E-Procurement (ePro)

For UNC contracted vendors

Vouchers

For small orders not allowed on p-card

Purchasing Card (p-card)

For quick payments of small orders

Purchase Orders (POs)

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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

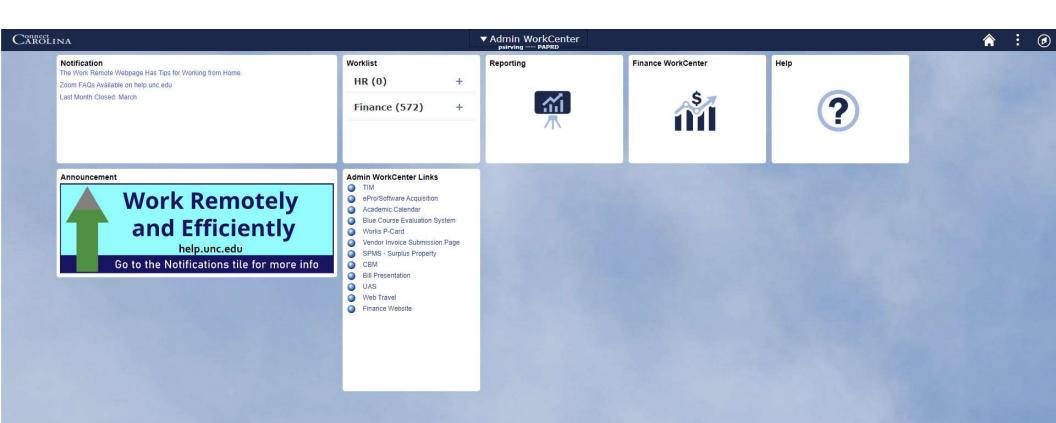


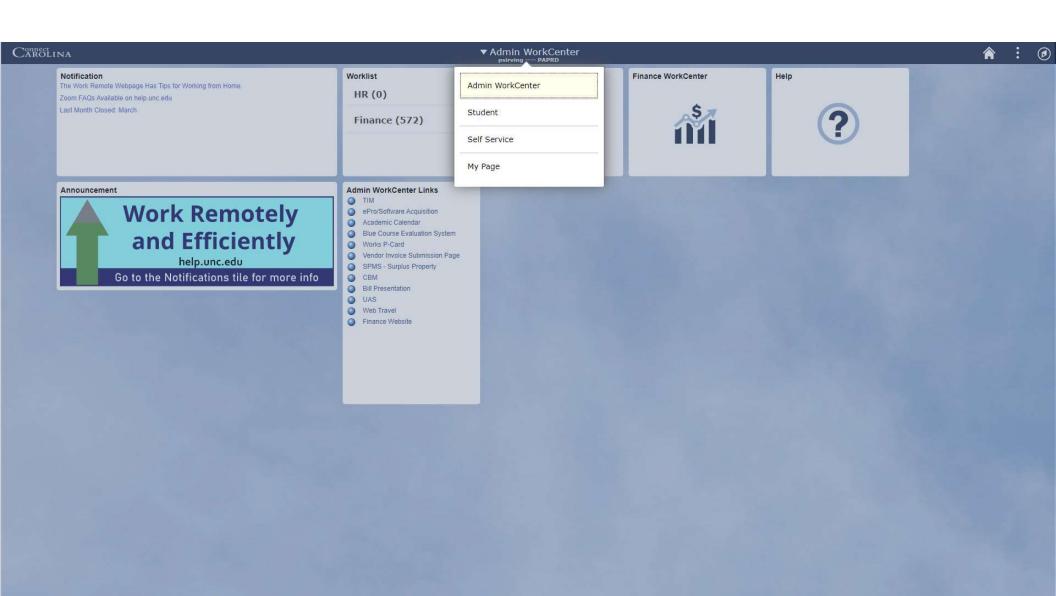


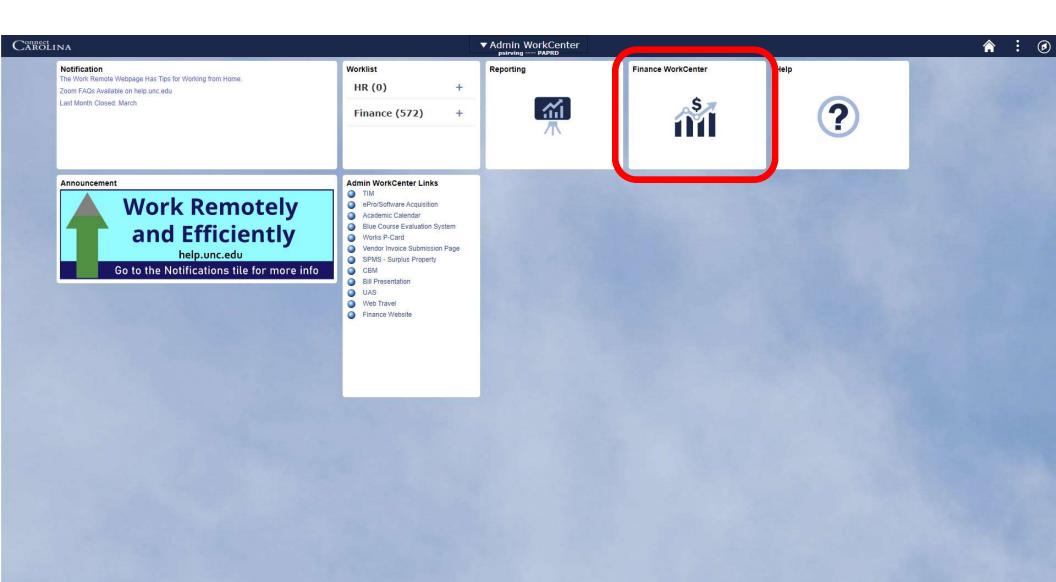
Heelmail (Outlook Web Access)

