

ePro Small Order Process Update—May 10, 2011

.....

No More Check Requests for Vendors With Item Lists

Beginning tomorrow, May 11, you must use the ePro Small Order Process to pay non-PO invoices for vendors that have item lists loaded in ePro. The Check Request System and InDEPTH will display an error message when you try to select these vendors for payment.

Any pending check requests for these vendors will still be processed; you do not need to recreate them in eProcurement.

A list of the vendors that have item lists loaded in ePro is on page 2. Additional vendors will be deactivated in the Check Request and InDEPTH systems as their item catalogs are loaded in ePro.

11 More Vendors Automatically Fill in Description and Category

Item lists are now available for the following 11 vendors. That means when you're entering an SOP for one of these vendors, you'll be able to type the vendor's item ID, and ePro will fill in the item's description, unit of measure, and category code:

Vendor Number	Vendor Name
V000000126	ATCC
V000000303	Bio-rad
V000000331	Roche Diagnostics
V000000429	Camcor
V000001340	MP BioMedicals
V000015625	Qiagen
V000093195	Getinge
V000099869	Zymo Research
V000107920	Siemens Industry
V000111733	List Biological Labs
V000159330	Bio Basic

We're continuing to work with vendors to set up more item lists, though not all vendors are able to provide this functionality.

Note: The item lists are only updated periodically, so you may encounter new items that are not available in ePro. You'll need to enter the complete line information for these items until they are added.

If you have problems with or questions about ePro, contact the Help Desk by calling 962-HELP or by creating a [help request](#) from the UNC website. In the Type of Help Needed field, choose CONNECTCAROLINA_ePROCUREMENT so that your request is routed correctly.

To view a variety of training options and materials, visit the ConnectCarolina ePro training page at <http://connectcarolina.unc.edu/hr/payroll/finance/finance/eprocurement.html#training>.

Vendors with Item Catalogs* (as of May 10th, 2011)

V000142495	ABCAM INC	V000022962	MIDWEST SCIENTIFIC
V000000118	AMRESKO	V000078901	MILTENYI BIOTEC INC
V000000126	ATCC	V000008542	MOLECULAR DEVICES INC
V000176191	BENCHMARK TECH	V000001340	MP BIOMEDICALS
V000101618	BETHYL LABS	V000001880	NEW ENGLAND BIOLABS INC
V000159330	BIO BASIC	V000052248	NIKON INSTRUMENTS INC
V000000303	BIO-RAD	V000062559	PEPROTECH INC
V000000349	BRAINTREE	V000103947	PHENIX
V000000429	CAMCOR	V000015625	QIAGEN
V000000454	CAROLINA BIOLOGICAL	V000005698	R&D SYSTEMS INC
V000120542	CELL SIGNALING TECHNOLOGY	V000002157	RAININ INSTRUMENT LLC
V000015692	CHEMGLASS LIFESCIENCES	V000125143	RESEARCH DIETS
V000006376	CLONTECH	V000000331	ROCHE DIAGNOSTICS
V000000795	DENVILLE SCIENTIFIC INC	V000107920	SIEMENS INDUSTRY
V000118475	GENESEE SCIENTIFIC CORP	V000007189	SOUTHERN MICROSCOPE
V000167753	GENEWIZ	V000065308	STEM CELL TECHNOLOGIES INC
V000093195	GETINGE	V000115285	TRILINK BIOTECH
V000014509	INTERMOUNTAIN SCIENTIFIC	V000053392	ULINE
V000006118	INVITROGEN CORPORATION	V000002712	USA SCIENTIFIC INC
V000001558	LABORATORY SAFETY	V000002741	VECTOR
V000111733	LIST BIOLOGICAL LABS	V000099869	ZYMO RESEARCH

* All non-PO invoice payments to these vendors must be made through the ePro Small Order Process.