



Quick Reference Card for Facilities Management

Logging into 49er Mart:

- Log into your **49erExpress** using your **NinerNET credentials**
 - Select **49er Mart** In the center of the page
- OR**
- You may access 49er Mart through UNC Charlotte's website at <https://49ermart.uncc.edu/>
 - Then login with your **NinerNET** credentials.

A

Approved Department Names

When naming your cart, use the following abbreviations as your department name.

- AP = Architectural Planning
- Auto = Automotive
- AVC = Assoc. Vice Chancellor's Office
- BR = Boiler Room
- CAP = Capital Projects
- CHAN = Chancellor's Residence

A

Dept. Name CONTINUED...

- CO = Central Operations / Control Tech
- DS = Design Services
- FBO = Fac. Business Office
- FIS = Fac. Information Sys.
- FO = Fac. Operations
- GR = Grounds
- HV = High Voltage/Fire Alarms

A

Dept. Name CONTINUED...

- HSKP = Housekeeping
- KEY = Key Shop
- MF = Motor Fleet
- PF = Playing Fields
- REC = Recycling
- RELU = Real Estate / Land Use

A

Dept. Name CONTINUED...

- Z1 = Zone 1
- Z2 = Zone 2
- Z4 = Zone 4
- Z5 = Zone 5
- Z6 = Zone 6
- Z7 = Zone 7

B

Other Abbreviations

Please use these abbreviations in your description box to indicate whether the work is Reimbursable or Non-reimbursable.

- NR = Non-Reimbursable
- R = Reimbursable

Summary - Draft Requisition

active cart | draft carts | favorites | my requisitions

Create Cart | Add Products | Edit Cart | Review | Place Order or Assign Cart | PR Approvals | PO Preview

Add Non-Catalog Item

Requisition | PR Approvals | PO Preview | Comments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide header

General	Shipping	Bill To	Billing
Cart Name: HV-0001	Ship To: Attn: TRAIN18-requester Central Receiving Room: Anthony Horn 9201 University City Blvd Charlotte, NC 28223-0001 United States	UNC Charlotte Accounts Payable 9201 University City Charlotte, NC 28223 United States	
Description: 2011008055	Delivery Options: Expedite (marked with X), Ship Via (no value), Req Delivery (no value)	Billing Options: Accounting Date (no value)	
Priority: Urgent			
Prepared by: TRAIN18-requester			
Prepared for: TRAIN18-requester			

Accounting Codes
Organization: 13900 facilities Management AVC
Account: 928360 Contractor Repairs

Internal Notes and Attachments	External Notes and Attachments
Internal Note: [empty]	Note to all Suppliers
Internal attachments: [empty]	Attachments for all suppliers

Use Internal notes if you are:
- requesting other funding sources

If requesting other funding source(s), attach your documents here.

If Request is over \$5000.00, attach Sole Source Funding justification here.

External Notes should consist of:

- Delivery date
- Campus Work location
- Vendor Quotes
- Brief Description of the scope of work
- Vendor Contact info and/or any Vendor Notes

You can attach any additional documents that need to be displayed to the vendor