PROCARD PORT RECEIPT PRINTING

CONTENTS

Documentation	<u>)</u>
ACR	2
Amazon	1
Bio-Rad5	5
CDW-G	7
Fastenal	3
Fisher Scientific LLC	3
FSI)
GovConnection11	L
Grainger11	L
Henry Schein11	L
Life Technologies11	L
Lowes	L
Office Depot12	2
Santa Cruz14	1
Staples15	5
VWR	5

DOCUMENTATION

If an invoice is available from the vendor, that is the required documentation.

If the vendor does not provide an invoice, you can use the packing slip or order confirmation as documentation. When using the packing slip or order confirmation, the documentation must clearly show the vendor, item(s) purchased, quantity purchased, amount and total amount. The total amount must match the transaction total.

ACR

1. PORT – ACR punch out catalog



2. Find "My Account" on the right side of the screen and click Review Orders



3. Update the date range and enter the Purchase Order Number, click search

		Review	Orders	
From: 2/16/2021	Back Order	Ready for Pick Slip	Order Number:	
To: 02/16/2020		Ready for Invoice	Purchase Order Number :	cc015596
	Counter Sale	Invoice Printed	E-mail Address:	
	Return	Order Held	Warehouse:	Select One
	Invoice Only		Ship-To :	

4. Scroll to the bottom of the page for results, Click on **Printable Version.**

Order Number	Purchase Order Number	Ship-to	Warehouse	Order Type	Order Status	Entry Date	Ship Confirm Date	Invoice Date	Order Value	Invoice Amount
> 698180/954597	CC015596		07	Invoice Only	Invoice Printed	5/20/2020	6/3/2020	6/3/2020	\$739.00	\$739.00
<u>Copy Order Printable V</u>	ersion E-mail Order									

5. "Invoice Only Confirmation" will open in new window. This is your required documentation for that transaction.

ation								
55:			edw	ardsjod@	ecu.edu			
ation								
Billing Addre	SS				Shipping Add	ress		
UNA UNIVERS	ITY	E	ast Carolina	Universit	by			
ACCOUNTS PAYABLE					ð.	2101 N C	ampus Lo	op HSC Fac
GREENVILLE, NC 27858-4953			reenville, N					
		U	s					
on								
200	698	3180/954597	Da	ite Entere	d:		5/20/20	20
der Number:	CC	015596	Es.	timated S	hip Date:		5/20/20	20
	Inv	oice Printed	Sh	ipment C	onfirmation Date		6/3/202	0
	Inv	oice Only	Inv	roice Date	c		6/3/202	D
	\$70	39.00						
unt:	\$7:	39.00	Ca	rrier Code	4		DELIVE	RY
use:	07							
n								1
Oustomer Item Number	Warehou se	Quantity Ordered	Quant Shipp	ity ed	Quantity Back Ordered	Unit of Measure	Sell Price	Extend ed
GMD20 D	07	2.0	2.0		0.0	EA	\$357.0 D	\$714.D D
		\$	Subtotal :	\$714.0	10			
		D	iscounts	\$0.0	0			
		\$	SalesTax	\$0.0	0			
		20000320	20033333	1000				
	tion Billing Addre ULINA UNIVERS PAYABLE E, NC 27858-43 on er: der Number: der Number: use: n Customer hem Number	ttion Billing Address JULNA UNIVERSITY PAYABLE E, NC 27868-4353 on tr: 090 def Number: 000 lef Number: 07 int: \$77 iuse: 07 i Oustomer item Viterehou Se GMI020D 07	ttion Billing Address JUNA UNIVERSITY E PAYABLE G E, NC 27868-4263 G U on rt: 009190/9849697 fer Number: CC015596 Invoice Printed Invoice Prin	ttion Billing Address JUNA UNIVERSITY East Carolina PAYABLE Gray Hamill E, NC 27856-4253 Greenville, N US on tr: CC016586 Es Invoice Printed Sh Invoice Only Inv Sy739.00 Ca use: 07 Number: CC016586 Es Invoice Printed Sh Invoice Only Inv Subtotal Case Comparis Contect Case Comparis Case Comparis Case Comparis Case Comparis Case Comparis Case Comparis Contect Case Comparis Case Case Comparis Case Case Case Case Comparis Case Case Case Case Case Case Case Cas	ttion Billing Address JUNA UNIVERSITY East Carolina Universit PAYABLE Gray Hamill E, NC 27836-4353 Greenville, NC 27834 US on tr: 698180/054667 Date Entere- lar Number: CC016566 Estimated Si Invoice Only Invoice Date \$739.00 th: \$739.00 Carrier Code use: 07 to Customer Item Warehou Quantity Ouentity Invoice Date Subtotal: \$714.0 Discounts \$00. Ouents \$	ttion Billing Address Shipping Add JUNA UNIVERSITY East Carolina University PAYABLE Gray Hamill E, NC 27858-4363 Greenville, NC 27834 US on tr: 699180/954597 Date Entered: LS C016596 Estimated Ship Date: Invoice Printed Shipment Confirmation Date Invoice Only Invoice Date: \$739.00 rht: \$739.00 rht: \$739.00 Carrier Code use: 07 Number Varehou Quantity Ouentity Book GMD20D 07 2.0 2.0 0.0 Subtotal: \$714.00 Discounts \$0.00 Ciscounts \$0.00 Ciscoun	tion Billing Address Shipping Address JUNA UNIVERSITY East Carolina University PAYABLE Gray Hamili 2101 N C E, NC 27858-4353 Oreenville, NC 27834 US on tr: 098180/984697 Date Entered: US on tr: 098180/984697 Date Entered: Invoice Printed Shipment Confirmation Date: Invoice Printed Shipment Confirmation Date: Invoice Only Invoice Date: \$739.00 th: \$739.00 carrier Code use: 07 th Customer Item Warehou Quantity Ouantity Back Unit of Number Se Ordered Shipped Ordered Measure GM020D 07 2.0 2.0 0.0 EA Subtotal: \$714.00 Discounts \$0.00 Carrier Code	ntion Billing Address Shipping Address JUNA UNIVERSITY East Carolina University PAYABLE Gray Hamill 2101 N Campus Lo Gray Hamill 210

