



RowanUniversity

ProConnect Townhall 3

1/9/2025

Housekeeping

- Previous Townhall Sessions Recap
- Pilot Groups and Rollout
- Training
- ProConnect Processes
- Timeline
- Go-Live and Support



ProConnect Previous Townhall Recaps – Session 1

Goals



INCREASE

- Increase efficiency through process automation
- Increase ease of use and consistency across the campus
- Increase visibility for vendors
- Increase payment efficiency to better serve our vendors



ELIMINATE

- Eliminate errors with workflow automation and data validation
- Eliminate duplication
- Eliminate shadow systems
- Eliminate the use of emails as a workflow process

Benefits



Improved
Visibility into
Purchases



Connecting
Disconnected
Processes



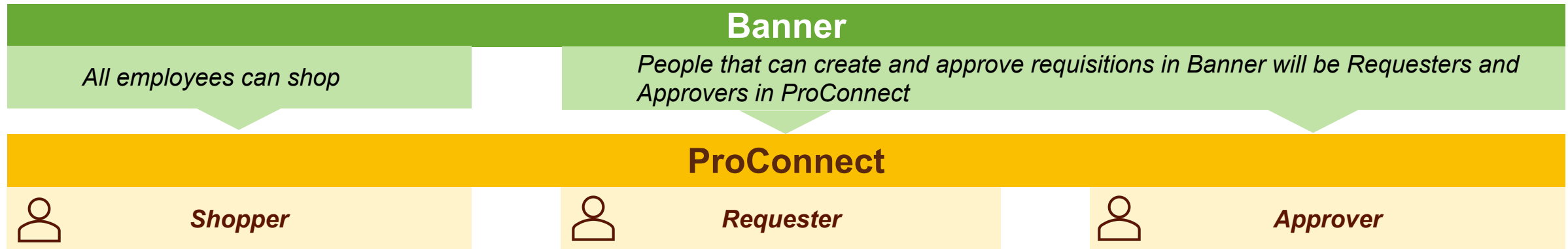
Specific for
Rowan



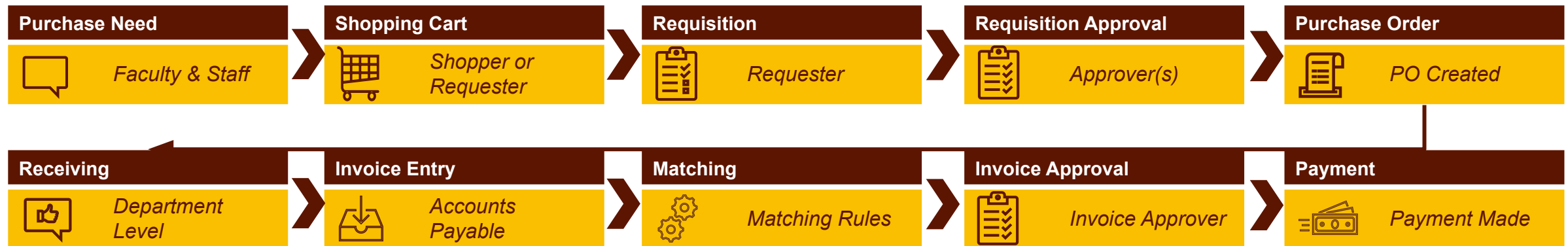
Eliminating
Outdated
Systems

ProConnect Previous Townhall Recaps – Session 2

Roles



Business Process

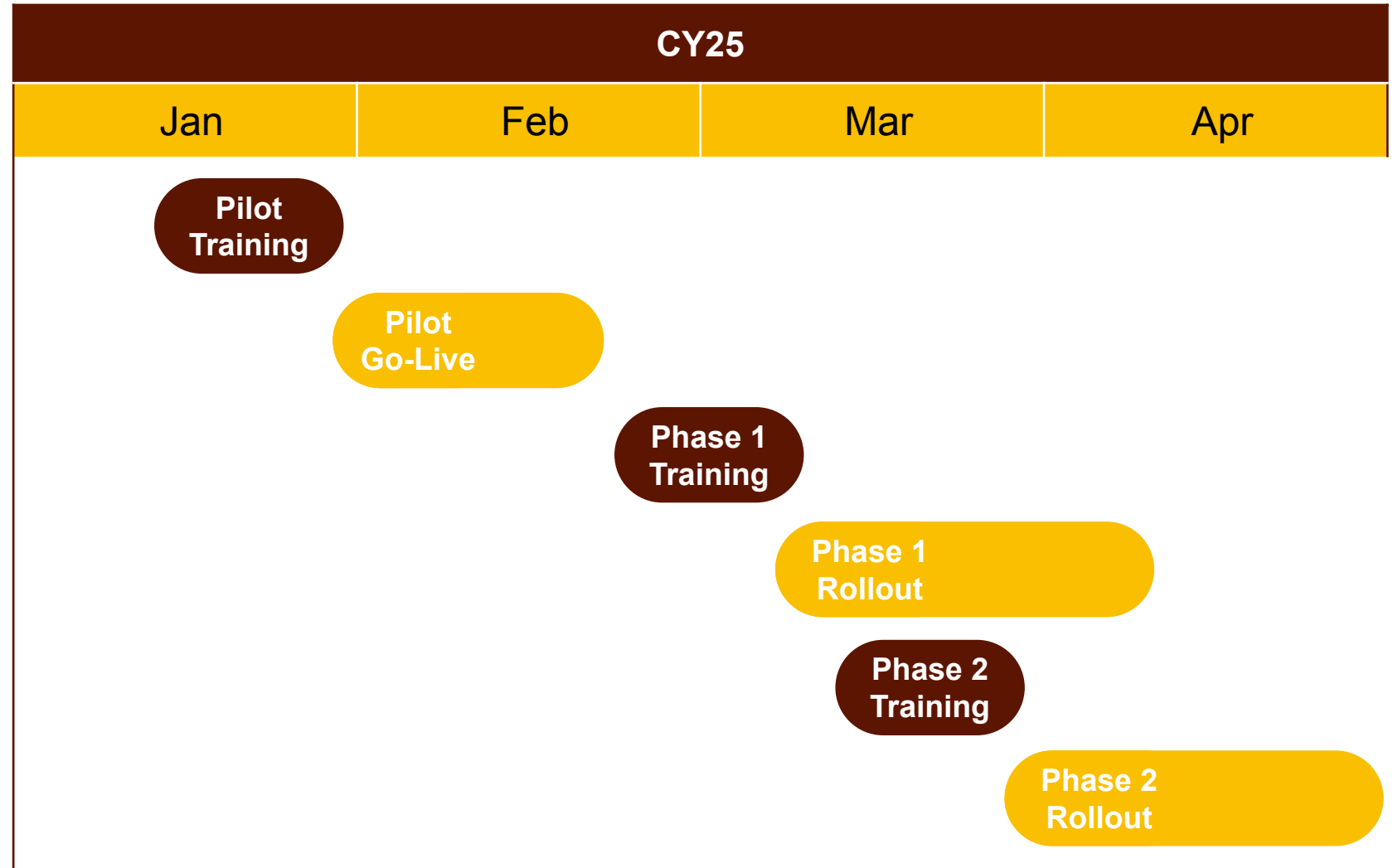


Rowan ProConnect Rollout



ProConnect Rollout

The Pilot groups will go through training and then go-live in ProConnect. After the Pilot groups have gone live and any issues have been resolved the rest of the campus will go-live in a phased deployment. You will receive communications around when your department will go-live.



ProConnect Training Rollout



Live and Recorded Training Sessions

When are the Live Trainings?



