BuyCarolina: Requester Preferences

Working with your Requester Preferences

➢ [Understanding BuyCarolina Orders Guide](#) (pgs. 8-10)

Setting Your Requester Preferences

1. Log into ConnectCarolina > **Admin WorkCenter** > **Finance WorkCenter** > **BuyCarolina/Purchase Order** > **Requester Setup**

2. Click the **Find an Existing Value tab**.

3. **Enter your ONYEN** in the Requester field and click the **Search** button.

4. Enter the following required information:
   - **ShipTo SetID** *(typically UNCCH)*
   - **Location SetID** (typically UNCCH)
   - **Phone Number**
   - **Ship To**
   - **Location** (enter your location code – Rosenau Hall begins with "201")
   - **GL Unit** (typically UNCCH)
   - **Department ID**

5. Click the **Save** button.