

4 Purchasing Methods

E-Procurement
(ePro)

For UNC contracted
vendors

Purchasing Card
(p-card)

For quick payments of
small orders

Vouchers

For small orders not
allowed on p-card

Purchase Orders
(POs)

For large orders
Over \$5,000

4 Purchasing Methods

E-Procurement
(ePro)

For UNC contracted
vendors

Purchasing Card
(p-card)

For quick payments of
small orders

Vouchers

For small orders not
allowed on p-card

Purchase Orders
(POs)

For large orders
Over \$5,000

Getting access to ePro

- For access to ePro, send these forms to Laura Yurco (laura_yurco@unc.edu).
 - ConnectCarolina and Related Applications Access Request Form:
https://ccinfo.unc.edu/files/2016/01/ConnectCarolina_and_Related_Applications_Access_Request_Form_FINANCE.pdf
 - P-Card Account Maintenance Form:
<https://unc.policystat.com/policy/6264693/latest/>
- How do I setup my amazon account?
 - See reference here: <https://finance.unc.edu/files/2019/01/UNC-Chapel-Hill-Amazon-Business-FAQ-Guide.pdf>

CONNECTCAROLINA

Faculty & Staff: If you use ConnectCarolina to do any part of your job, be sure you're **connected to VPN before logging in to ConnectCarolina**. You can find more information on working remotely and instructions for setting up VPN in the [Working Remotely: Tech tools and Tips](#) article on help.unc.edu.

By logging into ConnectCarolina, you're agreeing to conduct business with the University electronically. You're also agreeing not to share your login credentials with anyone else. For additional information, review the [Electronic Transactions Consent \(PDF\)](#).

LOG IN

[ConnectCarolina & InfoPorte](#)

[Links for Students, Parents and Proxies](#)

[How to Get System Access](#)

[How to Create a Guest ID](#)

[How to Reset Your Password](#)



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

[Heelmail \(Outlook Web Access\)](#)

[Sakai](#)

[Get Help](#)

Notification

The Work Remote Webpage Has Tips for Working from Home.
Zoom FAQs Available on help.unc.edu
Last Month Closed: March

Worklist

HR (0) +

Finance (572) +

Reporting



Finance WorkCenter



Help



Announcement



Work Remotely and Efficiently

help.unc.edu

Go to the Notifications tile for more info

Admin WorkCenter Links

- TIM
- ePro/Software Acquisition
- Academic Calendar
- Blue Course Evaluation System
- Works P-Card
- Vendor Invoice Submission Page
- SPMS - Surplus Property
- CBM
- Bill Presentation
- UAS
- Web Travel
- Finance Website

Notification

The Work Remote Webpage Has Tips for Working from Home.
Zoom FAQs Available on help.unc.edu
Last Month Closed: March

Worklist

HR (0)

Finance (572)

Admin WorkCenter

Student

Self Service

My Page

Finance WorkCenter



Help



Announcement



Work Remotely and Efficiently

help.unc.edu

Go to the Notifications tile for more info

Admin WorkCenter Links

- TIM
- ePro/Software Acquisition
- Academic Calendar
- Blue Course Evaluation System
- Works P-Card
- Vendor Invoice Submission Page
- SPMS - Surplus Property
- CBM
- Bill Presentation
- UAS
- Web Travel
- Finance Website

Notification

The Work Remote Webpage Has Tips for Working from Home.
Zoom FAQs Available on help.unc.edu
Last Month Closed: March

Worklist

HR (0) +

Finance (572) +

Reporting



Finance WorkCenter



Help



Announcement



Work Remotely and Efficiently

help.unc.edu

Go to the Notifications tile for more info

Admin WorkCenter Links

- TIM
- ePro/Software Acquisition
- Academic Calendar
- Blue Course Evaluation System
- Works P-Card
- Vendor Invoice Submission Page
- SPMS - Surplus Property
- CBM
- Bill Presentation
- UAS
- Web Travel
- Finance Website

