

# E-Pro: Roles and Responsibilities Matrix

The E-Procurement service assists with creating and validating a E-Pro purchase request

Process Name	Department Responsibility	SCE Responsibility	Central Office Responsibility
<p><b>E-Pro Orders</b></p>	<ul style="list-style-type: none"> <li>• Identify items needed</li> <li>• Determine availability of funds/ purchase is appropriate for source of funds</li> <li>• Complete Purchase Request form               <ul style="list-style-type: none"> <li>• <b>Facilities Services:</b> Provide Purchase Request form with AiM work order &amp; phase/ identify chartfield string</li> <li>• <b>Non-Facilities departments:</b> Identify chartfield string/ complete purchase via E-pro</li> </ul> </li> <li>• Submit Purchase Request form via SMS, include all required documentation</li> <li>• Complete departmental workflow approval of purchase requisition, as needed</li> <li>• Receive and deliver product</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm details of goods with customer and determine type of purchase</li> <li>• Use E-pro catalog to select appropriate product               <ul style="list-style-type: none"> <li>❑ <b>*Facilities Services:</b> <ul style="list-style-type: none"> <li>• SCE procures order via E-pro/ updates AiM</li> </ul> </li> <li>❑ <b>Non-Facilities departments:</b> <ul style="list-style-type: none"> <li>• If requested by department, SCE processes orders</li> </ul> </li> </ul> </li> <li>• Create and submit purchase requisition in ConnectCarolina</li> <li>• Validate availability of funds/ purchase is appropriate for source of funds</li> <li>• Re-work denials/ exceptions/ approve</li> <li>• Close service request</li> </ul> <p><b>*SCE is the central office for E-procurement</b></p>	<ul style="list-style-type: none"> <li>• Manage payment to vendor, handle dispute resolution</li> <li>• Maintain E-pro system and ensure compliance with purchasing regulations</li> <li>• Reconcile E-pro orders against invoice &amp; resolve encumbrances</li> <li>• Perform random audits of E-pro orders</li> <li>• Maintain files/ records</li> </ul>