



ProConnect Form Selection Guide

Standing Order Form	Non-Catalog Form	Punchout Catalog
<ul style="list-style-type: none">• Purchasing services or goods billed across multiple invoices• Hourly rates, milestones, or split deliveries• Recurring payments or multiple delivery addresses• Contract, statement of work (SOW), or long-term billing• Invoicing based on time, progress, or multiple shipments	<ul style="list-style-type: none">• Goods not available in the catalog (e.g., quote-based products)• Known SKU, price, and item details not in a catalog• Physical items: computers, lab supplies, furniture, etc.• Vendor does not have a catalog or punchout• Submitting a quote-based purchase for goods	<ul style="list-style-type: none">• Goods listed in an online catalog (e.g., ODP, Amazon, Grainger)• Vendor has a punchout or hosted catalog in ProConnect• Catalog must be used if available• Standardized products with pre-approved pricing• Automated pricing, shipping, and invoicing

Note:

Standing Order Forms also include:

- Grant Purchase Approval & SubAward Forms
- Independent Contractor
- Sole Source (non-grant)

ProTip: Using Non-Catalog Forms with Multi-Line Requisitions

If you decide to use a **Non-Catalog Form** and you're **unsure whether items will ship separately**, here's what to do:

- **Add one shipping line for each product line** in the requisition.
- This ensures that each product can be received and invoiced independently if shipments are split.
- Helps prevent errors or delays in receiving and payment processing.