PORT ProCard Receipt Printing

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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 Entry Date range

Updated: 10/21/2020
4. Enter **Purchase Order Number** and click **Search**

5. Scroll to the bottom of the page for results

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Purchase Order Number</th>
<th>Ship-to</th>
<th>Warehouse</th>
<th>Order Type</th>
<th>Order Status</th>
<th>Entry Date</th>
<th>Ship Confirm Date</th>
<th>Invoice Date</th>
<th>Invoice Value</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>368597/8860036</td>
<td>CC008383</td>
<td>07</td>
<td>Invoice Only</td>
<td>Invoice Printed</td>
<td>10/22/2019</td>
<td>10/24/2019</td>
<td>10/24/2019</td>
<td>$42.80</td>
<td>$42.80</td>
<td></td>
</tr>
</tbody>
</table>

6. Click on **Printable Version.** “Invoice Only Confirmation” will open in new window. This is your required documentation for that transaction.

**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.
Bio-Rad

1. PORT – Bio-Rad punch out catalog

2. Click on **Search your order history**

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

4. Click on the invoice number

5. Invoice will open as a PDF. This is your required documentation for that transaction.
CDW-G
Packing slip from shipment is your required documentation for transactions with this vendor.

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

3. Search Order History using your Purchase Order number

4. Click on “Invoices” tab

5. Click View Invoice

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

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

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

Updated: 10/21/2020
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
Packing slip from shipment is your required documentation for transactions with this vendor.

Life Technologies
Order Confirmation from vendor is your required documentation for transactions from this vendor. Order Confirmation is emailed to “ship to” email contact.

Lowes
1. Lowes – Punch out catalog

![Lowes Catalog](image)

2. Click Shop the Lowes Catalog

![Lowes Catalog](image)

3. Hover over My Account, click My Order History

![Lowes My Account](image)

4. Search for your order.

Office Depot
1. Office Depot – Punch out catalog
2. Click on **Orders**

3. Change **Search By** to **PO** and enter the PO (CC) number then click **Search Orders**
4. Order should show at the bottom, click on the **Order Number**

![Order Details]

5. Click on **Print This Page**

   **Order Detail**

   ![Print This Page]

   **Need Help?**
   - Email Assistance
   - FAQs

6. The Order Detail will print. This is your required documentation for that transaction.

**Santa Cruz**

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

**Staples**

1. Staples – Punch out catalog
2. Hover over Account

![Staples Account](image)

3. Click on **My Orders**

![Staples My Orders](image)

4. View all orders by “clicking here”

![Staples My Orders](image)
5. Search for your order using the PO number

My Orders
You can view orders for all users by clicking here
Quick search
- Submitted Orders
- My Pending Approval

By order number
Order number

Advanced search
Expand all
- By ship-to & ordered by
- By date range
- By total
- By accounting info
- Budget center
- PO #

By item

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

7. The invoice will open as a PDF. This is your required documentation for that transaction.
1. **VWR – punch out catalog**

   ![VWR logo]

   ProCard

2. **Click on My Orders**

   ![VWR My Orders interface]

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

   ![My Orders search interface]
5. Order will show at the bottom, click on the **Order Number**

![Order Table]

6. Order details will open in a new window, click on **view** beside billing documents

![Order Details]

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

![Invoice Box]

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