Scenario 1: Request Cylinder Pickup

Requesting a cylinder pickup is processed through the ConnectCarolina eProcurement page.

- In ConnectCarolina, follow the menu path:
  - Main Menu > Finance Menu > eProcurement

- Click **Create Requisition**.
- Click **Vendor Catalog** and select **ARC3**.
- Use the left search bar and search for “Empty”
- Click **Add to Cart**.

- With all of your items selected, click **Check Out**.
- You will be automatically returned to ConnectCarolina to complete the requisition.

On the requisition page:

- In the header comments section type the following: cylinder bar code, pickup address, room number, and phone number.
- Check **Send to Vendor** and process as normal.
Scenario 2: Request Cylinder Pickup & Order new Cylinders

To purchase and order a pickup of an empty cylinder follow the same steps for requesting a cylinder pickup:

- Navigate to the eProcurement page in ConnectCarolina and click ARC3 under the vendor tab.
- Search for the gas cylinder required. Use the left search box.
- Select the desired gas cylinder and click Add To Cart.
- Using the left search box, search for “Empty” on the ARC3 site. Click Add to Cart.
- Click Check Out.

On the ConnectCarolina requisition page:

You should have two lines, one for the return and one for the new cylinder.

- Type the cylinder bar code, pickup address, room number and phone number into the header comments section.
- Check the Send to Vendor box.
- Process as normal.

For more information:
Download the ePro Vendor Catalog Student guide available on the Procurement website: https://go.unc.edu/epro

Use this guide to decide on the right gas for your needs: https://go.unc.edu/gasguide