Scenario 1: Request Cylinder Pick up

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 **Airgas**.
- Search for **"ReturnCylinder"**.
- 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 and Order New Cylinders

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

- Navigate to the eProcurement page in ConnectCarolina and click Airgas under the vendor tab.
- Search for the gas cylinder required.
- Select desired gas cylinder and click Add to Cart.
- Search for “ReturnCylinder” on the Airgas site.
- Add “ReturnCylinder” to your 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 Send to Vendor.
- Process as normal.

For more information:
Download the ePro Vendor Catalog Student guide available on the Procurement website: [https://go.unc.edu/epro](https://go.unc.edu/epro)
Use this guide to decide on the right gas for your needs: [https://go.unc.edu/gasguide](https://go.unc.edu/gasguide)