AMAZON

1. PORT – Amazon punch out catalog



2. Click on your name on the top right of the header



3. Click on Your Orders



4. Find your order, click **Printable Order Summary**



5. "Final Details for Order" will open in new window. This is your required documentation for that transaction.

Final Details for Order #111-7625085-4430845	
Drder Placed: January 13, 2021 P0 number : C0022746 Mrakon.com order number: 111 7625055 4430646 Order Total: \$302.07	
Shipped on January 13, 2021	
Items Ordered	Price
name of one of a lower down dyne far Mit Byre. Over Anyte Geen Anne Synge i staten ant Game. Gyn. Baan-Seler Salt yn Uneer a llwer Delar callar Baana Fraz Geralian Mee	\$100.09
Shipping Address: bom(s) Subtota	3002.07
Jennifier Tenner Shidont Cr Student Involvement and Leadersh Shidont Cr Student Involvement and Leadersh Shidont Cr. Page 300	: \$0.00
Greenville NC 2/868 Total before ta	3302 97
Joiled States Sales Sales	: \$0.00
Shipping Speed: Total for This Shipmen Staroad Shipong	\$302.07
Payment information	
Payment Method: Bamie, Sublat	\$302.07
Visa Last digits: 4632 Shipping & Hand In	a SC 00
otal before to	x \$302 07
Estimated Ta	x: \$0.55
Grand Tot	t \$302.07
To view the status of your orden return to <u>Order Summary</u> .	

BIO-RAD

1. PORT – Bio-Rad punch out catalog



2. Click on Order History

BIO RAD	USA Vend English [Crea
Life Science Ro	esearch
To place an orde	er, please transfer
Pricing for this t order is issued a	ransaction is base against a validatee
Hello, jonesjer	n18
My Account	
Topics of Interest	
History	
Order History Quote History	
Saved Lists	
Shopping Carts	

3. Click on Offline Orders, type your PO number in, click on Search offline orders

My Profile Order History	How Page Works	
Quote History	Below is a list of your most recent onli	ne orders. To view orders beyond 730 day
Previous Orders		
Previous Orders Search: Online Order Number	Orders Offline Orders	L

4. Click on the invoice number

Offline Orders History										
Order #	Web Reference Number	Invoice	PO#	Order Date 🔹	Total	Order Status				
1003788322		0903903690	CC010607	12/19/2019	\$3,837.20	Shipped				
1 - 1 of 1 offline ord	lers									

5. Invoice will open as a PDF. This is your required documentation for that transaction.

	Ship To:
C	Customer # 1009848
E	EAST CAROLINA UNIVERSITY
e	00 Moye Blvd
,	6S10
¢	Greenville,NC 27834-4300 US

Bill To: Customer # 1020307 EAST CAROLINA UNIV SOM KIOSK49 120 Reade St Financial Greenville,NC 27858 US INVOICE : 903903690

Bio-Rad Laboratories, Inc. 1000 Alfred Nobel Drive Hercules CA 94547

PLEASE REMIT TO BIO-RAD LABORATORIES, INC P.O. Box 849740 LOS ANGELES CA 90084-9740 FEIN : 94-1381833

CUSTOMER NO.		INVOICE	NO.	INVC	ICE DATE	CARRIER	FREIGHT		
1020307		903903690		12-30	12-30-2019 FEDEX		DAP		
PU	RCHA	SE ORDER ID			SHIP FRO	М	PAYMENT TE	RMS	
	CC	010607			Richmond,C	A	Net 30 Day	s	
Sales Order:	100	3788322	Order Date:	12-19-	2019	Contact Name: HANN	AH		
MATERIAL NUM BATCH S/N	BER	QUANTITY	QUANTITY SHIPPED	UNIT		DESCRIPTION	UNIT PRICE	EXTENDED PRICE	
12009159 64291200		1	1	EA	Bio-Plex Pro M	ouse Chemokine 31-plex	3,798.20	3,798.20	
					QUOTE ID : 19	-Q53354V2			
							Subtotal :	3,798,20	

3,790.20	Subiolar.
0.00	Tax :
34.00	Freight Charge :
5.00	Handling Charge :
3,837.20	Total USD :

Please state Invoice number with your payment: 903903690

For Credit or Invoice question call:

510-741-6251

This order is subject to Bio-Rad's standard terms and conditions of sale which can be accessed at www.bio-rad.com/terms-conditions To place an order or schedule service call: 800-2BioRad (800) 224-6723

Page 1 / 1

CDW-G

1. PORT – CDW-G punch out catalog



2. Go to Find my Order and type in the order number from CDWG (not PO)



3. Click Find It (must click, cannot press ENTER) and order will show

CDWG PEOP WHO GET I	LE T' -	Search			Q) R Ca
Return To H	ome Order BXV1401			View Invo	oice Email Account Manager	Print
	Order BXV1401	I				
	Status All items shipped	Purchase Date 1/13/2021	PO # CC022748	Purchased By HOPE CLARK	Customer # 12031020	
	Purchase Reference Undefined: 161056893292 Undefined: st.com	20.3208968348711860115@scique				

- 4. Click **Print** (best format is Landscape)
- 5. This is your required documentation for that transaction.

