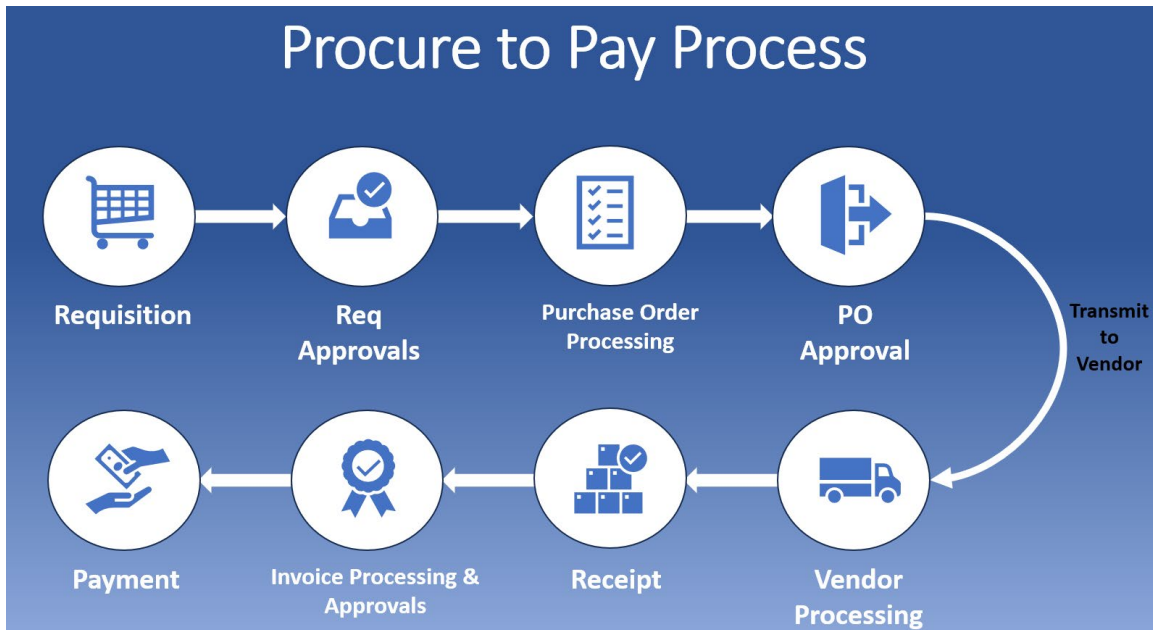




Last Updated 5/6/2024

# The Rockefeller University Procure to Pay (P2P) Process



The Procure to Pay Process encapsulates the above business functions, beginning with Requisition and ending with Payment. The following sections provide an overview.



## Requisition

The Requisition process starts when RU First users require specific commodities (i.e. goods and services) which may be administrative-related or scientific in nature. Users log into RUFirst and access Oracle iProcurement to search and requisition goods or services. **An initial search for the specific item(s) should be done within the RU Storeroom for immediate availability. See [Appendix](#) for details.**

If items are unavailable within the storeroom, a search is performed within the RU MarketPlace, a platform used to host vendor catalogs (punchout and hosted). RUFirst users shop within the marketplace for their required items, add items to cart, then submit the marketplace cart to iProcurement for checkout.

For items not found within the storeroom or marketplace, a Non-Catalog request is created in iProcurement. Once all required items are added to cart, a user proceeds to checkout and submits the requisition for approval(s).

## Additional Notes

- Requisitions may be quantity (physical goods) or amount-based (items such as repairs, reprints, or services)
- Common services can be requisitioned through the Service Catalog in iProcurement



## Requisition Approvals

This requisition follows the requisition approval hierarchy and must be approved by the Head of Laboratory/Department (HOL or HOD), or other designee of department at the authorization of the HOL/HOD. The approval hierarchy ensures all departmental oversight and approvals have been obtained and there is departmental consensus in the procurement of the commodity or service of interest.

