INTRODUCING

THE SOURCE:
Procurement 360

The Rowan University Office of Contracting & Procurement is excited to announce our brand new newsletter **The Source: Procurement 360!**

Latest News & Updates

What's New? will highlight the latest updates, changes, and enhancements.

Frequently Asked Questions

Exactly how it sounds :-)

Pro Tips

Insider tips to streamline and optimize your purchasing and ProConnect user experience.

...and more!

Announcements, upcoming features, and user feedback.

OUR FIRST ISSUE!

THE SOURCE:
Procurement 360

In this issue we'll breakdown new features, FAQ's, and Pro Tips for navigating the ProConnect system.

What's New?

Customizable PO Distribution

You can now send your purchase order to any email address you choose, including your own. Discover how in our **PO Distribution Training Guide**.

Amazon Punch-Out Catalog

The Amazon Business catalog is live! Access through your Shopping Dashboard.

Furniture Approval Changes

Furniture approvals are now routed through ProConnect. No need to acquire Facilities approval prior to your order.

ProConnect training materials, announcements, and more!

What's Next?

Additional Punch-Out Catalogs
ODP, IRT vendors, and more!

ProConnect-Based Procurement Forms
Used Equipment, Entertainment Form, and more!

Have a comment, idea, or suggestion? Do you want us to cover something specific in our next issue?

We'd love to hear it! Submit your thoughts here.

www.sites.rowan.edu/procurement/purchasing/rowanproconnect.html.

Frequently Asked Questions

Pro Tips

Requisition Conversion Tips

1. Attach all documentation prior to submitting.
2. Use correct form for type of purchase.
3. Alert requesters of pending carts or FUND/ORG approver of pending approvals.
4. Respond to comments seeking information at earliest convenience.

OC&P and AP Correspondence

Rather than emailing, use the comment feature within your ProConnect documents (contracts, requisitions, purchase orders, and invoices) to communicate with Finance staff members.

I clicked on the Amazon punch-out but it's just spinning! What do I do?
Click the browser settings and make sure "Pop-Ups" are allowed.

How do I know what form to use?
Use the **Form Selection Guide** to determine which form to use for your purchase

Points of Contact

Choose the correct email address for the quickest response.
Use the comments feature in ProConnect whenever possible

ProConnectSupport@rowan.edu   General ProConnect system
                                      questions only. *e.g. How do I?* Do not
                                      use for order-specific questions.

vendors@rowan.edu   Vendor status, address updates,
                                      credit applications, vendor
                                      maintenance, general vendor
                                      inquiries

contracts@rowan.edu   General contract questions

invoices@rowan.edu   Invoicing, credit memos, payments,
                                      vendor banking information

reqapprovalqueue@rowan.edu   Add or remove an approver from an
                                      existing Fund/Org approval queue

amazon@rowan.edu   Amazon-related inquiries

Beth McMillan   Book a ProConnect training session

pcard@rowan.edu   **NEW!!!** P-Card related correspondence

The requisitions@rowan.edu inbox is no longer monitored

Meet the Staff
Office of Contracting & Procurement

Christine Brasteter

Alexis Jones

Christina Haley

Stacie Mori

Rebecca Hartman

Chelsie Alliano

Erann Dutton

Nicole Johnson

Beth McMillan

Katie Cacchioli

Kristine Rivera