FASTENAL

Packing slip from shipment is your required documentation for transactions with this vendor.

FISHER SCIENTIFIC LLC

1. PORT – Fisher Scientific LLC punch out catalog



2. Click on Order Status

(f) fisher scientific				Welcome, Jenn	ifer Jones!	Sign-up for Email 🛛 📕
part of Thermo Fisher Scientific	Chemical Structure	Safety Data Sheets	Certificates	Order Status	Special Offers	Order By Catalog Number

3. Search Order History using your Purchase Order number



4. Click on "Invoices" tab



5. Click View Invoice

PO Number	10/28/2019	\$366.85	CC008602	A92983343	Invoiced	View Invoice
CC008602						

6. Invoice will open as a PDF. This is your required documentation for that transaction.

REMIT TO ACCT# 225764 P.O. BOX 404 ATLANTA 30384-4705	-001 705 GA	INC	JIRE AT: 3970 J SUWANE 30024	(800 OHNS C E GA) 766-7000 REEK COURT	D-U- FEIN ORIG	N-S-00- 23-294 INAL IN	432-1519 2737 VOICE
ATLANTA 30384-4705	GA	Fisher Scientific ACCT# 225764-001 3970 JOHNS CREEK C Pet of Theme Relet Scientific ACLANTA GA 30024						
						PLEASE NUMBER	REFER TO	O THIS INVOICE TR REMITTANCE
NUMBER - RELEASE N	UMBER				INV DATE			
ACCOUNT NO.	- 1	CSO	F.O.F		03/12/2021 ORDER ENT	RY DATE	66258 DACR	40 DUDLICATE
225764-001		ATL	SHIPPING	POINT	03/11	72021	1	1
		SHIP T	0:		13	NOICE TYP	E: THIS I	PSD CON
51TY 30 -4353	BIOTE EAST (600 MG BIOTE GREEN	2H BLDC 2AROLIN DYE BLA 2H BLDC FILLE N	RM 131/D A UNIVERS D MICROBI RM 131 IC 27834	R. M ITY OLOG	DUE: TERMS:	04/11/2021 NET 30 DA PAYABLE IN	PARTIA SHIPME	URRENCY.
			Vici	I WWW.	fishersci.co	a.		
3N		CATALA	DG R	Q 5	UANTITY	UNIT PS	ICE	AMOUNT
ATLIFF TTION DO NOT PRO FROM: VND ON RED PART # AM7021	03/11, 03/21,	OR PAYN (2021	IENT		2 EA	497	.51	995.02
7021								
, OUR COMPANY DOES	NOT A	CEPT C	REDIT CAR	D NUMB	ERS VIA FAX	DR EMAIL		995.02
ECENT CUSTOMER SE ENTER THE LINK IN lia.com/fishersci	VICE EN O YOUR PASSCOL	CPERIEN BROWSE	ICE BY COM IR AND ENT L-PGH-CS2	PLETIN ER THE	C A SHORT SU PASSCODE SH	RVEY. THI DWN.	S SHOUL	D TAKE NO LONGE
.E-SCICOM.COM/THE	MOFISHI	RR/REGI	STER . ASPX					
plete terms and co	ondition	as or v	isit <u>map</u> .	//www.fip	heraci.com/apa/p	ortal/CMSTAT	Chrof-Fo	oter/tandcaale.jap
MEET TO A PINANCE O SEPORTATION COMPANY ACCEPT SHIPMENT SH TO THIS EFFECT ON I CANNOT BE FILED. ICED IN COMPLIANCE IS ACTS OF 1938, AS	HARCE. CONSI HOWING E FACE OF SELLEF WITH AL S AMENDE	THIS S GNORS VIDENC TRANS CERTI L APPL D, AND	HIPMENT W RESPONSIB E OF DAMA PORTATION FIES THAT ICABLE RE OF THE R THEOR	AB DELI ILITY C GE OR S RECEII ALL GO QUIREME EGULATI	EVERED IN PER SHORTAGE UNTI SHORTAGE UNTI PT. WITHOUT DODS (OR SERI ENTS OF SECTI IONS AND ORD	GRECT CONE DELIVERY O THIS /ICES) COV IONS 6,7, ERS OF THE	F F AND 12	
	"235764-051 IITY 30 -4353 31 VILLIFF FIGH - DO NOT PR PROM: VHD ON PROM: VHD ON PROM: VHD TOTO - DO NOT PR PROM: VHD TOTO I DO NOT PR ANY OLD ON ANY ON ONE OF THE PROM: NOT TO A FIDANCE INCOMPLANCE CANNOT DE FILLD O THIS EFFETION CANNOT DE FILLD CANNOT DE FILLD	2233764-551 1027 1021 1021 1021 1021 1021 1021 1021 1021 1021 1021 1021 1021 102 1021 102 1021 102 1021 102 102 102 102 102 102 102 102 102 102 102 102 102 102 102 102 102 10	"225744-001 TATE INTY INTY INTY INTY 32 INTY 33 INTY 3433 INTY 37 INTY 38 CATALA 39 CATALA 39 CATALA 39 CATALA 39 CATALA 30 INTON 31 CATALA 32 CATALA 33 CATALA 34 CATALA 35 CATALA 36 CATALA 37 CATALA 38 CATALA 39 CATALA 30 GATATA 30 GATATA 30 GATATA 31 LOT 3000001 GATATA 31 LOT 31 LOT 31 CATATA 31 CATATA 31 LOT 31	The second	TOTAL CONTRACTOR OF A CONTRACT CARDING CONTRACT CARDING CONTRACT CONTR	The anti-field scores Composition of the state of the score of the state of the st	TYPE TYPE Surf-Order Type 1111 HILD OF INVOICE TYPE 1111 HILD OF INTO 1111 HILD OF INTO 1111 HILD OF HILD OF 11111 HILD OF HILD OF <td>THE BASE CONT THE BASE CONT THE STATE THE STATE THE STATE BUIL TO: BUIL TO: BUIL TO: BUIL TO: BUIL TO: BUIL TO: ITY BEAT CARLOS AND BIJLAR AN BASE CONTONE AND BUILLAR AN BEAT CARLOS AND BUILS AND THE STATE AND TO THE STATE AND THE STATE AND</td>	THE BASE CONT THE BASE CONT THE STATE THE STATE THE STATE BUIL TO: BUIL TO: BUIL TO: BUIL TO: BUIL TO: BUIL TO: ITY BEAT CARLOS AND BIJLAR AN BASE CONTONE AND BUILLAR AN BEAT CARLOS AND BUILS AND THE STATE AND TO THE STATE AND

