Connect CAROLINA — Procurement Overview

## What document should I complete to place an order?

Is the order greater than $5,000?	Does the vendor require a purchase order?	Is the vendor in the vendor catalog?	Order goods or services using a:
No	---	Yes	ePro vendor catalog order *
No	No	No	Campus voucher
No	Yes	No	Purchase requisition
Yes	---	---	Purchase requisition

* Goods only

ePro Vendor Catalog Order Process Highlights

Departmental Requester

1. From the ePro page, punches out to the vendor's website.
2. Puts items in the shopping cart, submits them back to ePro.
3. If necessary, performs limited edits or adds order details.
4. Saves and submits the order.
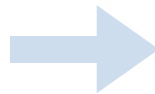
If Departmental Approvals are required →

Departmental Approver

Reviews the order.
- If the order is approved, the system sends the order to the vendor.
- If the order is denied, the system sends the order back to the Departmental Requester.

If the order is approved ↓

If Departmental Approvals are not required →

Vendor

Receives and fulfills the order.

Departmental Requester

Creates a requisition and submits it for approval.

Departmental Approver

Reviews the requisition.
- If the requisition is approved, the system sends the requisition to the purchasing agent.
- If the requisition is denied, it's sent back to the Departmental Requester.

Purchasing Agent

Based on the items requested and purchasing rules, does one of the following:
- Creates a purchase order (PO) which references a State/UTC contract
- Creates a PO which references the purchase requisition
- Sends a noncompetitive bid to a vendor, enters the response, and sends the PO to the vendor
- Creates a competitive bid document, evaluates responses, and awards the order to the winning vendor

If the order is valued greater than $50,000

Purchasing Director

Reviews the purchase order.

Vendor

Receives and fulfills the purchase order.

Departmental Requester

Creates a receipt for goods sent to the department.

Central Receiving

Creates a receipt for goods sent to the warehouse.

Inspector or Buyer

Inspects goods, if inspection is required, and records results.