# PROCARD PORT RECEIPT PRINTING

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**Updated:** 05/03/2021
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 ProCard](image)

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

![ACR Review Orders](image)

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

![ACR Review Orders](image)
4. Scroll to the bottom of the page for results, Click on **Printable Version.**

5. “Invoice Only Confirmation” will open in new window. This is your required documentation for that transaction.
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.
1. PORT – Bio-Rad punch out catalog

2. Click on Order History

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

Updated: 05/03/2021
4. Click on the invoice number

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

INVOICE: 903903690

Ship To:
Customer # 1006846
EAST CAROLINA UNIVERSITY
620 Wоеe Blvd
Greenville, NC 27834-4300 US

Bill To:
Customer # 1020007
EAST CAROLINA UNIV SOM KD52K49
129 Reade St
Greenville, NC 27858 US

INVOICE: 903903690

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

CUSTOMER NO. INVOICE NO. INVOICE DATE CARRIER FREIGHT
1020007 903903690 12-30-2019 FEDEX DAF

PURCHASE ORDER ID: CC010607
SHIP FROM: Richmond, CA
PAYMENT TERMS: Net 30 Days

SALES ORDER 1003903690 ORDER DATE 12-19-2019 CONTACT NAME: HANNAH

MATERIAL NUMBER BATCH S/N QUANTITY ORDERED QUANTITY SHIPPED UNIT DESCRIPTION UNIT PRICE EXTENDED PRICE
1330019 64291200 1 1 EA Bio-Plex Pro Mouse Chemokine 31plex 3,798.20 3,798.20

QUOTE ID: 19-QD358542

Subtotal: 3,798.20
Tax: 0.00
Freight Charge: 34.00
Handling Charge: 5.00
Total USD: 3,837.20

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-BioRad (800) 224-6723

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Updated: 05/03/2021
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
4. Click **Print** (best format is Landscape)
5. This is your required documentation for that transaction.

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**FASTENAL**

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

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**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.

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**

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

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 ecs@henryschein.com 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 customercare@thermofisher.com.

LOWES

1. Lowes – Punch out catalog

2. Click Shop the Lowes Catalog

WELCOME TO LOWE’S

Access a Lowes Quote
Please enter your Quote reference below.

<table>
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<tr>
<th>Quote Number Here</th>
<th>Phone Number Here</th>
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Shop the Lowes Catalog

SUBMIT
3. Hover over My Account, click **My Order History**

![My Order History](image)

4. Search for your order.

![My Order History](image)

**OFFICE DEPOT**

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

Example:

![Office Depot Packing List](image)
1. Office Depot – Punch out catalog

2. Click on Orders

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

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

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)

SANTA CRUZ

Packing slip from shipment is your required documentation for transactions with this vendor.
1. Staples – Punch out catalog

2. Click on the person icon

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.
6. 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

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

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

Updated: 05/03/2021
6. A box will drop down that shows all invoices for that order. Click on the *invoice number*

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