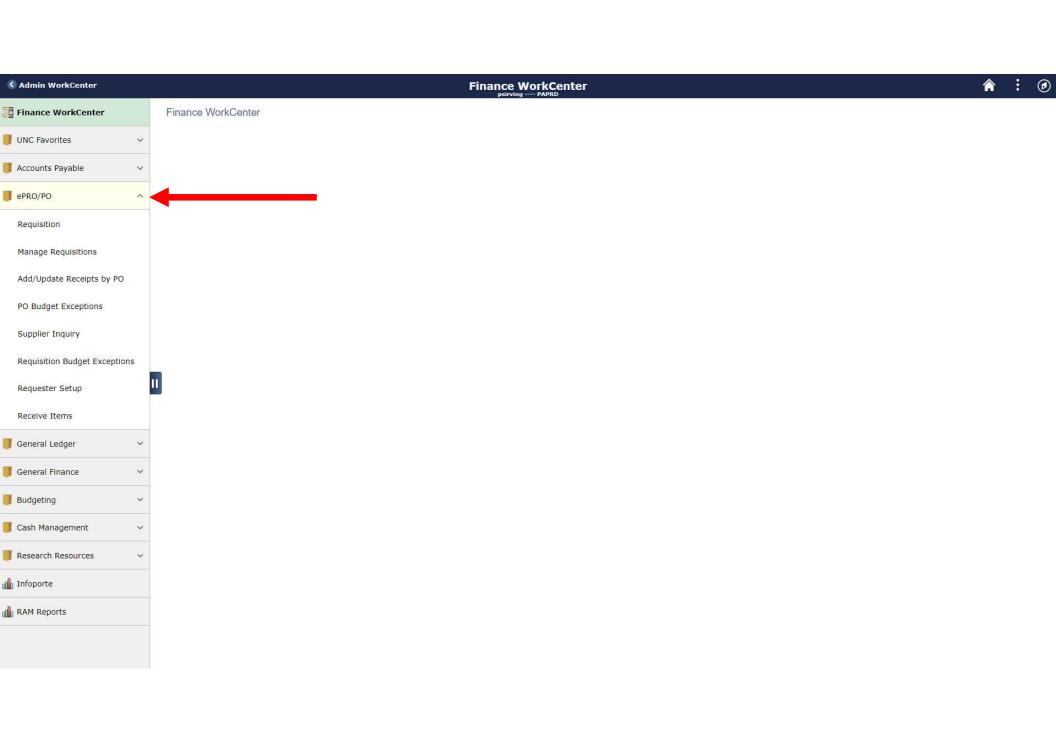
Sakai

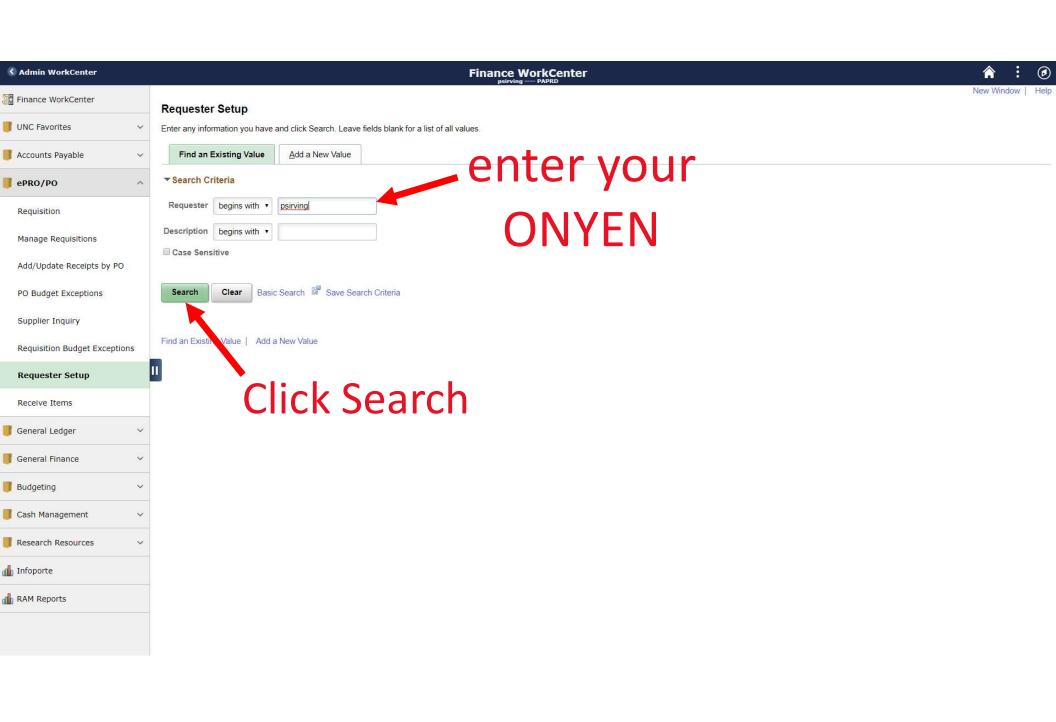
Get Help

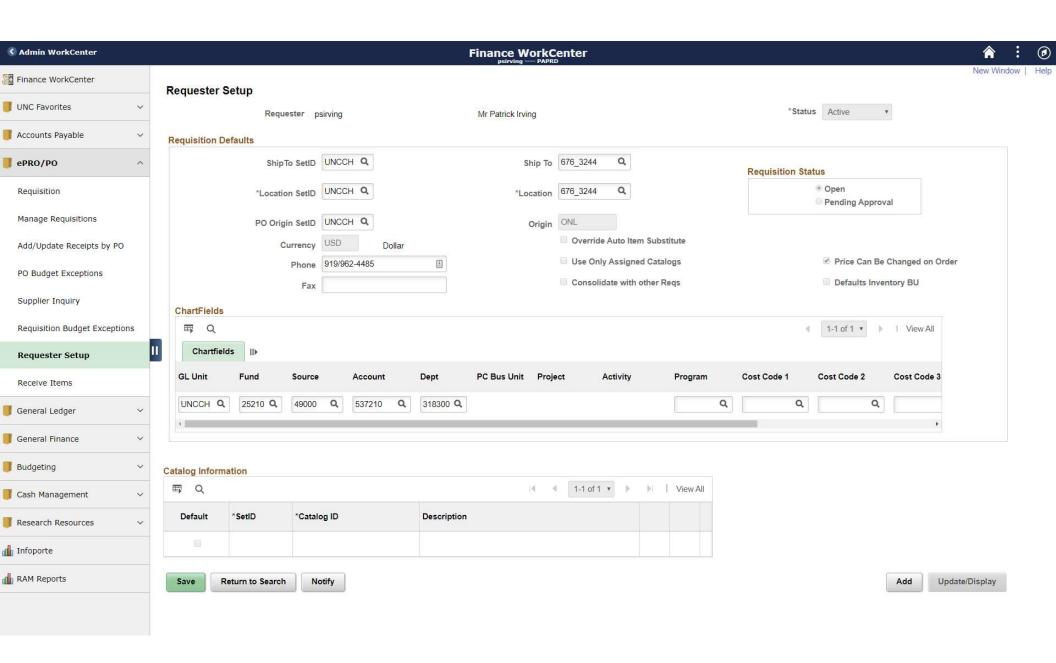






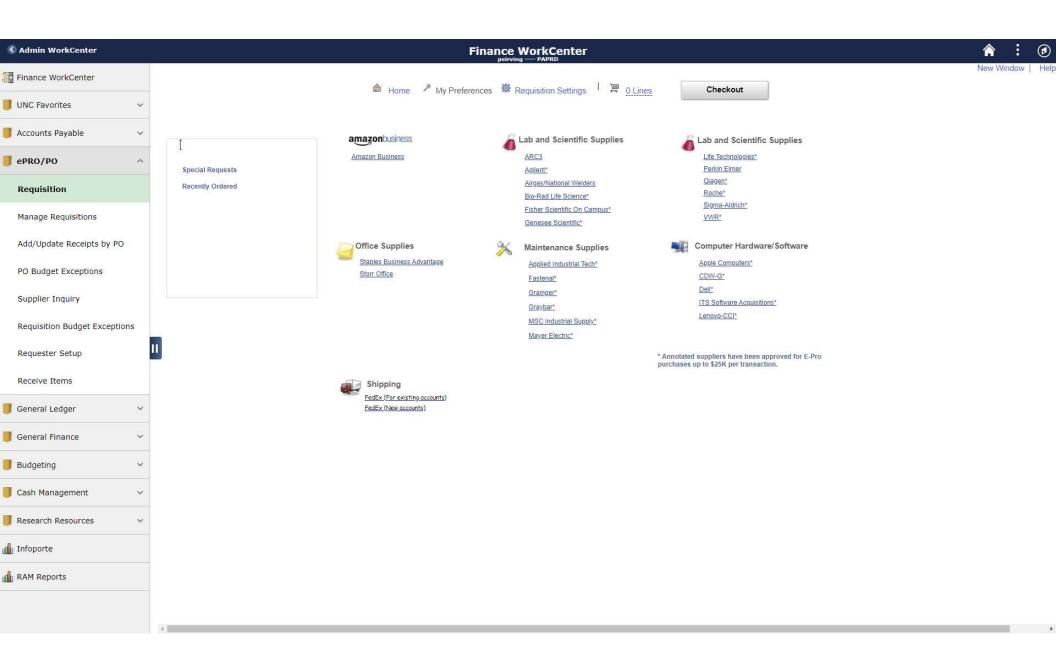






Chartfields

- 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



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UNCON

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Welcome Researchers of The University of North Carolina at Chapel Hill



Welcome Tar Heels!