- Finance WorkCenter
- UNC Favorites ▾
- Accounts Payable ▾
- ePRO/PO ▴
- Requisition
- Manage Requisitions
- Add/Update Receipts by PO
- PO Budget Exceptions
- Supplier Inquiry
- Requisition Budget Exceptions
- Requester Setup
- Receive Items
- General Ledger ▾
- General Finance ▾
- Budgeting ▾
- Cash Management ▾
- Research Resources ▾
- Infoporte
- RAM Reports

Finance WorkCenter

Admin WorkCenter

Finance WorkCenter

UNC Favorites

Accounts Payable

ePRO/PO

Requisition

Manage Requisitions

Add/Update Receipts by PO

PO Budget Exceptions

Supplier Inquiry

Requisition Budget Exceptions

Requester Setup

Receive Items

General Ledger

General Finance

Budgeting

Cash Management

Research Resources

Infoporte

RAM Reports

Finance WorkCenter

psirving ---- PAPRD

New Window | Help

Requester Setup

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Requester

begins with

psirving

Description

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

enter your
ONYEN

Click Search

Finance WorkCenter

UNC Favorites

Accounts Payable

ePRO/PO

Requisition

Manage Requisitions

Add/Update Receipts by PO

PO Budget Exceptions

Supplier Inquiry

Requisition Budget Exceptions

Requester Setup

Receive Items

General Ledger

General Finance

Budgeting

Cash Management

Research Resources

Infoporte

RAM Reports

Requester Setup

Requester psirving

Mr Patrick Irving

*Status Active

Requisition Defaults

ShipTo SetID UNCCH

*Location SetID UNCCH

PO Origin SetID UNCCH

Currency USD Dollar

Phone 919/962-4485

Fax

Ship To 676_3244

*Location 676_3244

Origin ONL

☐ Override Auto Item Substitute

☐ Use Only Assigned Catalogs

☐ Consolidate with other Reqs

☒ Open

☐ Pending Approval

☒ Price Can Be Changed on Order

☐ Defaults Inventory BU

Requisition Status

ChartFields

GL Unit Fund Source Account Dept PC Bus Unit Project Activity Program Cost Code 1 Cost Code 2 Cost Code 3

UNCCH 25210 49000 537210 318300

Catalog Information

Default	*SetID	*Catalog ID	Description			

Save

Return to Search

Notify

Add

Update/Display

Chartfields

- GL Unit: UNCCH
- Fund: 25210 (Organized Research)
- Source: 49000 (Government Funding)
- Account: 537210 (Research and Educational Supplies)
- Department: 318300 (Chemistry)
- PC Business Unit: CHOSR (Office of Sponsored Research)
- Project ID: 5104190 (Example grant number)
- Activity: 1

Shop Products

- Antibodies & Protein Biology
- Balances, Scales & Weighing
- Cell Culture & Analysis
- Centrifuges & Microcentrifuges
- Chromatography
- Chemicals
- Equipment & Instruments
- Forceps, Spatulas & Utensils
- Furniture, Storage, Carts & Hoods
- Glassware & Plasticware
- Heating & Cooling
- PCR & Molecular Biology
- pH and Electrochemistry
- Pipets, Pipettes, Syringes & Needles
- Safety, Gloves, Glasses & Cleaning
- Teaching Supplies
- Testing & Filtration
- Tubes & Vials
- RNAi, Oligos, Assays, Gene Editing & Gene Synthesis Tools
- [See All Categories](#)

Search All

Search by keyword, Catalog Number, CAS Number



Your Account
UNCON



Welcome Researchers of The University of North Carolina at Chapel Hill



Welcome Tar Heels!

Thank you for visiting the Fisher Scientific punchout site in EPro. We look forward to supporting your research and safety needs.

Through the Fisher Scientific channel, our UNC campus scientific storeroom stocks over 400 products from the Invitrogen™, Corning, Kimberly-Clark™, and MilliporeSigma™ brands and more. Depending on when you place your order, we deliver your products the same day or next day.