FSI

1. PORT – FSI punch out catalog



2. Click on My Accounts on the top right of the screen, click Order History



3. Click on Search tab



4. Enter Purchase Order Number and click Search

Search History							
Search for an Order Use one or more of these controls to limit y you specify an invoice number, all other limit	Search for an Order Use one or more of these controls to limit your search. If you use more than one, an order must meet all of the limits you set to be included. If you specify an invoice number, all other limits will be ignored in the search.						
Customer Account:	3289935 - CREDIT CARD ONLY-USE DEPT PO F						
Customer Department:	Current:						
Dates :	Predefined: All (no dates)						
	or						
	Custom: Starting Date mm/dd/yyyy						
	Ending Date mm/dd/yyyy						
Item Number:							
Purchase Order Number:	CC0000						
Invoice Number:							
	Search						

5. The results will show under the History tab. If there is an invoice date, the invoice is ready to print.

Search	Histo	ry								
Clicking t this docu	Clicking the Print button produces an Adobe Acrobat document. You will need Adobe Reader (a free download) to view this document.									
										Show legend
Expand	Prin	t Add To Fa	avorites							Add To Cart
	View	Order #	Dept	Total	Status	PO	Order Date	Invoice Date	Ordered By	Attention
- +	i	5220985-0		\$72.98	00	CC008592	10/25/2019	10/29/2019		
Expand	Prin		worites			1				Add To Cart
Expand	Prin		avorites							Add To Cart

6. Check the box and click on **Print.** The invoice will open as a PDF. This is your required documentation for that transaction.

	nvoice		_	1		A-100	-	
	Cesti				_			
	110	ce		NYPON	and the second	*****		
	ANC	ar her			-	4.75jin	-	
				Intelle	- Dela	193	Di	
				Nonin	90 Py	****	erian	
	e 800-533-6325 Fr	x 880-635-9968thop histfice.com @Hormandsapply.com]			_	_		
24	Tec	Ship Ta:						
SHIT CAROLINA UNAVERSITY 120 HEARS ST CHEDIT CARD ACCOUNT OREEMALIE, NC 27858-4553				KINA LINI KENE ST RECEIVING II, NC 2781	8497	v 8		
	SAU	Description And-Comments		ON	v	ŵ.	Price	Extended
1	APORNII	PHPER,COPY,20H(ESH11,52 BRF			-		\$26.40	\$128.4
							here	5100.4
							Nerine	500
							Subturial	5128-4
							Tec	504
							Tetah	5125-4
Dell	ral Notec Pedatric lurgery 60 Ivery Information	Maye Bird Med Americ harrisonibilities, ed	253 7mm	n	_	_		
	ged Ma		Tracking 7	burden	_			
-	uwry Elster		# Package	Cubered.				
51-19 (146)	Delivery Time: #Packages Received:							
Ship Dali	owy mean							
Deli	Signed for the Cont	ect Customer Service			_	_		
140	Signed For By: Con	ed Galomer Service		_				

GOVCONNECTION

Invoice from vendor is your required documentation for transactions from this vendor. Email pam.duval@govconnection.com to request invoice.

GRAINGER

Invoice from vendor is your required documentation for transactions from this vendor. Invoice is emailed to "ship to" email contact.

HENRY SCHEIN

Order Confirmation from vendor is your required documentation for transactions from this vendor. Order Confirmation is emailed to "ship to" email contact. Can also email eCommerce Support desk at <u>ecs@henryschein.com</u> if you do not have all required information on order confirmation.

LIFE TECHNOLOGIES

Order Confirmation is emailed to "ship to" email contact and can be used if the total matches the transaction amount. If the total does not match the transaction amount, users can request an invoice via their individual punch out profile. If you need to request an invoice for an order placed by somebody else, please contact <u>customercare@thermofisher.com</u>.

