

E-Procurement

ePro Help Desk

For questions about the correct entry of ePro requisitions, email [Procurement Services](#), call 940-369-5500 or toll free at 1-855-868-4357, or review [Purchasing Resources](#) on the UNT System Business Support Services webpage. Submit questions/comments regarding requisitions through the [Knowledge Base](#) on the UNT System Business Support Services webpage.

ePro Ad Hoc Approval

The electronic routing of ePro requisition for approvals automatically includes the DeptID/ProjID holders, Research/Grant Services and Procurement Services. Additional approvers can be added using the Ad Hoc feature in the approval process. Coordinators are encouraged to include Ad Hoc routing when indicated by specific requirements. Ad Hoc approvers must have training and security access.

ePro Proxy

On occasion, DeptID/ProjID holders may not be available to approve requisitions because of vacation or other events that keep the approver away from a computer with web capability for extended periods of time. In these situations, the DeptID/ProjID holder can request another individual who has approval authority be set up in EIS with Proxy by submitting through the [Approver Proxy Form](#) located on the UNT System website.

Category Codes

The category in EIS eProcurement is a numeric code associated with a general product description based on the National Institute of Governmental Purchasing (NIGP) Commodity Codes used by the State of Texas.

In EIS, the category drives the Account and Alternate Account expenditure codes. See [Purchasing Resources](#) located on the UNT System Business Support Services webpage for a list of common category codes.