Live Training Sessions will be available for you prior to the time of your department going live with ProConnect. They will also be available to you as recordings on demand. You will receive an email communication inviting you to training. The trainings will be split out into 3 groups: Shopper, Requester, and Approver, but will cover the full process.



Shopper Training

Will cover benefits of ProConnect, the detailed business process, the role a Shopper plays in the business process, how to navigate and use ProConnect, and provide demonstrations of the Shopper's duties in shopping for goods and services in ProConnect.



Requester Training

Will cover benefits of ProConnect, the detailed business process, the role a Requester plays in the business process, how to navigate and use ProConnect, and provide demonstrations of the Requester's duties in shopping for goods and services and creating requisitions in ProConnect.



Approver Training

Will cover benefits of ProConnect, the detailed business process, the role an Approver plays in the business process, how to navigate and use ProConnect, and provide demonstrations of the Approver's duties in approving requisitions and purchase orders in ProConnect.

Training Guides / Knowledge Base Articles



Contract Request Guide

Covers the Contract Request Overview, Best Practices, and walks you through step-by-step how to request a contract in ProConnect.



Vendor Request Guide

Covers the Vendor Request Overview, Best Practices, and walks you through step-by-step how to request a vendor in ProConnect.



Campus Shopper Guide

Covers the Campus Shopper Overview, Best Practices, Shopper Dashboard and walks you through step-by-step how to shop for goods and services in ProConnect.



Requester Role Guide


Covers the Requester Overview, Best Practices, and walks you through step-by-step how to take assigned carts to complete requisitions and create change requests.



Approver Role Guide

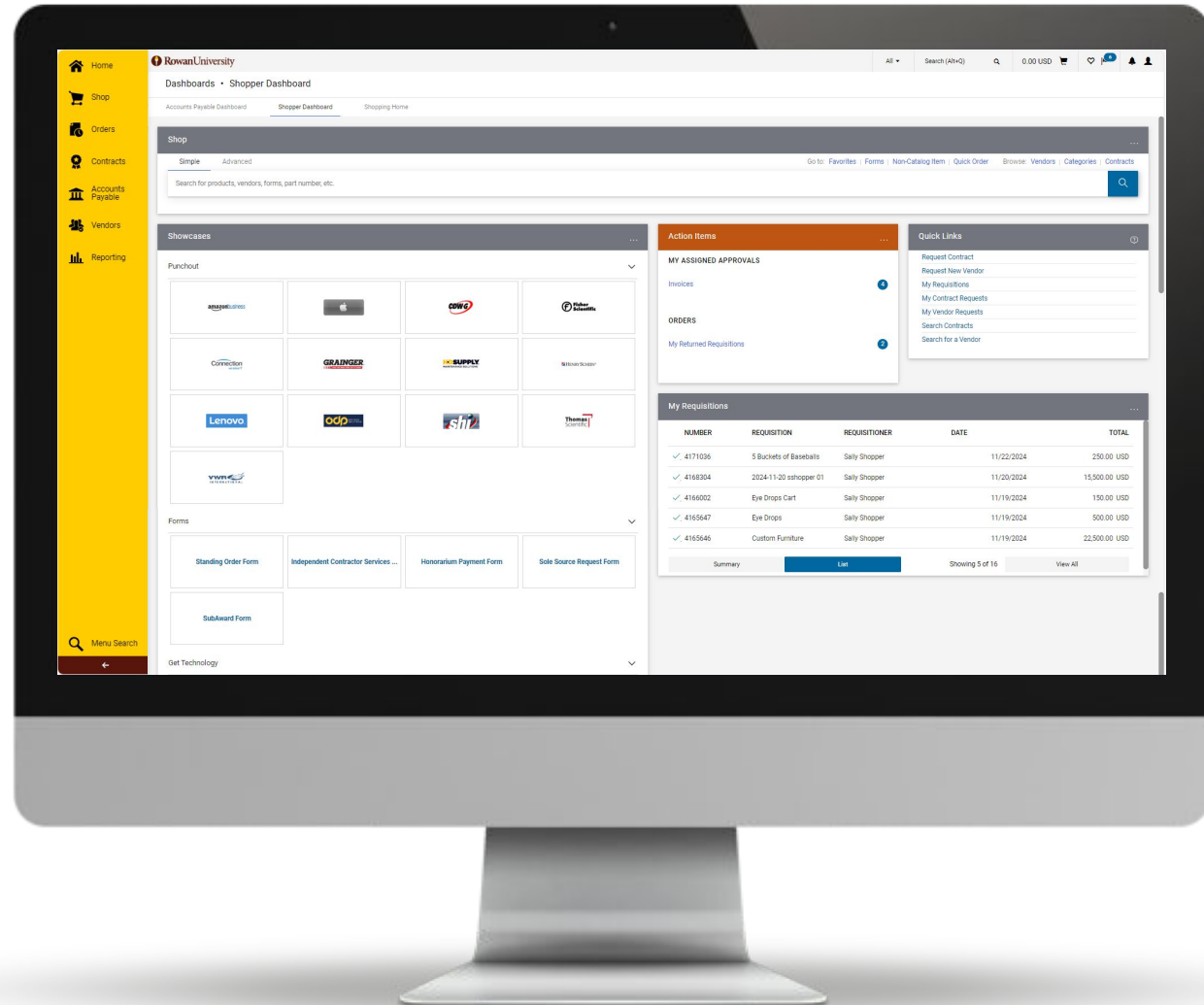
Covers the Approver Overview, Best Practices, Approver Dashboard and walks you through step-by-step locating your approvals and approving requisitions.

