

# Procurement 101

Everything you need to know to successfully make a purchase at Carolina.



## Adding Asset Management (AM) Information to a Purchase Requisition

When purchasing a piece of equipment >\$5,000, you must include asset management information in the purchase requisition for the piece of equipment and any associated costs, including freight charges, discounts, trade-in values, and installation fees.

### Adding Freight Charges, Discounts, Trade-in Values, & Installation Fees

**Note:** You must add a separate item to the requisition for freight, installation fees, discounts, and trade-in values.

1. Navigate to the **Add Items and Services** tab and click **Special Item** to add a new item to the requisition.
2. Fill in the requisition fields. Use the following

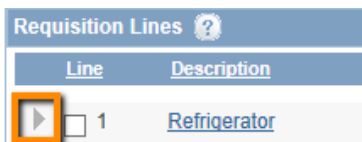
Categories for each item:

- **Freight:** 78120000 (shipping & handling)
  - **Installation Fees/Discount/trade-in value:** Use the same category as the equipment.
3. Click **Add Item** to add to the purchase requisition.

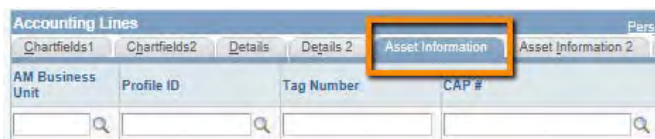
### Adding Asset Management Information

1. After adding the equipment, freight, discounts, and installation fees to the requisition, navigate to the **Review and Submit** tab.

2. Click the arrow next to the item to expand the section.

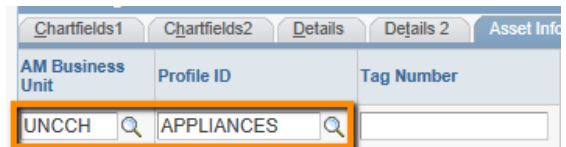


3. In the Accounting Lines section, click the **Asset Information** tab.



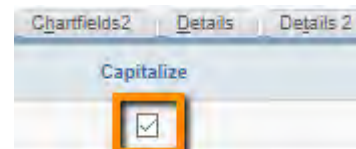
4. Select the correct **AM Business Unit**.

5. Select the **Profile ID** that most closely matches the item.



6. Click the **Asset Information 2** tab.

7. Check the box under Capitalize.



8. Repeat steps 2-7 for freight charges, discounts, trade-in values, and installation fees.

9. Save and submit the purchase requisition.

For more Procurement Services resources visit:

[finance.unc.edu/departments/strategic-sourcing-payment/procurement](http://finance.unc.edu/departments/strategic-sourcing-payment/procurement)



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