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

![ACR punch out catalog](image)

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

![Review Orders](image)

3. Update the Entry Date range

![Entry Date](image)
4. **Enter Purchase Order Number** and click **Search**

![Purchase Order Number input form](image1)

5. **Scroll to the bottom of the page for results**

![Order summary table](image2)

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**

![Amazon ProCard](image3)

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

![Username dropdown](image4)

3. Click on **Your Orders**

![Your Orders tab](image5)

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

![Printable Order Summary link](image6)

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.
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

2. Click Shop the Lowes Catalog

3. Hover over My Account, click My Order History

4. Search for your order.

Office Depot
1. Office Depot – Punch out catalog

Updated: 10/21/2020
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 Detail Image]

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 Image]

3. **Click on My Orders**

![My Orders Image]

4. View all orders by “clicking here”

Updated: 10/21/2020
5. Search for your order using the PO number

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.
VWR

1. VWR – punch out catalog

2. Click on My Orders

3. Search by PO number – type PO number in box and click search
5. Order will show at the bottom, click on the **Order Number**

![Order Details](image1.png)

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

![Invoice Details](image2.png)

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

![Invoice Details](image3.png)

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