Welcome to Rowan ProConnect Video



Welcome to Rowan ProConnect Video

Will introduce Shoppers to the Rowan ProConnect Marketplace and guide them through the dashboards, navigation, and ways to shop in the system.



Business Processes for Vendor Management, Contract Management, and eProcurement and AP

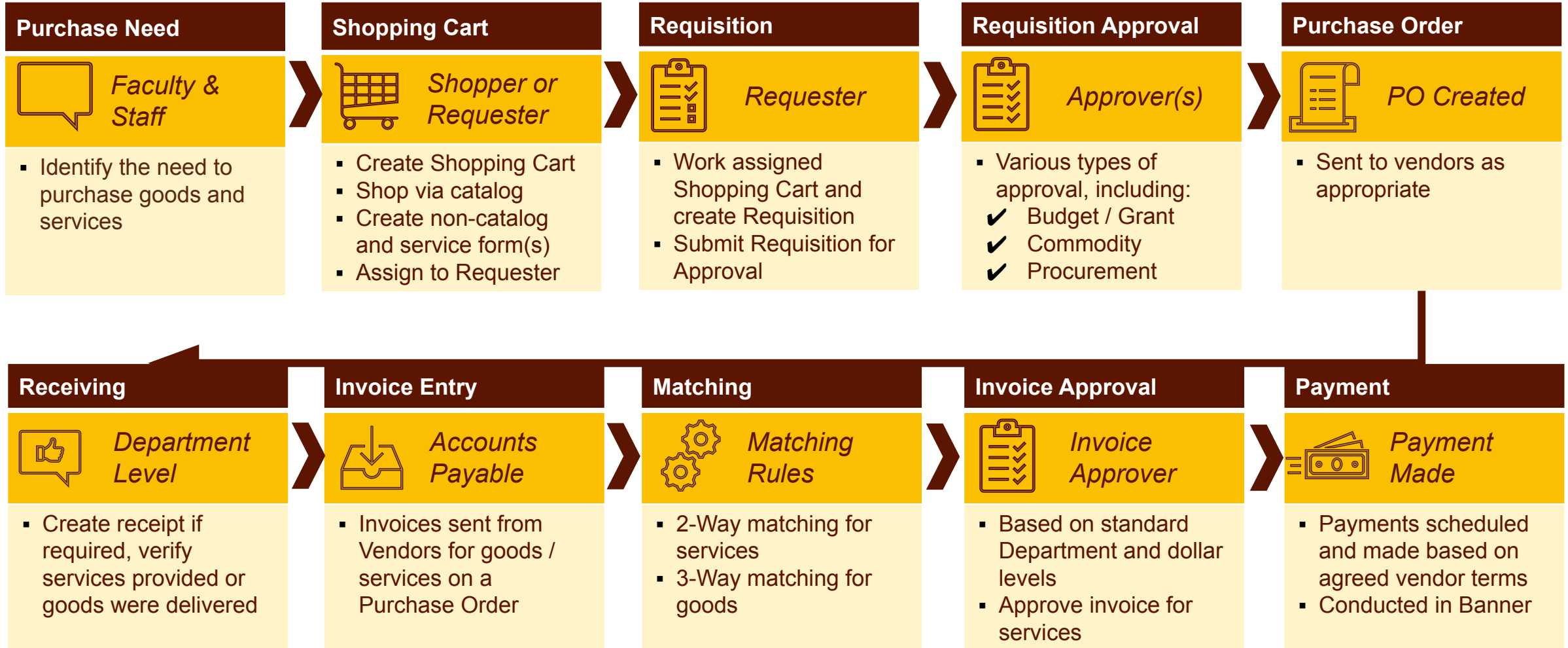
Detailed Business Process: Vendor Management



