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 **Airgas**.
- Search for “ReturnCylinder”.
- 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 and Order New Cylinders

To purchase and order a pickup of an empty cylinder follow the same steps as requesting a cylinder pickup

- Navigate to the eProcurement page in ConnectCarolina and click Airgas under the vendor tab.
- Search for the gas cylinder required.
- Select desired gas cylinder and click Add to Cart.
- Search for “ReturnCylinder” on the Airgas site.
- Add “ReturnCylinder” to your 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 Send to Vendor.
- Process as normal.

For more information:
Download the ePro Vendor Catalog Student guide available on the Procurement website: https://go.unc.edu/epro
Use this guide to decide on the right gas for your needs: https://go.unc.edu/gasguide