ARC3 Cylinder Purchase and Return

Scenario 1: Request Cylinder Pickup

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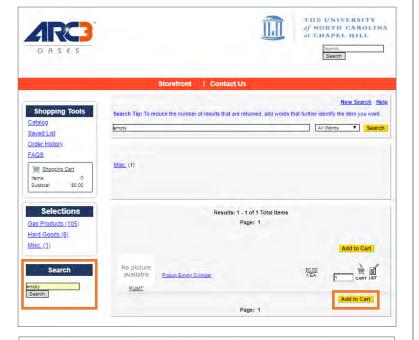
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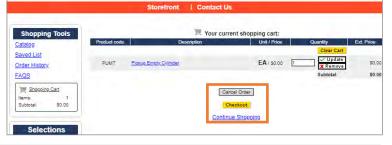
Requesting a cylinder pickup is processed through the ConnectCarolina eProcurement page.

- 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:

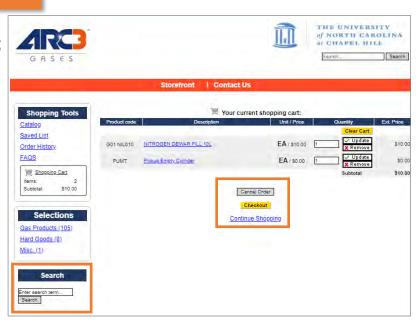
You should have two lines, one for the return and one for the new cylinder.

- 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									
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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.							
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