Detailed Business Process: Contract Management



Detailed Business Process: Procure to Pay



Post Go-Live Support



Post Pilot Updates

Feedback gathered from the Pilot Go-Live period will be taken under consideration and major defects or potential enhancements will be implemented into ProConnect to ensure the system is performing as expected for the full campus rollout.



Community Survey

A survey will be distributed to users after they have gone live with ProConnect and have used the system. The survey will collect feedback on ProConnect and the project team will analyze the feedback for any potential system enhancement or business process enhancements.



On Demand Training & FAQ

On Demand Training resources will be available to you for a full role based training on the system for you or new hires as well as Role Guides/Knowledge Base Articles for step-by-step instructions. A Frequently Asked Questions document will also be available to users.



OC&P Team Support

The OC&P team will also have support resources available for you if needed. We understand this new system will take time to adopt to, but our team will be here to support you as we modernize and improve the procure-to-pay process.

Additional Information

Where to find more information on Rowan ProConnect

Stay Informed

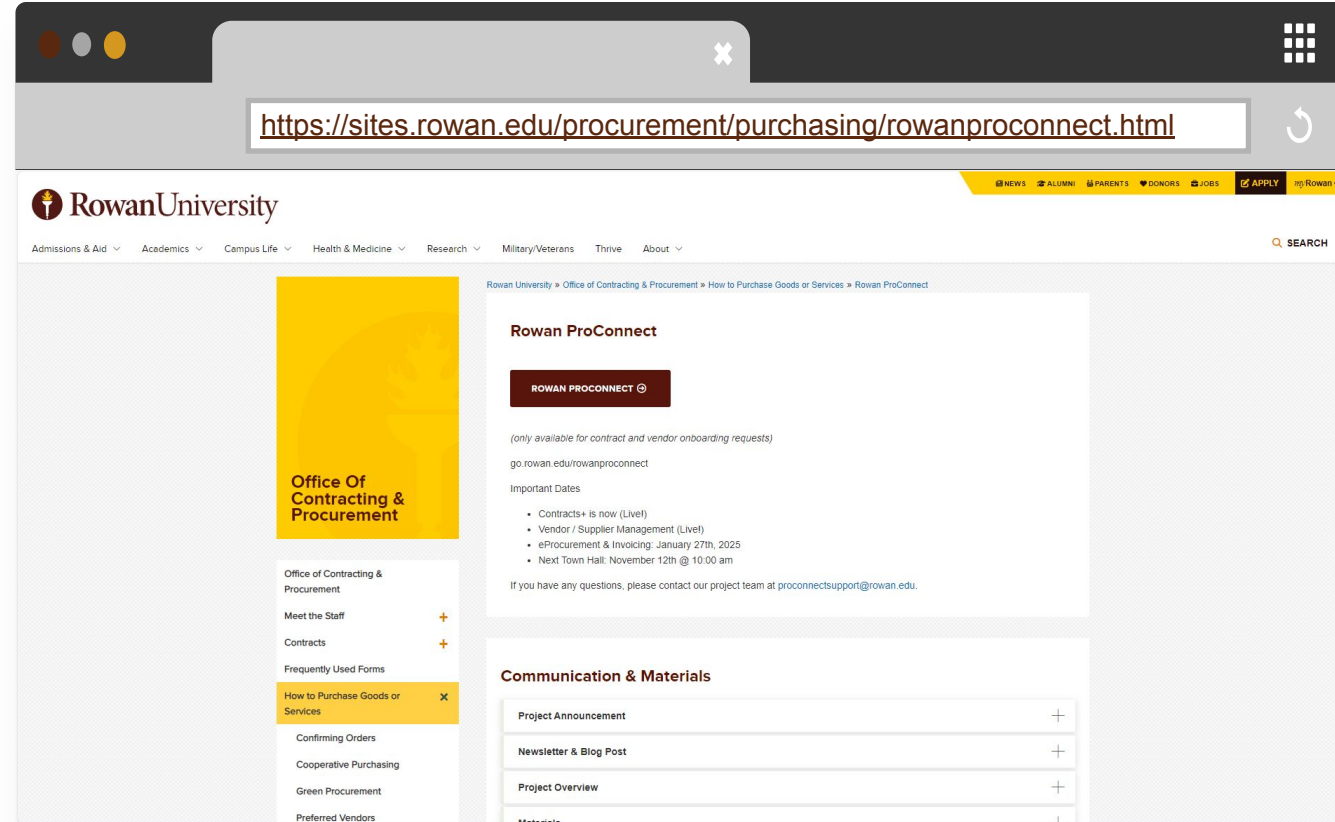
Additional project information and updates are available on our [Rowan ProConnect Web Page](#)

Questions?

Please direct questions to proconnectsupport@rowan.edu