Once the requisition has cleared the departmental hierarchy, it will then be submitted to a queue where the requisition line(s) will be turned into purchase order(s).



## Purchase Order Processing

Purchase Order (PO) processing applies the requisition lines to a purchase order for placement with the vendor. Requisition(s) may be reviewed by the Procurement Dept. and rejected if the requisition has not been executed properly (contains incorrect or too little information), deals with vendors that are debarred from doing business by the Rockefeller University or vendors that do not meet the university's established criteria (EEO compliant, engages in unethical/ illegal business, etc.).

Requisition lines which have been validated are eligible for PO creation.

## Additional Notes

- Additional review includes: Checking of catalog number, description, quantity, price, correct expenditure item types, and shipping instructions



## PO Approval

The Purchasing Agent (PA) will generate a purchase order (PO) and place the order with the vendor.

The PO includes the bill to/ ship to address, quantity, description, quotations, delivery instructions, compliance, and terms and conditions information. The PA will attempt to negotiate the best price and delivery speed possible. In some cases, the PA has the discretion to identify alternative sources for the exact same item and/or service.

### Additional Notes

- In the event of changes to item price, availability, or shipping, the PA will notify the end user for authorization to proceed, cancel, or source an alternative



### Vendor Processing

Once the PO has been received by the vendor, the order is processed and barring any vendor/manufacturer-related delays or backorders, the items are shipped to the Central Receiving Department.

### Additional Notes:

- PO's that do not arrive at the University are only allowable if the final recipient is either a collaborator or consultant of The Rockefeller University



### Receipt

Once the package(s) containing the University PO arrives, Receiving Department personnel will process the packages and match the description, quantity, and condition of the items against the enclosed packing slip. Any issues with the item are resolved immediately between the Receiving Clerk, the PA and the Vendor.

### Additional Notes:

- End users receive an automated notification daily to retrieve their items



## Invoice Processing and Approvals

Invoices may be received directly from the vendor or sent by the lab/department to [AP-Rockefeller@pdf.basware.com](mailto:AP-Rockefeller@pdf.basware.com). The invoice(s) will undergo the matching process; PO and invoice match for 2-way approval or PO, invoice, and receiving match for 3-way approval. Next, is the invoice validation step. During validation, holds may be generated due to discrepancies between the invoice and purchase order (qty received, ordered, or price issue) or a quality hold will be applied for equipment greater than \$10,000. The requisitioner is then required to review and release the hold as necessary.

Additionally, invoices greater than \$10,000 will require approval. Invoice approval flow follows the same hierarchy as the requisition approval; the person(s) who approved the requisition has to approve the corresponding invoice. Upon validation and approval completion, eligible invoices will be released for payment processing.

### Additional Notes

- A valid PO must be displayed on the vendor invoice to avoid payment delays
- Direct payments (not matched to PO) must use the 'Request for Payment Form'
- Hold and approval release are processed through Oracle workflow within RUFIRST



## Payments

Once the invoices are matched to a PO, a payment is generated to the vendor via ACH payment.

### Additional Notes

- Users can view the invoice and payment details directly in iProcurement
- *For further information on invoice or payments, visit [Accounts Payable](#)*

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## Appendix

### Stockroom Procedures

Items are also available at discounted pricing through the University Stockroom. The end user requisitions through Oracle iProcurement and a Sales Order (SO) is immediately generated and available for pick up through the Stockroom.

#### **Additional Notes**

- A 10% mark-up is assigned to the stockroom items
- There is no restocking fee for items returned to the Stockroom
- Return Forms are processed through Inventory Control which oversees the Stockroom operations
  - The Stock room will not issue credit as the item has been deemed as already used by the end user. Only items that are proven to be a technical vendor – related issue that have already been used by the end user will be credited by the Stockroom
  - The end user has between 15 business days to request a return for credit or replacement to the Stockroom