LOWES

1. Lowes – Punch out catalog



2. Click Shop the Lowes Catalog

WELCOM	E TO LOWE'S	
	Access a Lowes Qu Please enter your Quote	iote reference below.
	Quote Number Here	Phone Number Here
Shop the Lowes Catalog		SUBMIT

3. Hover over My Account, click My Order History

EDWES SHOP BY DEPARTMENT Search for it here	٩	HELLO JENNIFER QUICK MY ACCOUNT ORDER LIST	, ĕ
East Carolina University	Mv Lists	East Carolina University Contract: Omnia Partners	
Contract: Omnia Partners	Start saving items for	My Order History Catalogs My Lists	

4. Search for your order.

ECU	MATERIALS MA	NAGEMENT					
	♥ W Fi	/elcome to Lowe's ind a Store			Need Help	? eProSupport@low	es.com
		SHOP BY	Search for it here	٩	HELLO JENNIFER MY ACCOUNT	QUICK ORDER LIST	ب طر ٥
	CATALOG	S ORDER HISTORY					
	< Bac	k to order history					
	Му	Order Hist	ory				
	Search	ву	Search				
	PON	IUMBER	✓ CC023832		SEARCH		

OFFICE DEPOT

The packing slip in the Office Depot box can be used as documentation if it shows all of the required items. Example:

					Order 1	Number 161	226820-00
		Order Su	mmary	192			
Shipping Address 00889 EAST CAROLINA UP 120 READE ST FIN DISBURSEMENTS GREENVILLE NC 27	NVERSITY SERV BLD 858				Customer Infor Customer#: Contact: Phone#:	mation 43704332 Rosalyn Willian 252-737-1084	is Rm 122
		Garton Gounta Repack / Spit Case Full Case Bulk Total	1 0 0 1		Additional Infor PO CC024 ACT/ 72110 FUND 11117 BO - Route/Stop/D Order Date: Delivery Date	mation 1673 -0000 0-240208 por: 0190/000/ 09-Mar-20 : 10-Mar-20	238 21 21
		Item Det	ails			1/102 -221 -	_
Quantity	Item Number						
Alling and	Migr Code Customer Code	Description		Units	Unit Price	Total	Carton ID
1 1 1 0 2 1 1 0	279376 475168 3585414707	PROTECTOR,SHT,CD,NONGLR,20 DIVIDERS,TOC,1-31,MULTICOLOR	OBX	BOX	7.840 2.160	7.84 2.16	78969701 78969701
	270376 475168 3585414707	PROTECTOR SHIT CO ACNUL R20 DINVERB, TCC, 1 31 AULTIOCOP	Merchandise	BOX SET	7.840 2.160	7.84 2.16	78969701

1. Office Depot – Punch out catalog



2. Click on Orders

Office DEPOT	Products ∨	Search				۹ ي	j	
		Triders 🕄	🔠 Order By Item	${\rm \mathring{C}}_{\odot}$ Shopping Lists	🖓 Bulletin Board	Account	ıt: 43704332	

3. Change search by to **PO** and enter the PO (CC) number, update the date fields then click **Search**

Products V	Search		Q 40 j
	🕅 Orders 🖉 🕅	Order By Item $\widehat{\mathbb{C}}_{0}$ Shopping Lists $\widehat{\mathbb{C}}_{p}$ Bulletin Board	Account: 43704332
			What's New?
Orders		PO - CC025171	
Select By Status All	Approver User ID	Date From Date To 03 / 01 / 2021 Image: Constraint of the second secon	Max Order Total
		Reset	

4. Order should show at the bottom, click on the **Order Number**

ECU. MATERIALS M	ANAGEMENT								Can
Orders			PO	•	CC025171				What's N
Select By Status All	• Appro	ver User ID	Date From 03 / 01 / 20	21 ©	Date To 03/24/2021	© Mi	n Order Total	Max	Order Total
				Reset	Search				
Order # \$	Order Date 🔺	Ordered By \$	Approver \$	PO ¢	FUND/OR \$	ACT/PRG ¢	Status ¢	Total \$	Delivery Date
165058330-001 0	03/23/2021	Marie Magee		CC025171	111110-740101	72110-0000	Shipped	\$173.38	03/26/2021
- 165059239 001 0	02/02/0001	Maria Manaa		CC025171	111110 740101	73110 0000	Shinood	\$213.50	02/24/2021

5. Click on **Print this Order**, this will show each transaction amount. If you click **Print All Orders**, it will print the total order even if it was split out.

ne / Order List / Order Det	all .								
rder# 165058	330-001					🖶 P	nt Al Orders		
Summary P0: 0025171 ACT/PR6: 22110 0000 80 #:-		Shipping Address:		Billing Account#: 41704332			Order Detail Summary		
							Order placed on 03/23/2021		
		850 NC HIGHWAY 345 UNC COASTAL STUDIES II WANCHESE, NC	SIO NC HIGHWAY 345 UNC COASTAL STUDIES INST WANCHESE, NC		1 (252) 475 5405 Payment Method:		Ordered By: 43704332 # MAGEEM@ECU.		
Jpdated By: 43704332 # 4	AAGEEMIDECU.EDU	27981-9654 USA			Debit/Credit Card			Your Total	
Delivery Date: 03/26/2021		Ship to id:						Subtotal:	\$485.96
Comments:		146						Delivery Fee:	\$0.00
								Taxes:	\$0.00
HDER NUMBER 155058330-091 - Child Order		PUNE/OR 111110-740101		status Shiaped		Print The Order	10941 \$173.38	Total:	\$485.96
	\$173.38 /each		QUANTITY 1		BACK ORDER.	SHIPPED 1	10%L 5173.38	Reorder	Add To List
	HP 508A Cyan Toner Cartridge (Item #508546	CF361A)	COMMENTS						
	🗾 Delivery only 🕕	Best Value 🕕							
	🚥 Eco-conscious 🕕	Kecycled content							