For more information, contact your dedicated UNC customer service staff or reach out to a member of your Fisher Scientific sales team.

Contact Information

UNC Customer Service

+1 919-843-5604

CSO.UNC@ThermoFisher.com

Fisher Scientific Sales Representatives

Contact UNC Sales Representatives for product information, quotes and promotions:



Aaron Baxter
Sales Representative
+1 919-673-6801
aaron.baxter@thermofisher.com



Dana Bruce
Sales Representative
+1 919-210-5057
dana.bruce@thermofisher.com



Reggie Singleton
Sales Associate
+1 919-904-0778
reggie.singleton@thermofisher.com

Shopping Cart

 Print

 Share




Active Account

Account Name: 597670003 UNCON

Shipment Setting: Multi Ship 

Cancel This Session

 Add all items to a List

Items in Your Cart	Price	Quantity	Availability	Item Subtotal
 BP231-1 DMSO 1L	● \$26.16 / Each ● \$156.98 / Case of 6 EA	1	✓ In Stock (1) Estimated Delivery 04/22/2020 Available in RALEIGH, NC	\$26.16
 Switch and Save Preferred Product				
(Regulated)				
✕ Remove Item  Add to List				
Order Subtotal				\$26.16

 Add all items to a List

 Empty Cart

Promo Code? *

APPLY

Cart Total

\$26.16

Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

 Keep Shopping

Return Cart to Purchasing Application 

*All promotions are based off of list price unless otherwise specified

Checkout - Review and Submit

Review the item information and submit the req for approval.

 [My Preferences](#)  [Requisition Settings](#) [Attachments and Comments \(0\)](#)

Requisition Summary

Business Unit

UNCCH 

UNC at Chapel Hill

*Requester

psirving 

Mr Patrick Irving

*Currency

USD

Requisition Name

Priority

Medium ▼

Cart Summary: Total Amount 26.16 USD

Expand lines to review shipping and accounting details 

Requisition Lines 

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<div><div></div><div>1</div><div></div></div>	DMSO 1L		FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	26.1600	26.16		Add	
<div><div></div> Select All / Deselect All</div>		Select lines to:		<div><div></div> Add to Favorites</div>	<div><div></div> Add to Template(s)</div>	<div><div></div> Delete Selected</div>	<div><div></div> Mass Change</div>			
Total Amount							26.16 USD			

Shipping Summary

 [Edit for All Lines](#)

Ship To Location

676_3244

Address

250 Bell Tower Dr
Genome Sciences Building-3244
Chapel Hill, NC 27514

Attention To

Mr Patrick Irving

Comments

Requisition Comments and Attachments

Enter requisition comments



☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Checkout - Review and Submit



*Currency USD

Cart Summary: Total Amount 26.16 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▼ 1	DMSO 1L		FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	26.1600	26.16		 Add	
Shipping Line 1										
			*Ship To	<input type="text" value="676_3244"/>	Add Shipto Comments	Quantity	<input type="text" value="1.0000"/>	Price Adjustment Pegging Inquiry Pegging Workbench		
			Address	250 Bell Tower Dr Genome Sciences Building-3244 Chapel Hill, NC 27514		Price	26.1600			
			Attention To	<input type="text" value="Mr Patrick Irving"/>						
			Due Date	<input type="text"/>						
										

Accounting Lines

*Distribute By Qty SpeedChart *Liquidate By Qty

Accounting Lines

Fund	Source	Account	Dept	PC Bus Unit	Project	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund
25210	49000	537210	318300									

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount 26.16 USD

Shipping Summary

Edit for All Lines

Ship To Location	676 3244
------------------	----------

Checkout - Review and Submit



*Currency

USD

Cart Summary: Total Amount 26.16 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	DMSO 1L		FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	26.1600	26.16		Add	
Shipping Line 1										
		*Ship To	676_3244	Add Shipto Comments		Quantity	1.0000			
		Address	250 Bell Tower Dr Genome Sciences Building-3244 Chapel Hill, NC 27514			Price	26.1600	Price Adjustment Pegging Inquiry Pegging Workbench		
		Attention To	Mr Patrick Irving							
		Due Date								

