# ARC3 Cylinder Purchase and Return

### Scenario 1: Request Cylinder Pickup

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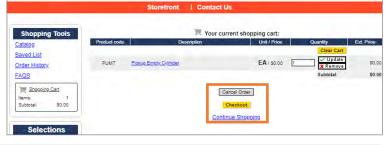
## Requesting a cylinder pickup is processed through the ConnectCarolina eProcurement page.

- 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.





🛃 <u>1. Defin</u>	ne Requisition	2. Add Items an	d Services		3. Review and Submit		
Review the detail	ls of your requisition, make a	ny necessary changes, and su	bmit it for approval.				
Business Unit: Requester:	UNCCH yameen	JNC at Chapel Hill	Ammar Yameen		Goods/S	ervices over \$5000 have C Contract	been rece
Requisition Name:					Attachments and Comments (		
Requisition Line	es 😰						
Line I	<u>Description</u>	Vendor Name	<u>Quantity</u>	<u>UOM</u>	Price	<u>Total</u>	
1	Pickup Empty Cylinder	ARC3 GASES	1.0000	Each	0.00010	0.00	
Select All	/ Deselect All				Total Amount:	0.00 USD	
L 🔑 ,	Add to Favorites	Add to Template(s)	Modify Li	ine / Shipping / A	ccounting	Delete	
Comments 👩							
Cylinder 893621	, 400 Roberson Street, Room	25, 919-867-5309					
Send to Vend	lor 🗌 Shov	v at Receipt Show	n at Voucher	🗆 Арр	roval Justification		
Chee	ck Budget	Pre-Check Budget	Noti	ify			
Save	e & submit	Save & preview approvals	× Cancel r	equisition	Find more items		

# ARC3 Cylinder Purchase and Return

### Scenario 2: Request Cylinder Pickup & Order new Cylinders

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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:

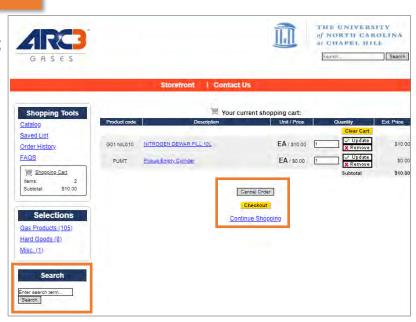
You should have two lines, one for the return and one for the new cylinder.

- 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: <u>https://go.unc.edu/epro</u>

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



I. Define Reguisition I. Add Items and Services 3. Review and Submit     Review the details of your requisition, make any necessary changes, and submit it for approval.   Business Unit:   UNCCH UNC at Chapel Hill     *Requester: yameen     Requisition Name:     Ammar Yameen     Requisition Name:     Attachments and Comments (0)     Requisition Lines @     Line   Description   Vendor Name   Quantity   UOM   Picke   Total Amount:   1   Pickuo Empty Cylinder   ARC3 GASES   1.0000   Each   1   Pickuo Empty Cylinder   ARC3 GASES   1.0000   Each   10.0000   2   NITROGEN DEWAR Fill 101   Add to Template(s)   Modify Line / Shipping / Accounting   Delete   Comments @    Cylinder 893621, 400 Roberson Street, Room 25, 919-867-5309    Show at Receipt   Show at Receipt   Show at Voucher	Create Req	uisition									
Business Unit: UNCCH UNC at Chapel Hill Requester: yameen Ammar Yameen Attachments and Comments (0) Requisition Name: Attachments and Comments (0) Requisition Lines Total Amount: Attachments and Comments Attachments Attachments and Comments Attachments Attach	1. Define Reguisition 2. Add Items and Services 3. Review and Submit										
Requisition Name:       Goods/Services over \$3000 have been received         Requisition Name:       State/UTC Contract         Requisition Lines ?       Image: Comments (0)         Image: Comments ?       Image: Comments ?         Image: Comments ?       Image: Comments ?         Comments ?       Image: Comments ?         Cylinder 893621, 400 Roberson Street, Room 25, 919-867-5309       Image: Comments ?         Send to Vendor       Show at Receipt	Review the details	of your requisition, make an	y necessary changes, and s	submit it for approval.							
Image: Second to Vendor Name:       Attachments and Comments (0)         Requisition Lines (2)       Image: Second to Vendor Name       Quantity       UOM       Price       Total         1       Pickup Empty Cylinder       ARC3 GASES       1.0000       Each       0.00010       0.00         2       NITROGEN DEWAR FILL 10       ARC3 GASES       1.0000       Each       10.000 0       0.00         Select All / Deselect All       Total Amount:       10.00 USD       0.00 USD       0.00 USD       0.00 USD         Add to Favorites       Add to Template(s)       Modify Line / Shipping / Accounting       Delete       Comments (2)         Cylinder 893621, 400 Roberson Street, Room 25, 919-867-5309       Send to Vendor       Approval Justification	Business Unit:	UNCCH	NC at Chapel Hill			6	Goods/Services over \$50	00 have been received			
Integritterins and Comments (0)         Integritterins and Comments (0) <td>*Requester:</td> <td>yameen</td> <td>(</td> <td>🔍 Ammar Yameen</td> <td></td> <td></td> <td>State/UTC Contract</td> <td></td>	*Requester:	yameen	(	🔍 Ammar Yameen			State/UTC Contract				
Line     Description     Vendor Name     Quantity     UOM     Price     Total       1     Pickup Emply Cylinder     ARC3 GASES     1.0000     Each     0.00010     0.00       2     NITROGEN DEWAR FILL 10L     ARC3 GASES     1.0000     Each     10.00000     10.00       Select All / Deselect All     Total Amount:     10.00     USD       Add to Favorites     Add to Template(s)     Modify Line / Shipping / Accounting     Delete	Requisition Name	e:				Att	achments and Comments (0)	l.			
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Cylinder 893621, 400 Roberson Street, Room 25, 919-867-5309	Comments 😰										
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