6. The Order Detail will print. This is your required documentation for that transaction. Make sure your documentation shows Office Depot at the top or bottom. (print headers and footers needs to be checked on print screen)

Depot - Order History Details	https://bit	. officedepot.com/orderhistory/orderHistory	Detail.dojisessioni	Print 1 sheet of	pap
		Order# 1650583	30-001	Destination	
Summary	Shipping	Billing		microsore Princ to PDP	
PC: CC025171 ACT/PRG: 72110 0000 BC #:- Last Updated: 03/24/2021	Address: EAST CAROLINA UNIVERSITY BSD NC HIGHWBY 345 UNIC CONSTAL STUDIES INST WINICHISE. NC	Account/: 41704332 Contact: Marie Magee 1 (252) 475-5405 Payment Method:		Orientation Orientation Portrait Description	
Updated By: 43704332)4[MAGEEM@ECU Order Date: 03/23/2021 Delivery Date: 03/26/2021 Comments:	EDU 27981-9654 USA Ship to id:	Debit/Credit Card		Al	
	145			Color mode	
165058330 001 - Child Order	111110-740101 Deliver	ed	1773.28	Color	
\$173.38 / /	ech Quantity ner Cantidge (CF361A)	ансколовя зыятер 0 1	1074L §173.38	Fewer settings	
	COVINENTS.			Paper size	
Delivery only ()	Best Value () Recycled content ()			Letter	
				Scale	
		Subscuit Debusy Fee: Adjustments: Texes:	\$172.84 \$0.00 \$0.00 \$0.00	Scale 75	
		lotar:	2172.30	Pages per sheet	
				1	
				Margins	
				Default	
				Options	
				Print headers and footers	
				Print backgrounds	
				Print using the system dialog	
				Print Cance	:

SANTA CRUZ

Packing slip from shipment is your required documentation for transactions with this vendor.

STAPLES

1. Staples – Punch out catalog



2. Click on the person icon

	MANAGEMENT		\	Can	cel Punc
	Free delivery, no minimum.		In-Stock Hand Sanitizers from \$1.99!		
G Staples	Products ~ Services ~	Search	۹ 🗄 ۹	?	Ë
			Wor	dife 🗸 🖵	Chat

3. Click on My Orders



4. Search for your order using the PO number or order number. Then click Apply.



5. All transactions for that PO# will populate. Click on **Receipt** (**pdf**) of the transaction that you need.

☐ Staples	Products ~	Services ~		Search			२ 🗄	R	0	Ä
My Orders										
Quick search									Print Th	is Page
By order number		Viewing 1-1 o	f 1 orders					Show: 2	5 50 7	5 100
		Order #	Date 0	Total 0	Status	PO #	Ship-to 0	Ac	tions	
Order number	Apply	189569605	02/09/21	\$75.90	Delivered	CC023648	186			
Advanced search Collapse a	all							Re	turn ceipt (pdf)	
By accounting info	D clear									



6. The invoice will open as a PDF. This is your required documentation for that transaction.

٦s	itaples				
Orde Order pla	r# 189569605 ced: February 09, 2021				
Accountil Dept: CC02364 Room #: SCHOOL	ng Information 18 OF DENTAL MED	Billing address BLDG 215 C CENTRAL STORES AND RECEIVING GREENVILLE, NC 27858	Shipping address EAST CAROLINA UN TORI RUSS 1851 MACGREGOR I GREENVILLE, NC 27	IVERSITY DOWNS RD 8345925	
		CHARGED			
ltem#	Item Description	Items(s) Shipped	Price	Quantity	Subtotal
1781979 Budget (Staples Standard Durable Mela Frame, 4' x 3' (28681-CC) ECU Best Value Center: 1121046713117211000	amine Dry-Erase Whiteboard, Black Alumine	um \$60.41	1	\$60.41
454299 Budget (EXPO Dry Erase Kit, Assorted ECU Best Value Center: 1121046713117211000	Colors (80054) 00	\$15.49	1	\$15.49
Method o VISA end	of payment ing in *6860 - \$75.90		Mercha	ndise Total: Total:	\$75.90 \$75.90

VWR

1. VWR – punch out catalog



2. Click on My Orders



3. Search by PO number – type PO number in box and click **search**

ly Orders						NEED HELP? Click to Chat with a Representative
g Quality and Security Act ([QSA) Notice: Trace your p	products and View info	rmation on the Drug	Supply Chain Se	ecurity Act.	
ck out the My Orders Video f	hat highlights our Order S	tatus feature.				
My order filters	Open Order	Filters				Clear all Filters
Search by Number CC01 Number, Delivery Number, F	0659 Search Leturn Number, Return Re	(Order Number, Purch equest Number,Credit	ase Order Number, (number)	Catalog Numbe	r, Web Tracking Numbe	er, Invoice
Search by Orders Created	Since Today	7 days	30 Days	90 Days	Custom Rang	e
Filter Current Result by Sta	tus					

