

ePro Small Order Process Update—May 26, 2011

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Do Not Enter Sales Tax for Small Order Process Invoices

The University of North Carolina is exempt from North Carolina sales tax. If you receive an invoice with NC sales tax on it, do not enter it in eProcurement. Please contact the vendor to inform them of our tax exempt status and get a revised invoice without the tax.

20 More Vendors Automatically Fill in Description and Category

Item lists are now available for the following 20 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
V000125369	Active Motif
V000112094	Affymetrix Inc.
V000157241	Bioline USA Inc.
V000112934	Biological Specialty Corp.
V000091909	Covance Research Products Inc.
V000000754	Dracor Inc.
V000006513	EMD Millipore Biosciences
V000029734	Epicenter Technologies Corp.
V000010522	Eurofins MWG Operon
V000001037	Fine Science Tools (USA) Inc.
V000028937	Greer Laboratories Inc.
V000001218	Hamamatsu Corp.
V000053208	Hampton Research Inc.
V000080847	Intrex Computers Inc.
V000002832	Lonza Walkersville Inc.
V000188293	Neta Scientific Inc.
V000002108	Promega Corporation
V000177749	Segenom Inc.
V000130007	Tritech Research Inc.
V000109441	USB Corporation

A full list of the vendors that have item lists loaded in ePro is attached. 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 25, 2011)

V000142495	ABCAM INC	V000006118	INVITROGEN CORPORATION
V000112094	AFFYMETRIX INC	V000001558	LABORATORY SAFETY
V000000118	AMRESCO	V000111733	LIST BIOLOGICAL LABS
V000000126	ATCC	V000002832	LONZA WALKERSVILLE INC
V000176191	BENCHMARK TECH	V000022962	MIDWEST SCIENTIFIC
V000101618	BETHYL LABS	V000078901	MILTENYI BIOTEC INC
V000159330	BIO BASIC	V000008542	MOLECULAR DEVICES INC
V000157241	BIOLINE USA INC	V000001340	MP BIOMEDICALS
V000112934	BIOLOGICAL SPECIALTY CORP	V000188293	NETA SCIENTIFIC INC
V000000303	BIO-RAD	V000001880	NEW ENGLAND BIOLABS INC
V000000349	BRAINTREE	V000052248	NIKON INSTRUMENTS INC
V000000429	CAMCOR	V000001937	OLYMPUS AMERICA INC
V000000454	CAROLINA BIOLOGICAL	V000062559	PEPROTECH INC
V000120542	CELL SIGNALING TECHNOLOGY	V000103947	PHENIX
V000015692	CHEMGLASS LIFESCIENCES	V000002108	PROMEGA CORPORATION
V000006376	CLONTECH	V000015625	QIAGEN
V000091909	COVANCE RESEARCH PRODUCTS	V000005698	R&D SYSTEMS INC
V000000795	DENVILLE SCIENTIFIC INC	V000002157	RAININ INSTRUMENT LLC
V000000754	DRACOR INC	V000125143	RESEARCH DIETS
V000006513	EMD MILLIPORE BIOSCIENCES	V000000331	ROCHE DIAGNOSTICS
V000029734	EPICENTER TECHNOLOGIES CORP	V000177749	SEGUENOM INC
V000010522	EUROFINS MWG OPERON	V000107920	SIEMENS INDUSTRY
V000001037	FINE SCIENCE TOOLS (USA) INC	V000007189	SOUTHERN MICROSCOPE
V000118475	GENESEE SCIENTIFIC CORP	V000065308	STEM CELL TECHNOLOGIES INC
V000167753	GENEWIZ	V000115285	TRILINK BIOTECH
V000093195	GETINGE	V000130007	TRITECH RESEARCH INC
V000028937	GREER LABORATORIES INC	V000053392	ULINE
V000001218	HAMAMATSU CORP	V000002712	USA SCIENTIFIC INC
V000053208	HAMPTON RESEARCH INC	V000109441	USB CORPORATION
V000014509	INTERMOUNTAIN SCIENTIFIC	V000002741	VECTOR
V000080847	INTREX COMPUTERS INC	V000099869	ZYMO RESEARCH

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