

Why e-Pro and e-Commerce?

Historically, eCommerce has provided UNC Chapel Hill a method to streamline processes while equaling or bettering state contract pricing. The use of eProcurement vendors provides the convenience of desktop ordering, lower prices, free delivery to the department, consolidated billing, on-site customer support, and training.

Through these systems. Departments may order materials over the internet while paying with a University chartfield string. To do this, the vendor and UNC-Chapel Hill agree to specified computing protocols for invoicing and payment.

Key points specified by ePro and e-Commerce agreements include:

- √ Price
- √ Warranty
- √ Invoicing
- √ Reporting
- √ Delivery
- √ Customer Service
- √ Payment
- √ Monthly Statements

These agreements allow Purchasing to quantify UNC-Chapel Hill spending for goods. Those records then provide Purchasing with data for future negotiation.

Monitoring e-Pro & e-Commerce Monthly Spending

Description	Billing Cycle Captured
CBM Statement accessed via InfoPorte	eCommerce only, spending from 21st of previous month through 20th of current month
ePro transactions	Connect Carolina /Voucher Inquiry



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

How To EPRO & ECommerce

Procurement Services

104 Airport Drive
CB#1100
Chapel Hill, NC 27599

Website Address:

<http://finance.unc.edu/procurement>

ePro Highlight:

One feature of ePro is the vendor catalog, where departments may purchase office, computer, and scientific supplies online without having to go through the campus voucher process. Procurement Services works regularly to encourage vendors to use the catalog feature. Regular notices regarding the ePro enhancements will appear on the main finance website:

<http://finance.unc.edu/news/news-and-events/>

The vendor list is subject to change. Vendors may be removed or new vendors added based on the needs of the University.

If your department has a need for a vendor not currently under agreement contact Purchasing Services at:

purchasing_team@unc.edu

Use e-Procurement for all other small order purchases as permitted by the system.

To access e-Pro:

<http://ConnectCarolina/Finance/MainMenu/FinanceMenu/eprocurement>

Small Order Guidelines

Small Purchase Limits:

Federal funds \$2,500

Other funds \$5,000

ePro orders must be for less than the above limits per line item.

University storerooms must always be checked first (best price & quickest delivery).

To order Products:

1. Check Campus Storerooms
2. ConnectCarolina eProcurement

Individuals with access are responsible for following the small order guidelines outlined in the Policies & Procedures Manual and internal department accounting procedures.

The small order purchase process **cannot** be used for the following:

- Orders over \$5,000 (including taxes and delivery charges); orders may not be split to avoid this threshold
- Personal services provided by an individual who has no employee affiliation with UNC and who provides a service to the University, such as a consultant, a speaker, or a performer
- Gases
- Radioactive materials
- Purchases from overseas vendors
- Items carried in University Storerooms

eCommerce Vendors

eCommerce still exists to manage billings for FedEx, GoGas, and Air-gas cylinder rentals.

To access eCommerce:

<http://finance.unc.edu/procurement/purchasing-services/eprocurement>

Who can Use ePro & eCommerce?

Each department is responsible for establishing internal procedures to ensure proper accounting processes are followed for e-Pro and e-Commerce purchases.

Discuss your access needs with your supervisor. Systems access is requested via Infoporte at

<https://alpha.infoporte.unc.edu/home/welcome.php>