Search by keyword, Catalog Number, CAS Number

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

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



Welcome, UNCON Admin! Customer Service +1 800-766-7000

Your Account UNCON

Print

Share

Shopping Cart

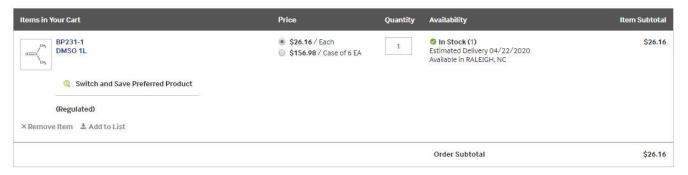
Active Account

Account Name: 597670003 UNCON

Shipment Setting: Multi Ship

▲ Add all items to a List

Cancel This Session



Promo Code? *

APPLY

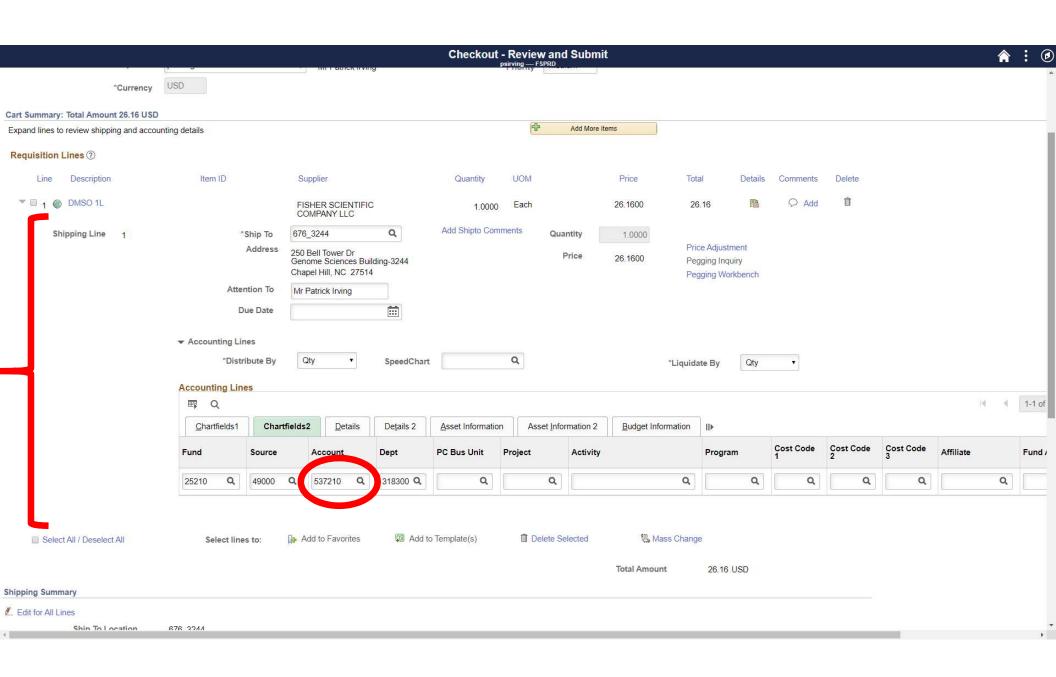
Cart Total \$26.16

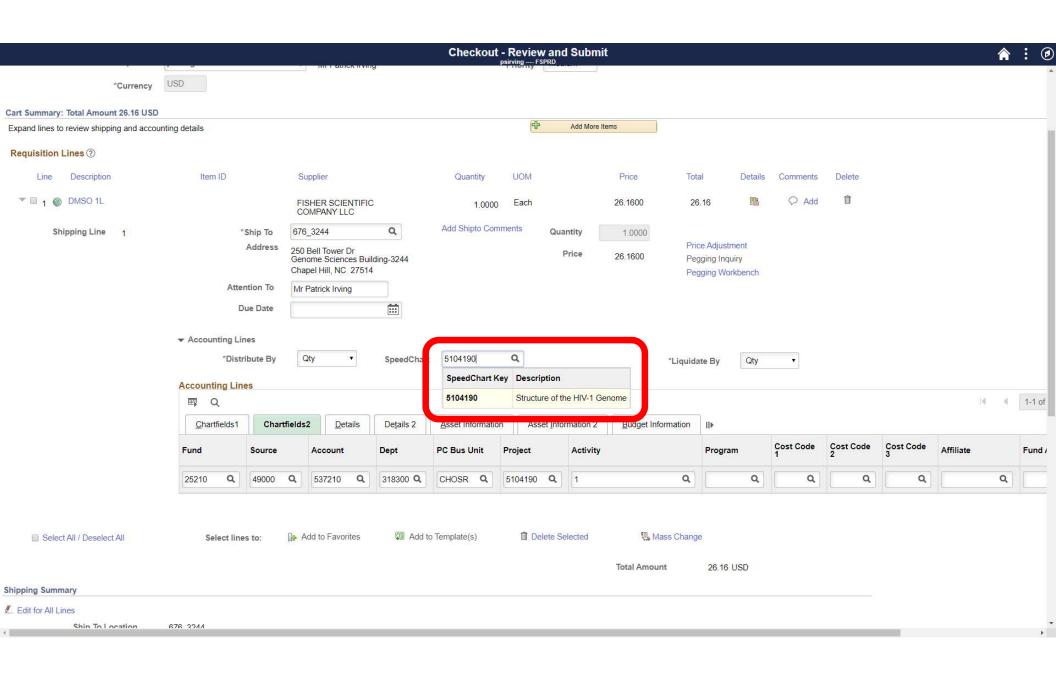
Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

