Webinar Format

• Approximately 30 minutes.
• We will take time at the end to answer your questions.
• Please submit questions using the chat window.
• Webinar recording will be posted on the ccinfo.unc.edu.
When to Create VC Order

1. Ordering supplies, repairs, or maintenance.

2. Ordering from Vendor Catalog vendor.

3. Order does not exceed $5,000.
Key Changes

1. Accessed through the ConnectCarolina portal

2. The screens will look different

3. The chartfield string replaces the FRS account and object code
## Setting up Defaults

### Requester Setup

**Requester:** howell

**Troy Gist Howell**

### Requisition Defaults

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShipTo SetID</td>
<td>UNCCH</td>
</tr>
<tr>
<td>*Location Set ID</td>
<td>UNCCH</td>
</tr>
<tr>
<td>Ship To</td>
<td>002_114</td>
</tr>
<tr>
<td>*Location</td>
<td>002_114</td>
</tr>
<tr>
<td>PO Origin SetID</td>
<td>UNCCH</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Origin</td>
<td>ONL</td>
</tr>
<tr>
<td>Phone</td>
<td>919/444-4444</td>
</tr>
</tbody>
</table>

### ChartFields

<table>
<thead>
<tr>
<th>GL Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td></td>
<td></td>
<td></td>
<td>400101</td>
</tr>
</tbody>
</table>

### Requisition Status

- **Open**
- **Pending Approval**

- **Price Can Be Changed on Order**
- **Use Only Assigned Catalogs**
- **Defaults Inventory BU**
- **Consolidate with other Reqs**

### Catalog Information

<table>
<thead>
<tr>
<th>Default</th>
<th>*SetID</th>
<th>*Catalog ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personalize | Find | View All | First | Last**

**Save | Return to Search | Notify**
SYSTEM DEMO:

cctraining.web.unc.edu
Key Changes

1. Accessed through the ConnectCarolina portal

2. The screens will look different

3. The chartfield string replaces the FRS account and object code
Want More Information?

Visit ccinfo.unc.edu/training
Want More Information?

Please refer to some relevant resources related to this training, such as:

• Ordering from the ePro Vendor Catalogs CBT
• Ordering Software for ITS Software Acquisition Through ePro CBT
• Chartfields 101 CBT
• ConnectCarolina 101 CBT
Questions?