed: Bank Code, Fund, Organization, Account, and Program. The "Total (50,000.00 USD)" section shows the subtotal and total amount. The "What's next for my order?" section shows the next step as "Procurement Approval" and lists the approvers: Haley, Christina; McMillan, Beth; and Procurement, Patty.

Accounting Codes:

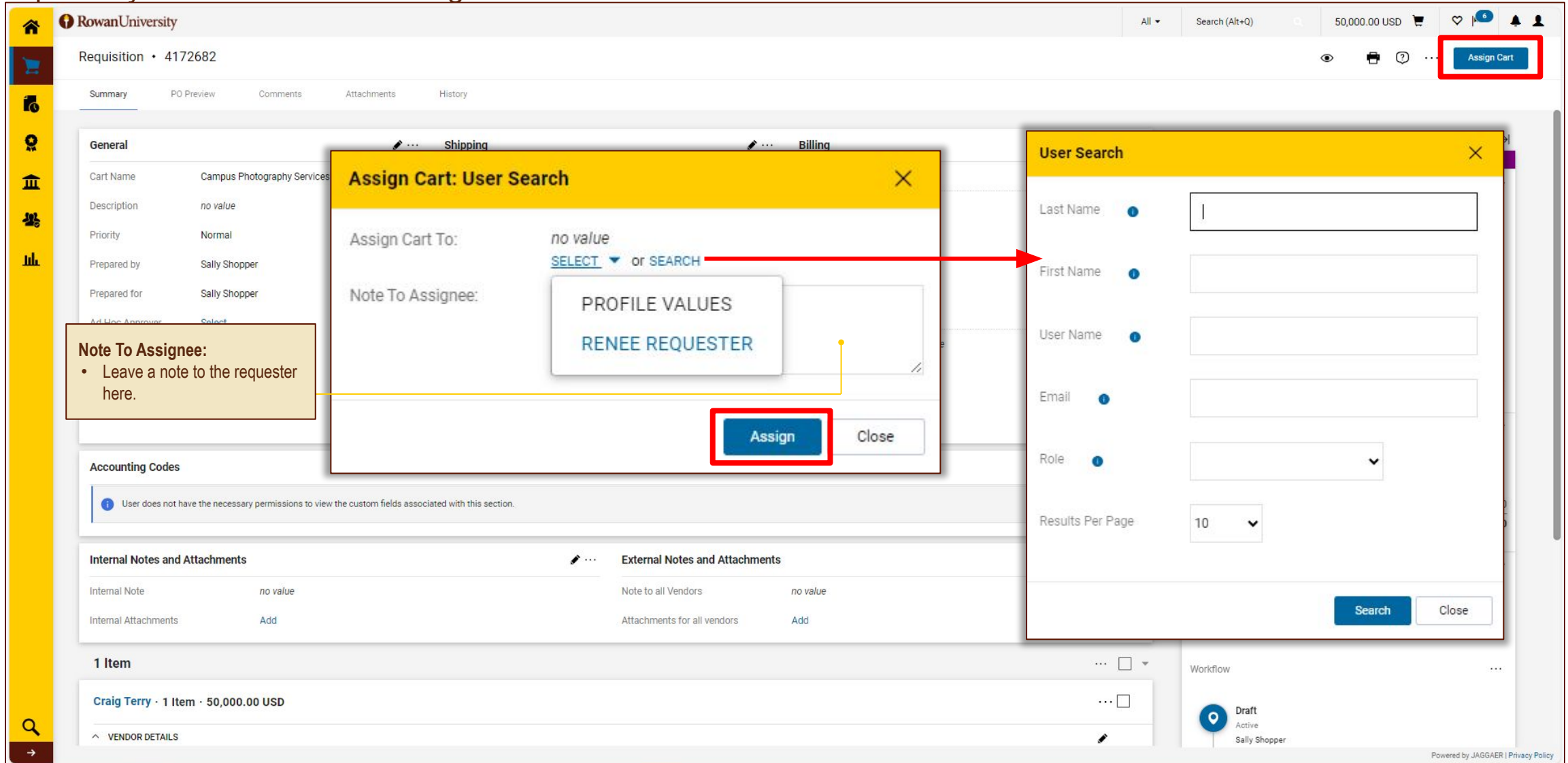
- Accounting Codes will be completed by the Requester once assigned to them.

Internal & External Notes and Attachments:

- Provide Internal Notes or Attachments internally that will only be visible to Rowan users.
- Provide External Attachments that will be visible to Rowan users and the Vendor.

Step by Step

4. Assign Cart – Update Select *Assign Cart*, search for and select a user, then select *Assign*. You have the ability to optionally leave a note to the assignee.



RowanUniversity | All | Search (Alt+Q) | 50,000.00 USD | Assign Cart

Requisition • 4172682

Summary | PO Preview | Comments | Attachments | History

General

| | |
|-----------------|-----------------------------|
| Cart Name | Campus Photography Services |
| Description | no value |
| Priority | Normal |
| Prepared by | Sally Shopper |
| Prepared for | Sally Shopper |
| Ad Hoc Approver | Select |

Accounting Codes

User does not have the necessary permissions to view the custom fields associated with this section.

Internal Notes and Attachments

| | |
|----------------------|----------|
| Internal Note | no value |
| Internal Attachments | Add |

External Notes and Attachments

| | |
|-----------------------------|----------|
| Note to all Vendors | no value |
| Attachments for all vendors | Add |

1 Item

Craig Terry • 1 Item • 50,000.00 USD

VENDOR DETAILS

Workflow

Draft
Active
Sally Shopper

Assign Cart: User Search

Assign Cart To: no value
SELECT or SEARCH

Note To Assignee: PROFILE VALUES
RENEE REQUESTER

Assign Close

User Search

Last Name
First Name
User Name
Email
Role
Results Per Page: 10

Search Close

Note To Assignee:
• Leave a note to the requester here.

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