Your involvement and feedback are vital as we transition to a more streamlined and efficient procure-to-pay process.

We encourage you to ask questions!



The screenshot shows a web browser window displaying the Rowan ProConnect website. The address bar shows the URL: <https://sites.rowan.edu/procurement/purchasing/rowanproconnect.html>. The website header includes the Rowan University logo and navigation links: Admissions & Aid, Academics, Campus Life, Health & Medicine, Research, Military/Veterans, Thrive, and About. A search bar is located in the top right corner. The main content area features a yellow sidebar for the Office of Contracting & Procurement, with a menu including: Meet the Staff, Contracts, Frequently Used Forms, How to Purchase Goods or Services (selected), Confirming Orders, Cooperative Purchasing, Green Procurement, and Preferred Vendors. The main content area displays the Rowan ProConnect logo and a button labeled ROWAN PROCONNECT. Below this, it states: (only available for contract and vendor onboarding requests) and provides the URL go.rowan.edu/rowanproconnect. It also lists Important Dates: Contracts+ is now (Live!), Vendor / Supplier Management (Live!), eProcurement & Invoicing: January 27th, 2025, and Next Town Hall: November 12th @ 10:00 am. A note at the bottom of this section says: If you have any questions, please contact our project team at proconnectsupport@rowan.edu. The bottom section is titled Communication & Materials and includes expandable sections for Project Announcement, Newsletter & Blog Post, Project Overview, and Materials.



Q&A