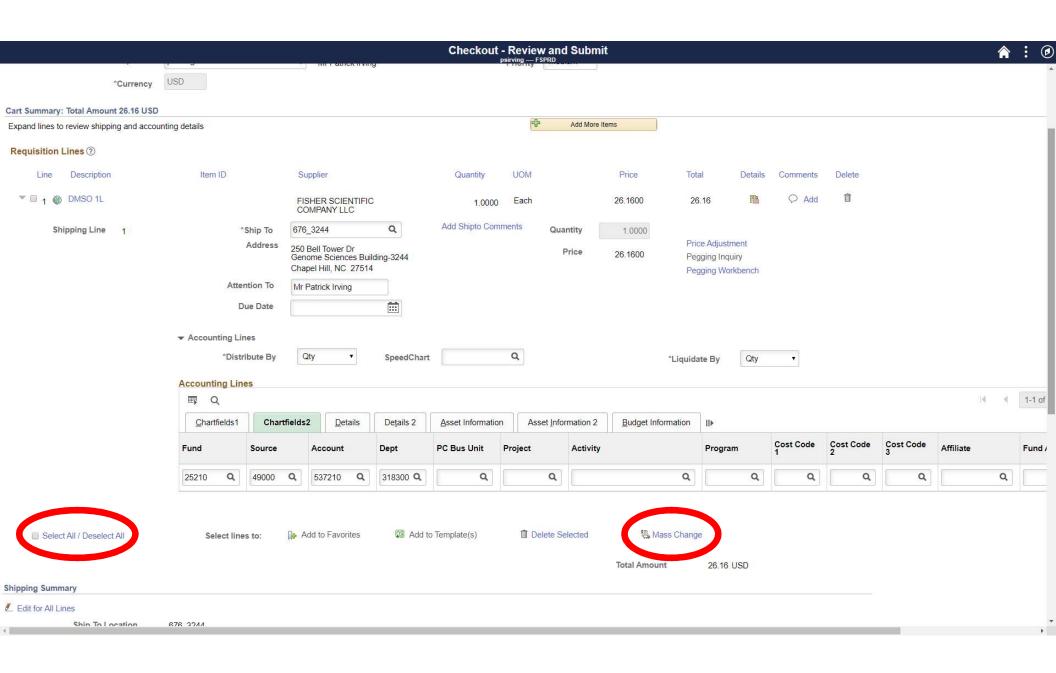
∢ Keep Shopping

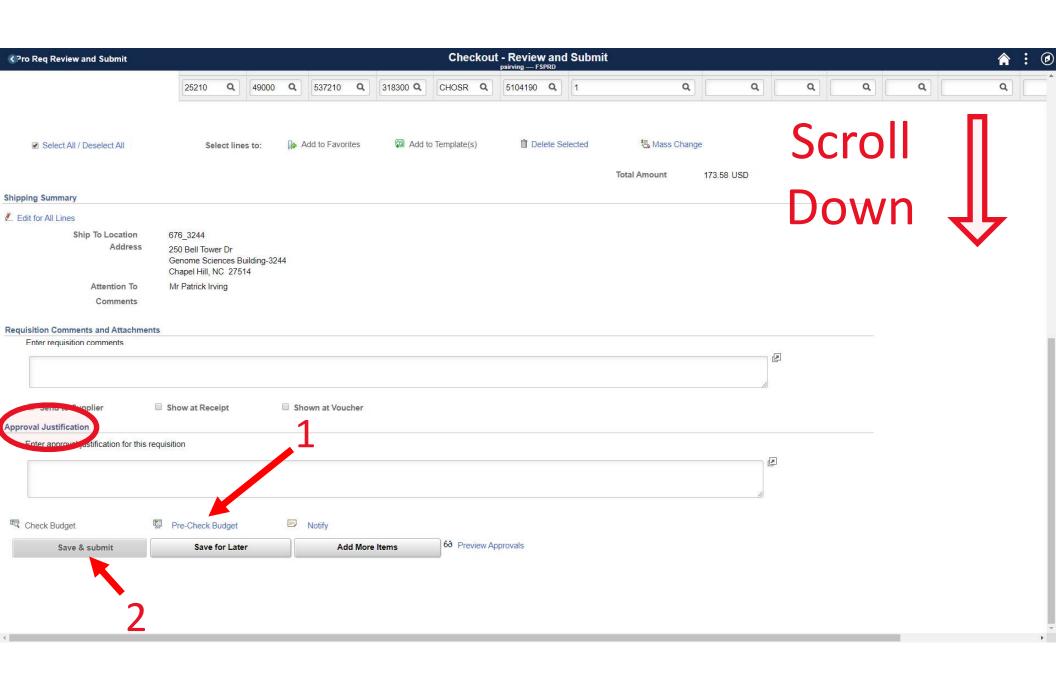
Return Cart to Purchasing Application ▶

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



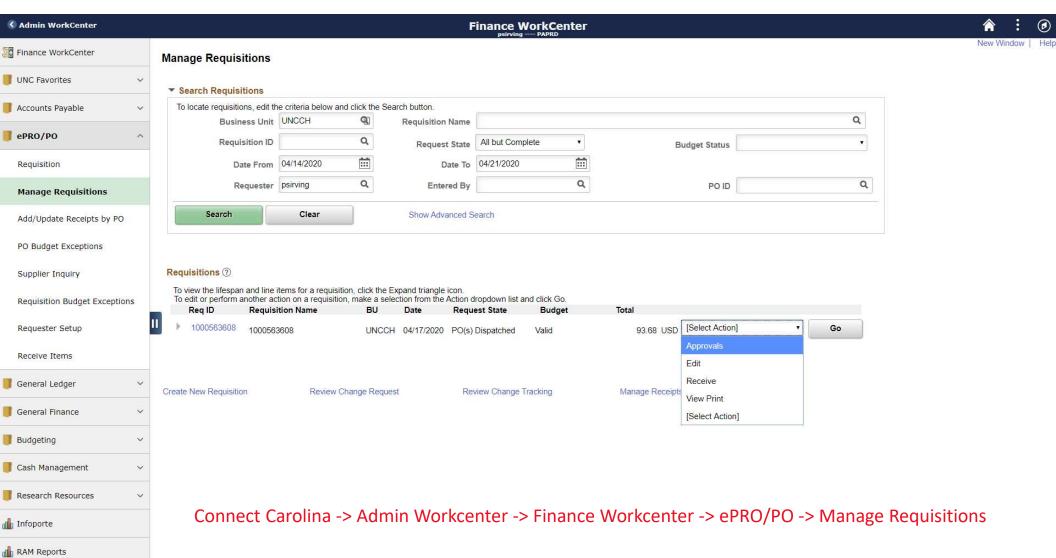


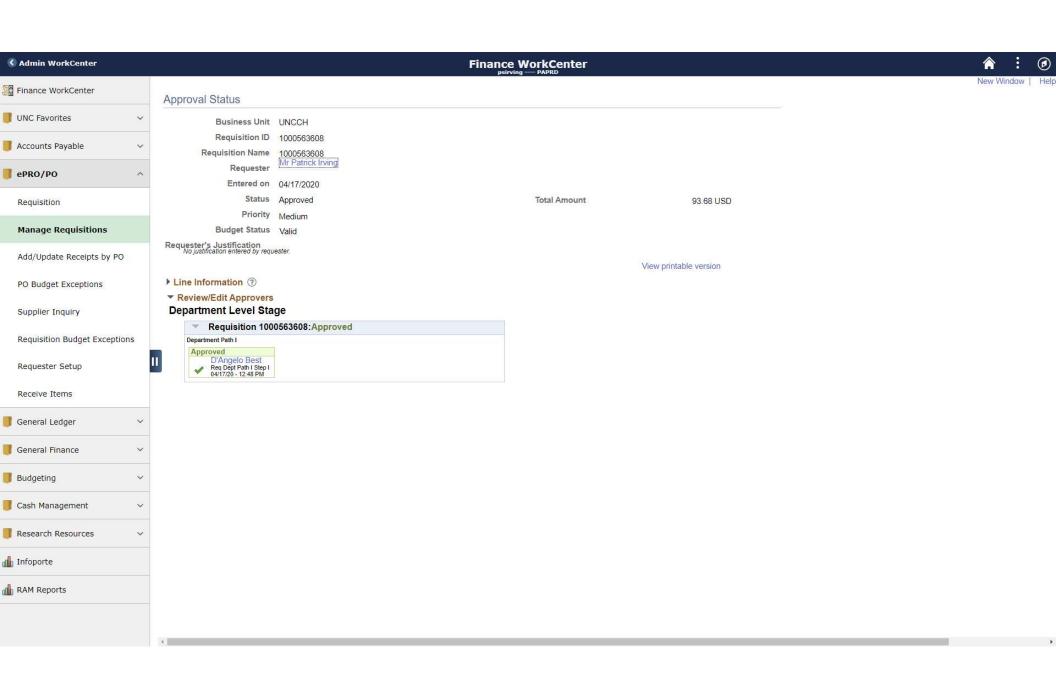


