

# 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.

**Requester Setup**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

▼ **Search Criteria**

Requester begins with  ←

Description begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

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**

**Requester Setup**

Requester

**Requisition Defaults**

ShipTo SetID UNCCH

\*Location SetID UNCCH

PO Origin SetID UNCCH

Currency USD Dollar

Phone

Fax

Ship To

\*Location

Origin ONL

Override Auto Item Substitute

Use Only Assigned Catalogs

Consolidate with other Reqs

**ChartFields**

**Chartfields** |>

GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project	Activity
UNCCH <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

5. Click the **Save** button.