4. Order will show at the bottom, click on the **Order Number**

Don't see your or	der? Click here. Re	ecently placed orde	rs take up to 1 hou	ur to appear below	/			
Showing 1 of	1861 Entries Y	ou can sort all t	he columns by	double clicking	on the header			
Date ⊽	Order Number	Order Method	Web Tracking Number	PO Number	Shipping Account	Number of Lines	Total	Order Status
12/20/2019	<u>8360593745</u>	Electronic		CC010659	80640013 EAST CAROLI	1	\$ 452.40	Completely Shipped

5. Order details will open in a new window, click on billing documents

Order Number	Order Date	PO Number	Web Tracking Number	Shipping Ac	count	Order Method	Total	
8360593745	12/20/2019	CC010659		80640013		Dectronic	\$452.40	
Print								
							Reorder Items	
Ship To		Sold To		Totals				
80640013			80640000		Item total	\$4	52.40	
B2B CREDIT CAP	DONLY		ACCOUNT PAYABLE B2B		Tax Amount	sc	.00	
115 HEART DR RI GREENVILLE NO	4 4400 27834		120 READE ST GREENVILLE NC 27858-1126		Total	\$4	52.40	
Ship To Attention	n Elshar-Mallman L	ab - Diabatar						
Billing Docum	ents	JU - Didbetes			Order Comments and Messages			

6. A box will drop down that shows all invoices for that order. Click on the **invoice number**

Ship To 80640013 EAST CAROL B2B CREDIT 115 HEART DF GREENVILLE	INA UNIV ECHI CARD ONLY R RM 4400 NC 27834		Sold To 80640000 EAST CAROL ACCOUNT P/ 120 READE S' GREENVILLE
Ship-To Atten	tion: Fisher-Wellman	Lab - Diabetes	
Billing Doc	uments		
View Invoices			
8088679044	12/24/2019	Total: \$452.40	