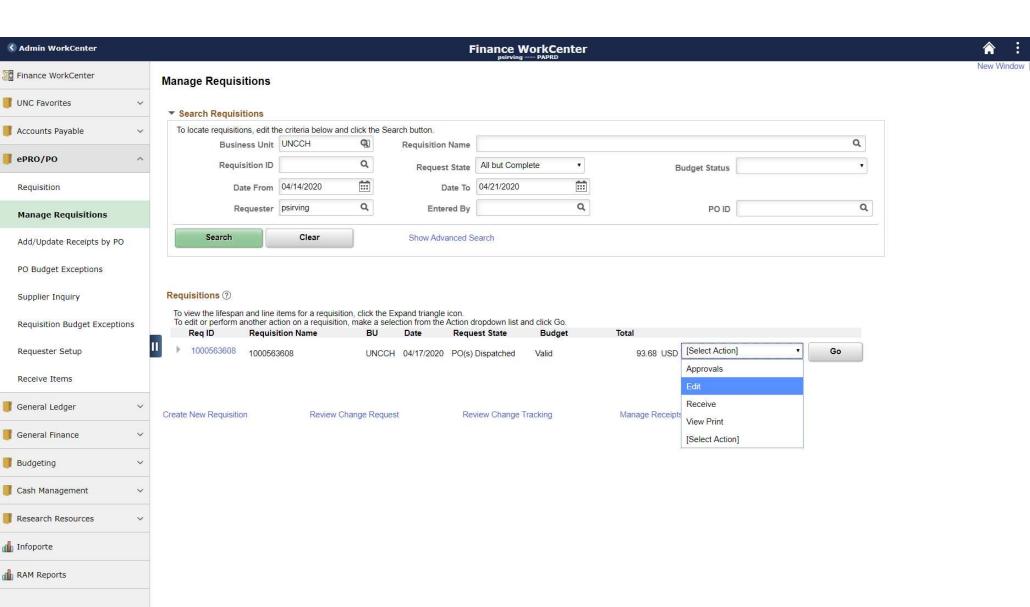


Approvals

- In about 1 or 2 business days, you'll receive an email with the subject line:
 - - 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.







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 (<u>laura Yurco@unc.edu</u>)
- 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
 - ddbest@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/epro-tips/
- ePro 1-pager, FAQ, and much more...
 - https://intranet.chem.unc.edu/finance/

Questions?

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