BuyCarolina
Purchasing made smarter.
Tips & Time Saving Strategies

When the project is out of funds, you may receive a system error “budget out of bounds” which will not allow submission of the order. Consult with PI on alternative options.

For quicker chartfield entry, use the default chartfield

Approvals should be received within 2 business days (for urgent or delayed approvals contact your research fund administrator)

For denied orders: Click on link in email to open order, click on gray triangle to update chartfield, budget check & resubmit

Set up the default chartfield and shipping address in Connect-Carolina, click compass (far top right) to begin

Finance Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup

Most Used Account Code:
537210 Research Supplies

Pre-check budget before clicking “save and submit”
Submit for approval: For commonly used household items, the comments section should include how the item furthers the research aims/project. Not required for gas, chemicals, glassware

CONSOLIDATE!!
It is faster and easier for everyone if labs combine small, individual orders from different lab members into one large order. Particularly if purchasing from the same vendor.

You can shop from multiple vendors at once! Just search in the top bar.

Contacts for Further Help
- Access: Request via RASR, option: BuyCarolina Access Request
- Order Status: Vendor Search:
  finance.unc.edu/services/buycarolina/
- Technical/Navigation: Business Systems Help Desk help.unc.edu ConnectCarolina>CC Finance Applications or 919-962-HELP
- Others: chemadmin@unc.edu

Department Use
(approval/procedure/chartfield)
- Kathy Allen, ktlallen@unc.edu, 919-962-4285
- John Gorman, jgorman@email.unc.edu, 919-966-1566
- Karen Holmes, khollmes@email.unc.edu, 919-962-1189

Contacts for Further Help

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