Accounting Lines

*Distribute By

Qty

SpeedChart

5104190



*Liquidate By

Qty

Accounting Lines



Chartfields1

Chartfields2

Details

Details 2

Asset Information

Asset Information 2

Budget Information



Fund	Source	Account	Dept	PC Bus Unit	Project	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund
25210	49000	537210	318300	CHOSR	5104190	1						

Select All / Deselect All

Select lines to:



Add to Favorites



Add to Template(s)



Delete Selected



Mass Change

Total Amount

26.16 USD

Shipping Summary

Edit for All Lines

Ship To Location 676_3244

Checkout - Review and Submit



*Currency USD

Cart Summary: Total Amount 26.16 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	DMSO 1L		FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	26.1600	26.16		Add	
Shipping Line 1										
		*Ship To	<input type="text" value="676_3244"/>	Add Shipto Comments		Quantity	<input type="text" value="1.0000"/>	Price Adjustment Pegging Inquiry Pegging Workbench		
		Address	250 Bell Tower Dr Genome Sciences Building-3244 Chapel Hill, NC 27514		Price	26.1600				
		Attention To	<input type="text" value="Mr Patrick Irving"/>							
		Due Date	<input type="text"/>							

Accounting Lines

*Distribute By Qty SpeedChart *Liquidate By Qty

Accounting Lines

Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information												
Fund	Source	Account	Dept	PC Bus Unit	Project	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund
25210	49000	537210	318300									

Select All / Deselect All

Select lines to: Add to Favorites Add to Template(s) Delete Selected

Mass Change

Total Amount 26.16 USD

Shipping Summary

Edit for All Lines

Ship To Location 676_3244

25210	49000	537210	318300	CHOSR	5104190	1						
-------	-------	--------	--------	-------	---------	---	--	--	--	--	--	--

☒ Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount 173.58 USD

Shipping Summary

Edit for All Lines

Ship To Location 676_3244
Address 250 Bell Tower Dr
Genome Sciences Building-3244
Chapel Hill, NC 27514
Attention To Mr Patrick Irving
Comments

Requisition Comments and Attachments

Enter requisition comments

☒ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Check Budget Pre-Check Budget Notify

Save & submit

Save for Later

Add More Items

Preview Approvals

Scroll
Down



1

2

Approvals

- In about 1 or 2 business days, you'll receive an email with the subject line:
 - Denied: eProcurement Order: UNCCH #####
 - You'll need to revisit ePro and fix any issues with your requisition.
 - Most likely an issue with the chartfield string or justification.
 - Approved: eProcurement Order: UNCCH #####
 - This should be followed closely by an order confirmation from the company you ordered from.

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	<input type="text" value="UNCCH"/>	Requisition Name	<input type="text"/>		
Requisition ID	<input type="text"/>	Request State	<input type="text" value="All but Complete"/>	Budget Status	<input type="text"/>
Date From	<input type="text" value="04/14/2020"/>	Date To	<input type="text" value="04/21/2020"/>		
Requester	<input type="text" value="psirving"/>	Entered By	<input type="text"/>	PO ID	<input type="text"/>

[Show Advanced Search](#)

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
1000563608	1000563608	UNCCH	04/17/2020	PO(s) Dispatched	Valid	93.68 USD	<div> <div>Select Action</div> <div>Go</div> </div>

- [Select Action]
 - Approvals
 - Edit
 - Receive
 - View Print
 - [Select Action]

[Create New Requisition](#)
[Review Change Request](#)
[Review Change Tracking](#)
[Manage Receipts](#)

Connect Carolina -> Admin Workcenter -> Finance Workcenter -> ePRO/PO -> Manage Requisitions