7. The invoice will open as a PDF. This is your required documentation for that transaction.

		delivered by VM									
		delivered by V V	~			_		ORI	GINAL IN	VOICE	
	100 1	Matsonford Road				13	NVOICE DATE	INVOICE #	PURCH	ASE ORDER #	ORDER DA
	Build Rodr	ling 1, Suite 200 nor, PA 19087-8660				12	2/23/2019	8088679044	CC010659		12/20/20
						cut	STOMER ACC #	SALES ORDER #		TERMS	
	1	BILL TO:				8	0640011	8360593745	30 days ne	t	
						PA	NYMENT DUE DAT	·· 01/22/202	D PLEASE PAY 1	HIS AMOUNT	\$ 0.
		ACCOUNT PAVA	A UNIV BLE B2B					SHIP TO:			
		120 READE ST						Fisher-Welln	nan Lab - Diat	oetes	
		GREENVILLE N	27858-11	26				EAST CA	ROLINA UN	VIV ECHI	
								B2B CRE	DIT CARD	ONLY	
								GREENVI	LLE NC 3	27834	
-mai	1 addr	cess changes	to cmd_na@	vwr.com							1 of
niesa g	overned b	y a separate written aj	greement, sales are	subject to vwik a	tandard	:erma	s and condit	ons. visit www	wr.com for co	mpiece decails	
lefermos:			Reference 2:					Q	escee: VISA		
		ORDERED BY		DATE SHIPPED	WHSE	_	`	ra.	CURRENCY	DUNS #	TAX CODE
-252-7	375041-1	Brennan McCarty		12/23/2019	8012	_	UPS 2 D	ay Ground	USD	15-098-2189	56-24455
LINE #	CUST LINE .	CATALO	G NUMBER AND DESCRIP	TION	ORDER	ED	GHIPPED	UM	UNIT PRICE	EXTENSION	TAX
		CC_REFERENCE	- CC010659								
		SHIP TO CODE - 2	68								
1	1	10062-864				6	6	cs	75.40	452.40	0
		Cell Culture Flasks	. 600 ml				-				-
		Packing Slip: 8360	593745 7245								
		COO: CN									
		US HTS: 3926.90.9	9910								
		Merchandise Tota								452 40	
				Machanta							
			1- Brennan	RCCarty	-	_			Tax		\$ 0.0
isit	our v	veb site at w	ww.vwr.com	Questi	ons?	1-8	800-932	-5000	TOTAL		452.4
/isit	our w	veb site at w	ww.vwr.com	Questi	ons?	1-8	800-932 RETURN V	-5000	TOTAL		452.4
isit	our w	veb site at w	ww.vwr.com PLEASE DE	Questi TACH THIS POP	ons? RTION #	1-8	800-932 RETURN W	- 5 0 0 0	TOTAL		452.4
isit	our w	veb site at w	PLEASE DE	Questi TACH THIS POP	ons? RTION #	1-8	RETURN V	-5000		ASE ORDER #	order da
isit.		veb site at v	ww.vwr.com PLEASE DE	Questi	ons? RTION #		RETURN W	-5000 /ITH YOUR P/ MORE #		ASE ORDER #	0RDER DA
isit		veb site at w	ww.vwr.com PLEASE DE	Questi	ons?	1-8 AND	RETURN W MVOICE DATE 2/23/2019	- 5 0 0 0 /TTH YOUR P/ INVOICE # 8088679044	PURCE CC010659	ASE ORDER #	ORDER DA
isit.		veb site at w	rww.vwr.com PLEASE DE	Questi	ons?	1-8 AND 12 cut	RETURN W NVOICE DATE 2/23/2019 STOMER ACC #	NUTH YOUR PA	PURCH CC010859	ASE ORDER #	ORDER DA
'isit		Veb site at v	nww.vwr.com PLEASE DE	Questi	ons?	1-8 ND 12 cut 8	RETURN W NVOICE DATE 2/23/2019 STOMER ACC # 30040011	- 5 0 0 0 ITH YOUR P/ INVOICE # 8088679044 SALES ORDER # 8360593745	Putto- CC010859 30 days ne	ASE ORDER #	ORDER DA
isit		veb site at v	PLEASE DE	Questi	ons?	1 - 8 AND 12 cut 8 PA	800-932 RETURN W NVOICE DATE 2/23/2019 STOMER ACC # 30640011 NVMENT DUE DATE	- 5 0 0 0 ITTH YOUR P/ 8088679044 SALES ORDER # 8360593745 10 01/22/202	PURCH CCD10859 30 days ne PLEASE PAY 1	ASE ORDER # TERMS t HIS AMOUNT	0ROER DA 12/20/20 \$ 0.
isit (BILL TO RAST C	veb site at v vendby VWF vendby VWF aROLINA UNIV	PLEASE DE	Questi	ons?	1-8 AND 12 cut 8 PA	800-932 RETURN W NOICE DATE 2/23/2019 STOMERACC # 30840011 NIVENT DUE DATE	- 5 0 0 0 ITTH YOUR P/ BN00CE # 8088679044 sALES ORDER # 8380593745 101/22/202	PURCH CC010659 30 days ne D PLEASE PART	ASE ORDER # TERMS t HIS ANOUNT	ORDER DA 12/20/20 \$ 0.
leit	BILL TO EAST C ACCOUN 120 RE	Veb site at v IVANTOR AROLINA UNIV AROLINA UNIV T PAYABLE B2 ADE ST	PLEASE DE	Quest1	ons?	1-8 AND 12 cut 8	RETURN W MOICE DATE 2/23/2019 STOMER ACC # 80840011 NUMERT DUE DATE	- 5 0 0 0 ITTH YOUR P/ 8088679044 sales onder # 8380593745 101/22/202 ITTO	TOTAL AYMENT Puttor CC010659 30 days ne 0 rueste ner 1	ASE ORDER #	ORDER DA 12/20/20 \$ 0.
/isit	BILL TO EAST C ACCOUN 120 RE GREENV	veb site at v vered by VWF PAROLINA UNIV TP PAYABLE B2 JADR ST VILLE NC 278	PLEASE DE PLEASE DE B 58-1126	Quest1	ons?	1-8 AND 12 cut 8 rs	RETURN W MOICE DATE 2/23/2019 670469 ACC # 80840011 REM VWR	-5000 ITH YOUR PA 8088679044 sales onder + 8360593745 101/22/202 ITTO INTERNAT	TOTAL Pullo CCD10659 30 days ne 10 PLEASE PAY1 IONAL LL/	ASE ORDER #	ORDER DA 12/20/20 \$ 0.
isit (BILL TO EAST C ACCOUN 120 RE	verb site at v vered by VWC P vared by VWC P varoLINA UNIV T PAYABLE B2 varoLINA UNIV T PAYABLE B2 varoLINA UNIV T PAYABLE B2 varoLINA UNIV	PLEASE DE PLEASE DE B 58-1126	Quest1	ons?	1-8 AND 12 cut 8 PA	RETURN W NOCICE DATE 2/23/2019 GTOMER ACC # 806400111 REM VWR P.O. DTTT	-5000 WITH YOUR PJ INVOICE + 8088078044 SALES ORDER + 8360593745 INTO INTERNAT . BOX 640 FOILTIGHL	Putter Putter CC010859 30 days ne 10 number putter IONAL LL/ 169 15264	ARE ORDER #	окови ри 12/20/20 \$ 0.
/isit	BILL TO BAST CON 120 RE GREENV	veb site at v verd by VWC verd by VWC DaRoLINA UNIV T PAYABLE B2 IADE ST ILLE NC 278	PLEASE DE PLEASE DE B 58-1126	Quest1	ons?	1-8 AND 12 cut 8 PA	RETURN V NOCICE DATE 2/23/2019 STOMER ACC # 800400111 REM VWR P.O. PITT	-5000 - INTH YOUR PJ - NOCE + 8088679044 SUBS070048 - SUBS070048 - SUBS0705745 - INTERNAT - DXTERNAT - SUS 640 -	Putter Putter CC010859 30 days ne 0 nutate per tr IONAL LL/ 169 A 15264	ARE ORDER #	ORDER DA 12/20/20 \$ 0.1
/isit	BILL TO BILL TO EAST C ACCOUN 120 RE GREENV	veb site at v vered by VWC Parolina UNIV T PAYABLE B2 AROLINA UNIV T PAYABLE B2 TILLE NC 278	PLEASE DE PLEASE DE	Quest 1	ons?	1-8 AND 12 cut 8 PA	RETURN W MOICE DATE 2/23/2019 STOMER ACC # 80840011 NYMENT DUE DAT REM VWR P.O. PITT	-5000	TOTAL PURCH CC010659 30 days ne 0 name per per IONAL LLP 169 A 15264-1	TERMS terms terms C D169	ORDER DA 12/20/20 \$ 0.1