

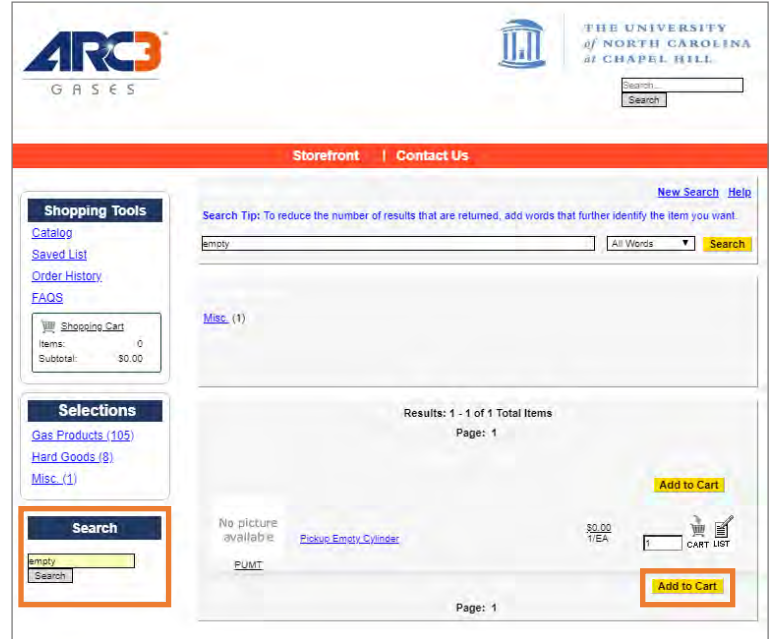
## Scenario 1: Request Cylinder Pickup

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

- In ConnectCarolina, follow the menu path:

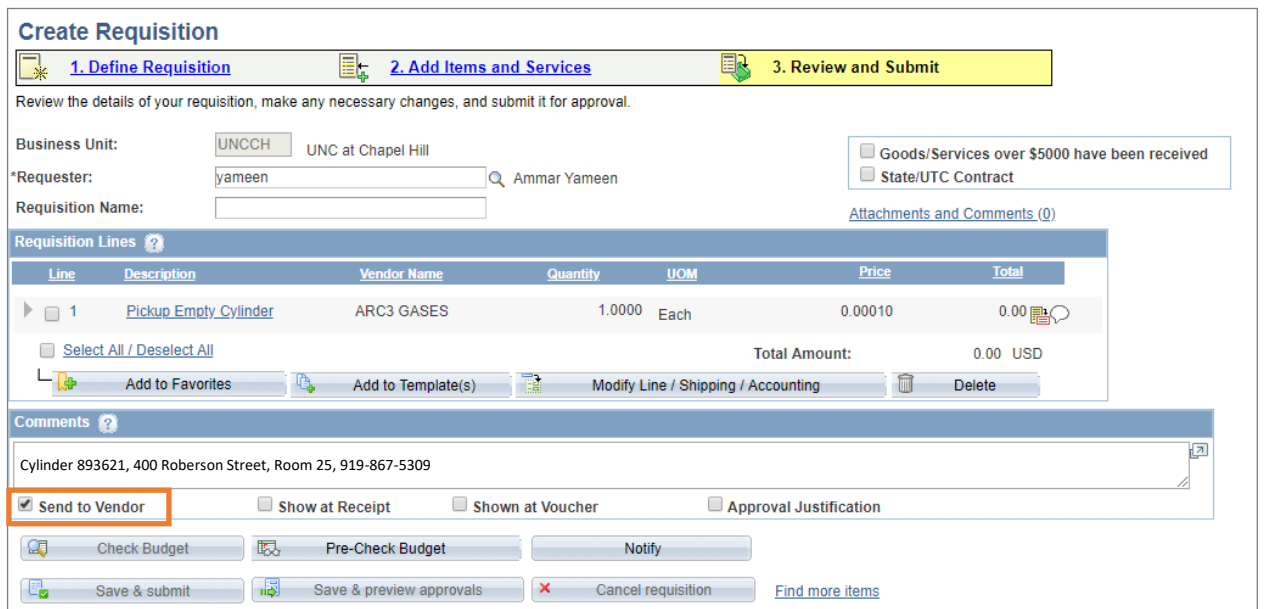
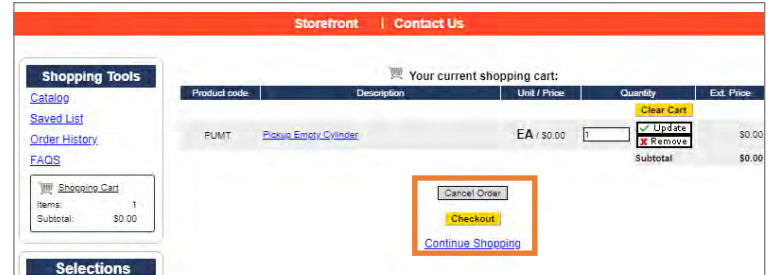
**Main Menu > Finance Menu > eProcurement**

- 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.



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

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**.

The screenshot shows the ARC3 GASES website interface. On the left, there are 'Shopping Tools' (Catalog, Saved List, Order History, FAQs) and 'Selections' (Gas Products (105), Hard Goods (8), Misc. (1)). A search box is also present. The main area displays 'Your current shopping cart' with two items: 'NITROGEN DEWAR FILL 10L' and 'Pickup Empty Cylinder'. The cart total is \$10.00. A red box highlights the 'Checkout' button.

### 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.

The screenshot shows the 'Create Requisition' page. It has three steps: 1. Define Requisition, 2. Add Items and Services, and 3. Review and Submit. The requisition details include Business Unit (UNCCH), Requester (yameen), and Requisition Name. The 'Requisition Lines' table shows two lines: 'Pickup Empty Cylinder' and 'NITROGEN DEWAR FILL 10L'. The 'Comments' section contains the address 'Cylinder 893621, 400 Roberson Street, Room 25, 919-867-5309' and the 'Send to Vendor' checkbox is checked.

### For more information:

Download the ePro Vendor Catalog Student guide available on the Procurement website:

<https://go.unc.edu/eepro>

Use this guide to decide on the right gas for your needs:

<https://go.unc.edu/gasguide>