- Finance WorkCenter
- UNC Favorites
- Accounts Payable
- ePRO/PO
- Requisition
- Manage Requisitions
- Add/Update Receipts by PO
- PO Budget Exceptions
- Supplier Inquiry
- Requisition Budget Exceptions
- Requester Setup
- Receive Items
- General Ledger
- General Finance
- Budgeting
- Cash Management
- Research Resources
- Infoporte
- RAM Reports

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit

UNCCH

Requisition Name

Request State

All but Complete

Budget Status

Date From

04/14/2020

Date To

04/21/2020

Requester

psirving

Entered By

PO ID

Search

Clear

Show Advanced Search

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 1000563608	1000563608	UNCCH	04/17/2020	PO(s) Dispatched	Valid	93.68 USD	<div><div>[Select Action]</div><div>Approvals</div><div>Edit</div><div>Receive</div><div>View Print</div><div>[Select Action]</div></div> <div>Go</div>

Create New Requisition

Review Change Request

Review Change Tracking

Manage Receipts

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit 

*Requester  Mr Patrick Irving

*Currency


Requisition Name

Priority

 My Preferences  Requisition Settings Attachments and Comments (0)

Cart Summary: Total Amount 26.16 USD

Expand lines to review shipping and accounting details

 Add More Items

Requisition Lines 

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<div><div></div><div>1</div><div></div></div>	DMSO 1L		FISHER SCIENTIFIC COMPANY LLC	1.0000	Each	26.1600	26.16	<div></div>	<div></div> Add	<div></div>
<div><div></div> Select All / Deselect All</div>		Select lines to:		<div><div></div> Add to Favorites</div>	<div><div></div> Add to Template(s)</div>	<div><div></div> Delete Selected</div>	<div><div></div> Mass Change</div>			
Total Amount							26.16 USD			

Shipping Summary

 Edit for All Lines

Ship To Location 676_3244

Address 250 Bell Tower Dr
Genome Sciences Building-3244
Chapel Hill, NC 27514

Attention To Mr Patrick Irving

Comments

Requisition Comments and Attachments

Enter requisition comments



☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Summary

- connectcarolina.unc.edu > sign in > Finance WorkCenter
 - Setting default chartfields:
 - ePro/PO > Requester Setup
 - Placing orders:
 - ePro/PO > Requisition
 - ePro/PO > Manage Requisition
 - Justify any abnormal purchases, such as everyday items, that use research funds.
 - Approvals take 1-2 business days, then the order is placed.

Contacts for further help

- Access and other issues:
 - Laura Yurco (laura_yurco@unc.edu)
- Technical and navigation issues:
 - Business Systems Help Desk
 - Help.unc.edu
 - 919-962-HELP (option 2)
- Approval, procedure, and chartfield issues:
 - Kathy Allen
 - ktharris@email.unc.edu
 - 919-962-4285
 - Karen Holmes
 - klholmes@email.unc.edu
 - 919-962-1189
 - D'Angelo Best
 - ddbbest@email.unc.edu
 - 919-537-3367
 - John Gorman
 - jgorman@email.unc.edu
 - 919-966-1566

Useful links

- Useful Tips for ePro
 - <https://ccinfo.unc.edu/featured-resources/e-pro-tips/>
- ePro 1-pager, FAQ, and much more...
 - <https://intranet.chem.unc.edu/finance/>

Questions?

4 Purchasing Methods

E-Procurement
(ePro)

For UNC contracted
vendors

Purchasing Card
(p-card)

For quick payments of
small orders

Vouchers

For small orders not
allowed on p-card

Purchase Orders
(POs)

For large orders
Over \$5,000

4 Purchasing Methods

E-Procurement
(ePro)

For UNC contracted
vendors

Purchasing Card
(p-card)

For quick payments of
small orders

Vouchers

For small orders not
allowed on p-card

Purchase Orders
(POs)

For large orders
Over \$5,000

4 Purchasing Methods

E-Procurement
(ePro)

For UNC contracted
vendors

Purchasing Card
(p-card)

For quick payments of
small orders

Vouchers

For small orders not
allowed on p-card

Purchase Orders
(POs)

For large orders
Over \$5,000